



Student Handbook
2024-2025

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Student Handbook Policy and Procedures

The student handbook is maintained by the Student Services Department. It is reviewed annually and the most up to date version will be available on the College website. Concerns or questions about the handbook and policies can be directed to the Dean of Students.

Student Handbook Policy Statement

This student disciplinary policy is designed to promote the educational aims of Southeast Arkansas College and to outline the regulations and procedures of the college community regarding students' rights and responsibilities. By matriculating at the college, students acknowledge that they have read this code, including all related statements and standards, and understand their obligations to subscribe to its principles, to respect the rights of other members of the college community and to avoid behavior that violates the community standards embodied in it.

College Contact Information

Southeast Arkansas College Office of Admissions
1900 Hazel Street Pine Bluff, AR 71603
Phone: (870) 543-5900
Email: admissions@seark.edu
Website: www.seark.edu

Mission Statement

SEARK College will build a community of lifelong learners committed to becoming the leaders of tomorrow.

Vision Statement

“Empowering students...changing lives”

Core Values

Core values are unwavering principles that guide an organization’s internal conduct as well as its relationship with the outside world. These values declare what is held sacred to SEARK College:

- Students
- Safety
- Diversity & Inclusion
- Team
- Integrity
- Innovation
- Transparency & Communication

SEARK Statement of Non-Discrimination

Southeast Arkansas College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, status as a veteran, or any other protected class under federal or state law or regulation or any of its policies, practices, or procedures.

Dean of Students and Enrollment Management

For questions or concerns about this Student Handbook, please contact Bailey Carl, Dean of Student and Enrollment Management, at bcarl@seark.edu.

Access to Campus Facilities

Most campus facilities are available to employees and students during normal business hours and for designated periods during special events. Restrictions apply to classrooms that are not open to unsupervised usage. Computer resources in the Testing Center and SEARK Library are available to students and the community.

Students may not bring children to classes. Children should never be left unattended at the College while parents are attending classes or programs. Children are not allowed in the Library/Learning Resource Center or Testing Center except when accompanying an adult during brief visits such as returning books or making an appointment. High school students who are enrolled in college classes have the same access to college facilities and services as other students, and they are governed by the policies within the Student Handbook.

Computer Usage

Southeast Arkansas College provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The college intends that this technology will be used in a manner which:

- A. is conducive to learning
- B. is free of illegal acts
- C. shows respect for the rights and dignity of others.

The intent of this policy is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, Southeast Arkansas College officials may, at any time, make determinations that specific uses are or are not appropriate or acceptable. It is not acceptable to use the college's computer equipment or facilities to:

- A. Transmit or receive materials for any illegal purpose or act
- B. Transmit or receive harassing, indecent, obscene, discriminatory, or fraudulent materials or messages
- C. Transmit or receive any materials in violation of either state or federal laws (e.g., copyright laws)
- D. Send fraudulent or forged email messages using the account of another person

- E. Use the account or password assigned to another person to gain access to college equipment, files, or the network
- F. Damage, destroy, interfere with, or disrupt the operation of college-owned and -operated programs and/or equipment
- G. Use technology for any partisan political purposes
- H. Use technology for any commercial pursuits or activities

The use of Southeast Arkansas College computer technology is a privilege extended to all users, including faculty, staff, administrators, and students. Inappropriate or unacceptable use of this technology may result in the loss of this privilege. Complaints regarding violations of the acceptable use policy should be addressed to the Director of Computing Services. Southeast Arkansas College makes absolutely no warranties of any kind, either express or implied, for the services it provides. The college will not be responsible for any damages suffered by users. Such damages include, but are not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or user errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. Southeast Arkansas College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user agrees to indemnify and hold harmless Southeast Arkansas College, the college board of trustees, individual trustees, agents, and employees of the college from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of, or related to the use of the college's hardware, software, and network facilities.

Student Email

The primary means of communicating with students is through electronic mail (email). Each student is assigned a student e-mail free of charge. Each student is encouraged to activate the student email account and check it regularly for important announcements from the College.

