For updates to the 2014-2015 Student Handbook, please check the ASU-Mountain Home Website:  http://www.asumh.edu.

To access the Student Handbook Website:  www.insertlinkhere.edu

1600 S. College Street
Mountain Home, AR  72653
Phone:  (870) 508-6100
Fax:  (870) 508-6287
www.asumh.edu
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WHERE TO GO FOR ANSWERS

Academic Affairs
www.asumh.edu/academics
Vada Sheid CDC Room C213
(870) 508-6102

Administrative Affairs
www.asumh.edu/about-us/asumh-administration.dot
Vada Sheid CDC Room C112
(870) 508-6103

Admissions
www.asumh.edu/admissions
Roller Hall 3rd Floor
(870) 508-6104

Bookstore
www.asumhbookstore.com
Roller Hall 2nd Floor
(870) 508-6114

Career Pathways
www.asumh.edu/current_students/career-pathways.dot
McClain Hall Room R204
(870) 508-6201

Career Placement
www.asumh.edu/career-placement/career-placement.dot
Roller Hall Room R324
(870) 508-6278

Cashier/Bursar
www.asumh.edu/current_students/cashier-office.dot
Roller Hall Room R318
(870) 508-6125

Chancellor's Office
www.asumh.edu/about-us/asumh-administration.dot
Roller Hall 3rd Floor
(870) 508-6101

Computer Services & Online Academic Technology
www.asumh.edu/current_students/technical-information.dot
Integrity First Hall 1st Floor
(870) 508-6223

Disability Services
http://asumh.edu/current_students/disability-services.dot
Roller Hall Room R312
(870) 508-6168

Financial Aid
www.asumh.edu/financial_aid
Roller Hall 3rd Floor
(870) 508-6195

Norma Wood Library
www.asumh.edu/library
Roller Hall – 1st Floor
(870) 508-6112

Recruiting
www.asumh.edu/future_students
Roller Hall Room R308
(870) 508-6262

Registrar / Records
www.asumh.edu/admissions
Roller Hall 3rd Floor
(870) 508-6129

Student Affairs
www.asumh.edu/admissions
Roller Hall Room R319
(870) 508-6128

Student Support Services
www.asumh.edu/current_students/student-services.dot
Roller Hall 3rd Floor
(870) 508-6136

Technical Center
www.asumh.edu/academics/workforce-development.dot
ASUMH Technical Center
(870) 508-6106

Testing Center
www.asumh.edu/academics/testing-center.dot
Roller Hall Room R201
(870) 508-6209

Title IX Sexual Discrimination Coordinator
Roller Hall 3rd Floor
STUDENT RESPONSIBILITY STATEMENT

Students enrolled at ASUMH are expected to study this handbook carefully and to become familiar with all policies, procedures, and regulations of the university. Knowledge of the information contained in the handbook is the responsibility of each student.

The provisions of this handbook are subject to change at any time and should be considered for informational purposes. This handbook does not constitute a contract between the university and the student.

DIVERSITY STATEMENT

It is the intent of ASUMH that students from diverse backgrounds and perspectives be well-served by this institution and that the diversity which students bring to this campus be viewed and used as both a resource and a strength. It is also the intent to provide an inclusive environment that is respectful of diversity, whether it is gender, race, socioeconomic status, culture, linguistic background, religion, gender identity, ethnicity, age, physical ability, sexual orientation, political affiliation, perspective or any other such characteristics.

It is the vision of Arkansas State University - Mountain Home to be an inspirational and educational environment, a catalyst for awareness, and a pinnacle of respect for all forms of diversity.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

ASUMH is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASUMH are accessible to the disabled.

ASUMH is committed to offering all students, employees, applicants for employment, and other interested parties the rights and protections afforded them by federal and state laws.

Students, faculty, staff, and other interested persons who have inquiries regarding ASUMH’s efforts to comply with its responsibilities under these laws should contact either of the following:

Director of Human Resources
Arkansas State University – Mountain Home
Vada Sheid Community Development Center
1600 South College Street
Mountain Home, AR 72653
Phone: (870) 508-6200
Fax: (870) 424-4070

Director of Student Support Services
Arkansas State University – Mountain Home
Roller Hall R312
1600 South College
Mountain Home, AR 72653
Phone: (870) 508-6168
Fax: (870) 508-6287

STUDENT RECORDS AND CONFIDENTIALITY (FERPA)
The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of education records. As such, FERPA governs access to and the release of student records. ASUMH keeps education records including but not being limited to, the following:
- medical records
- grades
- financial records
- library usage
- application for admission

ASUMH may disclose education records without the student’s written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASUMH has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Students may choose to have directory information withheld by selecting non-disclosure or limited non-disclosure on the application for admission. A non-disclosure request may be revoked by a written request directly to the Office of the Registrar. Failure on the part of any student to request the withholding of “Directory Information” indicates approval for disclosure.

Directory Information is designated to be the student’s name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Students who believe that their records contain inaccurate, incorrect, or misleading information or that their privacy rights have been violated may discuss their problems informally with the Office of the Registrar. If the decisions made are in agreement with the student’s requests, the appropriate records will be amended. If not, the student has the right to file a formal complaint with the Vice Chancellor for Student Affairs on the ASUMH campus. For more information on student rights under the Act, contact FERPA on the Internet at the following Web address: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

POLICIES AND PROCEDURES

ALCOHOL POLICY

ASUMH seeks to maintain an educational and working environment free from the influence of alcohol.

The unlawful manufacturing, distributing, dispensing, possessing or using of alcoholic beverages on any property owned or maintained by Arkansas State University – Mountain Home or as a part of university activity is strictly prohibited. Possession of any alcoholic beverages in educational facilities or recreational facilities is prohibited unless specifically authorized by the Chancellor for special events only and confirmed by written agreement setting out the terms controlling the use of university property for the special event. Under no circumstance shall any student or student group be authorized to possess alcoholic beverages in any educational facility or recreational facility. The sole exception to student possession of alcohol as set out above shall be for students of lawful age who attend a special event authorized by the Chancellor. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Students who violate this policy are subject to appropriate disciplinary action, up to and including dismissal. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.
ATTENDANCE REQUIREMENTS

Regular attendance is essential in a college-level course. Instructors monitor attendance in seated classes by checking roll and completion of coursework. Online class attendance is based on participation in the class as evidenced by students turning in assignments, participating in discussion boards, or corresponding via email. Excessive absences may be penalized, including failure of the course, at the discretion of the instructor. Make-up work is at the discretion of the instructor.

Students should follow the appropriate withdrawal process through the Office of Admissions. Failure to attend class does not constitute an official withdrawal. Students should be aware that non-attendance could affect financial aid resulting in loss of financial aid eligibility and possible repayment of funds awarded.

When an absence is unavoidable, students should always notify instructors. In some cases the instructor may notify the Registrar’s Office requesting an administrative withdrawal after an excessive number of absences.

Students should always check with the instructor or the course syllabus regarding the number of absences allowed and requirements for late or missed assignments. Students must utilize their available absences for any cause which requires them to miss class including, but not being limited to, vacation, illness, emergency, or religious observances.

COMPUTER RESOURCES AND REGULATIONS

Information Technology resources are provided to support the academic, research, service, and campus life components of ASUHM. These resources are for the sole use of ASUHM students, faculty and staff and other authorized users to accomplish the mission of the university.

Rights and Responsibilities
Arkansas State University – Mountain Home expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Arkansas State University – Mountain Home is a state agency, all information stored within or transmitted through systems and/or networks is considered public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law.

Users do not own accounts on university computers, but are granted the privilege of exclusive use. The Electronic Communications Privacy Act authorizes system administrators and other university employees to access user data, activity, and information. By utilizing ASUHM computing and network resources, students give consent to accessing and monitoring by system administrators of any electronic communications, including stored and transmitted information, in order to enforce the ASU System Appropriate Use Policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of information and activities that are suspected of misuse or that have been corrupted or damaged.

