Student Handbook
STUDENT SERVICES

TESTING CENTER: PLACEMENT TESTING - SKILLS ASSESSMENT
The COMPASS placement test measures a student’s current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The COMPASS, an untimed computerized placement test, is available by appointment through the Tutoring and Testing Center located in the Student Services Building, Room 142. An on-line orientation and tutorials to prepare for the COMPASS test are available through the SEARK College home page.

The Intake Testing Center also provides the PAX and Kaplan entrance/placement test for nursing school candidates.

Skills assessment testing includes the WorkKeys test for the Arkansas Career Readiness Certificate and the Collegiate Assessment of Academic Proficiency (CAAP) test.

CHANGE OF ADDRESS OR NAME
Each student is expected to keep the Registrar’s Office informed of his or her current residence, mailing address, and telephone number.

A student whose name is legally changed because of marriage or other reasons should so notify the office to prevent possible errors.

Legal documentation of a name or social security number change is required. Failure to notify the College of changes in information may result in undelivered grades, registration notices, invitations, and official correspondence.

STUDENT RETENTION & ADVISEMENT CENTER
The Student Retention & Advisement Center, located in the Student Services Building, brings together access to a full range of economic resources to help students address their needs and concerns. Referrals are made on campus and off campus accordingly. New students entering SEARK College will be advised for their first semester course work in the center. Assistance with enrolling through WebAdvisor will also be administered. The Center provides students with career planning assistance and job referrals when available. Utilizing various computerized career planning systems, guidance and information on selecting careers, related occupations, educational opportunities, and job-seeking skills are provided in the center.

Books, pamphlets, individual assistance, and Lecture Series are available to strengthen the students’ employability skills in the areas of interview preparation, resume development, and job search skills.

The Student Retention & Advisement Center assists students in applying for part-time and career positions. Also, full-time and part-time job openings are posted in the Center. Students interested in employment should contact the Center or review the job vacancies listed on the bulletin board. In addition, the Internet may be accessed to check career-related websites for job placement assistance.

COUNSELING
Counselors are trained to provide personal, academic, and career counseling services. Students often seek counseling services for the following reasons:

- Academic Probation and Suspension
- Test anxiety
- Study and note-taking strategies
- Time management
- Academic problems
- Strategies for managing stress, anxiety and depression
- Crisis intervention
- Community referrals
- Academic degree and transfer planning
- Career planning and exploration.
Except for the designated holidays, Counseling Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The Counseling Office is located in the Student Services Building.

VETERANS’ SERVICES
Military service veterans and sons, daughters, wives, widows, widowers, and husbands of deceased or 100 percent disabled veterans should contact the Counselor's Office. Eligible Southeast Arkansas College students may qualify for "GI Bill," Vocational Rehabilitation, "War Orphans," and other types of VA assistance.

Veterans using veterans' benefits should be aware of VA regulations governing academic standards and attendance. No payment of educational benefits will be made for auditing a course or for a course which is not used in completing graduation requirements.

HANDICAPPED STUDENT FACILITIES/SERVICES
Facilities and services are available to handicapped students. If additional services are needed, you are encouraged to visit with one of our counselors or your instructors to discuss your individual needs. The Disability Counselors are located in the Student Services Building. Handicapped parking is designated on the North, South, and East parking lots and in lots for adjacent campus buildings.

DISABLED STUDENT SERVICES
The College is committed to providing support to students in need of special accommodations to the extent that is reasonable and possible. Forms to request special accommodations may be picked up in the Disability Counselor's Office located in the Student Services Building. Documentation of special needs is required.

SUBSTANCE ABUSE PROGRAM
Southeast Arkansas College recognizes that drug and alcohol abuse can cause mental and physical health problems that can threaten lives, disrupt programs of study, and shatter families. Pamphlets are available on the many risks involved and the counseling, treatment, and rehabilitation programs that are available in this area. Additional information will be available in the form of videos and special program presentations throughout the year.

STUDENT ORGANIZATIONS
STUDENT SENATE
The SEARK College Student Senate works throughout the academic year to:

1. Serve as the representative body of students enrolled in the college with the primary purpose of providing an opportunity for the active participation of students in the affairs of the college.
2. Provide a forum for the continuous exchange of ideas and opinions among the students, faculty, and staff.
3. Discuss issues of concern to students and provide advice and recommendations to the Vice President for Student Affairs for consideration.

Definition: Students are defined as any person officially enrolled in one or more credit courses of the college.

Membership: The Student Senate is comprised of six (6) duly elected members of the student body. These six elected members will represent equally the technical and academic programs with three representatives from each area. No more than one student from each program area can be elected to serve concurrently. Additionally, the president, chairperson, or other duly elected representative of each officially recognized student club or organization of the college will serve on the Student Senate. The following eligibility criteria pertain to all students chosen by election or appointment from a student organization:

   a. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
   b. Shall be in good standing academically and socially.
   c. Shall execute all duties of any position held within the Student Senate.
   d. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.

Terms: Members shall be elected for one-year terms commencing no later than September 15 of each year.
Officers: No later than October 1 of each year, the newly chosen members of the Student Senate shall meet and elect from within its membership the following officers: (a) chairperson, (b) vice chairperson, and (c) recorder.

