WELCOME TO UNIVERSITY OF ARKANSAS - PULASKI TECH

We are glad that you have chosen University of Arkansas – Pulaski Technical College as your college community. The faculty and staff at UA-PTC look forward to providing you with a quality educational experience. The most successful students are involved and informed, and we encourage you to make the most of your college experience and to participate to the fullest extent possible.

This student handbook is designed to answer questions and provide resources to the most common student concerns. It outlines the “do’s and don’ts” of college life and covers all of the information that will make your experience enjoyable. Please read the information carefully and refer to it as needed.

If you have additional questions or concerns that you cannot find answered in this publication, feel free to visit our Web site at www.uaptec.edu or visit us in any of the UA-PTC Student Services Offices.

Thank you for choosing UA-PTC. Stay focused on your future and remember, “we are glad you’re here!”

Sincerely,
The Student Affairs Staff
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Some academic areas may have program-specific handbooks due to licensure or regulatory requirements. Please ask your program director for a copy of your program handbook at the time of enrollment into your specialized program.

**STUDENT AFFAIRS MISSION**
The Office of Student Affairs supports academic success by fostering holistic student development that allows students to realize their personal and educational goals.

**STUDENT RESPONSIBILITY STATEMENT**
Students enrolled at UA – Pulaski Tech 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.

**STUDENT SERVICES DIRECTORY**
Students can access the full UA-PTC faculty and staff directory at www.uaptc.edu/directory.

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<td>(501) 812-4102</td>
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<td>Police / Public Safety</td>
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<td>Records / Registrar</td>
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ACADEMIC AND STUDENT SUPPORT

ACADEMIC ADVISING

Academic Advising services are available at both the Main Campus and the Little Rock-South location. The Academic Advising and Career Services office provides entrance advising for all students new to UA – PTC, as well as academic advising and career exploration for students who are undecided on their major. Once students have identified a major, students will be assigned a specific faculty or staff advisor in their area of study. Students will be encouraged to meet with their advisor each semester to plan their class schedule.

The Academic Advising and Career Services staff provide additional support to specific student groups such as students on Academic Probation/Suspension, students placed on an Early Alert by an instructor or other staff, concurrent and dual credit high school students, and international students.

ALUMNI ASSOCIATION

The mission of the UA - Pulaski Technical College Alumni Association is to a) Foster a lifelong relationship between UA - Pulaski Technical College and its alumni, b) Support UA - Pulaski Technical College and the UA - Pulaski Technical College Foundation in advancing their missions, and c) Help serve the needs of the alumni community.

Persons qualifying for a membership include any person who is a current or former student of UA - Pulaski Technical College and has completed at least one course, existing and former staff and faculty, existing and former UA – Pulaski Tech Board of Visitor members and current or past UA – Pulaski Tech Foundation Board members.

Members will benefit from participating merchant discounts and other benefits. To join or get more information, visit www.uaptc.edu/alumni.

ACADEMIC RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. Student educational records are considered confidential and may not be released to anyone other than the student without the written consent of the student; this includes the student’s parents and spouse. Some information, termed “directory information,” may be released without the student’s written permission. UA-PTC reserves the right to deny requests for student directory information, and students have a right to request that directory information be withheld as confidential. The student should contact the Registrar to make such a request. Requests will remain in effect until the student submits a written request to remove the hold.

BOOKSTORE

The UA - PTC Bookstore is located in the Campus Center and at Little Rock-South. It is operated independently by Follett Bookstores as a service to students, faculty, and staff. In addition to providing required textbooks, the bookstore also provides college T-shirts, sweatshirts, supplies, laptops, and other items. All items can be viewed anytime at www.uatpc.edu/bookstore.
Financial aid can be used in-store and online during the financial aid periods. Full textbook refunds are available with receipt until seven working days after the start of classes. Textbooks can be sold back for cash up to 50% of the purchase price after the refund period and/or any day the bookstore is open. For more information, call (501) 812-4102 or (501) 407-0783 for the satellite location at Little Rock - South.

**CAREER SERVICES**
Career Services are also available to all UA – PTC students, including but not limited to initial major exploration at the time of enrollment, coaching in job-searching skills and strategies, and career fairs and other hiring events connected to industry.

College personnel work closely with area businesses and industry for the purpose of job placement. College staff can assist students in obtaining permanent employment upon graduation; however, the college does not guarantee employment.

**CHILDCARE**
UA - PTC’s Childhood Lab School, Little Learners Academy, is located at 1500 West Pershing Boulevard. It provides daycare for children of UA - PTC staff, faculty, and students. Hours for infants through preschoolers are from 7 a.m. until 5:30 p.m. weekdays. For enrollment information and cost per child, contact Little Learners Academy at (501) 753-0357. Additional information about Little Learners Academy is available on the UA-PTC college website at www.uaptc.edu/current_students.

**COMPUTER LABS**
UA - PTC computer labs are open to all currently enrolled students. Open computer labs on the Main Campus are located in the Information Technology Center (IT 303), Business Technology Center (BTC 230A), and in the Learning Assistance Center on Main Campus (CCB 303) and Little Rock-South (Room 118).

**COUNSELING SERVICES**
The principal mission of Counseling Services is to assist students in adjusting to college life by identifying and removing barriers to academic success. Current students may receive individual counseling at no charge. Counseling Services also offers outreach programming such as presentations, workshops, and seminars for classes and groups on campus.

For more information, visit Counseling Services at the Main Campus in the Campus Center Building or the Student Services Office at the Little Rock-South Campus. Appointments may be made by calling (501) 812-2738.

**DINING SERVICES**
Big Rock Bistro on the Main Campus offers a wide variety of food choices to accommodate every taste and appetite. The bistro primarily serves students, faculty, and staff. The dining facilities are open to the general public and offer hot lunches, burgers, a salad bar, a variety of “grab-and-go” items, sandwiches, and Pizza. The Big Rock Bistro serves breakfast in the morning and lunch in the afternoon. Aladdin offers catering services at the Main Campus. Additional information can be found at uaptc.edu/bistro.
DISABILITY SERVICES
UA-PTC is committed to fulfilling all federal requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments of 2008. Approved academic accommodations are available to students who have documented disabilities and submit that documentation to the Office of Disability Services.

In order to register with Disability Services, an individual must be admitted as a student to UA - Pulaski Technical College. Students may schedule an appointment with Disability Services via their email or phone. At this appointment, students will meet with an experienced counselor to discuss accommodations that may be appropriate for their situation. Students may submit documentation of their disability using the online option, or they may bring the documentation with them to their scheduled appointment. Documentation provided after the appointment may delay the approval of some or all of the requested accommodations. While it is preferred that students bring their documentation to the appointment, students should not delay the meeting due to a lack of documentation. It is possible that a counselor can help a student obtain the needed documentation from a qualified diagnostician or from a college previously attended.

Failure to register with Disability Services before the upcoming semester may result in a delay of services. Disability Services can be contacted at (501) 812-2738. Disability Services is located in the Campus Center at the Main Campus and in the Student Services Office at the Little Rock-South Campus.

In order to file a grievance in relation to classroom accommodations or other disability-related concern, students should follow the process outlined below:
1) The student should first communicate his or her concerns related to the accommodation(s) directly with the instructor.
2) If unsatisfied with the outcome, the student should make an appointment to discuss the concerns with a counselor in the Office of Disability Services.
3) If unsatisfied with the outcome, the student should provide the following information in writing and make an appointment to discuss the information with the Associate Dean of Students:
   • A clear and concise statement of the problem or issues to be reviewed and a summary of steps taken, if any, by the student to resolve the problem or issues prior to the filing.
   • A reasonably detailed description of the relevant facts including the student’s documented disability, approved accommodations, names of persons with information related to the complaint, and a description or copies of relevant documents or other evidence relevant to the grievance.
   • The name, contact information, and signature of the person initiating the complaint.
4) If the outcome is still not sufficient for the complainant, the written grievance should be submitted to the Dean of Student Affairs.
FINANCIAL AID AND SCHOLARSHIPS
The mission of UA – Pulaski Tech’s Office of Financial Aid is to provide educational opportunities through its administration of student financial aid and to insure compliance with federal, state, and institutional statutory and/or regulatory requirements associated with the delivery of student financial assistance and financial resources. Detailed information regarding Financial Aid at UA-PTC can be found the Academic Catalog (uaptc.edu/catalog) and on the website at uaptc.edu/financialaid.

6 QUICK STEPS TO FUND YOUR FUTURE
STEP 1: Apply for Admission to UA-PTC (uaptc.edu/apply) and complete your Federal Aid Application (studentaid.ed.gov). UA - Pulaski Tech’s school code: 014167

STEP 2: After completing the Admissions Process, activate your Campus Portal (portal.uaptc.edu/ics) account and begin checking your student email.

STEP 3: 3 – 5 days after applying for Federal Aid, check your email for instructions on how to access your UA-PTC Financial Aid Portal.

STEP 4: Through the UA-PTC Financial Aid Portal, review the DOCUMENTS tab and complete and submit any required documents.

STEP 5: Monitor your student email for an award notice and complete your online award letter through your UA-PTC Financial Aid Portal.

STEP 6: Keep your aid by maintaining Satisfactory Academic Progress.

ID CARDS
All students enrolled at UA - PULASKI TECH are required to obtain a student identification card. The card does not need to be renewed or validated each semester. The first ID card is free and will be received when registering for the first semester. Replacement cards cost $10. Students are required to carry their identification card while on campus. Any college official may ask to see a student’s ID card. Failure to present this card when requested is a violation of college policy and may subject the holder to disciplinary action. The chancellor, a vice chancellor, dean of student affairs, or the campus police have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissial, or in the event of misuse of the card, such as using the card for false identification. The UA - PULASKI TECH ID card may not be used by any person other than the one to whom it is issued.

LIBRARIES
UA - PTC has two library locations to serve the college community. The Ottenheimer-North Library on the Main Campus and Ottenheimer-South Library each provide welcoming physical and virtual environments for faculty and students. The combined library collection contains a multitude of resources including 31,000 print volumes, 185 print periodicals, and 2,800 video visual materials.
The library website provides access to a wealth of electronic resources including 58 databases and more than 100,000 e-books. Both locations provide seating and lounge areas, individual study pods, group and individual study rooms, and desktop computer workstations with access to printers and scanners. Ottenheimer-North and Ottenheimer-South Libraries offer laptops, iPads, Kindles, and Flip cameras for checkout, as well as access to coin-operated black/white and color photocopiers. Wi-Fi access using personal laptops, tablets, and other devices is also available at both library locations.

Professional librarians and library technicians are available at all open hours to assist users in-person, online, or over the telephone. UA-PTC Libraries have a strong cross-disciplinary information literacy training program with online tutorials, email reference, professional development workshops, group and individual instruction, and research assistance for students, faculty, and staff. LibGuides, a web-based knowledge management system, arranges our vast resources by subject to assist in guiding users to the information they need. Interlibrary loan and reciprocal borrowing programs provide expanded access to information resources. Check the Library web page for hours of operation, policies, staff contact information, faculty services and links, research guides, and search tools.

**ONLINE LEARNING SERVICES**

UA-Pulaski Technical College utilizes Blackboard for all online courses. Standard access to the Blackboard system is available by logging into the Campus Portal and clicking the Blackboard “Quick Link” on the left. You will not need a separate login username or password to access Blackboard.

Free orientation for online courses is available the week prior to the beginning of fall, spring, and summer I semesters. For a schedule of times and locations, please contact OSS@uaptc.edu.

Technical assistance for Blackboard is available Monday-Friday from 8 a.m. - 4:30 p.m. by sending an e-mail to OSS@uaptc.edu. Services are not available on the weekends or holidays. E-mails sent after hours will be answered on the next business day.

