

2007-2008 STUDENT HANDBOOK

STUDENT SERVICES

PLACEMENT TESTING - SKILLS ASSESSMENT

The COMPASS placement test is an important part of the admissions process at Southeast Arkansas College. COMPASS, ACT, or SAT scores are required for placement in math, English, reading, and other courses requiring a certain skill level. The COMPASS, an untimed computerized placement test, is available by appointment in the Career Center.

CHANGE OF ADDRESS OR NAME

Each student is expected to keep the Registrar's Office informed of his or her current residence, mailing address, and telephone number.

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

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

COUNSELING

A professional counselor is available to advise students regarding their course and program selections. The counselor can further assist students with choosing a career, transferring to a 4-year college or university, improving study skills, developing self-understanding, and resolving personal problems.

Except for the designated holidays, the Counseling Office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 Noon on Friday, throughout the year. The Counseling Office is located in the Student Affairs Office.

VETERANS' SERVICES

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

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

HANDICAPPED STUDENT FACILITIES/SERVICES

Facilities and services are available to handicapped students. If additional services are needed, you are encouraged to visit with our counselor or one of your instructors to discuss your individual needs. Handicapped parking is designated on the North, South, and East parking lots.

DISABLED STUDENT SERVICES

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

SUBSTANCE ABUSE PROGRAM

Southeast Arkansas College recognizes that drug and alcohol abuse can cause mental and physical health problems that can threaten lives, disrupt programs of study, and shatter families. In an effort to provide all students and staff with current information on substance abuse, an Information Center has been established in the Library. Pamphlets are available on the many risks involved and the counseling, treatment, and rehabilitation programs that are available in this area. Additional information will be available in the form of videos and special program presentations throughout the year.

STUDENT ORGANIZATIONS

STUDENT SENATE

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

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

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

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

- a. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
- b. Shall have no record of disciplinary action.
- c. Shall execute all duties of any position held within the Student Senate.
- d. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.

Terms: Members shall be elected for one-year terms commencing no later than September 15 of each year.

Officers: No later than October 1 of each year, the newly chosen members of the Student Senate shall meet and elect from within its membership the following officers: (a) chairperson, (b) vice chairperson, and (c) recorder.

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

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

Advisor: Counselor

Resource Person: Vice President for Student Affairs and Registrar.

ALPHA MU GAMMA

Alpha Mu Gamma is the largest national collegiate foreign language honor society in the United States. Its primary purpose is the honoring of students for outstanding achievement during their first year of foreign language study in college. Membership in SEARK College's Alpha Mu Gamma foreign language honor society is based on completing at least six hours in Spanish and earning a 3.0 grade point average.

ALPNA STUDENT DIVISION

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

ASNA

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

PHI BETA LAMBDA

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

PHI THETA KAPPA

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in

continuing academic excellence. Membership is open to SEARK College students who have completed at least 12 semester credit hours and who have earned a cumulative grade point average of 3.5 in a two-year degree program.

SEARK COLLEGE STUDENT AMBASSADORS

The Student Ambassadors' mission is to conduct campus tours, assist Student Affairs and the Office of the President in activities and campus events. As volunteers, the SEARK College Student Ambassadors share their dedication and support for SEARK College with prospective students, visitors, and the community. Requirements for selection each spring semester include a personal interview, a 3.0 cumulative grade point average, and enrollment as a full-time student for at least one semester.

SIGMA EPSILON ALPHA

The mission of Sigma Epsilon Alpha Service Society is to build leaders through training and community service experiences. The society provides venue for service to the community and college, leadership training, and experiences both in the community and on the College campus, and a sense of belonging among chapter members. Membership is open to all SEARK College students with a 2.0 grade point average.

GENERAL INFORMATION

PRIVACY RIGHTS OF STUDENT

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

Southeast Arkansas College keeps the following types of records or information on students:

1. original application for enrollment.
2. attendance.
3. grades and progress reports.
4. counseling notes.

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

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

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

1. school personnel who need information.
2. other schools where student may be seeking enrollment.
3. student's application for financial aid.
4. accrediting organization.
5. research studies for developing tests, administering student aid, improving instruction.
6. oral communications not based on educational records.
7. protection of health and safety to others.
8. State and Federal educational authorities.
9. directory information:
 - a. Name, address, and telephone.
 - b. Date and place of birth.
 - c. Major field of study and official school activities.
 - d. Degrees and awards.
 - e. Most recent school attended.

If a student gives the name of an employee at Southeast Arkansas College as a reference for prospective employers, or wants the college to release information other than directory information (**including an Official Student Transcript**), the student should complete a release form. Release forms are available in the Registrar's Office.

Southeast Arkansas College assumes that failure on the part of any student to request the withholding of "Directory Information" indicates approval for disclosure.

SMOKING POLICY

In accordance with city and state policy, Southeast Arkansas College has designated smoking areas to be 10 feet away from an entrance or exit of any building. There is a dedicated designated smoking area at the pavilion in the center of campus. Smoking and any other tobacco usage is not allowed in any building.

