Arkansas State University Jonesboro

October 1, 2012

Drug-Free Workplace Act Requirements

Employees working for the university under the provisions of a federal grant are required to agree to abide by this policy and to notify the President's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.

The provisions of this policy are designed to comply with rules published by the federal Office of Management and Budget on January 13, 1989, implementing the Drug-Free Workplace Act of 1988, and rules published by the federal Department of Education on August 16, 1990, implementing the Drug-Free Schools and Communities Act Amendments of 1989.

System Drug Policy for Staff

1. Purpose

The Arkansas State University System seeks to maintain an educational and working environment free from the influence of unlawful drugs.

2. Arkansas State University System Drug Policy

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on any property owned or maintained by Arkansas State University or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

3. Process

A. Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of drug abuse.

B. Employees who believe that they need drug counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by university insurance, contact the Human Resources Department.

C. Employees working for the institution under the provisions of a federal grant are required to abide by this policy and to notify the Chancellor's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.

D. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

E. Each campus shall biennially review their drug abuse prevention program to determine its effectiveness and implement needed changes.

F. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

(Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-91, Supersedes Drug-Free Workplace Policy of April 27, 1989, and the Unlawful Use of Drugs and Alcohol on Campus Policy of October 11, 1990.)

System Alcohol Policy for Staff

1. Purpose

The Arkansas State University System seeks to maintain an educational and working environment free from the influence of alcohol.

2. Arkansas State University System Alcohol Policy

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

3. Process

A. Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of alcohol abuse.

B. Employees who believe that they need alcohol counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by university insurance, contact the Human Resources Department.

C. Employees working for the institution under the provisions of a federal grant are required to abide by this policy.

D. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

E. Each campus shall biennially review their alcohol abuse prevention program to determine its effectiveness and implement needed changes.

F. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

(Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-92, Supersedes Drug-Free Workplace Policy of April 27, 1989, and the Unlawful Use of Drugs and Alcohol on Campus Policy of October 11, 1990.)

Alcohol and Drug Sanctions for Employees

(Taken from ASU System Handbook at http://www2.astate.edu/dotAsset/137692.pdf)

PROGRESSIVE DISCIPLINE POLICY

Arkansas State University utilizes a progressive discipline policy. It is the goal of the University to use progressive steps in employee disciplinary matters except when immediate termination is warranted. The existence and use of a progressive discipline policy does not in any way alter the at-will status of employees. The employee's supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise, the University may need to make decisions related to employment in a manner other than as provided in this section. Disciplinary actions may take place in several forms. The forms of disciplinary actions are Verbal Counseling, Written Counseling, Final Counseling, and Dismissal. Your Human Resources Department should be consulted when disciplinary action with an employee is necessary. The following outlines the four forms of disciplinary action.

Verbal Counseling

Verbal counseling sessions may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal counseling should occur utilizing the Employee Counseling Form (available from the forms section of the Human Resources website). Copies of all documentation of verbal counseling should be distributed as follows: one copy to the employee, one copy to the department file, and one copy to your Human Resources Department for inclusion in the employee's personnel file.

Written Counseling

Written counseling sessions take place between a supervisor and an employee when the behavior of the employee is a repeated violation and verbal counseling has been administered, when the behavior hinders the operations of the department in which the employee works, or when the behavior hampers the progress of the University. Written warnings should be documented on an Employee Counseling Form. Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to the department file, and one copy to your Human Resources Department for inclusion in the employee's personnel file.

Final Counseling

Final counseling is utilized when previous counseling has failed to produce the proper results. Final Counseling may also be utilized to address an initial incident or an incident that is too severe for a verbal or written warning yet not sufficiently severe for dismissal. Copies of all Final Counseling Forms should be distributed as follows: one copy to the employee, one copy to the department file, and one copy to your Human Resources Department for inclusion in the employee's personnel file.

Dismissals

Employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the University's judgment, the employee's continued presence would be contrary to the well-being of the University or its employees. Your Human Resources Department should be consulted prior to the dismissal of an employee.

TERMINATIONS/RESIGNATIONS

The University strives to maintain good working conditions. Instances of personal or job dissatisfaction should be discussed with the supervisor and/or your Human Resources Department before the employee considers termination of employment. If an employee wishes to terminate employment with the University, two weeks' notice to the supervisor is requested, but not required. If an employee voluntarily terminates employment with proper notice and the employee's work record has been satisfactory, the employee may be considered for reemployment. Should it be necessary to eliminate a position because of a reduction in work force, reasonable efforts may be made to place the employee elsewhere in the university. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an employee of the University, the amount due the employee or his/her estate from accrued annual leave shall be issued within 30 days of completing checkout process. This amount shall not exceed 240 hours or the balance in the employee's annual leave account, whichever is less. When an employee terminates and returns to the University within twenty (20) workdays, both sick and annual leave may be reinstated subject to the following:

1. An employee receiving lump sum payment for annual leave upon termination and who is subsequently rehired within twenty (20) workdays may "buy" back the annual leave by repaying the University for the number of days paid but not yet expired on or before the day of reemployment.
2. An employee who received a lump sum payment for annual leave and who elects not to "buy" back the annual leave may not be reemployed by the University until the number of workdays for which annual leave was paid has elapsed. If the period that the employee is out of state service exceeds the twenty (20) workdays limit, reemployment is to be treated as a rehire with subsequent loss of sick leave.
3. An employee rehired within six months after having been laid off due to budgetary reasons is entitled to restoration of accrued sick leave.

