

UNIVERSITY OF ARKANSAS
EAST ARKANSAS COMMUNITY COLLEGE

STUDENT CAMPUS POLICIES & PROCEDURES HANDBOOK

2026-2027

1700 Newcastle Road | Forrest City, Arkansas 72335
(870) 633-4480 Ext. 200 | www.uaeacc.edu

STUDENT CAMPUS POLICIES & PROCEDURES HANDBOOK

Welcome from the Vice Chancellor for Student Services

Dear Students,

Welcome to the University of Arkansas East Arkansas Community College (UAEACC). On behalf of the Division of Student Services, I am pleased to provide this Student Campus Policies & Procedures Handbook as a resource to support your academic journey and campus experience.

This handbook outlines important student rights, responsibilities, standards of conduct, academic expectations, and institutional procedures designed to promote a safe, respectful, and student-centered learning environment. Familiarity with these policies will help you make informed decisions and successfully navigate your time at UAEACC.

As members of the UAEACC community, students are expected to uphold the values of integrity, accountability, respect, and engagement. These principles support our shared commitment to student success and help ensure a positive educational experience for all.

Our team is committed to providing quality services, guidance, and support throughout your educational experience. If you have questions about the policies contained in this handbook or need assistance, we encourage you to contact the appropriate campus office or the Division of Student Services.

Thank you for choosing UAEACC. We are honored to be part of your educational journey and look forward to supporting your success.

Sincerely,

Errin James

Vice Chancellor for Student Services

University of Arkansas East Arkansas Community College

HANDBOOK DISCLAIMER

This Student Campus Policies & Procedures Handbook is provided as a general reference for students of the University of Arkansas East Arkansas Community College (UAEACC). The handbook summarizes selected policies, procedures, rights, responsibilities, and expectations that may affect students while enrolled at the College.

The College reserves the right to amend, revise, supplement, interpret, or discontinue any policy, procedure, requirement, program, service, or regulation described in this handbook at any time to comply with federal law, state law, Arkansas Division of Higher Education requirements, University of Arkansas System policies, accreditation standards, or institutional needs.

Nothing contained in this handbook shall be construed as creating a contractual relationship between the student and the College. Students are responsible for complying with all current College policies and procedures whether or not they are specifically included in this publication.

In the event of any conflict between information contained in this handbook and official College policies, Board policies, state or federal regulations, or applicable law, the official policy or legal requirement shall govern.

The official and most current version of College policies may be obtained through the College website or the appropriate administrative office.

TABLE OF CONTENTS

COMBINED PDF PAGE

UAEACCP 501.1.3 Student Academic Responsibility Policy	3
UAEACCP 220.1.1 Campus Photo Identification Cards	6
UAEACCP 500.1.1 Admissions Policies and Requirements	7
UAEACCP 500.1.2 Student Tuition and Fees Payment	11
UAEACCP 500.1.3 Administrative Withdrawal for Non-Payment	15
UAEACCP 500.1.4 Tuition Waiver Policy and Requirements	18
UAEACCP 500.1.5 Fraudulent Student Identification and Prevention	26
UAEACCP 501.1.1 Academic Attendance	30
UAEACCP 501.1.2 Academic Withdrawal Policy	35
UAEACCP 501.1.4 Satisfactory Academic Progress (SAP)	38
UAEACCP 501.1.5 Return of Title IV (R2T4) and Financial Aid Withdrawal Policy	41
UAEACCP 502.1.2 Communicable Diseases - Students	44
UAEACCP 502.1.4 Designation of Bathrooms and Other Facilities	48
UAEACCP 503.1.1 Student Complaint Procedures	51
UAEACCP 504.1.1 Family Educational Rights and Privacy Act (FERPA)	53
UAEACCP 514.1.1 Student Organizations	56
UAEACCP 515.1.1 Student Activity Funds and Travel Allowance	63
UAEACCP 515.1.2 Off-Campus Travel of Students Representing UAEACC	65
UAEACCP 502.1.5 Free Speech and Expressive Activities	69
UAEACCP 502.1.1 Code of Student Conduct	76
UAEACCP 502.1.2 Title IX, Sexual Assault and Harassment	131
UAEACCP 241.1.1 Sex Offender Notification	152
Crime Statistics Update	156



STUDENT ACADEMIC RESPONSIBILITY POLICY
Campus Policies & Procedures 501.1.3
Chancellor's Office

UAEACCP 501.1.3 STUDENT ACADEMIC RESPONSIBILITY POLICY

The University of Arkansas – East Arkansas Community College establishes this policy to define student responsibilities related to academic participation, enrollment, and progress.

I. Purpose

1. The University of Arkansas – East Arkansas Community College establishes this policy to define student responsibilities related to academic participation, enrollment, and progress.
2. Students are expected to take an active role in their educational experience and to meet all academic and institutional requirements.

II. Scope

1. This policy applies to all students enrolled in credit-bearing coursework across all instructional modalities.

III. General Academic Responsibility

1. Students are responsible for:
 - a. Registering for appropriate courses aligned with their academic goals.
 - b. Understanding degree requirements and academic expectations.
 - c. Monitoring academic progress and standing.
 - d. Maintaining accurate enrollment and account information.
 - e. Complying with all institutional policies and deadlines.
2. Students are encouraged to work with faculty and advisors to support academic success.

IV. Responsibility for Academic Engagement and Attendance

1. Students are responsible for:
 - a. Attending all scheduled classes.
 - b. Actively participating in coursework.
 - c. Completing and submitting required assignments on time.
2. Students must understand:
 - a. Attendance is defined by academically related activity, not course access.
3. Failure to participate may result in:
 - a. Excessive absence designation.
 - b. Course failure.
 - c. Impact to academic standing and SAP.

V. Last Date of Attendance (LDA) Responsibility

1. The Last Date of Attendance (LDA) is defined as the last date a student demonstrates academically related activity.

Face-to-Face and Hybrid Courses

2. LDA is based on:
 - a. The last class attended, OR.
 - b. Documented academic activity.

Online Courses (Required Standard)



STUDENT ACADEMIC RESPONSIBILITY POLICY
Campus Policies & Procedures 501.1.3
Chancellor's Office

3. The Last Date of Attendance is the last date the student submitted academically related coursework.
4. Examples include:
 - a. Assignment submission.
 - b. Quiz or exam completion.
 - c. Participation in graded discussions.
5. The following do NOT count as attendance:
 - a. Logging into the course.
 - b. Viewing course materials.
 - c. System-generated activity without submission of work.

Student Responsibility for LDA Impact

6. Students should understand:
 - a. Failure to submit coursework may establish an earlier Last Date of Attendance.
7. This may impact:
 - a. Course grades.
 - b. Financial aid eligibility.
 - c. Satisfactory Academic Progress (SAP).
 - d. Return of Title IV (R2T4) calculations.

VI. Responsibility for Withdrawal

1. Students are responsible for:
 - a. Initiating withdrawal from courses by the published deadline.
2. Understanding the difference between:
 - a. No-show.
 - b. Course withdrawal.
 - c. Complete withdrawal.
3. Students who stop attending without officially withdrawing:
 - a. Remain enrolled.
 - b. Will receive a grade based on performance (including "F").
 - c. Are responsible for all tuition and fees.
4. This reflects institutional expectations that ceasing attendance without withdrawal does not remove academic or financial responsibility.

VII. Responsibility for Academic Progress

1. Students are responsible for maintaining:
 - a. Minimum GPA standards.
 - b. Completion rate requirements.
 - c. Progress toward degree completion.
2. Failure to meet these standards may result in:
 - a. Academic probation or suspension.
 - b. Loss of financial aid eligibility.
 - c. Required intervention or academic plans.



STUDENT ACADEMIC RESPONSIBILITY POLICY
Campus Policies & Procedures 501.1.3
Chancellor's Office

VIII. Responsibility for Communication and Compliance

1. Students are responsible for:
 - a. Regularly checking institutional email and course communication tools.
 - b. Responding to outreach from faculty and College staff.
2. Complying with requests for:
 - a. Identity verification.
 - b. Documentation.
 - c. Academic or financial requirements.
3. Failure to respond may result in:
 - a. Administrative holds.
 - b. Enrollment restrictions.
 - c. Loss of financial aid.

IX. Responsibility for Course Load Management

1. Students are responsible for:
 - a. Registering within approved course load limits.
 - b. Seeking approval for overload requests.
 - c. Understanding the time and academic commitment required for enrollment.
2. Students enrolling in heavy course loads are expected to maintain consistent participation across all courses.

X. Relationship to Other Policies

1. This policy operates in conjunction with:
 - a. UAEACCP 500.1.5 Fraudulent Student Identification.
 - b. UAEACCP 501.1.1 Academic Attendance.
 - c. UAEACCP 501.1.5 Return of Title IV (R2T4).

XI. Institutional Authority

1. The College reserves the right to:
 - a. Enforce academic participation standards.
 - b. Assign grades based on academic performance and engagement.
 - c. Apply administrative actions when students fail to meet responsibilities.

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



Campus Photo Identification Cards
Campus Policies & Procedures 220.1.1
Chancellor's Office

UAEACCP 220.1.1 CAMPUS PHOTO IDENTIFICATION CARDS

I. Purpose and Scope

As part of UA-EACC's commitment to safety, all students and employees must obtain and wear an UA-EACC-issued photo identification (ID) badge. The helps campus safety and security personnel identify who is on campus for a legitimate educational purpose. Those not displaying a badge may be asked to provide alternate identification or to identify themselves as requested by security personnel or others acting in their professional capacity.

II. Procedures

1. ID badges will be issued in two categories:
 - a. Student IDs: horizontally oriented;
 - b. Employee and Board of Visitors IDs: vertically oriented.
2. Employees and students must visibly display their ID badge on their person while on campus.
3. IDs should be encased in a plastic sleeve for protection and clipped to the upper torso or displayed on a lanyard in a location where they are visible.
4. Student IDs may be obtained in the Welcome Center.
5. Employee IDs are issued upon hire and may be obtained from the Administration building.
6. One badge per academic year will be printed free for all students and employees.
7. Replacement badges that are printed within the same academic year may incur a reasonable cost.
8. The ID badge may be used only by the individual to whom it was issued.
9. A pattern of failing to wear the UA EACC badge may result in disciplinary action. Security will report employees who repeatedly fail to wear their ID badge to the supervising administrator and the Chancellor; security will report students to the chief student services officer. Reporting will be done at least once a year in February for evaluations or on an as-needed basis.
10. The UA-EACC ID badge is the property of the UA-EACC and may be revoked for inappropriate use.
11. Students may be required to return an ID badge if they are suspended from the College.
12. The UA-EACC Employee ID badge must be returned to the Office of Human Resources upon separation of employment.

Other applicable documents:

Revision History:

Effective Date: January 2026

Revised Date: January 15, 2026

Review/Approval: Chancellor, Safety and Security, Student Services, Human Resources



Admissions Policies and Requirements Campus Policies & Procedures 500.1.1 Chancellor's Office

UAEACCP 500.1.1 ADMISSIONS POLICIES & REQUIREMENTS

Statement on Multiple Constituencies

University of Arkansas - East Arkansas Community College recognizes that we serve a variety of constituencies. UA-EACC is committed to supporting and celebrating its community of learners and promoting an educational environment that is responsive and supportive. In alignment with our mission, UA-EACC seeks to promote learner belonging and engagement in its many forms. UA-EACC has an open-door policy for admission and offers equal educational opportunity to all persons without regard to race, ethnicity, place of origin, socioeconomic status, gender, gender identity, sexual orientation, religion, or (dis)ability. The College embraces all learners and appreciates their varied perspectives and experiences. UA-EACC encourages all constituencies to share in the responsibility for cultivating a meaningful learning environment wherein differences are valued and acceptance practiced.

I. Purpose and Scope

The purpose of this procedure is to identify the admission policy and outline the required documents needed to apply to the University of Arkansas - East Arkansas Community College. This procedure applies to all prospective students seeking admission to the College.

II. Minimum Admission Requirements

UA-EACC is an open-admissions institution that welcomes all individuals who meet the following criteria:

1. Have a high school diploma from an accredited high school or home school; or
2. Have a General Educational Development (GED) equivalency certificate; or
3. High school, home school, or GED students who meet the requirements for Concurrent or Dual Enrollment
4. Students enrolling in non-credit courses, Certificate of Proficiency programs, or Technical Certificate programs are exempt from these requirements.

III. Required Items for Admission

To complete the application for admission process, students must submit the following information to the Office of Admissions prior to registration:

1. A completed Application for Admission (available at www.eacc.edu);
2. An official transcript of high school grades, credits, and date of graduation and/or college work; or GED certificate;
3. Proof of two (2) immunizations against measles, mumps, and rubella (MMR);
4. ACT or other ADHE-approved placement test scores when enrolling in mathematics or English courses.



Admissions Policies and Requirements

Campus Policies & Procedures 500.1.1

Chancellor's Office

IV. Procedure

A. Submission of Documents and Identify Verification

All documents received must be official copies before a student is fully admitted. A student may be enrolled as a non-degree seeking student until the required documents are received. Any student who has not submitted all the required documents by the end of the second week of the semester may be administratively dropped from all courses or will be placed on admissions hold and will not be allowed to register for subsequent semesters until all required documents are received. Placement scores are required for all associate degree seeking and certificate seeking students prior to registration. Financial aid applications will not be processed if a student is on admissions hold. At any point during the application process, if documents are missing, have incorrect or inconsistent information, or admissions staff has reason to believe the application may be fraudulent, additional identity verification measures may be requested. Applications will not be processed until all identity verifications have met satisfactory requirements as determined by the admissions staff. Students applying for financial aid are subject to separate identity verification measures.

1. Admission to college does not guarantee admission to a specific course or program. Such admission may be dependent upon meeting additional criteria.
2. Official transcripts bearing the school seal and/or the signature of a school official must be forwarded directly from the sending institution or delivered by the student in a sealed tamper resistant envelope.
3. Immunization records must be signed by a physician or agent of the health department or be sent by the secondary school or another college directly to UA-EACC. In lieu of receiving vaccine, immunity can be shown by providing:
 - a) A copy of a positive laboratory test for immunity to measles and rubella certified by a medical doctor
 - b) A certificate approved by the Arkansas Department of Health signed by a medical doctor stating the vaccine would be detrimental to the student's health
4. Test scores must either be identified on the official high school transcript, sent directly from the testing agency, presented by the student on official testing agency stock or be a test taken and scored at UA-EACC or another college.
5. Certain academic programs may have special admission requirements which must be met prior to program admission. These special requirements are listed in the College Catalog where appropriate.
6. Facsimile (FAX) Transmission of Admission Documents cannot be accepted as official.

B. Admissions Categories

1. First College Admission

Any applicant who has no previous college enrollment and who is a graduate of an accredited high school or who has a GED equivalency certificate may be admitted as a freshman.

2. Readmission

Students previously enrolled at UA-EACC who have been out of school for two years should file a readmit application.



Admissions Policies and Requirements Campus Policies & Procedures 500.1.1 Chancellor's Office

3. Unconditional/Conditional Admission Unconditional Admission

Unconditional Admission: A student may be admitted **unconditionally** if they meet one of the following criteria:

- a) Students who have graduated from high school after May 1, 2002, and have successfully completed the college core curriculum with a minimum high school grade point average of 2.00 (on a 4.00 scale)
- b) Students who received a GED or are graduates of home schooling or private high schools after May 1, 2002, and have a composite score of 19 on the ACT, or the equivalent score on an ADHE- approved placement test

Conditional Admission: A student will be admitted **conditionally** if one of the following applies:

- a) Any student who is eighteen years of age or older who has not graduated from high school or does not have a GED diploma
- b) High school graduates, graduates of home schooling, graduates of private schools, and GED recipients who do not meet the requirements for unconditional admission
- c) Transcripts of out-of-state and private in-state high school graduates not meeting the college core curriculum.
- d) Students who are admitted conditionally and do not earn a 2.0 grade point average and/or do not complete the required coursework by the end of the 30-semester credit hour time period will be allowed to re-enroll with limited course enrollment until the deficiency is removed.

4. Non-Degree Seeking Student

A Non-Degree Seeking Student application is required but no other documents must be submitted unless a student desires to take more than 12 hours of course work or take a mathematics or English course.

5. Transfer Students

Students previously enrolled in other post-secondary institutions must complete an application for admission and provide evidence of good standing at those institutions.

6. Admission of High School Students

High school students currently enrolled in grades 9 through 12 may enroll in college courses with a written recommendation from their principal/designee.



Admissions Policies and Requirements Campus Policies & Procedures 500.1.1 Chancellor's Office

C. Conditional Admissions Requirements

1. Associate of Arts Degree Students

Students seeking an Associate of Arts Degree who are admitted conditionally must complete all required remedial work as well as twelve (12) hours of core academic courses with a minimum cumulative grade point average of 2.00 by the initial classification of sophomore standing (30 earned hours).

2. Associate of Applied Science Degree or Technical Certificate Students

Conditionally admitted students seeking an Associate of Applied Science Degree or Technical Certificate must complete six (6) hours chosen from the core academic courses, six (6) additional hours chosen from the technical courses required by that degree or certificate, and any necessary remedial courses with a minimum cumulative grade point average of 2.00 by the initial classification of sophomore status.

3. Core Academic Courses

Core academic courses include: ENG 1013 English Composition I, ENG 1023 English Composition II, MTH 1113 College Algebra, BIO 1014 General Biology, BIO 1514 General Botany, BIO 1614 General Zoology, CHE1024 General Education Chemistry, CHE 1214 College Chemistry I, PHS 1214 Physical Science I, SPE 1003 Intro to Communication, ART 1003 Art Appreciation, DRA 1003 Theatre Appreciation, MUS 1003 Music Appreciation, HIS 1013 Western Civilization I, HIS 1023 Western Civilization II, PSY 1003 General Psychology, SSC 1003 Intro to Social Science, SOC 1013 Intro to Sociology

D. International Students Admission

UA-EACC is authorized under federal law to enroll non-immigrant alien students on "F-1" student visas. Citizens of foreign countries who wish to attend UA-EACC should request admission information from the Office of Admissions and Records.

V. Related Information

Arkansas Code 6-60-208; Campus Procedure 100.0, Conditional Admissions Policy and Requirements; Campus Procedure 125.0, Placement Policy; Family Educational Rights and Privacy Act (FERPA)

VI. Revision History

Effective Date: May 15, 2025



**Student Tuition and Fees, Payment, and Accounts
Receivable
Campus Policies & Procedures 500.1.2
Chancellor's Office**

UAEACCP 500.1.2 STUDENT TUITION AND FEES, PAYMENT, AND ACCOUNTS RECEIVABLE

- I. **Purpose:** The purpose of this policy is to ensure that students are aware of their financial obligations regarding tuition and fees, and to outline the procedures and consequences related to payment. This policy aims to maintain the financial integrity of the College, ensure that students fulfill their payment responsibilities in a timely manner, and assist students in avoiding any legal consequences of non-payment to the state of Arkansas.
- II. **Scope:** This policy applies to all students enrolled in full-term and short-term courses.
- III. **Procedure:**
 1. **Payment:**
 - a. Payment for all classes and accompanying charges is considered due in full at the time of registration.
 - b. Students who believe they have scholarships, waivers, loans, or other financial aid are responsible for any outstanding balances after the financial aid has been applied.
 - c. Students have through the 11th Day of classes, or Census Day equivalent to make satisfactory payment arrangements.
 - d. It is the student's responsibility to ensure all financial aid applications are complete and the award they are expecting is verified.
 - e. Account adjustments (such as for additional fees or for overpayment) will be made by UA-EACC in as timely a manner as possible; however, students must realize that delays in final bill amounts are related to many factors out of the institution's control, such as the type of financial aid applied or last-minute schedule changes.
 - f. Students are responsible for determining their account balances are clear and their financial obligations are met throughout the semester.
 2. **Notification:**
 - a. UA-EACC does not send paper bills. Tuition charges are located in the student portal and should be reviewed often by each student, especially within the first six weeks of the semester, as financial aid balances may take time to process. Students may also contact Student Accounts in the Welcome Center for assistance in determining account balances.
 - b. It is **mandatory** that students check their **account balances in their student portal and check their UA-EACC email** regularly to ensure that balances are paid and that



**Student Tuition and Fees, Payment, and Accounts
Receivable
Campus Policies & Procedures 500.1.2
Chancellor's Office**

they are not dropped from courses. **"I did not know" and "I never check my email" are not reasons to reinstate a student who has been dropped for non-payment.**

- c. Student Services staff, including Financial Aid and Student Accounts, are available and happy to accommodate and assist students as much as possible with their account balances; however, ultimately, it is the student's responsibility to ensure satisfactory payment arrangements are made and that their account remains in good standing. Students are expected to manage their financial obligations.

IV. Payment Arrangements:

1. Students are encouraged to set up payment arrangements with Student Accounts.
2. Flexible payment plans are available to accommodate different financial situations. Students are responsible for initiating, pursuing, and keeping current all payment plans.
3. UA-EACC utilizes outside vendors to offer students a convenient method to arrange payment schedules and pay tuition in installments. There is a fee to utilize these payment plans and that fee is set by the vendor. Under this plan, payments of tuition and fees must be made by pre-arranged bank drafts or by pre-arranged credit card charges. Students can receive assistance with payment plans from Student Accounts in the Welcome Center.

V. Failure to Make Timely Payments:

1. Failure to make timely payments or to make timely payment arrangements for outstanding balances may result in withdrawal from classes for the term or semester.
2. Administrative withdrawal for non-payment may occur at any time during the semester.
3. However, even if withdrawn, students are still responsible for all charges.
4. Students who fail to make timely payments or to make timely payment arrangements may be denied the opportunity to participate in commencement, and the institution may hold the student's diploma until the student is current.

VI. Administrative Withdrawal Process:

1. If a student fails to make payment or set up a payment arrangement by the end of the Census Day, they may be administratively withdrawn then or at any time thereafter.
2. Extensions or exceptions to the administrative withdrawal date may only be made by the Chancellor, Vice Chancellor for Student Services, or the Chief Financial Officer.
3. Administratively withdrawn students will receive an automatic "W" (Withdrawal) on their academic record for the affected courses.



**Student Tuition and Fees, Payment, and Accounts
Receivable
Campus Policies & Procedures 500.1.2
Chancellor's Office**

4. Students who do not pay ALL tuition and fees may be withdrawn from their classes at any time during the semester, as noted above. The student will earn a grade of W for the course, and the non-refundable portion of the charges will still be owed and will remain in accounts receivable.
5. Collection processes and procedures are detailed elsewhere in policy.
6. Students who are administratively withdrawn for non-payment will be charged a prorated amount of 20% of the total tuition and fees for the affected courses.
7. UA-EACC reserves the right to reduce a bill incurred by a student if the student is administratively withdrawn on the basis of fraudulent records, as allowed by state law and UA system policies.
8. At the institution's discretion, student bills may be reduced based on the administrative withdrawal date. A decision to reduce a student's bill may only be made by the Chancellor and Chief Financial Officer on an individual basis.

VII. Reinstatement Following Administrative Withdrawal:

1. In the event that UA-EACC has mistakenly withdrawn a student for non-payment or for account balances owed, students may be re-instated.
2. Reinstatement may only occur if the request is received by UA-EACC through an official UA-EACC means of communication (campus email, in person, or via telephone) within five business days of the date the student was administratively dropped.
3. Requests for reinstatement will only be considered if they come from the student who owes the bill. Requests from other parties on behalf of the student, such as relatives, will not be considered.
4. Requests are only considered on a case-by-case basis and are only allowed at the discretion of the Chancellor, Vice Chancellor for Student Services, or the Chief Financial Officer.
5. Reinstatement is subject to course availability and other administrative approvals as determined necessary by UA-EACC.

VIII. Accounts Receivable and Delinquent Accounts:

1. Students that owe a balance at the end of a term will receive a final bill with a warning that their balance will be sent to collections in 60 days with a contracted collection agency. In conjunction, a student account hold will be placed on the student account.
2. Following the 60-day period, the delinquent accounts file will be uploaded to the contracted collection agency to begin the collections process. Student balances will also be submitted to the state set aside program in order to submit students' state tax returns to the college for the collection process.



**Student Tuition and Fees, Payment, and Accounts
Receivable
Campus Policies & Procedures 500.1.2
Chancellor's Office**

3. Students remain in collections until the balance is paid, or if the balance is written off by the college through the abatement process.
4. Students with an outstanding balance may not be allowed to register for classes for a new term until conditions are met with a payment plan in place.
5. Students with delinquent accounts may not be allowed to participate in commencement, and the institution may hold the student's diploma until the student is current.

Revision History:

Effective Date: May 20, 2025

Revised Date:

Reviewed/Approved by: UA-EACC Chancellor, UA-EACC Human Resources,
UA-EACC Student Services, UA-EACC Chief Financial Officer



Student Administrative Withdrawal for Non-Payment Campus Policies & Procedures 500.1.3 Chancellor's Office

UAEACCP 500.1.3 STUDENT ADMINISTRATIVE WITHDRAWAL FOR NON-PAYMENT

- I. **Purpose:** To ensure that students meet their financial obligations while providing a fair opportunity to address any payment issues. UA-EACC is required to make every effort to collect balances owed by students, as those monies are owed to an institution of the State of Arkansas. The following policies and procedures are necessary to ensure that the institution's obligation to collect monies owed to it are fulfilled. They are also intended to assist students in avoiding any legal consequences of non-payment to the state of Arkansas.
- II. **Scope:** This policy applies to all students enrolled in full-term and short-term courses.
- III. **Procedure:**
 1. **Payment:**
 - a. Payment for all classes and accompanying charges is considered due in full at the time of registration.
 - b. Students who believe they have scholarships, waivers, loans, or other financial aid are responsible for any outstanding balances after the financial aid has been applied.
 - c. Students have through the 11th Day of classes, or Census Day equivalent to make satisfactory payment arrangements.
 - d. It is the student's responsibility to ensure all financial aid applications are complete and the award they are expecting is verified.
 - e. Account adjustments (such as for additional fees or for overpayment) will be made by UA-EACC in as timely a manner as possible; however, students must realize that delays in final bill amounts are related to many factors out of the institution's control, such as the type of financial aid applied or last minute schedule changes.
 - f. Students are responsible for determining their account balances are clear and their financial obligations are met throughout the semester.
 2. **Notification:**
 - a. UA-EACC does not send paper bills. Tuition charges are located in the student portal and should be reviewed often by each student, especially within the first six weeks of the semester, as financial aid balances may take time to process. Students may also contact Student Accounts in the Welcome Center for assistance in determining account balances.
 - b. It is **mandatory** that students check their **account balances in their student portal and check their UA-EACC email** regularly to ensure that balances are paid and that they are not dropped from courses. **"I did not know" and "I never check my email" are not reasons to reinstate a student who has been dropped for non-payment.**



Student Administrative Withdrawal for Non-Payment Campus Policies & Procedures 500.1.3 Chancellor's Office

- c. Student Services staff, including Financial Aid and Student Accounts, are available and happy to accommodate and assist students as much as possible with their account balances; however, ultimately, it is the student's responsibility to ensure satisfactory payment arrangements are made and that their account remains in good standing. Students are expected to manage their financial obligations.

IV. Payment Arrangements:

1. Students are encouraged to set up payment arrangements with Student Accounts.
2. Flexible payment plans are available to accommodate different financial situations. Students are responsible for initiating, pursuing, and keeping current all payment plans.
3. UA-EACC utilizes outside vendors to offer students a convenient method to arrange payment schedules and pay tuition in installments. There is a fee to utilize these payment plans and that fee is set by the vendor. Under this plan, payments of tuition and fees must be made by pre-arranged bank drafts or by pre-arranged credit card charges. Students can receive assistance with payment plans from Student Accounts in the Welcome Center.

V. Failure to Make Timely Payments:

1. Failure to make timely payments or to make timely payment arrangements for outstanding balances may result in withdrawal from classes for the term or semester.
2. Administrative withdrawal for non-payment may occur at any time during the semester.
3. However, even if withdrawn, students are still responsible for all charges.

VI. Administrative Withdrawal Process:

1. If a student fails to make payment or set up a payment arrangement by the end of the Census Day, they may be administratively withdrawn.
2. Extensions or exceptions to the administrative withdrawal date may only be made by the Chancellor, Vice Chancellor for Student Services, or the Chief Financial Officer.
3. Administratively withdrawn students will receive an automatic "W" (Withdrawal) on their academic record for the affected courses.
4. Students who do not pay ALL tuition and fees may be withdrawn from their classes at any time during the semester, as noted above. The student will earn a grade of W for the course, and the non-refundable portion of the charges will still be owed and will remain in accounts receivable.



Student Administrative Withdrawal for Non-Payment Campus Policies & Procedures 500.1.3 Chancellor's Office

5. Collection processes and procedures are detailed elsewhere in policy.
6. Students who are administratively withdrawn for non-payment will be charged a prorated amount of 20% of the total tuition and fees for the affected courses.
7. UA-EACC reserves the right to reduce a bill incurred by a student if the student is administratively withdrawn on the basis of fraudulent records, as allowed by state law and UA system policies.
8. At the institution's discretion, student bills may be reduced based on the administrative withdrawal date. A decision to reduce a student's bill may only be made by the Chancellor and Chief Financial Officer on an individual basis.