Information Technology Helpdesk

Assistance with college technology is available through the Information Technology Helpdesk located in the Welcome Center. Helpdesk hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday; 8:00 a.m. - 12:00 Noon on Friday. (SEARK College may have adjusted hours for the summer.) The IT Helpdesk is also available through email at helpdesk@seark.edu.

Bookstore

The virtual bookstore is operated by Barnes & Noble. The bookstore sells new and used textbooks along with access codes for online instructional materials. The virtual bookstore can be accessed from the College's website or directly at <https://bncvirtual.com/seark>.

Learning Resource Center and Library

The Southeast Arkansas College Library and Learning Resource Center 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 pay-per-print 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 website 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 website.

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 (TRIO)

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 can be found in the Learning Resource Center.

Tutoring Services

Free tutoring is offered to all students enrolled in courses offered by the College. Tutoring Central is located in the Library/Learning Resource Center. The goal of 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.

Discrimination and Harassment

SEARK does not tolerate discrimination or harassment. Furthermore, federal laws prohibit such discrimination or harassment in any activity or program receiving federal funds. Specifically, Title IX of the Education Amendments of 1972 protects campus constituents from sex and gender discrimination in both educational programs and activities at SEARK. This protection also includes sexual misconduct.

Discrimination is an improperly motivated personnel decision, an improperly motivated evaluation decision in the case of students, or adverse action taken against an individual on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation or veteran status. Discriminatory behavior can result in harassment when the conduct is sufficiently severe, pervasive, or persistent as to interfere with or limit the individual's ability to participate in or benefit from the services, activities or privileges provided by the college.

Investigation of discriminatory or harassing behavior is not contingent upon the filing of a formal complaint, and complainants are protected from retaliation by the accused. Behavior which might be considered discriminatory, or harassing should be reported to any college employee the victim feels comfortable approaching. All employees are responsible for informing the Dean of Students of observed or reported problems, and the Dean will ensure the issue is investigated, consulting legal counsel and human resources if needed.

More information can be found on the Title IX page on the website.

Electronic Devices

The use of electronic devices such as cellular telephones, pagers, and radios are not permitted in classrooms, the Testing Center, and the library when their use is disruptive or annoying to the instructor or other students. Cell phones are never permitted in the Testing Center. Instructors may restrict cell phones at will in their classrooms. Students who have received permission to audio-record lectures should use a digital recorder. Violations of this policy may result in disciplinary action.

Campus Safety

The Department of Public Safety 870-850-4911 should be contacted for on-campus emergencies. Blue phones are located in parking lots and can be utilized if a student feels unsafe or needs assistance from Law Enforcement.

Safe Walk is a campus service for anyone who feels unsafe walking alone on campus at night. Safe Walk escorts are provided by SEARK Security officers free of charge and are available to all members of the College community. Simply call SEARK Security at 870-850-4911 and a Security officer will meet and escort you to the desired campus location.

Video Surveillance

Numerous video surveillance cameras are located in common areas throughout the College campus. These include cameras at entryways and parking lots of student complexes. The cameras are monitored and recorded digitally to help enhance safety for students, faculty, and staff while on our campus. The system is set up in common areas across the campus and has both indoor/outdoor cameras that are often vandal proof and infrared. The system is battery backed up and continues surveillance even if a campus wide power loss occurs.

Bicycles, Hoverboards, Motorcycles, In-Line Skates and Skateboards

Hoverboards, motorcycles, and mopeds may not be stored in college buildings due to fire safety regulations. They should be parked in designated areas of the campus. Bicycles, hoverboards, motorcycles, in-line skates or skateboards are not to be ridden or used on sidewalks, grassy areas, or in the College's buildings. Bicycles must be secured to bicycle racks outside of the designated buildings.

Student Parking

Handicapped parking spaces are available in front of each building on the College's campus. All vehicles should be locked. The campus speed limit is 15 mph.