User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.
Computer and network usage and this policy are subject to the Arkansas State University System Appropriate Use of Technology Resources Policy, as approved by the Board of Trustees. This policy can be found at the following link: [http://www.asusystem.edu/about/policies](http://www.asusystem.edu/about/policies)

**Enforcement**

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education. Repeated infractions or misconduct may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer or other appropriate university office for further action. If the individual is a student, the matter may be referred to the Office of Student Affairs for disciplinary action. Any offense that violates local, state or federal laws may result in the immediate loss of all university computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

**Standards**

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account
- Using the campus network to gain unauthorized access to any computer systems
- Connecting unauthorized equipment to the campus network
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document
- Violating terms of applicable software licensing agreements or copyright laws
- Violating copyright laws and their fair use provisions through inappropriate downloading, reproduction, or dissemination of copyrighted text, images, multimedia, etc.
- Forging the identity of a user or machine in an electronic communication
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations.
- Initiating or propagating electronic chain letters. Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, e.g. "spamming," "flooding," or "bombing"
- Displaying obscene or sexually harassing images or text in a public computer facility or location that can be in view of others
- Using university resources for commercial activity such as creating or advertising products or services for sale
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user
- Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing or deleting another user’s files or software without the explicit agreement of the owner

**DRUG POLICY**
ASUMH seeks to maintain an educational and working environment free from the influence of unlawful drugs.

The unlawful manufacturing, distributing, dispensing, possessing or using of a controlled substance on any property owned or maintained by ASUMH or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

**Medical Amnesty Policy**

The safety and welfare of students is a University priority, and at times, students may need immediate medical assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has instituted a medical amnesty policy. This policy is applicable to the following parties: 1) a student requesting medical assistance for oneself; 2) a student requesting medical assistance for another person; 3) a student for whom medical assistance was provided. When responding to any alcohol or drug violations, the University will consider a student’s decision to request medical assistance, and in most cases, view the act of seeking medical assistance as good judgment, therefore not deserving of the typical sanctions. At a minimum, students or student organizations should make an anonymous report that would put the student in need in contact with professional help. Examples where this policy may apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.

2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21. It is in the best interests of this community that victims choose to report to University officials. To encourage reporting incidents of sexual misconduct, the University pursues a procedure of offering victims of sexual misconduct limited immunity from being charged for any policy violations related to the sexual misconduct incident.

Although the University may choose not to impose disciplinary sanctions, the University may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases. Once a student receives medical amnesty, any future amnesty is at the discretion of the Vice Chancellor for Student Affairs or his/her designee. The Vice Chancellor for Student Affairs or his/her designee also have discretion to determine that this policy does not apply in more serious situations, including criminal possession of drugs, property damage, and acts of violence.

**FREEDOM OF EXPRESSION POLICY**

ASUMH is firmly committed to affording each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations. However, these activities must not disrupt the operation of the university. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the university will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the university community can be preserved, university property can be protected, and a secure environment for individuals to exercise freedom of expression can be provided.
The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

a. **Speeches and Demonstrations.** The area designated as the Freedom of Expression Area for speeches and demonstrations at ASUMH is at the flag court located on the west side of the campus. This area will generally be available for this purpose between 8:00 a.m. and 5:00 p.m. Monday through Friday. Use of this area for speaking, demonstrating, and other forms of expression will be scheduled through the Vice Chancellor for Administrative Affairs in order to accommodate all interested users.

b. **Distribution of Written Material.** Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the Freedom of Expression Area.

No stand, table, or booth shall be used in the Freedom of Expression Area without permission from the Vice Chancellor for Administrative Affairs. The university maintains a position of neutrality as to the content of any written material distributed on the campus under this policy. **The distribution of commercial materials and publications is prohibited.**

c. **Marches.** Marches may take place on the streets of the campus. In order to insure the safety of all individuals, the Vice Chancellor for Administrative Affairs must approve plans for an event of this nature at least 3 business days in advance.

d. **Provisions.** In order that persons exercising their freedom of expression not interfere with the operation of the university or the rights of others, the following stipulations shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others.

1. Events that may obstruct vehicular, pedestrian, or other traffic must be approved at least 3 business days in advance by the Vice Chancellor for Administrative Affairs.
2. Use of sound amplification on campus is regulated and must be approved by the Vice Chancellor for Administrative Affairs at least 3 business days in advance.
3. There must be no obstruction of entrances or exits to the buildings.
4. There must be no interference with educational activities inside or outside of buildings.
5. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities.
6. There must be no interference with scheduled university ceremonies, events, or activities.
7. Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage shall be held financially responsible.
8. Persons or organizations responsible for a demonstration or other Freedom of Expression event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event shall be held financially responsible.
9. There must be compliance with all applicable state and federal laws and university policies, rules, and regulations.

Visitors to the campus and all others violating these regulations regarding time, place and manner of speech and demonstration will be subject to immediate eviction or removal from the campus and may be subject to appropriate legal action.
FOOD AND DRINK REGULATIONS

Food and drink are allowed in the academic classrooms of Dryer Hall, Integrity First Hall, McClain Hall, Roller Hall, and Gotaas Hall at the discretion of the individual instructor. However, food and drink are not allowed in the academic computer labs and the science labs.

Food and drink are allowed in the conference rooms of Dryer Hall, Integrity First Hall, McClain Hall, Roller Hall, and Gotaas Hall.

Food and drink are allowed in the lobbies of the five (5) academic buildings.

Drinks are allowed in the Norma Wood Library in lidded containers only. However, drinks are not allowed at the computers. Food is not allowed in the library.

Drinks are allowed in McMullin Lecture Hall for scheduled events when arrangements are made in advance with the Office of Administrative Affairs. Food is not allowed in the lecture hall.

After eating and drinking activities, the facilities must be left clean and ready for the next function and/or class. Faculty, staff, and students who abuse the guidelines of this policy will have their privileges revoked. The Vice Chancellor for Academic Affairs will be responsible for the enforcement of the classroom and library food and drink regulations, and the Vice Chancellor for Administrative Affairs will be responsible for all other areas.

INCLEMENT WEATHER

Students are responsible for maintaining progress in courses and establishing contact with instructors during inclement weather.

All students are encouraged to register for emergency alerts from the campus via the emergency alert system. The registration form is available in the ASUMH portal and offers text, call, and email services to notify students of emergency situations on campus.

ASUMH does not normally cancel classes or close offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the community must be balanced with the risk of danger to students and employees. It is, therefore, appropriate that guidelines reflect the safety needs of our students, employees, and citizens.

The university remains open for academic classes and all other services during inclement weather except in extreme circumstances as determined by the Chancellor. However, students are encouraged to use good judgment in deciding whether to drive to campus or other education sites during inclement weather.

Regional and local news media that publicize the cancelling of classes and/or closing of offices will be notified. The following radio stations will be notified: KTLO – 97.9 FM in Mountain Home, KCTT – 101.7 in Mountain Home and Yellville, KPFM – 105.5, KKTZ – 93.5, KOMT – 107.5 in Mountain Home, KSAR – 95.9 in Salem; KWOZ – 103.3 in Mountain View and Batesville; and KMAC – 99.7 in Gainesville, Mo. The inclement weather announcement will also be posted on the ASUMH Website, www.asumh.edu, and the ASUMH Facebook page unless there are power outages or other circumstances preventing the posting.

In the event the weather becomes severe during the day, notices to cancel classes or close offices will be distributed electronically, placed in campus buildings, and circulated among employees. If weather changes during the evening, the instructors involved have the discretion to end classes early.
SEXUAL DISCRIMINATION

TITLE IX OF EDUCATION AMENDMENTS

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination issues, and athletics.

SEXUAL DISCRIMINATION

Arkansas State University – Mountain Home is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Arkansas State University has designated a Title IX coordinator for each campus. Any incidence of sexual discrimination must be reported to the Title IX coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX coordinator, the report should be made to the Office of University Counsel.

