



Student Handbook 2025-2026

The College is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are ADA accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Mission & Purposes

Arkansas State University Three Rivers Mission Statement

Arkansas State University Three Rivers is a public, two-year institution of higher education that continually identifies and addresses the changing learning needs of the communities it serves.

Arkansas State University Three Rivers Vision Statement

Arkansas State University Three Rivers' vision is to be a college for the community—a community of successful, lifelong learners—working collectively to be responsive to the educational, cultural, social, economic, and environmental needs of the region.

Arkansas State University Three Rivers Purpose Statement

Arkansas State University Three Rivers provides:

- Associate degree transfer programs that prepare learners to succeed at universities;
- Degree and certificate programs that prepare learners to succeed in the workforce;
- Academic and support services that respond to personal, social, and career planning needs of students;
- Customized training and services that assist businesses and individuals and aid economic development;
- Partnerships with K-12 schools, other colleges and universities, businesses, industries, public agencies, and civic groups that support learning and promote the economic development of Arkansas;
- Developmental courses and support services that promote collegiate-level success; and
- Continuous improvement through a system of inquiry, evidence, and accountability.

Arkansas State University Three Rivers Value Statement

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of learning, excellence, inclusion, integrity, respect and responsibility.

- Learning—curiosity, knowledge, understanding
- Excellence—innovation, quality, performance
- Inclusion—diversity, collaboration, engagement
- Integrity—honesty, ethics, sincerity
- Respect—trust, dignity, fairness
- Responsibility—accountability, commitment, stewardship

Arkansas State University Three Rivers

Chancellor's Message



Dear Students,

Welcome to Arkansas State University Three Rivers, an educational institution that has been committed to making a positive difference in people's lives every day for more than 53 years! We proudly serve Hot Spring, Grant, Dallas, Saline, and Clark counties. If you are a returning student, we are excited to have you back and look forward to seeing you. If you are a new student, we appreciate you choosing ASU Three Rivers as your college of choice and look forward to meeting you. We believe you have made a very wise decision.

ASU Three Rivers ensures you have an opportunity to achieve your educational goals by providing programs and services designed for students who plan to seek a four-year degree, train for immediate employment, or transition to a new career. Dedicated and thoughtful faculty members provide world-class instruction in a variety of fields and disciplines. Caring and committed staff members strive to provide services and assistance to help you achieve your personal and professional goals.

Arkansas State University Three Rivers promotes community and economic development programs and services to assist individuals who are preparing to enter the workforce or seeking to upgrade skills ranging from computer applications to business administration to advanced manufacturing. Strong business and industry partnerships provide opportunities for employment of graduates, internships and program enhancements.

You are the reason we are here. It is our mission to see you succeed!

Sincerely,

A handwritten signature in blue ink that reads "Steve Rook". The signature is fluid and cursive, with the first name "Steve" and last name "Rook" clearly distinguishable.

Steve Rook, Ed.D.

Chancellor

Frequently Asked Questions

How do I get a transcript?

Complete a [Transcript Request](#) from the ASUTR website.

How do I add or drop a class?

Schedule an appointment with your faculty advisor first. Drop/Add forms are available in Student Affairs; the form requires your Faculty Advisor and Financial Aid Advisor signatures before submission.

How do I withdraw from ALL my classes?

Schedule an advising appointment with your faculty advisor and a Financial Aid Advisor first. Withdrawal Forms are available in Student Affairs. Faculty Advisor and Financial Aid Advisor signatures are required to completely withdraw from classes. There is no fee to completely withdraw.

I forgot my log-in information for Self-Service, how can I reset it?

Contact the Help Desk at ext. 0285, or 501-332-0285, or helpdesk@asutr.edu to reset your account.

How do I access my Self-Service account?

Go to <https://www.asutr.edu/page/account-information> and follow the instructions in the order given to set up your ASU Three Rivers student account.