VII. Reinstatement Following Administrative Withdrawal:

1. In the event that UA-EACC has mistakenly withdrawn a student for non-payment or for account balances owed, students may be re-instated.
2. Reinstatement may only occur if the request is received by UA-EACC through an official UA-EACC means of communication (campus email, in person, or via telephone) within five business days of the date the student was administratively dropped.
3. Requests for reinstatement will only be considered if they come from the student who owes the bill. Requests from other parties on behalf of the student, such as relatives will not be considered.
4. Requests are only considered on a case-by-case basis and are only allowed at the discretion of the Chancellor, Vice Chancellor for Student Services, or the Chief Financial Officer.
5. Reinstatement is subject to course availability and other administrative approvals as determined necessary by UA-EACC.

Revision History:

Effective Date: May 20, 2025

Revised Date:

Reviewed/Approved by: UA-EACC Chancellor, UA-EACC Human Resources,
UA-EACC Student Services, UA-EACC Chief Financial Officer



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

UAEACCP 500.1.4 TUITION WAIVER POLICY AND REQUIREMENTS

I. Purpose

The purpose of this policy is to establish uniform standards governing all tuition waivers administered by the University of Arkansas East Arkansas Community College (UAEACC). This policy establishes the minimum requirements applicable to all institutionally funded tuition waivers while allowing individual waiver categories to establish additional eligibility criteria, restrictions, academic requirements, or program-specific conditions. Tuition waivers are authorized by the College but are not mandatory, guaranteed, or automatically granted. All waivers remain subject to available funding, institutional priorities, applicable law, Board policy, and administrative procedures.

II. Scope

This policy applies to all College-funded tuition waivers, including but not limited to:

- Academic Achiever Waiver
- State Employee Waiver
- Employee and Dependent Waiver
- Hometown Heroes Waiver
- Make Your Summer Count Waiver
- Summer Finish Line Waiver
- GED (Strong Start) Waiver
- Multi-Generational Waiver
- Senior Waiver
- Any waiver approved by the Chancellor and Board of Trustees.

III. Definitions

A. College-Funded Tuition Waiver

Any tuition waiver funded directly by UAEACC.

B. Term

A Fall, Spring, Off-Schedule, or Summer enrollment period.

C. Summer Term



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

For waiver administration purposes, multiple summer sessions within the same calendar year may be treated as a single term when authorized by a specific waiver.

D. Continuous Enrollment

Enrollment in required academic terms without interruption unless an approved exception exists.

E. Eligible Coursework

Credit-bearing coursework applicable toward an approved degree or certificate program unless otherwise specified within a waiver category.

F. Super Score

A score calculated by combining the highest eligible subsection scores from multiple administrations of the same testing instrument.

IV. General Eligibility Requirements

Unless otherwise specified by a waiver category, all applicants must:

1. Be admitted to UAEACC.
2. Be enrolled in credit-bearing coursework.
3. Meet all requirements established for the specific waiver.
4. Submit all required supporting documentation.
5. Meet institutional academic standing requirements.
6. Remain financially responsible for balances not covered by the waiver.

V. Testing and Score Equivalency Requirements

A. Institutional Testing Standard

Whenever a tuition waiver, scholarship, admission-based award, or institutional program requires ACT, SAT, ACCUPLACER, or other approved examination scores, UAEACC shall utilize officially recognized concordance tables when available. When an official concordance does not exist or when an institutional determination is necessary, UAEACC shall utilize the approved institutional score equivalency guide maintained by the Office of Admissions, Advising, Financial Aid, and the Registrar.

B. ACT and ACCUPLACER Equivalency Standard

For institutional waiver determinations, the following equivalencies shall be used:



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

ACT	ACCUPLACER
19	249
20	252
21	255
22	258
23	261
24	264
25	267
26	270
27	273
28	276
29	279
30	282
31	285
32	288
33	291
34	294
35	297
36	300

UAEACC recognizes an institutional equivalency of ACCUPLACER 249 = ACT 19, with proportional scaling through ACCUPLACER 300 = ACT 36 for institutional waiver evaluations.

C. Arkansas State Scholarship Benchmark

When evaluating state scholarships or programs governed by Arkansas scholarship requirements, the College shall utilize the state-recognized benchmark of an average ACCUPLACER score of 246 as equivalent to an ACT composite score of 19, unless superseded by state law or regulation.

D. Super scoring

When permitted by a specific waiver category, super scoring may be utilized to determine eligibility.

Superscores must be derived exclusively from multiple administrations of the same testing instrument.



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

- ACT scores may only be superscored with ACT scores.
- SAT scores may only be superscored with SAT scores.
- ACCUPLACER scores may only be superscored with ACCUPLACER scores.
- Scores from different testing instruments shall not be combined to create a superscore.
- Cross-instrument score blending is prohibited.

Equivalent scores established through the UAEACC Testing Equivalency Guide are intended solely to determine equivalent eligibility thresholds and may not be combined with scores from another testing instrument to establish eligibility.

E. Waivers Requiring Minimum Scores

Any waiver referencing a minimum ACT, SAT, ACCUPLACER, or other approved examination score shall automatically utilize the equivalencies and superscoring standards established in this section unless the waiver expressly states otherwise. Individual waiver policies are not required to restate score conversion standards.

VI. Application and Renewal Requirements

A. Application

Applicants must submit:

- A completed waiver application.
- All required supporting documentation.
- Verification materials necessary to establish eligibility.

Documentation may include:

- Employment verification
- Proof of relationship
- Test scores
- Academic transcripts
- Military records
- Other documentation deemed necessary by the College.

UAEACC retains sole authority to determine acceptable documentation and eligibility verification requirements.

B. Renewal



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

Unless specifically authorized, waivers are not automatically renewed.

Recipients must reapply for each applicable term, semester, or calendar year. Approval in one award period does not guarantee approval in subsequent periods.

C. Funding Availability

Waivers may be awarded on a first-come, first-served basis and shall not exceed available institutional funding and budget allocations.

VII. Academic Standards

A. Standard GPA Requirement

Unless a specific waiver establishes a higher requirement, recipients must maintain:

- A cumulative GPA of 2.0 or higher; or
- The GPA required by the recipient's academic program, whichever is higher.

B. Higher Academic Standards

Specific waivers may establish GPA requirements exceeding 2.0. When higher standards are established, the higher requirement shall govern eligibility and renewal.

C. Academic Warning

Where authorized by the applicable waiver, students who fail to meet GPA requirements may be granted one warning term while continuing to receive the waiver.

D. Loss of Eligibility

Following a warning period, students who do not regain eligibility may become ineligible for future waivers until:

1. The required GPA is achieved; or
2. Academic Clemency requirements have been successfully completed, where applicable.

VIII. Enrollment Requirements

Specific waivers may require:



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

- Continuous enrollment
- Enrollment in designated terms
- Full-time enrollment
- Enrollment in approved degree or certificate programs
- Minimum semester credit-hour requirements

Only coursework applicable toward a declared degree or certificate program may be covered unless otherwise authorized by the waiver category.

IX. Award Limitations and Restrictions

A. One Institutional Waiver Rule

Students may receive only one College-funded waiver per term unless specifically authorized by institutional policy.

B. Stacking Restrictions

Waivers may be combined with external funding when permitted by the funding source.

College-funded waivers may not be combined with other institutional waivers unless specifically authorized.

Students covered under a Memorandum of Understanding (MOU) may be restricted from receiving certain institutional waivers.

C. Credit-Hour, Lifetime, and Time Limits

Individual waivers may establish:

- Credit-hour limits
- Program restrictions
- Lifetime usage caps
- Continuous enrollment requirements
- Usage deadlines

Such limitations are mandatory eligibility conditions.

D. Waiver-Specific Requirements

Individual waiver categories may establish additional eligibility standards, academic requirements, enrollment requirements, credit-hour limitations, program restrictions, service obligations, usage



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

deadlines, documentation requirements, or other conditions that are not contained within this general policy. Such requirements shall have the same force and effect as this policy provided they do not conflict with federal law, Arkansas law, University of Arkansas System policy, Board policy, or institutional policy

X. Tuition, Fees, and Financial Responsibility

Unless expressly stated otherwise:

- Waivers apply to tuition only.
- Audited courses are not eligible.
- Course fees, lab fees, insurance fees, supply fees, and other special assessments are not covered.

Recipients remain responsible for:

- Outstanding tuition balances
- Mandatory fees not covered by the waiver
- Any unpaid balance remaining after waiver application.

Failure to make timely payments or payment arrangements may result in:

- Revocation of current waivers
- Ineligibility for future waivers
- Administrative withdrawal for non-payment in accordance with UAEACCP 502.1.2.

XI. Verification, Compliance, and Misrepresentation

Applicants and recipients must provide accurate and complete information.

Misrepresentation, falsification of records, misuse of waiver benefits, or failure to provide requested documentation may result in:

- Denial of eligibility
- Revocation of waiver awards
- Repayment obligations
- Student conduct action when applicable

The College reserves the right to verify information at any time.

XII. Institutional Authority



TUITION WAIVER POLICY AND REQUIREMENTS

Campus Policies & Procedures 500.1.4

Chancellor's Office

Waivers are authorized but not guaranteed.

UAEACC reserves the right to:

- Establish eligibility requirements;
- Determine acceptable documentation;
- Modify administrative procedures;
- Limit awards based on available funding;
- Interpret waiver provisions; and
- Enforce all conditions of participation.

The Chancellor or designee may approve exceptions under extreme, extenuating, and meritorious circumstances when consistent with law, Board policy, and institutional interests.

All determinations regarding waiver eligibility and approval are final.

XIII. Appeals

Students may submit appeals regarding waiver eligibility, renewal, revocation, or interpretation through procedures established by the Office of Financial Aid.

Final appeal authority rests with the Chancellor or designee.

XIV. Related Information

- Arkansas Code § 6-60-204
- UAEACC Board Policy BP 5-4
- Academic Clemency Policy
- Financial Aid Policies
- UAEACC Catalog
- UAEACC Testing Equivalency Guide

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



UAEACP 501.1.5 FRAUDULENT STUDENT IDENTIFICATION AND PREVENTION

The University of Arkansas East Arkansas Community College (UA-EACC) is committed to maintaining the integrity of its admissions, enrollment, and financial aid processes by identifying, preventing, and responding to fraudulent student activity, including identity misuse, misrepresentation, and financial aid abuse. This policy establishes standards for detecting potential fraud, verifying student identity, and ensuring compliance with institutional, state, and federal regulations.

Purpose

1. UAEACC is committed to maintaining the integrity of its admissions, enrollment, student-account, and financial aid processes by identifying, preventing, and responding to fraudulent student activity, including identity misuse, misrepresentation, account compromise, and financial aid abuse.
2. This policy establishes risk indicators, identity-verification standards, institutional controls, response requirements, documentation expectations, and reporting responsibilities consistent with applicable institutional, state, University of Arkansas System, and federal requirements.

II. Scope

1. This policy applies to all individuals engaging with the College, including:
 - a. Applicants for admission;
 - b. Enrolled students;
 - c. Readmission applicants;
 - d. Students receiving or applying for financial aid; and
 - e. Individuals seeking to reactivate or access an existing student record or account.

III. Definitions

1. Fraudulent student activity means an attempt to misrepresent identity, academic history, financial aid eligibility, enrollment intent, account ownership, or academic engagement for personal, financial, or academic gain.
2. Fraudulent student activity includes, but is not limited to:
 - a. Identity theft, impersonation, or use of a compromised identity or student account;
 - b. Submission of falsified, altered, duplicated, or otherwise unauthentic documentation;
 - c. Misrepresentation of eligibility, enrollment intent, attendance, or academic engagement; and
 - d. Participation in enrollment or financial aid schemes, including "ghost student" activity.
3. A fraud risk indicator or red flag is a fact, pattern, discrepancy, alert, or combination of circumstances that warrants additional review. A red flag does not, by itself, constitute a final finding of fraud.

IV. Fraud Risk Indicators

1. The College shall use documented red flag indicators throughout the student lifecycle. Reviews shall consider the totality of available information, with enhanced verification when multiple or elevated-risk indicators are present.

Application and Admissions Indicators



FRAUDULENT STUDENT IDENTIFICATION AND PREVENTION
Campus Policies & Procedures 501.1.5
Chancellor's Office

2. Examples include:

- a. Duplicate contact, identity, device, or address information across multiple student records;
- b. Email, name, date-of-birth, address, or identity inconsistencies across records;
- c. Applications submitted in unusual patterns, in volume, or with unusual urgency near processing deadlines;
- d. Invalid or unverifiable telephone numbers, addresses, email domains, or supporting information;
- e. Refusal or inability to verify identity or provide requested documentation; and
- f. Application information inconsistent with the individual's stated educational history or enrollment objective.

Academic Records and Transcript Indicators

3. Examples include:

- a. Transcripts not received from an official, verified, or approved source;
- b. Duplicate or highly similar transcripts across multiple students
- c. Academic records that do not align with institutional, regional, or issuing-school practices;
- d. Inconsistencies in names, dates, graduation timelines, course types, signatures, postmarks, school information, formatting, or other record elements;
- e. Evidence of altered, unofficial, computer-generated, or otherwise unauthenticated records; and
- f. Records that cannot be authenticated through the issuing institution or an approved third-party source.

Financial Aid, Refund, and Identity Indicators

4. Examples include:

- a. Discrepancies among admissions data, transcripts, financial aid records, and FAFSA information;
- b. Conflicting name, date of birth, Social Security Number, citizenship, residency, or other identity data;
- c. Requests focused primarily on financial aid awards, refunds, or expedited disbursement;
- d. External, unverifiable, or recently changed banking or refund methods;
- e. Unusual enrollment history, transfer activity, or course-registration patterns inconsistent with the stated academic objective;
- f. Changes to refund preferences, account credentials, or banking information immediately before disbursement;
- g. Blocked, high-risk, or anomalous activity reported by the College's refund, banking, identity, or technology service providers;
- h. Discrepancies identified in subsequent Institutional Student Information Records or after aid has been awarded or disbursed; and
- i. Requests to release refunds before attendance, participation, or substantive academic engagement has been confirmed.

Enrollment and Participation Indicators

5. Examples include:



FRAUDULENT STUDENT IDENTIFICATION AND PREVENTION
Campus Policies & Procedures 501.1.5
Chancellor's Office

- a. Failure or refusal to verify identity during enrollment or continued attendance;
- b. Inconsistent, geographically irregular, or otherwise anomalous login, device, or multifactor-authentication activity;
- c. Failure to demonstrate authentic attendance, participation, or substantive academic engagement;
- d. Inability to satisfy identity validation in online learning or proctoring environments; and
- e. Coordinated enrollment, course-selection, withdrawal, or participation patterns across multiple records.

Readmission and Existing-Account Indicators

6. Examples include:

- a. A request to reactivate a student record accompanied by significant changes to contact, identity, banking, authentication, or refund information;
- b. Login or multifactor-authentication activity inconsistent with the established account history;
- c. Unexplained changes to email addresses, telephone numbers, physical addresses, credentials, or refund preferences; and
- d. Inability to verify information reasonably associated with the prior student record.

V. Identity Verification Requirements

1. The College may require identity verification at any point in the student lifecycle. Verification measures may include:
 - a. A valid government-issued photo identification;
 - b. Verification of legal name, date of birth, address, residency, and other identifying information;
 - c. Official transcripts and supporting documentation received from or authenticated through the issuing institution or an approved third-party source;
 - d. Confirmation of financial aid and FAFSA information;
 - e. In-person or live virtual identity confirmation using a valid government-issued photo identification when elevated fraud-risk indicators are present; and
 - f. Other lawful, risk-based verification measures reasonably necessary to resolve identified discrepancies.
2. The College shall use layered verification for higher-risk cases and shall limit the collection, access, use, transmission, and retention of personally identifiable information to authorized purposes and personnel.
3. A determination shall not be based solely on geography, protected status, or another characteristic unrelated to a documented and legitimate fraud risk.

VI. Holds, Cross-Referencing, and Data Verification

1. When fraud-risk indicators are identified, the College shall apply an appropriate hold or pending status at the applicable stage, including application, admission, financial aid awarding, refund disbursement, enrollment, attendance, or academic-engagement confirmation. Processing shall remain paused until the concern is reviewed and resolved.
2. Admissions, Financial Aid, the Registrar, Business Services, Information Technology, and other appropriate offices shall, as applicable:



FRAUDULENT STUDENT IDENTIFICATION AND PREVENTION

Campus Policies & Procedures 501.1.5

Chancellor's Office

- a. Compare student data across application, transcript, student-account, identity, enrollment, engagement, and financial aid records;
 - b. Investigate discrepancies in identity, academic history, eligibility, account activity, banking or refund information, and engagement;
 - c. Coordinate when indicators affect more than one area of the student lifecycle;
 - d. Withhold admission, transcript evaluation, registration, aid awarding, or disbursement until identified concerns are resolved; and
 - e. Review relevant alerts, exception reports, blocked-access reports, unusual activity, and other available risk information.
3. The College shall maintain a documented, risk-based review process that may use queries, automated flags, comment codes, risk levels, application locking, enhanced verification, and cross-functional review.

VII. Institutional Response and Reporting

1. When fraudulent activity is suspected:
 - a. Applicable admissions, enrollment, student-account, refund, or financial aid processing shall be suspended or restricted;
 - b. An appropriate hold or pending status shall be placed on the record;
 - c. Additional identity, document, eligibility, attendance, or engagement verification shall be required;
 - d. The matter shall be escalated to appropriate institutional leadership; and
 - e. Suspected fraud shall be reported through appropriate institutional channels to the University of Arkansas System Internal Audit Department in accordance with University of Arkansas Board of Trustees Policy 350.1.
2. No final determination regarding admission, enrollment, student-account activity, refund eligibility, or financial aid shall be made until the applicable review is completed.
3. If suspected or confirmed fraudulent activity results in a loss greater than \$1,000, the College shall report the loss to Arkansas Legislative Audit and the University of Arkansas System Internal Audit Department in accordance with applicable reporting requirements.
4. Credible information involving suspected fraud affecting federal student aid shall be referred to the appropriate federal authority, including the U.S. Department of Education Office of Inspector General, when required by applicable law, regulation, or federal guidance.
5. Nothing in this policy prevents the College from notifying law enforcement, legal counsel, service providers, or other appropriate authorities when authorized or required.

VIII. Enrollment and Financial Aid Restrictions

1. Individuals or students under fraud review:
 - a. May be restricted from admission, registration, account access, or changes to identifying or refund information;
 - b. May not receive financial aid awards, disbursements, or refunds while applicable verification is pending;
 - c. May be required to complete additional identity, eligibility, attendance, or engagement verification; and



- d. May be denied admission, administratively dropped or withdrawn, have aid adjusted or canceled, or be subject to other action authorized by law and College policy when identity, eligibility, documentation, attendance, or engagement cannot be verified.
2. Attendance, participation, LMS activity, substantive academic engagement, instructor confirmation, or other appropriate evidence may be reviewed before continued enrollment or release of funds.
3. Any adverse action shall be documented and communicated in accordance with applicable College policy, law, regulation, and due-process requirements.

IX. Documentation, Confidentiality, Training, and Review

1. The College shall:
 - a. Maintain records of risk indicators, verification activities, holds, monitoring, findings, determinations, referrals, reports, losses, and case resolution;
 - b. Handle personally identifiable information in accordance with FERPA, applicable privacy and information-security requirements, and College records-retention practices;
 - c. Limit access to fraud-review information to personnel with a legitimate institutional need;
 - d. Require appropriate staff training on fraud detection, identity verification, documentation, confidentiality, escalation, and reporting; an
 - e. Preserve records necessary to support audits, reviews, referrals, recovery efforts, or other official action.
2. Actions under this policy shall be consistent, documented, risk-based, and auditable.
3. The College shall periodically review and test its fraud controls and update its indicators, verification methods, holds, monitoring, and reporting procedures in response to emerging risks and guidance from the University of Arkansas System, Arkansas authorities, or federal agencies.

X. Authority and Related Requirement

1. This policy shall be administered consistently with:
 - a. UAEACCP 500.1.1 Admissions Policies and Requirements;
 - b. University of Arkansas Board of Trustees Policy 350.1, Fraud Policy;
 - c. University of Arkansas System Fraud Risk Notification Alert AN2026-01 and subsequent University of Arkansas System Internal Audit guidance;
 - d. Family Educational Rights and Privacy Act (FERPA);
 - e. Applicable Federal Student Aid laws, regulations, and guidance;
 - f. Applicable requirements of the U.S. Department of Education Office of Inspector General;
 - g. Applicable Arkansas Legislative Audit reporting requirements; an
 - h. Other applicable federal law, Arkansas law, University of Arkansas System policy, and institutional policy.
2. If this policy conflicts with controlling federal law, Arkansas law, regulation, or University of Arkansas Board of Trustees policy, the controlling authority shall govern.

Other Applicable Documents

UAEACCP 500.1.1 Admissions Policies and Requirements

University of Arkansas Board of Trustees Policy 350.1, Fraud Policy

University of Arkansas System Fraud Risk Notification Alert AN2026-01



FRAUDULENT STUDENT IDENTIFICATION AND PREVENTION
Campus Policies & Procedures 501.1.5
Chancellor's Office

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



ACADEMIC ATTENDANCE
Campus Policies & Procedures 501.1.1
Chancellor's Office

UAEACC 501.1.1 ACADEMIC ATTENDANCE

Class attendance and active participation are essential to student success and the academic integrity of instructional programs. This policy establishes consistent expectations for attendance, defines no-show status, and outlines excessive absence thresholds across all instructional modalities.

I. Purpose

1. Class attendance and active participation are essential to student success and the academic integrity of instructional programs. This policy establishes consistent expectations for attendance, defines no-show status, and outlines excessive absence thresholds across all instructional modalities.

II. Guaranteed Withdrawal (W) Policy

1. The College maintains a Guaranteed Withdrawal (W) period that is published on the Academic Calendar.
2. All course withdrawals processed by the official (W) deadline will result in a grade of "W."
3. After the published Last Day to Withdraw, students who remain enrolled and do not successfully complete the academic requirements of the course successfully will receive a final grade consistent with their academic performance (including "F," if applicable).
4. Students are responsible for initiating the official drop/withdrawal process.

III. No-Show Definition and Initial Participation Requirements

A. No-Show Definition

A No-Show is a student who fails to establish initial participation in a course by the published Census Date (11th class day or equivalent for the academic term).

Students identified as No-Shows shall be administratively dropped from the course.

B. Initial Participation

Initial participation is defined as a student's documented engagement in course activities by the published Census Date. Initial participation requirements vary by instructional modality and are used to determine whether a student has established attendance and is not considered a No-Show.

Face-to-Face Courses

A student establishes initial participation by:

- a. Attending at least one (1) scheduled class meeting on or before the Census Date.

Students who fail to attend at least one (1) scheduled class meeting by the Census Date will be considered No-Shows.

Online Courses

A student establishes initial participation by:

- a. Logging into the course; **and**



ACADEMIC ATTENDANCE
Campus Policies & Procedures 501.1.1
Chancellor's Office

b. Completing at least one (1) academically related activity by 11:59 p.m. on the Census Date.

Academically related activities include:

- Submitting an assignment;
- Completing a quiz or examination;
- Participating in a graded discussion; or
- Completing any other instructor-designated activity that demonstrates substantive academic engagement with course content.

Logging into the course alone does not constitute initial participation or attendance.

Students who do not satisfy both requirements by the Census Date will be considered No-Shows

Hybrid Courses

A student establishes initial participation by meeting the required participation expectations for the course on or before the Census Date through either:

- a. Attendance at a scheduled in-person class meeting; or
- b. Completion of an academically related online activity consistent with the requirements established for online courses.

Students who fail to satisfy the applicable in-person or online participation requirements by the Census Date will be considered No-Shows.

Late Registration

Enrollment after the start of the term does not extend, modify, or exempt a student from the established Census Date or No-Show reporting deadline. Students who register late remain responsible for meeting all initial participation requirements by the published Census Date.

IV. Attendance After Initial Participation

1. Once a student has attended at least one class session or completed an academic activity:
 - a. The student is considered actively enrolled.
 - b. Failure to continue participation does not result in administrative drop.
2. Students must complete the official withdrawal process to avoid earning a final grade.
 - a. Tuition and fee obligations remain in accordance with institutional refund policy.

V. Excessive Absence and Academic Engagement

1. Academic Engagement Expectations

Substantive academic engagement is required in all instructional modalities and is essential to student success. Students are expected to attend scheduled class meetings, when applicable, actively participate in instructional activities, complete and submit assigned coursework on time, and demonstrate satisfactory progress toward course learning outcomes.

Attendance and academic engagement are related but distinct concepts. A student may be physically present in a course without being academically engaged. Likewise, students enrolled in online courses demonstrate attendance through documented academic engagement rather than physical presence.



ACADEMIC ATTENDANCE

Campus Policies & Procedures 501.1.1

Chancellor's Office

Students are expected to be prepared for and actively participate in course activities, discussions, assignments, assessments, laboratories, clinical experiences, and other instructional requirements established by the instructor.

Face-to-Face and Hybrid Courses

Students enrolled in courses with scheduled class meetings are expected to attend class regularly and actively participate in instructional activities.

During the Fall and Spring semesters, a student is considered excessively absent when the number of absences exceeds twice the number of times the class meets each week.

Examples:

- Course meets three times per week: more than six absences.
- Course meets two times per week: more than four absences.
- Course meets one time per week: more than two absences.

During Summer and Special Terms, a student is considered excessively absent when the number of instructional hours missed exceeds twice the number of credit hours assigned to the course.

Example:

- A student enrolled in a three-credit-hour course who misses more than six hours of instruction is considered excessively absent.

Online and Distance Learning Courses

Because online and distance learning courses do not require physical attendance, academic engagement serves as the measure of attendance and participation.

After establishing initial academic engagement, students are expected to maintain regular participation in accordance with course requirements and instructor expectations.

During Fall and Spring semesters, a student is considered excessively absent when the student fails to demonstrate academic engagement for more than one week of instructional activity.

During Summer and Special Terms, a student is considered excessively absent when the student fails to demonstrate academic engagement during a period equivalent to more than ten percent (10%) of the instructional term.

Academic engagement includes, but is not limited to:

- Submitting assignments;
- Completing quizzes or examinations;
- Participating in discussions;
- Initiating meaningful academic interaction with the instructor; and
- Other instructor-designated activities demonstrating participation in the course.

Logging into a course without participating in an academically related activity does not constitute academic engagement.

VI. Faculty Responsibilities

1. Faculty are responsible for:

- a. Maintaining accurate records of student attendance and academic engagement.
- b. Verifying course rosters by the official Census Date.
- c. Providing opportunities for substantive academic engagement beginning in the first week of classes.

- d. Reporting students who fail to attend or engage academically (No-Shows) by the established deadline.
- e. Reporting excessive absences or lack of academic engagement through the College's Early Alert system.
- f. Clearly communicating attendance, participation, and academic engagement expectations in the course syllabus.

VII. Student Responsibilities

1. Students are responsible for:
 - a. Attending and actively participating in all courses.
 - b. Monitoring attendance and participation status.
 - c. Reviewing course syllabi/program handbook for instructor-specific requirements.
 - d. Initiating drops and withdrawals prior to the published deadline.
 - e. Regularly checking institutional email and course communication tools.

VIII. Academic Consequences

1. Students identified as excessively absent may:
 - a. Receive a failing grade ("F").
 - b. Be referred for academic intervention or Early Alert.
 - c. Lose eligibility for financial aid adjustments (as applicable).

IX. Program-Specific Attendance Standards

1. Academic programs, workforce programs, and specialized instructional areas may establish attendance procedures that are more stringent than the minimum standards outlined in this policy, when necessary to meet:
 - a. Accreditation or licensure requirements.
 - b. Clinical, lab, or competency-based instructional standards.
 - c. External agency or regulatory expectations.
 - d. Programmatic progression or safety requirements.
2. Any program-specific attendance expectations must:
 - a. Be clearly defined and documented in the course syllabus and/or program handbook.
 - b. Be communicated to students at the start of the term.
 - c. Be applied consistently and equitably across all enrolled students.
3. Program-specific procedures may not be less restrictive than institutional policy, but may impose earlier intervention thresholds, stricter absence limits, or additional participation requirements.
4. In cases where program-level attendance standards result in disciplinary action (including removal from a course or program):
 - a. Program-level enforcement will not supersede institutional conduct or academic procedures when suspension or removal from the College may be warranted.



ACADEMIC ATTENDANCE
Campus Policies & Procedures 501.1.1
Chancellor's Office

X. Exceptions

1. Exceptions to this policy may be granted only in extenuating circumstances and require approval from the Vice Chancellor of Academics or their designee. Because required documentation may vary, faculty should consult their respective Dean for guidance on how to proceed.

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



ACADEMIC WITHDRAWAL POLICY

Campus Policies & Procedures 501.1.2

Chancellor's Office

UAEACCP 501.1.2 ACADEMIC WITHDRAWAL POLICY

The University of Arkansas – East Arkansas Community College establishes the Academic Withdrawal Policy to define the process, timeline, and consequences associated with withdrawing from a course or the College.

I. Purpose

1. The University of Arkansas – East Arkansas Community College establishes the Academic Withdrawal Policy to define the process, timeline, and consequences associated with withdrawing from a course or the College.
2. This policy ensures clarity, consistency, and alignment with institutional academic standards and financial aid regulations.

II. Scope

1. This policy applies to:
 - a. All students enrolled in credit-bearing courses.
 - b. All instructional modalities (face-to-face, online, and hybrid).
 - c. All academic terms.