Alcohol and Drug Policies for Students

The Standards of Student Conduct address all student behavior including Alcohol and Drugs. This can be found at http://www2.astate.edu/a/student-affairs/student-conduct/student-handbook-cover-page.dot

Prohibited behavior includes:

Alcohol

- Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on University Property or at University sponsored events, except as allowed by University policy.
- Use by, possession of or distribution to person(s) under twenty-one (21) years of age of any alcoholic beverage.
- Public intoxication or impairment that can be attributed to the use of alcohol.
- Activities or promotions that encourage excessive and/or rapid consumption of alcoholic beverages, including the use of common containers.
- The possession and/or use of drinking paraphernalia or products that promote the abuse of alcohol and/or put the user in a position to consume alcohol irresponsibly. This includes but is not limited to funnels, taps, and beer pong tables.

Drugs

- Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without medical prescription under medical supervision.
- Impairment that can be attributed to the use of any drug, narcotic or controlled substance.
- Possession and/or use of drug paraphernalia which includes objects used, primarily intended for use or designed for use in ingesting, inhaling, or otherwise introducing any drug, narcotic or controlled substance into the human body including, but not limited to, pipes, water pipes, bongs, hookahs, roach clips and vials without medical prescription.
- Misuse or abuse of prescription drugs.
- Misuse or abuse of any chemical substance.

University Jurisdiction

The university has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct on campus or off campus. For the purpose of the student conduct process a "student" is defined as any person who is admitted, enrolled or registered for study at Arkansas State University for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Arkansas State University are considered "students". A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of the academic year including, but not limited to, fraternity or sorority recruitment, orientation, placement testing, and residence hall check-in.

Possible Drug and Alcohol Sanctions for Students

Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor of Student Affairs or his/her designee. The following sanctions may be imposed for Non-Academic Misconduct:

- **Educational Task -** Completion of a task which educates the student about and allows the student to learn from the misconduct.
- **Written Warning -** Official record that a student has been warned about behavior.
- **Removal of Property -** Required removal of property.
- **Restitution -** Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- **Restriction of Activities or Privileges -** Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- **Fees -** Monetary requirements based on the resolution of a case.
- **Conduct Probation -** A period of self reflection, during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the university.
- **Housing Probation -** A period of self reflection, during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction including relocation or removal from university housing.
- **University Housing Relocation -** Required movement to another room, hall, floor, wing or building within Residence Life. Once assigned this sanction, students must relocate in no more than 24 hours, after which the relocated student cannot enter the room, hall, floor, wing or building he/she was removed from throughout his/her term of probation without permission from the Director of Residence Life, Assistant Dean of Student Conduct or designee.
- **Removal from University Housing -** Required removal from university housing. This action occurs without the refund of room fees. Once assigned this sanction, students must move within the designated time required or no more than 72 hours, after which the removed student cannot enter university housing without permission from the Director of Residence Life, Assistant Dean of Student Conduct or designee.
- **Conduct Suspension -** Temporarily canceling a student's enrollment at Arkansas State University. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the Assistant Dean of Student Conduct or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University.
- **Expulsion -** Permanently canceling a student's enrollment at Arkansas State University. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter University property once dismissed without prior permission from the Assistant Dean of Student Conduct or designee.
- **Revocation or Denial of Degree -** The University reserves the right to revoke or refuse to confer a degree on the basis of a violation of the Standards of Student Conduct that occurred while the student was enrolled, given that the violation(s) would have resulted in expulsion.
- Additional Sanctions – In addition to those listed above, other sanction may be implemented.

Tolerance of Alcohol or Drug Misuse

Arkansas State University does not tolerate inappropriate use of alcohol or drugs. All alleged violations of any ASU drug or alcohol policy will be investigated and properly addressed. All persons found responsible for being in violation of policy will be sanctioned appropriately through the appropriate means based on their status with the institution.

Drug or Alcohol Counseling, Treatment, Rehabilitation and Re-Entry Programs

There are a number of groups, organizations, agencies, and hospitals which offer drug and alcohol abuse treatment and rehabilitation services and programs. The costs associated with these services and programs vary widely and are the responsibility of the patient. Listed below are some of the services which are available. Students, faculty, and staff who believe that they or anyone with whom they come in contact need such services are encouraged to contact one of these organizations.

ON-CAMPUS

Wilson Student Health Center
(870) 972-2054

Information and Referrals:
ASUJ Counseling Center
Student Union Room 2203

Health Risks Associated with the Abuse of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation to alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome and other birth defects. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of addicted parents are at greater risk than other youngsters of becoming addicts.

Health Risks Associated with the Use of Illicit Drugs

Drugs CSA Schedules	Trade or other Names	Medical Uses	Dependence Physical	Dependence Psychological	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics										
Opium II III V	Dover's Powder, Paregoric, Parapectolin	Analgesic, Anti-diarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine II III	Morphine, MS-Contin, Roxanol, Roxalol -SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, Injected			
Codeine II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussan A-C, Fiorinal w/Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin I	Discetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone II	Dialuclid	Analgesic	High	High	Yes	3-6	Oral, Injected			
Meperidine (Pethidine) II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6`	Oral, injected			
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other NarcoticsI II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
Depressants										
Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor or alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, trmors, delirium, convulsions, possible death
Barbiturates II III IV	Amytal, Butisol, Fiorinal, Lotusuate, Nembutal, Seconal, Tuinal, Phenonarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary, euthanasia agent	Moderate	Moderate	Yes	1-16	Oral			
Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexe, Verstran, Versed, Halcion, Paxiperm, Restori	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone I	Quaalude	Sedative, Hypnotic	High	High	Yes	4-8	Oral			
Glutethimide III	Doriden	Sedative, Hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianciety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
Stimulants										
Cocaine II	Coke, Flake, Snow, Crack	Local Anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep , irritability, depression, disorientation
Amphetamines II	Biphetamine, Delcobase, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine II	Preludin	Wight control	Possible	High	Yes	2-4	Oral, injected			
Methyiphenidate II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants III IV	Adipex, Cylert, Didrex, Lonamin, Meliate, plegine, Sanorex	Weight Control	Possible	High	Yes	2-4	Oral, injected			
Hallucinogens										
LSD I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine II	PCP, Angel Dust, Hog	None	Unknown	Unknown	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
Cannabis										
Marijuana I	Pot, Acapulco Gold, Grass, Reefer, Sinsemila, Thia Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite occasionally reported
Tetrahydrocannabinol I II	THC, Marinol	Cancer chemotherapy	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

