



2022  
2023



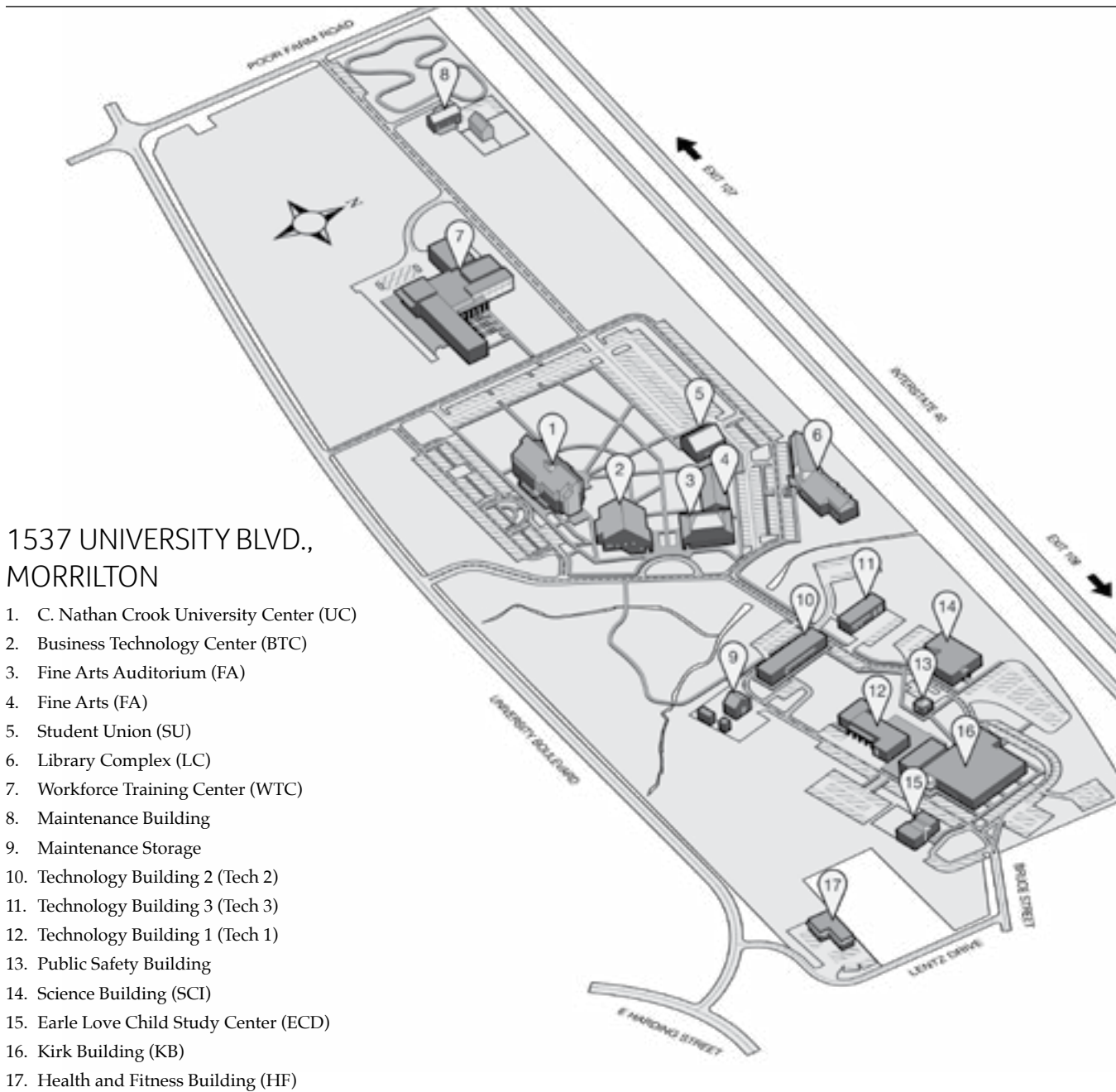
STUDENT  
HANDBOOK

University of Arkansas  
Community College at Morrilton

# TABLE OF CONTENTS

<b>A</b>			
Academic Commons.....	7	<b>I</b>	
Advisory Committees.....	11	Illness or Accident.....	14
Alumni Association.....	7	<b>J</b>	
<b>Appeal Process</b>		Job Placement Assistance.....	8
Academic Decisions.....	13	<b>L</b>	
Academic Honor Code.....	22	Library. <i>See</i> Academic Commons	
Student Conduct.....	21	<b>M</b>	
<b>C</b>		Map.....	3
Campus Emergency Alert.....	8	Mission.....	4
Campus Map.....	3	<b>O</b>	
Career Pathways.....	8	Off-Campus Travel of Students	
Career Services.....	8	Representing the College.....	15
Changing Grades. <i>See</i> Academic Appeals		<b>P</b>	
Child Care Services.....	8	Parking.....	15
College Mission.....	4	Password Standards.....	16
Complaint Procedures. <i>See</i> Grievance and		Pets.....	11
Complaint Procedures		Posters.....	16
Computer Usage.....	11	Property and Rights.....	16
Conduct. <i>See</i> Student Code of Conduct		Public Safety Department.....	9
<b>D</b>		<b>R</b>	
Discrimination Allegations.....	19	Records. <i>See</i> Student Records	
<b>E</b>		Registering Vehicles.....	15
Emergency Alert. <i>See</i> Campus Emergency		<b>S</b>	
Alert		Safety.....	9
<b>F</b>		Security Awareness & Crime Prevention	
FERPA. <i>See</i> Student Records		Programs.....	9
Financial Aid.....	8	Severe Weather Policy.....	16
Fitness Center.....	8	Sexual Assault and Sexual Harassment	
Free Speech and Expressive Activities ...	8	Complaints. <i>See</i> Title IX Policy	
<b>G</b>		Signs.....	16
Grievance and Complaint Procedures... ..	14	Solicitation.....	17
Grievances and Appeals of Academic		Sound on the UACCM Campus.....	17
Decisions.....	13	Student Accounts.....	9
<b>H</b>		Student Activities.....	9
Harassment Allegation.....	19	Student Code of Conduct.....	18–23
Help Center.....	8	Academic Honor Code.....	22
		Appeal Procedures.....	21
		Behavioral Intervention Team.....	22
		Interim Suspension.....	22
		Jurisdiction.....	20
		Sanctions.....	21
		Student Misconduct and Discipline.....	18
		<b>Student Development.....</b>	<b>9</b>
		<b>Student Records.....</b>	<b>5–7</b>
		Annual FERPA Notification.....	5
		Directory Information.....	5
		Disclosure of Educational Records.....	5
		Inspection and Review of Educational	
		Records.....	6
		Privacy Rights of Students.....	6
		Request for Correction or Amendments to	
		Educational Records.....	6
		Transcripts.....	7
		Withholding Diploma, Transcript,	
		Registration.....	7
		<b>Student Services.....</b>	<b>7–11</b>
		<b>Student Study Lounges.....</b>	<b>10</b>
		<b>T</b>	
		Testing Services.....	10
		Title IX Policy.....	17
		Tobacco Products.....	17
		Transfer Services.....	10
		<b>U</b>	
		University Bookstore.....	10
		<b>V</b>	
		Visitors.....	18
		<b>W</b>	
		Website.....	10

# CAMPUS MAP



## 1537 UNIVERSITY BLVD., MORRILTON

1. C. Nathan Crook University Center (UC)
2. Business Technology Center (BTC)
3. Fine Arts Auditorium (FA)
4. Fine Arts (FA)
5. Student Union (SU)
6. Library Complex (LC)
7. Workforce Training Center (WTC)
8. Maintenance Building
9. Maintenance Storage
10. Technology Building 2 (Tech 2)
11. Technology Building 3 (Tech 3)
12. Technology Building 1 (Tech 1)
13. Public Safety Building
14. Science Building (SCI)
15. Earle Love Child Study Center (ECD)
16. Kirk Building (KB)
17. Health and Fitness Building (HF)

### 236 FACTORY ROAD, CLINTON

Van Buren County Adult Education Center

### 600 NORTH SAINT JOSEPH STREET, MORRILTON

Community Education Center (Conway County Adult Education)

### 1070 MARKHAM STREET, CONWAY

Faulkner County Adult Education Center

### 609 APLIN AVENUE, PERRYVILLE

Max Milam Library (Perry County Adult Education)





# CONTACTS

## IF YOU HAVE QUESTIONS:

Toll Free .....	1-800-264-1094
Academic Advising .....	501-208-5307
Academic and Student Services .....	501-977-2007
Academic Commons/Library .....	501-977-2092
Admissions .....	501-977-2053
Adult Education - Conway and Perry Counties .....	501-215-4904
Adult Education - Faulkner County .....	501-358-4299
Adult Education - Van Buren County .....	501-745-5666
Career Pathways .....	501-977-2186
Student Development - Personal Counseling, Career Planning, Student Readiness, Accessibility & Accommodations ..	501-977-2095
Financial Aid .....	501-977-2055
Help Center .....	501-208-5312
Information .....	501-977-2000
Public Safety .....	501-977-2067
Registrar (Student Records) .....	501-977-2052
Student Accounts .....	501-977-2023
Student Activities .....	501-977-2142
Testing Services .....	501-977-2060
Tutoring Services .....	501-977-2039
University Bookstore .....	501-208-5324
Workforce Education and Training .....	501-977-2189
Website .....	<a href="http://www.uaccm.edu">www.uaccm.edu</a>

# COLLEGE MISSION

University of Arkansas Community College at Morrilton (UACCM) is committed to excellence in learning and personal enrichment.