III. Types of Withdrawal

No-Show (Pre-Enrollment Removal)

1. Students who fail to establish initial participation by the Census Date:
 - a. Will be classified as No-Shows.
 - b. Will be administratively dropped from the course.
2. No-Show is not considered an academic withdrawal.

Student-Initiated Withdrawal

3. A student-initiated withdrawal occurs when a student formally withdraws from:
 - a. A single course, OR.
 - b. All courses (complete withdrawal from the College).
4. Students are responsible for completing the official withdrawal process.

Administrative Withdrawal

5. The College may administratively withdraw a student due to:
 - a. Non-payment (per UAEACCP 500.1.3).
 - b. Failure to verify identity or resolve fraud review (UAEACCP 500.1.5).
 - c. Failure to meet enrollment verification or engagement requirements.
 - d. Other institutional compliance issues.

IV. Guaranteed Withdrawal (W) Deadline

1. The College maintains a Guaranteed Withdrawal (W) period through the official Last Day to Withdraw, as published in the Academic Calendar.
2. Students who officially withdraw during the Guaranteed Withdrawal period will receive a grade of **W**.



ACADEMIC WITHDRAWAL POLICY

Campus Policies & Procedures 501.1.2

Chancellor's Office

3. After the Guaranteed Withdrawal deadline has passed, students may no longer withdraw with a guaranteed grade of W.
4. During the **Non-Guaranteed Withdrawal Period**, a faculty member may assign either a **W** or **WF (Withdraw Failing)** based on the student's academic standing and participation at the time of withdrawal.
 - a. A grade of WF is earned only when the faculty member has documented evidence that the student was failing the course and has made substantial, documented efforts to contact and support the student before assigning the grade.
 - b. Documentation may include attendance records, early alerts, academic performance records, emails, phone calls, learning management system communications, referrals to support services, advising referrals, or other documented outreach efforts. In the absence of sufficient documentation demonstrating both failing performance and substantial outreach, the grade assigned shall be **W**

V. Withdrawal After the Deadline

1. After the Last Day to Withdraw:
 - a. Students remain enrolled in the course.
 - b. Final grades will be assigned based on academic performance.
2. This may include:
 - a. A failing grade ("F").
 - b. Other earned grades based on course completion.

VI. Failure to Withdraw

1. Students who:
 - a. Stop attending, OR.
 - b. Fail to participate in coursework.
2. Without completing the official withdrawal process will:
 - a. Remain enrolled in the course.
 - b. Receive a final grade based on performance (including "F").
 - c. Be responsible for all tuition and associated charges.
3. This aligns with catalog expectations that students who cease attendance are still subject to course outcomes and academic consequences.

VII. Relationship to Attendance and Engagement

1. Withdrawal does not occur automatically based on attendance.
 - a. Students must formally withdraw to avoid academic penalty.
2. Excessive absences may result in:
 - a. Course failure.
 - b. Early Alert referral.
 - c. Impact to academic standing and SAP.

VIII. Financial Aid and Academic Impact

1. Withdrawal may impact:
 - a. Satisfactory Academic Progress (SAP).
 - b. Financial aid eligibility.



ACADEMIC WITHDRAWAL POLICY
Campus Policies & Procedures 501.1.2
Chancellor's Office

- c. Completion rate and GPA.
- 2. Grades of "W":
 - a. Count as attempted credits.
 - b. Do not count as successfully completed credits for SAP purposes.

IX. Administrative Holds and Withdrawal

- 1. Students with Administrative Holds may:
 - a. Experience delays or restrictions in processing withdrawals.
 - b. Be required to resolve hold conditions prior to future enrollment.
- 2. Unresolved issues such as:
 - a. Financial obligations.
 - b. Identity verification.
 - c. Enrollment compliance.
- 3. may impact continued enrollment or future registration.

X. Exceptional Circumstances (Appeals)

- 1. Exceptions to withdrawal deadlines may be considered only under:
 - a. Extenuating circumstances beyond the student's control.
- 2. Requests must:
 - a. Be submitted through the appropriate institutional process.
 - b. Include documentation supporting the request.
- 3. Approval authority:
 - a. Vice Chancellor of Academics or their designee.

XI. Student Responsibility

- 1. Students are responsible for:
 - a. Understanding withdrawal deadlines.
 - b. Monitoring academic and enrollment status.
 - c. Initiating withdrawal within designated timelines.
 - d. Consulting with advisors or instructors prior to withdrawal.
 - e. Understanding the academic and financial implications of withdrawal.

XII. Authority

- 1. This policy is established in alignment with:

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.

Revision History:

Effective Date: 08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



SATISFACTORY ACADEMIC PROGRESS (SAP)
Campus Policies & Procedures 501.1.4
Chancellor's Office

UAEACCP 501.1.4 SATISFACTORY ACADEMIC PROGRESS (SAP)

The University of Arkansas – East Arkansas Community College establishes Satisfactory Academic Progress (SAP) standards to monitor student academic performance and ensure continued eligibility for enrollment and financial aid.

I. Purpose

1. The University of Arkansas – East Arkansas Community College establishes Satisfactory Academic Progress (SAP) standards to monitor student academic performance and ensure continued eligibility for enrollment and financial aid.
2. SAP standards are applied consistently to all students in accordance with federal financial aid regulations.

II. Evaluation Frequency

1. Satisfactory Academic Progress is evaluated:
 - a. At the conclusion of each academic term after grades are posted.
 - b. This aligns with institutional practice as reflected in the catalog.

III. SAP Standards

Students must meet both the qualitative (GPA) and quantitative (completion rate) measures listed below based on total semester credit hours attempted.

Grade Point Average (Qualitative Measure)

Students must maintain the following minimum cumulative grade point average:

Semester Credit Hours Attempted	Minimum Cumulative GPA
1-15	1.50
16-31	1.60
32-47	1.70
48 and above	2.00

A student who fails to maintain the required cumulative GPA for his or her credit-hour level will not meet SAP standards. The cumulative GPA requirement reaches 2.00 once a student has attempted 48 or more semester credit hours.

Completion Rate (Quantitative Measure)

Students must successfully complete the following minimum percentage of attempted credit hours:

Semester Credit Hours Attempted	Minimum Completion Rate
1-15	50%
16-31	53%
32-47	60%
48 and above	67%

Completion rate is calculated by dividing successfully completed credit hours by attempted credit hours.



SATISFACTORY ACADEMIC PROGRESS (SAP)
Campus Policies & Procedures 501.1.4
Chancellor's Office

Grades of A, B, C, D, and CR are considered successfully completed coursework. Grades of F, W, I, NC, AU, and R are considered attempted but not successfully completed for SAP purposes.

Maximum Timeframe

Students must complete their academic program within 150% of the published program length. All attempted hours, including accepted transfer credit, count toward the maximum timeframe.

IV. SAP Status Levels

Good Standing

1. Students who meet all SAP standards remain in good standing.

Financial Aid Warning

2. A student will be placed on Financial Aid Warning when the student's cumulative GPA or completion rate falls below the minimum requirement associated with the student's total attempted credit hours.
 - a. SAP standards are not met for one term.
3. During Warning:
 - a. The student may continue receiving financial aid for one term.
 - b. The student is expected to regain compliance.

Financial Aid Suspension

4. A student will be placed on Financial Aid Suspension when:
 - a. SAP standards are not met after the Warning period.
 - b. The student fails to regain compliance within the required timeframe.
5. During Suspension:
 - a. The student is not eligible for financial aid.
 - b. The student may continue enrollment at personal expense.

Financial Aid Probation (Appeal-Based)

6. Students who successfully appeal suspension may be placed on Financial Aid Probation, subject to conditions outlined in an academic plan.

V. Appeals Process

1. Students may appeal SAP Suspension when extenuating circumstances exist.

Acceptable Circumstances May Include

- a. Medical conditions.
- b. Death of an immediate family member.
- c. Other extraordinary circumstances beyond the student's control.

Appeal Requirements

2. Appeals must include:
 - a. A written explanation of the circumstances.
 - b. Supporting documentation.
 - c. A plan for academic improvement.



SATISFACTORY ACADEMIC PROGRESS (SAP)
Campus Policies & Procedures 501.1.4
Chancellor's Office

Appeal Outcome

3. The College will:
 - a. Approve or deny the appeal.
 - b. Establish conditions for continued enrollment and aid (if approved).

VI. Impact of Attendance and Participation

1. Failure to attend or actively participate in coursework may result in:
 - a. Course failure (F).
 - b. Reduced completion rates.
 - c. Negative impact on SAP status.

VII. Relationship to Academic Standing

1. SAP is related to, but separate from:
 - a. Academic probation.
 - b. Academic suspension.
2. Students must meet both institutional academic standards and financial aid SAP standards.

VIII. Authority

1. This policy is established in accordance with:
 - a. Federal Student Aid (Title IV) regulations.
 - b. UAEACCP 501.1.1 Academic Attendance.
 - c. UAEACCP 501.1.2 Academic Withdrawal.
 - d. UAEACCP 501.1.3 Student Academic Responsibility.

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



**RETURN OF TITLE IV (R2T4) AND FINANCIAL AID
WITHDRAWAL POLICY
Campus Policies & Procedures 501.1.5
Chancellor's Office**

UAEACP 501.1.5 RETURN OF TITLE IV (R2T4) AND FINANCIAL AID WITHDRAWAL POLICY

The University of Arkansas – East Arkansas Community College establishes this policy to ensure compliance with federal regulations governing the treatment of Title IV financial aid when a student withdraws from the College.

I. Purpose

1. The University of Arkansas – East Arkansas Community College establishes this policy to ensure compliance with federal regulations governing the treatment of Title IV financial aid when a student withdraws from the College.
2. This policy defines how financial aid eligibility is determined, recalculated, and returned when a student ceases attendance.

II. Scope

1. This policy applies to:
 - a. All students receiving Title IV federal financial aid.
 - b. All course modalities (face-to-face, online, hybrid).
 - c. All withdrawal types, including student-initiated, administrative, and special withdrawals.

III. Determination of Withdrawal

1. A student is considered withdrawn when:
 - a. The student officially withdraws from all courses
2. Students who stop attending without officially withdrawing are subject to academic and financial consequences consistent with institutional policy.

IV. Last Date of Attendance (LDA) Standard

1. The College defines the Last Date of Attendance (LDA) as the last date a student demonstrates academically related activity.

Face-to-Face and Hybrid Courses

- a. The last attended class session, OR.
- b. Documented academically related activity confirmed by the instructor.

Online Courses (Required Standard)

2. The Last Date of Attendance (LDA) is the last date the student submitted academically related coursework.
3. Examples include:
 - a. Assignment submission.
 - b. Quiz or exam completion.
 - c. Participation in graded discussions.
4. The following do NOT constitute attendance:
 - a. Logging into the course.
 - b. Accessing course materials.
 - c. System-generated activity without academic engagement.



**RETURN OF TITLE IV (R2T4) AND FINANCIAL AID
WITHDRAWAL POLICY
Campus Policies & Procedures 501.1.5
Chancellor's Office**

V. Calculation of Earned Financial Aid

1. The College will:
 - a. Determine the percentage of the enrollment period completed based on the LDA.
 - b. Calculate the amount of Title IV aid earned.
2. Students earn aid proportionally based on attendance and participation.

VI. Return of Unearned Funds

1. If a student withdraws prior to completing the term:
 - a. Unearned financial aid must be returned in accordance with federal regulations.
 - b. The College will return its required portion within federally mandated timelines.
2. Institutional processes include:
 - a. Reviewing attendance records.
 - b. Calculating earned vs. unearned funds.
 - c. Returning applicable funds to federal programs.

VII. Student Financial Responsibility

1. Students may be responsible for:
 - a. Repayment of unearned financial aid.
 - b. Outstanding balances resulting from aid adjustments.
 - c. Tuition and fees not covered after recalculation.
2. Students will be notified of any financial obligation resulting from withdrawal.

VIII. Institutional Responsibilities

1. The College will:
 - a. Determine the student's Last Date of Attendance.
 - b. Perform Return of Title IV calculations.
 - c. Return funds within required timeframes.
 - d. Notify students of financial aid adjustments.

IX. Relationship to Other Policies

1. This policy operates in conjunction with:
 - a. UAEACCP 501.1.2 Academic Withdrawal Policy.
 - b. UAEACCP 501.1.4 Satisfactory Academic Progress.
 - c. UAEACCP 501.1.3 Student Academic Responsibility.

X. Authority

1. This policy is governed by:
 - a. Title IV Federal Financial Aid Regulations.
 - b. U.S. Department of Education requirements.

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.



**RETURN OF TITLE IV (R2T4) AND FINANCIAL AID
WITHDRAWAL POLICY
Campus Policies & Procedures 501.1.5
Chancellor's Office**

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics



**Communicable Diseases - Students
Campus Policies & Procedures 502.1.2
Chancellor's Office**

UAEACP 502.1.2 COMMUNICABLE DISEASES – STUDENTS

I. Student Communicable Diseases Policy

UA-EACC places a high priority on the need to prevent the spread of communicable diseases on campus. The transmission risks of communicable diseases such as measles, hepatitis, COVID-19, tuberculosis, and others can be greatly reduced by effective safety practices. Some communicable diseases are chronic and have lifelong effects. Equally important is to safeguard individual rights while protecting others on campus from needless, careless exposure. Consequently, the following guidelines are hereby instituted.

II. Definitions

Communicable disease means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host (CDC.gov). A significant communicable disease is one that poses a health threat to the infected individual, or those that she/he comes in contact with or is in close proximity to.

III. Right to Privacy

The college will respect the right of privacy of any student who has or is a carrier of a communicable disease. The medical condition of an affected person will be disclosed only to the extent necessary to minimize the health risks to employees and other students.

IV. Students with Communicable Diseases

1. A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend UA-EACC and participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. It is the student's responsibility to take all reasonable steps to request or ensure accommodations that prevent risk to others.
2. A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease presents significant risks of transmission having a direct effect on the student's ability to perform effectively, thereby rendering the student not qualified for the program or course of study.
3. In addition, no other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of UA-EACC facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. However, it is the person's responsibility to take all reasonable steps to ensure accommodations that prevent risk to others.
4. Due to the variety of possible situations that may occur, it is not feasible to provide specific, definitive administrative procedures that will apply in each case. The policies and procedures described herein serve as a general guide that may be utilized as the specific situation dictates. A student with a communicable disease may be temporarily excluded from campus until the risks of transmission of the disease to others can be reasonably determined.

V. Reporting and Protection Against Communicable Diseases

1. Students shall notify Adam O'Neal, Vice Chancellor for Student Services, if they have or are a carrier of a communicable disease when there is a risk of transmitting the disease to others on campus. Mr. O'Neal can be reached by calling 870-270-0552 ext. 215 or emailing aoneal@eacc.edu.
2. Such notification allows the college to evaluate each individual case and take the necessary precautions to minimize the risks of transmission to others. It is essential that strict confidentiality be maintained regarding the health condition of any student.
3. **Consequences:** The willful or careless exposure of other persons by an individual who has or is a carrier of a communicable disease is a reckless, inconsiderate, negligent act which endangers everyone. If it is determined that a person has or is a carrier of a communicable disease and that person has not taken adequate precautions to prevent transmission of the disease to others, or has not followed the procedures and policies listed herein, that person will be subject to suspension or dismissal from UA-EACC.
4. **Tuberculosis:** Students who suspect they are suffering from TB (or any other chronic communicable disease) must contact their healthcare provider immediately. Local county health department units will be informed of all confirmed TB cases. Students should follow the reporting procedures listed in this policy and procedure document.
 - a. The campus response to reported TB cases on campus will be fully coordinated with the local county health department units.
 - b. Students and faculty who shared classroom or office space with the individual will be notified.
 - c. Confidentiality of the person with tuberculosis will be protected.
5. **Measles:** Measles is highly contagious and as of 2025, the United States is experiencing an ongoing outbreak of this disease. Measles is highly contagious and spreads through:
 - a. Airborne transmission when an infected person breathes, coughs, or sneezes,
 - b. Touching contaminated surfaces and then touching the mouth, nose, or eyes, and
 - c. Airborne particles that linger for up to two hours after an infected person leaves an area.

Symptoms typically appear 7–14 days after exposure and may include fever, cough, runny nose, red eyes, and a rash that spreads over the body. A person with measles is contagious for about eight days—from four days before the rash appears until four days after.

According to CDC data, two doses of the MMR vaccine are 97% effective in preventing measles. For more information, go to www.cdc.gov/measles or contact a healthcare provider.

What to Do If You Are Concerned About Exposure to Measles:

Students who believe they have been exposed to measles must contact their health care provider or the department of health immediately and isolate themselves from others.

What to Do If You Have Confirmed Exposure to, or a Confirmed Case of, Measles:

Students who have a confirmed case or confirmed exposure should contact Adam O'Neal, Vice Chancellor for Student Services, who will work with the Vice Chancellor for Academics Office to notify faculty in an appropriately discreet manner to determine appropriate measures and accommodations. The campus response to reported measles cases on campus will be fully coordinated with the local county health department units. Students and faculty who shared classroom or office space with the individual will be notified; however, confidentiality of the person with measles will be protected. Mr. O'Neal can be reached by calling 870-270-0552 ext. 215 or emailing aoNeal@eacc.edu.

VI. Precautionary Measures for Specific Groups.

1. **Allied Health Faculty and Students:** Allied Health faculty members and students could be exposed to communicable diseases on more than a casual, routine basis. Accordingly, special precautions and protective measures are necessary to prevent needless exposure to chronic communicable diseases. The Dean of the Allied Health will take action to see that precautions, as recommended by the Centers for Disease Control and the Arkansas Health Department, are rigidly practiced in all health occupation programs.
2. **Faculty and Students in the Sciences:** Some laboratory sciences methods of instruction may involve contact and/or exposure to human blood and body fluids. Current scientific data indicate that special precautions need to be practiced in such contact/exposure situations. The Dean of Transfer Education will take action to see that adequate precautions are taken in instructional situations that have the potential to present exposure risks to communicable diseases.
3. **Participants in Certain Athletic Activities:** Certain kinds of athletic activities involving bodily contact may occasionally result in accidents or injuries which expose blood or body fluids. The Dean of Student Experience will take action to see that participants and chaperones are aware of and practice precautionary measures in situations which have the potential to present exposure risks to communicable diseases.

VII. Immunization Record

1. The Arkansas Department of Health (ADH) pursuant to Act 141 of 1987 requires that full-time students **MUST** provide proof of immunization against measles, mumps, and rubella (MMR). Proof of immunization, immunity, a medical or non-medical exemption, or birth before 1957 must be provided. The following are acceptable proof:
 - a. immunization record from another educational institution, a licensed medical doctor, or an authorized public health representative; or
 - b. military service showing the dates MMR shots were given.
2. In lieu of receiving a vaccine, immunity may be shown by providing documented evidence of appropriate serological testing which must be submitted by the student to the Arkansas



Communicable Diseases - Students Campus Policies & Procedures 502.1.2 Chancellor's Office

Department of Health, Immunization Section, 4815 W. Markham, Mail Slot 48, Little Rock, AR 72205. The ADH will send a letter to the student advising if immunity has been granted and it is the student's responsibility to bring the letter to the Registrar's Office.

3. Proof of immunization may be waived only upon receipt by the Records Office of an authorized exemption from ADH for medical, religious, or philosophical reasons. Exemption forms can be requested by emailing the Arkansas Department of Health at immunization.section@arkansas.gov. These forms must be completed, notarized, and mailed to the ADH at 4815 W. Markham, Mail Slot 48, Little Rock, AR 72205. If approved the ADH will then send a letter confirming exemption and term to the student. It is the student's responsibility to bring this letter to the Registrar's Office. This exemption must be renewed annually.
4. Proof of a birth date **prior** to January 1, 1957, will be accepted in lieu of receiving vaccine. Students must provide a copy of their birth certificate, current driver's license, or other state or federal-issued ID showing their date of birth
5. A hold will be placed on a student's record until the required documents are received.
6. Immunization records presented for admission become part of the student's permanent record and the property of UA-EACC and are not reissued.

VIII. Meningococcal Disease (Meningitis)

Act 1233 of 1999 requires colleges and universities to inform students of the increased risk of meningococcal disease (commonly called meningitis) for those who live in close quarters. Although UA-EACC does not provide student housing, the college recommends that all students living in close quarters discuss with their healthcare provider the benefits of the meningitis vaccine.

Other applicable documents:

UAEACCP 501.1.1 Code of Student Conduct

Revision History:

Effective Date: March 13, 2025

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Human Resources, UAEACC Academics, UAEACC Campus Safety, March 2025

**UAEACCP 502.1.4 POLICY ON DESIGNATION OF MULTI-OCCUPANCY RESTROOMS,
 CHANGING ROOMS, AND SLEEPING QUARTERS IN PUBLIC BUILDINGS**

I. Purpose

The purpose of this policy is to set rules for designating multi-occupancy restrooms, changing rooms, and sleeping quarters for the exclusive use of males or females in compliance with Arkansas law (Act 955 of 2025; Ark. Code Ann. § 22-3-2202). This policy does not apply to a single-occupancy restroom, changing room, or sleeping quarter, or a family restroom, changing room, or sleeping quarter.

Employees, students, and visitors to campus are prohibited from entering a restroom or changing room that is designated for the exclusive use of females or males unless he or she is a member of the designated sex or the individual's use of the restroom or changing room falls within one of the exceptions set out in this policy.

II. Definitions

1. "Changing room" means a room or area in which a person may be in a state of undress in the presence of others, including without limitation a locker room or a shower room;
2. "Female" means an individual who naturally has, had, will have, or would have but for a congenital anomaly or intentional or unintentional disruption the reproductive system that at some point produces, transports, and utilizes eggs for fertilization;
3. "Male" means an individual who naturally has, had, will have, or would have but for a congenital anomaly or intentional or unintentional disruption the reproductive system that at some point produces, transports, and utilizes sperm for fertilization;
4. "Multi-occupancy" means a space designed for use by multiple persons simultaneously;
5. "Restroom" means a room that includes one or more toilets or urinals;
6. "Sex" means an individual's biological sex, either male or female; and
7. "Sleeping quarter" means a room with a bed in which more than one individual is housed overnight.

III. Designations of Multi-Occupancy Restrooms and Changing Rooms

The Chief Facilities Officer or the Chancellor shall designate each **multi-occupancy** restroom and changing room in every building or related facility occupied by the campus for the exclusive use of females or males. A sign shall be posted outside of each multi-occupancy restroom and changing room indicating if it is for the exclusive use of females or males. The Chief Facilities Officer or the Chancellor may redesignate a multi-occupancy restroom or changing room designated for exclusive use by one sex to a designation for exclusive use by the opposite sex as needed.

IV. Designations of Sleeping Quarters

The Chief Facilities Officer or the Chancellor shall designate each sleeping quarter in every building or related facility occupied by the campus for the exclusive use of females or males. The Chief Facilities Officer or the Chancellor shall keep a written or electronic record of the designation assigned to each sleeping quarter. The Chief Facilities Officer or the Chancellor may redesignate a sleeping quarter designated for exclusive use by one sex to a designation for exclusive use by the opposite sex as needed.

V. Use of Exclusively Designated Restrooms, Changing Rooms, and Sleeping Quarters

1. Every restroom, changing room, or sleeping quarter that is designated for the exclusive use of females or males shall only be used by a member of the designated sex.
2. A person shall not be required to share a sleeping quarter with a member of the opposite sex.
3. A person shall not enter a restroom or changing room that is designated for the exclusive use of females or males unless he or she is a member of the designated sex or falls within one of the exceptions listed below.
4. A person is not prohibited from entering a restroom, changing room, or sleeping quarter designated for the exclusive use of members of the opposite sex to:
 - a. Perform custodial services or maintenance;
 - b. Render medical assistance;
 - c. Perform duties arising under the course and scope of employment as a law enforcement officer, employee, or contractor;
 - d. Seek protection in a designated shelter area during a threat of an emergency or natural disaster;
 - e. Provide aid during a threat of a natural disaster or a serious threat to good order or safety;
 - f. Assist an individual protected by the Americans with Disabilities Act of 1990;
 - g. Accompany young children in need of assistance;
 - h. Assist an elderly person requiring aid; or
 - i. Address, supervise, or treat athletes that the individual is overseeing as a coach or an athletics personnel member during a reasonable time before an athletic event, during an athletic event, or immediately following an athletic event if:
 - i. The coach or the athletics personnel member verifies that no person is in a state of undress at any time while the coach or athletics personnel member is present; and
 - ii. An adult other than the coach or athletics personnel member is also present.

VI. Policy Enforcement

This policy shall be posted on the institution's website. At UA-EACC, the policy is posted on the website within the student code of conduct section of policies. However, the policy is applicable to all populations listed herein.

Any person who encounters a person of the opposite sex in a restroom or changing room designated for the exclusive use of one sex may report the encounter to the Chief Facilities Officer or the Title IX Coordinator by phone or email at:

Mark Wilson
Executive Director of Campus Safety and Facilities
University of Arkansas - East Arkansas Community College



**Designation of Bathrooms and Other Facilities
Campus Policies & Procedures 502.1.4
Chancellor's Office**

1700 Newcastle Road, Forrest City, AR 72372

870-633-4480

dwilson@eacc.edu

The Chief Facilities Officer shall forward the matter for review to the Vice Chancellor for Student Services if the alleged violation involved a **student** or the Chief Human Resources Officer if the alleged violation involved an **employee**.

Following a determination that a violation has occurred, the appropriate campus official shall consult with the Chancellor and take appropriate action to prevent future violations of this policy.

Employees shall adhere to applicable privacy laws during the review and response to a violation reported under this policy.

Other applicable documents:

Act 955 of 2025; Ark. Code Ann. § 22-3-2202

Revision History:

Effective Date:

Revised Date:

Reviewed/Approved by:

UA Counsel, June 2025

UAEACC Chancellor, UAEACC Student Services, June 2025



**Student Complaint Procedures
Campus Policies & Procedures 503.1.1
Chancellor's Office**

UAEACCP 503.1.1 Student Complaint Procedures

(For complaints NOT related to Title IX, Discrimination, Student Code of Conduct, or Academic Grievances.)

I. Purpose and Scope

This procedure outlines the process for receiving, documenting, and resolving informal non-academic student complaints related to student affairs. All other relevant appeals, incident reports, and grievance processes are detailed in their campus procedure, the student handbook, and academic catalog.

II. Procedure

Students wishing to submit a complaint unrelated to a Title IX, Student Code of Conduct, Academic Grievance, discrimination, or other grievance that has a separate procedure, or policy should utilize the Student Complaint Form located on the UA-EACC website or available from Student Services Personnel.

Formal complaints will contain the student's name, contact information, a general description of the complaint, and expected outcome. The resolution of student complaints can be conducted with students in person, through phone, or online via UA-EACC email.

Campus units that are a part of the Student Complaint form process include, but are not limited to, the following: Academics, Student Services, Finance, Facilities & Auxiliary Services, Chancellor's Office, Human Resources, Information Technology.

The log for complaints will include the date/semester, department, complaint narrative, steps of resolution, final decision, reply/communication date, and any external actions recommended and/or taken because of the complaint. All complaint logs will be submitted by each related director/report to the respective administrator at the end of each academic term (Fall, Spring, Summer I, Summer II). The complaint logs, if any, will be reviewed bi-annually to determine additional procedural needs or trends that warrant corrective action within each campus unit. Students are encouraged to resolve college-related problems through the informal and formal appeals/grievance process.

Note: The Student Complaint Form and process does not bypass the formal grievance processes for academic and non-academic issues.

IV. Related Information

UA-EACC Student Complaint Log					
Date/Term	Dept/Division	Complaint	Resolution Steps	Response Date	External Actions



Student Complaint Procedures
Campus Policies & Procedures 503.1.1
Chancellor's Office

--	--	--	--	--	--

Other applicable documents:

UAEACC Code of Student Conduct

UAEACC Title IX Policies and Procedures

UAEACC Academic Grievance Policies and Procedures

UAEACC Discrimination and Harassment Policies and Procedures

Applicable UA BOT and System Policies and Procedures

Applicable Federal and State Laws

Revision History:

Effective Date: June 2025

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics, June 2025



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY
Campus Policies & Procedures 504.1.1
Chancellor's Office

UAEACCP 504.1.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

I. Purpose and Scope

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. UA-EACC students have specific, protected rights regarding the release of such records, and FERPA requires that UA-EACC adhere strictly to these guidelines. Questions concerning the Family Education Rights and Privacy Act should be referred to the Registrar or the Vice Chancellor for Student Services.

II. Definitions

Family Educational Rights and Privacy Act (FERPA): A federal law that protects the privacy of students' educational records.

III. Procedure

A. When FERPA Rights Begin

At UA-EACC, a student is defined as someone who is conditionally admitted to the institution or someone who is currently or was previously enrolled in an academic program at the college. A student at UA-EACC has the following rights with regard to his or her educational records:

1. To inspect and review all educational records pertaining to him or her.
2. To request the amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
3. To refuse consent to disclose directory information by informing the Registrar in writing within ten days of the first scheduled class of each academic session that he or she does not want that information disclosed. Directory information at UA-EACC is defined as name; address; telephone number; email address, photograph; major field of study; dates of attendance; degrees received; scholarships, honors and awards received; and participation in officially recognized activities.
4. To consent to disclosure of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosure without consent.
5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with FERPA requirements.
6. To obtain a copy of the college's FERPA policy. The policy is available upon request from the Registrar.