**POLICE AND PUBLIC SAFETY**

The Offices of Police and Public Safety are located in the B Building Room 101 on the Main Campus and Room 104 at Little Rock-South. A police substation is located on the first floor of the Campus Center Building. The UA-PTC Police and Public Safety jurisdiction includes all property owned and operated by UA-PTC and adjacent streets and alleys. This jurisdiction extends to include any off-campus event sponsored by the college. The Office of Police and Public Safety employs police officers who meet all state training requirements and are graduates of the Arkansas Law Enforcement Training Academy. Officers are sworn to uphold and enforce all federal, state and local laws. UA-PTC policies and procedures for students can be found on the UA-PTC website and in the Academic Catalog. UA-PTC police officers are available to assist anyone on UA-PTC property.

Lost and Found Property: Contact the Office of Police and Public Safety to report lost property, turn in found property, or to claim missing property. The Office of Police and Public Safety is located on the UA-PTC Main Campus in the B Building Room 101 and may be reached by phone at (501) 812-2711. The Office of Police and Public Safety is located in Room 104 at Little Rock-South and may be reached by phone at (501) 812-2856.
Medical Services: In the event of a major medical emergency, medical services should be contacted by dialing 9-911 from a campus phone or 911 from a cell phone. You will need to provide the dispatcher with your name, location of emergency (Building & Room), and nature of illness/injury. Students, staff, and guests should report injuries and medical incidents to UA-PTC police.

TESTING SERVICES
The primary function of the Office of Testing Services is to validate and quantify learning by administering high stakes exams in a quality environment that adheres to state, national, and professional standards and guidelines. Testing programs administered at UA-PTC include examinations for admission, placement, credit, licensing, certification, proctoring for students receiving accommodations under the Americans with Disabilities Act (ADA), and proctoring for students obtaining their education through distance learning. Additionally, the office maintains the policy for Prior Learning obtained through Examination (PLE) such as Advances Placement (AP), the College Level Exam Program (CLEP), DANTES Subject Standardized Tests (DSST), and International Baccalaureate (IB).

Test results are designed to provide information to and about students so that general and faculty advisors can better guide them on their path to achievement and success. Information regarding our programs, scheduling, and current policy is available online at uaptc.edu/testing. For information about the assessments and exams provided by the Office of Testing Services, please call (501) 812-2787 or email testingcenter@uaptc.edu.

TRANSPORTATION
UA-PTC is a commuter college with ample parking for personal vehicles. Students, faculty, and staff are required to obtain a parking permit. Rock Region Metro provides bus transportation from various areas of Little Rock/North Little Rock to the campus. UA-PTC students are eligible to ride the bus for free by obtaining a bus pass sticker in the Student Services Office at the Little Rock-South Campus or the Welcome/Information Center at the Main Campus. Bus schedules are available in the Campus Center lobby, Administration Building lobby, and in the Student Services Office at Little Rock-South.

TUTORING SERVICES
Students who wish to improve their skills or are experiencing difficulty in their classes should visit the Bank of America Learning Assistance Center on the Main Campus or Little Rock-South. Any student enrolled at UA-PTC may use the facilities of the LAC to improve or review academic skills in several college disciplines through the Tutoring Centers, and they may use the open computer labs for a variety of academic classwork. There is no charge for these services to currently enrolled UA-PTC students.

Computer Labs: Students may use the computer labs for word processing, working in supplemental software, using the Internet, checking email, using Blackboard, and doing database research. The LAC open computer lab is open during the week and Saturday. Students are advised to visit the LAC for more information and current hours. The LAC computer labs are located at the Main Campus on the third floor of the Campus Center Building. The LAC open computer lab at the Little Rock-South Campus is located in room 203.
Tutoring Centers: Tutoring is available for a variety of college classes. The Tutoring Centers at UA-PTC are committed to offering superior service by staying current with the best tutoring methodologies. The Tutoring Centers maintain a caring, supportive, and encouraging academic presence for students. No appointments are necessary for individual tutoring. Peer and professional tutors are available during the week. Tutors post hours of availability outside of each tutoring center. Supplemental materials, workbooks, and headsets are available for student use. The LAC Tutoring Centers are located at the Main Campus on the third floor of the Campus Center Building. The LAC Tutoring Center at the Little Rock-South Campus is located in room 220. Students can find hours of operation and information about the LAC on the UA-PTC website at uaptc.edu/lac.

VETERAN, RESERVIST, ACTIVE-DUTY MILITARY, AND DEPENDENT SERVICES
UA-PTC offers many services tailored to veterans, reservists, active-duty military, and dependents. Services available include college preparation, assistance with the application process, navigation of educational benefits, academic advising, deployment and relocation assistance, and other support services. For the purpose of tuition and fees applicable for all programs of study, including distance learning programs, UA-PTC shall classify all veterans, active-duty service members, guard, reserve, and dependents in-state tuition in accordance with Act 702 of the Veterans Access, Choice and Accountability Act of 2014.

For current and prospective UA - PTC students, the Veterans Services Office is available to help service members, veterans, and dependents use their military benefits and educational assistance programs at UA - PTC. The Veterans Services office provides information and assistance concerning military benefits and the college application process, assistance with navigating the educational implications of deployments and relocations, and access to other resources on campus and in the community. Veterans Services is located on the Main Campus. For more information about Veterans Services, call the Coordinator of Veterans Services at (501) 812-2360.

GRANT-FUNDED PROGRAMS
CAREER PATHWAYS
Career Pathways is a statewide initiative and partnership between the Arkansas Department of Higher Education, Arkansas Community Colleges, the Arkansas Department of Workforce Services, social service providers, and other community partners. Mandated by Act 514, Career Pathways is designed to provide support services and direct financial assistance to custodial parents who want to increase their education to enter high-demand/high-wage careers. It aims to provide low-income adults with the education skills and credentials needed to gain immediate entry into targeted occupations—ultimately leading the individuals to economic self-sufficiency and better employment opportunities.

The initiative serves students who are current or former recipients of Transitional Employment Assistance (TEA); current recipients of Food Stamps, ARKids, or Medicaid; or those earning 250% below federal poverty level. Individuals must be an adult caretaker, parent or relative of a child under the age of 21 living in the home, and a resident of Arkansas.
Students are provided with career and educational advising, instruction for building successful academic and employment skills, and a computer lab for doing homework and improving computer skills. Other resources available for eligible participants include tuition, fees, books, childcare, and transportation assistance. Contact the Career Pathways office at (501) 812-2725 for more information.

**STEM SUCCESS**

STEM Success is federally funded US Department of Education grant program. The goal of STEM Success is to increase African American male and female students’ enrollment, retention, and completion of STEM courses and programs and transfer for bachelor’s degrees.

The mission of STEM Success is to increase the retention and graduation of underrepresented students in the fields of science, technology, engineering, and mathematics (STEM) in hopes of creating a sustainable pipeline to STEM programs and careers in Arkansas.

We offer career/educational planning, academic progress monitoring, academic support (tutoring, workshops, STEM Summer Bridge), student development activities (conferences, mentoring, financial literacy) and transfer support. For more information about the STEM Success program, call (501) 812-2822.

**TRIO STUDENT SUPPORT SERVICES**

UA-PTC TRIO Student Support Services program is funded by the United States Department of Education. The goal of UA - PTC TRIO Student Support Services is to increase participants’ success in college and facilitate their graduation and transfer. The project serves 180 UA - Pulaski Tech students who qualify for services. Students must be first-generation college students (neither parent has a four-year college degree), meet income requirements based on family size and/or have a documented disability.

Students enrolled in the program are eligible for the following services: personal and academic counseling, study skills, personalized tutoring and mentoring by a professional tutor, use of the computer lab, transfer assistance, and cultural and recreational activities. For more information about the TRIO Student Support Services Program, call (501) 812-2720.

**STUDENT LIFE**

It is the mission of the UA-PTC Student Life and Leadership Department to complement the academic programs of study and to enrich and supplement student-learning experiences outside the classroom. Experiences outside the classroom include social, cultural, and intellectual clubs and activities that encourages students to realize their full leadership potential.

There are a lot of ways to get involved at UA - Pulaski Tech! Check out all the fun events and organizations that might be just what you need to complete your experience at UA - Pulaski Tech. We are glad you’re here and would love for you to get involved and/or become a student leader!
All students at UA - Pulaski Tech are encouraged to join an existing student organization or, if none of them fits your interests, feel free to create your own by following the guidelines set forth in the Student Club/Organization Handbook. New organizations should foster educational, social and/or personal development and promote the mission of the college.

Michelle Anderson  
Associate Dean of Students  
(501) 812-2756

**CO-CURRICULAR EXPERIENCE AND LEARNING**  
Co-curricular learning is purposeful and measurable learning that supports traditional academic programming designed to facilitate the development of the whole student. Examples of co-curricular learning opportunities at UA-PTC include student clubs and organizations, community and social service, academic competitions and projects, and certain kinds of campus activities and events.

The Co-Curricular Learning Outcomes (CCLOs) listed below allow the institution to measure co-curricular learning outside of the traditional academic classroom. These CCLOs are explained in greater detail on the UA-PTC website.

**UNIVERSITY OF ARKANSAS - PULASKI TECH CCLOS**  
#1 Leadership  
#2 Inclusiveness  
#3 Social Responsibility  
#4 Mindfulness  
#5 Lifelong and Global Learning

Students who participate in planned and documented co-curricular activities will automatically be given co-curricular distinction towards those documented experiences. If a student would like to request a co-curricular activity or learning experience be added to their transcript, they must complete the Student Co-Curricular Transcript Activity Submission Form located on the UA-PTC website.

**CO-CURRICULAR TRANSCRIPT**  
Students may request a copy of their Co-Curricular Transcript through the Office of Student Life and Leadership or at cocurriculartranscript@uaptc.edu.
STUDENT ORGANIZATIONS

AMICUS CURIAE PARALEGAL CLUB
Paralegal Club introduces students to the field of legal studies at UA-PTC. Members are offered an opportunity to expand their legal knowledge and develop a greater understanding of the legal field. The club regularly holds meetings and events in which Paralegal Club members may network with members of the legal field and other UA-PTC students, faculty, and staff. Any student who is currently enrolled at UA-PTC and has at least a 2.5 GPS is eligible for membership. Contact Janae Harris at (501) 812-2250 for more information.

ART CLUB
Art Club promotes the education and appreciation of all avenues of the fine arts including, but not limited to, visual arts, performing arts, and creative writing. Art Club hosts an annual trip to Crystal Bridges Art Museum among many other activities. Contact Kim Kwee at (501) 812-2871 for more information.

HISTORY/POLITICAL SCIENCE CLUB
The purpose of History Club is to promote and educate the campus community about history and how it influences everyday life. Club activities include visits to local historical sites and museums. For more information contact Rebecca Stone at (501) 812-2790 or Samantha Staggs at (501) 812-2263.

METRO STUDENT MINISTRIES
The purpose of Metro Student Ministries is to encourage student fellowship, to develop student leadership skills, to provide opportunities for the study of the Bible and to practice its teachings, to organize students for service and ministry projects, and to assist students in communicating the meaning of their faith and to offer guidance as student navigate college. Membership is open to all UA-PTC students. For more information, text 24587 and send in keyword “metroptc” (must be lowercase).

PHI BETA LAMBDA
Phi Beta Lambda is the college component of Future Business Leaders of America. While the organization primarily emphasizes business and business-related topics, students from various programs of study are encouraged to join the organization. Members are encouraged to participate in PBL competitive events and engage in networking opportunities with community leaders. For more information about UA-PTC PBL, contact John Price at (501) 812-2842 or visit Arkansas PBL organization at www.arpbl.org.