Meetings: The Student Senate will meet twice per semester (September, November, February, and April). Additional meetings may be called by the chairperson, resource person, advisor, or college president.

Operating Guidelines: The General Guidelines for Council and Committee Operation will apply to the Student Senate.

Advisor: Counselor

Resource Person: Vice President for Student Affairs.

ALPNA STUDENT DIVISION
SEARK College’s Arkansas Licensed Practical Nursing Association (ALPNA) Student Division’s goal is to promote a strong, positive image of the practical nurse while advancing the technical skill level of the profession. The Student Division of ALPNA promotes technical skill development through competitive activities at the state level. All students accepted in the SEARK College Practical Nursing program are eligible and strongly encouraged to join ALPNA.

ASNA
The Arkansas Student Nurses Association (ASNA) is a chapter of the National Student Nurses Association (NSNA). Membership in the Southeast Arkansas College ASNA is open to students who have declared nursing (LPN/Paramedic to RN) as a major.

ASSOCIATION OF SURGICAL TECHNOLOGISTS
Students at SEARK College are encouraged to hold membership in the Association of Surgical Technologists (AST). The primary purpose of (AST) is ensuring that surgical technologist have the knowledge and skills to administer patient care of the highest quality. This is accomplished through accreditation: there are nearly 150 accredited programs to educate the surgical technologists by providing the skills and knowledge necessary to perform duties as a scrub technician in the surgical suite, certification: demonstrates that the Surgical technologist has a broad general knowledge of the field and can perform the required duties in virtually any surgical suite in the nation, and education: requirements of the surgical technologist are designed to ensure a high standard of continued professional competence and quality patient care.

BAPTIST COLLEGIATE MINISTRY
The Baptist Collegiate Ministry at Southeast Arkansas College is open to all students, faculty, and staff. The purpose of the BCM is to encourage Christian fellowship, develop biblical leadership skills, and provide Bible study. There will also be opportunities for participation in service and ministry projects and guidance available as students face crisis and critical choices in life. Meetings are Thursdays at noon with a free lunch.

PHI BETA LAMBDA
Membership in Phi Beta Lambda, a professional business organization, offers SEARK College business majors and others interested in the business field the opportunity to participate in one of the largest student organizations in the nation. Leadership, scholarship, community service opportunities, and professional speaker meetings are an important part of this organization. Phi Beta Lambda membership is local, state, and national.

PHI THETA KAPPA
The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Membership is open to SEARK College students who have completed at least 12 semester credit hours and who have earned a cumulative grade point average of 3.5 in a two-year degree program.
RESPIRATORY THERAPY CARE CLUB

The purpose of the Respiratory Therapy Care Club is to unite the first and second year students in the respiratory care program with a common interest in respiratory care. Membership is open to any student who has been accepted into the respiratory program and is in good standing with SEARK College.

SEARK COLLEGE STUDENT AMBASSADORS

The Student Ambassadors’ mission is to conduct campus tours, assist Student Affairs and the Office of the President in activities and campus events. As volunteers, the SEARK College Student Ambassadors share their dedication and support for SEARK College with prospective students, visitors, and the community. Requirements for selection each fall semester include a personal interview, a 2.5 cumulative grade point average, and enrollment as a full-time student for at least one semester.

STEM CLUB

The Science Technology Engineering and Mathematics Club (STEM Club) mission is to stimulate and encourage students to gain a strong interest in the areas of: science, technology, engineering, and mathematics. In addition the Science, Technology, Engineering and Mathematics Club shall create avenues for research, career advisement and education; and promote academic and professional networking.

GENERAL INFORMATION

PRIVACY RIGHTS OF STUDENT

Under the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), students may request to examine the institutional records pertaining to them. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Southeast Arkansas College keeps the following types of records or information on students: 1. Original application for enrollment.
2. Attendance.
3. Grades and progress reports.
4. Counseling notes.

These records are kept in the Registrar's Office. A written request to look at the records will be granted within a reasonable period of time that does not interrupt the normal work of the office.

If a student feels that a record is inaccurate or misleading, the student will be given an opportunity to discuss the matter with the Vice President for Student Affairs.

Data from any student record cannot be released without student consent in writing except:

1. School personnel who need information.
2. Other schools where student may be seeking enrollment.
3. Student's application for financial aid.
4. Accrediting organization.
5. Research studies for developing tests, administering student aid, improving instruction.
6. Oral communications not based on educational records.
7. Protection of health and safety to others.
8. State and Federal educational authorities. Directory Information:*
   a. Name
   b. Dates of attendance.
   c. Major field of study and official school activities.
   d. Degrees and awards.
   e. Most recent school attended.

If a student gives the name of an employee at Southeast Arkansas College as a reference for prospective employers, or wants the college to release information other than directory information (including an Official Student Transcript), the student should complete a release form. Release forms are available in the Registrar's Office.
Southeast Arkansas College assumes that failure on the part of any student to request the withholding of "Directory Information" indicates approval for disclosure.

**SMOKE FREE CAMPUS**
Smoking and tobacco, including e-cigarettes, use are prohibited in or on all facilities, areas, and equipment of the Southeast Arkansas College campus with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, hallways, college-owned or -leased vehicles, garages, restrooms, cafeteria or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, courtyards, entrance and exit ways, and any other areas of the College campus. This policy applies to all faculty, staff, consultants, contractors, and visitors.