Possible Legal Sanctions for Inappropriate Drug and Alcohol Use

These are possible legal ramifications for violation of Alcohol/Drug laws. This is not an all-inclusive list, and the laws listed have been abbreviated. Note that the penalties listed are the minimum and maximums according to law and subsequent offenses (especially with the DWI and DUI laws) can include substantially harsher penalties. If you need more information on any of these, or other, laws, please contact the University of Arkansas State University Police Department.

Manufacture or delivery of controlled substance
It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance. Penalties for the manufacture, delivery, transporting, administering, or distributing of a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1,000) of the University. In addition, real and personal property used in the manufacture, delivery, or importing of controlled substances may be forfeited to the government.

Manufacture or delivery of a counterfeit substance
It is unlawful for any person to create, deliver, or possess with intent to deliver, a counterfeit substance purported to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can range from one (3) to twenty (20) years in prison, and fines up to $15,000 depending on the type of drug being counterfeited.

Possession of a controlled or counterfeit substance
It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance on the first offense can range from having your license suspended- Offenders under eighteen (18), one (1) year or until eighteenth (18th) birthday; Jail Time – No more than one year; Fine- No more than $1,000. Second or subsequent offense can result in License Suspended – Offenders under eighteen (18), one (1) year or until eighteenth (18th) birthday; Jail Time – No more than one (1) year; Fine – No more than $1,000.

Minor in possession of alcohol (mandatory suspension of driving privilege)
Any person under twenty-one (21) years of age who has purchased or is in possession of intoxicating liquor, wine, or beer, in violation of the "Minor in possession of alcohol" statute, will be subject to a fine of no more than five hundred dollars ($500), and a mandatory driver's license suspension for up to a year depending on offense by the Office of Driver Control, whether or not the person was in or about a vehicle at the time of arrest.

Underage DUI law
The State of Arkansas has an "Underage DUI Law" (Act 863 of 1993) in which it is an offense for a person under the age of 21 with a blood alcohol content of .02 to .07 (approximately one (1) or two (2) beers or hard drinks of liquor) to operate a motorized vehicle. Penalties for a first offense can result in (1) suspension of driver's license for not less than 90 days or more than 120 days; (2) a fine of not less than $100 nor more than $500; (3) assignment to public service work; and/or (4) attendance at a state sponsored alcohol and driving education program.

Driving while intoxicated
A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant, commits the offense of driving while intoxicated. Penalties for such offense may include: (1) License seized upon arrest (2) suspension of license for up to120 days for the first offense (and additional

Possible Legal Sanctions for Inappropriate Drug and Alcohol Use Continued

days for subsequent offenses); (3) imprisonment for no less than 24 hours and no more than one year for the first offense (with additional imprisonment for subsequent offenses); (4) fines of no less than $100 and no more than $500 for the first offense (with stiffer fines for subsequent offenses); (5) payment of an additional $250 in court costs, or as an alternative to payment, public service work as deemed appropriate by the courts; and (6) a requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program, or an alcoholism treatment program as approved by the Office on Alcohol and Drug Abuse Prevention. A blood alcohol level of .04 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .08 or more shall give rise to a presumption of intoxication.

Public intoxication
A person commits the offense of "Public Intoxication" if (1) he appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself, other persons or property, or that he unreasonably annoys persons in his vicinity; or (2) he consumes an alcoholic beverage in a public place. Public intoxication is a Class C misdemeanor, and can result in (1) a fine of up to $100, and/or (2) imprisonment in the county jail (or other authorized institution) for up to 30 days.

Contributing to delinquency of a minor
A person commits the offense of "contributing to the delinquency of a minor" if, being an adult, he knowingly purchases or provides alcoholic beverages for a minor. Such an offense is a Class A misdemeanor. The first offense can result in a fine of $200- $500. The second offense can result in (1) a fine of up to $1,000 and/or (2) imprisonment in the county jail (or other authorized institution) for up to one full year.

Federal penalties and sanctions for illegal possession of a controlled substance - 21 U.S.C. 844(c) - First conviction: up to one (1) year imprisonment and fined at least $1,000 but not more than $100,000, or both. After first prior drug convictions: at least 15 days in prison, not to exceed two (2) years and fined at least $2,500 but not more than $250,000, or both. After two or more prior drug convictions: at least 90 days in prison, not to exceed three (3) years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine: mandatory at least five (5) years in prison, not to exceed 20 years and fined up to $250,000, or both if: (a) first conviction and the amount of crack possessed exceeds 5 grams, (b) second crack conviction and the amount of crack possessed exceeds 3 grams, (c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. 21 U.S.C. 953(a) (2) and 881 (a)(7) - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment (See special sentencing provisions re: crack.) 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 844(a) - Civil fine of up to $10,000. 21 U.S.C. 853(a) - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second or subsequent offenses. 19 U.S.C. 922(g) - Ineligible to receive or purchase a firearm. Misc. - Revocation of certain Federal licenses and benefits, (e.g., pilot license, public housing, etc.) are vested within the authorities of individual Federal agencies.