Please direct any questions or grievances regarding sexual discrimination or Title IX to:

Melissa Klinger  
Deputy Title IX Coordinator  
Director of Human Resources  
Vada Sheid Community Development Center  
1600 South College Street  
Mountain Home, AR 72653  
Phone: (870) 508-6200  
Fax: (870) 424-4070

Mason Campbell  
Title IX Coordinator  
Director of Student Support Services  
Roller Hall R312  
1600 South College  
Mountain Home, AR 72653  
Phone: (870) 508-6168  
Fax: (870) 508-6287

Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent, or pervasive and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct has the effect of unreasonably interfering with an individual’s education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual acts occur without consent when they are perpetrated against a person’s will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.
Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances using coercion which do not result in a completed sexual act. Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Domestic Violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic of family violence laws of the State of Arkansas.

Dating violence is defined as violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence, or dating violence. Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Each campus has a Title IX Coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. Employees with supervisory responsibilities, including deans, vice chancellors, department chairs, student conduct, human resources, athletic administrators and coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, sexual violence, stalking, domestic violence or dating violence. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator will assist the person alleging to be subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals’ rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Sexual Discrimination Grievance Procedure.

RETALIATORY ACTION PROHIBITED

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University – Mountain Home. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Human
SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE

GRIEVANCE ISSUES
The Sexual Discrimination Grievance Procedure applies to all allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

REPORT OF SEXUAL DISCRIMINATION
Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available on the Human Resources or Student Conduct web sites. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred. All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

TITLE IX COORDINATOR’S RESPONSE
Within forty-five (45) working days after receipt of a written grievance form, the Title IX Coordinator, or designees, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community. The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued. If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Department of Human Resources for a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX
Coordinator and the requested remedy. The Department of Human Resources will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter from the Human Resources Department, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file. Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

SEXUAL DISCRIMINATION HEARING COMMITTEE COMPOSITION

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The committee elects a chair once convened. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of Human Resources or Human Resources’ designee sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

SEXUAL DISCRIMINATION HEARING COMMITTEE FUNCTIONS

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the Committee requests their oral testimony or (2) either party requests to testify and/or present witnesses. In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual assault, sexual violence, stalking, domestic violence, or dating violence the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The committee may also question any person testifying. Each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee the identity of any testifying witness or any advisor at least two (2) working days before any hearing. The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

SEXUAL DISCRIMINATION HEARING COMMITTEE FINDINGS

In all instances the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused. Within ten (10) working days of receipt of the Committee recommendation, the Chancellor will accept or reject the Committee
recommendation in writing after review of all file materials. The Chancellor’s decision is final. A copy of the decision shall be provided to the Title IX Coordinator for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

DOCUMENT COLLECTION
When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX Coordinator for seven years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

DISCRIMINATION OR HARASSMENT BASED ON RELIGION, DISABILITY, PREGNANCY, AGE, RACE, NATIONAL ORIGIN, GENDER, U.S. VETERAN STATUS, GENETIC INFORMATION OR OTHER PROTECTED STATUS

Discrimination or harassment related to any protected status is not tolerated at Arkansas State University – Mountain Home. Even if actions are not directed at specific persons, a hostile environment can be created when the conduct is sufficiently severe, persistent, or pervasive so as to substantially interfere with the person’s work, education, or activities on campus.

Retaliatory Action Prohibited
Retaliation against a person who files a charge of discrimination or harassment, participates in an investigation, or opposes and unlawful employment practice is prohibited by the above laws and ASUMH. Any student or employee who needs further explanation or who believes he or she has been discriminated against under these laws should contact the Office for Student Affairs, Human Resources Department, or Title IX Coordinator.

Student Discrimination & Harassment Grievance Procedures
The policy for submitting a student discrimination or harassment grievance is:

- Grievant will have 30 days to file a complaint after the incident.

- The Vice Chancellor for Student Affairs will set a hearing with a committee appointed by the Chancellor within 10 working days of receiving the complaint. The grievant and respondent will be notified of the opportunity to present witnesses and other evidence and the right to have an advisor present who may assist the party but not actively participate in the hearing.

- Upon conclusion of a hearing where the person charged with harassment is a student, the committee will submit to the Chancellor written findings of fact, including a decision on the validity of the accusation, with a copy to both parties within 20 working days after it has received a complaint. The committee’s findings will be accompanied by a recommendation for appropriate resolution of the matter. All parties will be notified of the investigative results.

- Resolution of a complaint against a student may include one or more of the following actions where there has been a finding of discrimination or harassment:
  a. disciplinary warning;
  b. disciplinary probation;
  c. disciplinary suspension; or
  d. disciplinary dismissal.
• Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of discrimination or harassment:

  a. letter of warning to the offender, with a copy placed in the offender’s personnel file;
  b. letter of reprimand to the offender, with a copy in the offender’s personnel file;
  c. such disciplinary action as appropriate for the employee’s violation of the university policy, taking into consideration the recommendation of the committee;
  d. initiation of termination procedures; or
  e. initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.

SIGNS, POSTERS, AND PROMOTIONAL MATERIALS

Posting of signs, posters, and other promotional materials must be approved by the Director of Student Support Services, the Vice Chancellor for Student Affairs, or the Vice Chancellor for Administrative Affairs.

STUDENT PUBLICATIONS, SOLICITATIONS FOR FINANCIAL SUPPORT, AND ACTIVITIES GUIDELINES

Student organizations should notify the Office of Student Support Services of all planned publications and activities. Raising money through fundraising or soliciting donations should be pre-approved through the Office of Student Support Services.

Organizations wishing to fundraise or solicit donations should complete the request form available on the ASUMH website at www.asumh.edu/current_students/student-organizations.dot.

STUDENT ORGANIZATION TRAVEL

Student organizations wishing to request travel funds must do so through the Office of Student Support Services.

WEAPONS POLICY

In order to protect the safety of everyone on the campus of ASUMH, the possession of firearms and other weapons is prohibited under the ASU System Weapons Policy. Unauthorized possession of a firearm or weapon on the ASUMH campus is punishable by expulsion or dismissal and may result in criminal prosecution. Suspected violations of this policy should be reported to campus security at (870) 508-6300 or the Vice Chancellor for Administrative Affairs at (870) 508-6122. Misconduct regarding firearms includes, but is not limited to, individuals holding concealed carry or full carry permits.

STANDARDS OF STUDENT CONDUCT
All members of the academic community are responsible to secure, respect, and protect a superior learning environment. Positive and effective relationships between ASUMH employees and students are essential to the university’s function. These relationships are founded on mutual respect, understanding, and a common dedication to the educational process. ASUMH strives to secure, respect, and protect the learning environment. The following standards of student conduct are part of the collective expectation of the members of this community relative to personal conduct:

Civility — Members of a learning community interact with others in a courteous and polite manner even when expressing differing viewpoints. Members of the community are expected to respect the values, opinions, or feelings of others.

Ethical Behavior — The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.

Morality — Members of a learning community commit to the ideals of appropriate human conduct. This conduct seeks to harm no one and attempts to be a positive contributor in every interaction.

Respect — Every member of this community should seek to gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself or herself in a manner worthy of that regard, which is gained by decent and correct behavior.

The learning community at Arkansas State University – Mountain Home does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of Arkansas State University – Mountain Home to call such conduct into question. The university reserves the right to discipline students or student organizations for inappropriate actions that occur on or off the campus during campus-sanctioned activities to secure compliance with these obligations. Students failing to maintain these obligations may be asked to leave the academic community. Students are expected to comply with all university policies and procedures. This includes the Standards of Student Conduct.

Enrollment at ASUMH is voluntary and optional; therefore, entrance into the academic community on this campus indicates that the students have accepted responsibility for their behavior and understand that they must adhere to the appropriate rules and regulations regarding their conduct. Students are expected to use the ASUMH Student Handbook to become familiar with policies on student conduct, and they are expected to obey all applicable federal, state, and local laws.