**STUDENT CENTER**
The Student Center, located in College Hall-Commons, is designed for student group meetings and free hours between classes. Food, beverages, snacks, clothing, school supplies and textbooks are available in the Student Center.

**ADMINISTRATION COLLEGE OFFICE (BUSINESS) HOURS**
College (or business) hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday and extended hours on Tuesdays until 6:00 p.m. in the Student and Business Services. SEARK College may have adjusted hours for the summer. Class hours range from 8:00 a.m. to 10:00 p.m. Monday through Thursday and as scheduled on Friday and Saturday. Extended day and evening class hours and days vary according to the course(s) taken.

**TECHNOLOGY SERVICES HELPDESK**
Assistance with college technology is available through the Technology Services Helpdesk. Helpdesk hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. (SEARK College may have adjusted hours for the summer.) The Technology Services Helpdesk is also available through email at helpdesk@seark.edu, and walk-up service is located in the Computing Services building, located next to the Business Services Building.

**STUDENT PARKING**
Refer to the map in this catalog for designated student parking on the North, South, and West areas on the campus. Handicapped parking spaces are available in front of each building on the College’s campus. All vehicles should be locked. Current Parking Permits are required. The campus speed limit is 15 mph.

**CAMPUS ALERT SYSTEM**
SEARK College has adopted e2Campus as a campus alert and notification system. Participation is through voluntary subscription at no cost to faculty, students, and staff. Subscription information may be found on the SEARK College website, through the Emergency Administration and Management (EMAN) program, or the College’s Technology Services Helpdesk. Campus alerts may be received via e-mail, text message, cell phone calls, and through standard telephone services at the preference of the subscriber.

**INCLEMENT WEATHER POLICY**
The College will remain open as scheduled whenever possible. In the event that the weather is so severe that the Southeast Arkansas College administration feels that life and property may be in danger, the college president may cancel classes until weather conditions improve. Students should listen to local radio stations and watch KATV Channel 7, KARK Channel 4, and KTHV Channel 11 for college closing information and the Campus Alert System (e2Campus).

**TORNADO ALERT**
The Campus Alert System (e2Campus), College telephone system, and Buildings and Grounds personnel will be used to alert students and staff of tornado warnings. Procedures to follow include:
At the direction of your instructor, go to an inside room or hall in a glass-free area. Movement to a safe area should be in a quick, orderly manner. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies. SEARK College is included in the Jefferson County Emergency Alert System. Refer to Emergency Response Plan.

**FIRE**

In case of a fire, a fire alarm will sound or your building will be notified through the College telephone system. Fire extinguishers are provided throughout campus buildings. When an extinguisher is used, the Building and Grounds Supervisor should be notified, and the extinguisher should not be replaced until it has been recharged.

**BOMB THREATS**

The College telephone system and Buildings and Grounds personnel will be used to alert students and staff of a bomb threat. Movement to a safe area should be in a quick, orderly manner at the direction of your instructor. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies.

**PAGING DEVICES (BEEPERS)**

Paging devices ("beepers") are not allowed to go off in the Southeast Arkansas College classrooms.

**CELLULAR TELEPHONES**

Cellular telephones are not allowed in classrooms or the College Library and Center for e-Learning on the Southeast Arkansas College campus unless they are placed on vibrate or silent mode, or are turned off during class. Texting is not permitted in class. Lock your phone in your vehicle or leave it at work/home. This also includes Bluetooth headsets and any other form of telephone systems or electronic devices.

**CHILDREN ON CAMPUS**

Students are discouraged from bringing their children to the SEARK College campus. Children are not permitted in classrooms, labs, or other specialized seminars while classes are in session. Children are only permitted in the Library with direct adult supervision.

**STUDENT DRESS**

Southeast Arkansas College students are expected to dress in a manner appropriate for responsible adults in an educational and business setting.

**LITTER-FREE CAMPUS**

Please help make the campus at Southeast Arkansas College as attractive as possible by using disposal containers on the campus and in the classrooms. Discarded food wrappers, cups, cans, gum wrappers, etc., belong in containers and not on the grounds of our campus.

**LOST AND FOUND**

The Lost and Found Department is located in the Student Affairs Office-Room 149, located in the Student Services Building. The College does not assume liability for any lost item.

**TELEPHONE CALLS AND MESSAGES**

Use of cellular phones is not allowed in SEARK College classrooms. All electronic devices must be turned off and put away during class.

**CLASSROOM AND DEPARTMENT GUIDELINES**

Food and drinks are not allowed in the classroom, laboratory areas, or the Library. Students are expected to follow the Classroom Guidelines issued by individual instructors and/or Departments. These guidelines will include first-day handouts, course syllabi (outlines), classroom/laboratory behavior, safety procedures, homework, make-up work, etc.

**ACCIDENTS**

If an accident occurs on the campus the following procedures should be followed:

1. CPR should be administered by a trained person and should be done using protective equipment (mask, etc.). Automatic External Defibrillators (AED) are available in all buildings for use by trained personnel.
2. Call 911 for an ambulance when there is a life-threatening injury. (9-911 from a campus phone)
3. Report accident to Campus Security Vice President for Student Affairs, Vice President for Academic Affairs, or the Vice President for Fiscal Affairs.
4. Call for an ambulance if the victim cannot respond.
5. Complete accident report form. Form may be secured in the Campus Security Office. Refer to the Emergency Response Plan.