## VISION

As a comprehensive community college, UACCM seeks to provide opportunities that enable its students to make significant societal contributions.

## PURPOSES

1. To offer courses, certificate programs, and associate degree programs that provide students with the general education and technical skills needed to be successful in the workplace, for transfer to four-year institutions, or for lifelong learning.
2. To provide a general education foundation across the curriculum that will enhance the students' personal development, skills, and knowledge.
3. To provide developmental education courses for students who need to improve academic skills in reading, grammar/writing, and mathematics.
4. To provide comprehensive student support services that enhance student success.

5. To provide adult basic educational programs that allow enhancement of skills for self-improvement, completion of a General Education Development (GED) diploma, or preparation for higher education endeavors.
6. To offer community service and personal interest courses.
7. To offer workforce development courses designed to meet a variety of occupational needs for business and industry.
8. To provide a comprehensive assessment program for the purpose of improving instruction and student learning.
9. To offer the facilities of the College and the talents of its faculty, staff, and students in order to promote educational, civic, and cultural endeavors within the community.

## STUDENT RECORDS

---

### FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student.

The student has the right to:

- Inspect and review the student's education records within 45 days of the College receiving a request for access.
- Request that the student's education records that he/she believes are inaccurate or misleading be amended.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by University of Arkansas Community College in Morrilton to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

The UACCM website, [www.uaccm.edu/student/ferpa](http://www.uaccm.edu/student/ferpa), provides a copy of students' rights under the act and the procedure for filing complaints.

### DIRECTORY INFORMATION

The primary purpose of directory information is to allow UACCM to include information from the student's education records in certain school publications for student recognition, honor roll, and graduation programs. Directory information is generally not considered harmful or an invasion of privacy if released and can be disclosed to outside organizations without a student's prior written consent.

UACCM has designated the following information as directory information:

Student's name, address, telephone, electronic mail address, photograph, date of birth, major field of study, dates of enrollment, grade level, participation in recognized activities and sports, certificates and/or degrees received, enrollment status, honors and recognition awards received, and most recent school attended. UACCM may disclose any of these items without prior written consent, unless notified in writing to the contrary prior to disclosure. To prevent disclosure of "directory information," you must notify the UACCM Registrar's Office in writing. Student notification is only effective for one semester or summer term.

### DISCLOSURE OF EDUCATIONAL RECORDS

- A student is defined as any person who attends or has attended UACCM.
- Educational records are defined as records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
- A school official is a person employed by UACCM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or internship agreement, verification agencies such as the National Student Clearinghouse); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

One exception which permits disclosure without consent is disclosure to “school officials” with “legitimate educational interests.” A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Additionally, educational records and personal information may be released in the following circumstances:

- To comply with a judicial order or a lawfully issued subpoena, upon the condition that UACCM makes a reasonable effort to notify the student in advance of the release of records.
- Emergency situations, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).
- UACCM is required to comply with military requests for student information, in accordance with the Solomon Amendment to the National Defense Authorization Act, 1995/1996, and the Omnibus Consolidated Appropriations Act, 1997.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported educational programs.
- To the parents of a student less than 21 years of age; information regarding the student’s violation of law or policy governing the use or possession of alcohol or a controlled substance.
- In connection with the student’s request for a receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- The results of any disciplinary proceedings to the alleged victim of a crime of violence.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations to carry out their functions.
- Upon request, UACCM may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

## INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar may respond or forward the request to the appropriate College official who will make arrangements for access and notify the students of the time and place where the records may be inspected within 45 days of the request.

### PRIVACY RIGHTS OF STUDENTS

Under FERPA, a school is not generally required to maintain particular educational records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those educational records that it does maintain. Also, unless there is an outstanding request by an eligible “student” to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

### RIGHT OF UACCM TO REFUSE RECORDS ACCESS

The University of Arkansas Community College at Morrilton reserves the right to refuse the student access to the following records that are not considered to be Educational Records under FERPA:

- Financial statement of the student’s parents.
- Letters and statements of recommendation for which the student has waived his or her right of access.
- Personal records kept by a faculty/staff member in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.
- Employment records of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
- Medical or mental health records treatment records maintained separately from educational records.
- Law enforcement records kept by the campus law enforcement unit and must be:
  - Maintained separately from educational records.
  - Maintained solely for law enforcement purposes.
  - Disclosed only to law enforcement officials of the same jurisdiction.

### RECORD OF REQUESTS FOR DISCLOSURE OF INFORMATION

The University of Arkansas Community College at Morrilton will maintain a record of written requests for disclosure of information from a student’s educational records. The record will indicate the name or the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interests the party had in requesting or obtaining the information. The record may be reviewed by eligible students or individuals designated in writing by the student.

## REQUEST FOR CORRECTION OR AMENDMENTS TO EDUCATIONAL RECORDS

Students may ask the University of Arkansas Community College at Morrilton to amend a record that they believe is inaccurate or misleading. The student should identify in writing to the Registrar the part of the record he/she believes is inaccurate, misleading, or in violation of his/her privacy or other rights. The letter should also specify why they believe the information to be inaccurate. This right cannot be used to challenge a grade. See the change of grade policy for details.

If the UACCM decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Upon request, UACCM will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who may be an official of UACCM. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records and may be assisted by other individuals.

UACCM will prepare a written decision based solely on the evidence presented and the reasons for the decision.

If UACCM decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's educational record along with the contested portion of the record.

If UACCM decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

## TRANSCRIPTS

Official transcripts and educational records are confidential information which are maintained in the Registrar's Office. Transcript information may be transmitted to another agency, school, college, university or individual upon the student's signed request. Please see the Transcript Request section under the Registrar's Portal Tab for all requests and delivery options.

Students receiving assistance from certain programs, such as WIA or Rehabilitation, must sign a Release of Information Request in order for their academic records to be released to the respective funding agency.

## WITHHOLDING OF DIPLOMAS, TRANSCRIPTS, AND REGISTRATION

The Registrar of each campus is authorized to withhold diplomas and official transcripts and to refuse registration to any student or former student:

- Who fails to return University property;
- Who fails to cooperate with any University disciplinary process, investigation, or audit, or otherwise fails to comply with University policies;
- Who has failed to pay any fees, tuition, fines, or other charges assessed by a University official or by the campus disciplinary system.

With respect to any sums owed, this policy does not apply to students or former students if the University has received from a bankruptcy court a notice that a bankruptcy petition has been filed on their behalf or that the debt has been discharged in bankruptcy. Upon the conclusion of the bankruptcy case, this policy shall apply to all debt not discharged by the bankruptcy court or as permitted by law.

# STUDENT SERVICES

---

## ACADEMIC COMMONS, GORDON LIBRARY

The Academic Commons, located in the east wing of the Library Complex, is comprised of the Gordon Library, a computer lab with printers and copy services, anatomical models for study, and tutoring services. Reference material and media supporting all areas of instruction are located within the library and available online through the library's digital collections. Designated a quiet space, the Academic Commons also provides private study rooms and spaces for small group collaboration. Wireless internet, laptop computers, and desktop computers with drafting software are also available.

## ALUMNI ASSOCIATION

Students who attended the University of Arkansas Community College at Morrilton (UACCM), Petit Jean College (PJC), Petit Jean Technical College (PJTC), or Petit Jean Vocational-Technical School (PJVTS) are eligible to become members of the UACCM Alumni Association. Current UACCM students are automatically enrolled in the Alumni Association upon graduation, and membership is free and open to all former students. For more information, contact the Alumni Office at 501-977-2085 or submit an alumni application online at [www.uaccm.edu](http://www.uaccm.edu).