ASUMH reserves the right to discipline or dismiss any student whose behavior on or off campus constitutes an infraction of these policies or laws, especially those which are considered harmful to the institution or to other students, staff, or faculty. Student conduct is a matter of concern because the goal of ASUMH is to provide a learning community where all members may pursue educational goals without interference and with confidence that their safety, health, and welfare are secure.

University Jurisdiction
The University has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct on campus, off campus, or through virtual activity. For the purpose of the student conduct process, a “student” is defined as any person who is registered for study at Arkansas State University – Mountain Home for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Arkansas State University – Mountain Home are considered “students”.

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Inherent Authority
The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

Interim Administrative Action
The Vice Chancellor for Student Affairs or his/her designee may defer procedural due process and enforce an interim action if necessary to maintain safety or order regarding student conduct including, but not limited to, suspension. The Vice Chancellor for Academic Affairs or her/his designee may defer procedural due process and remove a student from a class to maintain order regarding academic behavior. Any student who has had interim action taken against him/her will be afforded a hearing before either the Student Conduct Appeal Committee or the Student Academic Appeal Committee within 5 business days.

Student Contact Information
All students are responsible for maintaining their current address, email address, and phone number with the Office of Admissions. It is also the student’s responsibility to frequently monitor campus e-mail and the university web site, as these electronic means of communication are the university’s most effective and efficient ways to disseminate important information to the campus community. Campus e-mail is the primary means of communication from the Office for Student Affairs. Appearance notifications, hearing notifications, and decision notifications will be mailed and/or emailed to the student’s address.

Modifying the Standards of Student Conduct
The University reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change.

Policy Interpretation
The Vice Chancellor for Student Affairs or his/her designee is the final authority in defining and interpreting the Non-Academic Standards of Student Conduct and conduct procedures. The Vice Chancellor for Academic Affairs or his/her designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

NON-ACADEMIC MISCONDUCT STANDARDS OF STUDENT CONDUCT

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The Academic Misconduct list can be found in the Student Handbook under Academic Rights and Responsibilities. The following list is not exclusive and serves only as examples of specific actions constituting Non-Academic Misconduct.

1. Accessory

A student is an accessory if he or she aids another student in the commission of a violation of the Non-Academic Standards of Student Conduct or is present or fails to leave immediately a situation where a violation is occurring.

2. Alcohol

Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on University Property or at University sponsored events, except as allowed by University policy.

3. Bicycles, Skateboards, Skates
The use of skateboards is permitted only on parking lots unless otherwise posted. Bicycles must be parked in bike racks and other designated areas.

4. Cell phones

Using phones or other technology in the classroom setting or at any other university function in a disruptive manner.

5. Computer Misuse

Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission, promoting or participating in licentious behavior, propagating obscene or pornographic material, and peer to peer distribution of copyrighted materials and/or illegal downloading of copyrighted materials, which are user violations of Federal Law.

6. Damage to Property

Damaging or destroying university property or the property of others, or actions that have the potential for such damage or destruction. Conduct which threatens to damage or creates hazardous conditions.

7. Disrespectful or Discourteous Conduct

Rude, loud, impolite, ill-mannered, devious, subversive or any other behavior that a reasonable person would consider disrespectful or discourteous.

8. Disruption of Public Peace

Behavior such as, but not limited to, acts that are against the public peace, order, health, or safety, or conduct which threatens or endangers any person. Engaging in overt physical acts which interfere with the normal or sponsored activities of ASUMH on or off the campus.

9. Disruption of University Business

Engaging in, leading, or inciting others to materially and substantially disrupt or obstruct teaching, research, administration or other University functions, operations or activities including, but not limited to, the blocking of access to the university’s physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by members of the University community.

10. Disruptive Conduct

Disrupting the regular or normal functions of the ASUMH Community, including behavior which breaches the peace, limits the safety or violates the rights of others. Breaching the peace includes but is not limited to high volume speech that may or may not be offensive or inflammatory that can be heard in common areas of buildings such as hallways, classrooms, lobbies, or the cafeteria.

11. Drugs

Using, manufacturing, distributing, selling or illegally possessing of any quantity, whether usable or not, of any drug, narcotic or controlled substance, or drug paraphernalia without medical prescription under medical supervision. Misuse or abuse of prescription drugs or any chemical substance.
12. Endangering Conduct

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of self or others.

13. Failure to Comply

Failure to comply with directions, verbal or written, of university officials, or those appointed to act on behalf of the university in the performance of their duties.

14. False Accusations

Knowingly, intentionally, or recklessly making false accusations of inappropriate behavior against another individual. Providing false or falsified information with intent of harming another student. Attempting to intimidate witnesses necessary to conflict resolutions pending with the University. Altering or destroying information necessary to conflict resolutions pending with the University.

15. False or Fraudulent Information

Furnishing false information to a University official. Forgery, alteration, taking possession of or the unauthorized use of University documents, records, keys, or identification without the consent or authorization of the appropriate University official.

16. Fire/Emergency Threat

Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat, or creating a false emergency of any kind. Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms, or other safety equipment.

17. Gambling

Gambling on or about University property without legal permit as an authorized state organization and approval from the Office for Student Affairs.

18. Harassment

Actions, whether physical, oral, written, electronic, through a third party or otherwise communicated, that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual or group.

19. Invasion of Privacy

Viewing, transmitting, recording, filming, photographing, producing, or creating a digital electronic file of the image or voice of another person without his/her knowledge. This does not apply to the security cameras placed on campus by the University.

20. Lewd, Obscene or Indecent Behavior

Any conduct that is offensive to accepted standards of decency, including exposing oneself or wearing attire that does not provide adequate coverage of the body.
21. Littering

Littering, including the improper disposal of trash.

22. Policy Violation

Violating policies, procedures, rules, or regulations included in any official publications of ASUMH.

23. Recording Ethics

Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person, including classroom settings, without his/her knowledge, or consent.

24. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:

1. Submission to such conduct is made either explicitly or implicitly as a condition of an individual’s employment, membership or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment, membership or academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive work, academic or living environment. See Title IX Policy for full details. (page 12)

25. Sexual Misconduct

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

1. the sexual conduct is not consensual;
2. the sexual conduct includes force, threat(s) or intimidation;
3. the sexual conduct occurs when the victim is mentally or physically impaired, such as when under the influence of alcohol of other drugs or when the victim is a minor.

See Title IX Policy for full details. (page 12)

26. Smoking

Smoking of any kind is not permitted on University property.

27. Theft

Theft of any kind including, but not limited to, attempted theft, possession, sale or barter of, seizing or concealing property of another person without their permission.

28. Tobacco and Electronic Smoking Devices

ASUMH is a tobacco-free campus. All forms of tobacco and e-cigarettes, including, but not limited to, cigarettes, smokeless tobacco, cigars, pipes, dissolvables, and vapor devices, are prohibited on campus.
This includes in buildings, on university property, in parking lots, and in vehicles on parking lots/streets owned by the university.

Any person who violates the tobacco free policy is subject to a fine of not less than one hundred dollars ($100) nor more than five hundred dollars ($500). This policy shall be enforced by campus security.

29. Unauthorized Use

Unauthorized or illegal entry into a building, classroom, office, room, or vehicle. Unauthorized use or possession of University property. Use or possession of any University key without proper authorization including duplication of any University key.

30. Violation of Law

Arrest or citation for violation(s) of local, state, or federal law, which adversely affects the student’s suitability as a member of the university community.

31. Violations of Other University Regulations

Violations of any university rule or regulations outside the Standards of Student Conduct.

32. Weapons

To the fullest extent allowed by law, the use, possession or storage of weapons. Weapons include, but are not limited to, firearms, explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, numb chucks, brass knuckles, tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate. Misconduct regarding weapons includes but is not limited to individuals holding concealed carry, full carry, or any other state or federal permit.