SECURITY

Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety are dependent on everyone on campus to protect people and property. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Campus Security Office or the Vice President for Student Affairs Office so that the proper Administrator and the proper Security/Buildings & Grounds personnel can be notified. Employees of the College will be responsible for calling outside assistance, if deemed necessary.

Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week. The Emergency phone number is: 870-557-4211.

Southeast Arkansas College has made a significant investment in computer and communications technology to promote and support the exchange of information both within the College and between the College and the world as a whole. The computer and communications technology available to the faculty, staff, and students at Southeast Arkansas College is provided to support the College's Mission and Goals. Use of these resources must be consistent with the College's Mission and Goals and applicable state and federal laws or regulations.

The following guidelines set forth the basic rules governing campus technology usage. Additional guidelines and/or rules of use may govern computer/network use in individual situations, i.e., departmental computer labs, the Library, various college offices, etc. The Technology Services Department is charged with the overall responsibility for the College's computer and communications technology and will engage in activities necessary to protect the system.

Computer and/or network use is generally restricted to activities that are directly related to the Mission and Goals of SEARK College by the faculty and staff to complete employment obligations and by students to complete course assignments. Students and members of the greater community may use certain College computers for personal research or projects under guidelines set by the applicable College department, or division, i.e. the Library.

All computer and/or network use must conform to federal copyright law (U. S. Code Title 17) and all software license agreements. Computer programs and application software may not be installed, removed, disabled, or altered on SEARK College equipment without authorization from an appropriate official (computer lab supervisor, department head, college dean, vice president, or president) and the Technology Services Department. Programs may not be copied for unauthorized use on other computers.

All computer and/or network use must respect the rights and privacy of others. College equipment may not be used to threaten or harass others, to gain access or attempt to gain access to programs or files belonging to another, to deliberately access pornographic websites, to engage in illegal activities, to disrupt a computer network or system through the knowing distribution of computer viruses, or to conduct for-profit activity.

Violation of these guidelines may result in penalties including, but not limited to, dismissal, suspension, and/or revocation of access to network services. See Standards of Conduct for Use of SEARK Computers

Please consult the SEARK College website for the full Technology Use Policy for specific policies and procedures.

Arkansas Freedom of Information Act

The electronic files, including e-mail files, of College employees and students are potentially subject to public inspection and copying under the state Freedom of Information Act (AFOIA), Ark. Code Ann. §25-19-101 et seq.
Educational Records

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. §25-19-105 (b) (2). No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

Copyright Policy

Article 1, Section 8, of the United States Constitution, gives to Congress the power to “Promote the Progress of Science and useful Arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.” The Copyright Law of the United States of America is contained in Title 17 of the United States Code.

Copyright protection is available for published and unpublished works of authorship that are “fixed in a tangible form of expression.” This tangible form of expression may require the aid of a machine or device, thus extending copyright protection to works published on the Internet or World Wide Web.

Copyrightable works include the following categories:

1. Literary works,
2. Musical works, including any accompanying words,
3. Dramatic works, including any accompanying music,
4. Pantomimes and choreographic works,
5. Pictorial, graphic, and sculptural works,
6. Motion pictures and other audiovisual works,
7. Sound recordings,
8. Architectural works.

“Copyright is secured automatically when the work is created and a work is considered ‘created’ when it is fixed in a copy or photo for the first time.” It is no longer necessary for a copyrighted work to be registered or to carry a notice of copyright for it to be protected under the Copyright Law.

Included in the U.S. Copyright Law are several provisions for ‘Limitations on exclusive rights’ which allow the reproduction of copyrighted works in certain situations and under certain conditions. Section 107, Chapter 1, Title 17 provides that the ‘fair use’ of copyrighted material for purposes such as “criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.”

Certain factors must be considered in determining fair use including:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The Southeast Arkansas College Library makes every effort to comply with the Copyright Law of the United States of America. The Library’s responsibility for compliance with the Copyright Law is noted in its Interlibrary Loan Policy. The following warning notice has also been posted on all equipment in the Southeast Arkansas College Library can be used to copy copyrighted materials:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, U.S. CODE) LAW GOVERS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

All quoted material is from publications of the U.S. Copyright Office, Circular 1, Copyright Basics or Circular 92, Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code as located at http://www.loc.gov/copyright.
STUDENT POLICIES

Statement of Non-Discrimination

SEARK supports the Civil Rights Act of 1964, “Executive Order #11246, Title IX” of the Educational Amendments of 1972, “Section 504” of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the college on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Vice President for Student Affairs Office.

Student Code of Conduct

Students, as members of the SEARK college community, are afforded certain rights; but in turn, they are expected to meet certain responsibilities. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The College maintains an academic environment for all without denying opportunities to any. Being unfamiliar with SEARK policies and procedures does not excuse a student from acting responsibly.

A. Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities.
2. Students have the right to examine and discuss issues of importance, and legally support popular/unpopular causes in an orderly manner. However, students do not have the right to disrupt college operations or interfere with the rights of others. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a Student Activity Request Form and submit it to the Student Affairs Office least 72 hours prior to the event. The location must be approved by the Vice President for Student Affairs Office.
3. Individual students and student clubs/organizations can publish and distribute items to the college community, provided that the materials are identified with the name of the student/student club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Student Affairs Office prior to distribution.
4. Students have the right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with Student Affairs are allowed to meet in rooms and spaces located on the college campus provided that reservations are made prior to each meeting, and the meeting proceeds in accordance with established rules and regulations. Students/student groups may not make room/space reservations at SEARK in their names for use by outside groups/organizations.
5. Student clubs/organizations registered with the Student Affairs Office have the right to invite a speaker to their meeting at the college. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice President for Student Affairs has the right to and cancel a speaker's invitation. The sponsoring organization will be notified of the cancellation at the earliest possible time.
6. Student academic records are confidential and subject to existing law. Official records kept at SEARK do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
7. Students are afforded due process when accused of any violation(s) of the regulations of the SEARK Student Code of Conduct. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
   a. A notice in writing of any charges.
   b. Admit to the alleged violation, waive an appeal, and accept the college’s action(s).
   c. Admit to the alleged violation and request an appeal.
   d. Deny that the alleged violation occurred and request an appeal.
   e. A fair appeal heard before an impartial committee.
   f. Appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
   g. Select an advisor who will attend the appeal along with the student.
   h. Call witnesses and present evidence.
   i. Receive a list of witnesses who are to testify against the accused student.
j. Confront and cross-examine witnesses and/or accusers.
k. Request a copy of any records or tape recordings used during the course of
   an appeal if the offense involves possible suspension/expulsion.
l. Appeal to the Vice President for Student Affairs; and if no resolution occurs,
   directly to the President of the College.

B. Student Regulations and Rules of Conduct

It is the basic and fundamental responsibility of the college to maintain order using the defined policies and
procedures. The filing of a SEARK Application for Admission is regarded as an applicant’s intention to abide
by the standards and regulations set forth by SEARK. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The following lists the regulations and responsibilities of students, individually and collectively. Additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.

1. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near
   the college campus or at college-sponsored events except when previously authorized.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages,
   marijuana, controlled substances, or dangerous drugs on or near campus and at
   institutionally approved events on-campus/off-campus is strictly prohibited.
3. No person is allowed to physically abuse, verbally abuse, threaten, or intimidate any
   member of the faculty, staff, student body, or a visitor to the college. Including
   psychological abuse, social and sexual harassment or coercion.
4. Taking, damaging, or maliciously/willfully destroying property owned by the college, a
   visitor to the College, or a member of the college community is strictly prohibited.
5. People are not allowed to assemble on campus for the purpose of rioting or instigating
   disorderly, disruptive conduct that interferes with the educational processes of the
   college. SEARK recognizes the right to peacefully assemble. Cause or participate in
   disruptive conduct that interfered with the educational processes or activities of the
   College. SEARK recognizes the right to peacefully assemble.
6. Gambling on campus is prohibited.
7. No person shall interfere with, fail to cooperate with, or not identify himself/herself to a
   properly identified administrator, staff member, or security personnel while the
   employee is performing his/her duties.
8. Unauthorized entry into or damage to any college facility is prohibited.
9. Falsification, alteration, fabrication, or misuse of college forms, documents (written and
   electronic), records, identification cards, or documents that are submitted to the college
   for official purposes is prohibited.
10. Clubs/organizations that are not properly registered with the Student Affairs Office are
   prohibited from meeting or conducting business anywhere on campus.
11. Publications that do not bear the name of the originator or do not adhere to SEARK
    publication standards cannot be distributed on the SEARK campus.
12. Students who defraud, deceive, coerce, or mislead an instructor into assigning other
    than an honest grade will be duly reprimanded and/or disciplined.
13. Hazing is not allowed. Hazing violations are abusive rites used to initiate students that
    are to be inducted into a club/organization.
14. The unauthorized use of college property/services is strictly prohibited, including creating a fire
15. Disruptive behavior that interferes with learning on campus is not permitted.
16. The viewing or public display of pornography on campus or campus events is not permitted.
17. Acts of dishonesty, including but not limited to: cheating, plagiarism or other forms of
    academic dishonesty; furnishing false information to any college official or office, forgery,
    alteration and misuse of any college document, record or instrument of identification.
18. Making threats and/or threatening behavior. Including behavior threatening to property,
    others or to yourself.

Students accused of violating the Student Code of Conduct are guaranteed due process through a
prescribed set of administrative procedures. Violations of the code are adjudicated in an informal
meeting, or an appeal hearing conducted by an academic Dean or the Vice President for Student Affairs.
The college, through the Counseling Offices, may require a student to obtain a release to return to campus
and classes from a mental health professional or a medical health professional.
An informal hearing is a meeting between the accuser, the accused and the academic Dean or the Vice President for Student Affairs, who conducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice President for Student Affairs, who makes a final determination.

This may include a directive from SEARK’s Counseling Offices to obtain a return to campus and class release from a mental health professional.

C. Additional Rules of Conduct

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at SEARK is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.
2. Telephone and mail service are not available to students. Students who have an emergency should call through the SEARK main phone line 870-543-5900. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Security Office 870-557-4211 should be contacted for on-campus emergencies. Students should never use the college address as a home address.
3. The use of tobacco/tobacco products, including e-cigarettes, is prohibited anywhere on the SEARK campus.
4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books during classes.

Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Vice President for Student Affairs. These include:

1. An oral admonition/statement.
2. An official written reprimand, warning, or notice that continuation/repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
4. Disciplinary probation/exclusion or restrictions from privileges and extracurricular activities.
5. Restitution/reimbursement for any damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Requiring a release from a mental health or medical professional.
8. Suspension/exclusion from classes and privileges for a defined period of time.
9. Expulsion/termination of the club/organizations/student(s).
10. Sanctions as deemed necessary by the Vice President for Student Affairs.

All disciplinary actions are reviewed by the Vice President for Student Affairs.

Unusual circumstances (i.e., threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student’s status at SEARK.

Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Vice President for Student Affairs. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.

Cheating and Plagiarism

Cheating includes an attempt to defraud, deceive, or mislead either by means of using unauthorized notes, books, cell phones or other electronic devices; coercion; or misleading the instructor when grades are assigned. All electronic devices must be turned “off” prior to entering the classroom and then placed, along with books and other course materials, under the desk.
Plagiarism is a form of cheating that involves presenting work of another as one’s own work. Students are informed of the cheating policy in course syllabi and this handbook. The policy insures due process for alleged cheating or plagiarism.

Standards of Conduct for Use of SEARK College Computers

Users of the SEARK computer system must adhere to state and federal laws which refers to computer fraud, software piracy, etc., and refrain from:
1. dishonestly using SEARK computers in activities such as blogging,
2. the disruption/destruction of computer facilities or equipment,
3. the violation of licenses and copyright agreements, SEARK policy and state/federal laws, and,
4. visiting pornographic sites.

Academic dishonesty is defined in the SEARK Student Conduct Policies. Examples of academic dishonesty include, but are not limited to:
1. submitting the programs/program documentation of another as one’s own work,
2. obtaining or attempting to obtain unauthorized access to information stored in electronic form, and,
3. submitting false results of a program’s output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade.

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer, computer systems, computer networks, or computer software/data. All SEARK computer users are subject to the terms of the law. Under these terms, academic computing, administrative computing, and network services departments are responsible for reporting violations to the proper authorities.

Disruptive/Destructive computer behavior includes:
1. entering a pornographic site/display of pornographic material,
2. damaging/stealing college-owned equipment or software,
3. the creation and/or display of false system messages,
4. maliciously causing system slow-downs or rendering a system inoperable,
5. gaining/attempting to gain access to accounts without proper authorization, and,
6. introducing viruses/worms into a system.

SEARK adheres to EDUCOM copyright policies. Most software used on SEARK computers is covered by copyright, license, or non-disclosure agreements. For committing these violations SEARK and the offending student would be likely be assessed civil penalties. Violations include, but are not limited to:
1. making copies of copyrighted/licensed software without first obtaining proper authorization,
2. using software in violation of copyright, license or non-disclosure agreements,
3. using college computers for unauthorized private or commercial purposes.

Internet

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access to any Internet-connected system is prohibited, and unauthorized access will result in termination of Internet access privileges.

Social Media Policy

Southeast Arkansas College recognizes the use of social media as a means of public communication, and understands its use as a tool for students and faculty to communicate about academic life and assignments. Social media are encouraged at SEARK as long as they are used for positive legitimate communication and/or educational purposes.

SEARK also understands the potential for using blogs to compromise the academic integrity of a course and the institution by encouraging cheating on assignments, providing confidential information between students, and plagiarizing materials. Students who use social media in this manner will be disciplined according to the policies outlined in this handbook. Any individual using a social media for the specific purpose of cheating on an assignment, plagiarizing material, or providing information deemed confidential is in violation of the Student Code of Conduct, and will be dealt with according to the disciplinary process defined in the Code of Conduct found in this handbook.
Display of Non-College Publications

SEARK is a “free marketplace of ideas” that guarantees the display of non-college publications on campus. SEARK does not approve, disapprove, support, or fail to support the content of the publications. This policy assists SEARK in managing the display and distribution of non-college publications.

Procedure for Posting Non-College Publications

1. An Agreement for Display of Non-college Publications must be completed and filed in the Student Affairs Office. Agreements are renewed annually; however, SEARK can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. Student Affairs Office assigns display locations, and assignments are made solely at the discretion of SEARK.
3. Display racks must be provided and used by the vendor to display publications.
4. Publications that are primarily used for advertisement are subject to the SEARK Sales and Solicitation Policy. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor is cancelled.
5. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
6. SEARK display racks are for College registration information, college forms, etc., and are not to be used for any other purpose.
7. SEARK retains the right to modify these regulations, particularly with regard to:
   - Removing outdated issues of a publication
   - Changing display locations
   - Canceling agreements
8. Postings that violate the Display of Non-college Publications policy are discarded.

Sales and Solicitation

SEARK does not permit the operation of private business enterprises on campus, unless the business is under contract with the college. As specified by related procedures, all private business interests on the SEARK campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college’s chief fiscal officer.

Procedures for Students/Student Organizations

Students can place notices of items for sale on the Campus Bulletin Boards. Posting of sales notices must first be approved by Student Affairs Office. Students can solicit business by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, vending, etc.)
3. Placement of literature or solicitations is regulated by the Student Affairs Office. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved through the Student Affairs Office.