## CAMPUS EMERGENCY ALERT

The UACCM Emergency Alert System allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as campus closings, severe weather, or security incidents. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial purposes or other purposes than this notification system.

To sign up for the Emergency Alert System, please log into the UACCM Portal using your user ID and password. Select the Emergency Alert tab and follow the instructions for submitting your emergency contact information.

Please contact the Vice Chancellor for Student Services for questions about the UACCM Emergency Alert System.

## CAREER PATHWAYS

Career Pathways is a grant-funded program that provides assistance to students who are parents. The program may be able to help students overcome barriers that have kept them from getting the training and education they need. Help with things like transportation expenses, child care, career counseling, tutoring, tuition, books and supplies as funding is available. To be eligible, parents and children must be an Arkansas residents, meet certain income requirements, and have custody of at least one child under the age of 21, and be enrolled in an approved program. If you are interested, please contact the Career Pathways Office at 501-977-2186.

## CHILD CARE SERVICES

The Earle Love Child Study Center which is located on the UACCM campus provides child care services to students and community families. The Center has a Level Two Better Beginning rating awarded by DHS/Division of Child Care and Early Childhood Education.

## CAREER PLANNING

Career Planning will help undecided students choose a major based upon occupational outlook information. Career Planning will help students with resume writing, cover letters, digital professional portfolios, interviewing skills, dressing for success, and setting career goals. On-site interviews may be conducted by various companies.

## FINANCIAL AID

A large number of financial aid options are available through the UACCM Financial Aid Office. Students should contact the Financial Aid Office to see if they qualify for financial assistance.

## FITNESS CENTER

The Fitness Center is a free service located in the Health and Fitness Building which is available for use by students currently enrolled in classes at UACCM, as well as College employees, during posted hours. Individuals must use all appropriate safety precautions and must abide by all of the guidelines established for use of the facility.

## FREE SPEECH AND EXPRESSIVE ACTIVITIES

In 2019, the Arkansas General Assembly enacted Act 184: The FORUM Act – Forming Open and Robust University Minds. The FORUM Act does three things: 1) designates outdoor areas of campus as public forums for members of the campus community; 2) prohibits public colleges and universities from denying benefits and privileges to student organizations based on an organization's beliefs and expressive activities; and 3) imposes certain publication, training, and reporting requirements on state-supported institutions of higher education.

Consult the [www.uaccm.edu/consumer-info/forum\\_act.html](http://www.uaccm.edu/consumer-info/forum_act.html) or contact the Vice Chancellor for Student Services with any questions.

## HELP CENTER

The Help Center is a one-stop shop for students, faculty, and staff that have problems or questions concerning computer-related issues both on and off campus. The center can help with network account access issues, Blackboard issues, email access, account lockouts, Office365 access, and general campus software questions. Help Center staff will also assist with personal computing devices. Assistance is available through email at [helpcenter@uaccm.edu](mailto:helpcenter@uaccm.edu), over the phone by calling 501-208-5312, or in person at the Library Complex in Room 103.

## JOB PLACEMENT ASSISTANCE SERVICES

The Advising and Career Center maintains a list of job opportunities for students and alumni. Positions are posted on the UACCM website.



## PUBLIC SAFETY DEPARTMENT/CAMPUS POLICE

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Campus police officers patrol the campus in an effort to provide a safe educational setting. Campus police officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a campus police officer, contact Public Safety at 501-208-7377.

### SECURITY/SAFETY

The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the campus police officers. The College publishes an annual Campus Safety Report by October 1 of each year which contains statistics and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff online at [www.uaccm.edu](http://www.uaccm.edu) or from the Vice Chancellor for Student Services.

### SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

The Department of Public Safety compiles campus crime statistics, and these statistics are distributed electronically annually to students and employees. Should potentially dangerous situations occur, they will be communicated to students through an emergency alert system. Campus crime statistics are available online at [www.uaccm.edu](http://www.uaccm.edu) or from the Vice Chancellor for Student Services.

Federal law requires that colleges maintain a list of any sex offenders employed by the College or attending the College and make this list available to individuals as needed. If any sex offenders become affiliated with the University of Arkansas Community College at Morrilton, a record of their level of offense and their affiliation will be maintained in the Vice Chancellor for Student Services' Office, 1537 University Blvd., Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

## STUDENT ACCOUNTS

Student Accounts is located in the main lobby of the University Center. We provide many services such as copies of student bills, class schedule printouts, payment plan information, 1098-T tax paperwork and important information concerning financial aid refund days and direct deposit. Tuition payments as well as any other type of payments can be made at the student account window. For more information, Student Accounts can be contacted at 501-977-2045.

## STUDENT ACTIVITIES

Through Student Activities, UACCM strives to enhance the student experience by way of social, educational, and recreational programming that supports student success. Activities are scheduled throughout the year and are open to all students, and a variety of student organizations offer membership based on academic or special interests. Popular annual and bi-annual events include Welcome Week, Spring Fling and Fall Fest carnivals, Health & Wellness Fair, Grad Fair, Field Day, National Campus Safety Awareness Month festivities, and free stuff for finals. Other recurring activities include karaoke and open mic, BINGO for prizes, holiday celebrations, and more.

### FACILITIES AND AMENITIES

The Student Union is the primary hub for most activities at UACCM. There, students can challenge each other to a game of ping pong or pool, relax in front of the TV, or use the free wi-fi. The Big Cuppa coffee shop is also housed in the Student Union with drinks, pastries, and friendly service to help start your day. Whether you want some exciting fun and competition or to simply have a place to unwind between classes, the Student Union is a comfortable space for students to enjoy.

Both the Student Union and Kirk Building have drink and snack vending machines as well as commissary vending machines with breakfast and lunch options. Other vending machines are positioned in many buildings on campus. The Student Lounge is in Room 135 of the Kirk Building and includes microwaves, tables and chairs, couches, computers, and a printer. The Fitness Center is also located in the Kirk Building just inside the west entrance near the basketball court. A disc golf course sits in the center of campus, and a quarter-mile lighted walking trail is located at UACCM's western-most entrance off Poor Farm Road. Borrow equipment from the Student Union to play sports and games around campus, like basketball or disc golf. Additional information about Student Activities is available at [www.uaccm.edu](http://www.uaccm.edu), including amenities, events, and student organizations.

## STUDENT DEVELOPMENT

The transition to college is sometimes difficult and students are not always prepared for higher education. UACCM's office of Student Development is here to help students become successful in several aspects of their academic career.

The Student Development office promotes development and student success in a variety of ways.

- **Personal Counseling** is offered by licensed counselors to develop interpersonal skills necessary to handle the stressors inside and outside of the classroom.
- **Career Planning** is designed to help students develop a career plan by exploring their career core (Interests, Personality, Values, & Abilities) with guidance from a licensed counselor.
- **Student Readiness** is program that helps students identify and develop their strengths and weaknesses as a student so that they perform better within the classroom.

- **Accessibility & Accommodations** ensures who students that register for services with our office receive individualized accommodation and develop advocacy skills needed.

Students interested in these services can come by Room 204 in the Business Technology Center or can schedule an appointment via the Student Development portal tab, emailing [studentdevelopment@uacm.edu](mailto:studentdevelopment@uacm.edu) or calling 501-977-2095.

## STUDENT STUDY LOUNGES

Student study lounges are located on the second floor of the University Center, in the Kirk Building, and the first floor of the Library Complex.

## TESTING SERVICES

Testing Services is available to students as a confidential and secure location to provide a wide-range of testing services. Tests such as ACCUPLACER, CLEP, TEAS, NACE, and GED are administered through the Office of Testing Services. Proctoring services for make-up exams and online course exams will be scheduled through Testing Services which is located in the Business Technology Center Room 207.

## TRANSFER SERVICES

Students planning to transfer to a four-year institution are provided assistance from an academic advisor of the Advising Center to match them to the correct institution. Students will be directed to a transfer representative at local institutions of higher learning. Students will receive assistance with transferring credits and developing a program of study for while attending UACCM.

## UNIVERSITY BOOKSTORE

The UACCM Bookstore, located in the Business Technology Center, offers textbooks, paper, supplies, and clothing. The bookstore accepts checks for purchases; however, it does not cash personal checks.