Students who wish to review their educational records must present a written request to the Registrar, listing the item(s) to be reviewed. The item(s) requested shall be made available for review no later than 45 calendar days following receipt of the written request. Students following the above procedure have the right to copy their records when failure to provide a copy of the records would effectively prevent the student from inspecting and reviewing the record as determined by the reasonable discretion of the College.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY
Campus Policies & Procedures 504.1.1
Chancellor's Office

The College may refuse to copy an academic record (excluding transcripts as covered by federal law) if a "hold" has been placed for non-payment of financial obligations.

The institution reserves the right to charge a reasonable cost for copies at the student's expense per page. The institution reserves the right provide copies electrically, rather than paper copies, via the official UA-EACC email system.

Students have no right to review or inspect the following records:

1. Financial information submitted by their parents or legal guardians.
2. Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, if such documents were intended to be confidential and are used only for the purpose(s) for which they were specifically intended.
3. Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, associated with admissions, employment, or job placement, or receipt of an honor or honorary recognition if the student has voluntarily waived his/her right to inspect the confidential letters and/or recommendations in writing.
4. Educational records containing information about more than one student, in which case the College will permit access only to that part of the record pertaining to the inquiring student.

B. Challenge of Contents of Educational Records

Any student who believes that his/her educational records contain information that is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights, or who believes that his/her records have been maintained or processed in violation of his/her privacy or other rights, may notify the Director of Student Information/Registrar in writing, clearly identifying the portion of the record to be changed and specifying why the student believes the record is inaccurate or misleading.

If the Registrar is in agreement with the student, the appropriate record shall be amended, and the student shall be notified in writing. If the decision of the Registrar is not in agreement with the student, the student shall be notified within thirty calendar days that the records will not be amended. The student may appeal this decision following the procedure outlined under "Student Complaint Procedure."

If the student successfully appeals the decision to amend his/her records, the file will be amended accordingly. If the appeal is unsuccessful, the student has the right to place a statement commenting on the reason for disagreeing with the decision of the College. This statement shall be included in the educational record and shall be maintained as long as the record is maintained and shall be disclosed whenever the record(s) in question are disclosed. A student may contact the Vice Chancellor for Student Services for assistance in filing a complaint with the Family Policy and Regulations Officer, U.S. Department of Education, Washington, D.C. 20202.

C. Consent Procedures and Exceptions from Written Consent Procedures

UA-EACC has a specific FERPA release (consent) form that shall be utilized by students to provide written consent to other individuals to review their records. All persons not listed below, including relatives such



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY
Campus Policies & Procedures 504.1.1
Chancellor's Office

as parents, must be included on a FERPA Release Form signed by the student before being allowed access to student records protected by FERPA.

The form is located on the UA-EACC website under student forms or may be obtained from Student Services – Office of the Registrar.

The College reserves the right, as permitted by law, to disclose educational records without written consent to those parties enumerated in Section 99.31 of the FERPA, including the following:

1. School officials (including appropriate high school personnel for the purposes of advising and assisting their own concurrent credit or secondary career center students) who have legitimate educational interest.
2. Officials of other educational institutions or agencies in which a student seeks enrollment.
3. Officials of other educational institutions in which a student is currently enrolled.
4. Persons or organizations providing student financial aid in order to determine the amount, eligibility, and conditions of award, and to enforce the terms of the award.
5. Accrediting organizations carrying out accreditation functions.
6. Authorized representatives for federal, state and/or local authorities for the purpose of audit and evaluation of programs.
7. Organizations conducting studies on behalf of educational agencies or institutions to develop and administer predictive tests, administer student aid programs or improve instruction.
8. Parents of dependent students under the age of 18—parents must present proof of dependent status of student by providing a copy of their current tax forms.
9. Persons in compliance with a judicial order or subpoena.
10. Appropriate persons in a health and safety emergency.
11. Under certain conditions, an alleged victim of any crime of violence.

IV. Related Information

20 U.S.C. § 1232g; 34 CFR Part 99

Revision History:

Effective Date: June 2025

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics, June 2025



**Student Organizations
Campus Policies & Procedures 514.1.1
Chancellor's Office**

UAEACCP 514.1.1 STUDENT ORGANIZATIONS

I. Purpose

The College believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning, offering opportunities for social growth and the development of values and insights. Student Services collaborates with students and faculty to provide programs that meet students' needs, fostering an environment where students can become self-disciplined, self-reliant, and socially sensitive individuals. Students can join UA-EACC clubs and organizations, participate in College-sponsored activities, and organize hobby, social, or civic clubs with the guidance of the Vice Chancellor for Student Services. All student organizations must have faculty and/or staff sponsors, and membership is open to regularly enrolled students at UA-EACC without regard to race, religion, or national origin. The Chancellor ensures these policies are upheld, while the chief student affairs officer or supervising administrator maintains the constitution and list of officers for each organization, implementing the student organization policies.

II. Definitions

III. Procedure

A. Formation of Student Organizations

Any group petitioning for recognition as a student organization must present a constitution, following a standard form to facilitate reference, to the Vice Chancellor for Student Services. One typewritten copy of the proposed constitution, together with the names of promoting students and faculty advisor(s), must be submitted to the Office of the Vice Chancellor for Student Services who will seek review and approval from (1) the appropriate chartering body and (2) the Cabinet. The granting of final authorization to extend recognition will be determined by the Chancellor. During the time that its application for recognition is being considered, the group may not sponsor speakers or other activities in the name of the proposed organization.

B. Constitution



**Student Organizations
Campus Policies & Procedures 514.1.1
Chancellor's Office**

The Constitution must contain the following information:

- Name of the organization
- Purpose of the organization (see clarity points below)
- Membership and officer eligibility requirements (see clarity points below)
- Listing of officers by title, and any special functions of officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of any membership dues (amount and frequency of payment should be stated in the by-laws) and statement that provides provisions for disposition of any funds in the event of dissolution of the organization
- Provision for faculty advisors
- Any other provisions relating to the purpose and function of the particular organization
- Statement of nondiscrimination prohibiting discrimination on the basis of age, color, disability, national origin, race, religion, sex, or veteran status - However, a student organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those beliefs.
- In some instances, an organization's governing document will be known as "by-laws" instead of a "constitution" based on existing language.

C. Purpose of Organization

The statement of purpose shall be acceptable if:

- It is reasonably clear and specific as to the aims and activities of the organization
- It is in harmony with the United States constitutional form of government
- The stated aims and activities of the organization are compatible with the purpose of the College
- It is not a duplication of an existing organization
- It complies with Federal Title IX requirements

D. Size and Continuity

No maximum or minimum number of members shall be required for initial recognition. The group petitioning, however, and the anticipated membership as represented by the eligibility



Student Organizations

Campus Policies & Procedures 514.1.1

Chancellor's Office

requirements, should be sufficient to give reasonable prospects of continuity for the organization and ability to carry out the purposes stated in the constitution. For the continuing recognition of an organization, a minimum of five members normally will be expected.

E. Membership and Officer Eligibility Requirements and Records

No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

1. Voting membership in recognized student organizations shall be limited to students enrolled in at least three credit hours. Accurate membership records must be maintained and available to the faculty advisor.
2. Officers must be regularly enrolled students. To be eligible to serve as an officer in a recognized student organization, a student must have a grade point average of 2.0 cumulatively, and not be on disciplinary or academic probation at the time the student petitions for office.
3. A student officer who is placed on academic or disciplinary probation during his or her term of office may be removed by the Vice Chancellor for Student Services.
4. A student officer who is not performing his or her duties may be removed from office on the recommendation of the Vice Chancellor for Student Services.
5. When an election is held in a recognized student organization, the names of the new officers must be transmitted to the Office of the Vice Chancellor for Student Services within one week.
6. Only associate, nonvoting memberships in a recognized student organization may be offered to UA-EACC faculty, professional administrative staff, and non-students.

F. Change or Withdrawal of Student Organization

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Vice Chancellor for Student Services, and an up-to-date copy of the constitution must be on file in the Office of the Vice Chancellor for Student Services.

Withdrawal of recognition may be initiated by the Office of the Vice Chancellor for Student Services pending a review of the actions of the organization within a reasonable period of time:



Student Organizations

Campus Policies & Procedures 514.1.1

Chancellor's Office

1. When election of officers, as specified in the constitution, is passed twice without any action having been reported to the Office of the Vice Chancellor for Student Services.
2. When the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. (Recognized student organizations are expected to comply when requested by the Vice Chancellor for Student Services to provide a brief report on their year's activities.)
3. When a recognized student organization fails to conduct its activities in accordance with its constitution and with the procedures and limits set forth by the College for student organizations.
4. When a recognized student organization fails to reregister with the Office of the Vice Chancellor for Student Services on a yearly basis.

Following the review, the final decision to continue recognition, impose censure, place on temporary probation with conditional recommendations, or place on temporary or permanent suspension of recognition will be made by the Vice Chancellor for Student Services, subject to appeal to the Chancellor of the College.

Any organization suspended through inactivity may be reactivated by application to the Vice Chancellor for Student Services for activities by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization maintaining inactive status for two years.

G. Student Organization Advisors

An advisor is the faculty or staff member(s) selected by an organization to officially advise the group. At least one advisor should attend all organizational meetings and activities occurring on campus. All student organizations must have one or more qualified advisors. When the membership exceeds 25, organizations are urged to obtain an additional advisor.

Any full-time faculty or staff member at UA-EACC may serve as an advisor to a student organization. The Vice Chancellor for Student Services should be notified of any change in advisors.



Student Organizations Campus Policies & Procedures 514.1.1 Chancellor's Office

A faculty or staff member who meets the qualifications for an advisor and who agrees to the request of a student organization to serve as its advisor should encourage that organization in its purposes and activity within the limits of College policy. Advisors should be familiar with:

- The policy and other College regulations pertaining to student organizations
- The constitution and purposes of the student organization they are advising
- The activities and projects of their organization

Speakers and special programs sponsored by student organizations must be made known to the advisor and be in accordance with standards set forth by UA-EACC.

H. Student Organizations Funds and Fundraising (Solicitation)

All registered student organizations are required to keep all organization funds in a UA-EACC agency account maintained by the College. All funds raised must be deposited into a student organization account which must be set up through the UA-EACC Business Office. Student organizations have one business day following a fundraising activity to deposit the funds raised into the agency account.

Each registered student organization is allotted \$500 per academic year. Organizations must submit a UA-EACC Student Organization Activity Expense Approval Request form to either the Vice Chancellor for Student Services two weeks prior to the proposed event date. If approved, the expense will be taken from the student activities account. If this is a club fundraising activity, the Student Organization Fund-Raising Request Form associated with UA-EACC On- and Off-Campus Solicitation Procedure 240.0 should be used.

Student organizations who have expended all \$500 allotted for the academic year can request additional funds, up to \$500, through the Vice Chancellor for Student Services office in conjunction with either the SLC president or treasurer if funding is available.

In order to protect the privacy of individual students as well as to maintain harmony and good will within the UA-EACC service area, the following policy for solicitation has been adopted:



Student Organizations Campus Policies & Procedures 514.1.1 Chancellor's Office

Organizations desiring to sell or solicit on or off campus must obtain permission from the Director of Development. Student organizations may be permitted to hold fundraising events on campus under the following conditions:

1. Student organizations may hold fundraising activities (solicitations) that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of UA-EACC or for the selected philanthropic project of the organization. Off campus solicitations are not to occur more once per year for each requesting organization.
2. A Student Organization Fundraising Request Form must be completed (this includes receiving all of the appropriate signatures) prior to any fundraising activity being held. This form can be found with UA-EACC Operating Procedure 240.0 On and Off-Campus Solicitation. The director of Development will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization).
3. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the UA-EACC Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the College.
4. The sale of food items may be restricted by the Chief Financial Officer and must have prior approval. The sale or distribution of alcoholic items is prohibited.
5. All events are subject to general College policies contained in the Student Handbook. Failure to comply with College policies may preclude an organization from having additional fundraising events.

IV. Related Information

Campus Procedure 240.0

V. Revision History

Effective Date: May 15, 2025

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Campus Safety Team



Student Organizations
Campus Policies & Procedures 514.1.1
Chancellor's Office



**Student Activities Funds & Travel Allowance
Campus Policies & Procedures 515.1.1
Chancellor's Office**

UAEACCP 515.1.1 STUDENT ACTIVITIES FUNDS & TRAVEL ALLOWANCE

I. General

1. The Student Activities budget is developed annually during the budget period by the Chief Student Affairs Officer in consideration of recommendations from students, the Student Activities Committee, student services personnel, and academic programs.
2. The Chancellor considers the suggested expenses to be budgeted in determining the college's portion of funding for Student Activities during the upcoming year. A portion of Student Activities is funded by a student activities fee collected from every student.
3. Student Activities funds will be expended to benefit students currently enrolled. Activities funded may include, but are not limited to:
 - a. intramural sports,
 - b. cultural events,
 - c. leadership development,
 - d. social activities, and
 - e. related activities at facilities both on and off campus.
4. Student activities may also include the cost of travel and meals when deemed appropriate.
5. All laws, rules, and regulations governing the use of other monies of UA-EACC shall apply to Student Activities funds.
6. Funds may be advanced for travel costs to UA-EACC students participating in student activities-sponsored group trips. Such advancement shall be made in accordance with the following:
 - a. A Student Travel Advance form must be completed for each student requesting the amount to be advanced (not to exceed applicable per diem rates for the area visiting).
 - b. Each student is responsible for keeping their own funds secure, gathering receipts, and returning all required documents/money to the Business Office at the conclusion of the trip.
 - c. Students have two (2) days after the event's conclusion to submit all receipts and remaining funds to the Business Office.
 - d. Anything purchased that does not comply with state, system, or campus-



**Student Activities Funds & Travel Allowance
Campus Policies & Procedures 515.1.1
Chancellor's Office**

approved travel expenses must be paid by the student.

- e. Any questions concerning allowable expenses should be directed to the Chief Financial Officer.

Other applicable documents:

Revision History:

Effective Date: May 19, 2025

Revised Date:

Reviewed/Approved by: Chief Financial Officer, May 19, 2025
Vice Chancellor for Academics, May 19, 2025
Chancellor May 19, 2025



Off Campus Travel of Students Representing UA-EACC Campus Policies & Procedures 500.1.4 Chancellor's Office

UA-EACC OFFCAMPUS TRAVEL OF STUDENTS REPRESENTING UA-EACC

I. Purpose and Scope

Occasionally students travel off-campus in conjunction with academic instruction, registered student organization events, or to represent the College. Some trips are made in college vehicles, some in private cars, and on rare occasions students may travel via commercial transportation. UA-EACC supports the philosophy that co-curricular activities are an integral part of the collegiate experience. The purpose of this procedure is to identify the process by which approval for such student travel is obtained.

II. Definitions

- **Student:** Defined in Campus Procedure 501.1 as “someone who is conditionally admitted to the institution or someone who is currently or was previously enrolled in an academic program at the college.”
- **Parental Consent:** Required for students under the age of 18 (minors).
- **Minor Travel:** Limited to day trips only, unless accompanied by a parent or guardian (if feasible).

III. Procedure

This policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by UA-EACC and occur off-campus.

1. Official College Representative Travel

- The College recognizes that a student travels as its official representative only when all the following requirements are satisfied: a. An administrative official having authority to do so authorizes a student or students to be official College representatives for the purpose of attending an event related to the accomplishment of the College's educational purposes. Travel related to academic enrichment, or a program/course experience goes to the Vice Chancellor for Academics. Registered student organization or Student Activity travel requests go to the Vice Chancellor for Student Services. Any other type of student travel goes to the Chancellor or Chancellor's designee. b. The student or students travel by college vehicle or by transportation selected for them and approved by the person authorizing their travel. Use of a college vehicle requires submission of the Off Campus Release and Indemnification Travel form of the students who will be traveling in the approved vehicles. c. The student or students meet campus requirements for participating in activities verified by the sponsor. d. Before leaving campus, the student or students, and accompanying faculty or staff member, if any, shall have registered according to guidelines outlined in this procedure.



Off Campus Travel of Students Representing UA-EACC

Campus Policies & Procedures 500.1.4

Chancellor's Office

2. Procedure for Dispatching Students Off Campus

- Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus on college purposes. The following procedure shall be followed: a. Approvals must be secured from the appropriate administrators by the completion of a Notification of Student Travel Plan form which includes the itinerary stating those points where the group can be reached in case of an emergency. The sponsor, Dean or Director, and Vice Chancellor for Academics or Vice Chancellor for Student Services are required approvals. This form must be processed within a reasonable time (five days) in advance of the travel. b. Everyone (student, faculty, adjunct, or staff) who will be attending the event or traveling as an official representative of the college is required to complete the Off Campus Release and Indemnification Travel form. This form includes emergency contact information, and if an individual is driving or riding in a personal vehicle, a request for a valid driver's license and automobile insurance card. The individual is required to verify they have acknowledged any risk associated with the travel. The appropriate Vice Chancellor, their designee, or the designated campus employee will review the information completed for this travel. If there is information not complete or invalid, the appropriate Vice Chancellor or their designee will contact the sponsor. If the information is found to be in order and valid as submitted, the appropriate Vice Chancellor or their designee will send traveler information to the sponsor with approval to travel. Travel is not approved and is not permitted to occur until this approval notification is received. c. Failure to complete and have the information accurately on file prior to travel will result in you and/or your student organization not being reimbursed for travel expenses. d. The approved Notification of Student Travel Plan and the traveler details received on the Off Campus Release and Indemnification form will be stored in an electronic file which is accessible by the Chancellor, Vice Chancellors, their designees, a designated campus employee, and those deemed necessary to review this information.

IV. Travel Regulations

1. Students may travel in college vehicles, on commercial transportation, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. A copy of the valid automobile insurance is required on the Off Campus Student Travel Release and Indemnification Agreement form.
2. In the event of an accident, full disclosure shall be made of name, address, registration number of vehicle, driver's license, vehicle insurance, and college status of the individual involved.
3. Students shall file reports with the Vice Chancellor for Student Services concerning any accidents, collisions, personal injury, or property damage to themselves or to others on



Off Campus Travel of Students Representing UA-EACC

Campus Policies & Procedures 500.1.4

Chancellor's Office

returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.

4. No student or students shall be allowed to operate college fleet vehicles on off-campus trips as defined herein unless accompanied by a faculty or staff member. Students in part-time or full-time employment may operate college fleet vehicles within their official roles performing related business, and only if they have been processed through the standard driver background check.
5. When a college vehicle is to be used for off-campus travel, the person to whom possession is delivered shall first display to college officials a valid driver's license for himself and for any of the passengers whom he will allow to drive during the trip. This approval applies to student drivers as well. Anyone found to have an unacceptable driving record as defined by the college will not be allowed to drive under this policy.
6. Students attending functions on their own initiative in the guise of being "from UA-EACC" deriving benefit only from the resulting publicity are NOT official College representatives. (AP V-5.0)
7. The above rules are inapplicable in the following cases (AP V-5.0): a. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the College as official travel, and the College will accept no responsibility for any liability arising therefrom. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed. b. Off-campus trips organized, conducted, or sponsored by a faculty member for the cultural or educational experience of the event and not as a required component of a course of instruction. Such trips are not made on behalf of the college as official travel and the College will accept no responsibility for any liability arising therefrom. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed.

V. Sponsor

A sponsor can be defined as any full-time or part-time faculty or staff member with a connection to the purpose of the off-campus travel or who advises a registered student organization in an official capacity (registered student organizations sponsors are identified in the fall of each year). All groups must have a sponsor on a trip. Sponsors who accompany a student or groups of students on off-campus trips should make every effort to ensure the safety of students, for their conduct, and for the end result that the College be well represented. Such a responsible person may become liable, due to his/her own negligence, for any person or persons injured. In addition, his/her acts may be attributed to or may reflect on the College where the acts occur as a result of something within his/her general authority. The sponsor would be privileged, as a College employee, to maintain reasonable order. The faculty sponsor shall properly inform the students of the responsibility of representing the College.



Off Campus Travel of Students Representing UA-EACC Campus Policies & Procedures 500.1.4 Chancellor's Office

VI. Student Conduct

Students away from the campus as college representatives are subject to disciplinary action by the College for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return of students to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip. Any incidents should be reported to the Vice Chancellor for Student Services as soon as possible. An organized event is one that is initiated, planned, and arranged by a member of the College's faculty or staff and is approved by an appropriate administrator. A sponsored event or activity is one that the College endorses by supporting it financially, or by sending students to participate in it as official representatives of the College.

VII. Form Accessibility

VIII. Related Information

Campus Procedure 501.1, Family Education Rights and Privacy Act Policy; Campus Procedure 560.0, Student Code of Conduct; Campus Procedure 561.0, Student Organizations

IX. Revision History



Free Speech and Expressive Activities Campus Policies & Procedures 502.1.5 Chancellor's Office

UAEACP 502.1.5 FREE SPEECH AND EXPRESSIVE ACTIVITIES

I. Policy Statement

1. UA-EACC recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students, faculty, and staff are free to discuss matters to the extent consistent with the First Amendment to the U.S. Constitution; Article 2, Section 6 of the Arkansas Constitution; state and federal statutes and regulations; and the reasonable, content-neutral restrictions set forth in this policy and other UA-EACC and system policies.
2. UA-EACC recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment), violations of law, and violations of UA-EACC policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.
3. This policy describes the rights of members of the campus community to engage in expressive activities and provides for procedures and restrictions that are intended to protect the interests of the UA-EACC and the campus community. To the extent any part of this policy conflicts with an applicable law or constitutional provision, then the relevant law or constitutional provision shall control. Such laws and provisions include the First Amendment to the U.S. Constitution; Article 2, Section 6, of the Arkansas Constitution; Act 184 of 2019 (Ark. Code Ann. § 6-60-1001 *et seq.*); and Act 614 of 2023 (Ark. Code Ann. § 6-60-1401 *et seq.*).

II. Definitions

1. "Expression" means any lawful verbal or written means by which an individual may communicate an idea to another individual.
2. "Campus Forum" means (1) an outdoor area of campus (as defined below) or (2) any non-academic and publicly open portion of a facility that this state-supported institution of higher education has traditionally made available to members of the campus community for expressive purposes. [At this institution, the Welcome Center meets this definition].
3. "Member of the Campus Community" means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization, or an Invited Guest of any of the foregoing persons or guests. A person purporting to be an Invited Guest loses his or her status as such if there is noncompliance with the identification requirements set forth in this policy.

4. "Invited Guest" means a person who has received a personal invitation, specific to the individual, from one of the foregoing, persons, or groups, to take part in a specific activity or event. A general event notice or group communication does not constitute a personal invitation for determining whether an individual is considered an "invited guest" and thus a "Member of the Campus Community" for purposes of this policy. A person purporting to be an Invited Guest loses his or her status as such if there is noncompliance with the identification requirements set forth in this policy.
5. "Large-Scale Event" means (1) an event that involves the use of amplified sound; (2) an event that involves the placement of a stage, carts, vehicles, trailers, or multiple tables; or (3) a parade, demonstration, or similar planned event that: (a) can reasonably be expected to attract 50 or more people, including participants and spectators or (b) can reasonably be expected to require additional security, crowd control, or other substantial UA-EACC resources. A Large-Scale Event does not include a spontaneous, contemporaneous assembly of members of the campus community.
6. "Non-Member of the Campus Community" or "Non-Member" means all persons, groups, clubs, or other organizations that do not come within the definition of "Member."
7. "Registered Student Organization" or "RSO" means an organization (including a club) comprised of UA-EACC students that is registered with the campus office of Student Services.
8. "Outdoor Area of Campus" means the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed, including grassy areas, walkways, and other similar common areas.
9. "Outdoor Area of Campus" does not include outdoor areas where access by the majority of the campus community is restricted.
10. "Student" means any person who is enrolled on a full-time or part-time basis at this institution.

III. Applicability of Other Policies

This Policy shall, wherever possible, be construed in a manner that is consistent with other UA-EACC and campus policies. Those policies may include (but are not limited to) the following:

1. Facilities Use: The utilization of campus facilities is generally governed by Board of Trustees Policy 705.1, University of Arkansas Systemwide Policies and Procedures 715.1, and applicable campus policies on facilities use.
2. Academic Freedom: This Policy shall not be interpreted as limiting, expanding, or otherwise affecting the rights and obligations of faculty as set forth in Board of Trustees Policy 405.1.



Free Speech and Expressive Activities Campus Policies & Procedures 502.1.5 Chancellor's Office

IV. Time, Place, and Manner Guidelines

UA-EACC shall not restrict the expression of a member of the Campus Community in a Campus Forum based on (1) the viewpoint of the expression or (2) reaction or opposition from listeners to or observers of the expression. A Campus Forum may be used for expressive activities so long as they meet the following requirements:

1. A member of the Campus Community may not disrupt a previously scheduled or otherwise reserved activity.
2. An expressive activity must not violate local ordinances, state laws, federal laws, this policy, or another UA-EACC or system policy or procedure regarding:
 - a. Compliance with state and federal laws on discrimination and harassment; or
 - b. The productive and efficient operation of an instructional or work environment.
3. The duration of the expressive activity may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.
4. There shall be no obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.
5. An expressive activity must not disrupt vehicular traffic, pedestrian traffic, or scheduled UA-EACC programs or events. A speaker's use of walkways or other common areas may not block the free passage of others or impede the regular operation of the UA-EACC.
6. An expressive activity must not create unreasonable safety risks.
7. There shall be no alteration, modification, defacement, or destruction to UA-EACC-owned or UA-EACC-leased property.
8. Expressive activities are subject to any campus policies on the permissible posting of signage, use of chalk, or other alterations to College structures. Expressive activities including signage or chalk are only available to RSOs.
9. The erection of tents or camping on UA-EACC premises is prohibited without prior written authorization from the Executive Director of Campus Safety and Facilities. Authorization will only be given for tents that are used in support of official UA-EACC functions at designated areas.
10. The location for the expressive activity must be left in its original condition at the conclusion of the event, and individuals are responsible for ensuring that any trash or litter is properly discarded. Any person or entity that causes damage to UA-EACC-owned or controlled property will be responsible for paying any charges necessary to return the property to its original state. Similarly, reasonable cleaning charges may be assessed.



Free Speech and Expressive Activities Campus Policies & Procedures 502.1.5 Chancellor's Office

11. Amplification equipment such as loudspeakers are allowed only with prior permission from the Vice Chancellor for Student Services. Such requests will be evaluated for the potential disruption of regular UA-EACC activities or processes.
12. Expression that is obscene, defamatory, or consists of fighting words or threats of physical harm, incites imminent lawless action, or is otherwise not entitled to First Amendment protection is not permitted.
13. Except as provided in other UA-EACC policies, UA-EACC property may not be used for the purpose of promoting a commercial enterprise or raising money for projects not connected with a UA-EACC activity.
14. By making a reservation or using a UA-EACC space for expressive activity, the organizer agrees to be financially responsible for all costs associated with the use of the space—including (but not limited to) security costs related to invited participants, clean up, and repair of damage to UA-EACC property. Moreover, if warranted by the nature of the event, the UA-EACC may require a requestor to obtain appropriate liability or other insurance coverage and/or to indemnify the UA-EACC, its officials, and employees for any claims pertaining to the use of UA-EACC grounds.
15. Only official academic and administrative units of the UA-EACC, UA-EACC-related foundations and the UA-EACC alumni association, and registered student organizations with approval of their faculty advisor, are allowed to reserve outdoor spaces during “dead days,” any official final examination periods, or the dates of any Official UA-EACC Commencement activities.
16. Unless officially authorized to do so, no person engaging in expressive activity may represent or give the impression that the person or organization is speaking on behalf of the UA-EACC, including through the use of the UA-EACC name, marks, images, or logos. Communications regarding an event may factually state a campus location for an event, but shall not state or imply UA-EACC sponsorship or endorsement of an event unless it is in fact conducted by UA-EACC.
17. First priority for use of Campus Forums shall go to UA-EACC’s academic and administrative units, and UA-EACC reserves the right to modify or cancel reservations accordingly. All uses of UA-EACC’s indoor and outdoor spaces remain subordinate to UA-EACC’s right to use them at any time to advance the mission of the institution.
18. Event organizers, including for spontaneous and contemporaneous events, shall make available accurate contact and event information to UA-EACC officials to enable communications regarding compliance with UA-EACC policies, including as necessary regarding event security and crowd control arrangements.
19. Persons engaged in expressive activities shall identify themselves upon request by a UA-EACC administrator or campus security officer. In addition, an Invited Guest shall identify the employee, student, or Registered Student Organization that issued the invitation.