It is illegal for a person under the age of 21 to possess alcohol. Penalties include a fine of up to $500 and probation under the direction of the court.

Programs and Activities Available on Campus to Raise Awareness of Safety and Risk Reduction

Throughout the year, programs and activities are held at ASUJ to educated and raise awareness of safety issues, including alcohol, drugs, domestic violence, sexual harassment and sexual abuse. The list below is not all inclusive, but gives some of the programs and activities at ASUJ.

Campus Walk Through
A regular walk through of campus with all necessary constituents (UPD, Facilities, Students, etc) to identify if there are areas of campus that need additional lighting or other safety measures.

Counseling Center
The Counseling Center provides confidential consultation and other services to the University Community as needed. The Counseling Center is encouraged to inform all potential victims of how to report a crime. They also provide group session and multiple programs throughout the year, including but not limited to:

- Alcohol Awareness Week—This annual event includes multiple events and passive programming that reaches out to student- s to make them aware of the dangers of alcohol abuse and educate on responsible use of alcohol. Past events have included: Drunk Driving Simulations, Speakers, parties, mocktails and other educational programming.
- T-Shirt Programming—This event utilizes the “Clothesline Project” format to display T-shirts that represent issues faced by college students in regards to alcohol. This display is done in the center of the Student Union.
- Margaritaville—This event is a large substance free party, complete with limbo. Displays allow students to learn about choices they are making while activities like a duck pond and arts and crafts show students how to have fun in a substance free environment.
- Friendship Pledge—At various times of the year, student can sign friendship pledges to keep their friends safe. One is generally completed prior to spring break to remind students to take care of the people they are with and pledge to help at least one friend make responsible decisions in areas such as alcohol use or risk behavior.
- Golf Cart Driving—The counseling center teams up with UPD to provide this real life drunk driving activity. Using a golf cart and beer goggles, student experience what it is like to drive while intoxicated in a safe environment.
- Silent Witness Project—This passive program speaks to students about domestic abuse. Life size figures are placed in the Student Union for all to read at their own pace.
- Candlelight Vigils– These are held for domestic abuse awareness.
- Rape Awareness Programs—The Counseling Center makes numerous presentations to fraternities, sororities, student organizations, and members of the campus community on rape awareness, date rape, sexual assault and prevention.
- Vox—This student organization is the student voice in regards to substance abuse on campus. Its mission is to raise student awareness on responsible alcohol use and drug abuse. This group provides campus programming and works with student organizations and residence life to provide programming to the campus community.

General Campus
Campus publications are utilized annually by running a series of articles dealing with rape, date rape, sexual assault, prevention and awareness. The television station and radio station present programs on awareness and prevention.

Office of Student Conduct
The Office of Student Conduct provides programming upon request to classes, student organization and resident assistants on appropriate behavior and decision making.

Residence Hall Programming

- Assault prevention programs are presented to residence halls and other on-campus resident students including fraternities and sororities each semester. Graduate Hall Directors receive training in assault prevention. Informational brochures regarding sexual assault are available.
- Alcohol Abuse and Drug prevention programs are presented in the residence halls and other on-campus resident students including fraternities and sororities each semester. Resident Assistants and Graduate Hall Directors receive programming training and are networked with offices and staff members that can assist in this training.

Sexual Harassment and Misconduct
ASUJ committed to creating a university community that is free from all forms of sexual harassment and misconduct. Toward this goal, a Sexual Harassment and Misconduct Policy has been established that includes procedures for resolving sexual harassment and misconduct complaints. Additional information about this policy can be obtained at http://www.astate.edu/a/finance-admin/affirmative-action/.

University Police Department
A primary goal of ASUJ’s Police Department is to prevent crime before it occurs. The department provides safety measures and regularly presents programs covering crime prevention topics such as the ones named and described on the following list.

- Emergency call boxes on the Jonesboro campus are located at multiple locations on campus; they are identified by their red color and blue light on top. These call boxes are available in an emergency requiring University Police.
- Officers or UPD employees will escort community members between various points on campus as needed. This service is provided when officers are available or when contacted.
- Self Defense classes are offered for women throughout the year to educate the community on how to protect oneself in case of an assault.
- UPD regularly trains staff in Residence Life on how to deal with various situations and when/how to get UPD assistance.
- UPD provides programming to classes and organizations upon request on alcohol awareness and safety. These programs can involve Drunk Driving Simulations and Active Shooter Safety Responses among others.

Sexual Harassment and Sexual Assault Information

Discrimination/Sexual Misconduct

It is the policy of Arkansas State University (ASU) to provide an educational and work environment for its students, faculty, and staff that is free from discrimination and sexual harassment. In accordance with federal and state law, the university prohibits discrimination on the basis of race, color, national origin, religion, age, disability, and sex. This policy includes zero tolerance for any form of sexual misconduct including: sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation by employees, students, or third parties against employees, students, or third parties, on or off the university campus, during or outside of class/work hours.

Sexual Harassment is

unwelcome, gender-based verbal or physical conduct that is,
sufficiently severe, persistent or pervasive that it,
unreasonably interferes with, denies, alters, or limits someone's ability to participate in or benefit from the university's educational programs and/or activities, or employment, and is
based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Non-Consensual Sexual Contact is

any intentional sexual touching,
however slight,
with any object,
by a man or a woman upon a man or a woman,
without consent and/or by force.