American Express, Discover, MasterCard, and Visa are accepted for purchases. A complete listing of book prices may be viewed at [theuacmbookstore.com](http://theuacmbookstore.com). Pricing for new, used, and rental books are available; however, availability is not immediately guaranteed. Online orders will be confirmed by e-mail and may usually be obtained at the bookstore in twenty-four hours. Shipping options are also available.

The bookstore will accept returns on textbooks within seven calendar days of classes starting. Mid-semester starts can be returned within three calendar days of the start date. Books must be in original condition and must be accompanied by a cash register receipt. Any "new" condition textbook rental returned with a rental sticker will be subject to a 30% restocking fee. Non-textbook items in original, unopened packaging and unused condition may be refunded within ten days with original receipt. Contact The UACCM Bookstore at 501-208-5325.

## WEBSITE

The UACCM website is the easiest and best resource to keep you connected to the information you want to know. A special "Student" section on the site is designed to feature information of special interest to currently-enrolled students. In addition to general registration information, financial information, news, calendars, and other helpful links, the website also has the following tools to help you manage your college life. The UACCM website is [www.uacm.edu](http://www.uacm.edu).

### CAMPUS CONNECT

Campus Connect provides each student with access to his/her personal demographic information, advisor's name, unofficial UACCM transcript, class schedule, grades, account balance, and personal financial aid information.

### CLASS SCHEDULE ONLINE

A full list of classes scheduled for the following semester is posted before each semester and is maintained until registration is concluded.

### LEARNING MANAGEMENT SYSTEM

Blackboard is used by your instructors to organize course materials. Blackboard may be accessed by currently enrolled students through the My UACCM Portal.

### LIBRARY WEB PAGE

The UACCM Academic Commons web page allows users to search for material within the library's print and digital holdings, access research assistance, connect with tutoring services, and view the operating hours of the Academic Commons.

### PAYMENT PLAN

To help our students manage their tuition payment a little easier, UACCM is pleased to offer a tuition payment plan. It is not a loan program; therefore, you have no debt. There are no interest or finance charges and no credit checks. The only cost to sign up for monthly tuition payments through e-Cashier is \$25 per semester. Using e-Cashier is simple; apply online at [www.uacm.edu](http://www.uacm.edu) after you have registered for summer or fall terms. Full payments can be made online with e-Cashier Tuition Management for a \$5 fee.

### STUDENT E-MAIL

A UACCM e-mail account is available to all currently-enrolled students. Accounts for first-time entering or returning students will be set up by the first day of classes. Your account will remain active between semesters as long as you are pre-registered for a following semester. Accounts for students who are no longer enrolled or pre-registered will be deleted soon after the beginning of the fall and spring semesters.

## GENERAL INFORMATION

---

### ADVISORY COMMITTEES

The University of Arkansas Community College at Morrilton and business/industry partners have mutually benefited through an active advisory committee relationship. These committees, representing each major instructional area, are comprised of members from business and industry who provide a broad spectrum of technical expertise and management.

The principal mission of each committee is to provide an advisory function concerning course content, laboratory and shop design, and program development. Another important function is the support and promotion of student recruitment and graduate placement.

### ANIMALS ON CAMPUS

In the interest of promoting personal safety, a healthful environment, and maintenance efficiency, pets are prohibited from the UACCM campus. Exceptions to this policy are limited to animals, fish, fowl, and reptiles under the control of and use by academic departments for approved teaching; and those animals, fish, fowl, or reptiles used in approved performances. Service animals are not considered pets and are allowed on campus in accordance with ADA laws. Emotional Support Animal is a term used to describe animals that provide comfort by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as a service animal under the ADA and are not allowed on campus.

### COMPUTING USAGE

The University of Arkansas Community College at Morrilton is committed to protecting its students, employees, partners, and the college from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of UACCM. These systems are to be used for educational and business purposes in serving the interests of the students, college, and our constituents during normal operations. Effective security is a team effort involving the participation and support of every UACCM student, employee, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at UACCM. These rules are in place to protect the students, employees, and UACCM. Inappropriate use exposes UACCM to risks including virus attacks, compromised network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct UACCM business or interact with internal networks and business systems, whether owned or leased by UACCM, the employee, or a third party. All students, employees, contractors, consultants, temporary, and other workers at UACCM and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with UACCM policies and standards, and applicable laws and regulations.

This policy applies to students, employees, contractors, consultants, temporaries, and other workers at UACCM, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by UACCM.

### GENERAL USE AND OWNERSHIP

UACCM proprietary information stored on electronic and computing devices whether owned or leased by UACCM, an employee, or a third party, remains the sole property of UACCM.

Users must ensure through legal or technical means that proprietary information is protected in accordance with the UACCM Data Protection Policy.

Users have a responsibility to promptly report the theft, loss, or unauthorized disclosure of UACCM proprietary information, personally identifiable information (PII), or personal health information (PHI), hereto known as sensitive information.

Employees may access, use, or share UACCM sensitive information only to the extent it is authorized and necessary to fulfill their assigned job duties.

Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of

Internet/Intranet/Extranet systems. In the absence of such policies, employees should consult their supervisor or manager about personal use expectations.

For security and network maintenance purposes, authorized individuals within UACCM may monitor equipment, systems, and network traffic at any time, per UACCM's Audit Policy.

UACCM reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### **SECURITY AND PROPRIETARY INFORMATION**

All mobile and computing devices that connect to the internal network must comply with the UACCM Minimum Access Policy.

System level and user level passwords must comply with the password standards listed on page 16. Providing access to another individual, either deliberately or through failure to secure access, is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended.

Postings by users from a UACCM email address to newsgroups, blogs, social media sites, etc. should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of UACCM, unless posting is in the course of business duties.

Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

#### **UNACCEPTABLE USE**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a student or employee of UACCM authorized to engage in any activity that is illegal under local, state, federal or international law while using UACCM-owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by UACCM.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which UACCM or the end user does not have an active license is strictly prohibited.
- Accessing data, a server, or an account for any purpose other than conducting UACCM business, even if the employee has authorized access, is prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing an employee's or student's account password to others or allowing use of an employee's or student's account by others. This includes family and other household members when work is being done at home.
- Using a UACCM computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any UACCM account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student or employee is not an intended recipient or logging into a server or account that the student or employee is not expressly authorized to access, unless these actions are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. Port scanning or security scanning is expressly prohibited unless prior notification to the UACCM IT department is made.
- Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of an employee's normal job/duty.
- Circumventing user authentication or security of any host, network, or account.
- Introducing honeypots, honeynets, or similar technology on the UACCM network.
- Interfering with or denying service to any user (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, UACCM users to parties outside UACCM.

### Email and Communication Activities

- When using college resources to access and use the Internet, users must realize they represent the college. Whenever users state an affiliation to the college, they must also clearly indicate that “the opinions expressed are my own and not necessarily those of the college”.
- Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any email address other than that of the poster’s account, with the intent to harass or to collect replies.
- Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.
- Use of unsolicited email originating from within UACCM’s networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by UACCM or connected via UACCM’s network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### COMPLIANCE

#### Compliance Measurement

The UACCM IT team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

#### Exceptions

Any exception to the policy must be approved by the UACCM IT team in advance.

#### Non-Compliance

A student or employee found to have violated this policy may be subject to disciplinary action.

## GRIEVANCES AND APPEALS OF ACADEMIC DECISIONS

### INFORMAL RESOLUTION

Students who wish to seek further review of academic decisions or actions by UACCM or a UACCM employee (acting in an official capacity) that the student contends was in violation of written campus policies or constitutes unfair or unequal application of such policies should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student’s instructor or with the faculty member supervising a course. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.

### APPLICABILITY OF POLICY

This policy applies to students enrolled in traditional courses as well as online courses. This policy does not apply to matters which are covered by other campus policies or appeal procedures including, but not limited to, the following: grade appeals, allegations of discrimination or harassment (including sexual harassment) under the university’s non-discrimination policy, allegations of failure to provide reasonable accommodations, financial aid appeals, enforcement of campus parking and traffic regulations, or violations of the college’s Student Code of Conduct.

### FORMAL GRIEVANCE PROCESS

If efforts to resolve a grievance informally are not successful, no later than ten business days (Monday-Friday) following the decision or action that the student seeks to have reviewed, the student shall put the grievance in writing clearly stating the facts relating to the grievance and which policies the student contends have been violated or misapplied. When student attendance in a class is at issue, the student should seek to resolve the issue as quickly as possible. For an academically related grievance, the written grievance shall be submitted to the faculty member’s Program Chair. If there is no program chair, the grievance should be submitted to the Academic Dean.