V. Expressive Forums and Reservation Requirements

1. Use of Campus Forums:
 - a. Members of the Campus Community are encouraged to make a reservation to engage in an expressive activity at a Campus Forum at least 3 days in advance of any planned use.
 - b. Members of the Campus Community must make a reservation for any Large-Scale Event and receive prior approval from the Executive Director for Campus Safety and Facilities at least 3 days in advance of any planned use of a Campus Forum.
 - c. Members of the Campus Community may, however, spontaneously and contemporaneously assemble, speak, and distribute literature at Campus Forums without receiving prior approval, but otherwise subject to the provisions of this policy.
 - d. Non-Members of the Campus Community must make a reservation and receive prior approval from the Vice Chancellor for Student Services at least 3 days in advance of any planned use of an Outdoor Area of Campus.
 - e. Non-Members of the Campus Community may not use indoor areas unless authorized pursuant to the campus policy on facilities use.
2. Reservation Preference: In instances in which prior permission from the UA-EACC is not required, persons are still encouraged to contact the Vice Chancellor for Student Services for scheduling purposes to minimize possible conflicts. Persons with a reserved space will have priority over any other persons seeking to use the area during the scheduled time period for an expressive activity.
3. Reservation Requirement for Other Locations: There are certain additional locations on campus, including certain indoor facilities, that may be made temporarily available to Members or Non-Members of the Campus Community for assemblies, debates, or other expressive activities as designated by the UA-EACC. Examples of such locations vary by campus but may include building foyers and auditoriums. The use of such locations may entail security concerns, scheduling conflicts, or resource constraints. Where allowed, persons desiring to use such locations may request a reservation pursuant to facility-specific policies. Approval of reservations may be conditioned on acceptable security arrangements, insurance, or payment of fees.
4. Other locations on campus are typically restricted for their intended purpose and cannot be reserved for expressive activities. Examples of such locations vary by campus but generally include the following: libraries, the hallways and classrooms in academic buildings, dormitory rooms, faculty and staff offices, administration buildings, medical treatment facilities, research and computer labs, and athletic fields and facilities.
5. Registered Student Organizations, Organized Demonstrations, and Large-Scale Events:
 - a. The right of freedom of expression includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the UA-EACC's operations or endanger the safety of others. Accordingly, Large-Scale Events must receive prior



Free Speech and Expressive Activities Campus Policies & Procedures 502.1.5 Chancellor's Office

approval from the Executive Director for Campus Safety and Facilities at least 3 days in advance of the event or activity.¹

- b. UA-EACC will work with the requesting person to either approve the request or find a suitable time and location. To ensure safety on campus, the UA-EACC may require the requesting party to provide a parade route, hire security, ensure ingress and egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies.
- c. This policy does not designate all publicly accessible outdoor locations on campus or any indoor location as a traditional public forum, regardless of whether it is a Campus Forum under this policy.

6. Denials and Revocations

- a. A denial or revocation of permission to engage in an expressive activity shall generally be based on a reason set forth in this policy or other applicable policies of the Board of Trustees or UA-EACC of Arkansas System. However, no policy can address every possible activity or situation that may occur on UA-EACC property, and the UA-EACC reserves the right to address such situations as circumstances warrant.
- b. Any decision to deny a reservation for a Campus Forum shall be promptly communicated in writing to the requester and shall set forth the basis of the denial. Any such denial must be based on clear, viewpoint-neutral criteria. Anyone aggrieved by the application of these rules or an alleged abridgment of free speech on campus may submit a written grievance within 10 days of the decision to the Chancellor or designee.

VI. Sanctions and Enforcement

Violations of this policy by Members of the Campus Community may result in review and sanctions under applicable UA-EACC policies and procedures, including, but not limited to, the campus code of student conduct, employee handbooks, and campus nondiscrimination policies. Violations of this policy by other persons may result in removal from campus or arrest. Members and Non-Members of the Campus Community may also lose their privileges to use campus grounds and facilities in the future, in addition to criminal sanctions. Any criminal proceedings are separate from the UA-EACC's sanctions. UA-EACC will enforce this policy in a content-neutral manner.

¹ Students' use of a single table, cart, booth, or similar structure that does not exceed three feet by six feet (3' x 6') is permitted without a reservation so long as the time, place, and manner guidelines are followed.



**Free Speech and Expressive Activities
Campus Policies & Procedures 502.1.5
Chancellor's Office**

VII. Other applicable documents:

First Amendment to the U.S. Constitution; Article 2, Section 6, of the Arkansas Constitution; Act 184 of 2019 (Ark. Code Ann. § 6-60-1001 *et seq.*); and Act 614 of 2023 (Ark. Code Ann. § 6-60-1401 *et seq.*).

Board of Trustees Policy 405.1.

Board of Trustees Policy 705.1

University of Arkansas Systemwide Policies and Procedures 715.1,

Campus Facilities Use Policies and Procedures

VIII. Revision History:

IX. Effective Date: February 16, 2025

X. Revised Date:

XI. Reviewed/Approved by: UA Model Policy
UAEACC Chancellor, UAEACC Student Services, UAEACC Human
Resources, February 2025



UAEACCP 502.1.1 CODE OF STUDENT CONDUCT

Section 1: Introduction

The Student Code of Conduct sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the University of Arkansas-East Arkansas Community College ("the College" or "UA-EACC"). The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness.

Section 2: Definitions

All of the terms of this Student Code of Conduct have their common dictionary meaning unless otherwise specified. The following terms, however, should be interpreted to have the specific meanings listed below. Any question of interpretation will be determined at the sole discretion of the Vice Chancellor for Student Services or designee.

1. **"Academic Dishonesty"** means an action that violates a rule regarding academic work required to obtain an academic degree or certificate.¹ Examples include, but are not limited to, using unauthorized materials, information, or study aids using artificial-intelligence programs in a manner that is inconsistent with College policy, a course syllabus, or an instructor's directives; cheating; plagiarism; forgery; falsification of information; receiving unauthorized assistance on coursework; providing false information to receive an extension to complete work; any violation of a campus, departmental, program, or faculty rules relating to an academic matter that may lead to an unfair academic advantage; or complicity with another individual who has engaged in an act of academic dishonesty.
2. **"Administrative File"** means all documents and evidence in the College's possession or control that is relevant to an alleged violation of the Code and the College's investigation into the alleged violation.²
 - a. The Administrative File does not include privileged documents, internal communications, or communications from non-parties that the College does not intend to introduce as evidence at a disciplinary proceeding.³

¹ The term "academic dishonesty" is used, but not defined, in Ark. Code Ann. § 6-60-1403(4)(B). The statutory scheme also distinguishes between "academic" and "nonacademic" rules without any definitions. FIRE's model code of conduct uses the terms "academic rules" and "rules regarding academic dishonesty" synonymously.

² Ark. Code Ann. § 6-60-1404(b)(1)

³ Ark. Code Ann. § 6-60-1404(b)(3)

- b. The Administrative File includes, without limitation, the following:⁴
 - i. Exculpatory evidence;
 - ii. Statements by an accuser or an accused Student or a Student organization;
 - iii. Third-Party witness statements;
 - iv. Electronically stored information;
 - v. Written communications;
 - vi. Social media posts;
 - vii. Demonstrative evidence;
 - viii. Documents submitted by any participant involved in disciplinary proceedings; and
 - ix. The College's choice of a video recording, an audio recording, or a transcript of any disciplinary Hearing ultimately held on the matter.
3. **"Antisemitism"** means the same as defined by the International Holocaust Remembrance Alliance in its working definition of antisemitism, including its contemporary examples, as it was adopted on May 26, 2016. Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Criticisms of Israel similar to that leveled against any other country cannot be regarded as antisemitic.
4. **"Campus"** means all land, building, facilities, and other real property owned by or leased to the College.
5. **"Campus Community"** means all persons affiliated with the College, including students, faculty, administrators, staff, and volunteers.
6. **"Chancellor"** means the chief executive officer of the College.
7. **"Code"** means this Student Code of Conduct.
8. **"Complainant"** means any member of the Campus Community who alleges that a Respondent violated the Code.
9. **"Complaint"** means an oral or written request for the College to initiate its procedures to address alleged violations of this Code.⁵

⁴ Ark. Code Ann. § 6-60-1404(b)(2)

⁵ Id.

10. **"Day"** means a calendar day, unless otherwise specified. A "business day" excludes weekends, holidays, and other days when the Campus is closed.
11. **"Free Speech Rights"** means the expressive rights protected by the First Amendment to the U.S. Constitution, Section 2; Section 6 of the Arkansas Constitution; or an applicable statute.
12. **"Hearing"** means the forum in which the Respondent is given an opportunity to be heard, following adequate notice, and which results in a decision concerning responsibility and sanctions.
13. **"Hearing Officer"** means a single, impartial individual who conducts a Hearing, decides whether a Respondent is responsible for violating the Code, and imposes sanctions.
14. **"Hearing Panel"** means an impartial body of at least three members convened for the purpose of conducting a Hearing, deciding whether a Respondent is responsible for violating the Code, and imposing sanctions. A Hearing Panel's determination of responsibility shall be made by majority vote.
15. **"Parties"** means the Complainant(s) and Respondent(s) in a case under the Code. The Complainant and Respondent shall have similar rights regarding the right to be present and participate in disciplinary proceedings, representation by an advisor (when applicable), access to the Administrative File, and the right to appeal.⁶
16. **"Relevant"** means related to the allegations of a violation of this Code that are subject to an investigation. Questions are relevant when they seek evidence that may aid in showing whether the violation occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged violation occurred.
17. **"Remedies"** means measures provided, as appropriate, to a Complainant or any other person the College identifies as having had equal access to the College's program or activity limited or denied by a violation of this Code. The measures are provided to restore or preserve that person's access to the College's education program or activity after the College determines that a violation occurred.
18. **"Respondent"** means the Student or Student organization accused of violating the Code. When a Complaint alleges that the College's policy or practice discriminates on an unlawful basis, the College is not considered a Respondent.

⁶ Ark. Code Ann. § 6-60-1404(c)(1)(I)



Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office

19. **“Responsible Student”** means a Respondent determined to have violated this Code.
20. **“Retaliation”** means intimidation, threats, coercion, or discrimination against any person by a Student, employee, person authorized by the College to provide aid, benefit, or service under the College’s program or activity, or the College for the purpose of interfering with any right or privilege secured by this Code or a state or federal law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including an informal resolution process, grievance procedures, and in any other appropriate steps taken by a College in response to an allegation of a violation of this Code.
21. **“Sanction”** means a consequence or action that is imposed on a Respondent following a determination that the Respondent violated the Code. Sanctions are not designed to be punitive; rather, they are intended to be educational measures that hold Students accountable for their behavior and protect the Campus Community. Sanctions can range from a verbal warning to expulsion or suspension.
22. **“Student”** means a person who has gained admission to the College.
23. **“Student Conduct Administrator”** means a College employee who is responsible for the implementation of this Code.
24. **“Student Organization”** means any number of persons who have, as a group, engaged in a particular activity and have complied with the formal requirements for official College recognition.
25. **“College Official”** means any non-Student member of the College administration.
26. **“College-Sponsored Activity”** means any activity on College premises or at an off-campus location that is initiated or supervised by the College. This definition includes organizations, club events, study abroad experiences, sporting events, and riding in College-operated or contracted vehicles—even if such things occur somewhere other than College premises.

Section 3: Interpretive Principles

1. The Board of Trustees of the University of Arkansas and the President of the UA System have designated the UA-EACC Chancellor as the chief executive of the College. The Chancellor is responsible for ensuring that the College applies this Code in an impartial and consistent manner. Student Conduct Administrators are responsible for overseeing the disciplinary proceedings and imposing sanctions for violations of the Code.

2. Nothing in this Code shall be interpreted to abridge the constitutional or statutory rights of any person. To the extent that a provision in this Code is inconsistent with a constitutional or statutory provision, the legal provision will control.
3. This Code and related policies and procedures are not intended to create contractual rights, property rights, or liberty interests.
4. Academic programs, workforce programs, student organizations, athletic programs, and other College-sponsored activities may establish additional standards, eligibility requirements, professional expectations, accreditation requirements, or codes of conduct applicable to participation in those programs or activities. Such standards shall be consistent with the mission of the College and shall not conflict with federal law, state law, Arkansas legislative requirements, University of Arkansas System policies, Board of Trustees policies, or College policies and procedures. In the event of a conflict, applicable federal law, state law, legislative requirements, University of Arkansas System policies, Board of Trustees policies, and College policies shall govern. Program-specific standards may be more restrictive than general College requirements when necessary to meet professional, accreditation, safety, licensure, clinical, or educational obligations.

Section 4: Applicability of the Code of Conduct

1. Students must follow the Code during the time they are enrolled in the College. The Code shall apply to a Student's conduct while enrolled in the College, even if the Student withdraws while a disciplinary matter is pending.
2. The Code shall apply to the following:
 - a. Conduct that occurs on Campus;
 - b. Conduct that occurs at a College-Sponsored Activity;
 - c. Conduct that occurs off-campus when the College exercises substantial control over both the location and the Respondent (including any building owned or controlled by a Student organization that is officially recognized by the College); or
 - d. The conduct adversely affects the Campus Community or the pursuit of the College's objectives; and
 - e. Conduct that constitutes Academic Dishonesty regardless of location, even if the Academic Dishonesty is not discovered until after a degree is awarded.



Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office

3. If necessary to protect the rights and safety of the Campus Community, the College may suspend any Student charged with a felony in any jurisdiction until the charges are dropped, the case is dismissed, or a judgment of conviction or acquittal is secured. The College must provide an administrative Hearing under Section 11 before taking this action, where the issue to be decided is the existence and nature of the charges.
4. If necessary to protect the rights and safety of the campus community, the College may expel any Student who has been convicted of a felony while enrolled. If the Student's conviction is overturned on appeal, the College shall allow the Student to re-enroll. The College must provide an administrative Hearing under Section 11 before taking this action, where the issue to be decided is the existence and nature of the conviction.

5. The College may discipline Students for the violation of any law involving drugs or alcohol on its property or as part of its activities. A Student who tests positive for a controlled substance while representing the College may be subject to disciplinary action under this Code.
6. A student-athlete who violates team rules may be subjected to disciplinary action in accordance with the policies and procedures of the team and the Department of Athletics. The procedures set forth in this Code, however, will be utilized prior to the imposition of a sanction of expulsion or suspension from the College.
7. The College's separate Title IX grievance procedures shall apply to alleged conduct that constitutes Sex-based Harassment (including sexual assault) and that falls within the scope of the College's Title IX jurisdiction.

Section 5: Application of the Code of Conduct to Student Organizations

Student organizations and their officers and members, in their capacity as such, are subject to sanctions only upon a showing of actual participation in, or actual authorization or ratification of, a violation of the Code. In making this determination, the College shall consider whether the organization's members were acting in accord with its practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.

Section 6: Prohibited Conduct

1. **Abuse of Campus Access:** Students shall not abuse their access to Campus by engaging in any of the following:
 - a. Unauthorized entry to, or use of, College facilities, property, or resources; or
 - b. Misuse of College or personal property to create a safety hazard, or unauthorized use of safety equipment.
2. **Abuse of computer facilities:** Abuse of computer facilities and resources is prohibited, namely:
 - a. Unauthorized access or transfer of an electronic file or files;
 - b. Unauthorized use of another individual's identification or password;
 - c. Use of computing facilities and resources to materially interfere with the work of another Student, faculty member, or College Official;

- d. Sending a large volume of unsolicited emails and other data with the intent to severely impair the functionality of the College's computer network;
 - e. Repeated use of the College network to send unsolicited emails with the primary purpose of proposing a commercial transaction; or
 - f. Use of computing facilities and resources to knowingly share copyrighted materials in violation of state or federal law;
 - g. Any violation of the College's policy on using technology resources.
3. **Abuse of Student Conduct System:** Failure to participate in the proceedings in good faith, including misrepresentations to a Student Conduct Administrator; interference with an orderly Hearing or other proceeding; attempting to discourage another individual from participating in the Student conduct system; attempting to influence the impartiality of a Hearing Officer or panelist prior to, and/or during the course of, a proceeding; influencing or attempting another person to abuse the Student conduct system; and failure to comply with sanctions imposed under the Code.
 4. **Alcohol Use:** Consumption, possession, distribution, manufacture, sale, and serving alcoholic beverages on College premises or at College-Sponsored Activities is prohibited, regardless of age, unless permitted by a College policy.
 5. **Antisemitic behavior:** Antisemitic behavior including harassment and discrimination by students against Jewish people that is motivated by antisemitic intent. Harassment or discrimination that is motivated by or includes antisemitic intent by a student is prohibited and shall be treated in the same manner as any other form of discrimination prohibited by state law, federal law, or campus policies.
 6. **Deception:** Deception is deliberately deceiving any College official, faculty member, or administrative officer by knowingly providing false information in connection with the discharge of the person's duties. Deception includes filing false reports or giving false information in connection with a misconduct proceeding. However, a determination regarding responsibility, alone, is not sufficient to conclude that any Party has made a materially false statement in bad faith.
 7. **Discrimination:** Discrimination is taking an adverse action against any member of the Campus Community or visitor, or in connection with any Campus-Sponsored Activity, through behavior of a biased or prejudicial nature related to an individual's legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status).

Discrimination occurs when the adverse action results in an individual suffering less favorable treatment than others because of the protected status or characteristic.

8. **Discriminatory Harassment:** Discriminatory harassment on the basis of a legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status) is prohibited. Sex-based harassment (including sexual assault) is a particular type of discrimination that is covered by the College's separate Title IX grievance procedures. Discriminatory harassment includes unwelcome conduct based on an individual's legally protected status or characteristic that is sufficiently severe and/or pervasive that—based on the totality of the circumstances and evaluated subjectively and objectively—denies or limits a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment).
9. **Disorderly Conduct:** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus or at a College-Sponsored Activity. Disorderly conduct includes any violation of Ark. Code Ann. § 5-71-207. Fighting words—intimidating speech directed at a specific individual in a face-to-face confrontation that is likely to provoke a violent reaction—is not protected speech and may be disciplined as disorderly conduct.
10. **Disruption of College Operations:** Disrupting the normal operations of the College, or inciting others to do so, is prohibited. Students shall not intentionally disrupt any of the following activities:
 - a. Teaching or research;
 - b. Administrative functions;
 - c. Disciplinary proceedings;
 - d. Other College-Sponsored Activities (on or off Campus); or
 - e. Other authorized or permissible activities that take place on Campus.
11. **Drug Use:** The act or intent to illegally use, possess, sell, distribute, cultivate, or manufacture any state or federally controlled substance or paraphernalia. Inhaling or ingesting any substance that will alter a Student's mental state is also prohibited, unless done pursuant to a valid prescription. The possession and/or use of marijuana (even for medicinal purposes) on campus is prohibited.⁷
12. **Endangering Health, Safety, or Privacy:** Intentionally endangering the health, safety, or privacy of others is prohibited, including:

⁷ Ark. Const., amend. 98, § 6(a)(2)(B)

- a. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals;
 - b. Unnecessarily placing oneself or others in danger of physical harm; or
 - c. Physical assault of another person.
13. **Failure to Comply:** Students shall comply with lawful directions from College Officials or law enforcement officers acting in the good faith performance of their duties and shall identify themselves to these persons when requested to do so.
14. **False Reports:** Deliberately giving a false report of a crime or emergency to a College Official, including a campus law-enforcement officer.
15. **Fire Safety Violation:** Misuse or unauthorized use of fire extinguishers, safety equipment, warning devices (including fire alarms, fire equipment, fire chairs, or escape mechanisms and elevators).⁸
16. **Forgery:** Forgery is the false making or material alteration of a College document, record, or form of identification.
17. **Gambling:** Gambling for money or other things of value on campus or at College-Sponsored Activity except as permitted by law.
18. **Hazing:**
- a. Students may not engage in hazing or encourage, aid, or assist any person in hazing.
 - b. In addition, Students shall not knowingly acquiesce in the commission of hazing or fail to report promptly his or her reasonable knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to an appropriate College Official.
 - c. **Hazing means:**
 - i. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others when the conduct is directed against any other Student and done for the purpose of intimidating the Student attacked by threatening him or her with social or other ostracism or of submitting such Student to ignominy, shame, or disgrace

⁸ Ark. Code Ann. §§ 5-38-301 to § 5-38-302

among his or her fellow Students, and acts calculated to produce such results;

- ii. The playing of abusive or truculent tricks on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others, upon another Student to frighten or scare him or her;
- iii. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others which is directed against any other Student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the Student attacked or to discourage him or her from remaining in that school, college, College, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
- iv. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any Student of any such educational institution; or any assault upon any such Student made for the purpose of committing any of the acts, or producing any of the results, to such Student as defined in this section.

d. The term “hazing”

- i. Does not include customary athletic events or similar contests or competitions; and
- ii. Is limited to those actions taken and situations created in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.

e. Hazing Prohibition:

- i. A student, alumnus, or volunteer or employee of a fraternal organization of a school, college, university, or other educational institution in Arkansas shall not knowingly engage in hazing or encourage, aid, or assist any

other student, alumnus, or volunteer or employee of a fraternal organization in hazing. A person shall not knowingly permit, encourage, aid, or assist another person in committing the offense of hazing, or knowingly acquiesce in the commission of the offense of hazing, or fail to report promptly his or her knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas.

ii. An act of omission or commission is hazing under this subsection.

iii. A violation of this section is a Class B misdemeanor.

iv. In addition to any penalty provided by this section, a student convicted of hazing shall be expelled from the school, college, university, or other educational institution that he or she is attending.

f. Hazing Prevention and Awareness: The College works to prevent hazing incidents by informing students, faculty, and staff on this process along with discussing the hazing in new student orientation and other on-boarding activities. This includes, but is not limited to, strategies to prevent hazing before it occurs in the form of reporting concerns/incidents, bystander intervention, information on ethical leadership, and the promotion of strategies for building group cohesion without hazing.

h. Reporting: Complaints or concerns of hazing should be reported to the Vice Chancellor for Student Affairs or UA-EACC Security personnel. The Vice Chancellor for Student Services can be contacted at aoneal@eacc.edu or 870-633-4480. UA-EACC Security can be contacted at 870-270-8608 or dwilson@eacc.edu. Complaints or concerns of hazing reported to the institution will be investigated and handled using the process identified in the Student Code of Conduct.

19. **Intimidation:** Intimidation is physical conduct threatening specific individual(s) with the intent to place those individuals in fear of bodily harm or death (as construed by a reasonable person), and in which the person engaging in the communication must have, at least, acted recklessly when he or she conveyed the threat to another.
20. **Obstruction:** Impeding the free flow of pedestrian or vehicular traffic on College premises or at College-Sponsored Activities.
21. **Stalking (other than stalking as a form of sex-based harassment covered under Title IX):** Stalking is (1) a course of conduct committed with an intent to kill, injure, harass, or intimidate another person that (2) places that person in reasonable fear of death of, or serious bodily injury to (3) that person, an immediate family member, a spouse, or an

intimate partner of that person or (4) causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.

22. **Theft, vandalism, and destruction:** Theft, attempted theft, unauthorized possession of College property, vandalism, and destruction of property owned by the College or any other person or group are prohibited.
23. **Tobacco Use:** The use of any tobacco product is prohibited on campus is prohibited.⁹ The tobacco-free environment includes all College property.¹⁰ Electronic cigarettes are also prohibited.
24. **True Threats:** A true threat is (1) a serious expression of intent to commit an act of unlawful violence against a particular individual or identifiable group, if (2) the individual or group would reasonably fear the threatened violence, and (3) in which the person engaging in the communication must have, at least, acted recklessly when he or she conveyed the threat to another.
25. **Weapons:** Possessing, using, or storing firearms, explosives (including fireworks), weapons, or dangerous chemicals on College property or in the course of any College-Sponsored Activity is prohibited. This prohibition extends to stun guns, tasers, brass knuckles, and pocketknives longer than four inches. Exceptions include:
- a. Weapons possessed by a licensed law enforcement officer and directly related to their current professional position;
 - b. Weapons, replicas, or related items for educational or ceremonial purposes, approved in advance of the event by the Chancellor or Vice Chancellor for Academic Services;
 - c. Weapons possessed or used for purposes of authorized firearms competitions sponsored or hosted by the College;
 - d. Firearms locked inside a vehicle;¹¹ and
 - e. Weapons possessed lawfully under Ark. Code Ann. § 5-73-322 regarding the carrying of concealed handguns on university or college campuses.
26. **Violation of Law:** A violation of any Arkansas state and/or federal criminal law is prohibited.
27. **Misconduct Abroad:** Any Student who undertakes study or represents the College in any foreign country remains subject to this Code. The College retains discretion as it considers appropriate to apply disciplinary action under the Code if a Student violates

⁹ Ark. Code Ann. §§ 6-60-701 to 6-60-705

¹⁰ Ark. Code Ann. § 25-17-301

¹¹ Ark. Code Ann. § 5-73-119(e)(12)(A)

any law, rule, or regulation in that country or any institution where that Student undertakes study.

28. Retaliation: The College prohibits retaliation as defined in Section 2. Prohibited retaliation includes (but is not limited to):¹²

- a. Initiating a disciplinary process against a person for a violation that does not involve sex discrimination but arises out of the same facts and circumstances as a Complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX; or
- b. Peer retaliation, which is retaliation by a Student against another Student.

29. Incorporation of Other Rules: This Code incorporates all other rules regarding Student conduct contained in College policies. A violation of the rule constitutes a violation of this Code.

Section 7: Academic Dishonesty and Classroom Misbehavior

1. Classroom management and behaviors not otherwise in violation of published behavioral rules are under the jurisdiction and responsibility of the faculty member.
2. Violations of College policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Academics, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Academic Services.
3. Academic Dishonesty in any form is prohibited. Subject to more specific rules, the following procedures shall be utilized in connection with allegations of academic dishonesty:
 - a. An instructor may take appropriate action, such as assigning a Student a grade of "F" for the assignment or the course. The "F" will be the final grade and the Student may not withdraw from the course with another notation. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the Student's file in the Registrar's office. Appropriate College officials may determine that the student should be suspended for a definite period of time or expelled.

¹³ Ark. Code Ann. § 6-60-1405(a)(1) The Arkansas statute uses the term "interim measures," whereas the federal regulation uses the term "supportive measures" to describe the same concept.

- b. Within 3 business days of notification, the Student may appeal either the finding of academic dishonesty or the penalty (or both) to the Vice Chancellor for Academic Services or a person or panel designated to hear such appeals. The Student will be allowed to continue in class until the appeal is adjudicated.

Section 8: Selection of Decisionmakers

The Student Conduct Administrator shall undertake reasonable efforts to ensure that Hearing Officers and members of a Hearing Panel have received adequate training on conducting a fair Hearing under this Code, free of bias and inappropriate presumptions.

Section 9: Administrative Actions

1. Supportive Measures¹³

- a. The College may, at any time, provide one or more individualized services to a Party that is non-disciplinary, nonpunitive, reasonably available, and without fee or charge to the Party.
- b. An individualized service offered to a Party shall be designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other Party.¹⁴
- c. An individualized service offered to a Party may be designed to protect the safety of all involved Parties or the College's educational environment, which may include without limitation:¹⁵
 - i. Counseling;
 - ii. Extension of deadlines or other course-related adjustments;
 - iii. Campus escort services;
 - iv. Mutual restrictions on contact between the Parties;
 - v. Modification of class schedules or housing locations;
 - vi. Increased security and monitoring of areas of the College's campus; and
 - vii. Other similar services.
- d. Supportive Measures that burden a Respondent may be imposed only during the pendency of the disciplinary proceedings under this Code, and they must be terminated at the conclusion of those proceedings. These measures must be no more restrictive of the Respondent than is necessary to restore or preserve the Complainant's access to the College's education program or activity. The College shall not impose such measures for punitive or disciplinary reasons.

¹³ Ark. Code Ann. § 6-60-1405(a)(1) The Arkansas statute uses the term "interim measures," whereas the federal regulation uses the term "supportive measures" to describe the same concept.

¹⁴ Ark. Code Ann. § 6-60-1405(a)(2)(A)

¹⁵ Ark. Code Ann. § 6-60-1405(a)(2)(B)

- e. For Supportive Measures other than those that burden a Respondent, the College may, as appropriate, modify or terminate Supportive Measures at the conclusion of the disciplinary proceedings or at the conclusion of the informal resolution process, or the College may continue them beyond that point.
- f. A Complainant or Respondent affected by a decision to provide, deny, modify, or terminate Supportive Measures may seek modification or reversal of the decision by appealing the matter to the Vice Chancellor for Student Services or designee within **3 business days** of the Student Conduct Administrator's decision. If the supportive measure burdens the Respondent, the initial opportunity to seek modification or reversal of the College's decision must be provided before the measure is imposed or, if necessary, under the circumstances, as soon as possible after the measure has taken effect. The Complainant and Respondent affected by a supportive measure may also seek additional modification or termination of such supportive measure if the circumstances changed materially.
- g. The College will not disclose information about any supportive measure to persons other than the Complainant or Respondent unless necessary to provide the supportive measure. The College may inform a Party of Supportive Measures provided to or imposed on another Party only if necessary to restore or preserve that Party's access to the education program or activity.

2. Emergency Removal

- a. The College may remove a Respondent from its programs or activities on an emergency basis if the College:¹⁶
 - i. Undertakes an individualized safety and risk analysis;
 - ii. Determines that an immediate threat or the safety of a Student or another individual arising from the allegations of misconduct justifies removal of the accused Student; and
 - iii. Provides the accused Student with notice and an opportunity to challenge the decision immediately following his or her removal.

¹⁶ Ark. Code Ann. § 6-60-1405(b)(1)

- b. Within 24 hours of the emergency removal, the College shall provide written notice to the accused Student that explains the College's reasons for removing the accused Student on an emergency basis.¹⁷
- c. Within **3 business days** of the written notice, unless otherwise waived by the removed Student, the College shall convene an interim Hearing before a Student Conduct Administrator to determine whether there is substantial evidence that the removed Respondent poses a risk to the health or safety of any Student or other individual and that the emergency removal of the accused Student is appropriate to mitigate the risk.¹⁸
- d. At the interim Hearing, the removed Student and the accusing Student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a Hearing to determine responsibility.¹⁹
- e. An accused Student's waiver of his or her right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or waive of additional rights under the Code.²⁰
- f. The decision following the interim Hearing is subject to appeal to the Vice Chancellor for Student Services or designee within **3 business days** after the decision. The decision may remain in effect during the pendency of the appeal.
- g. The emergency-removal decision shall remain in effect until a final decision has been made on the pending Complaint or until the Student Conduct Administrator determines that the reason for imposing the emergency-removal decision no longer exists. The decision shall be immediately withdrawn if the Respondent is found not responsible for the charged offense in a final, unappealable decision.