Procedures for Non-Students/Businesses

Persons who are not students/businesses can solicit for the sale of items/services on campus by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, etc.)

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to SEARK faculty, staff, or students without prior approval by Student Affairs Office.

Free Expression Policy

SEARK supports free expression as denoted in the First Amendment of the United States Constitution. The college in no way supports, fails to support, agrees, or disagrees with ideas that are voiced in the Free Expression Area; but the college makes provisions for the expression of diverse viewpoints in an academic setting.
Procedure

1. SEARK has arranged for an area on campus to be set aside as a Free Expression Area; Student Affairs Office has designated the location behind the Student Service building for this purpose.
2. The Free Expression Area can be used during the following times: Monday through Thursday 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m. and Friday 11:00 a.m. – 1:00 p.m.
3. Student, academic, and administrative activities are given priority when scheduling events.
4. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a Free Expression Area Application to Student Affairs Office at least three working days prior to using the area.
5. All applications/publicity must be approved by Student Affairs Office. Once approved, Student Affairs Office will provide copies of the application form and proposed activity to the Vice President for Student Affairs, the Director of Physical Plant, and the applicant.
6. Individuals using the Free Expression Area should carry a copy of the approved Free Expression Area Application during the time the area is being used.
7. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/egress of individuals moving to and from the buildings on campus.
8. Interruption of classes or other college activities is prohibited.
9. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
10. The person filing the Free Expression Area Application is responsible for cleaning the area after the event has concluded.
11. The individuals or club/organization using the area must supply the required tables, chairs, etc. Sound amplification devices are never allowed in the area.

Student Assemblies

Students, who need to utilize campus facilities for an event, must first reserve the facilities through Student Affairs Office. Whenever an activity, held in the name of the college, includes a speaker, the Vice President for Student Affairs Office must officially approve the speaker and coordinate the event with the SEARK Office of Physical Plant.

Visitors on Campus

Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. Non-students, including children, are not permitted in classrooms.

OTHER COLLEGE SERVICES

ACADEMIC ADVISORS

During the admission process each student will be assigned an Academic Advisor. New Students entering SEARK College will be advised for their first semester course work in the Retention and Advising Center. Beginning with their second semester, students should confer with faculty advisors concerning academic affairs, including courses, schedules, majors, and degree/certificate programs. The Advisor will be a faculty member in the area most closely related to the student’s proposed major field of study. Students who do not know who their advisor is should check in the Registrar’s Office in the Student Services Building or visit www.seark.edu and select Advisor Search icon. The ultimate responsibility for knowing degree/program requirements rests with the student.

ARKANSAS CAREER PATHWAYS INITIATIVE

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students with transportation, childcare, and/or tuition and fees. Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of Food Stamps, ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.
BOOK STORE
Barnes & Noble operates the bookstore on the campus of Southeast Arkansas College. The bookstore sells new and used textbooks, paper, pens, pencils, food, clothing, and other supplies, as well as college logo items. The bookstore buys back textbooks daily. Barnes & Noble bookstore is open from 7:30 a.m. until 6:00 p.m. Monday-Thursday during the first week of classes each fall and spring semester and from 8:00 a.m. until 5:00 p.m. the first week of each summer term. Normal business hours are from 8:00 a.m. until 4:00 p.m. Monday-Thursday and 8:00 a.m. until 2 p.m. on Friday. All major credit cards are accepted. You may access the Barnes & Noble website via the college website.

FOOD COURT
The Shark Attack Food Court provides students with a fun, friendly atmosphere where they can relax between classes and catch a quick bite. It is located next to the College's Bookstore in the College Hall-Commons. The Food Court, open for breakfast and lunch, sells a wide variety of fast foods, pizza, salads, fruits, and desserts. The Shark Attack is open from 7:30 a.m. to 2:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. Students can purchase: Meal Cards, at the Barnes and Noble Bookstore using cash, student financial aid, or credit cards. The Meal Cards allow students to eat in The Shark Attack the entire semester and are sold at a reduced price, based on an average cost per meal for an entrée, side, and a drink. All major credit cards are accepted.

DISTANCE LEARNING
The Distance Learning Division office is located in the College’s Library. Credit courses in a variety of subject areas are offered using Compressed Interactive Video (CIV) technology and the Internet.

Internet Courses - Internet courses are delivered through the Internet on the Moodle course management platform. A link to Moodle is located on the College's home page. http://www.seark.edu. Internet courses require regular access to a computer with a reliable Internet connection, a DVD-ROM drive, and permission to change some of the computer's settings and to download software. Slower Internet connections may make on-line courses frustrating and taking exams difficult, On-campus or proctored testing will be required. Internet students must be self-disciplined and self-motivated. Some Internet courses have set deadlines for course work while others allow students to work at their own pace. Internet courses generally require more reading than a traditional class, so adequate reading comprehension is necessary for success.

Compressed Interactive Video (CIV) - Class sessions are transmitted between the College’s Pine Bluff campus and other sites in the College's service area.

Orientation for students enrolled in distance learning courses will be provided in a format appropriate to the delivery method of the course. Orientation for students enrolled in Internet courses will be “on- line” and will be available the week before the first day of each semester. Access information will be available the Library and Center for E-Learning. Students must successfully complete orientation by the first day of instruction.