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

Non-Consensual Sexual Intercourse is

any sexual intercourse
however slight,
with any object,
by a man or woman upon a man or a woman,
without consent and/or by force

Examples include: vaginal and/or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, when that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples include: invasion of sexual privacy, prostituting another, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), engaging in voyeurism (peeping Tom), knowingly transmitting an STI or HIV to another, exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals, sexually-based stalking and/or bullying.

Individuals who believe they have been subjected to such actions in violation of this policy have the right to and should expect a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination whereby the university will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence, and address its effects. Sanctions range from a warning to termination/expulsion, depending on the offense and severity of the incident, and taking into account any previous campus conduct violations.

Anyone who has experienced any form of discrimination including sexual misconduct is encouraged to report the incident promptly. All university employees (excluding licensed professionals in counseling services) must promptly report known incidents. All reports should be communicated to the Title IX Coordinator at equity@astate.edu or (870)972-2015.

All reports, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit; however, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses with consent of the complainant. ASU strictly prohibits retaliation against any person for reporting, filing, testifying, assisting, or participating in any manner in any investigation or proceeding involving allegations of discrimination or misconduct. Publicizing information about alleged discrimination, misconduct, or retaliation is strictly prohibited and may be considered a violation of university policy. Any person who violates these policies will be subject to discipline, up to and including termination and/or expulsion.

The university reserves the right at any time to change, delete, or add provisions to this procedure. The full procedure posted on the webpage of the Office of Affirmative Action/Title IX Coordinator supersedes all previous versions - electronic or in print. http://www.astate.edu/a/finance-admin/affirmative-action/

Sexual Harassment and Sexual Assault Information

ASSISTANCE FOR VICTIMS:

Jonesboro Campus (870) :

Campus Telephone 9-911
Off-Campus 911
University Police 870-972-2093
Student Affairs Office 870-972-2048
Jonesboro City Police 870-935-5553
St. Bernard's Behavioral Health Center 870-932-2800
ASU Counseling Center 870-972-2318
Mid-South Mental Health System 870-972-4000
Craighead County Victim Assistance Program 870-972-9593
Regional Sexual Assault Center (West Memphis) 870-732-7552
St. Bernard's Regional Medical Center 870-207-4100
Regional Medical Center of NEA 870-972-7111
Wilson Student Health Center 870-972-2054

Sex Crimes Prevention Act

In response to the Campus Sex Crimes Prevention Act (Public Law 106-386), institutions of higher education are required to advise the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. The University Police Department will provide this information at 870-972-2093.

Procedure to Follow if a Sex Offense Occurs

DON'T: Destroy evidence by bathing, douching, washing hands, or changing clothes or linens.

DO: Notify someone immediately to go with you to the police and hospital.
Call police as soon as possible. Even if you don't want to file charges, you can file an information report that may help them locate your attacker and protect others.

DO: Take a change of clothes with you to the hospital. .

DO: Write down details about the rapist and the circumstances of the rape as soon as possible.

University Procedures for Reporting Sexual Assault

Victims of sexual assault are encouraged to report the incident to the police and/or a university official. University officials should notify the Office of Affirmative Action of the report. The Office of Affirmative Action will contact the appropriate university officials from there (including UPD). The victim is not required to cooperate nor to report. The police department makes decisions about filing charges against the assaulter. (The Counseling staff is exempt from this regulation unless the consent of the victim is given.)

Options:

1. All individuals that feel they have been a victim of sexual misconduct or sexual harassment should contact the Office of Affirmative Action at (870) 972-2015 or equity@astate.edu. The Office of Affirmative Action will refer the person to the appropriate office for investigation.
2. Individuals requesting changes in academic settings or housing assignments will be assisted by the Office of Affirmative Action to complete these processes as well as any other accommodations that are appropriate for the situation.

Emergency Treatment Resources

St. Bernards Regional Medical Center	224 East Matthews Jonesboro, AR 72401	(870) 972-4288
Medical Center of NEA	3024 Stadium Blvd. Jonesboro, AR 72401	(870) 972-7111

Quick Reference Emergency Numbers

In the event of an assault or other crime, get immediate help.

For immediate help on campus:

Dial **2093** from any campus phone to reach University Police.
Dial **9-911** from any campus phone.
Or notify one of the following:

On-campus:	
University Police Department	870-972-2093
Health Center	870-972-2054
Office of Campus Life	870-972-2034
Counseling Center	870-972-2318
Off-campus:	
Rape Crisis Hotline (24 hours)	870-972-4043
Rape Crisis Counseling	870-972-4014
Regional Sexual Assault Center (24 hour hotline)	870-732-7552

Policy for Preparing the Annual Disclosure of Crime Statistics

The Clery Report is compiled by the Office of Student Conduct at ASUJ. Crime and arrest statistics for ASU Jonesboro are compiled by ASUJ University Police. Conduct referral statistics for ASU J are provided by the Office of Student Conduct. Every attempt is made to ensure that the information provided is accurate.

Arkansas State University Campus Security Policy and Campus Crime Statistics

Introduction

Arkansas State University Jonesboro is a state-supported institution of higher education with an enrollment of over 14,000 students, and employs approximately 1,500 faculty and staff. ASUJ is committed to providing a safe learning, working, and living environment for each of its members, visitors and guests. In compliance with the Student Right-To-Know and Campus Security Act, the following report states the university's campus security policies, current security programs, and crime statistics. The intent of this report is to increase the readers' awareness of security issues and to assist in the decision-making process regarding personal safety. Each year, the university will disseminate this information to all current students and employees, and upon request, will be provided to any applicant for enrollment or employment.