**MISCONDUCT INFORMATION AND PROCEDURES**

1. Any individual may refer a student to the Office for Student Affairs for non-academic misconduct charges. Conduct referrals should be delivered to the Office for Student Affairs as soon as the student has been identified as the alleged violator.

   Conduct referrals in regard to Sexual Discrimination should be referred to the Title IX Coordinator in the Office of Student Support Services. (page 14)

2. Upon the receipt of a Conduct Referral, the Vice Chancellor for Student Affairs (VCSA) or designee will determine if sufficient information is present for student misconduct charges to be filed against the alleged violator. If charges are filed, written notification will be delivered by hand or by registered mail, return receipt requested, within 5 working days of the initial report of the alleged violation. The VCSA or designee will determine the severity and whether immediate temporary measures are warranted to ensure campus safety. If warranted, these measures will be implemented immediately with notification to the Chancellor.

   Any student who fails to attend a scheduled Case Resolution meeting will have a hold placed on institutional records until he or she has met with the VCSA or designee and reached a resolution
or until a Formal Conduct Hearing has been completed. This hold will prevent the student from accessing all services including but not limited to, requesting a transcript, registering for class, completing a degree, and borrowing materials from the library or utilizing student support services.

3. After studying all the pertinent information and documents, carefully examining any policies involved, and discussing the issue with the alleged violator and witnesses (if appropriate), the VCSA shall decide if the evidence indicates that a violation has occurred. The VCSA shall determine which of the following is an appropriate consequence.

a. propose an informal resolution to the violator. A note will be placed in the student’s discipline file indicating the student was counseled and this shall conclude the case. This resolution does not affect “good standing status” and cannot be appealed.

b. prepare a formal written report that will be hand delivered or mailed to the student within 3 working days of the decision. A copy of this report will be placed in the student’s discipline file indicating the student was officially warned. If the student accepts responsibility, this shall conclude the case. If the student does not accept responsibility or does not agree with the written report, the student has the right to appeal. The appeal process is outlined in the following pages.

c. assign appropriate consequence and prepare a formal written report that will be placed in the student’s discipline file. If the student accepts responsibility and agrees to the sanction or consequence, this shall conclude the case. If the student does not accept responsibility or does not agree with the consequence, the student has the right to appeal. The appeal process is outlined on in the following pages.

d. refer the case to The Student Conduct Sub-Committee of The Student Affairs Shared Governance Committee to assign appropriate consequence and prepare a formal written report that will be placed in the student’s discipline file. If the student accepts responsibility and agrees to the sanction or consequence, this shall conclude the case. If the student does not accept responsibility or does not agree with the consequence, the student has the right to appeal. The appeal process is outlined on the following pages.

During the above appeal process, a student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student’s expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

Formal Conduct Appeal Hearing
If an alleged violator does not accept responsibility and/or the assigned consequence(s), then he or she may request a Formal Conduct Appeal Hearing.

Student Conduct Appeal Committee Composition:
Student Conduct Appeal Committee is a subcommittee of the Student Affairs Committee and consists of faculty, staff, and students.

Formal Conduct Appeal Hearing Process:
A student found responsible for a violation of university policy may request an appeal before the Student Conduct Appeal Committee. The formal request must be submitted in writing to the Office for Student Affairs within 3 working days of receipt of the original written decision. The hearing will be set within 10 working days of receiving the student’s formal request for a hearing.
After review, the Student Conduct Appeal Committee may make one of three recommendations:

- Affirm the decision of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority.

The recommendation of the Student Conduct Appeal Committee shall be submitted to the Chancellor who shall accept, reject, or modify the recommendation of the committee within ten (10) working days of receipt of the report from the committee. The decision of the Chancellor is final.

**Non-Academic Conduct Sanctions**
Sanctions for Non-Academic Misconduct will be imposed by the VCSA or his/her designee upon individuals, groups, or organizations that have been found responsible for violating the Standards of Student Conduct. The following sanctions may be imposed for Non-Academic Misconduct and do not represent an exhaustive list:

**Educational Task** – Completion of a task which educates the student about and allows the student to learn from the misconduct.

**Written Warning** – Official record that a student has been warned about behavior.

**Removal of Property** – Required removal of property.

**Restitution** – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.

**Restriction of Activities or Privileges** – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time. These restrictions may include, but are not limited to, denial of the right to represent the University in any way, access to facilities or individuals, and/or participation in extracurricular activities.

**Fees** – Monetary requirements based on the resolution of a case.

**Conduct Probation** – A period of time during which a student is on official warning that subsequent violations of university rules, regulations, or policies will result in a more severe sanction including suspension or expulsion from the University. A student placed on conduct probation is not considered to be in good standing with the university.

**Conduct Suspension** – Temporarily canceling a student’s enrollment at Arkansas State University – Mountain Home. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the VCSA or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University – Mountain Home.

**Expulsion** – Permanently canceling a student’s enrollment at Arkansas State University – Mountain Home. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter University property once dismissed without prior permission from the VCSA or designee.

**Revocation or Denial of Degree or Admission** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards.
Formal Conduct Appeal Hearing Guiding Principles:

a. An alleged violator will have at least 48 hours’ notice of a hearing and the allegations asserted against him/her by written notification that will be delivered by hand or by registered mail, return receipt requested.

b. An alleged violator may choose not to attend a scheduled hearing; however, the hearing will proceed in his/her absence if student received proper notification.

c. An alleged violator may choose not to answer a question at any time or not to speak during the hearing or not present information to a hearing body if he/she feels it is in his/her best interest.

d. A complete witness list must be turned into the VCSA one university business day prior to the hearing—a minimum of 24 hours prior to the hearing. The alleged violator is responsible for notifying his/her witnesses of the time, date, and place of the hearing.

e. Students may request of the VCSA in writing a list of all witnesses and access to all information regarding the charges against him/her. All information requests must be done in writing and allow a minimum of one (1) business day for the information to be compiled from time of request.

f. Determination of responsibility will be based upon a preponderance of the evidence or if it is “more likely than not” that a violation did occur.

g. The decision of the hearing officer/body will be verbally given to the alleged violator at the close of the hearing and written notification that will be delivered by hand or by registered mail, return receipt requested.

h. No character witnesses or irrelevant information will be considered in a hearing.

i. During the above appeal process, a student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student’s expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

j. All hearing participants are expected to act and speak appropriately during the hearing. Any hearing participant who becomes disruptive will be removed from the hearing and the hearing will proceed without him/her.

k. No recordings or tapes of hearings shall be made by any person other than the Chair or the designated institutional official. The hearing recording will be maintained by the Office for Student Affairs for the appeal process only. A student will be given reasonable access to his or her hearing recording for the purposes of review with the understanding that no duplication of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provided to the Office for Student Affairs at least one (1) business day from the time of the request to make the appropriate arrangements.
NON ACADEMIC STUDENT MISCONDUCT RECORDS

Retention
Non-Academic Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension, or dismissal will be kept indefinitely.

External Release
External release of records will occur in accordance with federal and state law.

STUDENT ACADEMIC CONDUCT AND RIGHTS

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the university has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has a responsibility to other members of the academic community to refrain from interference with the rights of others and provide honest representations of his/her own work. These are essential to the purposes and processes of the University.

The student shall have the right to an academic environment that is inclusive of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion.

The student shall be free to take reasoned exception to data and views offered in the classroom and to express differences of opinion without fear of penalty.

The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student.

The student has the right to accurate and clearly stated information in order to determine the following aspects:

1. The general requirements for establishing and maintaining an acceptable academic standing,
2. His/her over-all academic standing,
3. The graduation requirements for a particular curriculum and major,
4. Academic regulations appropriate to one’s field of study.

ASUMH promotes and expects academic integrity, honesty, and professional behavior among all members of the college community. Violations of these requirements for academic conduct are considered serious and may result in disciplinary action or severe penalties being drawn against the student.