Emergency Notifications

All enrolled students are automatically entered into the college's database for emergency notifications via phone, text, or email. Students should keep the registrar's office apprised of any changes in contact information, including cell phone and home phone, to ensure they continue to receive emergency notifications and other college-generated communication.

Active Shooter

Quickly determine the most reasonable way to protect your life in the case of an active shooter. Remember RUN-HIDE-FIGHT

Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers

- Do not attempt to move the wounded people
- Call 911 when you are safe

Hide

If evacuation is not possible, find a place to hide where the active shooter has the least amount of access. You should:

- Be out of the shooter's view
- Find cover that can protect you from shots fired in your direction
- Lock the door
- Barricade the door if possible
- Turn off any noise source
- Turn off lights
- Remain quiet
- Dial 911 and leave line open to allow dispatchers to listen

Fight

As a last resort and only when life is in immediate danger, attempt to disrupt and/or incapacitate the active shooter. Commit to the action when doing so and work with others around you.

Inclement Weather Policy

The College will remain open as scheduled whenever possible. In the event 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. Information will also be sent out via the Alert system as well as student email.

Concealed Carry on Campus

It is unlawful for any unlicensed person to knowingly possess a weapon, defined as a handgun (unless the proper license is possessed,) knife or club, other than a law enforcement officer or a commissioned officer in the employment of SEARK, in any SEARK owned or operated building or on any College grounds.

Possession of concealed handguns in buildings and on the grounds of SEARK is permitted, provided all of the following conditions are met:

- Licensee has a current Enhanced Concealed Carry License, and
- Licensee has completed required endorsement training as approved by the Director of the Department of Arkansas State Police, and
- Licensee is 21 years of age or over (exceptions to minimum age are noted below).
- Handgun must be concealed at all times on the person.

Notwithstanding the above, Licensee can store concealed handgun in his or her locked vehicle. Exceptions:

- Concealed carry is not allowed in the following:
 - SEARK Early Childhood Development Center (ECDC.)

Smoking and Tobacco Use Policy

SEARK has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff, and visitors. As of July 21, 2006, workplaces and public areas throughout Arkansas are smoke-free. In accordance with The Arkansas Clean Indoor Air Act of 2006, (Act 8 of the 1st Extraordinary Session of the 85th General Assembly) smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the State of Arkansas. Therefore, all property owned, leased, or operated by Southeast Arkansas College is designated as tobacco-free. The Clean Air on Campus Act of 2009 (ACT 734) prohibits smoking on campuses of state-supported institutions of higher education beginning August 1, 2010. Any person who violates the provisions of this Act by carrying a lighted tobacco product will be punished by a fine of not less than \$100.00 dollars and not more than \$500.00.

The tobacco-free status applies to all college grounds, SEARK-owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to college buildings, sidewalks, and parking lots on all campuses; at lectures, conferences, meetings and social and cultural events held on all campuses and sites.

Tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), all nicotine vapor delivery products (e-cigarettes), cigars, cigarillos, pipes, hookah products and any other smoking product, as well as any smokeless, spit or spitless, dissolvable or inhaled tobacco products, including but not limited to dip, chew, and snuff.

The campus also prohibits the following actions on all college property and at all college-sponsored events, regardless of the vendor or venue: the sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos); the free distribution or sampling of tobacco products and associated products; and all tobacco promotion, advertising, marketing, and distribution.

Drug-Free Campus Policy

SEARK is dedicated to promoting a safe and healthy environment for all students, faculty, staff, and visitors. To uphold this commitment, the college has established the following drug-free campus policy:

1. Prohibition of Drugs: The possession, use, sale, distribution, or manufacturing of illegal drugs or controlled substances, as defined by federal and state law, is strictly prohibited on all campus premises. This includes buildings, grounds, parking lots, and vehicles owned or operated by the college.
2. Prescription Medications: The legitimate use of prescription medication in accordance with a licensed healthcare provider's instruction is permitted. However, misuse or abuse of prescription medications is prohibited.