If the concern relates to the Program Chair, then the written grievance may be submitted to the Dean supervising the Program Chair. If the concern is related to the Dean, then the written grievance may be submitted to the Vice Chancellor for Academics who shall appoint an alternate official to consider the grievance.

The administrator reviewing the grievance will review the material provided by the student, and may at the administrator’s discretion gather any additional information whether in writing or through meeting with the student or other persons involved.

The administrator reviewing the grievance shall make a decision within ten business days after receiving the student’s written grievance (excluding the day of receipt), or as soon as possible thereafter. The written decision will explain the basis for the decision, remedial steps required, if any, and the procedure for requesting an appeal.

### APPEALS

If the student believes the grievance decision is in error, the student may within ten business days after the date of the written decision appeal the decision to the Vice Chancellor for Academics. The Vice Chancellor will review the material provided by the student, the grievance decision, any other material which has been assembled regarding the matter, and any applicable university policies. At his or her discretion, the Vice Chancellor may gather any additional information that will be helpful in determining a decision, whether in writing or through meeting or consulting with any individuals deemed necessary in the administrator’s judgement. The Vice Chancellor reviewing the appeal



shall make a decision within ten business days of receiving the student's written grievance (excluding the day of receipt), or as soon as possible thereafter. The appeal decision shall be final.

Note 1: Students are not permitted legal counsel for an academic appeal.

#### EXTERNAL COMPLAINT RESOLUTION

If a grievance cannot be resolved internally within the College, a student may file a complaint with the Arkansas Division of Higher Education (ADHE). Arkansas residents must file complaints in writing with the ICAC Coordinator, Arkansas Division of Higher Education (ADHE), 423 Main Street, Suite 400, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. As required by ADHE, the grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE inquiries are limited to course/degree programs certified by the Arkansas Higher Education Coordinating Board (AHECB) under Ark. Code 6-6-301 and to matters related to criteria for certification. For other states, the Student Complaint Process is available on the Arkansas Division of Higher Education website [adhe.edu/students-parents/student-grievance-form](http://adhe.edu/students-parents/student-grievance-form). Complaints must be filed online. Students may also contact the Higher Learning Commission, which is the College's accrediting body, at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, or at [info@hlcommission.org](mailto:info@hlcommission.org) or 1-800-621-7440.

## GRIEVANCES AND COMPLAINT PROCEDURES

Any alleged non-academic grievance which a student, including an online student, may have regarding a college employee, policy, or procedure may be considered under this policy.

These would include grievances under any of the following: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disability Act of 1990, Family Educational Rights and Privacy Act of 1974, and the Age Discrimination Act of 1975. This policy does not apply to matters covered by other campus policies, including, but not limited to allegations of discrimination or harassment, the UACCM Title IX policy, financial aid appeals, or violations of the UACCM Student Code of Conduct.

Refer to the Academic Honor Code or Academic Appeals Policy for academic grievances, such as appealing a grade.

#### INFORMAL RESOLUTION

Students should attempt to seek resolution informally by discussing the grievance with the person responsible for the action, interpretation, or application of the policy or procedure leading to the problem. If the grievance is with an employee, the student should attempt to seek resolution by speaking with the employee's supervisor.

#### FORMAL RESOLUTION

If the grievance remains unresolved by informal means, the student may seek formal resolution by submitting a written complaint to the Vice Chancellor for Student Services, who can be reached at [jones@uaccm.edu](mailto:jones@uaccm.edu) or 1-800-264-1094.

#### STUDENT COMPLAINT RESOLUTION STEPS

10. The student must submit in writing within 5 business days of unsatisfactory completion of the informal resolution process the complaint to the Vice Chancellor for Student Services. The student must include the date(s) informal resolution was sought, specific details describing the complaint, and specific remedies sought. If the complaint is with the Vice Chancellor for Student Services, the student must submit the written complaint to the Chancellor.
11. The Vice Chancellor for Student Services has 10 business days from receipt of the written complaint in which to investigate and respond to the student in written form.
12. If not satisfied with the resolution of the Vice Chancellor for Student Services, the student may appeal to the Chancellor within 5 business days from receipt of the Vice Chancellor for Student Services' response.
13. The Chancellor has 5 business days from receipt of the written appeal to respond in writing to the student. The on-campus decision of the Chancellor is final.

#### EXTERNAL COMPLAINT RESOLUTION

If a grievance cannot be resolved internally within the College, a student may file a complaint with the Arkansas Division of Higher Education (ADHE). Arkansas residents must file complaints in writing with the ICAC Coordinator, Arkansas Division of Higher Education (ADHE), 423 Main Street, Suite 400, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. As required by ADHE, the grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE inquiries are limited to course/degree programs certified by the Arkansas Higher Education Coordinating Board (AHECB) under Ark. Code 6-6-301 and to matters related to criteria for certification. For other states, the Student Complaint Process is available on the Arkansas Division of Higher Education website [adhe.edu/students-parents/student-grievance-form](http://adhe.edu/students-parents/student-grievance-form). Complaints must be filled online. Students may also contact the Higher Learning Commission, which is the College's accrediting body, at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, or at [info@hlcommission.org](mailto:info@hlcommission.org) or 1-800-621-7440.

The U.S. Department of Education's Office of Civil Rights (OCR) enforces civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities. Students may submit a grievance or complaint directly to OCR at [ocr.ed.gov](http://ocr.ed.gov). Visit the OCR website for details.

## ILLNESS OR ACCIDENT

UACCM reserves the right to call for ambulance service, if in the judgement of College personnel, the situation merits such action. The person requiring medical assistance will be responsible for any costs related to medical or ambulance service.

## OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE COLLEGE

### SUMMARY

Occasionally, students travel off-campus in conjunction with academic instruction, registered student organizations or other activities organized or sponsored by UACCM. UACCM supports the philosophy that travel away from campus is an important part of students' collegiate experience.

This policy applies to travel of enrolled students to attend activities or events that are organized and/or sponsored by UACCM:

- An organized activity or event is one that is initiated, planned and arranged by a member of UACCM's faculty or staff and is approved by an appropriate administrator.
- A sponsored activity or event is one that UACCM endorses by supporting it financially or by sending students to participate.

### REQUIREMENTS

A student may travel and participate in a UACCM organized and/or sponsored activity or event only when all the following requirements are satisfied:

- A UACCM administrator authorizes the student to attend an activity or event related to accomplishment of UACCM educational purposes.
- The student travels by UACCM vehicle or according to transportation approved by the administrator authorizing the travel.
- Before leaving campus, the student and accompanying faculty or staff sponsor must have registered the travel with the Vice Chancellor for Student Services by completing all required paperwork.

### TRAVEL REGULATIONS

UACCM has established the following procedures concerning the travel of enrolled students off-campus:

- Approvals for student travel must be secured from the sponsor's or accompanying faculty member's immediate supervisor and the Vice Chancellor for Student Services by completing the Off-Campus Student Travel Request form.
- The Off-Campus Student Travel Request form must be processed within two weeks in advance of the travel. The accompanying faculty or staff sponsor, the immediate supervisor and the Vice Chancellor for Student Services must have signed the form. Copies of the form for all student travel must be on file with the Vice Chancellor for Student Services.
- UACCM vehicles must be driven only by qualified employees of UACCM. All personnel who operate a UACCM vehicle must have a photo copy of a valid Arkansas driver's license and a State Police report verifying a safe driving record on file in the Personnel Office prior to operating a UACCM vehicle. All personnel who operate a UACCM van must have a "P" endorsement on their driver's license.
- Students are prohibited from operating UACCM vehicles.
- Students participating in off-campus travel must be accompanied by a faculty or staff sponsor.
- Students who travel away from campus for a UACCM-organized or sponsored activity are subject to disciplinary action in accordance with the UACCM Student Code of Conduct.
- Students participating in the trip must complete and sign a UACCM "General Release and Covenant Not to Sue – Off-Campus Domestic Activity." These signed agreements must be submitted along with the "Off-Campus Travel Request" form.
- Students participating in a trip abroad must also complete and sign the UACCM "General Release and Covenant Not To Sue – Off-Campus International Activity" form. These signed agreements must be submitted prior to any student travel abroad.

UACCM will accept no responsibility for injury or damage incurred for off-campus travel organized and conducted by students in their own interest and not registered as an approved, organized, or sponsored activity or event.