The University considers the following infractions as Academic Misconduct. The following sanctions may be imposed for Academic Misconduct and do not represent an exhaustive list:

Plagiarism
Plagiarism is the act of using the ideas, research, or words of another person without acknowledging the source.

Disciplinary Action against Plagiarism
Faculty members may respond to cases of plagiarism in different ways. These include but are not limited to
• returning the paper or other item for reworking and/or a lowering of the grade;
• assigning a failing grade on the paper or other item;
• assigning a failing grade in the course;
• initiating disciplinary procedures;
• initiating procedures to have the student expelled from the University.

Cheating
Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Cheating includes, but is not limited to,
• observing and/or copying from another student’s work;
• having another person perform classwork on behalf of the student or turning in or representing another’s work as his/her own;
• giving or receiving unauthorized assistance during an examination period;
• using unauthorized information during an examination period;
• using, buying, selling, stealing, transporting, or soliciting the contents of an exam or other assignment not yet taken or completed by the student or others;
• using for credit in one class a term paper, report, or other assignment for credit in another class without permission from the instructors involved;
• altering grades or other official records;
• improperly collaborating on work when instructed to work independently.

Disciplinary Action against Cheating
Faculty members may respond to cases of cheating in different ways. These include but are not limited to
• taking the exam or other coursework from the offender and awarding no credit;
• taking the exam or other coursework from the offender and awarding a failing grade on that exam or assignment;
• taking the exam or other coursework from the offender and awarding a failing grade for the course;
• initiating disciplinary procedures that may result in suspension or expulsion from the university.

OTHER
Violating specific policies, procedures, guidelines, rules, or regulations related to or required for the student’s academic program at ASUMH.

STUDENT ACADEMIC APPEAL COMMITTEE COMPOSITION
The Student Academic Appeal Committee is composed of three faculty members appointed by the Faculty Senate and two students appointed by the Student Government Association.

Academic Appeal Procedure
Should a student wish to make an academic appeal regarding a grade or disciplinary action, he or she must follow these steps:

Step 1: The student contacts the faculty member and schedules a meeting to occur within five working days of the incident. However, if the student feels he or she cannot discuss the issue with the faculty member, the student may proceed directly to STEP 2.
Step 2: If the student and the faculty member are unable to resolve the issue, the student may request a meeting with the faculty member’s division chair. The student must contact the division chair and schedule a meeting to occur **within 10 working days** after the meeting with the faculty member.

If the faculty member in question is the division chair of his/her division, another division chair will replace the faculty member as mediator in this step.

**STEP 3:** If STEP 2 failed to resolve the issue, the student may request a meeting with the Vice Chancellor for Academic Affairs **within 5 working days** of meeting with the division chair.

**STEP 4:** If STEP 3 failed to resolve the problem, the student may submit a written complaint to the Student Academic Appeal Committee **within 5 working days** of meeting with the Vice Chancellor for Academic Affairs. **Within 10 working days** of receiving the written complaint, the committee will hold individual hearings with the student and the faculty member. **Within 5 days of the last hearing,** the committee will recommend a solution to the chancellor.

**STEP 5:** The chancellor will make a decision and inform all parties of that decision **within 5 working days** of receiving the recommendation of the Student Academic Appeal Committee. The decision of the chancellor is final.

**STUDENT ACTIVITIES**

**STUDENT ORGANIZATIONS**

**Formation of New Organizations**

New student organizations may be formed on the campus as the need develops. No group may be officially formed until a petition to create a student organization has been completed through the Office of Student Support Services. The petition will set forth the objectives of the organization, membership requirements, proposed constitution and by-laws, proposed faculty sponsors, membership dues, and names of charter members. This completed request will be submitted to the VCSA. Final approval for new student organizations requires a majority vote of faculty and a majority vote of the Chancellor’s Cabinet. New organizations will become formally recognized at the beginning of each semester.

If at any time during the academic year an organization becomes inactive, the group must follow the same guidelines as stated above to be formally recognized again. Also, they must wait until the beginning of the following semester to become active on campus.

Students must have a cumulative grade point average of 2.0 to be an active member of a university sponsored club or organization. No student who is on academic or disciplinary probation or who is enrolled for fewer than three semester hours of credit at ASUMH may serve as an elected officer of a campus organization unless approved by the Vice Chancellor for Student Affairs and the club sponsor. A cumulative grade point of 2.00 and a grade point average of 2.0 for the previous semester are pre-requisites to holding any office. All student organizations must have at least one faculty advisor. Persons other than faculty members may serve as advisors; however, they must be approved by the Director of Student Support Services. All student organization events must be scheduled with the Office of Student Support Services.

**Current Organizations at ASUMH**

**ASUMH Anglers Club**
The purpose of the ASUMH Anglers Club is to bring students together to share fishing experiences and knowledge, plan events/tournaments, teach new members how to fish, participate in competitive fishing tournaments, volunteer in the community and on campus, and most importantly – go fishing.

**Baptist Collegiate Ministry**

The purpose of the Baptist Collegiate Ministry is to encourage fellowship for students in a Christian atmosphere; to encourage Bible study and the practice of its teachings; to organize students for service and ministry projects; to assist students to share their faith; to offer guidance as students face crisis and critical choices for their lives; and to train students for a life of leadership. BCM has an open membership policy, but the leadership is made up of growing Christian students. The organization is Christian in perspective. BCM provides for students to meet with those whose values and beliefs are the same. Through their common interests, they can develop their concerns for others, both on and off campus, and offer assistance. Students with a spiritual concern for others will be attracted to Baptist Collegiate Ministry.

**B.E.S.T. Experience**

The Business and Economic Student Travel (B.E.S.T.) Experience strives to advance the study of business, economics, and related fields through experiential learning and travel. Experiential learning activities will include, but are not limited to, visits to corporate headquarters and/or production facilities, tours of banking institutions and/or government entities, and field trips to other businesses.

**Circle K**

Circle K is a service organization through which college students can find a means of responsible student action in the communities and a more active involvement in the life of the campus. Circle K’s mission is to involve college and university students in campus and community service while developing quality leaders and citizens. Circle K inspires people to better our world. Its motto is “We Build.” Circle K provides constructive opportunities for students to become involved on campus and in the community through service work to others in need.

**Criminal Justice Club**

The Criminal Justice Club is open to anyone interested in learning more about and participating in the criminal justice systems. The purpose of the club is to promote job opportunities in the criminal justice program and to make known to the community the criminal justice program. The club provides a vehicle for community service in the many aspects of the criminal justice system and it provides a spirit of camaraderie among criminal justice students who share common interests and career goals.

**Gay-Straight Alliance**

The Gay-Straight Alliance of ASUMH brings together gay and straight allies to promote an environment free of homophobia on campus and in the community. Membership in the GSA shall be open to all students at ASUMH who are interested in promoting the goals of the Alliance and who have signed the Diversity Pledge and paid their dues.

**Journalism Club**

The Journalism Club provides the opportunity for students to develop new skills in creative writing, media, public relations, and advertising while following all ethical standards of accuracy and fairness within the journalism profession. The purpose of the Journalism Club shall be to further journalistic values and education outside the classroom, share experiences and knowledge, train and offer writing experience to members, volunteer in the community and on campus, and complete and issue a college digital and/or print publication.

**Lambda Beta Society**

The Lambda Beta Society is the national honors society for the respiratory care profession. The purpose of the Society is to promote, recognize, and honor scholastic achievement, service and character of students, graduates, and faculty members of the respiratory care profession. The organization works to achieve the purpose by promoting achievement of high scholarly standards with the chapters through the encouragement of membership and graduation with honors.
Mortuary Science Club
The purpose of this organization is to promote job opportunities for students in the funeral science program; to make known to the community the funeral science program, its students, and its importance; to provide a vehicle for community service the many aspects of the funeral industry; to provide input to the administration on matters of interest and concern to the funeral science students; to seek scholarships and grants in the field of funeral science; and to provide a spirit of camaraderie among funeral science students who share common interests and career goals.