Section 10: Student Rights and Responsibilities in Misconduct Proceedings

- 1. **Equal Treatment.** The College shall treat the Complainant and Respondent equitably.
- 2. **Notice.** A Party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all meetings, investigative interviews, or Hearings with sufficient time for the Party to prepare to participate.

¹⁷ Ark. Code Ann. § 6-60-1405(b)(2)(A)

¹⁸ Ark. Code Ann. § 6-60-1405(b)(2)(B)(i)

¹⁹ Ark. Code Ann. § 6-60-1405(b)(2)(B)(ii)(a)

²⁰ Ark. Code Ann. § 6-60-1405(b)(2)(B)(ii)(b)

3. Access to Administrative File

- a. The College shall maintain an Administrative File of all disciplinary proceedings.²¹
 - b. The Parties may have reasonable continuing access to the Administrative File and the ability to review all documents and evidence in the Administrative File²² by contacting the Student Conduct Administrator to schedule a reasonable date and time for the inspection.
 - c. Individual portions of the Administrative File shall be redacted if confidentiality of the evidence is required by law.²³
- 4. Presumption of Innocence.** Respondents are presumed innocent. They shall not be deemed guilty of a violation of the Code until (1) a Student or Student organization acknowledges responsibility of a violation of the Code or (2) the conclusion of all disciplinary proceedings during which an institution has established every element of an alleged violation by the Student or Student organization.²⁴
- 3. Notice of allegations.** The Respondent shall be afforded sufficient notice of the allegations to enable a meaningful response. The specific notice requirements are described in Section 11.
- 4. Consideration of Evidence.** The College shall make good-faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative.²⁵ The College will not, however, follow formal rules of evidence or other rules of court.²⁶ An objective evaluation of the evidence must include both inculpatory and exculpatory evidence, and credibility determinations must not be based on a person's status as a Complainant, Respondent, or witness. However, all evidence (including relevant evidence) of the following types will be excluded, and evidence seeking that evidence will be disallowed as impermissible (i.e., not accessed, considered, disclosed, or otherwise used):

²¹ Ark. Code Ann. § 6-60-1404(b)(1)

²² Ark Code Ann. § 6-60-1404(c)(1)(G). The statute requires "reasonable continuing access" and the "ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary Hearing, or sooner if otherwise specified by federal law." Neither Title IX nor FERPA contain a provision that would limit a Student's access to the seven-day period prior to a Hearing with regard to his or her own educational records.

²³ Ark. Code Ann. § 6-60-1404(c)(1)(G)

²⁴ Ark. Code Ann. § 6-60-1404(c)(1)(C);

²⁵ Ark. Code Ann. § 6-60-1403(2)(B)(i)

²⁶ Id.

- a. Evidence that is protected under a privilege as recognized by federal or state law, unless the person holding such a privilege has waived the privilege voluntarily in a manner permitted in Arkansas;
 - b. The College's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party, unless the College obtains the Party's voluntary, written consent for use in the College's disciplinary proceedings;
 - c. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is offered to prove consent with evidence concerning specific incidents of the Complainant's prior sexual conduct with the Respondent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
5. **Right to Appeal.** A Party may appeal an adverse decision regarding a finding of responsibility to the Vice Chancellor for Student Services or designee,²⁷ and the decision on appeal shall serve as the final institutional decision on the matter.²⁸
6. **Standard and Burden of Proof.** The burden is on the College—not on the Parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred. The decisionmaker shall not find the Respondent responsible unless the preponderance of the evidence establishes each element of the offense. The decisionmaker shall evaluate relevant evidence for its persuasiveness; if the decisionmaker is not persuaded under the foregoing standard by the evidence that a violation occurred, whatever the quantity the evidence is, the decisionmaker should not determine that a violation occurred.
7. **Admission of Responsibility.** The Respondent may admit in writing to violating this Code at any time. A Hearing will then be held to determine an appropriate sanction, unless the Respondent waives such a Hearing and accepts a punishment determined by the Student Conduct Administrator.

²⁷ Ark. Code Ann. § 6-60-1404(c)(1)(F)(i)

²⁸ Ark. Code Ann. § 6-60-1404(c)(1)(F)(iii)

8. **Nonappearance.** The College will not make any negative inferences against a Party solely for the Party's failure to answer questions or otherwise participate in the Student conduct process. However, a Party's failure to participate does not preclude the College from conducting the disciplinary process in that Party's absence.
9. **Obligation to Provide Truthful Information.** Parties and witnesses shall, to the best of their abilities, provide truthful and accurate information in their written submissions and during investigatory interviews and Hearings.
10. **No Retaliation.** A Party shall not be subjected to retaliation because he or she exercised the Party's rights under the Code.
11. **Weapons.** Individuals may not carry a concealed handgun into any disciplinary Hearing, provided that they have been notified at least 24 hours prior to the Hearing, the meeting will last no longer than 9 hours, and the meeting space has been marked with appropriate signage.²⁹
12. **No Conflicts or Bias.** The Student Conduct Administrator shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. A Party may raise a concern regarding a potential conflict or bias with the Vice Chancellor for Student Services.
13. **Extensions of Time.** The Parties may obtain reasonable extensions of timeframes on a case-by-cases basis for good cause with written notice to the Parties that includes the reasons for the delay.
14. **Role of College Counsel.** At all stages of the proceedings, a Student Conduct Administrator, Hearing Officer, member of a Hearing Panel, or other administrators may seek advice from the College's Office of General Counsel on questions of law, policy, and procedure. An attorney from the General Counsel's Office may attend proceedings for the purpose of giving such advice.
15. **Additional Rights in Cases Involving Non-Academic Violations with the Possibility of Expulsion or Suspension from the College.** In cases in which a sanction of expulsion or suspension from the College may be imposed for a violation of the Code, the Parties shall have the following additional rights:

²⁹ Ark. Code Ann. § 5-73-322(e)

- a. The Parties shall have an equal opportunity to present relevant fact witnesses and other inculpatory and exculpatory evidence. The process shall enable the decisionmaker to adequately assess the credibility of the Parties and witnesses to the extent credibility is both in dispute and relevant to evaluating one or more allegations.
- b. The College shall advise a Party that he or she may seek representation by an attorney. Additionally, a Party shall have a right to be present and advised by an attorney or non-attorney advisor during the Party's investigatory interview, the Hearing to determine responsibility,³⁰ and the appeal.³¹ The advisor may fully participate in the proceedings.³² A Party may be represented by an advisor until the conclusion of the appellate process.³³ The following principles also apply to advisors:
 - i. An advisor may provide discreet advice to the represented Party during an investigatory interview but may not interfere with the information-gathering process.
 - ii. The College is not responsible for selecting, training, or arranging for the participation of advisors or for paying a Party's advising costs.³⁴
 - iii. The Hearing Officer or Chair of the Hearing Panel may disallow the attendance of a particular advisor if, in the discretion of the Hearing Officer or Chair, such person's presence becomes disruptive or obstructive to the process. Advisors will not be permitted to question a witness in an abusive or threatening manner.
- c. Both Parties shall receive a written notification of the decision within a reasonable period of time after the Hearing.
- d. The Parties shall have the right for the disciplinary proceedings to be carried out free from conflicts of interest by ensuring that there is no comingling of administrative or adjudicative roles.³⁵ During the disciplinary proceedings, there shall be no commingling of the roles of (1) attorney or non-attorney advisor, (2)

³⁰ Ark. Code Ann. § 6-60-1404(c)(1)(D)

³¹ Ark. Code Ann. §§ 6-60-1403(1) to 60-60-1403(2); Ark. Code Ann. § 6-60-1404(c)(1)(B)

³² Ark. Code Ann. § 6-60-1404(c)(1)(B)(ii)

³³ Ark. Code Ann. § 6-60-1404(c)(1)(B)(iii)

³⁴ Ark. Code Ann. § 6-60-1404(c)(1)(B)(iv)

³⁵ Ark. Code Ann. § 6-60-1404(c)(1)(H)(i)

investigator, (3) adjudicator, and (4) appellate adjudicator.³⁶ The investigator may, however, present evidence at a Hearing.³⁷

Section 11: Procedures in Disciplinary Proceedings

1. Procedures that apply to all cases involving an alleged violation of the Code of Conduct (other than acts of Academic Dishonesty)

a. Preliminary Procedures

- i. **General Requirements.** Upon being notified of conduct that may constitute a violation of the Code, the Student Conduct Administrator shall:
 1. Notify the Parties of the procedures set forth in this Code;
 2. Notify the Parties of the informal resolution process under this Code if available and appropriate;
 3. Offer and coordinate Supportive Measures under this Code, as appropriate, to restore or preserve a Party's access to the College's education program or activity;
 4. In response to a Complaint, initiate the disciplinary proceedings or informal resolution process set forth in this Code;
 5. In the absence of Complaint or informal resolution process, determine whether to initiate a Complaint that complies with the procedures set forth in this Code if necessary to address conduct that may constitute a violation; and
 6. Take other appropriate, prompt, and effective steps to ensure that the violation of this Code does not continue or recur within the College's education program or activity, in addition to the remedies provided to an individual Complainant.

ii. Written Complaint

1. A form for a written Complaint is set forth in **Appendix B**.

³⁶ Ark. Code Ann. § 6-60-1404(c)(1)(H)(ii)

³⁷ Id.



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

2. The following persons have the right to make a Complaint under this Code, requesting that the College initiate disciplinary proceedings:
 - a. A Complainant;
 - b. A person who has a right to make a Complaint on behalf of a Complainant, such as an authorized legal representative; or
 - c. A third party participating or attempting to participate in the College's education program or activity when the alleged violation of this Code occurred.
3. Complaints submitted orally or submitted by the Student Conduct Administrator shall be memorialized in writing at the time of submission.
4. The Complaint should be submitted as soon as practicable. Unreasonable filing delays could result in the dulling of memories and a loss of relevant evidence and witness testimony. Delays in filing shall not, however, affect the Complainant's eligibility for Supportive Measures from the College.
5. Because the College is bound by its obligation to provide a fundamentally fair process, anonymous Complaints may be filed, but anonymity may limit the College's ability to respond and may preclude disciplinary action.

iii. Notice of Allegations and Initial Communications to the Parties

1. Upon initiation of the procedures set forth in this Code, the College shall provide written notice to the Parties whose identities are known. This notice shall include:
 - a. A copy of this Code, along with the appendices (which will include Act 470 of 2023 as set forth in **Appendix A**);³⁸

³⁸ Ark. Code Ann. § 6-60-1404(c)(1A);)



Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office

- b. Sufficient information, available at the time, to allow the Parties to respond to the allegations. Sufficient information includes:
 - i. The identity of the Parties involved in the incident;
 - ii. The date and location of the alleged incident; and
 - iii. The conduct allegedly constituting a violation of the Code, with sufficient time for the Parties to prepare a response before any initial interview;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct until a determination of whether a violation of the Code occurred is made at the conclusion of the disciplinary proceedings under this Code;
- d. A statement that, in cases involving allegations of conduct for which a sanction of expulsion or suspension from the College may be imposed, the Parties may seek representation by an attorney. Additionally, a statement that the Parties are entitled to an advisor of their choice during the disciplinary proceedings (*i.e.*, investigatory interview, Hearing, and appeal), and the advisor may be (but is not required to be) an attorney. The statement must be provided no later than **24 hours** before the Respondent may be questioned regarding an alleged violation.³⁹ The statement shall further explain that in non-Title IX cases in which a sanction of expulsion or suspension from the College may be imposed, the Party will be responsible for securing an advisor at the Party's own expense;⁴⁰
- e. A statement that the Party is entitled to receive access to the Administrative File;
- f. A statement that the Code prohibits knowingly making false statements or knowingly submitting false information during the grievance procedure; and

³⁹ Ark. Code Ann. § 6-60-1404(c)(1)(E)(ii)

⁴⁰ Ark. Code Ann. § 6-60-1404(c)(1)(E)(ii)

- g. A statement that retaliation is prohibited.
- 2. If, in the course of an investigation, the Student Conduct Administrator decides to investigate additional allegations about the Respondent's conduct toward the Complainant that are not included in the original notice or that are included in a Complaint that is consolidated as set forth in this Code, the Student Conduct Administrator must provide notice of the additional allegations of the Parties whose identities are known.

iv. Student Conduct Administrator's Screening and Dismissal Decision

- 1. After receiving a Complaint, the Student Conduct Administrator shall promptly decide two threshold issues: (1) whether the Complaint should be dismissed and (2) whether, in the Student Conduct Administrator's discretion, the allegations could result in a sanction of expulsion or suspension from the College. The Student Conduct Administrator's discretionary decision should be guided by factors such as the severity of the alleged conduct, prior offenses, the impermissible possession of weapons, and the negative impact on the Campus Community. The Student Conduct Administrator shall make this initial determination within **10 business days** after the Complaint is filed or as soon as practicable thereafter.
- 2. The Student Conduct Administrator shall dismiss a Complaint if:
 - a. The Student Conduct Administrator determines the conduct alleged in the Complaint, even if proven, would not constitute a violation of the Code; provided, however, that before dismissing the Complaint under this paragraph, the Student Conduct Administrator shall make reasonable efforts to clarify the allegations with the Complainant;
 - b. The Code does not apply to the alleged facts under Section 4 (pertaining to applicability of the Code); or
 - c. The alleged conduct constitutes a protected exercise of the Student's Free Speech Rights.

3. The Student Conduct Administrator may dismiss a Complaint if:
 - a. The College is unable to identify the Respondent after taking reasonable steps to do so;
 - b. The Respondent is not participating in the College's education program or activity; or
 - c. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Student Conduct Administrator determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute a violation of the Code even if proven.
4. If the Student Conduct Administrator dismisses the Complaint, the investigation shall end immediately. The Student Conduct Administrator shall promptly communicate the basis for the dismissal to the Parties simultaneously. If the dismissal occurs after the Respondent has been notified of the allegations, then the Student Conduct Administrator must also notify the Respondent of the dismissal and the basis for the dismissal promptly following a notification to the Complainant, or simultaneously if notification is in writing.
5. The Student Conduct Administrator shall notify all Parties that a dismissal may be appealed. Each Party may appeal the matter to the Vice Chancellor for Student Services or designee within **5 business days** after the Student Conduct Administrator's dismissal decision. During the appeal of a dismissal decision:
 - a. Each Party shall be notified when an appeal is filed, and the procedures shall be implemented equally for the Parties;
 - b. The College shall ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;



Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office

- c. The College shall ensure that the decisionmaker for the appeal has been appropriately trained;
 - d. The College shall provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome as follows:
 - i. The appealing Party's submission shall consist of a concise written statement as to why the dismissal decision should be reversed; and
 - ii. The other Party may submit a concise counterstatement within **5 business days** of receiving the appealing Party's submission; and
 - e. The College shall simultaneously notify the Parties of the result of the appeal and the rationale for the result.
 - 6. Notwithstanding a decision to dismiss the Complaint, the College shall provide Supportive Measures to the Complainant and Respondent as appropriate.
 - 7. If the Student Conduct Administrator decides that the Complaint should not be dismissed but the sanctions will not be expulsion or a suspension from the College, then the Parties shall be notified that the matter will be handled under the procedures set forth in Section 11.3.
- b. **Consolidation of Complaints.** The Student Conduct Administrator may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, when the allegations arise out of the same facts or circumstances.
- c. **Informal Resolution**
 - i. At any time prior to determining whether a violation of this Code occurred, the College may offer to a Complainant and Respondent an informal resolution process, unless such a process would conflict with federal, state, or local law.
 - 1. The Student Conduct Administrator has discretion to determine whether it is appropriate to offer an informal resolution process

and may decline to offer informal resolution despite one or more of the Parties' wishes.

2. Circumstances when the Student Conduct Administrator may decline to allow informal resolution include but are not limited to when the College determines that the alleged conduct would present a risk of future harm to others.
- ii. The College will not require or pressure the Parties to participate in an informal resolution process. The Student Conduct Administrator must obtain the Parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and adjudication of a Complaint as a condition of enrollment or continuing enrollment or exercise of any other right.
- iii. Before initiation of an informal resolution process, the Student Conduct Administrator must provide the Parties written notice that explains:
 1. The allegations;
 2. The requirements of the informal resolution process;
 3. That, prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and to initiate or resume the College's grievance procedures under this Code;
 4. That the Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Parties from initiating or resuming grievance procedures arising from the same allegations;
 5. The potential terms that may be requested or offered in an informal resolution agreement, where such potential terms include (but are not limited to):
 - a. Restrictions on contact; and
 - b. Restrictions on the Respondent's participation in one or more of the College's programs or activities or attendance of specific events, including restrictions the College could have imposed as remedies or disciplinary sanctions had

the College determined that a violation of this Code occurred;

6. Which records will be maintained and could be shared;
 7. That if the College initiates or resumes the procedures under this Code, the College or a Party must not access, consider, disclose, or otherwise use information, including records, obtained solely through an informal resolution process as part of the investigation or determination of the outcome of the Complaint; and
 8. That, when applicable, and if the College resumes the disciplinary proceedings under this Code, the informal resolution facilitator could serve as a witness for purposes other than providing information obtained solely through the informal resolution process.
- iv. The facilitator for the informal resolution process must not be the same person as the investigator or decisionmaker in the College's procedures under this Code. Any person designated by the College to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant and Respondent.
 - v. In order to encourage an open exchange of views and maximize the chances of agreement, mediation sessions may not be recorded, unless the Parties agree to a different arrangement.
 - vi. Any informal resolution shall be in writing and shall represent the final resolution of the case, unless one of the Parties fails to adhere to the terms of the agreement.
 - vii. If the Parties do not agree to an informal resolution, the process is unsuccessful, or informal resolution is not appropriate due to the nature of the Complaint, then the formal disciplinary proceedings will commence or resume.

d. Investigation

- i. After the Student Conduct Administrator provides the Parties with the information described above, the Student Conduct Administrator shall

promptly meet with the Complainant and Respondent separately to discuss the following:

1. The allegations in the Complaint, including the Party's version of events, the nature and location of evidence, and the identity of witnesses;
 2. Supportive Measures; and
 3. The Party's interest in resolving the matter through informal resolution, unless the Student Conduct Administrator determines that informal resolution would be inappropriate under the circumstances.
- ii. A Party and his or her advisor are not permitted to attend interviews other than his or her own interview.
- iii. In addition to meeting with the Parties, the Student Conduct Administrator shall take other investigatory steps, as necessary. Such steps may include:
1. Interviewing witnesses (including expert witnesses, if any) and summarizing such interviews in writing;
 2. Visiting, inspecting, and taking photographs of relevant sites;
 3. Collecting and preserving relevant evidence (potentially in coordination with law-enforcement agencies); and
 4. Obtaining any relevant medical records, provided that the subject of the records has voluntarily authorized the release of the records in writing.
- iv. The investigation shall ordinarily be completed within **30 calendar days** after the Complaint is filed or as soon as practicable thereafter.
- e. **Investigation by Law Enforcement:** Nothing in this Code should be construed as restricting the ability of campus law enforcement to investigate a possible criminal violation.⁴¹ If a law enforcement investigation has been initiated, the

⁴¹ Ark. Code Ann. 6-60-1404(c)(1)(E)(ii)

College will take reasonable measures to avoid undue interference with the law enforcement investigation. In most cases, the College's investigation will not be halted due to the fact that a parallel law-enforcement investigation has commenced.

2. Additional procedures in cases involving allegations that could result in a sanction of expulsion or suspension from the College.

a. Administrative File

- i. At the conclusion of the investigation and at least **7 business days** before the Hearing, the Student Conduct Administrator shall remind the Parties of their right to review the Administrative File to the extent allowed by law.⁴²
- ii. The Parties shall have an opportunity to respond to the evidence contained in the Administrative File at a live Hearing.

b. Hearing Officer or Hearing Panel

- i. At least **3 business days** before the Hearing date, the Student Conduct Administrator shall select a Hearing Officer or Hearing Panel and disclose the individuals' identities to the Parties.
- ii. A Party may challenge a Hearing Officer or Hearing Panelist for bias or any conflicts of interest with the potential to undermine the integrity of the disciplinary process. The Vice Chancellor for Student Services or a designee who is not a factfinder in the case shall promptly resolve the challenge and designate a substitute as appropriate.
- iii. Persons who serve as Hearing Officers or Hearing Panelists may not be the same individuals who investigated the alleged misconduct.

c. Hearing Procedures

- i. The Hearing Officer or Hearing Panel may pose questions to the witnesses before affording the Parties an opportunity to ask questions.

⁴² Ark. Code Ann. § 6-60-1404(c)(1)(G)(i) (requiring an ability to "review" the Administrative File "beginning at least seven (7) business days before a disciplinary Hearing")

- ii. The Hearing Officer or Chair of the Hearing Panel will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the Hearing and decision-making process. The Hearing Officer or Hearing Panel may, in its discretion, choose to call a Student Conduct Administrator for the purpose of explaining the investigation and findings.
- iii. The Hearing Officer or Hearing Panel must determine whether a proposed question is relevant and not otherwise impermissible prior to the question being posed, and must explain any decision to exclude a question as not relevant. If a decisionmaker determines that a Party's question is relevant and not otherwise impermissible, then the question must be asked except that no questions that are unclear or harassing of the Party being questioned will be permitted.
- iv. The Hearing Officer or Chair of the Hearing Panel has discretion to determine whether the Parties may present expert witnesses as long as the determination applies equally to both Parties.
- v. At the Hearing, the Parties may:⁴³
 - 1. Make an opening and closing statement;⁴⁴
 - 2. Present relevant evidence;⁴⁵ and
 - 3. Cross-examine adverse witnesses.⁴⁶
- vi. The Respondent may waive the right to be present at a disciplinary proceeding⁴⁷ by providing to the Student Conduct Administrator a signed waiver as set forth in **Appendix C**. The waiver shall be signed by the Respondent and the adjudicator.⁴⁸ The Student Conduct Administrator shall provide one copy to the Respondent and place another copy in the Administrative File.⁴⁹ If the Respondent waives the

⁴³ Ark. Code Ann. § 6-60-1404(c)(1)(D)(ii)-(iv)

⁴⁴ Ark. Code Ann. § 6-60-1404(c)(1)(D)(4)(ii)

⁴⁵ Ark. Code Ann. § 6-60-1404(c)(1)(D)(4)(iii)

⁴⁶ Ark. Code Ann. § 6-60-1404(c)(1)(D)(4)(iv)

⁴⁷ Ark. Code Ann. § 6-60-1404(c)(1)(D)(1)

⁴⁸ Ark. Code Ann. § 6-60-1404(c)(1)(D)(2)

⁴⁹ Ark. Code Ann. § 6-60-1404(c)(1)(D)(3)

right to be present at a disciplinary proceeding, the Respondent shall not have the right to appeal the College's initial decision.⁵⁰

- vii. Hearings may be conducted through a live Hearing with the Parties physically present in the same geographic location. At the College's discretion or upon the request of either Party, it will conduct the live Hearing with the Parties physically present in separate locations with technology enabling the decisionmaker and Parties to simultaneously see and hear the Party or the witness while that person is speaking or communicating in another format.
- viii. The College shall create an audio, audiovisual, or transcript of the Hearing.⁵¹
- ix. The Parties may pose relevant questions to witnesses under the following conditions:
 - 1. In cases in which a Party is represented by an advisor, the advisor may pose questions to the witness directly.
 - 2. In cases in which a Party is not represented by an advisor, the questions may be asked through the Hearing Officer or Hearing Panel. A Party may not, however, question a witness directly. The Party may tender an initial set of proposed questions prior to the Hearing and propose follow-up questions, including questions challenging credibility, that a Party wants asked of any Party or witness.
- x. If a Party does not respond to questions related to their credibility, the decisionmaker must not rely on any statement of that Party that supports that Party's position. The decisionmaker must not draw an inference about whether misconduct occurred based solely on a Party's or witness's refusal to respond to questions related to their credibility.

d. Written Decision

- i. As soon as practicable after the Hearing, the Hearing Officer or Chair of the Hearing Panel shall simultaneously distribute to the Parties a written decision of the result that contains the following:

⁵⁰ Ark. Code Ann. § 6-60-1404(c)(1)(D)(i)(b)(4)

⁵¹ Ark. Code Ann. § 6-60-1404(b)(3);)

1. A description of the alleged Code violation;
 2. Information about the policies and procedures the College used to evaluate the allegations;
 3. The decisionmaker's evaluation of the relevant evidence and determination of whether a violation occurred;
 4. When the decisionmaker finds that a violation occurred, any disciplinary sanctions the College will impose on the Respondent, and whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the Complainant and, to the extent appropriate, other Students identified by the College to be experiencing the effects of a violation; and
 5. The Colleges procedures to appeal the result of the disciplinary Hearing;⁵²
- ii. If there is a determination that a violation occurred, as appropriate, the Student Conduct Administrator shall provide and implement remedies to a Complainant or other affected person(s) and take other prompt and effective steps to ensure that a violation does not continue or recur within the College's education program or activity.
 - iii. The determination regarding responsibility becomes final either on the College providing the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

e. Appeals

- i. A Party may appeal a decision or sanction by submitting a written statement to the Student Conduct Administrator within **25 calendar days**⁵³ of receiving the Hearing Officer or Hearing Panel's written decision. An Appeal Form is set forth in **Appendix D**.

⁵² Ark. Code Ann. § 6-60-1404(c)(1)(I)(iii)(b)

⁵³ Ark. Code Ann. § 6-60-1404(c)(1)(F)(ii)

- ii. An appeal may be initiated after the deadline if the Party shows that new, previously unavailable evidence came to light or that there is a compelling reason for the delay.
- iii. The appeal shall be heard by the Vice Chancellor for Student Services or designee.
- iv. The appeal shall be decided based on the record and without deference to the decision of the Hearing Officer of Hearing Panel.
- v. A Party may only appeal based on one of the following grounds:
 - 1. A procedural irregularity that would change the determination of whether a Code violation occurred;
 - 2. The discovery of new evidence that would change the outcome of the matter and that was not reasonably available at the time the determination of whether a Code violation occurred or dismissal was made;
 - 3. A Student Conduct Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome of the matter; or
 - 4. The sanctions are grossly disproportionate to the severity of the offense.
- vi. The Student Conduct Administrator shall promptly notify the other Party of the appeal and provide a copy of the Party's written statement. The other Party may submit a written counterstatement within **5 business days** thereafter.
- vii. The decision on appeal may uphold the decision, modify it, or remand the matter to the Hearing Officer or Hearing Panel for further factual development.
- viii. The Vice Chancellor for Student Services or designee shall inform the Parties of the decision in writing within **5 business days** of the last Party's written submission or as soon as practicable thereafter.

- ix. The Parties may challenge the Vice Chancellor for Student Services' (or designee's) involvement for bias or a conflict of interest with the potential to undermine the integrity of the appellate process. The Chancellor may decide any such challenge and replace the administrator with an appropriate substitute.

f. Certification of Compliance

- i. At the conclusion of the disciplinary proceedings, the Chancellor or Vice Chancellor for Student Services shall certify, on a form similar to **Appendix E**, that the substantial rights of the Complainant and Respondent as established in Act 470 of 2023 have been followed.⁵⁴
- ii. The certification shall be maintained in the Administrative File.⁵⁵

3. Disciplinary procedures in non-Title IX cases in which neither expulsion nor suspension from the College will be imposed

- a. If the Student Conduct Administrator determines, in his or her discretion at the inception of the case, that a sanction of expulsion or suspension will not be imposed in a non-Title IX case involving an alleged violation of the Code (other than an act of Academic Dishonesty), then the alleged violation of the Code shall be resolved through an administrative Hearing before the Student Conduct Administrator or designee.
- b. An attorney or non-attorney advisor may not participate at any stage of the disciplinary proceedings.
- c. The Student Conduct Administrator or designee shall ensure that the Respondent receives:
 - i. Written notice of the charges;
 - ii. An opportunity to inspect the Administrative File;
 - iii. An opportunity to be heard at a meeting with the Student Conduct Administrator or designee;

⁵⁴ Ark. Code Ann. § 6-60-1404(d)(1)

⁵⁵ Ark. Code Ann. § 6-60-1404(d)(2)

- iv. A written decision on whether the Respondent has violated the Code and the sanctions that will be imposed; and
- v. An opportunity to appeal to the Vice Chancellor for Student Services or designee, within **5 business days** of the decision, based on one of the following grounds:
 - 1. A procedural irregularity that affected the outcome;
 - 2. The discovery of new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
 - 3. The College investigator or decisionmaker had a conflict of interest or bias that affected the outcome; or
 - 4. The sanctions are grossly disproportionate to the severity of the offense.
- vi. A reasonably prompt, written decision from the Vice Chancellor for Student Services or designee regarding the appeal.
- vii. An opportunity to challenge the involvement of any decisionmaker due to bias or a conflict of interest.

Section 12: Amnesty

The College offers amnesty to anyone who may be hesitant to report a serious incident because of fear that they personally may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct sanctions or records will result.