### CLASS ATTENDANCE

Students are occasionally away from UACCM on approved travel during regularly scheduled classes. Students who are absent from class due to an approved UACCM-sponsored or organized activity should not be counted as absent as it relates to the Administrative Drop (AW) policy. Students who are absent from class due to an approved UACCM-sponsored or organized activity should be allowed to make-up missed exams or assignments.

As part of the "Off-Campus Travel Request" form, the faculty or staff sponsor of the trip must include the names of all students traveling. Upon final approval of the travel request, the Vice Chancellor for Student Services will notify via email all faculty that the students will be absent from class on a specific date(s) for a specified time. If the course instructor of a student who has been approved to travel has legitimate reasons that the student should not miss class, the course instructor should contact the travel faculty or staff sponsor immediately to discuss. If a student is included on the travel request as traveling, but does not travel, the Vice Chancellor for Student Services must be notified immediately.

## PARKING/REGISTERING VEHICLES

UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper. Permits can be obtained free for at the Information Desk located in the University Center.

Everyone parking on the UACCM campus is required to adhere to all laws of the state of Arkansas governing motor vehicle operation and all policies concerning parking established by the University of Arkansas Community College at Morrilton. Violations of parking and/or driving regulations may result in citations, vehicle being towed and/or revocation of parking privileges. Parking and traffic regulations can be obtained at the Information Desk located in the University Center.

The Department of Public Safety, as part of its efforts to improve campus safety, reserves the right to stop any motor vehicle without a University of Arkansas Community College at Morrilton parking decal to determine the reason for its presence on the UACCM campus.

## PASSWORD STANDARDS

The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords.

### PASSWORD CREATION

- Passwords must have a minimum of 15 characters.
- Passwords must contain uppercase and lowercase letters.
- Passwords must contain at least one number.
- Passwords must contain at least one special character.
- Users must use a separate, unique password for each of their work-related accounts. Users may not use any work-related passwords for their own personal accounts.
- User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user to access system-level privileges. In addition, it is highly recommended that some form of multi-factor authentication is used for any privileged accounts.

### PASSWORD CHANGE

- UACCM network passwords are valid for 90 days, after which they must be reset. Within this 90-day window, passwords should be changed only when there is reason to believe the password has been compromised.
- Password cracking or guessing may be performed on a periodic or random basis by the UACCM IT Team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to comply with the UACCM Password Construction Guidelines.

### PASSWORD PROTECTION

- Passwords must not be shared with anyone, including supervisors and coworkers. All passwords are to be treated as sensitive, Confidential UACCM information.
- Passwords must not be inserted into email messages, Alliance cases or other forms of electronic communication, nor revealed over the phone to anyone.
- Passwords may be stored only in "password managers" authorized by the organization.
- Do not use the "Remember Password" feature of applications (for example, web browsers).
- Any user suspecting that his/her password may have been compromised must report the incident to the UACCM Help Center via e-mail to [helpcenter@uaccm.edu](mailto:helpcenter@uaccm.edu), by calling 501-208-5312, or by reporting the breach in person at the Help Center in LC (Library Complex) 103. The user must also change all passwords immediately.

## PROPERTY AND RIGHTS

The University of Arkansas Community College at Morrilton as an agency of the State of Arkansas is entitled to Sovereign Immunity. As a result, UACCM is not liable for personal accidents, damage, theft, or loss of personal property. Students are advised to check their personal insurance coverages and/or file a claim with the Arkansas State Claims Commission at [arclaimscommission.arkansas.gov](http://arclaimscommission.arkansas.gov)

## SEVERE WEATHER POLICY

In the event that the weather is so severe that the College administrative officers close the campus, the closing will be reported to Little Rock, Arkansas, television stations and KVOM Radio (800 AM or 101.7 FM), and a notification message will be sent to the Emergency Alert System registered users. Information about closing will also be posted on the UACCM Facebook page. Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College's service area.

## SIGNS/POSTERS

All signs and posters not originating within a UACCM academic or administrative office must be approved by the Vice Chancellor for Student Services.

Typically, all signs and posters should be placed on bulletin boards only. No signs or posters are permitted on painted surfaces.

If an individual or student organization wishes to place a poster or sign in any area not designated in this statement, the individual or organization must receive approval from the Vice Chancellor for Student Services. Such approval will be based upon assurances that the location and mounting of the sign or poster will not deface property of the College.

Placing handbills and flyers on automobiles parked on campus is prohibited. No handbills and flyers may be distributed on campus without approval of the Vice Chancellor for Student Services.

## SOLICITATION

The buildings and grounds owned by the University of Arkansas Board of Trustees exist for, and are exclusively devoted to, the organized and approved UACCM programs of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the College. Therefore, private unsolicited business activities are not permitted on the College campus. However, in certain limited areas, the College contracts with private firms to provide needed on-campus services for students, faculty, and staff when such a contract contributes to the accomplishment of the College's educational purposes.

## SOUND ON THE UACCM CAMPUS

It is important that individuals and groups within the College community respect others' rights by not creating noise disturbances. The UACCM Police will respond to reports of excessive noise.

## TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT

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

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

- Mr. Darren Jones, Vice Chancellor for Student Services  
Title IX Coordinator  
University Center, Suite 100  
(501) 977-2191  
jones@uaccm.edu
- Ms. Judy Sanders, Director of Human Resources  
Deputy Title IX Coordinator  
University Center, Suite 104  
(501) 977-2016  
sanders@uaccm.edu
- Ms. Shelby Beck, Human Resources Assistant  
Deputy Title IX Coordinator  
University Center, Suite 104  
(501) 208-5309  
sbeck@uaccm.edu

Students or employees can obtain a complete copy of UACCM's Title IX policy from any of the Title IX coordinators listed above.

## TOBACCO PRODUCTS

The University of Arkansas Community College at Morrilton (UACCM) is a tobacco-free campus. Possession, smoking and use of tobacco products will not be permitted anywhere on the UACCM campus.

UACCM does not seek to force or require cessation of tobacco products by its students, faculty, staff, or visitors. However, tobacco use on the UACCM campus is prohibited.

### DEFINITION OF TERMS

- Tobacco Product—All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco.
- Campus—Includes College vehicles; vehicles parked on College property; and any and all UACCM owned, leased, or maintained property including but not limited to buildings, facilities, sidewalks, parking lots, building entrances and common areas, athletic fields, outdoor seating, and grounds.

### PROVISIONS

- This policy replaces all previous tobacco policies.
- Effective May 15, 2009, the University of Arkansas Community College at Morrilton (UACCM) is a tobacco-free campus. All tobacco use on campus is prohibited.
- This policy applies to trustees, staff, faculty, students, visitors, vendors, and contractors.
- Organizers and attendees at public events on the UACCM campus, such as conferences, meetings, public lectures, social events, and cultural events, will be required to abide by the UACCM Tobacco-Free Campus Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing the policy.

- Contractors and their employees providing a service to the UACCM campus are also required to abide by this policy.
- The sale of tobacco products on the UACCM campus is prohibited.
- The free distribution of tobacco products on the UACCM campus is prohibited.
- Tobacco advertisements are prohibited in College publications.

#### IMPLEMENTATION

- Based upon health data, it is the hope of UACCM that students, employees, and visitors recognize the value of this policy and voluntarily comply.
- Implementation and enforcement of this policy are the shared responsibility of the entire College community. Therefore, all members of the College community are asked to courteously and tactfully inform persons in violation of the Tobacco-Free Campus Policy concerning their violation.
- Appropriate signs will be posted on campus. However, the Tobacco-Free Policy applies whether or not signs are posted.
- Managers and supervisors interviewing applicants for possible employment with UACCM will inform the applicants that UACCM is a tobacco-free campus.
- The Admissions Office will inform prospective students that UACCM is a tobacco-free campus.
- Any contracts or agreements for use or lease of UACCM property or facilities will clearly state the College is a tobacco-free campus.

#### COMPLIANCE

- Students, employees, and visitors are expected to comply with all UACCM policies and procedures.
- The success of this policy is dependent upon the courtesy, respect, and cooperation of students and College personnel, not only to comply but to continue to encourage the compliance of others.
- Any student that continues to violate this policy is subject to a monetary fine as established by the Board and disciplinary action as described in the Student Code of Conduct.
- Any employee that continues to violate this policy is subject to a monetary fine as established by the Board and the established procedures for resolving other work-related problems. Non-compliance with College policy is grounds for termination of employment.
- Any visitor that insists upon violation of this policy is subject to permanent removal from UACCM property. Violation of College policy will cause agreements with such individuals or organizations to be terminated and the individual or organization may be barred from future use of UACCM property.