At <https://my.ASUTR.edu> you may access:

Canvas Instructure (online course access)

Financial Aid

Degree Works (academic map)

Student Accounts

Schedule of classes

TouchNet

Register for Classes

Student Profile

Student Email

How do I register for classes?

If this is your first semester at ASU Three Rivers, you will meet with a Student Affairs Admissions Advisor to register for classes. After your first semester, you will transition to a Faculty Advisor to register for subsequent semesters.

How can I contact my instructor?

Most instructors put contact information on their syllabus. Refer to this to find the best way to contact your instructor.

What documents do I need to enroll?

Fill out the online Application for Admission at [ASUTR website](#). Required are:

1. Official high school transcript or a copy of your GED scores
2. ACT, SAT, or Accuplacer entrance exam scores from within the last five years; if you completed an English and a math course at a previous college, your placement test scores DO NOT have to be from within the last five years.
3. Current immunization record showing 2 MMR's
4. Official college transcripts from every institution attended

Where can I find out information about testing services?

The testing schedule is available online at [Testing Services](#) or you may contact the Testing Coordinator, Caleb Rogers at (501)332-0225 or email crogers@asutr.edu.

How much does it cost to take a test at ASU Three Rivers?

The Accuplacer placement exam costs \$10.00.

Proctored tests are free for ASU Three Rivers students, and \$25 for non-students.

When does the nursing program usually begin?

The LPN and RN programs admit students in January and August. Nursing applicants must complete all regular admissions requirements to the College in addition to the nursing program application. Contact Health Sciences at (501) 332-0300.

Looking for a Form?

Forms are available in Student Affairs and Financial Aid or online. Access to records, cosmetology program application, graduation application, information release, student grievance/appeal, and transcript request forms:

<https://www.asutr.edu/page/college-forms>

Student Affairs Contact Information

Carla Crutchfield

Vice Chancellor for Student
Affairs

(501) 332-0233

ccrutchfield@asutr.edu

Keesha Johnson

Director of Admissions

(501) 332-0218

kjohnson@asutr.edu

Amy Carter

Assistant Registrar

(501) 332-0289

acarter@asutr.edu

Kandia Brown

Registrar Assistant

(501) 332-0216

kbrown@asutr.edu

Caleb Rogers

Testing Coordinator

Admissions Advisor

(501) 332-0225

crogers@asutr.edu

Parris Bryant

Admissions Advisor

(501) 332-0294

pbryant@asutr.edu

Sydney Jones

Student Affairs Reception

(501) 332-0282

sjones@asutr.edu

Vergina Smith

Assoc. Vice Chancellor for Student
Retention/TRiO Director

(501) 332-0215

vsmith@asutr.edu

Tiffany Austin

TRiO Administrative Assistant

(501) 332-0288

taustin@asutr.edu

Ricky Wright

TRiO Assistant Director

Counselor

(501) 332-0213

rwright@asutr.edu

Breann Forbus

TRiO Transfer/Career Specialist

(501) 332-0211

bforbus@asutr.edu

Terral Harper

Director of Career Pathways

(501) 332-0256

tharper@asutr.edu

Danielle Brown

Director of Financial Aid

(501) 332-0298

ddbrown@asutr.edu

Laci Whitmire

Assistant Director of Financial
Aid

(501) 332-0219

lwhitmire@asutr.edu

Michelle Priest

Financial Aid Analyst

(501) 332-0222

mpriest@asutr.edu

Financing Your Education

Various types of financial aid are available to students who need assistance to continue their education. Students' financial aid packages are based on their demonstrated financial need as determined by the U.S. Office of Education's uniform methodology for federal student aid programs. These guidelines are used to provide a standardized, objective analysis of student financial need. Some aid programs are administered under the policies and guidelines established by state and federal governments; other programs are administered directly by a state or federal agency, the College, or by outside organizations.