3. Events and Activities: All college-sponsored events and activities, both on and off-campus, shall be drug-free. This includes but is not limited to, student organization events, athletic events, and social gatherings.
4. Enforcement: The college will enforce this policy through appropriate disciplinary measures outlined in the Student Code of Conduct or employment policies for faculty and staff.
5. Education and Awareness: The college will provide education and awareness programs to promote understanding of the risks associated with drug use and abuse, as well as resources for prevention, intervention, and treatment.
6. Compliance: All members of the college community are expected to comply with this policy. Violations may result in disciplinary action, up to and including suspension or termination.

Marijuana Policy

SEARK is a federally funded institution. Marijuana, in all forms, is illegal under federal law. Therefore, SEARK students, employees, and visitors are prohibited from possessing or being under the influence of Marijuana (including Medical Marijuana) at any facilities owned or operated by SEARK. This includes all campus properties, clinical sites, housing facilities, athletic facilities, athletic events (both home and away), and college vehicles. This also applies to anyone acting on official college business off campus. Marijuana paraphernalia is also prohibited in all locations listed above.

Alcohol-Free Campus Policy

SEARK is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors. In accordance with this commitment, the college has established the following alcohol-free campus policy:

1. Prohibition of Alcohol: The possession, consumption, distribution, or sale of alcohol is strictly prohibited on all campus premises, including buildings, grounds, parking lots, and vehicles owned or operated by the college.
2. Events and Activities: All college-sponsored events and activities, both on and off-campus, shall be alcohol-free. This includes but is not limited to, student organization events, athletic events, and social gatherings.
3. Advertising and Sponsorship: The college will not accept advertising or sponsorship from alcohol companies or promote any alcohol-related products or events on campus.
4. Enforcement: The college will enforce this policy through appropriate disciplinary measures outlined in the Student Code of Conduct or employment policies for faculty and staff.
5. Education and Awareness: The college will provide education and awareness programs to promote responsible decision-making regarding alcohol use and the potential consequences of alcohol abuse.

6. Support Services: The college will provide support services for students, faculty, and staff who may be struggling with alcohol-related issues, including counseling and referral services.
7. Compliance: All members of the college community are expected to comply with this policy. Violations may result in disciplinary action, up to and including suspension or termination.

Unmanned Aircraft Systems (UAS) Policy

SEARK College values the safety, security, and privacy of our community. The personal use of any unmanned aerial vehicle (i.e., drones) is prohibited on campus unless approved by the Provost (or his/her designee); commercial use by the Provost (or his/her designee) for marketing and communication projects. Approval must be obtained two (2) weeks prior to the event in order to implement security measures. Any individual found in violation may be fined pursuant to Arkansas law, in addition to other sanctions deemed appropriate by proper authorities. Any operator of a UAS must also follow all applicable state and federal laws pertaining to such operation. Detailed information regarding federal regulations on the use of UAS is available on the Federal Aviation Administration website at www.faa.gov/uas/. Further, any operator of an unauthorized UAS will be held responsible for any injuries or damage caused by the UAS.

Social Media Policy and Student Pictures

Social media usage at SEARK is governed by the same policies that govern all other electronic communications. Employees and students shall maintain the same behavioral standards online as are required in person. Therefore, the same policies, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other college constituents apply online as well when acting officially as a representative of the college.

SEARK has multiple official social media accounts. Student pictures may be posted to these sites, used in video or television broadcasts, in newspapers, as well as the website for promotional purposes. Student pictures are considered part of the education record. If a student does not wish for public information in their education record to be released, the student should submit the request in writing to the registrar. Further, students must be aware that pictures may be taken at all SEARK sponsored events and must make the SEARK photographer aware if he/she has a written request on file with the registrar. SEARK has no control over others taking pictures at college sponsored events other than the SEARK student or official assigned to photograph the function.