## VISITORS

Visitors seeking information about enrollment in UACCM are encouraged to visit the College campus. Visitors should contact the Admissions Office where College personnel can assist them. Visitors are welcome.

UACCM facilities are designated for use by students officially enrolled, individuals who are on campus to gain enrollment information, invited guests, or individuals otherwise conducting business with the College. Unattended children are not permitted use of the facilities, and individuals who are not enrolled in UACCM are not permitted to attend classes or labs without permission of the administration.

# STUDENT CODE OF CONDUCT

---

Students of the University of Arkansas Community College at Morrilton (UACCM) are expected to conduct themselves in a manner that respects the rights of other members of the UACCM community and conforms to the rules and regulations of the College and the laws of the state of Arkansas and the United States of America.

## STUDENT MISCONDUCT AND DISCIPLINE

Student conduct outside the accepted standards will subject the student to disciplinary action under UACCM policies.

The following behaviors are prohibited and considered student misconduct:

#### ALCOHOL AND ILLICIT DRUGS

To possess, use, manufacture, distribute, or to be under the influence of alcohol or illicit drugs; or be in possession of drug paraphernalia

#### CHEATING

To possess, receive, use, solicit, or furnish unauthorized aid in an academic endeavor (see Academic Honor Code for more details)

#### CLIMBING ON COLLEGE STRUCTURES

To climb, rappel, or any similar action is prohibited on College structures



**DAMAGE TO PROPERTY**

To misuse or harm the property of others

**DECEPTION, FRAUD, OR MISUSE OF DOCUMENTS**

To forge, alter, or acquire College documents, records, or identification cards without authorization

**DISRUPTIVE BEHAVIOR AND DISORDERLY CONDUCT**

To engage in behavior that disrupts the normal functions of the College, disturbs the peace, or violates the rights of others

**FAILED FINANCIAL OBLIGATIONS**

To fail to fulfill any financial obligation to the College (tuition, fees, books, materials, etc.)

**FALSE ALARMS AND THREATS**

To communicate by any means to the College or anyone affiliated with the College a false alarm or threat, inclusive of fire or other threats

**FURNISHING FALSE INFORMATION**

To provide information, which is false or misleading to the College for its official use

**GAMBLING**

To wager on the outcome of any activity or event»

**LEWD, INDECENT, OR OBSCENE BEHAVIOR**

To behave in a manner that is offensive to established community standards of decency or modesty

**MISUSE OF INTERNET PRIVILEGES**

To violate the terms of the Computer Use Agreement with the College

**NON-COMPLIANCE WITH DIRECTIONS OF A COLLEGE OFFICIAL**

To fail to comply with reasonable directions given by an employee of the College

**PHYSICAL ABUSE OR THREAT OF PHYSICAL ABUSE**

To physically endanger or threaten to endanger the health or safety of another or oneself

**PLAGIARISM**

To appropriate ideas, which are not common knowledge, or writings of another and represent them as one's own (see Academic Honor Code for more details)

**THEFT**

To appropriate or possess the property of another without right or permission

**TOBACCO PRODUCTS**

Tobacco products are not permitted anywhere on the UACCM campus.

**VERBAL ABUSE**

To use obscene, profane, or derogatory language, which insults, abuses, or defames another

**VIOLATION OF COLLEGE POLICIES OR REGULATIONS**

To fail to comply with published or announced College policies or regulations

**VIOLATION OF LOCAL, STATE, OR FEDERAL LAW**

To violate local, state, or federal law

**WEAPONS, FIREARMS, EXPLOSIVES**

To possess or use unauthorized fireworks, firearms, dangerous chemicals, explosive materials and devices, or lethal weapons of any type

**SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT**

Any allegation of sexual assault or other forms of sexual harassment will be subject to review and investigation in accordance with the UACCM Title IX Policy.

**DISCRIMINATION AND HARASSMENT**

Any allegation of discrimination or harassment will be subject to review and investigation in accordance with the UACCM Policy and Procedure on Complaints of Discrimination and Harassment.

## JURISDICTION

The rules and regulations of the University of Arkansas Community College at Morrilton apply to all conduct on College owned, controlled, or operated property and at College-sponsored activities either on or away from campus. Charges or convictions of local, state, or federal law which occur off-campus will not result in disciplinary action by the College except in those cases where the action occurred at a College function or activity, or it is determined that action by the College is necessary to protect the members of the College community, the College's property, or its educational mission.

If the criminal authorities are considering a case, UACCM judicial procedures continue as usual since criminal proceedings and UACCM procedures are unrelated activities. Similarly, judicial action by the College does not prohibit the filing of criminal charges.

### STUDENT JUDICIAL PROCEDURES AND RIGHTS

Student discipline meetings and/or hearings are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the rules that govern civil or criminal hearings including, but not limited to, the rules of evidence. Allegations of student misconduct will be handled in the following manner:

1. Allegations of student misconduct may be brought to the attention of the Vice Chancellor for Student Services. Students accused of misconduct will be given the opportunity for an administrative review meeting if the Vice Chancellor for Student Services deems the allegations have merit.
2. After conducting an investigation, the accused student will be notified of the allegations against him or her and will be notified of the time and place of the administrative review meeting as soon as the Vice Chancellor for Student Services determines that the allegations have merit. The student must attend the administrative review meeting. Failure to attend in itself is a violation of the Student Code of Conduct and may result in immediate disciplinary action. If the student fails to attend the administrative review meeting, he/she forfeits any rights for further proceedings and/or appeals, and the decision of the Vice Chancellor for Student Services is final. The Vice Chancellor for Student Services reserves the right to have other College faculty, staff, or students attend the administrative review meeting.
3. The Vice Chancellor for Student Services will conduct an administrative review meeting with the accused student and make a determination of responsibility. In some cases, there may be more than one administrative review meeting before a decision is made. Once the determination of responsibility is made, the Vice Chancellor for Student Services will document the administrative review meeting and determine if any sanctions are appropriate. The student will be notified in writing of the finding of responsibility and sanction(s), if any. The determination of responsibility shall be made on the basis of whether it is more likely than not that the accused student has violated the Student Code of Conduct.
4. If the student accepts the finding of responsibility and/or sanction(s), the decision of the Vice Chancellor for Student Services will be final, and there will be no further proceedings or appeals.
5. If the student does not accept the finding of responsibility and/or sanction(s), the allegations will be heard by the Student Conduct Review Board in the form of a judicial hearing. The student must attend the judicial hearing. If the student fails to attend the judicial hearing, the student forfeits any rights for further proceedings and/or appeals and the finding of responsibility and/or sanctions is final.
6. The Vice Chancellor for Student Services will serve as the chairperson for the Student Conduct Review Board to ensure all conduct policies are followed but will not have a vote towards the outcome of the hearing. A recording will be made of the hearing and will be kept by the Vice Chancellor for Student Services for at least one year. Hearings will be conducted by the Student Conduct Review Board according to the following guidelines:
  - The right to the presumption of innocence unless guilt is established. Guilt is determined either by an admission of guilt by the accused or by the presentation of evidence which establishes guilt by a preponderance of the evidence.
  - The right to written notice of the allegations against a student within 10 class days after the determination of responsibility. If necessary for the charges to be sent through the mail, the charge must be postmarked within the same 10 day period.
  - The right to be informed of one's rights. These rights are printed in the College Catalog and are available from the Vice Chancellor for Student Services.
  - The right to be notified of the time and place of the judicial hearing at least 48 hours prior to the hearing. This is to allow ample time to prepare for the hearing. This right may be waived in writing by the accused. If notice of the time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.
  - The right to request to face one's accuser at the hearing. The accused must notify the Vice Chancellor for Student Services in writing at least 24 hours prior to the scheduled hearing if this right is exercised to ensure the accuser is present at the hearing. If the accuser exercises his/her right to not appear at the hearing, the Vice Chancellor for Student Services will determine whether it is in the best interest of the College to cancel the hearing and dismiss allegations against the accused or proceed with the hearing.
  - The right of access, upon request prior to the hearing, to all physical evidence (i.e., video, audio, photographs, printed documents, etc.) to be presented at the hearing.
  - All discipline hearings are closed to the public. The accused and the accuser may be accompanied to the discipline hearing only by a member of the College faculty, staff, or a parent or legal guardian. Exceptions to this must be presented in writing to the Vice Chancellor for Student Services at least 24 hours prior to the scheduled hearing. The Vice Chancellor for Student Services reserves the right to deny the request. If the result of the administrative review meeting is a suspension of ten or more days or expulsion, the student may be accompanied at the discipline hearing by one support person, including an attorney, who may fully participate during the discipline hearing.
  - The right to testify and present evidence and material witness. Witnesses, other than faculty, staff, or parent/legal guardian accompanying the accused, will not be permitted to attend the hearing until requested by the Vice Chancellor for Student Services to provide testimony.
  - The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.