Financial assistance consists of grants, scholarships, and loans, which may be offered to students singularly or in various combinations. Financial assistance from the College and other sources is viewed only as supplementary to the efforts of the student and/or student's family. Visit ASU Three Rivers' [Financial Aid website](#) for information about federal student aid and scholarship opportunities. Financial aid forms, information, and contacts are available on the financial aid website. The Free Application for Federal Student Aid (FAFSA) is available at <https://studentaid.gov/>

Arkansas State University Three Rivers' Federal School Code is: 009976

FAFSA Priority Deadlines

Fall: May 1st

Spring: October 1st

Summer: April 1st

Applying for Federal Financial Aid

To apply for a Pell Grant, FSEOG, Federal Work Study, and/or a student loan, students must complete and submit the [Free Application for Federal Student Aid](#) (FAFSA) and other [ASUTR financial aid forms](#) as required by the Financial Aid Office. Financial aid applicants may be required to provide documentation to verify the information given on their application. Awards will not be finalized until all required documentation and all academic transcripts are on file. Students will be notified of the action taken on their completed application. Students planning to enroll for the fall semester should apply for financial aid after October 1st of the prior year. All students must complete a FAFSA each year. It does not automatically renew. The Financial Aid staff are available to assist with financial aid counseling, general information about financial resources, and application procedures. Questions should be directed to:

Arkansas State University Three Rivers ATTN: Financial Aid

One College Circle, Malvern, AR 72104

(501) 337-5000 or email: financialaid@asutr.edu Financial Aid Eligibility

Eligibility for student financial aid is based on a variety of factors and is determined, in general, by need. Financial need is the difference between the reasonable cost of a student's education and the amount the applicant and his/her family can reasonably be expected to contribute from their income and assets to meet the expenses of that education. A needs analysis through the FAFSA is required for all federal student aid programs. All required verification documents must be submitted in a timely manner. All information obtained for determining a student's financial aid eligibility is confidential and is protected from any unauthorized disclosure by the Family Education and Privacy Act (FERPA) of 1974. In addition, students must be admitted as a regular student, be enrolled in an approved degree or certificate program, and make satisfactory academic progress (SAP). Student transcripts are reviewed at the end of each semester to determine eligibility for the following semester.

Warning Period

Students who do not maintain satisfactory progress will be notified via their student email and placed on “warning” for the next period of enrollment. Students will continue to receive eligible federal aid during the warning period. At the end of the warning period, satisfactory academic progress will be reviewed. Students not meeting the minimum SAP requirements, according to the ASUTR SAP policy, will be notified via their student email and their financial aid will be terminated immediately.

Appeals to Policy

A student may appeal their SAP termination, if they have extenuating circumstances, by properly submitting an appeal form to the financial aid office. The appeals committee will review all submitted appeals and students will be notified of the committee’s decision via their student email. An approved appeal will allow the student’s federal aid eligibility to be reinstated on a per semester basis. Students with approved appeals must meet the conditions laid out within their academic plan and according to their appeal signature form each semester. Financial aid appeal committee decisions are final.

Return of Title IV Funds

Federal aid recipients who withdraw are subject to regulations regarding the return of the Title IV federal funds (R2T4). A repayment of federal aid is required if a student withdraws before attending 60% of the semester.

Federal Aid Ineligibility

A student is ineligible to receive federal financial assistance if he/she has defaulted on a student loan, owes a refund to any of the federal programs, does not maintain satisfactory academic progress, has been convicted of selling or possessing illegal drugs while enrolled, or has exceeded his/her lifetime eligibility for Pell Grants or federal student loans.

Federal PELL Grant

The Federal Pell Grant is awarded to help undergraduate students pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor’s or professional degree. These grants provide a “foundation” of financial aid for many students to which aid from other federal sources may be added. Unlike loans, grants do not have to be repaid.