Cigarette butt containers are provided for use outside all buildings. Students are asked to use the cigarette butt containers in keeping the grounds and walkways neat and clean.

Student center, restrooms, administration offices, instructors' offices, classrooms, and labs are to remain **free of smoke**. **There are no exceptions.**

STUDENT CENTER

College Hall-Commons is designed for student group meetings, and free hours between classes. A Gourmet Coffee Shop is available in the Commons.

COLLEGE OFFICE (BUSINESS) HOURS

College office (or business) hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. (SEARK College may have adjusted hours for the summer.) Class hours range from 8:00 a.m. to 10:00 p.m. Monday through Thursday and as scheduled on Friday and Saturday. Extended day and evening class hours and days vary according to the course(s) taken.

STUDENT PARKING

See map on page 232 for designated student parking on the North, South, and West areas on the campus. Parking in front of the college is reserved for the Southeast Arkansas College staff, faculty, and visitors. Handicapped parking spaces are available in front of each building on the College's campus. All vehicles should be locked. Current Parking Permits are required. **The campus Speed Limit is 15 mph.**

INCLEMENT WEATHER POLICY

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

TORNADO ALERT

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

FIRE

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

BOMB THREATS

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

PAGING DEVICES (BEEPERS)

Paging devices ("beepers") are not allowed on the Southeast Arkansas College campus unless they are placed on the vibrate mode. Otherwise, written or verbal proof from an employer should be provided to the Vice President for Student Affairs stating that the device is needed while a student is away from his/her place of employment.

CELLULAR TELEPHONES

Cellular telephones are not allowed in classrooms on the Southeast Arkansas College campus unless they are placed on vibrate or silent mode, or are turned off during class. Lock your phone in your vehicle or leave it at work/home.

CHILDREN ON CAMPUS

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

STUDENT DRESS

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

LITTER-FREE CAMPUS

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

LOST AND FOUND

The Lost and Found Department is located in the Student Affairs Office. The College does not assume liability for any lost item.

TELEPHONE CALLS AND MESSAGES

Pay telephones are located in Technology Center North and Technology Center South. Due to limited staff at the College, please ask family and friends to refrain from calling you while on the SEARK College Campus, unless it is an EMERGENCY. Cellular telephones are *not allowed* in SEARK College classrooms, unless placed on vibrate or silent mode.

CLASSROOM AND DEPARTMENT GUIDELINES

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

ACCIDENTS

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

1. CPR should be administered by a trained person and should be done using protective equipment (mask, etc.). An Automatic External Defibrillator (AED) is available in McGeorge Hall for use by trained personnel.
2. Call 911 for an ambulance when there is a life-threatening injury. (**9-911** from a campus phone)
3. Report accident to the Vice President for Student Affairs, Vice President for Academic Affairs, or the Vice President for Fiscal Affairs.
4. Transport the student(s) to the Family Practice Center located next to Jefferson Regional Medical Center on Mulberry Street if possible, and if an ambulance is not required. The student's private physician may be used if so desired.
5. Complete accident report form. Form may be secured in the Information Booth.

SECURITY

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

A College employee is on duty in the Information Center during the day and evening. Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week.

TECHNOLOGY USE POLICY

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

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

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

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

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

Violation of these guidelines may result in penalties including, but not limited to, dismissal, suspension, and/or revocation of access to network services.

Arkansas Freedom of Information Act

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

Educational Records

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

Copyright Policy

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

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

Copyrightable works include the following categories:

1. literary works;
2. musical works, including any accompanying words,
3. dramatic works, including any accompanying music,
4. pantomimes and choreographic works,
5. pictorial, graphic, and sculptural works,
6. motion pictures and other audiovisual works,
7. sound recordings,
8. architectural works.

"Copyright is secured automatically when the work is created and a work is considered 'created' when it is fixed in a copy or phono record for the first time." It is no longer necessary for a copyrighted work to be registered or to carry a notice of copyright for it to be protected under the Copyright Law.

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

Certain factors must be considered in determining fair use including:

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

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

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES

(TITLE 17, U.S. CODE) GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

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

STANDARDS OF CONDUCT

Southeast Arkansas College assumes that, by the act of registering, the student agrees to obey all rules and regulations formulated by the College and listed below, and to obey all federal, state, and local laws.

Students are expected to conduct themselves in an appropriate manner and conform to standards considered to be in good taste at all times. This implies a consideration of the welfare and reputation of the College and other students enrolled at the College. Students exhibiting behavior problems not compatible with good citizenship can expect to be reprimanded, have certain restrictions imposed, or, in extreme cases, be denied the privilege to continue as students. Each student should familiarize himself or herself with all College policies pertaining to student conduct.

The standard of conduct required of students during their stay on campus is also required while they participate in college-sponsored activities held off campus.

***** SPECIFIC VIOLATIONS FOR WHICH ***
A STUDENT IS SUBJECT TO
DISCIPLINARY ACTION**

CHEATING

Cheating in any form (including using unauthorized materials, information, or study aid in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act) is forbidden.