Disability Support Services

The primary mission of disability support services (DSS) is to ensure equal educational opportunities and access for students with disabilities at Southeast Arkansas College. To learn more about DSS, please contact 870-543-5949, CRKline@seark.edu or visit the Student Success Center.

Academic Integrity

Students enrolled at SEARK are expected to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty.

Academic dishonesty includes cheating and plagiarism, which are defined as follows:

Cheating is an attempt to deceive the instructor in his/her effort to evaluate an academic exercise fairly. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized using quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties may apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a written report of the incident to the appropriate dean.

All decisions may be appealed for review through the college's academic appeals procedure.

Academic Appeals

Dean of Technical Studies: Lyric Seymore 870-543-5966 lsyemore@seark.edu

Dean of Science and Humanities and Interim Dean of Health Professions: Dr Jennifer Colvin 870-850-4822 jcolvin@seark.edu

Grade Appeal

A student who believes an error has been made in the assignment of a grade must contact the professor and, if necessary, the dean, and then the Vice President of Instruction. The decision of the Vice President of Instruction is final. Students have 45 days from the end of the semester to appeal the decision.

Initiation of Grade/Academic Appeal

Step One (Instructor-Oral): Any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor's answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to step two.

Step Two (Dean-Written): The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student's dean. The dean

and the student shall meet within five (5) business days after receipt of the written appeal to reconcile the appeal. If within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the Vice President of Instruction.

Step Three (Vice President of Instruction-Written): The Vice President of Instruction shall respond within five (5) business days after receipt of the written appeal. The Vice President of Instruction shall form an impartial ad hoc committee of two instructors and two staff members to hear and read the appeal and to advise the provost on a resolution. The Vice President of Instruction shall have ten (10) business days from receipt of the appeal to provide the appealing student with a decision. The decision of the Vice President of Instruction is final.

Academic Grievance

Other academic grievances for concerns other than a grade, including issues related to curriculum or programmatic policies and practices, will follow the same process outlined above. A student who has an academic grievance must initially contact the professor (step one). If the issue is not resolved by the professor, then the student will send a written appeal to the dean (step two) and, if necessary, the Vice President of Instruction (step three). Student/Faculty Disputes If a student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the dean and then the Vice President of Instruction. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the Vice President of Instruction is final. The Vice President of Instruction will notify the Title IX Coordinator, in writing, of any grievance involving alleged discrimination or sexual harassment. The Title IX Coordinator will further investigate such claims and provide a written report to the President.

Non-Academic Complaints

Step 1: Informal Review

A student can initiate the complaint process for non-academic complaints in the following way: Verbal or written notification of the formal complaint to a career coach in the Student Success Center.

To be timely, the complainant must at least verbally report the complaint to the Dean of Students within five (5) working days of the incident that forms the basis for the complaint. Within five (5) working days of notification, the Dean of Students will attempt to resolve the complaint by a discussion with the student and other parties if necessary.

If the complaint is satisfactorily resolved by this discussion, the terms of the resolution shall be reduced to writing by the Dean of Students, signed by all parties involved. This initial attempt at resolution must conclude within five (5) working days of the initial discussion between the complainant and the Dean of Students. At the end of this five-day

period, if the complaint cannot be resolved, the complainant can immediately proceed to Step 2.

Step 2: Formal Review

If a mutually agreeable resolution was not reached in Step 1, the student may initiate Step 2 by submitting a written statement to the Dean of Students. The written statement must be submitted to the Dean of Students within five (5) working days* of the completion of the initial attempt of resolution outlined in Step 1. above.

The written statement shall contain the following information:

1. Nature, date, and description of the alleged violation(s)
2. Name(s) of person(s) responsible for the alleged violation(s)
3. Requested relief for corrective action
4. Any background information and supporting documentation the complainant believes to be relevant.