The Pell Grant award will depend not only on the student’s Expected Family Contribution (EFC), but on the cost of education, enrollment status, and whether or not attendance is for a full academic year or less. A part-time student’s financial aid is adjusted each semester according to the number of credit hours in which the student is enrolled. For financial aid, the College defines enrollment status in the following manner:

Full-Time	12 or more credit hours
Three-Quarter-Time	9-11 credit hours
Half-Time	6-8 credit hours
Less-Than-Half-Time	3-5 credit hours

Federal Student Loans

The Federal Direct Student Loan allows an eligible student to receive low-interest loans from the U.S. Department of Education. There are two types of student loans: subsidized or unsubsidized. The subsidized loan is need-based and the Federal government pays the interest on the loan while the student is either enrolled in school at least half-time (6 credit hours) or has deferment status. The unsubsidized loan is available to any student regardless of need, but the interest on this loan begins accruing at the time of disbursement. Repayment of the loan for both programs begins six months after graduation, withdrawal, or student drops below 6 hours. Pell grant eligibility is determined prior to loan eligibility. Applicants must complete a Direct Loan Entrance Counseling and a Direct Loan Master

Promissory Note prior to receiving a direct loan and a Direct Loan Exit Counseling before graduating, dropping below half-time status, or withdrawing from the college. Student loan entrance and exit counseling are completed online at <https://studentloans.gov>.

Information about federal student loans may be found at www.asutr.edu/o/asutr/page/federal-student-loans

College Work Study

The Federal Work Study program provides part-time employment opportunities to eligible students. Work Study eligibility is determined by FAFSA information and other additional aid a student may receive. Applications are available in the Financial Aid Office and require verification of eligibility by a financial aid advisor.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants make federal funds available to qualified students who, for lack of financial means, would be unable to obtain their education. Eligibility is based on the FAFSA, and the amount may vary depending upon the student's need level and availability of funds. Students must be eligible to receive the Pell Grant in order to receive FSEOG funds.

State of Arkansas Scholarships

The State of Arkansas provides several grants and scholarships including, but not limited to the Arkansas Academic Challenge (Lottery) Scholarship (Tradition and Non-traditional), AR Future Grant, Workforce Innovation and Opportunity Grant (WIOA) and Arkansas Workforce Challenge. For more information or to apply, visit [State of Arkansas Portal Website](#)

ASU Three Rivers Scholarships ([application](#))

Deadline to Apply: Fall & Spring – One week prior to start of classes except for Foundation and DEAL Summer

Honors College Scholarship (\$4000 per year)

Eligible students are recent (within one year) high school graduates or transfer students with an ACT Composite score of 23 or higher (Accuplacer 271+) and accepted into the Honors College (separate application process). This scholarship may be awarded up to 4 semesters (fall/spring only). Please contact the Director of Honors College, Tricia Baar, for more information regarding the Honors College application process: tbaar@asutr.edu or (501) 332-0238

Continuing Eligibility:

- Be enrolled in a program that leads to an associate transfer degree.
- Must successfully complete a minimum of 27 hours per academic year. May use summer enrollment to meet annual credit hour requirement; *scholarship does not apply to summer enrollment*.
- Maintain a cumulative GPA of 3.25 on a 4.00 scale and meet all other requirements for continued Honors College Membership.
- Submit FAFSA

***Eagle Academic Scholarship (\$3000 per year)**

Eligible students are recent (within one year) high school graduates or transfer students with an ACT composite score of 23 or higher (Accuplacer 271+). The \$1500 per semester may be awarded up to 4 semesters.

***Talon Academic Scholarship (\$2500 per year)**

Eligible students are recent (within one year) high school graduates or transfer students with an ACT composite score of 21 or 22 (Accuplacer 264-270). The \$1250 per semester may be awarded up to 4 semesters.

***Quill Academic Scholarship (\$1500 per year)**

Eligible students are recent (within one year) high school graduates or transfer students with an ACT composite score of 19 or 20 (Accuplacer 246-263). The \$750 per semester may be awarded up to 4 semesters.