National Student Nurses’ Association (ASUMH Chapter)
This is a national organization of nursing or pre-nursing students in any state-approved program preparing for registered nurse licensure. The primary purpose of the national organization and the local chapter is to promote nursing as a career. Additional areas of focus include legislative issues in health care and contributing to the health and well-being of our community through projects and programs.

Phi Beta Lambda
The purpose of Phi Beta Lambda (PBL) is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Phi Delta Kappa
The purpose of the undergraduate student organization of Phi Delta Kappa is to provide additional opportunities for undergraduate students in the field of education to develop vocational competencies for the teaching profession. Undergraduate students will interact with experienced members of the teaching profession to facilitate the transition from school to work by participating in meetings and projects of the local Phi Delta Kappa North Arkansas Twin Lakes Chapter 1458. Members of the organization must be students at ASUMH seeking certification as teachers.

Phi Theta Kappa
Phi Theta Kappa is an academic honors organization for students in two-year colleges. The purpose of the organization is the advancement of scholastic effort and the rewarding of academic merit among college students. Membership is by invitation in accordance with local chapter by-laws. To be considered, a student must have accumulated 12 semester hours with at least a 3.50 GPA.

Rotaract
Rotaract is an international organization which supports a university-based service club for students between the ages of 18 to 30. Rotaract members will develop knowledge and skills at the club-level in community service, leadership and professional development, and international service. Each member will receive professional development from a successful Rotarian to help him or her make career decisions for the future. Also, Rotaract members believe in having a good time with barbecues, dances, fishing trips, bowling, outings and social events to help expand the horizons of each member and create new friendships. Rotaract was founded in 1968 by Rotary International.

Stream Team 820 - The Hellbenders
The Stream Team 820 provides information to increase understanding and appreciation of Arkansas stream systems. Volunteers receive training in water-quality monitoring and stream bank maintenance and restoration techniques. Specifically, the Hellbenders will be responsible for maintaining Dodd Creek on the ASUMH campus. Through mini-grants and fundraising, the Stream Team will help finance the restoration of riparian vegetation and help repair eroded stream banks. Long term objectives include collaborating with the Trout Resource Center to help create and maintain an interpretive nature trail along the banks of Dodd Creek and to continue promoting freshwater biology and water conservation to the larger community.

Student Ambassadors
The role of the student ambassadors at ASUMH is to assist the administration with promotion of the university, represent the student body at special events, and assist with the recruiting of students.

**Students for Christ**
The Students for Christ aim to bring students together in an ecumenical fashion in order to pursue God, develop godly character, and strive for unity amidst diversity. The purpose of SFC is to give ASUMH students a place to gather together with fellow students, regardless of denomination, in order to glorify God through their lives and various activities, including, but not limited to, worship, fellowship, service projects, on campus events approved by ASUMH and off campus events approved by the organization.

**Student Government Association**
The Student Government Association represents student interests to secure an active role for students by providing input concerning official policies and priorities, to safeguard student rights, to promote student groups and organizations, and thereby promote student morale and interaction, and to serve as a campus-wide forum for the expression and exchange of student ideas and opinions.

**Student Practical Nurses’ Association**
This organization is open only to Practical Nursing students. The primary purpose of the organization is to promote practical nursing and nursing as a career and to promote health and wellness in the community. Members participate in projects, fundraisers, and activities that support local organizations.

**Zeitgeist (zite-giste) Art Club**
Membership in this club, which takes its name from the German word meaning “spirit of the time,” is open to current students of ASUMH with a GPA of 2.0 or above. The purpose of the organization is to create an opportunity for art and non-art students who are unable to join a class to express their artistic abilities because their degree does not allow the room or time. The club’s purposes also include organizing trips to museums or art appreciation and understanding of art, promote professional development of the advancement of art, create a fundraiser for the benefit of those in need and create a forum to discuss art.

## STUDENT INFORMATION

### ASUMH ALERT

ASUMH’s emergency notification system, called ASUMH Alert, provides quick communication with students in the event of an emergency. The ASUMH Alert system will send messages to two email addresses and up to six phone numbers that students wish to provide. The ASUMH Alert System can also send a text message to a student’s cell phone. Standard text messaging rates will apply.

### FINANCIAL AID

Financial aid may be in the form of loans, grants, scholarships, employment opportunities or a combination of any of these. The criteria listed below are used to determine student eligibility for Federal Financial Aid programs at ASUMH. Students must meet the following requirements:

1. Financial need as determined by the Free Application for Federal Student Aid (FAFSA) Need Analysis. Apply online at [www.fafsa.gov](http://www.fafsa.gov);
2. Admission as a regular student. Apply online at [www.asumh.edu](http://www.asumh.edu);
3. Enrollment in a Financial Aid eligible associates degree or technical certificate program. View programs at www.asumh.edu/programs;
4. Evidence of satisfactory academic progress according to the ASUMH Satisfactory Academic Progress Policy http://www.asumh.edu/financial_aid/sap.dot
5. Completion of the ASUMH Financial Aid Data Form and other documents when necessary.

A student is ineligible to receive financial assistance if the individual owes a refund to any of the federal student aid programs, is in default on a student loan, or does not meet the requirements under ASUMH’s Satisfactory Academic Progress Policy.

For further information refer to the Financial Aid Section of the ASUMH catalog or the following webpages.

http://www.asumh.edu/financial_aid/index.dot (general financial aid information)
http://www.asumh.edu/financial_aid/scholarships.dot (general scholarship information)
http://asumh.edu/financial_aid/academic-distinction.dot (academic distinction scholarship information)
http://asumh.edu/financial_aid/additional_asumh_scholarships.dot (other ASUMH scholarship information)
http://asumh.edu/financial_aid/other-scholarships.dot (external scholarship information)
http://www.asumh.edu/financial_aid/veterans-affairs.dot (veterans and active duty benefits information)
http://www.asumh.edu/financial_aid/state-scholarships-grants.dot (state of Arkansas scholarship information)

COMMENCEMENT / GRADUATION

Students should file an Intent to Graduate Form with the Commencement Coordinator during the semester prior to the expected date of graduation. Following the filing of this form, the commencement coordinator will evaluate the degree requirements and contact the student with commencement information. For information related to commencement, contact the Commencement Coordinator in Roller Hall R322 or via phone at (870) 508-6181, or email at cturner@asumh.edu.

IDENTIFICATION CARDS

Student identification cards are issued in the Norma Wood Library on the 1st floor of Roller Hall.

PARKING

Free parking is available to everyone. There is no paid or assigned parking. Handicapped parking is available. Unauthorized vehicles parked in a handicapped space will be towed. Bicycle racks are located at Roller Hall, behind Integrity First Hall, and at The Vada Sheid Community Development Center.

SCHOOL HOURS

Specific class times are set at the time of registration. Administrative offices are normally open Monday through Friday, 8:00 a.m. – 5:00 p.m., excluding holidays and special events. Class schedules and academic calendars are available in the Office of Admissions, Office of Financial Aid, and on the ASUMH website.
SECURITY

ASUMH Public Safety Department strives to provide a safe and secure environment for students, faculty, staff, and guests. The ASUMH Public Safety Department is partnered with the community and law enforcement agencies to ensure it maintains one of the safest campuses in the nation. Safety and crime prevention on the ASUMH campus is everyone’s responsibility. Students, faculty, staff, and guests are encouraged to report crimes or suspicious activity to the ASUMH Public Safety Department, Mountain Home Police Department, and/or the ASUMH Vice Chancellor for Administrative Affairs.

Some of the services provided include the following:
- security escorts - a public safety officer can provide an escort while on campus or to and from vehicles.
- vehicle jump starts
- assistance during inclement weather - during severe weather the public safety department will monitor the weather and broadcast emergencies via the campus communication system.