Upon receipt of the written statement, the Dean of Students will:

1. Immediately provide the department head or designee a copy of the complaint.
2. Schedule a meeting between the student and the department head or designee. The meeting should be held within five (5) working days* of receipt of the student's written statement.
3. Within five (5) working days of receipt of the written statement, the department head or designee will attempt to resolve the complaint by a discussion with the student and other parties if necessary.
4. If the complaint is satisfactorily resolved by this discussion, the terms of the resolution shall be reduced to writing by the department head or designee and signed by all parties involved in the discussions.
5. This attempt at resolution must conclude within five (5) working days* of the initial discussion between the complainant and the department head or designee. At the end of this five-day period, if the complaint cannot be resolved, the student can immediately proceed to Step 3.

Step 3: Student Conduct Committee

If a mutually agreeable resolution was not reached in Step 2., the Dean of Students will convene the Student Conduct Committee*. The committee will hear evidence and make a recommendation to the Dean of Students.

** The Student Conduct Committee will consist of the five members appointed by the Dean. The members can include but are not limited to individuals from the following departments: Career Pathways, Registrar's Office, Student Services, TRiO, and faculty members.

Student Success Center

The Student Success Center, located in the Student Services Building, brings access to a full range of economic resources to help students address their needs and concerns. New students entering SEARK College will be advised for their first-semester coursework in the center.

Assistance with enrolling through Student Planning 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.

Success Coaches can assist 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. Advisors are trained to provide academic and career counseling services.

Students can also visit with Success Coaches about common struggles that college students face such as:

- Academic degree and transfer planning
- Academic Probation and Suspension
- Test anxiety
- Study and note-taking strategies.
- Time management
- Academic problems
- Career planning and exploration
- Interview preparation and resume' development

Career Closet

SEARK maintains a Career Closet with clothes and household items. The closet is open to all SEARK students in need. Contact Camille Adams for more information. cladams@seark.edu.

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 at least 72 hours prior to the event. The location must be approved by the Provost's 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 Dean of Students and Enrollment Management 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 if 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. All guest speakers must be approved by the Dean of Students and Enrollment Management.

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.

Student Conduct

Any student found to have committed the following misconduct is subject to sanctions.

1. Acts of dishonesty including, but not limited to, the following:
 - a. Furnishing false information to any SEARK official, faculty member or office.
 - b. Forgery, alteration, or misuse of any SEARK instrument of identification, document, or record.
 - c. Theft, attempted theft, misappropriation, or unauthorized sale of property.
2. Disorderly or dangerous conduct:
 - a. Any individual or group behavior which is obscene, lewd, violent, and excessively noisy or which unreasonably disturbs college functions.
 - b. Disruption of classrooms or study areas or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including public service functions, on or off college premises.
 - c. Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person. Conduct that would violate the college's Title IX policy will be handled according to the specific guidelines of that policy rather than under this student conduct policy.
 - d. Disrespect shown by any student to a faculty member or to any other member of the college community, in or out of the academic setting.
 - e. Any obstruction or delay of a campus security officer, public safety officer, fire fighter, EMT, or SEARK official or failure to comply with any emergency directive issued by such authorized personnel.
 - f. Obstruction or interference with institutional activities or facilities and any unauthorized access to or occupancy of college facilities.
 - g. Failure to comply with the directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- h. Unauthorized possession, duplication, or use of college keys for unauthorized access to college facilities.
- i. Disruption of the normal operations of SEARK and infringing on the rights of other members of the college community; leading or inciting others to disrupt schedules and/or normal activities within any campus.
- j. Any behavior that poses a threat or injury to others.
- k. Unauthorized surveillance such as making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian.
- l. Gambling which is illegal under Arkansas law.
- m. Allowing misconduct by guests on SEARK premises or at off-campus college functions.
- n. Misuse of or damage to college property including vandalism, defacing, disfiguring, or destruction of property belonging to the college or to another person including, but not limited to fire alarms, library materials, computers, and personal property.
- o. Southeast Arkansas College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students on college property or as a part of its activities, and further prohibits the abuse of prescription drugs or alcohol by employees and students if such use impairs effective performance of their responsibilities.
- p. Possession of weapons or items that simulate dangerous weapons including explosives, fireworks, or other flammable materials that pose a threat to others.
- q. Smoking on campus. See the Smoking Policy.
- r. Violation of published SEARK policies, rules, or regulations, including those appearing in this student discipline policy.
- s. Violation of federal, state, or local law on college premises, at SEARK sponsored or supervised activities, or which otherwise adversely affects the college community or the pursuit of its objectives, whether on or off college premises.
- t. Failure to obey the direction or summons of a designee or other SEARK official including a notice to attend a meeting or hearing involving student discipline.
- u. Falsification, distortion, or misrepresentation of information before a college official.
- v. Disruption or interference with the orderly conduct of a proceeding under this Student Conduct Policy.
- w. Knowingly initiating a false report under this Student Handbook policy knowingly without cause.
- x. Attempting to discourage an individual's proper participation in, or use of, this Student Conduct Policy.
- y. Harassment (verbal or physical), retaliation against, and/or intimidation of the college investigator or conduct committee members or other students or staff involved in the disciplinary process (e.g. complainant or witness) prior to, during, and/or after a proceeding under this student discipline policy.