Reporting of Criminal Actions and/or Emergencies and Response

University Police is responsible for law enforcement, security, and emergency response at Arkansas State University. The responsibilities emerge from Act 328 . of the 1967 General Assembly of Arkansas. The department is to enforce all federal, state, and local laws of its jurisdiction. The University Police Department is accredited thought the International Association of Campus Law Enforcement Officers. The University Police street officers are on duty around the clock, 365 days a year. Each officer meets the requirements of ACT 452 of 1975 of the state of Arkansas as a certified law enforcement officer. University Police will respond immediately to any report of criminal actions or other emergencies.

Police can be contacted 24 hours a day, seven days a week by calling (870) 972-2093 (off campus) or 2093 (on campus). The Jonesboro Police Department, Jonesboro Fire Department, and ambulance service can be reached by dialing 9-911 from any campus telephone or 911 from any off-campus phone.

Access to Campus Facilities

Administrative/Academic Buildings

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business, Monday through Friday, and for designated periods of time on special events and occasions. Buildings may close earlier when classes are not in session, during holidays, between semesters, and on weekends.

Residence Halls

In traditional residence halls unlimited access is available to residents only through a staffed central entrance to each building. The remaining exterior doors to all residence halls remain locked from the outside twenty-four (24) hours a day. In upperclassman housing visitation varies.

The entrance to Kays/University parking lot and the entrance to NpQ/RWD and CP are gate controlled. Only students residing in these complexes have access to the parking lots.

Residence Life's visitation hours as well as escort policies are established to ensure a safe environment. Visitation policies can be found in the student handbook at http://www2.astate.edu/a/student-affairs/student-conduct/student-handbook-cover-page.dot.

Fraternities and Sororities

Fraternity houses are located both on and off campus. Through an agreement with the Jonesboro Police Department and the University Police, both departments patrol the off-campus fraternity locations. In Fall 2013, 5 Sorority Houses will be completed and house students. Until that time sororities are provided with suites within the residence halls which are under Residence Life security policies. Seven fraternities and three religious student groups recognized by the university maintain either a meeting or living facility on campus. Any reports related to criminal activity associated with campus groups on or off campus are shared with University Police. This information is then shared with the Division of Student Affairs.

Maintenance and Security of Campus Facilities

Arkansas State University maintains a strong commitment to the safety and security of the campus community. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Surveys of exterior lights on campus are conducted on a periodic basis to determine the effectiveness of the lighting situation. Members of the campus community are encouraged to report any exterior lighting deficiencies to the City Police Department, University Police, or the Physical Plant Division. Campus lighting is monitored each night, and deficiencies are reported to the Physical Plant.

Exterior doors on campus buildings are locked and secured each evening, and rechecked two to three additional times each night. Unsecured doors are reported on a daily basis to the building supervisor, and door and security hardware operating deficiencies are also reported by the officers to the Physical Plant and to the building supervisor on a daily basis. University Police continuously check exterior doors to ensure that each door and its locking mechanism are functioning properly. Each door on campus is cataloged and numbered to ensure quick and accurate response.

Shrubbery, trees, and other vegetation on campus are trimmed as needed. Shrubbery and trees are routinely trimmed at a height consistent with the security and safety concerns of the university.

Parking lots and other areas of the campuses are actively patrolled.

Law Enforcement Authority and Interagency Relationships

University Police maintains a close working relationship with community law enforcement officers, county, state and federal law enforcement agencies. ASUJ's UPD are State Certified Officers. Regular meetings are held, both on a formal and informal basis, between these groups. Crime-related reports and data are routinely exchanged.

Accurate and Prompt Crime Reports

All students and employees are encouraged to accurately and promptly report all crimes to campus police. This can be done by calling 870-972-2093 and the dispatch officer will assist the caller in contacting the most appropriate officer. The importance of crime reports is emphasized at Security Awareness and Crime Prevention Programs, such as;

1. Escort Service: This service is provided by request through the University Police to help individuals. This service *is* provided when officers are available or when contacted.
2. New Student Orientation: Crime prevention brochures and other printed materials are made available to new students during orientation.
3. Residence Hall Programming: Crime prevention programming accompanied by brochures and other printed materials are made available to residence halls and other on-campus resident students including fraternities and sororities.
4. Night Custodial Services: The university's cleaning service *is* scheduled from 11:00 p.m. to 7:00 a.m. for academic and administrative buildings. These employees are advised to report any suspicious or criminal activity to the University Police.
5. Crime Prevention Presentation: Crime prevention presentations are made annually to various campus groups and organizations. Crime prevention presentations are made available to the Division of Student Affairs, University Police, and to the campus community by consultants and presenters from outside the local community.
6. New Employee Orientation: Crime prevention information and other printed materials are available to employees at new employee orientations.
7. Printed Crime Prevention Materials: Brochures, posters, and bookmarks related to motor vehicle security, bicycle security, personal security, and residence hall security are distributed at crime prevention presentations and at various locations throughout the university's campus.
8. Operation Identification: The engraving of serial numbers or owner recognized numbers on items of value is provided through the University Police. This service is provided to students and employees.
9. Security Surveys: Comprehensive security surveys and audits are made for a number of campus facilities each year.
10. Facilities Surveys: Continuous surveys of exterior lighting, exterior doors and grounds are conducted by the University Police and the Physical Plant on a continuous basis.
11. Special Surveillance: Isolated surveillance provides great assistance in crime prevention. These activities are conducted in areas in which the frequency of crime has increased.
12. Rape Awareness, Education, and Prevention: In cooperation with the Counseling Center, fraternities, sororities, and other student organizations, numerous rape awareness, education, and prevention presentations are made each year to members of the campus community.