The Distance Learning Coordinator is available to provide assistance and technical support to students enrolled in distance learning courses. The Coordinator is also available to work with SEARK College faculty in developing new distance learning courses. Campus and community representatives who wish to schedule events using the Compressed Interactive Video equipment should contact the Distance Learning Coordinator or the Dean of the Library. Charges for the use of equipment may apply.

OPEN COMPUTER LABS
There are five open computer labs on campus. They are located in the Library, Technology Center- North, McGeorge Hall, Student Services and the Technology Building. Student may use the labs during listed times upon showing a Student ID and signing into the lab. Members of the community can use the computers in the Library without a Student ID. SEARK College students will be given first priority.

LIBRARY AND CENTER FOR E-LEARNING
The Southeast Arkansas College Library and Center for E-Learning, supports the instructional programs of the College and provides learning resources for students, faculty, and staff. The library's collection includes books, periodicals, videos and DVDs and electronic information resources. Internet capable computers, TVs with VCRs or DVD players, audio players, and a coin-operated photocopier are available
for student use in the Library. Off campus access to many of the Library’s electronic information resources is available to enrolled students, faculty, and staff.

Library services include: Library orientation and/or instruction for groups or individuals; reference and reader’s advisory service; Interlibrary Loan to obtain material not available on campus; and a reserve collection where resources for specific courses are held for use in the Library upon the instructor’s request. The Library also hosts traveling exhibits and displays of the works of local artists.

The Library’s catalog is Internet based and can be accessed from the College’s web site at http://www.seark.edu or at www.youseemore.com/searkcollege. The catalog provides information on the Library’s collections and links to other information sources, as well as calendars with current and upcoming library and campus events. The Library’s hours and contact information are also located on the web site.

The Library complies with the Copyright Laws of the United States and honors all applicable usage and license agreements. The Library also supports the American Library Association’s Library Bill of Rights, Freedom to Read Statement, and Code of Ethics. The Library’s collection development policy and procedure for responding to challenged material are included in the current Policy Manual for the Library and Distance Learning Division.

STUDENT SUPPORT SERVICES

The TRiO Student Support Services (SSS) program is a federally-funded program dedicated to helping first-generation, low income or disabled students with opportunities for academic development, assisting with basic college requirements, and motivating them toward the successful completion of their postsecondary education. The SSS program may also provide financial aid to participants who are receiving Federal Pell Grants. The goals of SSS are to increase the college retention and graduation rates of its participants, to facilitate the process of students’ transitioning from one level of higher education to the next, and to foster an institutional climate supportive of their success. The SSS program is located in Suite 100 of the Administration Building, across from the entrance to the Commons Building.

TUTORING SERVICES

Free tutoring is offered to all students enrolled in courses offered by the College. Tutoring Center is located in the Library. The goal of the tutoring is to help students build the skills and confidence needed to be successful in the classroom. Tutoring by peer and professional tutors is available by appointment or on a walk-in basis.

PARKING PERMIT

Each student will be issued a Southeast Arkansas College Parking Permit at Registration in the Student Services building. There is no charge for the first Parking Permit, but there is a $5.00 charge for replacement permits or additional permits. Permits may be purchased in the Business Office. Tickets will be issued for: Parking in a Handicapped/Disabled Space without Decal - $50; Parking in a No Parking Area - $10; Parking on grass - $10; No Permit displayed-$10; Reckless/unsafe driving- $25; Double Parking-$10; and Parking in Reserved Area for Faculty and Staff - $10.

STUDENT IDENTIFICATION (ID) CARDS

Each student is required to have a Southeast Arkansas College Photo Identification Card with them while on campus. ID cards are issued for the academic year. There is no charge for the first ID card, but there is a $5.00 charge for replacement cards. Students are required to wear their ID cards while on campus. IDs are made in Student Affairs building, Registrar’s Office.

BULLETIN BOARDS & NOTICES ON CAMPUS

Specific bulletin boards for posting signs and notices are available for use by students and campus organizations. Recognized student groups may post signs, fliers, etc.; with approval from the Vice President for Student Affairs Office. Unauthorized notices will be removed and unauthorized solicitors will be asked to leave campus.

Students, faculty, and administrators are responsible for the removal of outdated signs and posters. All notices should be removed two weeks after they have been dated or 24 hours after the advertised event has taken place.
COMMON EXAMS
Certain courses will have a Common Final Exam. The weight of the Common Final Exam is determined by the department administering the exam and will be announced by the instructor on the first day of class will be included in the instructor's first day handouts.

PRINTING PROCESS AND PROCEDURE
Students are issued 20 “free prints” per student semester credit hour. Once the “prints” are used up, the student can purchase more at the Cashier's Office at a cost of 10 cents for black and white copies and 15 cents for color copies. (Not all labs and classrooms have color printers). For a student enrolled in 12 semester credit hours, for example, there will be 240 prints awarded.

WEBADVISOR
WebAdvisor is a portal to SEARK College's data system. Students, faculty, and staff can look up information and make transactions. Students can view grades, transcript history, register for courses, and make payments among many other functions. Capabilities for faculty members include viewing course rosters, inputting student grades, etc.