PHI THETA KAPPA
Phi Theta Kappa is an international honor society that promotes academic excellence. Members are eligible to compete for scholarships and to participate in regional and national meetings. Phi Theta Kappa members strive to foster academic excellence and to develop leadership skills. Each fall and spring semester, the chapter extends invitations for membership to students who have completed a minimum of 18 credit hours at UA-PTC that are applicable to an associate degree. A minimum 3.5 cumulative grade-point average is required. Contact Michelle Verser at (501) 812-2249 for more information.
SIGMA KAPPA DELTA: ENGLISH HONOR SOCIETY
Sigma Kappa Delta is a chapter of the National English Honor Society. Sigma Kappa Delta promotes interest in literature and the English language while exhibiting high standards of excellence among its members. Each fall semester invitations are extended by the chapter to students who have completed at least one college course in the English language or literature and who have also completed at least 12 credit hours at UA - PTC. Candidates shall have no grade lower than a “B” in English and must have a 3.30 cumulative grade-point average. Contact Logan Oliver at (501) 812-6060 or Kathryn Earney at (501) 812-2832 for more information.

SKILLS USA
SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA’s mission is to empower its members to become world-class workers, leaders, and responsible American citizens. SkillsUSA is open to UA - PTC students who are enrolled in technical classes associated with SkillsUSA. For more information, please contact your class instructor in Culinary Arts or the Technical Sciences Division.

STUDENT AMBASSADORS
Student Ambassadors represent UA- Pulaski Technical College in various functions such as orientations, campus tours, school visits, speaking engagements, community service, recruitment of future students, and other events. Student ambassadors also serve as student representatives when welcoming and hosting honored guests and distinguished members of the college community. Ambassadors participate in college activities and represent UA - Pulaski Technical College both on and off campus.

Student ambassadors must be enrolled in UA - Pulaski Technical College through fall or spring semesters and maintain a minimum 2.5 cumulative grade-point average. Student ambassadors receive a tuition and fee waiver scholarship. This scholarship can be applied to fall, spring, and summer semesters if the student is actively enrolled and remains in good standing with the organization. Membership is limited and conditional. Applications are available in the Office of Public Relations and Marketing. For more information, contact Tim Jones at (501) 812-2760.

STUDENT GOVERNMENT ASSOCIATION
The Student Government Association (SGA) consists of 10 elected student representatives and one representative from each registered student organization. At-large representative positions are elected during the fall semester. Interested students must complete a Petition for Candidacy by the specified deadline. The election of executive officers shall be held during the fall semester. Nominations will come from within the current membership of the SGA. Students must maintain a 2.5 GPA, be in good financial standing with the College, and have no record of student code of conduct violations. An advisor is appointed by the college administration. For more information, call (501) 812-2756.
STUDENT POLICIES

CAMPUS POSTING POLICIES

Unless context specifies a different meaning:

1) “Sign” is defined as any printed material 8.5” x 11” or smaller including, but not limited to decals, photographs, posters, placards, index cards, notebook paper, handbills, brochures, announcements, and advertisements. A “properly posted” sign is one which has been displayed in accordance with posting regulations.

2) “Poster” is defined as a sign constructed of foam core board measuring 18” x 24”.

3) “Banner” is defined as any sign larger than 18” x 24” and constructed of heavy outdoor vinyl.

4) “Posting” is defined as any means for publicly displaying a sign other than carrying by hand.

5) “Authorizing Official” means the Associate Dean of Students or his or her designee.

APPROVAL REQUIRED

1) All signs must be approved and stamped with an expiration date by the Authorizing Official prior to posting. Posting period for signs may not normally exceed 30 days. Persons or organizations that post are responsible for removal of the signs within 24 hours after the expiration date. Persons or organizations that habitually fail to remove their signs within 24 hours following the expiration date may lose posting privileges.

2) All signs and/or items should be submitted to the UA-PTC Welcome Center on the Main Campus or at the Student Services Office at the South Campus.

3) Only currently enrolled students, registered student organizations, college employees, recognized employee organizations, college departments, contracted vendors, non-profit organizations, government agencies and persons previously approved by the Office of the Dean of Student Affairs may post a sign on college property. Only authorized college departments or offices may post a banner.

4) Improperly posted signs will be removed and discarded without notice. Persons or organizations responsible for improperly posted signs are subject to disciplinary action.

5) All bulletin boards are under the jurisdiction of the Office of the Dean of Student Affairs. Bulletin boards that are labeled “For Official Use Only” are under the jurisdiction of the college department or student organization that maintains the bulletin board. (No sign may be posted on an official bulletin board without the permission of the department or organization that maintains it.)

SIZE/LOCATION RESTRICTIONS

1) Signs must be posted only on bulletin boards. Only thumbtacks or pushpins may be used to attach signs to bulletin boards. Stapled signs are not allowed and will be removed immediately.

2) Signs must not be posted so as to overlap or conceal other properly posted signs. Properly posted signs may not be removed without permission from the Authorizing Official or the person or organization authorized to post the sign.

3) There will be a maximum of one sign per announcement/event/topic per bulletin board.

4) Display stands may only be used to display posters, and approval for poster display must come from the Authorizing Official. Postings on glass and wall surfaces are not allowed.
POSTERS
1) Posters may only be posted by registered student organizations or college departments and are to advertise special events only. Weekly meetings or reoccurring events may not be advertised using posters. All posters must contain the date and time of the event.
2) Posters may be displayed in the brick flowerbed in the promenade on the Main Campus. Posters may be displayed at Little Rock-South at either of the main entrances using the grassy areas.
3) Posters must be professionally made and must be attached to a display stand.
4) Only one event at a time may be displayed using a poster in the flower bed. Each registered student organization or campus department can display two posters per event, one on each side of the flower bed.
5) Two posters per event may be displayed at Little Rock-South, one per area specified.
6) Requests for displaying a poster must go through the Office of the Dean of Student Affairs and will be granted on a first-come, first-served basis. Posters may be displayed for a minimum of one (1) day up to a maximum of seven (7) days. The organization or department sponsoring the event is responsible for the placement of the poster. Posters must be removed within 24 hours following the conclusion of the event, and the sponsoring organization or department is responsible for poster removal.
7) The UA - Pulaski Technical College logo may not be used on posters without prior approval from the Office of the Dean of Student Affairs and the Office of Public Relations and Marketing.

BANNERS
1) Banners are to be hung on the fence at the entrance of Main Campus. Banners may not be displayed at Little Rock-South.
2) One banner at a time may be displayed on the fence.
3) Requests to display banners must go through the Associate Dean of Students and will be accepted on a first-come, first-served basis. Requests to display banners must be received at least one week before the banner is to be displayed. Failure to give a week’s notice may result in the banner request being denied since it is imperative that Physical Plant has enough notice to post the banner.
4) The Office of the Dean of Student Affairs will communicate with Physical Plant to have the banner posted and removed within 48 hours of the conclusion of the event.
5) The office or department is responsible for delivering the banner to the Student Affairs Office so that she/he may coordinate the placement of the banner with Physical Plant.
6) Banners may be displayed for a maximum of seven (7) days. Additional display time may be requested but may not exceed 14 days.
7) Banners must be designed and approved by the Office of Public Relations and Marketing. Banners that are hung on individual group tables for events such as Fall Fest and Spring Fling are exempt from the banner policy. During these events, groups may choose to decorate their tables with their organizational banners. The banners must be attached to the table and removed as soon as the event is over. This ensures that clean-up for the event goes quickly and smoothly. Any banner left attached to a table following these events will be kept in the Student Affairs Office for 48 hours. If the banner is not picked up within the 48 hours, it will be discarded.
8) Banners must be sponsored by an official college department or office. Banners may only be used to advertise college-wide special events and programs and may not be used to advertise reoccurring or weekly events.
CONTENT RESTRICTIONS
1) All signs, posters, and banners must be in English or contain an English translation of non-English language passages.
2) All signs, posters, and banners must include the name of the responsible organization or individual posting it.
3) No sign, poster or banner may be posted that contains material that is obscene, vulgar or libelous, that promotes academic dishonesty, that is intended or likely to produce or incite imminent lawless action, that denigrates any individual or group because of their race, color, religion, gender, sexual orientation or disability, or that is in violation of public laws or ordinances.

Please note that the security of signs, posters, and banners cannot be guaranteed. There is always the possibility of weather damage or vandalism. UA - Pulaski Technical College is not responsible for damaged or missing postings.

CAMPUS SAFETY AND SECURITY POLICY
Public Law 101-542, the Student Right to Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments Act of 1991, requires that campus crime statistics be made available to all current students and employees, and to any applicant for enrollment or employment upon request. Any incident of criminal actions or emergency that occurs on campus must be reported to a college administrator or a member of the college's Police and Public Safety staff. Refer to the UA - Pulaski Technical College website at www.uaptc.edu for the current year campus crime statistics or obtain a copy from campus police.

During the hours when the college is not open, the college's Police and Public Safety Department personnel maintain safety and monitor the college's electronic security system. The college's Police and Public Safety Department personnel meet all state-mandated training requirements and report all criminal violations to the proper authorities.

CAMPUS VISITORS POLICY
Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is being taught. The only exceptions to this policy are visitors that are being escorted by college officials or those that are being escorted by the Office of Admissions for the purpose of a college tour.

UA - Pulaski Technical College encourages prospective students, parents, community members, and groups seeking additional information about the college to schedule a campus tour. To schedule a tour, call 501-812-2231 or 501-812-2275. While anyone may visit the campus at any time, it would be beneficial for prospective students to have an escort who is able to answer questions about the college.

Members of the news media must be escorted at all times by a Public Relations and Marketing staff member.
UA - Pulaski Technical College makes every effort to provide a family-friendly environment for the campus community. Participation in the family-oriented events offered by the Office of the Dean of Student Affairs is encouraged. Offices, workspaces, and classrooms, however, are not designed with the safety and well-being of children in mind.

At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent. The parent shall not ask any other student, employee, or person to supervise the child while on campus. Children may not be present at any time in areas that contain machinery or equipment that may be hazardous, labs in areas such as science, welding, culinary, and allied health, or in vehicles owned by the college.

**CODE OF COMPUTING PRACTICES**

UA - Pulaski Technical College is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of computing and network resources should always be legal and ethical, reflect academic honesty and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy and the right of individuals to freedom from intimidation and harassment. The complete text of the UA - Pulaski Technical College Code of Computing Practices is located on the college's website at www.uaptc.edu. For more information, contact the Dean of Student Affairs or Chief Information Officer.

**EMERGENCY EVACUATIONS POLICIES**

In the event of a tornado warning, all students should go into an interior hallway in the lowest level of the building, away from glass windows and doors. Recommended shelter areas are marked with yellow signs that read “Recommended Shelter”. In the event of a fire, all students, faculty, staff, and visitors are required to exit the building in an orderly fashion to a designated location. Evacuation plans are available for each building/department, and students should become familiar with these procedures.

**FIRST AMENDMENT FREEDOMS OF SPEECH AND ASSEMBLY**

The freedoms of speech and assembly are protected by the First Amendment to the U.S. Constitution and by Arkansas state law. As an academic community, UA - Pulaski Technical College is supportive of free expression of ideas by college students, faculty, and staff.

College officials may limit free speech if that speech disrupts normal campus functions, interferes with the rights of others, or engages in the destruction of property.

College officials may limit free speech if that speech endangers the safety of faculty, staff, students, and visitors.
All students and groups are subject to the policies and procedures listed in the Code of Student Conduct, including the section on Prohibited Conduct.