Continuing Eligibility for Eagle, Talon, and Quill Academic Scholarships:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year and a minimum of 30 hours the second year. May use summer enrollment to meet annual credit hour requirement; *scholarship does not apply to summer enrollment.*
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

**Automatically awarded once eligibility is confirmed – no application is required.*

GED Scholarship (\$200 per course)

Eligible students are graduates of the ASUTR Adult Education Center who are first-time college students. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must enroll in at least 6 hours per semester.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

GED Plus Scholarship (\$300 per course)

Eligible students are graduates of the ASUTR Adult Education Center, whose composite GED score is 600 or above, and a first-time college student. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must enroll in at least 6 hours per semester.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASU Three Rivers Public Safety Scholarship (\$800 per semester)

Eligible students must be a certified public safety officer (active or retired, i.e. Law Enforcement, Firefighter, EMT, all First Responders, and Arkansas Correctional Officers). To apply, students must complete the scholarship application and provide a letter verifying employment status. Students must reapply each semester.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASUTR Nursing Excellence Scholarship (\$200 per course)

Eligible students have earned both the Technical Certificate in Practical Nursing AND the Associate of Applied Science degree in Registered Nursing from ASU Three Rivers, and are enrolled in courses leading to a Bachelor of Science in Nursing at Arkansas State University Jonesboro. To apply, students must complete the scholarship application and enroll in qualified courses (repeated classes are not covered by this scholarship). The scholarship applies only to qualified courses and is available Fall, Spring, and Summer. Students must reapply each semester.

By applying for this scholarship, I am authorizing a change of major to the Associate of Arts in General Education degree.

Qualified Courses:

- College Algebra or Quantitative Literacy (choose one)
- General Chemistry I
- Introduction to Statistics
- Humanities Art, Music, or Theater (choose one)

- World Literature I or World Literature II (choose one)
- Introduction to Philosophy
- US History thru 1865, US History since 1865, or American National Government (choose one)
- Sociology

Continuing Eligibility:

- Must enroll in at least 6 hours per semester.
- Maintain a cumulative GPA of 2.25 on a 4.00 scale.
- Submit FAFSA

ASUTR DEAL / Concurrent Education Scholarship (\$200 per course)

Eligible students are recent (within one year) high school graduates who earned 12 or more concurrent education hours through ASUTR DEAL or ASUTR Concurrent Classes, and a first-time college student. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASUTR DEAL Summer Scholarship (\$200 per course)

Eligible students are current Dual Enrollment Accelerated Learning (DEAL) students and enrolled in at least 3 hours for the summer term. To apply, students must complete the scholarship application and submit it to the Concurrent Enrollment Program Coordinator, Tara Bratton, at tbratton@asutr.edu. The scholarship will cover up to 4 courses. *The scholarship will not pay tuition for repeated courses, is not applicable for the Nursing program, and is awarded for the summer term only.*

Deadline to Apply: Third Friday in May

ASUTR Career Center State Completer Scholarship (\$200 per course)

Eligible students are recent (within one year) high school graduates who received “State Completer” status by graduation, as defined by the Arkansas Department of Career Education, and a first-time college student. To apply, students must submit a copy of the State Completer certificate with the completed scholarship application. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year (fall, spring, summer).
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASUTR Career Center SkillsUSA Scholarship (\$400 per course)

Eligible students are recent (within one year) high school graduates who earned a medal at state SkillsUSA competition and are a first-time college student. To apply, students must submit documentation of the medal along with the completed scholarship application. The scholarship is awarded as follows:

Gold – up to 4 semesters, Silver – up to 2 semesters, Bronze – one semester.

Per course rate is applicable to courses bearing 3 or more credit hours; one credit hour courses will receive \$150 and two credit hours courses will receive \$300.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year.

- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

Arkansas SkillsUSA State Officer Scholarship (\$400 per course)

Eligible students are recent (within one year) high school graduates who served as an Arkansas SkillsUSA State Officer and are a first-time college student. To apply, students must submit a copy of the state officer certificate with the completed application. The scholarship may be awarded up to 4 semesters.

Per course rate is applicable to courses bearing 3 or more credit hours; one credit hour courses will receive \$150 and two credit hours courses will receive \$300.

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

Foundation Scholarship (\$1000)

Eligible students are enrolled in a program that leads to a technical certificate or associate degree and have a minimum of 12 hours. To apply, students must demonstrate financial need by completing a FAFSA, complete the scholarship application and submit a 500-word minimum essay explaining educational goals and economic needs.

The scholarship is a one-time award of \$1000, for which students may reapply for each semester.

Deadline to Apply: Fall – June 1 Spring – December 1

Dr. Barry Ballard Memorial Scholarship (Amount varies; one available/year)

Eligible students are first-time college students majoring in a **technical** program at ASUTR and should have a minimum 2.75 high school GPA or hold a GED certificate. To apply, students must demonstrate financial need by completing a FAFSA, complete the scholarship application and submit a 500-word minimum essay explaining educational goals and economic needs.

The scholarship is awarded annually to one student and is based on the interest earned from the endowment.

Deadline to Apply: Fall – June 1

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

Jessie Mae Ashford Endowment Scholarship (Amount varies; one available/year)

Eligible students are first-time college students majoring in a technical or transfer program at ASUTR and should have a minimum 2.75 high school GPA or hold a GED certificate. To apply, students must demonstrate financial need by completing a FAFSA, complete the scholarship application and submit a 500-word minimum essay explaining educational goals and economic needs.

The scholarship is awarded annually to one student and is based on the interest earned from the endowment.

Deadline to Apply: Fall – June 1

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

Student Government Association (SGA) Scholarship

The SGA scholarship is awarded to five students per semester. Students must have completed 12 hours towards a degree or certificate program, must maintain a 2.50 GPA, and be enrolled in 12 hours. One must complete a [SGA Scholarship Application](#) and turn it in to Student Affairs.

Dr. Martin Luther King Jr. Scholarship

The ASUTR Chancellor or designee is authorized to award this scholarship to an individual (either high school senior or non-traditional student) who embraces the ideals and teachings of the late Dr. Martin Luther King, Jr. The award is for one year and pays tuition up to 15 credit hours per semester, for the fall and spring semesters. One scholarship will be awarded each year. The student must be enrolled in 12 credit hours, in a degree or certificate program, eligible for Pell, and have a high school GPA of 2.50 or a GED total score of 600. Contact Vergina Smith at vsmith@asutr.edu for more information.

Chancellor's Scholarship

The College is authorized to award a scholarship of tuition for any student determined to be deserving. The scholarship is for one semester. Eligibility is determined by the College Chancellor. No more than five scholarships will be granted per year.

Other Scholarships

For more information on additional scholarship opportunities, check the Scholarship page on the ASUTR website at <https://www.asutr.edu/page/scholarships>.

Financial Aid Satisfactory Academic Progress Policy

Students are required by federal regulation to maintain satisfactory academic progress (SAP) to receive federal financial aid funds. (College Operating [Policy 5.78](#) Financial Federal Aid Satisfactory Academic Progress and [5.78p Procedure](#). Progress will be measured by cumulative grade point average, course completion, and time frame to complete a degree or certificate program. Academic progress will be reviewed each semester. **These standards will apply even if the student was not receiving aid during an enrollment period.** Students are considered to be making satisfactory progress if they meet the following criteria:

1. Be enrolled in a degree or eligible technical certificate program offered at ASU Three Rivers
2. Meet the 150% maximum allowable time frame (quantitative measure)
3. Meet the 66.7% completion requirement (quantitative measure)
4. Meet the 2.0 cumulative grade point average requirement (qualitative measure)