- z. Discrimination against another person because of race, religion, national origin, gender, or the presence of any sensory, mental, or physical disability.

Sanctions

One or more of the following sanctions may be imposed upon any student found to have violated the student conduct policy. This list is not exhaustive:

- a. Formal Written Warning—A notice in writing to the student or student organization that the student or organization is violating or has violated institutional policies or regulations.
- b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student or student organization is found to be violating any institutional policies or regulation(s) during the probationary period.
- c. Loss of Privileges—Denial of specified privileges for a designated period of time.
- d. Fines— Previously established and published fines may be imposed.
- e. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Service Hours—Work assignments, service to SEARK, or other related assignments.
- g. Interim Suspension—the Dean of Students may impose suspension from the college for up to fourteen (14) business days prior to a hearing to ensure the safety and wellbeing of members of the SEARK community, 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.
- h. During the interim suspension, the suspended student shall be denied access to the campus (including classes) and/or all other SEARK activities or privileges for which the student otherwise might be eligible as the Dean of Students may determine to be appropriate.
- i. No contact orders-no contact orders between the complainant and respondent or other parties as deemed appropriate by the investigator or investigative body.
- j. College Suspension—Separation of the student or student organization from SEARK for a definite period of time after which the student or student organization is eligible to return. Conditions for readmission may be specified.
- k. College Expulsion—Permanent dismissal of the student or student organization from the SEARK community. The college reserves the right to withdraw a student from class or all classes if, in the judgment of college officials, such withdrawal is in the best interest of the student or the student body at large.
- l. Students may not withdraw from the college to avoid disciplinary procedures.
- m. The college will not accept the transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from SEARK.

Student Groups

SEARK promotes and welcomes student groups that serve the interest of both the campus and the College. Students are encouraged to start their own group if one does not already exist on campus.

How to start an official student group:

Students or Staff who wish to establish a new student group on campus should complete the required documentation and forms found here <https://www.seark.edu/student-organizations>

Federal Work Study Student Employment

Southeast Arkansas College participates in the Federal Work-Study program. Federal Work-Study is a campus-based program that provides part-time, on-campus employment or off-campus employment in community service activities. Student workers may work a maximum of 20 hours per week. An institution of higher learning must pay students employed under the Federal Work-Study program at least the federal minimum wage or the state minimum wage, whichever is higher. Effective January 1, 2021, the Arkansas minimum wage is \$11.00 per hour. Federal Work-Study is need-based, and eligibility is determined using information from the FAFSA report. Students applying for Work-Study must be maintaining Satisfactory Academic Progress and must be enrolled for a minimum of six semester credit hours.

Applications for Federal Work-Study jobs are available from the Financial Aid Office. The completed application should be presented to the Financial Aid Office for eligibility verification. The application will then be forwarded to the Federal Work-Study program administrator for consideration of employment.