Students and groups planning a demonstration or mass gathering or groups wishing to distribute materials on campus must provide notice to the Office of the Dean of Student Affairs at least 48 hours in advance. This is to enable the college to check the college calendar, clear facilities requested if needed and provide adequate Police/Public Safety protection for both individuals and college property.

**GAINFUL ENTERPRISE AND SOLICITATION**

No person is permitted to engage in gainful enterprise or solicitation on the campus without permission of the Associate Dean of Students. Persons wishing to solicit funds, sell printed matter, products, services or other items, distribute commercial literature of any kind, or post or distribute advertising material dealing with commercial items or services must secure approval in advance from the Associate Dean of Students. Activities related to the sales of goods and/or services must be confined to areas designated by the Associate Dean of Students. The above activities must be sponsored by the college, a recognized student organization, or college-related organization. In addition, the individuals engaged in such posting, selling or soliciting must be currently enrolled UA - Pulaski Technical College students or employees of the college, or duly approved agents authorized to distribute material(s) or solicit sales on behalf of the college or a recognized college organization. Newspapers may be sold or distributed only in racks provided by the publisher in locations designated by the Associate Dean of Students.

In accordance with Arkansas Code Annotated 4-104-201 to 204, UA - Pulaski Technical College prohibits the offering of gifts or any other promotional incentives to anyone less than 21 years of age through direct face-to-face contact in order to entice the person to apply for a credit card.

**INCLEMENT WEATHER POLICY**

In the event that the weather is so severe that the college administration believes that life and property may be in danger, the chancellor of the college may cancel classes until weather conditions improve. When such a decision is made, the news media will be notified. Students should listen for such announcements on Little Rock radio and television stations and college social media channels. Students may also choose to receive text message alerts from the college by registering at https://www.getrave.com/login/pulaskitech. If there is no announcement, students should assume the college is open.

Because UA - Pulaski Technical College is a commuter campus, inclement weather has a greater adverse impact than on a residential campus. The effects fall unevenly on individual students as road conditions and circumstances vary. Thus, individual decisions are required when hazardous weather conditions exist but the college is officially open.
STUDENT RECORD POLICY

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act. Questions concerning the act should be referred to the Registrar. Each request will be granted within a reasonable period of time that does not interrupt the normal work of the office. Students who believe that the records are inaccurate or misleading will be given an opportunity to present their views and facts to a person who has no direct interest in the records. Copies of records will be provided upon written request.

Data from student records cannot be released without the student's consent in writing. Exceptions to this policy include information that is considered directory information and disclosure to the following:

1) UA – Pulaski Technical College personnel with a legitimate educational interest. This includes, but is not limited to, Registrar's staff, Academic Advisors, Financial Aid staff, Information Services staff, and others who are accessing records in the course of their official work in order to perform their assigned duties.
2) Federal, State, and local officials as specified by law.
3) Research and accreditation representatives that are authorized by UA-PTC. This includes, but is not limited to the Higher Learning Commission, Arkansas State Board of Nursing, American Culinary Federation Education Foundation, and other programmatic accrediting agencies.

Directory information may be given to any inquirer. The following is considered directory information at UA - Pulaski Technical College: Student name, Address, Telephone, E-mail address, Dates of attendance, Degrees received, Program of study, Full- or part-time status, Date of birth, Honors and awards.

Currently enrolled UA - Pulaski Technical College students may withhold disclosure of directory information under FERPA. To withhold information, notification can be given at the time of registration to the Registrar. UA - Pulaski Technical College assumes that failure on the part of any student to request the withholding of directory information indicates approval for disclosure. UA - PTC reserves the right to deny requests for student directory information.
SUBSTANCE AND DRUG ABUSE PREVENTION POLICY
The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under a federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The policy of UA - Pulaski Technical College clearly establishes that use, possession or sale of illicit drugs and alcohol on college premises or at institutional functions will not be tolerated. Therefore, UA - Pulaski Technical College has implemented the following drug prevention steps:

1) An information center has been set up by the Office of Counseling Services to maximize student access to resources.
2) Counseling Services may be visited or contacted for information, counseling or referral concerning substance abuse.
3) The Office of the Dean of Student Affairs sponsors events that promote healthy, drug-free lifestyles.
4) Instructors will incorporate drug and alcohol prevention materials into their classes when appropriate.

SURVEYS AND PETITIONS
No individual or organization may conduct a survey or poll of students, employees, or campus visitors, circulate or post a petition, or otherwise solicit signatures on a petition on college property without prior approval of the Associate Dean of Students. This includes registered student organizations and representatives from those organizations. Faculty-assigned surveys or polls to be conducted within the classroom are exempt from this policy.

CODE OF STUDENT CONDUCT
UA - Pulaski Technical College is committed to maintaining an excellent teaching and learning community. As its central purpose, this community promotes intellectual investigation through vigorous discussion. Essential values that support this purpose include civility, dignity, diversity, education, freedom, honesty and safety.

Pursuit of a higher education represents a significant investment of financial and human resources. The benefits students derive from this investment depend heavily upon their and their fellow students’ attitudes toward learning and adherence to high standards of behavior. When students voluntarily enroll in the college community, they accept the duty and responsibility of abiding by the regulations and accepted practices of the college. Each member of the UA - Pulaski Technical College community is expected to exercise responsibility and to govern his or her conduct by standards of good taste and ethical judgment even when others disregard those standards.

Within the college, entities (such as schools, departments and programs, professional and student organizations) have developed policies that outline standards of conduct governing their constituents
and that sometimes provide procedures for sanctioning violations of those standards. This Code of Student Conduct (the Code) does not replace those standards nor does it constrain the procedures or sanctions provided by those policies. This Code describes possible behaviors that are inconsistent with the essential values of the college community. It outlines procedures to respond to such behaviors, and it suggests possible sanctions that are intended to educate and to safeguard members of the college community.

The college has an enduring commitment to provide students with a balanced and fair system of resolution. This Code will not deprive students of the appropriate due process protections to which they are entitled. This Code is one of the college’s administrative procedures and should not be equated with procedures used in civil or criminal court.

It is the policy of UA - Pulaski Technical College not to discriminate on the basis of race, color, national origin, sex, age or disabling condition.

**DEFINITIONS**

College: UA - Pulaski Technical College, including all of its locations, learning centers, and distance learning.

Student: Includes all persons taking courses at UA - Pulaski Technical College, both full-time and part-time, pursuing undergraduate, technical, certificate and life-long learning (continuing education) studies. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with UA - Pulaski Technical College or who have been notified of their acceptance for admission are considered “students.”

College Community: Any college employee or enrolled student, whether full-time or part-time, or any person doing business with the college under contract or on a regular basis.

Notice: Any correspondence deposited with the United States Postal Service by certified mail, addressed to the last known address of the addressee as shown on the college records, or personally delivered to the addressee.

College Policy: Any provision of a Board of Visitors order or rule, an official operating letter, or a published directive, rule or regulation.

College Officials: Those persons who have been given the responsibility and authority by the appropriate agency or person, including trustees, campus police officers, faculty and administrative staff.

College Premises: Property owned, controlled, used or occupied by UA - Pulaski Technical College, including vehicles and property physically removed from a campus.

Organization: Any number of persons who have complied with the formal requirements for registration at UA - Pulaski Technical College.
Public Law: Local, state and federal laws.

Commercial Solicitation: Any activities related to the sale of goods and/or services for a profit.

Complainant: Any person who submits a charge alleging that a student has violated this Student Code.

Accused Student: Any student accused of violating this Student Code.

3.0 PROHIBITED CONDUCT
The UA - Pulaski Technical College Student Code of Conduct shall apply to conduct that occurs on UA - PTC premises, at UA - PTC-sponsored activities, and to off-campus conduct that adversely affects the UA - PTC community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Affairs shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his or her sole discretion.

Any student found to have committed the following misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

3.1 ENDANGERMENT
• Physical or verbal abuse, threats, assault, mistreatment of any person on college property, or at college-sponsored and supervised functions. This includes engaging in any form of fighting.
• Action that endangers the health, safety or well-being of another person or group.
• Action or threats of action that serve the purpose of endangering one's own health or safety.
• Interference with the freedom of another person to move about in a lawful manner.

3.2 HARASSMENT
Engaging in harassment, intimidation or bullying. A student will be found responsible for harassment, intimidation or bullying if he or she engages in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on websites or other social media), whether it be a single incident or series of incidents, occurs on the premises of UA - PTC or off, or at any college-sponsored event, that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the College or the rights of any student or other member of the campus community; and that:

• Involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College.
• A reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students.
• Creates an intimidating or hostile environment by substantially interfering with a student’s education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community.
• A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person's family or household, or of damage to his/her property.
• Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.
• Conduct that criticizes, taunts, belittles or denies educational opportunities to an individual based on a documented disability.

3.3 DISRUPTION
• Conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the college or the rights of other members of the College community, including teaching, studying, research and college administration. This includes acts that occur both inside and outside the classroom setting.
• Each faculty member is his or her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on college property at any time. A faculty member has the right to temporarily suspend a student from his or her classroom for the remainder of the class whenever the student is disrupting the class to a point that there is no longer a learning environment.
• Intentionally and substantially interfering with the freedom of expression of others.
• Inciting and/or participating in campus demonstrations which disrupt the normal operations of the college.
• Obstruction or interfering with the freedom of pedestrian or vehicular movement on campus or at college-sponsored or college-supervised functions.
• Unauthorized commercial solicitation on campus.

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.
3.4 SEXUAL MISCONDUCT
• Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
• Obscene, lewd or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to others.
• Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities or comments.

3.5 DISHONESTY
The following policies and procedures concerning cheating and plagiarism are printed for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge properly gained is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below. All forms of dishonesty include, but are not limited to, the following:

CHEATING
a) Copying from another student’s test paper.
b) Using any unauthorized assistance in taking quizzes, tests or examinations.
c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes,” or any other device or technology that would aid in cheating.
d) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments.
e) The acquisition, without permission, of tests or other academic material belonging to a member of the UA - Pulaski Technical College faculty or staff.
f) Aiding and abetting another person in committing any form of academic dishonesty.

PLAGIARISM
Plagiarism Defined: Offering the work of another person as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

OTHER
a) Making, possessing or using any falsified college documents or records; altering any college document or record, including identification cards.
b) Knowingly providing false information to college officials, including disciplinary meeting bodies. Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.
c) Falsely claiming to represent the college or a registered student organization of the college.
Procedure for Discipline of Cheating and Plagiarism: The responsibility and authority of initiating
discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

**PENALTY**

If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of “F” in the course. The instructor will notify the student of his or her decision concerning the student's grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Student Affairs or his or her designee shall determine if disciplinary action is warranted.

**FILING REPORT**

In every instance, the instructor will prepare a report indicating the nature of the cheating/plagiarism incident and the student's grade in the course. The instructor will retain one copy of the report and send another copy to the appropriate dean. The dean will forward information concerning the incident to the Dean of Student Affairs.

**STUDENT RIGHTS RELATED TO ACADEMIC MISCONDUCT**

Students have due process rights with regard to cheating and plagiarism violations. Students wishing to appeal a grade related to cheating or plagiarism should follow the Academic Due Process procedures outlined in the Academic Catalog. Students wishing to appeal disciplinary sanctions should follow procedures outlined in the Disciplinary Procedures section of the Academic Catalog. Once an instructor has determined that academic dishonesty has occurred, the accused student may not withdraw from or drop the course. The student must appeal the grade given by the instructor by completing the Academic Due Process procedures.