An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of F for the course and having the student suspended from the class. A description of the incident and the action taken will be reported to the Vice President for Student Affairs. If contested, this matter will be referred to the Student Disciplinary Committee.

INTOXICANTS AND DRUGS

Southeast Arkansas College is committed to providing a drug-free campus/workplace and will assist authorities in enforcing all applicable legal sanctions under local, state, and federal law for unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (drug) or the possession or use of alcohol. Offenders are subject to immediate dismissal from college and subject to prosecution. Drug-free means NO use or possession of unlawful drugs or alcohol either before coming on campus or while on campus.

The following procedures apply in operating and maintaining a drug-free campus:

1. Any student found in violation of this policy or these procedures shall be subject to immediate disciplinary action, which may include dismissal from the College.
2. A Drug-Free Awareness Program for Students is in effect on the Southeast Arkansas College campus. As the major thrust of this program, the Vice President for Student Affairs shall by whatever means available inform students about the dangers of drug abuse, the availability of counseling, and the penalties for violations. Such information will be promulgated by bulletins, displays, drug awareness sessions, etc.

3. Students shall be required to sign the Drug-Free School and Campus Compliance Statement on the back of the application form. If a student receiving a Pell grant is found guilty of a violation of this policy, the grant will be immediately revoked, and notification shall be given to the appropriate federal agency(ies).
4. Students who have no record of conviction for drug abuse and who voluntarily seek College counseling for drug-abuse problems shall not be summarily dismissed from the College. However, if a drug-abuse conviction occurs after counseling/rehabilitation has begun; the student is liable for the full range of College disciplinary measures.
5. The Vice President for Student Affairs and Registrar shall be responsible for the implementation of these procedures. All violations will be reported to the president with a recommended penalty. Such penalties may include immediate dismissal from the College, restriction from the Southeast Arkansas College campus, and notification of law enforcement agencies.

RIGHTS OF OTHERS

The rights of students, faculty, staff, or any other person on the College campus must be honored. Participation in acts which are degrading or injurious or which hold another against his or her will and the physical and verbal abuse of another person are specifically prohibited.

DISREGARD FOR POLICIES

Disregard for College policies, including failure to comply with official regulations, or failure to respond to the request of a duly designated authority or committee may result in disciplinary action including loss of the right to enroll for future semesters.

VANDALISM

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property is prohibited.

THEFT OF PROPERTY

Students who steal, destroy, sell, or otherwise dispose of College property will be charged to the full extent of the damage or loss and are subject to prosecution under state laws and immediate dismissal from Southeast Arkansas College.

COLLEGE & PRIVATE PROPERTY

Destruction, damage, unauthorized possession, or misuse of College or private property (including but not limited to keys, library materials, computers and/or the College computer system, laboratory supplies, or any other College property) is prohibited.

DECEPTION, FRAUD, AND MISUSE OF DOCUMENTS

Furnishing false information to the College with intent to deceive is explicitly prohibited, as is forgery, alteration, unauthorized possession, or misuse of College documents, records, and identification cards.

DISRUPTION OF THE EDUCATIONAL PROCESS

Disruption or obstruction of the educational process, including disruption or obstruction of study, teaching, administration, discipline procedures, or other college activities including public functions or other authorized activities is prohibited.

GAMBLING

Any form of gambling on campus or at any college-sponsored activity is forbidden by state statute.

FIREARMS, OTHER WEAPONS, AND PERSONAL COMBAT

Carrying and using firearms and ammunition on College property is prohibited by state statute. Firearms and ammunition may not be kept in buildings or in vehicles on campus. Discharging of firecrackers, bombs, or any other types of fireworks is prohibited. Other weapons, such as knives, on College property are also prohibited by state statute. Personal combat involving any student on College property is prohibited. Students who violate rules and regulations regarding firearms, other weapons, and personal combat will be subject to disciplinary action, including prosecution.

TERRORISTIC THREATENING OR OTHER UNLAWFUL ACTS

Terroristic threatening or other unlawful acts directed toward a student, faculty member, or other college employee is prohibited, and subject to prosecution under state laws and will result in immediate dismissal from Southeast Arkansas College.

PROCEDURAL DUE PROCESS FOR DISCIPLINARY ACTION

To guarantee that the rights of Southeast Arkansas College students will be protected, the following procedure has been developed:

The disciplinary action to be taken against a student will be determined by the Vice President for Student Affairs. If the disciplined student feels the action taken was too severe, he/she may appeal to a five-member Student Disciplinary Committee within seven (7) calendar days of the official action taken by the Vice President for Student Affairs.

This committee will be appointed by the President of the College and will be composed of one administrator, two faculty members, and two students. The committee may uphold, reduce, or reverse the decision of the Vice President for Student Affairs. Both the student and the Vice President for Student Affairs have the right to appeal the committee's decision to the President within seven (7) calendar days of the official action taken by the Student Disciplinary Committee. The President may uphold, reduce, or reverse the decision of the Vice President for Student Affairs and the Student Disciplinary Committee.