Public Safety Officers are on campus from 7:00 a.m. to 11:30 p.m. during spring and fall semesters and 7:00 a.m. to 8:30 p.m. during summer.

ASUMH Public Safety Department contact information:

- From a campus phone: extension 300 or dial 9-911
- Off campus phone: (870) 508-6300 or dial 911
- Email: security@asumh.edu

STUDENT MESSAGES

The University does not provide a paper message service for students. Paper messages will only be delivered in cases of emergency. In the event of an emergency, calls or messages should be directed to the Office of Admission. Callers will be required to state the nature of the emergency. The University will attempt to deliver messages at the time of the call. However, if the student is not in class at that time, the University will not be held responsible for delivery of the message.

JIM AND JILL GASTON LECTURE SERIES

The Gaston Lectures are open to students and the community free of charge. Lectures are held each fall and spring semester. For information about upcoming lectures, contact the Office of Communications and Institutional Development at (870) 508-6214.

THE ARVEST BANK CONCERT SERIES

The concert series is open to students and the public at no charge. Concerts are held each fall and spring semester. For information about upcoming concerts, contact the Office of Communications and Institutional Development at (870) 508-6214.
TECHNOLOGY RECOMMENDATIONS AND ACCESS

Help desk services are available in the ASUMH portal under the “IT Support” icon, via email at studenthelpdesk@asumh.edu, or by phone at (870) 508-6223.

The recommended browser for ASUMH students is Mozilla Firefox.

The following are minimal hardware recommendations for ASUMH students:

- **PC System:**
  - Minimum windows 7 (32 bit or 64 bit)
  - Dual core processor or higher
  - 4 gigabytes (4GB) of ram minimum

- **Mac System:**
  - Snow Leopard
  - Dual core processor or higher
  - 4 gigabytes (4GB) of ram

Every student is given access to two (2) free downloads of the Microsoft Office software through the ASUMH portal. Certain degree programs also allow free access to Adobe Software downloads. Students may access available software by clicking the “Student Software” icon located in the ASUMH Portal.

STUDENT SERVICES

STUDENT USE OF FACILITIES

ASUMH facilities are made available to recognized student organizations when scheduling permits. In order to be a recognized organization, groups must be listed in the Student Handbook or hold a letter of approval from the Office of Student Support Services.

ASUMH reserves the right to refuse use of its facilities to any group or individual if deemed in the best interest of the institution. The University also retains the right to cancel any contract for noncompliance by written notice to the contractor. All events must have prior approval of the Vice Chancellor for Student Affairs. Events requiring use of ASUMH facilities must be scheduled with the Office of Administrative Affairs.

ACADEMIC ADVISEMENT

The Arkansas State University – Mountain Home academic advising mission is to create a partnership between students and advisors that empowers students to define, plan, and achieve their academic goals, promote career readiness, personal and civic responsibility, and lifelong learning. Faculty advisors also direct students to information relating to financial aid, testing, and other academic programs. Advising is a continuous and consistent development between advisor and advisee that focuses not just on the upcoming class schedule but the whole student. Both advisors and students play an active role in the process. When everyone in the process is responsible, the student is more likely to have a successful and meaningful college experience; however, students are ultimately responsible for managing their own academic programs.
BOOKSTORE

The ASUMH Bookstore is located on the second floor of Roller Hall. In addition to providing required textbooks both new and used, the bookstore also provides college clothing, supplies, gifts, and refreshments. Regular hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Fridays. For additional information, call (870) 508-6114.

CAREER COUNSELING

Career counseling is available to help students identify occupational options which best match their aptitudes and interests. A variety of tools and inventories is available to help students learn more about themselves, as well as about the world of work and specific occupations. Students are encouraged to visit the Career Placement Coordinator at any time: The Career Placement Coordinator is located in Roller Hall, Room R324 and can be reached at (870) 508-6278 or gtruell@asumh.edu.

TESTING SERVICES

Services for tests and testing programs are available in the ASUMH Testing Center. All tests are conducted with authorizations and acknowledgements of all partnering organizations, corporations, and testing institutions. Any individual testing will be under constant visual monitoring by testing center supervision or through video and audio surveillance equipment. The testing center is located in Roller Hall Room R201 and can be reached at (870) 508-6209 or testing_center@asumh.edu.

FOOD SERVICES

Subway restaurant is available on the second floor of Roller Hall in the Hurd Student Center. Vending machines are located in most buildings on campus. Food items are also available in the bookstore on the second floor of Roller Hall.

COMPUTER ACCESS

Various locations on campus offer free computer and internet access space:
- Norma Wood Library
- 2nd Floor Roller Hall Student Computer Lab (Located next to Testing Center - Food and drink allowed)

MEETING AND STUDY ROOMS

Various locations on campus offer space for students to hold meetings or study groups:
- Bruce Family Room located in the Hurd Student Center
- Norma Wood Library Conference Rooms
- Student Support Services Meeting Room located behind Office of Admission, 3rd Floor Roller Hall
LEISURE SPACES

Various locations on campus offer space for students to relax and socialize:
- Gaston Lobby located on the second floor of Roller Hall *
- Hurd Student Center located on the second floor of Roller Hall *
- Pattee Plaza located outside the Hurd Student Center

*Electronic charging stations are available

FITNESS CENTER

The fitness center is located in the lower level of Integrity First Hall. All current ASUMH students have access to the Fitness Center. Student access hours may vary by semester, depending on the scheduling of classes. Student hours will be emailed at the beginning of each semester and posted on the door outside of the Fitness Center. Students must check in with the attendant on duty at each visit. At the initial visit, they must provide a current ASUMH ID and sign a PAR-Q waiver.

DISABILITY SERVICES

Students with disabilities should contact the director of Student Support Services before attending class. Students with disabilities may reach the director of Student Support Services in the Office of Student Support Services located in Roller Hall Room R312, or by calling (870)508-6168. The Director is responsible for making arrangements for reasonable accommodations for students according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

PHYSICAL AND MENTAL HEALTH SERVICES

ASUMH does not offer health services on campus, but there are resources in the community that students may consult if these services are needed. ASUMH staff is available to listen and assist students with concerns regarding college-related issues. Referrals are made to appropriate agencies when warranted.

- Baxter County Health Unit, Hospital Grounds, Mountain Home (870) 425-3072
- Center for Individual and Family Development, 7345 Hwy. 62 West, Gassville, (870) 435-5511
- Lighthouse Counseling, 406 South Main, Mountain Home, (870) 425-2030

NORMA WOOD LIBRARY

Occupying the first floor of Roller Hall, the Norma Wood Library houses an open-shelf collection that includes reference and circulating books, videos, DVDs, journals and newspapers. There are 25 public-access computers that support Internet access, word processing, spreadsheet, and database applications. Online services offer students access to full-text journal articles and ebooks, streaming educational video, test preparation materials and more.

Library personnel will gladly offer one-on-one training as well as group instruction. If students need help finding library resources -- physical or digital -- the library staff is happy to assist either in person, online, or by telephone.
at (870)508-6112.

Student identification cards are made in the library. During the spring and fall semesters, library hours are Monday through Thursday 7:30 a.m. – 8:00 p.m. and Friday 7:30 a.m. – 5:00 p.m. During the summer sessions and when classes are not in session, library hours are Monday through Friday 8:00 a.m. - 5:00 p.m. The library is closed on Saturday and Sunday.

The library conference rooms may be used by university employees and students or guests accompanied by an employee or student for school or non-commercial purposes. They may also be used by off-campus organizations for non-commercial purposes. However, the library conference rooms may only be reserved by employees or students. Otherwise, the rooms may be used on a first-come, first-served basis for approved purposes.

Rooms may not be reserved more than 90 days prior to the event and must be reserved at least one day prior to event.

**TUTORING - THE SCHLIEHMANN LEARNING CENTER**

The Schliemann Learning Center is a resource center that offers free tutoring or other assistance necessary for students to succeed in their academic studies.