**3.6 FIREARMS, FIREWORKS, EXPLOSIVES, WEAPONS**

Except as permitted by law, including, but not limited to, Ark. Code Ann. § 5-73-322(g), possession, discharge or other use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, bows, arrows, nun chucks, Tasers, or other electrical stun devices, visible body armor and similar equipment, shields, smoke canisters, or any other such weapon of any description on any grounds, buildings, or vehicles owned or operated by UA - PTC is prohibited. Further, storage of any weapon, including handguns, is prohibited at any such location, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle.

Possession of any tear gas type products in personal use quantities for the purpose of self-defense is permissible. The use of tear gas type products for purposes other than self-defense is prohibited.

The carrying of concealed weapons by licensed concealed carry holders with enhanced certification is addressed in detail by UA System wide Policies and Procedures 290.1. Violations of this policy may be punishable by disciplinary action, which may include suspension or expulsion from UA - PTC. Weapons for use by the UA - PTC Police Department may be stored in their respective secured areas.
3.7 ILLEGAL DRUGS AND ALCOHOL
• Possessing, using, distributing, manufacturing or selling alcohol or other drugs on college property or at college authorized activities, even if the activity is not conducted on campus, is prohibited.
• Alcohol usage, regardless of age, is strictly prohibited at any off-campus, college-authorized activity or travel. Appearing on college-owned or controlled property or at a college-sponsored event while under the influence of a controlled substance or any other intoxicating substance is prohibited.

3.8 FIRE AND SAFETY VIOLATIONS
• Removal, damage or unauthorized tampering or activation of fire, safety, or any emergency warning equipment.
• Intentionally and falsely reporting bombs, fires or other emergencies to a college official.

3.9 GAMBLING
Gambling of any form on college property or at a college-sanctioned event is prohibited.

3.10 PROPERTY VIOLATIONS
• Vandalizing, damaging, destroying or defacing public or private property.
• Stealing, attempted theft, unauthorized borrowing or use of any college property or the property of others.
• Unauthorized presence in, or use of college premises, facilities, or property including, but not limited to, unauthorized presence in any college building.

3.11 COMPUTER VIOLATIONS
• Unauthorized access or entry into a computer, computer system, network, software or data.
• Unauthorized alteration of computer equipment, software, network or data.
• Unauthorized copying or distribution of computer software or data.
• Use of another individual's identification and/or password.
• The use of campus computers to access or transmit pornography or inappropriate materials.
• Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language.
• Use of computing facilities and resources to interfere with normal operation of the UA-PTC computing system.
• Illegal downloading, whether intentional or unintentional.
• Any other act that violates Arkansas law or the college computer guidelines that is hereby incorporated by reference.

All copyright and file-sharing infringements will be governed by the Digital Millennium Copyright Act. Violation of either computer of copyright law may result in disciplinary action including, but not limited to, probation, suspension, fines or jail.
ADMINISTRATIVE SUMMONS
Failure or refusal to comply with directions of an administrative summons or of college officials, including campus police officers, acting in the performance of their duties. This includes refusal or inability to produce a college-issued student identification card upon request.

SMOKING
• The “Clean Air on Campus Act” prohibits smoking on each campus of state-supported institutions of higher education.
• The law defines “campus” as “all property, including buildings and grounds that are owned or operated by a state-supported institution of higher education.”
• An individual or campus subject to the smoking prohibitions shall not discriminate or retaliate in any manner against a person for making a complaint of a violation or furnishing information concerning a violation to a person, campus or governing authority.
• Violators may face fines ranging from $100-$500.

DISORDERLY CONDUCT
Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals is prohibited.

WHEELED DEVICES
• The use of skateboards, bicycles, skates, and other wheeled forms of recreational transportation is strictly prohibited in all college buildings.
• Persons using roller skates, rollerblades or inline skates must remove the skates prior to entry of any college-owned or operated building. Students using Heelys Roller Shoes or other similar devices must disengage the roller mechanism of the shoe before entering any college-owned or operated building.
• Wheeled devices other than bicycles may not be used in roadways, parking lots, or other areas meant for vehicular use.
• Due to potential fire hazard, hoverboards and other electric skateboards and electric balance boards are prohibited from UA-PTC property.
• Using wheeled devices in a way in which the wheels leave the ground, or touch areas other than the ground, is prohibited.
• Any person choosing to operate a wheeled device must yield the right of way to pedestrians on sidewalks, in crosswalks, and in other areas populated by pedestrians.
• Operating wheeled vehicles at excessive speeds is prohibited. Operating wheeled vehicles at excessive speeds is prohibited, with determination of excessive being at the discretion of college officials and/or campus police. A person choosing to engage in the use of wheeled transportation of any sort assumes responsibility for personal injury to themselves and/or others and shall be solely responsible for damage caused to property. All risks associated with the use of a wheeled device are assumed by the individual, and the College is not liable for property damage or personal injury related to the use of said vehicles.
OTHER VIOLATIONS
Any attempt to commit any of the offenses listed under this section, (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission) is prohibited.

- Violation of published college policies, rules, and regulations, including but not limited to, parking, smoking, solicitation, distribution of literature, sexual harassment and campus posting rules.
- Violation of federal, state or local laws. In all cases of alleged violations of public law or student code of conduct, the College reserves the right to review the allegations and exercise disciplinary sanctions (if any) in addition to any proceedings that occur as matter of public law.
- Aiding or abetting any violation of federal law, state law or local ordinance.

UA - Pulaski Technical College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Student Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal litigation in court of criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Affairs. Determinations made or sanctions imposed under this Code of Student Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

INTERFERENCE WITH COLLEGE PROCESS
Attempting to influence the impartiality of a conduct officer or member of an appeals committee prior to or during the course of the conduct or appeals process by means of harassment or intimidation with the intent of influencing the outcome of the process.
STUDENT HANDBOOK

DISCIPLINARY PROCEDURES

AUTHORITY

The Dean of Student Affairs is the senior official responsible for the overall administration of the student discipline process at UA - Pulaski Technical College.

DETERMINATION OF PROBABLE CAUSE

Any member of the college community may file a complaint with the Dean of Student Affairs against any student for misconduct. A charge shall be prepared in writing and directed to the Dean of Student Affairs. Any charge should be submitted as soon as possible after the event takes place, preferably within five days. The Dean of Student Affairs will make an initial determination as to whether there is sufficient basis to believe that a violation of the Code of Student Conduct may have occurred. The Dean of Student Affairs or his or her designee may informally interview the complainant and/or other witnesses or request additional information from the complainant. When the Dean of Student Affairs has determined that there are sufficient grounds to believe that a violation of the Code occurred, disciplinary proceedings will be initiated.

DISCIPLINARY PROCESS

• All charges shall be presented to the accused student in written form by registered or certified mail or hand-delivered summons to attend an administrative meeting with the Dean of Student Affairs, or his or her designee, and one additional college official.
• At this meeting, the Dean of Student Affairs, or his or her designee, will review with the student the allegations contained in the complaint, the possible sanctions that can be imposed, and the rights and responsibilities of the student under this procedure.
• The charged student will be provided the opportunity to respond to the allegations and to present any information that he or she desires. The complainant and/or the accused student have the right to be assisted by an advisor. The advisor must be a member of the UA - PTC community and may not be an attorney. The complainant and/or the accused student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly during the meeting. Delays to the meeting will not be allowed due to the scheduling conflicts of an advisor.
• Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration at the discretion of the Dean of Student Affairs, or his or her designee. The accused student is responsible for presenting all information at the time of the meeting. All information, including witness statements, that an accused student wishes to present, must be obtained by the accused student prior to the meeting.
• The Dean of Student Affairs', or his or her designee, determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.
• Formal rules of process, procedure and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in Student Code proceedings.
• All disciplinary proceedings may be subject to audio tape recording. Any such recordings are the property of University of Arkansas - Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.
• In the event that the accused student neglects, refuses or fails to attend the meeting, the Dean of Student Affairs, or his or her designee, will make a determination based on the information available at the time. Failure to attend this meeting will not presume responsibility or non-responsibility.
• If the Dean of Student Affairs, or his or her designee, subsequently determines that disciplinary action is warranted, the charged student will be so notified in writing. All written notices will be hand-delivered or sent by registered mail to the address of the student as it appears on the official college records.
• A decision of sanction imposed by the Dean of Student Affairs, or his or her designee, may be appealed by the accused student or complainant to the Disciplinary Appeals Committee within five business days of the decision. Such appeals shall be in writing and shall be delivered to the Office of the Dean of Student Affairs. Students may seek legal counsel in preparing the written appeal letter. Students choosing to seek legal counsel must do so at their own expense. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the meeting with the Dean of Student Affairs or his or her designee and supporting documents for one of more of the following purposes:

  a) To determine whether the meeting was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code of Student Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  b) To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  c) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  d) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original meeting because such information and/or facts were not known to the person appealing at the time of the original conduct meeting. New information, in this instance, does not include witness statements that should have been presented during the initial meeting.

The written appeal should specifically outline the grounds for the appeal using one or more of the purposes listed above.

If an appeal is upheld by the Disciplinary Appeals Committee, the matter shall be returned to the Dean of Student Affairs or his or her designee and attending college official for re-examination of the information to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
DISCIPLINARY SANCTIONS
In keeping with this policy’s stated essential values, sanctions are designed to promote the college’s educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms, harasses or threatens people or property. Some behaviors are so harmful to the college community or the educational process that they may require more serious sanctions: removal from specific courses or activities, suspension from the college or expulsion.

Disciplinary sanctions will draw upon the experience and professional judgment of faculty, staff and administrators and on a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Code of Student Conduct will be correlated to the seriousness of the offense, the student’s attitude, the effect of the misconduct on the college environment, the student’s record of misconduct and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to:

- Formal warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- Disciplinary probation: Implies that the individual’s standing with the college is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
- Withholding of grades, official transcripts or degree.
- Restitution: Compensation for loss, damage or injury to the appropriate party in the form of money, service or material replacement.
- Community Service: Performance of a specified number of hours or tasks designed to benefit the community and help the student understand why his or her behavior was inappropriate. This sanction will be fulfilled whether on or off campus. On-campus service will be in a designated department.
- Class or workshop attendance: Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate.
- Educational project: Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- Removal from specific courses or activities.
- Restriction from entering specific college areas and/or forms of contact with certain persons.
- Suspension: Separation from the college for a specified period of time or until certain conditions are. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his or her period of suspension. Students receiving a sanction that requires separation from the college are responsible for all charges incurred for the semester.
- Expulsion: Permanent separation from the college.
- Revocation of degree and withdrawal of diploma.

The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, may violate various local, state and federal laws.
The following sanctions may be imposed upon groups or organizations:

a) Those appropriate sanctions listed above in 5.1.

b) Loss of selected rights and privileges for a specified period of time.

c) Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

**EMERGENCY SUSPENSION**

If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college administrative official may immediately suspend or alter the rights of a student pending a meeting with the Dean of Student Affairs or his or her designee. (The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property or any college function.) Except in extraordinary circumstances, that meeting shall be scheduled within two academic calendar days.

- In circumstances where the conduct of a student constitutes an imminent threat or danger to the welfare or safety of the college community, a college administrative official may direct that the student immediately leave the college premises and may further direct the student not return until contacted by the Dean of Student Affairs.

- At the meeting the Dean of Student Affairs or his or her designee and one additional college official, the student will be given the opportunity to respond to the allegations and to present evidence. If the emergency suspension is continued, the student will receive notice in writing. Notification will be hand-delivered or sent by certified mail to the last address provided by the Registrar’s Office. (Failure or refusal to take receipt of notification will not negate or postpone said action).

**EMERGENCY SUSPENSION APPEALS PROCEDURES**

The emergency suspension appeals process is the same as the disciplinary appeals process listed previously in this publication.