CRIME REPORTING

1. Monthly/Annual Reports: Comprehensive monthly/annual reports of crime-related information are compiled. These reports assist the university in monitoring and upgrading security measures.
2. Special Alerts: If circumstances warrant it, special printed crime alerts are prepared and distributed throughout campus.
3. Incident Reporting: Crime-related incidents are reported daily to the Student Affairs office with a view toward immediate corrective action.
4. Media: A crime report is made available to the student newspaper, The Herald, on the Jonesboro campus on a weekly basis.

Crime Statistics

The following information includes the statistics concerning crimes reported to the police and Office of Student Conduct at ASUJ for 2011 and the preceding two years. Blank Boxes indicate zero incidents for that category during the specified year.

2011 Campus Security Act Report- Ark. State University

Reported Offenses Of	2011				2010				2009			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Murder	0	0	0	0	1	0	0	1	0	0	0	0
Sex Offense Forcible	0	0	0	0	4	1	0	3	2	0	1	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	1	0	0	0
Aggravated Assault	1	0	0	0	2	0	0	0	3	0	0	2
Burglary	12	0	0	8	17	0	0	13	59	0	0	48
Motor Vehicle Theft	3	0	0	0	3	0	0	0	3	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (Crimes commited with bias against the following; Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin, or Disability)												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny (Theft)	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	0	0	0	0	0	0	0

Arrests For	2011				2010				2009			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Liquor Law Violations	0	0	1	0	1	0	1	0	7	2	1	1
Drug-related Violations	7	0	2	1	5	0	2	3	16	0	9	8
Weapons Possessions	2	0	0	1	3	0	0	2	5	0	0	1

Referrals to J-Board For	2011				2010				2009			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Liquor Law Violations	25	0	0	25	29	0	0	26	13	0	0	12
Drug-related Violations	23	0	0	19	18	0	0	7	34	0	0	30
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0

Other Offenses (not required by the Campus Security Act but reported by ASU for your information)	2011				2010				2009			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Larceny (Theft) (Offenses Of)	176	0	0	47	155	3	1	35	164	1	0	23
DWI/DUI (Arrests)	0	0	2	0	0	0	7	0	6	3	21	0
Public Intoxication (Arrests)	10	0	0	0	6	0	2	0	11	1	0	1

Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).

Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus, contact ASU PD for an exact description of all areas- sidewalks and parking facilities are on campus).

Residence Halls= all residence halls, sororities, and fraternities.

Monitoring and Recording of Crimes at Off Campus Locations of Student Organizations

Crimes occurring at off-campus locations of student organizations recognized by the university are reported to local law enforcement agencies and to the University Police. As soon as practical, following any such incident, a copy of the incident report is obtained from the local law enforcement agency by the University Police. Immediate attention is given to each of these incidents.

Timely Notification Policy

In the event of a major crime incident or other emergency situation occurring on the Arkansas State University-Jonesboro campus or the surrounding area that poses a serious or continuing threat to the campus community, the Chief of University Police, or his/her designees, will evaluate the circumstances and determine the need and manner for alerting the campus community.

The mode of notification will vary depending on the particular circumstances of the crime or other emergency. One or more of the following communication tools will be used to notify students, faculty and staff:

- Text message through the emergency alert system
- Messages on Telephones through the Cisco Phone System
- Alerts on the ASU Website
- Signage placed in and around buildings
- Emails to ASU email addresses
- Messages via the Computer Network
- Announcement via Emergency Alert Systems in Buildings where available
- Media alerts

If a problem appears to be confined to a building or group of buildings, notification will generally occur through posting flyers in the affected area. If the buildings identified in this case are residential, Residence Life Staff may notify their students through hall meetings or word of mouth in addition to the postings.

Missing Student Procedure

Rationale

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must implement a missing student notification procedure for those students residing in on-campus housing.

Procedure for Informing Students

As part of the electronic application process, students will designate a confidential contact to be reached in the event the student is considered to be missing. Students may, at any time, change this information on-line. If the student is under the age of 18 and is not an emancipated minor, the confidential contact must be the student's parent or legal guardian. Students 18 years and older may designate the contact of their choice. During the first floor meeting of the fall semester or as part of the check-in process, Resident Assistants (RAs) will review the Missing Student Procedure with new students. During the first week of the spring semester, the RA will meet with all new students to review the Missing Student Procedure.

Procedure for Determining if a Student is Missing

For purposes of this procedure, a University residence student may be considered to be a *"missing student"* if the person's absence is contrary to his/her usual pattern of behavior without explanation. For example, a student who typically stays on campus during weekends should not be considered missing if he/she has informed others of a weekend trip off campus. However, the unexplained absence of a student expected to be on campus triggers the Missing Student Procedure. Any person believing that a student is missing should report to Residence Life.

If a student is reported missing to a Residence Life staff member, the staff member should be sure to obtain the reporting person's name, relationship to the student, and contact information where the reporting person can be reliably reached. The staff member should obtain local directory information about the missing student and immediately notify the missing student's residence hall director or the staff member on call.