Section 13: Sanctions

- 1. Sanctions must be reasonable and proportionate to the seriousness of the violation. The Student Conduct Administrator must accurately advise the disciplinary body of sanctions that have been imposed for similar violations in the past in order to ensure consistency and fairness across time.
- 2. A Student's conduct history shall not impact the finding of responsibility, but it may be used as information in determining appropriate sanctions.

3. Ordinarily, sanctions will not be imposed until the resolution of an appeal. However, if it is deemed necessary to protect the welfare of the victim or the College community, the Hearing Officer or Hearing Panel may recommend to the decisionmaker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.
4. Any sanction imposed on a Respondent—including those based on a finding that sex-based harassment occurred—will take on the following forms:
 - a. Verbal warning;
 - b. Written reprimand;
 - c. Probation and/or suspension in abeyance;
 - d. Loss of privileges for a specified period of time;
 - e. Restitution through community service or fine;
 - f. Research assignments;
 - g. A requirement to receive certain training;
 - h. Community service;
 - i. Removal from campus housing, including terms for readmission;
 - j. Suspension from the College, including terms for readmission; and/or
 - k. Expulsion from the College
5. The College may withhold a Respondent's degree for a reasonable amount of time to resolve any pending charges under this Code and to make sure that related sanctions are satisfied. The College may also revoke a degree if it is shown by a preponderance of the evidence that it was obtained by any form of Academic Dishonesty.
6. Student organizations and their officers and members, in their capacity as such, are subject to the same sanctions as other Respondents if a preponderance of the evidence shows actual participation in, or actual authorization or ratification of, a violation of the Code.

- a. In making this determination, the College shall consider whether the organization's members were acting in accord with the organization's practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.
- b. The College may impose upon a Student organization any of the sanctions that apply to individuals (including a loss of privileges), suspension for a period of time, or a permanent loss of College recognition.

Section 14: Confidentiality

1. When conducting an informal resolution process under this Code, implementing disciplinary proceedings, or requiring the Student Conduct Administrator to take other appropriate steps under this Code, the College must not disclose the identity of a Party, witness, or other participant except in the following circumstances:
 - a. When the Party, witness, or other participant has provided prior written consent to disclose their identity;
 - b. When permitted under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, or its implementing regulations, NPRM 34 C.F.R. Part 99;
 - c. As required by law; or
 - d. To carry out the purposes of Title IX, including action taken to address conduct that may constitute sex discrimination under Title IX in the College's program or activity.
2. To protect the privacy of all Parties and in accordance with FERPA, the Hearing will be closed.
3. Educational records related to any aspect of discipline against a Student will not be released by the College without the Student's authorization. This prohibition does not apply to Students in possession of their own educational records. Only exceptions authorized under will be permitted. For instance, the College may release records:
 - a. To comply with a judicial order or a lawfully issued subpoena;
 - b. To inform the Complainant in a case involving allegations of a crime of violence or a non-forcible sex offense of the final results of a related disciplinary Hearing;



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

- c. To inform any third party, including other educational institutions, of the final results of a disciplinary proceeding related to a crime or violence or non-forcible sex offense if Respondent is found responsible;
 - d. To any Student's parents:
 - i. If the parents claimed the Student as a dependent on their tax returns; or
 - ii. To inform the parents if the Student is found responsible for an offense related to drugs or alcohol and the Student is under the age of 21 at the time of the disclosure; or
 - e. To address a health or safety emergency.
4. For cases involving allegations of Sex-based Harassment under Title IX, the College shall keep confidential the identity of any Complainant, Respondent, and witness, except as permitted by FERPA, required by law, or necessary to conduct any investigation, Hearing, or judicial proceeding arising under the Title IX grievance process.
5. Disclosure of final results to third Parties, if permitted, shall include only the name of the Responsible Student, the violation committed, and any sanction imposed. The disclosure must not include the name of any other Student, including a victim or witness, without the written consent of that other Student.
6. The College may take reasonable steps to protect the privacy of the Parties and witnesses during the pendency of disciplinary proceedings under this Code, but it will not restrict the ability of the Parties to obtain and present evidence, including by speaking to witnesses; consulting with a family member, confidential resource, or advisor; preparing for a Hearing (if one is offered); or otherwise defend their interests.
7. Except as allowed by the Parties' Free Speech Rights, the Parties and their advisors may not disclose information and evidence obtained solely through the process set forth in this Code without authorization.

Other applicable documents:

UA BOTP 275.1 Title IX Compliance

UAEACCP 500.1.1 Title IX, Sexual Assault & Harassment

UAEACCP 480.1.1 Complaints of Discrimination & Harassment

All other applicable federal and state laws

Revision History:

Effective Date: January 2025



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

Revised Date:

Reviewed/Approved by:

UA Counsel, January 2025

UAEACC Chancellor, UAEACC Student Services January 2025



Appendix A: COPY OF ARKANSAS STUDENT DUE PROCESS AND PROTECTION ACT

A.C.A. § 6-60-1401

§ 6-60-1401. Title

This subchapter shall be known and may be cited as the “Arkansas Student Due Process and Protection Act”.

A.C.A. § 6-60-1402

§ 6-60-1402. Legislative findings

The General Assembly finds that:

- (1) The United States Supreme Court held in “Goss v. Lopez”, 419 U.S. 565, 574 (1975), that when a right is protected by the Due Process Clause, a state may not withdraw the right “on grounds of misconduct absent fundamentally fair procedures to determine whether the misconduct has occurred ...”;
- (2) The principle opined upon in “Goss v. Lopez” was reemphasized in “Doe v. Purdue University”, 928 F.3d 652 (7th Cir. 2019), as authored by United States Supreme Court Associate Justice Amy Coney Barrett, noting that “a hearing must be a real one, not a sham or pretense”, and that “even in the disciplinary context, the process due depends on a number of factors, including the severity of the consequence and the level of education ...”;
- (3) The Eighth Circuit has opined in “Winegar v. Des Moines Indep. Community Sch. Dist.”, 20 F.3d 895, 899-900 (8th Cir. 1994), that the “fundamental requirement of due process is the opportunity to be heard at a meaningful time and in a meaningful manner ...”, which was originally declared by the United States Supreme Court in “Matthews v. Eldridge”, 424 U.S. 319, 333 (1976);
- (4) The Eighth Circuit has further asserted in “Esteban v. Central Missouri State College”, 415 F.2d 1077, 1089 (8th Cir. 1969), that “procedural due process must be afforded by way of adequate notice, definite charge, and a hearing with opportunity to present one’s own side of the case and with all necessary protective measures ...”; and
- (5) It is necessary to statutorily guarantee fundamentally fair procedures that will ensure disciplinary proceedings at institutions of higher education carry out the necessary steps to ensure constitutionally required due process.

A.C.A. § 6-60-1403

§ 6-60-1403. Definitions

As used in this subchapter:



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

(1) "Disciplinary proceeding" means a hearing, appeal, or investigatory interview conducted by an institution's administrator relating to an alleged serious violation of the code of student conduct;

(2)(A) "Fully participate" means the opportunity for an institution, a student complainant, a student respondent, or a student organization to be provided an opportunity to be present and advised by an attorney or non-attorney advocate.

(B)(i) "Fully participate" does not require an institution to use formal rules of evidence in a disciplinary proceeding.

(ii) However, an institution shall make good faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative;

(3) "Institution" means an Arkansas public two-year or four-year institution of higher education; and

(4)(A) "Serious violation" means a violation of a nonacademic rule under a student code of conduct that an institution's official determines, at the inception of the case, could result in a sanction of suspension or expulsion.

(B) "Serious violation" does not include an act of academic dishonesty.

A.C.A. § 6-60-1404

§ 6-60-1404. Procedural protections

(a)(1) The procedural protections established by this subchapter shall apply only to a serious violation.

(2) An institution shall not impose a sanction of suspension or expulsion for a violation of a nonacademic rule under an institution's student code of conduct unless the procedural protections established by this subchapter are followed.

(b)(1) An institution shall maintain an administrative file of all disciplinary proceedings.

(2) The administrative file required under subdivision (b)(1) of this section shall include without limitation all documents and evidence in the institution's possession or control that are relevant to an alleged violation of the institution's code of student conduct and the institution's investigation into the alleged violation of the institution's code of student conduct, including without limitation:



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

- (A) Exculpatory evidence;
- (B) Statements by an accuser or an accused student or a student organization;
- (C) Third-party witness statements;
- (D) Electronically stored information;
- (E) Written communications;
- (F) Social media posts;
- (G) Demonstrative evidence;
- (H) Documents submitted by any participant involved in disciplinary proceedings; and
- (I) The institution's choice of a video recording, an audio recording, or a transcript of any disciplinary hearing ultimately held on the matter.

(3) The administrative file required under subdivision (b)(1) of this section shall not include privileged documents, internal communications, or communications from nonparties that the institution does not intend to introduce as evidence at a disciplinary proceeding.

(c)(1) A student who is accused of a serious violation and who is enrolled at an institution shall have the following disciplinary rights and be subject to the following procedures:

(A) The right to receive a copy of this subchapter at the inception of the disciplinary matter;

(B)(i) The right to be represented by:

(a) An attorney; or

(b) A non-attorney advocate if the student or student organization prefers.

(ii) An attorney or non-attorney advocate representing a student or student organization under subdivision (c)(1)(B)(i) of this section may fully participate during a disciplinary proceeding.

(iii) The right of a student or student organization to be represented by an attorney or non-attorney advocate under subdivision (c)(1)(B)(i) of this section applies until the conclusion of any institution appellate process.

(iv)(a) It shall be the student's or the student organization's responsibility to make arrangements for the use of an attorney or a non-attorney advocate as permitted under subdivision (c)(1)(B)(i) of this section.

(b) An institution shall not be responsible for providing, training, or paying for the services of an attorney or a non-attorney advocate;

(c) An institution shall advise a student who is the subject of an investigation or disciplinary proceeding under this subchapter that he or she may seek representation by an attorney.

(C)(i) The express presumption of innocence.

(ii) A student or student organization shall not be deemed guilty of a violation of the code of student conduct of an institution until:

(a) A student or student organization formally acknowledges responsibility for a violation of the code of student conduct; or

(b) The conclusion of a disciplinary proceeding during which an institution has established every element of an alleged violation by the student or student organization;

(D) The right to have the opportunity for a live hearing, including the right to:

(i)(a) Be present at a disciplinary proceeding.

(b)(1) A student or student organization may waive the right to be present at a disciplinary proceeding.

(2) A waiver under subdivision (c)(1)(D)(i)(b)(1) of this section shall be:

(A) Provided in writing by the student or student organization; and

(B) Signed by the student or student organization and the adjudicator of the disciplinary proceeding.



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

(3) A copy of the signed waiver required under subdivision (c)(1)(D)(i)(b)(2)(B) of this section shall be provided to the student or student organization and placed in the administrative file required under subdivision (b)(1) of this section.

(4) If a student or student organization waives the right to be present at a disciplinary proceeding under subdivision (c)(1)(D)(i)(b)(1) of this section, the student or student organization shall not have a right to appeal an institution's initial decision under subdivision (c)(1)(F) of this section;

(ii) Make an opening and closing statement;

(iii) Present relevant evidence; and

(iv) Cross-examine adverse witnesses through an attorney or non-attorney advocate, which the student is responsible for selecting and compensating;

(E) The right to be advised by an institution of the student's or student organization's rights under this subchapter:

(i) Before a disciplinary proceeding is scheduled; and

(ii) At least twenty-four (24) hours before a student or student organization may be questioned by the institution or an agent of the institution regarding any allegation of a serious violation, provided that nothing in this subchapter restricts the ability of campus law enforcement to investigate a possible criminal violation;

(F)(i) The opportunity to appeal an institution's initial decision to an appellate entity that is an institutional employee or body that did not make the initial decision finding the student or student organization to be in violation of the institution's nonacademic or code of student conduct rules.

(ii) An appeal under subdivision (c)(1)(F)(i) of this section shall be filed within seven (7) days after a student or student organization receives final notice of an institution's decision.

(iii)(a) An institution may designate the appellate entity as the final institutional authority.

(b) However, nothing in this subchapter precludes a court from granting a prevailing plaintiff equitable relief;



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

(G)(i) Reasonable continuing access to the administrative file required under subdivision (b)(1) of this section that pertains to the student's or student organization's alleged violation and the ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary hearing, or sooner if otherwise specified by federal law.

(ii) However, individual portions of the administrative file shall be redacted if confidentiality of the evidence is required by law;

(H)(i) The right for a disciplinary proceeding to be carried out free from conflicts of interest by ensuring that there is no commingling of administrative or adjudicative roles.

(ii) An institution shall be considered to be commingling administrative or adjudicative roles if an individual carries out more than one (1) of the following roles with respect to the disciplinary proceeding:

(a) Attorney or non-attorney advocate for a complaining or accused student or student organization;

(b) Investigator;

(c) Adjudicator; or

(d) Appellate adjudicator.

(iii) It is not a conflict of interest under this subdivision (c)(1)(H) for the institution's investigator to simultaneously serve as the individual who presents evidence to an adjudicator; and

(I) The right of a student or student organization that makes a complaint against another student or student organization for purposes of a disciplinary hearing to:

(i)(a) Be represented at the student's or student organization's own expense by an attorney or, if the complaining student or student organization prefers, a non-attorney advocate, who may fully participate during a disciplinary proceeding.

(b) The right of a student or student organization to be represented by an attorney or non-attorney advocate under subdivision (c)(1)(I)(i)(a) of this section applies until the conclusion of any institution appellate process;

(ii)(a) Have reasonable continuing access to the administrative file required under subdivision (b)(1) of this section that pertains to the student's or student organization's



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

allegation and the ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary hearing, or sooner if otherwise specified by federal law.

(b) However, individual portions of the administrative file required under subdivision (b)(1) of this section shall be redacted if confidentiality of the evidence is required by law; and

(iii)(a) Appeal an institution's decision following a disciplinary proceeding on grounds set forth in the institution's student code of conduct.

(b) An institution shall provide simultaneous notification to both the student or student organization that makes a complaint against another student or student organization and the student or student organization that is the subject of a complaint regarding the institution's procedures to appeal the result of a disciplinary hearing.

(2) The rights provided under subdivision (c)(1) of this section shall be included in each institution's code of student conduct.

(d)(1) At the conclusion of a disciplinary proceeding or an appeal that involves a serious violation, an institution's chancellor or vice chancellor of student Services shall certify that the substantial rights of student complainants and respondents as established under this subchapter have been followed.

(2) The certification required under subdivision (d)(1) of this section shall be maintained in the administrative file required under subdivision (b)(1) of this section.

A.C.A. § 6-60-1405

§ 6-60-1405. Interim measures

(a)(1) Nothing in this subchapter precludes an institution from providing at any time an individualized service to an accused student or an accusing student that is nondisciplinary, nonpunitive, reasonably available, and without fee or charge to the accused student or accusing student.

(2)(A) An individualized service offered to an accused student or accusing student under subdivision (a)(1) of this section shall be designed to restore or preserve equal access to the institution's education programs or activities without unreasonably burdening the other party.

(B) An individualized service offered to an accused student or accusing student under subdivision (a)(1) of this section may be designed to protect the safety of all involved parties or the institution's educational environment, which may include without limitation:

- (i) Counseling;
- (ii) Extensions of deadlines or other course-related adjustments;
- (iii) Campus escort services;
- (iv) Mutual restrictions on contact between the involved parties;
- (v) Modifications of class schedules or housing locations;
- (vi) Increased security and monitoring of certain areas of the institution's campus; and
- (vii) Other similar services.

(b)(1) An institution may remove an accused student from the institution's programs or activities on an emergency basis if the institution:

- (A) Undertakes an individualized safety and risk analysis;
- (B) Determines that an immediate threat or the safety of a student or another individual arising from the allegations of misconduct justifies removal of the accused student; and
- (C) Provides the accused student with notice and an opportunity to challenge the decision immediately following his or her removal.

(2) An institution that removes an accused student on an emergency basis under subdivision (b)(1) of this section shall:

- (A) Within twenty-four (24) hours of an institution removing an accused student on an emergency basis, provide written notice to the accused student that explains the institution's reasons for removing the accused student on an emergency basis;
- (B)(i) Within three (3) business days of the written notice required by subdivision (b)(2)(A) of this section, unless otherwise waived by the removed accused student, convene an interim hearing to determine whether there is substantial evidence that the removed accused student poses a risk to the health or safety of any student or other individual and that the emergency removal of the accused student is appropriate to mitigate that risk.



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

(ii)(a) At an interim hearing, the removed accused student and the accusing student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a final hearing to determine responsibility.

(b) An accused student's waiver of his or her right to be represented by an attorney or a non-attorney advocate under subdivision (b)(2)(B)(ii)(a) of this section shall not constitute an admission of guilt or a waiver of additional rights under this subchapter.

A.C.A. § 6-60-1406

§ 6-60-1406. Cause of action

(a) If a student or student organization's rights under this subchapter have been violated, the student or student organization may file a claim with the Arkansas State Claims Commission to recover:

- (1) Compensatory damages;
- (2) Attorney's fees;
- (3) Expert witness fees; and
- (4) Monetary damages consisting of any financial losses, such as lost scholarship funds or unnecessary tuition payments, proximately caused by a substantial violation of this subchapter.

(b) Any error, defect, irregularity, or variance that does not affect a student's or student organization's substantial rights under this subchapter shall be not be considered.

A.C.A. § 6-60-1407

§ 6-60-1407. Statute of limitations

(a)(1) A student or student organization shall bring suit for a violation of this subchapter not later than one (1) year after the day the cause of action occurred.

(2) For purposes of calculating the one-year limitation period, the cause of action shall be deemed accrued on the date that the student or student organization receives final notice of discipline from an institution.

(b) This subchapter shall apply to disciplinary proceedings beginning on or after August 1, 2023.



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

Appendix B: Student Misconduct Complaint Form

Nature of Complaint

☐ Sex-based Harassment ☐ Other Sex Discrimination

☐ Other Discrimination ☐ Theft

☐ Physical Assault ☐ Other

Complainant Information

☐ Student ☐ Staff ☐ Other

☐ Student Conduct Administration ☐ Faculty

Name: _____ College ID No. _____

Email: _____ Phone Number: _____

Local address: _____

Incident Information

Date of Incident: _____

Location of Incident: _____

Description of Incident: _____

(use additional pages as necessary)

Witnesses to the incident(s):

Name

Description of relevant knowledge



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

Please provide any documentation that is relevant to the alleged incident.



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

Appendix C: Form for Respondent's Waiver of Right to Be Present at Hearing

I understand that I have been charged with a violation of the Code of Student Conduct for which a sanction of expulsion or suspension from the College could be imposed. I hereby waive my right to be present at any disciplinary proceedings, including a live hearing, under Ark. Code Ann. § 6-60-1404(c)(1)(D)(i). I further understand that I shall not have a right to appeal the College's decision on whether I am responsible for violating the Code. I acknowledge that a signed copy of this waiver will be placed in the Administrative File as required by state law.

/s/ _____
[student's name]



Appendix D: Student Misconduct Appeal Form

Student Name: _____

Student ID No. _____

The appeal must be submitted to the Student Conduct Administrator within 7 calendar days of receiving the written decision. A Party may appeal the written decision from the following reasons only:

1. A procedural irregularity that affected the outcome;
2. The discovery of new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
3. The College investigator or decisionmaker had a conflict of interest or bias that affected the outcome; or
4. The sanctions are grossly disproportionate to the severity of the offense.

Please select the reason for your appeal (you may select more than one):

1. _____ 2. _____ 3. _____ 4. _____

Please provide a narrative of the basis for your appeal. This is not a statement of the incident, but rather an explanation of why the decision should be overturned. If your appeal is based on reason 1, 2, or 3, include an explanation as to how the outcome was affected. You may use more than one page.



**Code of Student Conduct
Campus Policies & Procedures 502.1.1
Chancellor's Office**

Appendix E: Form for Chancellor or Vice Chancellor's Certification of Compliance

In my capacity as Vice Chancellor for Student Services, I certify that that the substantial rights of student complainants and respondents established under the Arkansas Student Due Process and Protection Act, Ark. Code Ann. § 6-60-1401 et seq., have been followed. This certification shall be placed in the Administrative File required under state law.

Adam O'Neal
Vice Chancellor for Student Services
Chief Student Affairs Officer



**Title IX, Sexual Assault & Harassment
Campus Policies & Procedures 500.1.1
Chancellor's Office**

**UAEACCP 500.1.1 TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND
OTHER FORMS OF SEXUAL HARASSMENT**

I. NOTICE OF NONDISCRIMINATION UNDER TITLE IX

The University of Arkansas - East Arkansas Community College (UA-EACC) does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*, and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. UA-EACC's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to UA-EACC's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

II. JURISDICTION AND SCOPE

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires UA-EACC to promptly and reasonably respond to sexual harassment in UA-EACC's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of UA-EACC. An education program or activity includes locations, events, or circumstances over which UA-EACC exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at UA-EACC. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act.

III. REPORTING

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Kevin Bingham
Lead Academic Advisor – Title IX Coordinator
University of Arkansas - East Arkansas Community College
1700 Newcastle Road, Forrest City, AR 72372
870-633-4480
kbingham@uaeacc.edu
<https://www.eacc.edu/titleix>

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at ocr@ed.gov.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

IV. AMNESTY

UA-EACC encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. UA-EACC recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

UA-EACC may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of UA-EACC policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

V. FILING REPORT WITH LOCAL LAW ENFORCEMENT

In some instances, sexual harassment may constitute both a violation of this policy and criminal activity. UA-EACC grievance process is not a substitute for instituting legal action. **UA-EACC encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate.** Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

Forrest City Police Department
222 N. Rosser, Forrest City, AR 72372
870-633-3434

St. Francis County Sheriff's Office
313 S Izard St, Forrest City, AR 72372
870-633-2611

VI. PRESERVING EVIDENCE

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (*i.e.*, bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of sexual assault.

VII. EMPLOYEES' DUTY TO REPORT TO TITLE IX COORDINATOR

In order to enable UA-EACC to respond effectively and to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action for failing to do so. There are two categories



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

of employees who are exempt from this requirement: (1) licensed health-care professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

VIII. OFF-CAMPUS CONDUCT

Conduct that occurs off campus that is the subject of a formal complaint or report will be evaluated to determine whether the matter falls within UA-EACC's jurisdiction under Title IX or should be referred to a different department or official within UA-EACC.

IX. CONFIDENTIALITY

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, UA-EACC will treat the information obtained or produced as part of the Title IX procedures as confidential. UA-EACC will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

X. AVAILABILITY OF COUNSELING AND ADVOCACY

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use Sage Counseling. Employees of UA-EACC may be able to seek help through the Employee Assistance Program. Community mental health agencies, such as Sage Counseling and counselors and psychotherapists in private practice in the area can provide individual and group therapy. Committee Against Spouse Abuse (CASA) Women's Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

Chenal Family Therapy
325 Hill St., Forrest City, AR, United States, Arkansas
870-317-0959

Arkansas State CASA Association
625 Marshall St, Little Rock, AR 72201
Phone: (501) 410-1952

XI. EDUCATION AND AWARENESS PROGRAMS

UA-EACC's Title IX Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. Programs are presented regularly throughout the academic year in academic classes, New Student Orientation, the online student portal, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

All employees must acknowledge receipt of this policy and complete sexual harassment and assault training within the first six months of their employment. This training is designed to help faculty and staff recognize and understand their responsibility to report all instances of sex-based discrimination and violence against members of the college community. Employees are encouraged to meet the training



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

requirement through the available online modules, when available; however, in-person training may be scheduled, as needed. Each employee should receive refresher training at least every three years.

All students will be provided a copy of Title IX policies and procedures via the website and student handbook. In-person trainings may be provided as appropriate to new student orientation, student groups, or upon request. Training is designed to help students learn about consent, how to help and safely intervene in a potentially harmful situation, where to report allegations, and available resources for those who have been harmed by sex-based discrimination or violence.

XII. GRIEVANCE PROCEDURE

These procedures apply to all grievances regarding conduct that may constitute sexual harassment as defined in this policy (including sexual assault) and that falls within UA-EACC's Title IX jurisdiction. All other grievances by students, employees, or third parties shall be addressed through other procedures. UA-EACC's Title IX grievance process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the complainant's submission of a formal, written complaint to the Title IX Coordinator will initiate the formal grievance process. However, the Title IX Coordinator may also submit a formal complaint under the circumstances described below. UA-EACC will respond promptly to all formal complaints of sexual harassment.

XIII. BASIC REQUIREMENTS

UA-EACC's grievance process shall adhere to the following principles:

- All relevant evidence—including both inculpatory and exculpatory evidence—will be evaluated.
- Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- The Title IX Coordinator, investigator, hearing officers or panel members, decision-makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall not have a conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent. UA-EACC shall carry out its disciplinary proceedings in a manner that is free from conflicts of interest by ensuring that there is no commingling of administrative or adjudicative roles. An advisor, investigator, adjudicator, and appellate adjudicator shall not carry out more than one role; however, it is not a conflict of interest for UA-EACC's investigator to present evidence to an adjudicator.
- The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.
- The time frames for concluding the grievance process shall be reasonably prompt, as set forth in more detail in the procedures below.
- The grievance process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the complainant and the respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.
- Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. UA-EACC shall not consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting

in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless UA-EACC obtains that person's voluntary, written consent to do so for a grievance under this section.

- No party shall be restricted from discussing the allegations under investigation or to gather and present relevant evidence.
- A party whose participation in a hearing, investigative interview, or other meeting shall be provided with a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- UA-EACC shall maintain an administrative file that includes without limitation all documents and evidence in the institution's possession or control that is relevant to an alleged violation and UA-EACC's investigation. The parties shall have reasonable continuing access to the administrative file and may ask the Title IX Coordinator to schedule a reasonable time to inspect it. The administrative file shall not include privileged documents, internal communications, or communications from nonparties that the institution does not intend to introduce as evidence at a disciplinary proceeding. The administrative file shall include, without limitation
 - Exculpatory evidence;
 - Statements by an accuser or an accused student or a student organization;
 - Third-party witness statements;
 - Written communications;
 - Social media posts;
 - Demonstrative evidence;
 - Documents submitted by any participant involved in disciplinary procedures; and UA-EACC's choice of a video recording, audio recording, or a transcript of any disciplinary ultimately held on the matter.

XIV. INITIAL REPORT/INTAKE PROCESS

Initial Meeting with Complainant: Promptly upon receiving a report of conduct that could potentially be a violation of Title IX, the Title IX Coordinator (or designee) will contact the complainant to schedule an initial meeting to, as applicable:

- Provide a copy of this policy and a copy of Act 470 of 2023, codified at Ark. Code Ann. § 6-62-1401 et seq.;
- Explain the process for filing a formal complaint and provide a copy of the Sexual Harassment Complaint Form on which the complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location, and general nature of the alleged violation of policy;
- Explain avenues for resolution, including informal and formal;
- Explain the steps involved in an investigation and hearing under this policy;
- Discuss confidentiality standards and concerns;
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- Discuss, as appropriate, possible supportive measures, which are available with or without the filing of a formal complaint.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

If the complainant requests that no further action be taken and/or that no formal complaint be pursued, the Title IX Coordinator (and/or his or her designee) will inform the complainant that retaliation is prohibited and that honoring the complainant's request may limit UA-EACC's ability to fully respond to the incident. In the event the complainant stands firm on his or her request that no further action be taken, the Title IX Coordinator will evaluate whether to file a complaint under the criteria set forth below.

XV. FORMAL COMPLAINT PROCESS

Form and Filing of Complaint: The filing of a formal, written complaint initiates the formal grievance process and is available to any person who is participating in (or attempting to participate in) a UA-EACC educational program or activity. The Title IX Coordinator (or an investigator designated by the Title IX Coordinator) will investigate the allegations in the formal complaint. Formal complaints can be filed in several ways. The complainant may utilize the form provided or may submit the complainant's own document that contains the complainant's signature (either physical or digital) and is filed with UA-EACC's Title IX Office by U.S. mail, in person, through the Title IX portal provided for this purpose, or by email. The formal complaint should set forth the allegations and request that the Title IX Office investigate the matter.

Filing by Title IX Coordinator: The Title IX Coordinator may initiate the grievance process, even where the complainant declines to file a formal complaint, if the Coordinator determines that the particular circumstances require UA-EACC to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant's wishes with respect to supportive measures and desired response by UA-EACC. Where a report is made anonymously and the Title IX Coordinator files the complaint, both the complainant and respondent will receive notice of the allegations with written details and identities of the parties if known.