**INTERPRETATION AND REVISION**

Any question of interpretation or application of the Code of Student Conduct shall be referred to the Dean of Student Affairs or his or her designee for final determination. The Code of Student Conduct shall be reviewed and revised under the direction of the Dean of Student Affairs.
NON-ACADEMIC APPEALS AND COMPLAINTS

UA - Pulaski Tech takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved informally by the office or person responsible for the area in which the complaint is made. The UA-Pulaski Tech organizational chart can be found on the website at: uaptc.edu/about-us.

1) Student must complete the Non-Academic Appeal form and prepare a typed statement regarding the problem with requested remedies.

2) Students must next attempt to resolve the problem by meeting with the direct supervisor of the appropriate functional area to discuss a resolution.

3) If the issue cannot be resolved with the functional area supervisor, students may submit the appeal to the dean of the area in question. The dean will issue a decision within a timely manner.

4) If the student wishes to appeal the decision of the dean, the appeal may be submitted to the vice chancellor of the appropriate area who will convene the Non-Academic Appeals Committee. The Non-Academic Appeals Committee is comprised of UA-PTC faculty and staff; the vice chancellor will serve as the non-voting chair. The committee will gather appropriate information and may choose to conduct interviews with all involved parties. The committee will then make a recommendation regarding the appeal to the vice chancellor. After reviewing the committee recommendation, the vice chancellor will make a decision and inform all parties in writing in a timely manner. The decision of the vice chancellor is final.

5) Documentation of the resolution/decision is recorded in the UA - Pulaski Tech Complaint Log by the Associate Dean of Students regardless of the step in which the resolution was reached.

The complaint process outlined above does not apply to matters which are covered by other campus policies or appeal procedures. Grievances regarding instructors, grade disputes, or other academic issues should utilize the academic due process appeal procedure; complaints regarding registration, tuition, fees, withdrawal, and attendance should utilize the Tuition and Fees Appeal process.

Informal complaints may be submitted online through the Student Complaint Form.

Complaints associated with the institution’s compliance with academic program quality and accrediting standards may be directed to the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA), following their complaint process which can be found at www.hlcommission.org/HLC-Institutions/complaints.html.
THE TYPICAL STEPS TO RESOLVE STUDENT COMPLAINTS

**NON-ACADEMIC APPEAL**
For students wishing to file grievances regarding non-academic staff, student services, or other non-academic issues.

1) Student must complete the Non-Academic Appeal form and prepare a typed statement regarding the problem with requested remedies.

2) The student must attempt to resolve the problem informally by meeting with the direct supervisor of the appropriate functional area to discuss a resolution.

3) If the issue cannot be resolved through informal channels with the functional area supervisor, the student may submit the appeal to the appropriate dean of the area.

4) If the student wishes to appeal the decision of the dean, the appeal may be submitted to the vice chancellor of the appropriate area who will convene the Non-Academic Appeals Committee.

5) Documentation of the resolution/decision is recorded in the UAPTC Complaint Log by the Associate Dean of Students regardless of the step in which the resolution was reached.

**ACADEMIC APPEAL**
For students wishing to file grade disputes, complaints regarding instructors, and other academic issues.

1) Student must complete the Academic Due Process form and prepare a typed statement regarding the problem with requested remedies.

2) Student must attempt to resolve the problem informally by meeting with the instructor to discuss a resolution. This step may be skipped in instances of harassment or endangerment.

3) If informal resolution cannot be reached, the student may contact the department chair and/or dean for mediation.

4) If the student wishes to appeal the decision of the chair and/or dean, the appeal may be submitted to the Provost, who will convene an ad hoc hearing committee.

5) Documentation of the resolution/decision is recorded in the UA-PTC Complaint Log by the Office of the Provost regardless of the step in which resolution was reached.
TUITION AND FEES APPEAL
The UA - Pulaski Tech Tuition and Fees Student Appeal process is designed to quickly address a number of student concerns including, but not limited to, grievances regarding registration, tuition, fees, course withdrawal, course drop, and attendance. Common reasons to file a Tuition and Fees Appeal may include:

- Appeal of tuition and/or fees caused by medical circumstances
- Appeal of tuition, fees, and/or grade where a student never attended class
- Appeal of tuition, fees, and/or grade where a student withdrew from a class for a reason not covered by Academic Due Process

1) This request must be submitted in writing using the Tuition and Fees Appeal Form. All sections of the form must be completed and submitted to the Associate Dean of Students. Decisions will be based upon the information on the Tuition and Fees Appeal Form and any accompanying documents, not on information conveyed verbally.
2) Decisions of the Appeals Committee will be sent in writing to the student’s UA-PTC email account.

Please note that all appeals involving medical justification must include thorough documentation from the appropriate sources (doctor, therapist, hospital, etc.). If supporting documentation is not attached, it will usually result in the denial of the appeal. Tuition and Fees Appeals must be filed within one year following the end of the semester in question.

Any type of refund after the normal refund deadline, as stated in the Academic Catalog, is only guaranteed if the appeal meets criteria as set by the College’s Board: military deployment during the semester or death of the student. All other refunds are subject to review by the Tuition and Fees Student Appeal Committee and are decided on a case-by-case basis.

ACADEMIC APPEALS
UA-PTC recognizes that both students and faculty have academic rights and sets forth the following academic appeals procedure. A grade appeal must be made by the student directly affected and be made during or immediately following the conclusion of the course involved. Immediately, here, means before the beginning of another semester or term.

The following steps, as outlined on the Academic Due Process Procedure form, are to be followed for appeals related to academic matters, such as differences of opinions on grades, assignments, attendance or classroom procedures. The form should be completed and should include all documentation typed and attached. The student should receive copies of the decisions and related documentation at every step of the process.
1) The student should prepare a typed statement about the problem to be addressed and the requested remedies and attach it the Academic Due Process Procedure form. The form is available the UA-PTC website.

2) After preparing the written statement, the student meets with the faculty member in an attempt to resolve the issue. The student is required to schedule and complete a face-to-face or outside of the classroom conference with the instructor before speaking with the department chair, program director, or dean. At the meeting, the instructor should sign the form. The only exception to skipping this step is an instance of harassment and/or endangerment. If the student feels that the problem is an exception, it should be detailed in the written statement and the student should proceed to the next step.

3) If agreement cannot be reached between the student and instructor, the student contacts the department chair or dean for mediation. The department chair or dean should talk with the student and instructor and may choose to call a meeting of all parties involved in order to reach an agreement.

4) If the student wishes to appeal the decision of the department chair, the student may appeal to the dean. If the student wishes to appeal the decision of the dean, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal is then submitted to the Provost. The Provost will then convene a meeting of an ad hoc hearing committee.

5) The hearing committee will be composed of three faculty members appointed by the Provost, one of whom will be a faculty member of the student’s choice. The faculty member named in the academic appeal cannot serve on the hearing committee. The committee will select its own chair, gather appropriate information, and may choose to conduct interviews with all involved parties. The committee will then make a recommendation regarding the appeal to the Provost.

6) After reviewing the committee recommendation, the Provost will make a decision and inform all parties in writing in a timely manner. The decision of the Provost on academic appeals is final.

Note: All disciplinary proceedings may be subject to audio tape recording. Any such recordings are the property of UA-PTC and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under the supervision of a college official.

ACADEMIC CLEMENCY

Act 1000 of the 1991 General Assembly of the State of Arkansas requires that state colleges and universities establish policies for academic clemency for undergraduate students. UA-PTC has a policy whereby students may petition the college to have previously earned grades and credits removed from the calculations of their cumulative grade-point averages.

To be considered for academic clemency, the student must meet the following criteria:
1) The student must not have been enrolled in any institution of higher education for a minimum of three consecutive years.
2) Students who have a cumulative grade-point average greater than 1.99 in the semester(s) for which academic clemency is requested are not eligible.
3) Students who have completed a degree/certificate program are not eligible.
Conditions
1) The student must submit a written request for academic clemency to the Registrar. Upon verification that the student has met all requirements, the student will be granted academic clemency.
2) Academic clemency can be granted only once.
3) Academic clemency will be granted when a student completes a minimum of 12 semester hours at UA-PTC and earns a minimum 2.00 grade-point average after reenrollment.
4) Academic clemency will cover all credits earned during the semester(s) for which it is granted. The student may not choose partial semesters or courses. All courses will be affected. Although these credits will not count toward graduation requirements, they will remain on the student's comprehensive transcript. Courses on which academic clemency is granted will not be used in the computation of the cumulative grade-point average. They will be indicated on the transcript as zero credit hours.
5) The comprehensive transcript will contain a notation indicating the date that academic clemency was granted.
6) Federal and state financial aid regulations and requirements for veterans' benefits will prevail over institutional academic clemency policy if there is a conflict.
7) Policies related to academic clemency pertain only to UA-PTC and may not be honored by other institutions.

ACADEMIC PROBATION AND SUSPENSION
All students attending UA - Pulaski Technical College are expected to make satisfactory progress in all courses registered. Grades are calculated and evaluated at the end of the fall and spring semesters for probation and suspension status. Grades are not evaluated for probation or suspension status following a summer term.

Students with low grades are encouraged to repeat the course as quickly as possible to raise the grade-point average (GPA). Grades from a class that has been repeated will not be calculated in the GPA. (See repeat policy for details.)

To be in good standing, all students must carry the required minimum cumulative grade-point average as listed below. Students who fail to meet these standards will be placed on academic probation or suspension.

Students on academic probation who do not achieve the minimum cumulative grade-point average as stated shall be suspended for one semester. Students placed on academic suspension for the second time shall be suspended for one year. Students placed on academic suspension the third time will be suspended for a three-year period.

Students on academic probation achieving at least a 2.0 grade-point average for each semester enrolled will be eligible to enroll in classes but will be continued on academic probation until the minimum cumulative grade-point average is achieved.

All students should be aware that most institutions will not accept students in transfer if they are suspended at UA-PTC.

Students completing suspension are required to visit with an advisor prior to re-enrolling in classes.
All records of students on suspension will be placed on a registration hold, and the student may not enroll in classes until the suspension has been completed.

**ACADEMIC RECOGNITION**

The college encourages students to strive for high scholastic standards. The college names to the Chancellor's List any student who has earned 12 or more credit hours in a given semester with a 4.0 grade-point average and to the Dean's List any student who has earned 12 or more credit hours in a given semester with at least a 3.5 grade-point average and no grade below a “C.” No developmental courses may be included in the 12 or more credit hours.

**ATTENDANCE**

Students are expected to attend all class sessions. After an unavoidable absence due to illness, emergency or other extenuating circumstance, the student must take the responsibility for contacting instructors in order to initiate arrangements for completing all activities missed. Excessive absences and work not made up may adversely affect final grades. Failure to attend class for any period of time does not constitute a withdrawal. Students should attend the first day of classes.

Instructors establish attendance policies for their classes, and students have the responsibility to know those policies and to comply with them. When absences exceed the number allowed by the instructor of the class, the instructor has the authority to assign the student a grade of “F” at the end of the semester or to drop the student from the class through an administrative drop.

Attendance for students receiving Veterans Administration benefits will be reported to the VA representative in Veterans Services. Unavoidable absences such as jury duty, military duties, injuries or illness must have written documentation supplied by the student. Makeup work for classes or tests missed will be arranged with the instructor’s consent. When a student drops a course or is administratively dropped by the instructor, the Department of Veterans Affairs will be notified of the last date of attendance and directed to end benefits for the course for the remainder of the term.

**VEHICLE REGISTRATION AND PARKING**

Every person who owns or operates a motorized vehicle on campus is required to register that vehicle and display the parking decal as instructed.