The Hall Director/Area Coordinator should refer to the Reported Missing Student Checklist and contact the reporting person to obtain the additional information needed. **If the Hall Director/Area Coordinator determines at any point there is a credible threat to the well-being of the student reported as missing, the Hall Director/Area Coordinator should call University Police and make a report to supervisory staff.** The Hall Director/Area Coordinator should then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student's Resident Assistant. The Hall Director should also use direct and indirect methods of leaving messages for the student to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The Hall Director/Area Coordinator may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

If pursuing known contacts has not resulted in locating the student, the Hall Director should contact the Director of Residence Life, the Assistant Vice Chancellor for Student Affairs or the Office of the Vice Chancellor for Student Affairs, reporting all obtained information, and follow verbal notification with a *Residence Life Incident Report* (IR). The contacted individuals may then authorize one or more of the following measures to determine recent activity by the student reported as missing:

- Building card reader access report
- Meal plan access report
- Class attendance
- Social Networking activity on sites such as Facebook
- In-plain-sight examination of room to see signs of recent use or planned departure
- Location of vehicle

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the contacted individual will file a police report with University Police to request law enforcement investigation. All information obtained about the missing student through investigation should be shared with the University Police.

If University Police determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance
- If the student is under 18 years old, notify a parent or guardian
- Notify regional law enforcement
- Contact area hospitals and local detention facilities
- Send e-mail to students, faculty and staff that student is missing with pertinent information and photograph if available

University Communication of a Missing Student

In cases involving missing student residents, all inquiries by media or the public regarding missing student residents shall be referred to University Relations. All public statements will be coordinated through University Relations.

Adapted from Missouri State University and University of Minnesota – Duluth 6/1/10

Withdrawal From the University

Students withdrawing from the university after Sunday of the first full week of classes in a semester or after the first day of classes in a five-week summer term must obtain an Application for Withdrawal at the office of Wilson Advising Center. The Wilson Advising Center advisers will assist students in the process to obtain withdrawal approval from the offices of Student Accounts, Financial Aid, Residence Life and the Library. The completed application must be returned to the Wilson Advising Center by the application nullification date. This process must be completed two weeks prior to the first day of final examinations during Fall and Spring semesters. Academic Affairs will identify appropriate deadlines for
other semesters (interims, summer, half sessions). Grades earned in courses completed prior to official withdrawal from the university (i.e., short courses) will not be affected by that withdrawal. Classes that have been withdrawn will remain on the student's transcript with a "W" grade for withdrawal. Once the withdrawal process is complete, the classes withdrawn will not affect the student's GPA.

Students who cease to attend classes without processing an official withdrawal, or who do not complete the withdrawal process will automatically receive an F in all courses in which they were enrolled.

Student Records and Privacy Policy

1. Purpose
Arkansas State University will comply with the Family Educational Rights and Privacy Act (FERPA).
2. Definitions
Arkansas State University. Arkansas State University (ASU) means all the campuses within the Arkansas State University System, now and in the future.
Student. Student means an individual who attends or has attended classes at ASU. This policy does not apply to the records of applicants for admission who are not accepted to ASU nor does it apply to applicants who are accepted but choose not to attend ASU.
Education Record. Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.
Directory Information. Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.
3. Arkansas State University Family Educational Rights and Privacy Act Policy
The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. Arkansas State University will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.
4. Process
A. **Disclosure of Education Records**
I. **Disclosure With Student Consent**. A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's office before consent is retracted.
II. **Disclosure Without Student Consent**. ASU may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.
Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.
Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU.
The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.
B. **Disclosure of Directory Information**
Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of the Registrar. If a student elects not to allow disclosure of directory information, ASU cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Registrar's office before the directory information non-disclosure is retracted.
C. **Inspection, Review, and Correction of Education Records**
Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.
D. **Ownership of Education Records**
Education records are the property of ASU. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

Non Academic Student Conduct Records

Retention
Non-Academic Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.
External Release
External release of records will occur in accordance with federal and state law.

Voter Registration Forms Available

Any student or employee who is qualified to register to vote and wishes to do so may obtain a form for that purpose through the Reng Student Union information booth at ASU-Jonesboro. The registration form is printed and issued by the Arkansas Secretary of State's Office, which may be contacted by calling 501-682-5070 or 800-482-1127 or by e-mail at electionsemail@sos.arkansas.gov. The form can be found online at http://www.sos.arkansas.gov/elections/Documents/Voter_Reg_Ap_6-11.pdf. Information on voter registration also is available through the Office of the County Clerk in Craighead County .

Emergency Response and Evacuation Procedures

Arkansas State University has adopted the National Incident Management System (found at http://www2.astate.edu/a/finance-admin/admin/ehs/emergency/nims.dot) for emergency response to disasters at the University. Environmental Health and Safety maintains the Emergency Operations Plan and NIMS training records for the University. Departmental employees hold integral posts within the Emergency Response Team. They train and manage the Campus Emergency Response Team and maintain their resources. The department hosts and coordinates exercises of the Emergency Operations Plan. If you have questions in regards to the Emergency Response and Evacuation Procedures, please contact Environmental Health and Safety at (870) 972-2862.

Campus Fire Safety Compliance Report

Arkansas State University's Fire Safety Compliance Report can be found at http://www.astate.edu/a/student-affairs/police/crime-stats/. If you have questions in regard to this report, please contact Environmental Health and Safety at 870-972-2862.

Additional Information and Requests

If you need this document outside of its normal distribution, or in hard copy, please contact:

The Office of Student Conduct	870-972-2834 (phone)
http://www2.astate.edu/studentconduct/	970-972-3898 (fax)
StudentConduct@astate.edu	
P.O. Box 2762	
State University, AR 72467	

Additionally, please contact the above office if you have any questions regarding this document, the information it holds, or its compilation.