Associate Degrees	90 credit hours
LPN Degree	60 credit hours
LPN to RN Associate Degree	150 credit hours
Technical Certificates	150% of the program requirements

All Students: Completing a class for financial aid purposes means that you receive a grade of A, B, C, D, or CR (credit received). Withdrawals, Incompletes, NC (no credit), and grades of Audit or "F" are included in cumulative attempted credit hours. CR and NC do not positively or negatively affect the student's cumulative or semester GPA. Maximum hours apply whether or not the student was receiving aid at the time credits were attempted. Students who change majors must still adhere to the maximum time frame. Students seeking multiple degrees or certificates are required to submit a degree plan with the Financial Aid Appeal form.

Remedial Coursework: Students may receive aid for remedial courses up to a maximum of 30 attempted credit hours. Eighteen hours of remedial courses may be excluded from the maximum time frame.

Repeating Classes: Students may receive financial aid funding for one repetition of a previously passed course. For financial aid purposes, passed means any grade higher than "F," regardless of any school or program policy requiring a higher qualitative grade or measure to be considered to have passed the course.

Transfer students: For financial aid purposes, attempted and completed hours will include all credit hours transferred from other institutions. A transfer student must have a minimum 2.00 cumulative GPA on the most recent transcript required by the ASU Three Rivers Admissions Office. ***Academic transcripts are required from all institutions previously attended as defined by the Registrar's Office. ***

Warning Period: Students not maintaining satisfactory progress, or students who transfer with a cumulative GPA of less than 2.00, will be placed on "warning" for the next period of enrollment and will continue to be eligible for federal aid during the warning period. Students are notified via email when they are placed on warning.

Satisfactory Academic Progress Termination: At the end of an academic warning period (one semester), satisfactory academic progress will be reviewed. Students not meeting minimum requirements will have their financial aid terminated and will be notified via email.

Appeals Policy: A student may appeal SAP termination on the basis of an extenuating circumstance. Examples of these may be: injury or illness, the death of a relative, or other special circumstances. Students who wish to appeal may do so by properly submitting an appeal form with supporting documentation to the Financial Aid Office. The appeals committee will review all submitted appeals and students will be notified of the committee's decision via their student email. An approved appeal will allow for the student's federal aid eligibility to be reinstated on a per semester basis. Students with approved appeals must meet the conditions laid out within their academic plan as submitted to the appeals committee. The decision for the appeal is final.

Student Accounts Receivables

The College provides a payment plan as a benefit and service to its students. The student benefits by spreading education costs over time.

1. Fall/Spring semesters, account balances are divided in three installments. Summer account balances are divided in two installments. A \$35.00 non-refundable finance fee is applied to each payment plan.
2. Students sign a payment plan contract acknowledging their financial responsibility for their student account balance and if they fail to make payments on or before the due date, collection procedures may be instituted.
3. A \$15.00 fee will be applied to a student's account for returned checks.
4. Types of payments that are accepted are cash, check, debit or credit card.
5. The College will not release a transcript or grades, nor allow pre-registration for another semester, until a student's balance is paid in full.
6. Accounts over one year old and greater than \$20 will be turned over to the state and be withheld from income tax refunds and/or turned over to collection agencies.

All students, as a condition for completing registration, are required to pay all fees and charges assessed at registration. Recipients of scholarships or grants should verify acceptance and the amount with the Financial Aid Office prior to registration. Tuition and fees are assessed to assist in the funding of a student's cost of education. The ASU System Board of Trustees establishes the fee rate schedule each year. All costs are subject to change based upon recommendation of the State Department of Higher Education and approval by the Arkansas State University System Board of Trustees.

For information about payment plans visit [Student Accounts Receivables](#).

Tuition Refund Policy

To be eligible for a tuition refund, students must officially withdraw from classes within the refund period. This procedure should begin in Student Affairs. Tuition refunds are handled by the Business Office based on the following schedule.