**PARKING AND TRAFFIC REGULATIONS**

The Parking and Traffic Regulations have been designed to best utilize the facilities and maintain orderly parking and safe traffic flow. Please feel free to call the Office of Police and Public Safety if you need assistance.

In accordance with Act 328 of the 1967 General Assembly, the Board of Visitors of UA - Pulaski Technical College established the following rules and regulations for the registration and operation of motor vehicles on UA - Pulaski Technical College’s facilities. These rules and regulations are binding on all members of the faculty, staff, and student body.
REGISTRATION OF VEHICLES
All students, faculty and staff members who operate vehicles and park on any facility of or at events sponsored by UA - Pulaski Technical College are required to register their vehicle.

Registration for students is required before the first day of classes. Each student may register up to two vehicles by providing the make, model, year, color and license plate number of each vehicle. Registration at events sponsored by the college will be at the discretion of campus police officers and/or the college administration.

All vehicles an individual plans to operate on campus must be registered. When a vehicle is sold and another vehicle is brought onto campus, the new vehicle must be registered and a new decal obtained. If a parking decal becomes unreadable, a new one must be obtained. Parking decals are not transferable to other students, non-students, faculty or staff. Temporary parking permits are available in the Office of Police and Public Safety.

DISPLAY OF PARKING DECALS
Students may be issued up to two parking decals once they have completed the vehicle registration process. If a person chooses to register only one vehicle, they may only receive one decal. Students may obtain their decal, after they have registered their vehicle(s), from the Cashier’s Window on the second floor of the Campus Center Building. The decal must be displayed on the outside, lower left of the driver’s side back window.

All decals must be displayed clearly without obstruction of permit information. People who are permitted to park in donor spaces must also have a valid parking decal displayed on their vehicle to be considered in compliance with parking regulations.

RESPONSIBILITIES AND INFORMATION
A. Students and employees of UA - PTC may operate a motor vehicle on the college campus provided:
   1. The operator has a valid driver’s license.
   2. The vehicle being operated on the campus meets state safety inspection standards, is legally licensed, and maintains vehicle insurance as required by the state law.
   3. The vehicle is registered using the UA - PTC vehicle registration system.
   4. The operator of the vehicle abides by the Parking and Traffic Regulations of the college.
   5. The operator of the vehicle abides by motor vehicle and traffic laws as mandated by state law.
B. All campus vehicle accidents must be reported to the Office of Police and Public Safety.
C. It is understood that registration neither obligates the college to set aside a parking space for every vehicle registered nor permits the driver to violate parking and traffic regulations or Arkansas State Motor Vehicle Laws.
D. All vehicle operators will observe and obey the orders of the Police and Public Safety officers in the performance of their duties. This includes rendering and producing identification and proper registration when requested.
E. UA - Pulaski Technical College assumes no responsibility for any vehicle or its contents. Please lock your vehicle.
F. A traffic ticket or other communication on the vehicle from the college is an official notice. A recipient who does not comply with such communications will subject himself/herself to disciplinary action and/or arrest when applicable.

The college reserves the right to restrict or deny the use of any vehicle on the college campus if an operator violates Parking and Traffic Regulations or otherwise abuses the privilege of operating and parking a vehicle on the UA-PTC campus.

Vehicles may be towed from the campus at the owner’s expense when:
1) The vehicle is parked on the UA-PTC campus after privileges have been revoked.
2) The vehicle is parked in a handicapped space (without a proper tag or misuse of a permit), is blocking or partially blocking a street or driveway, is blocking or partially blocking sidewalks or crosswalks, is parked on the lawn, or is otherwise hindering the flow of traffic and/or parking.
3) Vehicles are abandoned and left parked in one location for a period of two weeks.
4) The operator ignores communications from the college concerning improper parking of his/her vehicle.
5) The vehicle is deemed unsafe by the Office of Police and Public Safety.

Students who owe a fee for a violation will have a hold placed on their student account, and they will be ineligible to receive an official transcript or register for classes until the obligation has been paid. Violation payments must be paid to the UA-PTC Cashier’s Office, Monday through Friday, during normal business hours.

Student registered vehicles must park in all non-designated parking spaces. Faculty and staff registered vehicles may park in all spaces designated for faculty/staff parking when available.

Handicapped parking is exclusively reserved for vehicles legally and properly displaying a Handicapped Parking Permit issued by the State of Arkansas. Vehicles using the handicapped parking space (regardless of permit) must be transporting the handicapped individual that the permit was issued to assist and are subject to applicable state and federal laws.

The college reserves and marks with signage a limited number of visitor parking spaces near the entrance of the Administration building and/or in designated areas. Visitor spaces are restricted to visitors of UA-PTC, not registered students, faculty or staff. Traffic cones are occasionally used to reserve visitor spaces for events. Individuals parking their vehicles and failing to observe the Visitor Parking areas will subject themselves to a parking violation.

The college reserves and marks with signage a designated number of parking spaces for faculty and staff. Unauthorized individuals parking their vehicles and failing to observe the Faculty/Staff Parking areas will subject themselves to a parking violation.

Donor parking is reserved exclusively for persons who have obtained that privilege from the UA-PTC Foundation Office. A donor hangtag is required to park in donor parking. Donor spaces are assigned by the UA-PTC Foundation Office.
OTHER DRIVING REQUIREMENTS
A. The campus speed limit is 10 mph except when conditions indicate a slower speed is necessary.
B. All regulatory signs, pavement markings and/or traffic cones and barricades must be observed.
C. Yield to pedestrians at all times.

OTHER PARKING REGULATIONS
A. Vehicles must be parked within the boundaries of a single marked parking space.
B. No parking is permitted on the lawn, in driveways, loading zones and open areas not marked for parking.
C. Double parking and parking on the wrong side of the street are violations at all times.
D. If a vehicle is improperly parked, whether attended or unattended, the driver is in violation.
E. Vehicles in violation of parking regulations are subject to being towed at the owner's expense.

VIOLATIONS AND PENALTIES
A. Individuals charged with violations of the UA-PTC Parking and Traffic Regulations will be issued the following violations:
1. Reckless/unsafe driving • $25
2. Invalid or no proof of license or vehicle insurance • $25
3. Failure to observe sign, cone, barricade or officer • $25
4. Speeding /too fast for conditions • $25
5. Loud and raucous noise • $25
6. Parking in a reserved area for faculty and staff, donor or visitors • $10
7. No parking decal or invalid display on vehicle • $10
8. Double parking/blocking street or restricted area • $10
9. Parking in a no parking area or fire lane • $10
10. Driving and/or parking on grass • $10
11. Driving/parking wrong direction on one-way street • $10
12. Parking over the marked line • $10
13. Falsifying registration information • $10

Lack of space is not a valid excuse for violating parking regulations. Parking in violation of handicap regulations is also a citable offense at all UA - PTC sites. Officers may use discretion when issuing citations for handicap violations, and fines may vary. The amount of the fine will depend on whether the ticket issued is a campus or municipal citation.

B. A person receiving notice of a Parking or Traffic Violation is required to report to the Cashier's Office within 10 school days to pay the fees levied against him/her. Tickets not paid within 10 school days are subject to an additional penalty equal to the amount of the ticket. Students and employees are responsible for all traffic violations made by a vehicle displaying a decal issued to the student or employee. If you lend your car, proper operation of the vehicle is still your responsibility. If you transfer ownership of your car, remove the parking decal or you will be responsible for violations committed by the new owner.

C. UA - Pulaski Technical College Police and Public Safety officers maintain the right, as prescribed by law, to issue uniform traffic citations for any operator or vehicle violation committed within their jurisdiction.
**PARKING AND TRAFFIC VIOLATION APPEALS**

Any person who feels that his or her vehicle has been unjustly ticketed may appeal. Appeals must be received within 10 business days after the issuance of the ticket or the right to appeal is forfeited. All appeals of parking violations will be considered with respect to the current UA - PTC parking policy. To file an appeal, obtain an appeal form from Student Affairs or the Office of Police and Public Safety, and complete the form in detail. The form may also be found on the Office of Police and Public Safety website at www.uaptc.edu. The appeal form should be submitted to the Office of Student Affairs. The Non-Academic Appeals Committee reviews the parking appeals once a month. The following are not accepted as valid extenuating circumstances for parking in violation of parking regulations, and an appeal will typically not be granted in these cases:

- An appeal based on how long the driver was parked in violation. Police/Public Safety Officers will issue a citation to any vehicle parked in violation of regulations. A parking restriction holds for parking for any period of time.
- An appeal based on the driver’s need to get to class/work/an appointment on time. It typically requires a few minutes to locate a parking spot within the campus parking system. Drivers are urged to plan their schedules to allow sufficient time to find and park in a legal space.
- An appeal based on lack of parking space near a specific destination. Parking spaces near a specific entrance or building may be limited. The campus parking system does not guarantee a space in a specific lot. Drivers must park in a legal space within a valid lot.
- An appeal based on the assertion that class was not in session. Parking regulations are enforced throughout the entire calendar year and are not directly associated with the class schedule.
- An appeal of a restricted/prohibited violation during evening or weekend hours. All parking restrictions and prohibitions are enforced during normal college hours, including weekends, seven days per week.
- An appeal based on the assertion that the driver did not see the sign or line markings. It is the driver’s responsibility to note and comply with all posted signage, notices and line markings.
- An appeal based on the assertion that the driver was unaware that a parking decal was needed. Drivers must display a decal in order to park legally on UA - PTC premises.
- An appeal based on vehicle malfunction. Drivers who experience a vehicle malfunction and cannot move their vehicle should contact the Office of Police and Public Safety for assistance. Short-term authorization to remain parked may be received by the Office of Police and Public Safety. Four-way flashers are designed to warn other motorists that a vehicle may be a hazard. Use of four-way flashers does not allow a driver to park illegally for any period of time.

**SEXUAL MISCONDUCT POLICY**

No person at UA - Pulaski Technical College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. The College Chancellor will appoint a Title IX Coordinator. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct will be in compliance with Title IX.
Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

UA - Pulaski Technical College believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

Title IX protects the college community from sexual harassment in a school’s education programs and activities. This means that Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

**DEFINITION OF TERMS**

*Complainant:* Any party who makes a complaint/grievance against another student, employee, or campus visitor.

*Respondent:* The person(s) against whom a complaint has been made.

*Definition of Status:* A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment.

*Discrimination (general definition):* Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person’s ability to participate in or benefit from the college’s educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.

*Discriminatory Harassment:* Detrimental action based on an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a person’s ability to participate in or benefit from the college’s educational programs or activities.
**Sexual Harassment:** Sexual harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

**Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

**Quid Pro Quo Sexual Harassment:** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

**Retaliatory Harassment:** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

**Sexual Harassment of a Student by Another Student:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities. For example, a student repeatedly asks another student out on dates, even though he or she has turned down the invitation numerous times. It is harassment to repeatedly subject a person to egregious, unwelcome sexual attention.

**Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe, persistent or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. For example, a student appears at a faculty member's house uninvited. It is harassment to repeatedly subject a person to egregious, unwelcome sexual attention.
Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty, staff member or campus visitor toward a student are held to constitute sexual harassment when:
1) Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual’s educational development or performance; or
2) Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student’s final grade.

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.
Intercourse includes:
1) vaginal penetration by a penis, object, tongue or finger
2) anal penetration by a penis, object, tongue, or finger
3) oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
Examples of sexual exploitation include, but are not limited to:
1) invasion of sexual privacy;
2) prostituting another person;
3) non-consensual video or audio-taping of sexual activity;
4) going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5) engaging in voyeurism;
6) knowingly transmitting an STD or HIV to another person; or
7) exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.
8) sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Consent: Consent is clear, knowing and voluntary decision to engage in sexual activity.