- The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.
- The right to be judged solely on the evidence presented at the hearing and to an explanation of the reason(s) for the decision in the case. Both the accuser and the accused shall be informed of the outcome of any campus judicial hearing.
- The right to an appeal.

At the conclusion of the hearing, the Student Conduct Review Board will deliberate in closed session and render a decision. In the decision, the review board may: Affirm the original determination of responsibility and sanction(s); Affirm the original determination of responsibility, but lessen the sanction(s); Affirm the original determination of responsibility, but increase the sanction(s); or Reverse the original determination of responsibility and determine if any sanction(s) is appropriate.

The Vice Chancellor for Student Services will report the decision of the review board in writing to the student and inform him/her of the right to appeal on or before a specified date.

## APPEAL PROCEDURES

A student may appeal decisions of the Student Conduct Review Board through the following process:

- A Request for Appeal form must be submitted to the Vice Chancellor for Student Services on or before the date specified in the notice of decision. In addition to completing the Request for Appeal form, the student must write a letter stating the grounds for believing the decision to be erroneous or unfair. The request for an appeal must include one of the following reason(s):
  - Procedural error occurred
  - Insufficient evidence to support the violation(s)
  - Sanction(s) imposed were inappropriate
  - New evidence which was unavailable during the original review and which may have the potential to substantially impact the decision and/or sanction(s)
- The Request for Appeal form and accompanying letter will be forwarded to the Chancellor, who reserves the right to assign the appeal to his/her designee.
- The Chancellor, or his/her designee, may deny a request for an appeal.
- If an appeal is granted, it will be limited to review of the record of the judicial hearing and supporting documents, unless presentation of new evidence is available which may have the potential to substantially impact the decision and/or sanction(s). The Chancellor, or his/her designee, will determine if such evidence is allowed.
- The Chancellor, or his/her designee, may request an appeal meeting with the student prior to making a final decision. If an appeal meeting is granted and the result of the disciplinary hearing is a suspension of ten or more days or expulsion, the student may be accompanied at the appeal meeting by one support person, including an attorney, who may fully participate during the appeal meeting.
- The Chancellor, or his/her designee, will determine if the sanction(s) imposed were appropriate for the violation(s) of the Student Code of Conduct. In the decision, the Chancellor, or his/her designee, will: Affirm the decision of the Student Conduct Review Board; Affirm the decision of the Student Conduct Review Board, but lessen the sanction(s); Affirm the decision of the Student Conduct Review Board, but increase the sanction(s); or Reverse the decision of the Student Conduct Review Board and determine if any responsibility or sanction(s) is appropriate.
- The decision of the Chancellor, or his/her designee, is final and the student will be notified in writing of the decision.

## SANCTIONS

The following sanctions may be used as a result of the administrative review meeting, judicial hearing, or appeal:

### **COUNSELING**

Establish a series of meetings between the student and a counselor in order to assist the student in meeting the behavioral expectations of the College and in meeting his/her individual needs in academic or personal development.

### **EDUCATIONAL TASK**

A task that benefits the individual, campus, or community.

### **ACADEMIC**

The immediate removal and withdrawal of the student from a specified course or courses.

### **REPRIMAND**

A written or verbal notice to the student that continuation or repetition of a specified conduct may cause for additional disciplinary action.

### **RESTITUTION**

Compensating the College or other injured party for damaged, lost, or destroyed property.

### **RESTRICTIONS**

The loss of specified privileges for a definite or indefinite period of time.

**DISCIPLINARY PROBATION**

Disciplinary action taken as a result of conduct conflicting with College regulations. Disciplinary probation may include loss of privileges or use of College services. Disciplinary probation is to be for a definite or indefinite period of time.

**DISCIPLINARY SUSPENSION**

Removal from the College for a definite or indefinite period of time. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his/her period of suspension. Exceptions to this may be granted by the Vice Chancellor for Student Services.

**DISCIPLINARY EXPULSION**

Permanent removal from the College whereby the student may not return or re-enroll at any point in the future. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus at any point in the future. Exceptions to this may be granted by the Vice Chancellor for Student Services.

**INTERIM SUSPENSION**

In certain circumstances, the Vice Chancellor for Student Services may impose an interim suspension prior to an administrative review meeting and/or judicial hearing. Interim suspension may be imposed for the following reasons:

- To ensure the safety and well-being of members of the College community or preservation of College property;
- To ensure the student's own physical or emotional safety and well-being; or
- If the student poses a threat of disruption of or interference with the normal operations of the College.

During the interim suspension, a student may not enter campus without the permission from the Vice Chancellor for Student Services. Interim suspension will last no longer than five class days without the student having an administrative review meeting. After the administrative review meeting, the Vice Chancellor for Student Services will determine if the Interim Suspension continues pending the possibility of a judicial hearing. A student may remain on interim suspension until a decision is made by the Student Conduct Review Board.

**ACADEMIC HONOR CODE**

UACCM acknowledges the importance of honest academic behavior. This expectation applies to students taking courses on-campus and/or via distance learning. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility and to recognize the importance of being accountable for one's academic behavior.

Cheating and plagiarism are considered Academic Honor Code violations. These violations are handled through the following procedures:

- An instructor who suspects a student is guilty of cheating or plagiarism within the instructor's class must inform the student of this suspicion and provide the student with an opportunity to respond to this accusation.
- An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may take the following actions:
  - Issue a warning to the student;
  - Lower the grade awarded to the student for the test or paper;
  - Require the student to retake the test or rewrite the paper;
  - Award no credit for the paper or test;
  - Award the student a failing grade for the course; or
  - Other action specified in the course syllabus.
- A student who receives any of the above actions who feels the action is unjust may appeal the instructor's decision to the Vice Chancellor for Academics. The student must present a written appeal to the Vice Chancellor for Academics within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Academics will hold, within 10 class days of receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Academics will notify the student of the decision within three workdays or class days of the conclusion of the hearing. The decision of the Vice Chancellor for Academics is final.

Cheating that occurs during an authorized test or assignment being administered in an alternate test location will be subject to the Academic Honor Code. The person responsible for monitoring the test or assignment will notify the instructor of the student accused of cheating who will then proceed with the Academic Honor Code procedures described above.

In extreme cases of cheating and/or plagiarism, the Vice Chancellor for Academics may bring the allegations to the attention of the Vice Chancellor for Student Services for possible Student Discipline and Misconduct violations. The Vice Chancellor for Student Services will determine if Student Judicial Procedures should be followed in addition to any Academic Honor Code decisions already made.

**BEHAVIORAL INTERVENTION TEAM (BIT)****MISSION**

The mission of the Behavioral Intervention Team (BIT) is to provide a multiple-perspective alliance that focuses on caring, prevention, and early intervention with students whose behavior is disruptive or concerning and to suggest appropriate interventions and strategies to establish conditions for student success.



## **GOALS**

The goals of the BIT are:

- To provide a comprehensive process for understanding and helping students who are either having problems themselves or causing problems for others on campus.
- To provide positive interventions, services, information and referrals for students to prevent crisis situations.
- To provide an avenue for the centralized collection of information that addresses a spectrum of risks from a position of care and concern.
- To recognize campus-wide patterns of behavioral issues and recommend strategies for prevention and support.
- To assess levels of threat and risk and determine the most appropriate response to ensure safety for the student as well as the campus community.

## **POTENTIAL ACTIONS OF THE BIT**

Upon examination of the report to the BIT, the following actions are possible:

- Promptly follow up and/or gather more information from the person making the report
- Consult with other faculty, staff, or students familiar with the reported student
- Schedule a meeting between the reported student and a member(s) of the BIT
- Provide the student with information about campus and/or community resources which may offer assistance
- Create a behavioral contract between the reported student and the BIT
- Refer the student for psychological assessment and/or counseling sessions
- Transport the student to emergency services
- Refer the student for a Student Discipline and Misconduct review.
- In extreme cases, the BIT will recommend that the student be removed from campus pending further investigation and evaluation. The Vice Chancellor for Student Services is responsible for determining when such action is necessary.





2022  
2023



# STUDENT HANDBOOK