Consolidation of Formal Complaints: The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Complaint Prior to Resolution: A formal complaint must be dismissed by the Title IX Coordinator if the alleged conduct (1) does not constitute sexual harassment, as defined in this policy, even if proved; (2) did not occur in UA-EACC's education program or activity; or (3) did not occur against a person in the United States. In addition, a complaint may be dismissed if, at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

Upon dismissal of a formal complaint, for any reason, the Title IX Coordinator will send simultaneous, written notice of and reason(s) for the dismissal to the parties. The dismissal decision may be appealed pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing a grievance through other appropriate campus procedures.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Notice of Formal Complaint: Upon receipt of the formal complaint, the Title IX Coordinator will send simultaneous notifications of the filing of the complaint to the complainant and the respondent (if known). If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known. The initial notice will contain the following:

- The allegations of the complaint that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
- A copy of the Title IX policy
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement informing the parties that they have a right to have one advisor of their choice to assist them throughout the proceedings who may be (but is not required to be) an attorney
- A statement that the parties have the right to inspect and review all evidence collected during the complaint process
- A statement that any party who knowingly makes false statements or submits false information during the grievance process will be subject to disciplinary procedures

Initial Meeting with Respondent: If a formal complaint is filed, the Title IX Coordinator will promptly schedule an initial meeting with the respondent after the written notice of the formal complaint is sent as described above. Prior to the initial meeting, the Title IX Coordinator shall provide a written notice of the date, time, location, participants, and purpose of the meeting, with sufficient time for the party to prepare to participate. During the initial meeting with the respondent, the Title IX Coordinator (or designee) will, as applicable:

- Provide a copy of this policy and a copy of Act 470 of 2023, codified at Ark. Code Ann. § 6-62-1401 et seq. (if not previously provided)
 - At least 24 hours before a student may be questioned regarding the events giving rise to the complaint, the student must be notified of the student's rights under Act 470 of 2023, including the right have the assistance of an advisor.
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Discuss non-retaliation requirements
- Inform of any supportive measures already determined and being provided to the complainant that would directly affect the respondent
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures that can be provided to the respondent

Right to Advisor: Both parties will be advised that they may be accompanied by one advisor/support person to assist them throughout the Title IX process (including any appeals), which can be (but is not required to be) an attorney. The advisor is not allowed to speak or otherwise actively participate during



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

the pre-hearing interviews or meetings. It is the party's responsibility to obtain the services of an advisor, except that UA-EACC will make an advisor available to the parties during the hearing to determine responsibility upon request. A party who wants UA-EACC to provide an advisor for the determination hearing should make a request within 15 days after the party's filing or receipt of the formal complaint at least 10 days prior to the hearing. The advisor's role at the hearing is further explained below.

Emergency Removal of Student Respondents: UA-EACC may remove an accused student from UA-EACC's programs or activities on an emergency basis if UA-EACC:

- Undertake an individualized safety and risk analysis;
- Determines that an immediate threat or the threat of safety of a student or another individual arising from the allegations of misconduct justifies removal of the accused student; and
- Provides the accused student with notice and an opportunity to challenge the decision immediately following his or her removal.
- An institution that removes an accused student on an emergency basis shall If a respondent is removed on an emergency basis, UA-EACC shall:
 - Within 24 hours of an institution removing an accused student on an emergency basis, provide written notice to the accused student that explains the institution's reasons for removing the accused student on an emergency basis;
 - Within 3 business days of the written notice, unless otherwise waived by the removed student, convene an interim hearing to determine whether there is substantial evidence that the removed accused student poses a risk to the health or safety of any student or other individual and that the emergency removal of the accused student is appropriate to mitigate that risk.
 - At the interim hearing, the removed accused student and the accusing student may be represented by an attorney or non-attorney advocate who may fully participate to the same extent as in a final hearing to determine responsibility.
 - An accused student's waiver of his or her right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or a waiver of additional rights.

Emergency Removal of Faculty and Staff Respondents: If, after a safety and risk analysis, the Title IX Coordinator determines that the respondent poses an immediate threat to the physical health or safety of any member of the college community arising from the allegations of sexual harassment, the Title IX Coordinator may recommend the respondent be suspended and/or removed from the college's programs or activities. Such a recommendation is made to the Associate Vice President for People, Culture, and Administration. In such instances, the respondent will be provided with a written notice of the reasons for the removal. Within 5 days of receiving the notice, the respondent may seek reconsideration of the decision by requesting a meeting with the Chancellor or designee.

Administrative leave: Nothing in this policy precludes UA-EACC from placing a non-student employee respondent on administrative leave during the pendency of the grievance process.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Supportive Measures: Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. They may include, but are not limited to, the following:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in working or housing locations;
- Leaves of absence; and
- Increased security and monitoring of certain areas of the campus.

UA-EACC will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of UA-EACC to provide the supportive measures.

Informal Resolution: At any time after a formal written complaint is filed but prior to reaching a determination regarding responsibility, UA-EACC may facilitate a resolution without a full investigation and adjudication. The complainant and respondent must give their voluntary, written consent to the informal resolution process. The informal resolution process will not be utilized to resolve allegations that an employee sexually harassed a student.

Prior to commencing the informal resolution process, the Title IX Coordinator or designee must provide the parties a written notice that includes the following information:

- Notice of the allegations contained in the formal complaint, including dates, location(s), and identities of the parties;
- Any agreed upon resolution reached at the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

XVI. COMPREHENSIVE INVESTIGATION

If resolution of the allegations does not proceed through the informal process, the matter will proceed with a comprehensive investigation and resolution through the formal complaint processes. The Title IX Coordinator will be responsible for overseeing the prompt, equitable, and impartial investigation during the formal complaint process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest on UA-EACC and not the parties.

Assignment of Investigator: If the Title IX Coordinator's designee is to conduct the investigation, the Title IX Coordinator will forward the complaint to the investigator and share the investigator's name and contact information with the complainant and the respondent.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Conflicts of Interest and Bias: Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest or bias that the person charged with conducting the investigation (including the Title IX coordinator, where applicable) may have. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest or bias exists.

Overview of Investigation: Upon receipt of the formal complaint, the Title IX Coordinator/Investigator (hereinafter "Investigator") will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
- Visiting, inspecting, and taking photographs at relevant sites;
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies); and
- Obtaining any relevant medical records pertaining to treatment of the complainant, provided that the complainant has voluntarily authorized release of the records in writing to the investigator.

Inspection and Access to Evidence: The parties may identify to the Investigator any evidence or witnesses they wish to be included as part of the investigation. Both parties will also have equal opportunity to inspect and review any evidence obtained during the investigation. The Investigator will complete the gathering of evidence as soon as practicable, which will ordinarily occur within approximately 30 days after the filing of the formal complaint.

After the gathering of evidence has been completed but prior to completion of the investigative report, the Investigator will provide to each party and party's advisor, if any, any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which UA-EACC does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence (whether obtained from a party or other source), so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence will be provided in an electronic format or a hard copy. The parties will have 5 days to submit a written response to the evidence, which will be considered by the Investigator prior to completion of the investigative report. The evidence will be made available for the parties to use at the hearing to determine responsibility.

Investigative Report: The investigative report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:

- The dates of the Title IX Coordinator's initial receipt of a report of alleged sexual harassment against the complainant, intake meeting, and the filing of the formal complaint;
- A statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s);
- The names of all known witnesses to the alleged incident(s);
- The dates that the complainant, respondent, and other witnesses were interviewed, along with summaries of the interviews;



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

- Descriptions or summaries of any physical or documentary evidence that was obtained (e.g., text messages, emails, surveillance video footage, photographs);
- Any written statements of the complainant, respondent, or other witnesses; and
- The response of UA-EACC personnel and, if applicable, UA-EACC-level officials, including any supportive measures taken with respect to the complainant and respondent.

The Investigator shall provide a draft of the investigative report to the Title IX Coordinator for review before the report becomes final. An electronic or hard-copy version of the final investigative report will be provided to each party (and each party's advisor) concurrently. The investigative report shall be provided as soon as practicable after the parties have submitted their written responses to the evidence (if any) and at least 10 calendar days prior to the determination hearing. The parties may provide a written response to the investigative report within 5 calendar days after receiving it.

XVII. DETERMINATION HEARING

Following the conclusion and distribution of the investigative report, a hearing will be conducted to determine the outcome and resolution of the complaint. The parties and their advisors, if any, will be notified by the Hearing Officer, Hearing Panel chairperson, or Title IX Coordinator of the date, time and location of the hearing, as set forth in the notice provisions below.

A student or student organization may waive the right to be present at a disciplinary proceeding, but the waiver must be in writing and signed by the student. A copy of the signed waiver shall be provided to the student and placed in the administrative file.

Hearing Officer or Hearing Panel: Within 3 days of the release of the investigative report to the parties, the Chancellor or his/her designee will appoint (1) a single Hearing Officer, who may be (but is not required to be) an outside person not permanently employed by UA-EACC, or (2) a three-member Hearing Panel, which shall be composed of at least 2 faculty and/or staff members and may include (but is not required to include) one outside person who is not permanently employed by UA-EACC. If a Hearing Panel will be used, the Chancellor or his/her designee will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the formal complaint and the investigative report, along with the parties' written responses to the investigative report, to the Hearing Officer or each member of the Hearing Panel.

Promptly after the appointment of the members of the Hearing Officer or Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the complainant and the respondent, setting forth the names of the individuals selected to serve as the Hearing Officer or member of the Hearing Panel. The parties may challenge the participation of any decision-maker based on bias or a conflict of interest by submitting a written objection to the Chancellor or his/her designee within 3 calendar days of receipt of the notice. Any objection must state the specific reason(s) for the objection. The Chancellor or his/her designee will evaluate the objection and determine whether to select a new Hearing Officer or alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of the objection. Any changes in the Hearing Officer or Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Witnesses Lists: Within 5 calendar days of receipt of the notice of the Hearing Officer or Hearing Panel, both parties may provide to the Hearing Officer or Chair of the Hearing Panel a list of



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

witnesses, if any, that they propose be called to testify and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party's pre-hearing witness list unless the witness was identified during the investigation. The Hearing Officer or Chair of the Hearing Panel reserves the right to call relevant witnesses who may not have been included on a party's witness list.

Notice of the Hearing: Not less than 5 days but not more than 10 days after delivery of the notice of the Hearing Officer's identity or initial composition of the Hearing Panel, the Hearing Officer or Chair of the Hearing Panel will provide a separate notice to the complainant, respondent, and any other witnesses whose testimony the Hearing Officer or Chair of the Hearing Panel deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Officer or Chair of the Hearing Panel shall provide, in its notice to the parties, the names of the witnesses that the Hearing Officer or Chair of the Hearing Panel plans to call. The hearing shall be conducted promptly but no sooner than 10 calendar days after release of the investigative report.

Failure to Appear: If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Officer or Hearing Panel will proceed to determine the resolution of the complaint.

Option for Virtual or Separate Presence: Live hearings may be conducted with either all parties present in the same geographic location or, at UA-EACC's discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Officer or Hearing Panel is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, UA-EACC will ensure that all participants are able to simultaneously see and hear the party or witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

Recordings: An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party's request.

Advisor's Role at Hearing: The complainant and respondent may be accompanied by an advisor during the hearing to determine responsibility. A party should notify the Hearing Officer or the Chair at least 5 days in advance of the hearing if the party will be accompanied by an advisor. The advisor may fully participate to the same extent as a party, including by (1) providing private advice to the party, (2) making an opening and closing statement, (3) presenting relevant evidence, and (4) cross-examining adverse witnesses. The advisor can be anyone, including an attorney. A party may arrange for the party's advisor of choice to attend the hearing at the party's own expense. Alternatively, UA-EACC will select and provide an advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon request. In either scenario, the advisor may only participate in the hearing to the extent allowed under this policy. A party who wants an advisor to be provided by UA-EACC should notify the Title IX Coordinator at least 15 days after the filing or receipt of the formal complaint.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Evidentiary Matters and Procedure: The parties, through their advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present other inculpatory or exculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Officer or Hearing Panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The Hearing Officer or Chair of the Hearing Panel (acting alone or in consultation with other panelists) will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Officer or Hearing Panel may, in its discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

Witness Examinations by the Parties: Each party's advisor is permitted to question the opposing party and the other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Officer or Hearing Panel. The questions may include challenges to credibility. No other questioning or speaking participation by an advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an advisor for the purpose of posing questions to another party or witness. A party not represented by an advisor may, however, submit a list of proposed questions to the Hearing Officer or Chair of the Hearing Panel and ask that the questions be posed to the opposing party or witness.

The decision-maker(s) cannot draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. In a circumstance where a party or witness does not participate in a hearing, the panel should weigh the facts and circumstances in determining whether to consider, and what weight to assign, any statements furnished outside the hearing process.

The Hearing Officer or Chair of the Hearing Panel will make determinations regarding relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Hearing Officer or Panel Chair will provide an explanation of why the question was deemed irrelevant and excluded.

The Hearing Officer or Panel Chair may disallow the attendance of any advisor if, in the discretion of the Hearing Officer or Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will be not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. UA-EACC officials may seek advice from the University of Arkansas Office of General Counsel on questions of law, policy, and procedure at any time during the process.

Prior Sexual Conduct: Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Confidentiality and Disclosure. To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

grievance process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Decision of the Hearing Officer or Panel and Standard of Evidence: Following the conclusion of the hearing, the Hearing Officer or Hearing Panel will confer and determine whether the evidence establishes that it is more likely than not that the respondent committed a violation of this policy. In other words, the standard of proof will be the preponderance of the evidence. This standard applies to complaints against both students and employees. In reaching the determination, the Hearing Officer or Hearing Panel will objectively and thoroughly evaluate all relevant evidence, both inculpatory and exculpatory, and reach an independent decision, without deference to the investigative report. If a Hearing Panel is utilized, the determination of responsibility shall be made by majority vote.

Written Determination of Responsibility: As soon as practicable following the hearing (and ordinarily within 10 days thereafter), the Hearing Officer or Panel Chair shall complete a report of the decision-maker's findings. The Hearing Officer or Panel Chair will send simultaneous notification of the decision to both parties and their advisors, where applicable, with the following information:

- Identification of the allegations potentially constituting sexual harassment under the policy;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and the hearing held;
- Findings of fact that support the determination;
- Conclusions regarding the application of UA-EACC's conduct standards to the facts;
- A statement and rationale for the result as to each allegation, including a determination as to responsibility using the preponderance of the evidence standard;
- Any disciplinary sanctions imposed on respondent;
- Whether any remedies designed to restore or preserve equal access to UA-EACC's education program or activity will be provided to the complainant (description of remedies is not included); and
- Procedures and permissible bases for the parties to appeal.

Sanctions: If the Hearing Officer or Hearing Panel determines that more likely than not the respondent committed a violation of this policy, then the Hearing Officer or Hearing Panel will determine sanctions and consider whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this policy, or both. The range of potential sanctions is set forth in the definitions section of this policy.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this policy. However, if it is deemed necessary to protect the welfare of the victim or UA-EACC community, the Hearing Officer or Hearing Panel may recommend to the decision-maker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Remedies: Where a determination is made that the respondent was responsible for sexual harassment, the Hearing Officer or Hearing Panel will determine any final remedies to be provided to the complainant, if any, and the Title IX Coordinator will communicate such decision to the complainant and the respondent to the extent that it affects him/her. Remedies must be provided in all instances in which a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to UA-EACC's education program or activity. Such remedies may include the same individualized services described above as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

No Retaliation: The Title IX Coordinator will take steps to prevent any harassment of or retaliation against the complainant, the respondent, or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, and providing training for the campus community.

XVIII. APPEALS

Procedure for Appeals: Both the complainant and the respondent may appeal from (1) the Title IX Coordinator's dismissal of a formal complaint or any allegations therein or (2) the Hearing Officer or Hearing Panel's determination. The appeal should be submitted in writing to the Title IX Coordinator within 25 days of receipt of the Hearing Officer or Hearing Panel's decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and without deference to the decision of the Hearing Officer or Hearing Panel.

If the respondent is an employee, the Chancellor or his/her designee will decide the appeal. If the respondent is a student, the appeal will be decided by the Chancellor or his/her designee or, in the alternative, the Chancellor will designate an Appeal Panel comprised of at least two faculty and/or staff members who did not serve as either the Hearing Officer or one of the panelists in the original Hearing Panel. One of the members of the Appeal Panel can be (but need not be) an outside person who is not an employee. If an Appeal Panel is utilized, the Chancellor shall designate one of the panelists as the Chair of the Appeal Panel. The Chair of the Appeal Panel (in cases where the respondent is a student and a panel is utilized) or the Chancellor or designee (in other cases) shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

The party appealing may use the Appeal Form or the party may submit his/her own written and signed document. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Grounds for Appeal: The appeal from the decision of the Hearing Officer or Hearing Panel must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; or (3) the Title IX Coordinator, Investigator(s), Hearing Officer, or Panel Member(s) had a conflict of interest or bias for or against complainants or respondents in general or against an individual complainant or respondent that affected the outcome. or (4) the sanctions imposed are not appropriate to the nature and severity of the conduct for which the respondent was found responsible



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Responses: Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal and which supports or challenges the dismissal or determination. The response should be submitted to the Title IX Coordinator, who shall provide a copy to the decision-maker and the appealing party.

Decision on Appeal: As soon as practicable after receiving the parties' written submissions (and ordinarily within approximately 10 days), the Chancellor (or designee) or Appeal Panel will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the decision, modify it, or remand for further factual development. The decision-maker on appeal will concurrently notify the complainant and the respondent of the decision, with a written copy provided to the Title IX Coordinator.

Employees: All non-tenure track faculty and staff members of UA-EACC without term contracts are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with UA-EACC or be construed to prevent or delay UA-EACC from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law, Board policy, System policy, or UA-EACC policy.

XIX. CERTIFICATION OF COMPLIANCE

At the conclusion of a hearing and appeal (if any), the Chancellor or Vice Chancellor for student affairs shall certify that the substantial rights of student complainants and respondents as established in Act 470 of 2023, Ark. Code Ann. § 6-60-1401 et seq., have been followed. The certification shall be maintained in the administrative file.

XX. TIME PERIODS

UA-EACC will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible.

Any party may request an extension of any deadline by providing the Title IX Coordinator or his or her respective deputies with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

XXI. RETALIATION PROHIBITED

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy,



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

XXII. FALSE REPORTS

Willfully making a false report of sexual harassment or submitting false information during these proceedings is a violation of UA-EACC policy and is a serious offense. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

XXIII. EXTERNAL REPORTING AGENCIES

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they may have the right to file a complaint directly with the following agencies. Individuals who wish to file complaints with these external agencies should make contact as soon as possible and verify any applicable time limits and deadlines.

Office of Civil Rights (OCR)

U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, TX 75201-6810
Toll Free: 1-800-421-3481
Telephone: 214-661-9600
Fax: 214-661-9587
Email: OCR.Dallas@ed.gov

NSF Grantees Only

National Science Foundation
Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

XXIV. EFFECTIVE DATE

UA-EACC reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the campus community. However, the Policy in force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing, and any appeals.

XXV. RETENTION OF RECORDS

For a period of at least seven (7) years, UA-EACC will maintain the records of:

- Each sexual harassment investigation, including any determination regarding responsibility, any recordings or transcripts, disciplinary sanctions, and remedies provided to the complainant;
- Any appeal and the result therefrom;



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

- Any informal resolution and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on UA-EACC's website; and
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, along with documentation of UA-EACC's bases for its conclusion that its response was not deliberately indifferent.

Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

XXVI. DEFINITIONS

Complainant: Any individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. Any person may report sex discrimination, including harassment, whether or not the person reporting is the person alleged to be the victim of discrimination or harassment.

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. If coercion, intimidation, threats, or physical force are used, there is no consent.

If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol or drugs or being asleep or unconscious. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.

There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overcome resistance or produce consent.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In addition, previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Days: Refers to working days, rather than calendar days, unless otherwise specified.

Domestic Violence: The term includes felony or misdemeanor crimes of violence committed by a current spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the laws of Arkansas. Under the Arkansas law on domestic abuse, "family or household members" means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who presently or in the past have resided or cohabitated together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together.

Education Program or Activity: Includes locations, events, or circumstances over which UA-EACC exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by an officially recognized student organization.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by UA-EACC) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Party: The complainant or respondent.

Preponderance of the Evidence: A standard of proof where the conclusion is based on facts that are more likely true than not.



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sanctions: The determination of sanctions to be imposed against a respondent who is found to have been responsible for violating this policy will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions against students may include, without limitation, expulsion or suspension from UA-EACC, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions. Sanctions against employees and other non-students may include, without limitation, a written reprimand, disciplinary probation, suspension, termination, demotion, reassignment, revision of job duties, reduction in pay, exclusion from campus or particular activities, and/or educational sanctions deemed appropriate.

Sexual Assault: The term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A nonforcible sex offense includes incest (*i.e.*, the nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (*i.e.*, nonforcible sexual intercourse with a person who is under the statutory age of consent). A forcible sex offense is any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. A forcible sex offense includes:

- **Forcible rape:** the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Forcible sodomy:** Oral or sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity;
- **Sexual assault with an object:** Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.
- **Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.

Sexual Harassment: Sexual harassment is conduct on the basis of sex constituting one of the following:

- (1) An employee of UA-EACC conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to UA-EACC's educational programs or activities; or
- (3) Any of the following:
 - (A) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this Policy;
 - (B) “Dating violence” as defined in 34 U.S.C. 12291(a)(10) and this Policy;



Title IX, Sexual Assault & Harassment Campus Policies & Procedures 500.1.1 Chancellor's Office

- (C) "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this Policy; or
- (D) "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this Policy.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or UA-EACC's educational environment or deter sexual harassment.

Other applicable documents:

UA BOTP 275.1 Title IX Compliance
Act 470 of 2023: Ark. Code Ann. § 6-62-1401
All other applicable federal and state laws

Revision History:

Effective Date: February 12, 2025

Revised Date: 08/21/2026

Reviewed/Approved by: UA Counsel, February 2025
UAEACC Chancellor, UAEACC Student Services, UAEACC Human
Resources, February 10, 2025



**Sex Offender Notification
Campus Policies & Procedures 241.1.1
Chancellor's Office**

UAEACCP 241.1.1 SEX OFFENDER NOTIFICATION

I. Purpose and Scope

The purpose of this policy is to provide timely and appropriate notification, in compliance with state and federal legislation, regarding registered sex offenders on campus. Specific details of any notification will be determined on a case-by-case basis as described below.

II. Authority

1. Arkansas Code Annotated §12-12-906(e) requires any sex offender working, enrolled, or volunteering in a public or private elementary, secondary, or postsecondary school, or institution of training, to notify the local law enforcement agency having jurisdiction in person of that status and to register in person with the local law enforcement agency having jurisdiction over that campus.
2. Arkansas Code Annotated §12-12-913(g) requires the Arkansas Higher Education Coordinating Board to promulgate guidelines for the disclosure to students of information regarding registered sex offenders who are employed by or attend an institution of higher education when information regarding a sex offender is released to an institution of higher education by a local law enforcement agency having jurisdiction.
3. Arkansas Code Annotated §12-12-913(g) requires the board of directors of an institution of higher education to adopt a written policy regarding the distribution to students of information regarding a sex offender that is in accordance with guidelines promulgated by the Arkansas Higher Education Coordinating Board.
4. In compliance with Arkansas Higher Education Coordinating Board policy, UA-EACC's Sex Offender Notification policy includes the following references to state statute and federal law:
 - a. A.C.A. §12-12-903 (6) defines the "local law enforcement agency having jurisdiction" as follows: (A) Chief law enforcement officer of the municipality in which an offender: (i) Resides or expects to reside; (ii) Is employed; or (iii) Is attending an institution of training or education; or (B) County sheriff, if: (i) The municipality does not have a chief law enforcement officer; or (ii) An offender resides or expects to reside, is employed, or is attending an institution of training or education in an unincorporated area of the county."
 - b. A.C.A. §12-12-913 (b) states that "in accordance with guidelines promulgated by the Sex Offenders Assessment Committee, local 3.22.2 law enforcement agencies having jurisdiction shall disclose relevant and necessary information regarding sex offenders to the public when the disclosure of such information is necessary for public protection."



Sex Offender Notification
Campus Policies & Procedures 241.1.1
Chancellor's Office

- c. A.C.A. §12-12-913 (e)(1) states that "a local law enforcement agency having jurisdiction that decides to disclose information under this section shall make a good faith effort to conceal the identity of the victim or victims of the sex offender's offense."
 - d. The Campus Sex Crimes Prevention Act (section 1601) and (42 U.S.C., 14071j and 20 U.S.C., 1092 (f) (1) (I)) is a federal law enacted on October 29, 2000, which provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This federal law requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. This law further requires that institutions of higher education issue a statement advising the campus community of the availability of this information.
 - e. Ark. Code Ann. § 5-14-128 makes it unlawful for a Level 3 or Level 4 registered sex offender to reside within 2,000 feet of property on which any public or private elementary or secondary school or daycare facility is located. All UA-EACC campus facilities fall within this restriction.
5. Per Arkansas Higher Education Coordinating Board policy the local law enforcement agency having jurisdiction, meaning the law enforcement agency of the municipality or county within which the college or university is located, has the responsibility and liability to notify UA-EACC concerning a registered sex offender. The role of UA-EACC is to assist the local law enforcement agency having jurisdiction in the distribution of information concerning a sex offender. This plan for disclosure on the campus should be a joint effort between the law enforcement agency and UA-EACC. The law enforcement agency determines which sex offenders to notify UA-EACC about and what information will be disseminated; UA-EACC determines how the information should be disseminated.

III. Procedures and Responsibilities for Notification

In accordance with the Arkansas Higher Education Coordinating Board policy and state and federal law, the University of Arkansas - East Arkansas Community College sets forth the following:

- 1. Any person who is required to register as a sex offender in Arkansas shall provide notice as required under state law. The offender is required to report such information concerning their enrollment or employment with EACC and to make this information available promptly to local law enforcement.
- 2. Students and employees who are required to register as a sex offender in Arkansas and who fail to conduct all required notifications in a timely and proper manner will be subject to immediate arrest and exclusion from EACC.
- 3. Local law enforcement will contact the Safety and Security Supervisor or their designee regarding registered sex offenders and the plan of disclosure that should be followed.



Sex Offender Notification
Campus Policies & Procedures 241.1.1
Chancellor's Office

4. If the College learns of a sex offender prior to his notification of law enforcement, the sex offender shall be subject to immediate arrest and exclusion from EACC for violating state law regarding notification as required by Arkansas Code Annotated §12-12-906(e). The failure of a sex offender to be aware of state law regarding notification shall not affect the implementation of this policy.
5. Once notified, the Safety and Security Supervisor will convene the Sex Offender Notification Committee to determine the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational purpose of the College. The Notification Committee shall be composed of the following administrators:
 - a. The senior administrators with authority over academic and student services;
 - b. The President; and
 - c. The chief communications and community relations administrator.
6. In consultation with local law enforcement, a written campus notification plan for each offender will be determined by the committee and a record maintained by the Safety and Security Supervisor and will take into consideration the guidelines established by the Arkansas Sex Offenders Assessment Committee. Final authority for the plan resides with the law enforcement agency.
7. The plan shall include the individuals to be notified, those participating in the preparation of the plan, the date the plan was made, the process for notification, the information included in the notification, and a record of the dates of notification.
8. When a risk assessment is not available or has not yet been completed, a review of all available information will occur, which may include consultation with an appropriate professional, and notification may be made on the basis of the available information pending the assignment of a risk assessment level by law enforcement.
9. A written summary of campus guidelines, recommendations of law enforcement, recommendations of the committee, and the notification plan for each offender will be maintained by the Safety and Security Supervisor.
10. Once a plan is determined, the Safety and Security Supervisor will provide timely and appropriate notification to the campus community about the presence of registered sex offenders enrolled in, attending, or employed by the college.
11. Notification will occur within 5 business days of the Notification Committee meeting.
12. Such notification will occur through campus email and/or on the College's website, in consultation with law enforcement about the parties to be notified.



**Sex Offender Notification
Campus Policies & Procedures 241.1.1
Chancellor's Office**

13. Notification to the parties to be notified will typically include the name of the sex offender, the program in which they are enrolled or department in which they are employed, and a link to the sex offender registry page for that offender.
14. Records of all notifications, notification plans, and committee meetings shall be kept on file in the office of the Safety and Security Supervisor.
15. Any concerns or disagreements about notification plans or procedures between the College and local law enforcement agencies shall be discussed and resolved between the Safety and Security Supervisor and the head of the relevant agency, or their respective designees. Final authority for the plan resides with the law enforcement agency.
16. Sex offenders may not come on campus until officially notified by the Safety and Security Supervisor of the terms and conditions of their attendance or presence on campus, which may include, but are not limited to, being limited to certain areas, being limited to certain times, and regular check-ins with campus security.
17. Any sex offender coming to campus before completing the notification process and receiving notification of the specific terms and conditions of attendance or presence on campus will forfeit their enrollment or employment and will be excluded from campus.
18. Sex offenders who are students are required to notify the Safety and Security Supervisor and local law enforcement each term they are enrolled.

Other applicable documents:

Revision History:

Effective Date: May 2025

Revised Date: Chancellor's office, Safety and Security Personnel

UAEACC STUDENT HANDBOOK

Campus Safety and Crime Statistics

ANNUAL SECURITY REPORT NOTICE

UAEACC publishes annual campus safety and crime statistics in accordance with the Clery Act. The complete Annual Security Report contains detailed safety policies, emergency procedures, crime prevention programs, reporting information, and full statistics by location.

MAIN CAMPUS

Crime Category	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hazing	N/A	N/A	0
Arrest - Liquor Law Violation	0	0	0
Arrest - Drug Abuse Violation	0	0	0
Arrest - Weapon Violation	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Main Campus summary: No Clery-reportable crimes or hate crimes were reported for 2023, 2024, or 2025. No hazing incidents involving the listed recognized student organizations were reported in 2025.

2025 Hazing Report: No hazing incidents reported for recognized student organizations.

WYNNE CENTER

Crime Category	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hazing	N/A	N/A	0
Arrest - Liquor Law Violation	0	0	0
Arrest - Drug Abuse Violation	0	0	0
Arrest - Weapon Violation	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Wynne Center summary: No Clery-reportable crimes, hate crimes, or unfounded crimes were reported for 2023, 2024, or 2025.

2025 Hazing Report: No hazing incidents reported for recognized student organizations.