Because consent is voluntary, it is given without coercion, force, threats, or intimidation. It is given with positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions consist of an affirmative, unambiguous, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is revocable, meaning consent can be withdrawn at any time. Thus, consent must be ongoing throughout a sexual encounter. Once consent has been revoked, sexual activity must stop immediately. Consent can be limited, meaning consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Further, previous relationships or prior consent cannot imply consent to future sexual acts.

Consent cannot be given when a person is incapacitated, such as when a person is physically or mentally unable to make informed, rational judgments, or lacks the ability to understand the “who, what, when, where, and how” related to the sexual activity. States of incapacitation include, but are not limited to, unconsciousness and sleep. Where alcohol and drugs are involved, incapacitation is determined by how the alcohol or other drugs have impacted a person's decision-making capacity, awareness of consequences, and/or ability to make fully informed judgments.

Use of alcohol or other drugs will never function as a defense to a violation of this policy. In sum:
- Silence does not equal consent.
- Lack of verbal resistance does not constitute consent.
- Lack of physical resistance does not constitute consent.
- There is no consent when there is force, coercion, intimidation, threats or duress.
- Consent may be withdrawn at any time, and sexual activity must cease when consent is withdrawn unless or until additional consent is given.
• Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
• A prior sexual relationship does not indicate current or future consent.
• Minors cannot give consent.
• Physically or mentally incapacitated persons cannot give consent.
• Consent may be determined by whether the accused knew, or a reasonable person should have known, that the alleged victim was incapacitated.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent. For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”

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

NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent.

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The college does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances which are approved in advance. Under no circumstance may a faculty member have an intimate relationship with one of his/her students. No employee may have an intimate relationship with a work-study student under his/her supervision.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action up to and including termination for an employee.
CONFIDENTIALITY
Subject to the other provisions of this policy and the requirements of the law, every possible effort will be made to ensure that any information received as part of the College’s resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college’s obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

PROCEDURE
These procedures are intended to apply to Title IX/Civil Rights grievances involving student allegation of employees, employee allegation against student, student-on-student allegation, employee allegation against employee, and campus visitor/guest allegation against student, employee, or other campus visitor. All other grievances by students, employees, or guests will be addressed through other conduct procedures.

The college benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

A. INFORMAL COMPLAINT RESOLUTION
Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If a satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual’s direct supervisor to resolve the complaint. The supervisor will make the Title IX Coordinator aware of the complaint and action taken. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person’s supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

B. FORMAL COMPLAINT/GRIEVANCE PROCEDURES
1. Responsibility to Report
Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. The college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents. It is the responsibility of college faculty, staff, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.
2. Notification
Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Coordinator or his or her deputy. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a witness. Persons wishing to file an online complaint may submit the complaint via email at TitleIX@uaptc.edu. Submissions may also be made in writing or in person to any Title IX Coordinator or Deputy Coordinator.

Upon receipt of the complaint/grievance, the Title IX compliance officer will open a formal case file and notify the investigating officer and, at the appropriate time, notify the respondent and complainant.

3. Investigation
The Title IX Coordinator will determine how many investigators are needed and will designate the appropriate number for the complaint. The lead investigator will confer with the Title IX Coordinator or his or her deputy on accommodations for the complainant or other necessary remedial short-term actions. The Title IX compliance officer or his or her deputy will apprise the Vice Chancellor for the appropriate division of the grievance, or if the grievance is against a student, the Deputy for Students. The deputy (or Investigation Team) will:

a) Identify the correct policies allegedly violated.
b) Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
   1. If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action.
c) Meet with the complainant to finalize the grievance.
d) Prepare the notice of charges on the basis of initial investigation.
e) Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent.
f) Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
g) Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
h) Make a finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a policy violation has or has not occurred.
i) Prepare a complete report on the investigation and its findings to present to the Title IX Coordinator.

Following the investigation, a Letter of Determination will be sent to the affected parties.

a) The individual(s) alleged to have committed discrimination or harassment may accept the findings, accept the findings in part and reject the findings in part, or reject all findings.
b) The complainant will also be notified of the outcome of the investigation.

If the findings indicate that it is likely that the alleged discrimination or harassment has not occurred, the investigation should be closed.
If the complaint is against a student, the sanction will be determined by the Dean of Student Affairs in consultation with the Deputy for Students and the investigative team.

If the complaint is against a UA-PTC employee, the Vice Chancellor for the appropriate division in consultation with the Deputy for Employees and the Dean or Director of the appropriate division will determine the sanction. UA-PTC will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the UA-PTC community.

C. APPEALS

Appeal Procedures
Any party who files an appeal must do so in writing to the Title IX Coordinator within five days of receiving the Letter of Determination. Acceptable means of appeal submission include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will share the appeal with the other concerned parties. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

a) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).

b) New information has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new information and its potential impact must be included.

c) The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Coordinator determines that a material procedural or substantive error occurred, the Coordinator may return the grievance to the investigators with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigation Team (as in cases of bias), the Title IX Coordinator may order a new investigation on the complaint with an Investigation Team made up of new members. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Title IX Coordinator determines that new evidence should be considered, he or she will return the grievance to the Investigation Team to reconsider only the new evidence. The reconsideration of the Investigation Team is not appealable.

If the Title IX Coordinator determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Coordinator will refer the complaint to a board composed of three (3) Chancellor’s Executive Council members, which may then increase, decrease or otherwise modify the sanctions. This decision is final.
The appeal procedure and determination will typically be completed within 20 business days. The procedures governing the hearing of appeals include the following:

a) Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

b) All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

c) The appeal will be returned to the original hearing body unless bias has been determined.

d) Appeals are not intended to be full re-hearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

e) The Title IX Coordinator will render a written Letter of Determination to the affected parties.

**COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

**A. Time Periods**

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and UA - PTC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Coordinator or his or her respective deputies will notify the complainant who filed the grievance in writing within the set timeline.

**B. No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by UA - PTC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

**C. False Reports**

UA - PTC will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing UA - PTC to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**D. Office of Civil Rights Complaint**

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.
E. Effective Date
UA - PTC policies that were in force at the time of the alleged incident are the policies that will be used when determining if it is more likely than not that a policy violation occurred. The procedures in force at the time the complaint is made are the procedures that will be followed throughout the investigation, hearing and any appeals that are heard. UA - PTC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

EDUCATION AND COUNSELING SUPPORT
Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help. Students seeking professional help may obtain a listing of referrals at Counseling Services or on the UA-PTC Sexual Misconduct Resources webpage.

Those who would like to receive more information about options for pressing charges for reporting an incident, for filing internal complaints or finding counseling and educational materials can contact one of the college offices listed below:
Human Resources
Dean of Student Affairs
Office of Police/Public Safety

SEX OFFENDER NOTIFICATION
U.S.C., 1092 (f) (1) (1)} is a federal law enacted on October 29, 2000. This law is intended to monitor the enrollment and/or employment status of convicted sex offenders at higher education institutions. The act requires any sex offender who is obligated by law to register in a state to also provide notice to each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. The Campus Sex Crimes Prevention Act also requires that higher education institutions issue a statement advising the campus community of the availability of this information. Arkansas Code Annotated 12-12-913 (b) provides that local law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the [Arkansas] Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection. Arkansas Code Annotated 12-12-903 defines the authority of the local law enforcement agency having jurisdiction in the municipality where the offender is attending an institution of training or education.

The UA - Pulaski Technical College Community Sex Offender Notification Committee is an administrative committee consisting of representatives from law enforcement, student services, and public relations. Representatives from other offices may be involved as necessary. The purpose of this committee is to advise the UA - Pulaski Technical College Office of Police and Public Safety in developing general guidelines and practices concerning notification procedures and in determining the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational purpose of the college. The notification plan, as determined by the committee, will be utilized once the registered sex offender’s information is available on the Arkansas Crime Information Center’s website or when
there is sufficient information to warrant the enactment of the plan. The registered sex offender will be notified by the UA - Pulaski Technical College Director of Police and Public Safety once the college is prepared to enact the plan.

Students who fail to register as a sex offender, when required to do so by law, with the UA - PTC Office of Police and Public Safety may be subject to immediate arrest and expulsion. Information regarding all public notices of level three and level four sex offenders who are registered with UA - Pulaski Technical College is available on the college website. Additionally, a link to the Arkansas Crime Information Center website is also available on the college website.

A written summary of campus guidelines and the notification plan for each offender will be maintained in the Office of Police and Public Safety. Determinations regarding notifications will be made by the UA - Pulaski Technical College Office of Police and Public Safety, in consultation with the committee and other campus officials when necessary. Determinations regarding notifications shall be guided by the offender’s risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. Treatment specialists may help guide the determination of notification on a case-by-case basis. Consistent with state guidelines, the notification plan should include who will be notified; who participated in the preparation of the plan, the approval of the dean of student affairs or designee and the date the plan was made. The record should also indicate the dates of notification.

When the risk assessment level is not available or has not yet been determined by the Arkansas Sex Offenders Assessment Committee, the UA - Pulaski Technical College Community Sex Offender Notification Committee shall set forth notification guidelines based on the information that is available.

NOTIFICATION PLAN

UA - Pulaski Technical College, pursuant to Act 989 (The Sex and Child Offender Registration Act of 1997), will be conducting a campus notification regarding the listed Registered Sex and Child Offender.

Campus notification applies to all offenders required to register under Act 989. The plan will include the following: offender’s name and risk level, the scope of notification, date of notification, how the notification took place, names of those who prepared the plan and date the plan was made.

Each offender is assigned a risk level assessment for his/her potential to re-offend. This assessment is determined using a procedure by which an offender’s history and characteristics are reviewed in order to assign the offender to one of three levels of risk of re-offense, which help determine the plan of action for the offender’s community notification.
**LEVEL 1 LOW RISK**- Individuals with no prior history of sexually acting out, strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.

**LEVEL 2 MODERATE RISK**- Individuals with limited or circumscribed prior history of sexually acting out, who possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns. Individuals may have mild or well-controlled mental disorders and/or developmental disabilities.

**LEVEL 3 HIGH RISK**- Individuals with histories of repeat sexual offending and/or strong antisocial, violent or predatory personality characteristics. Sexual compulsions are likely to be present but may be kept under control when relapse prevention plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.

**LEVEL 4 SEXUALLY VIOLENT PREDATOR**- Individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorders of sexual attraction, mental illness, or personality disorder that distorts thinking, interferes with behavioral control and predisposes the person to acts of predatory sexual violence.
IN CASE OF AN EMERGENCY

GET THE MESSAGE

SIGN UP FOR THE RAVE ALERT SYSTEMS TODAY!

UA-Pulaski Tech has partnered with Rave Wireless Alert Systems to provide an emergency alert system capable of delivering instant messages by e-mail and/or text message. The college strongly encourages all students to sign up for Rave Alerts.

All students, faculty and staff with a UA-Pulaski Tech e-mail address will receive e-mail notifications automatically.

If you want to receive text messages you will need to log in to enter and verify your cell phone number and provider. When you are done, you will be able to send yourself a test message.

This service is free unless your cellular phone provider charges a per-text message fee. You (and, if you like, your loved ones) can receive important information in a timely manner if the business of the college is disrupted by bad weather or other emergencies.

If you do not verify your cell phone information, you will be notified of emergency situations via UA-Pulaski Tech e-mail only.

We encourage you to login to the Rave Wireless website to confirm your contact information and choose your notification preferences. You may sign in using your current UA-Pulaski Tech email address. Then you will be prompted to complete the registration process.

To sign up and/or manage your account, please visit: http://www.getrave.com/login/pulaskitech.
Thank you, and STAY SAFE!