Fall/Spring semester—day 1— 11 = 100% refund. Day 12 and greater = 0% refund.

Summer semester—day 1— 5 = 100% refund. Day 6 and greater = 0% refund.

Transcripts will not be issued for students who fail to meet, or to make arrangements to fulfill financial obligations (see the section on withdrawing from college in Academic Information.) After computation of refunds for financial aid recipients, the amounts to be returned to each of the financial aid programs will be computed according to current federal regulations. Any student withdrawing prior to completion of 60% of the term will be required to repay a portion of federal funds received.

General Tuition and Fees 2025 - 2026

Tuition Schedule Per Semester

Arkansas Residents	\$117.00 Per Semester Credit Hour
Out-of-State Residents	\$142.00 Per Semester Credit Hour
International Students	\$317.00 Per Semester Credit Hour
Non-Credit Courses	Will Vary According to Class
Auditing	Same as For Credit

MANDATORY FEES

Security Fee	\$5.00 Per Semester Credit Hour
Academic Excellence Fee	\$10.00 Per Semester Credit Hour
Matriculation Fee	\$2.00 Per Semester Credit Hour
Technology Fee	\$13.00 Per Semester Credit Hour
Building/Supply User Fee	\$13.00 Per Semester Credit Hour
Student Government Fee	\$3.00 Per Semester Credit Hour
Athletic Fee	\$2.00 Per Semester Credit Hour
Assessment Fee	\$10.00 Per Semester

PROGRAM/SERVICE SPECIFIC FEES

Lab Fee	\$5.00 Per Lab Course
Science Lab Fee	\$45.00 Per Science Lab Course
ACCUPLACER Test	\$10.00
Honors Symposium Fee	\$50.00 Per Honors Course
Independent Study Fee	\$150.00 Per Independent Study Course
Cabling Fee	\$100.00 Per Cabling Course
Core Computing Concepts Fee	\$125 Per CISS1003 Course
Mechatronics Lab Fee	\$125.00 Per Mechatronics Course
Online Course Fee	\$20.00 Per Semester Credit Hour
Nursing Entrance Test (Kaplan) Fee	\$50
Nursing Clinical Experience Fee (PN/RN)	\$25.00 Per Semester Credit Hour
Nursing Enhancement Fee (PN/RN)	\$25.00 Per Semester Credit Hour
Nursing Fee (LPN to RN Program)	\$665.00 Per Semester
Welding Fee	\$150 Per Course
International Student Processing Fee	\$100.00
Returned Check Fee	\$15.00

College Resources

Advising

Student Affairs offers advising to all students in a variety of areas. Students may obtain individual and/or group advising in areas such as, but not limited to the following:

- Identifying abilities or occupational interest
- Developing realistic educational or career plans
- Financial literacy
- Veteran benefits
- Transfer options
- Course scheduling and registration for first-time, transfer, and/or returning students
- Early alerts (i.e. poor attendance, behavioral issues and/or changes, poor academic performance, general concerns about a student's ability to complete courses successfully)
- Academic probation
- Overcoming barriers to success in college (i.e. stress management, time management, financial planning, childcare planning, cooking, transportation, tutoring)

Academic Advising

Continuing students meet with their faculty advisor to register or for any other advising needs. The faculty advisor's name can be found on the student's self-service account.

Counseling Services

Students seeking personal counseling will be referred to the College's intern or to area agencies. The counselor can be accessed through Student Affairs. All counseling sessions are confidential and offered at no cost to the student. Students who need to take a mental health break can do so in the **Student Chill Zone** which is located in Room D105C. This student space is a relaxed environment equipped with tools and resources necessary to support student's emotional and mental well-being.

Bookstore

The College Bookstore is open daily during the hours listed in the current semester schedule and posted outside the Bookstore. The College Bookstore sells supplies needed for classes and school apparel along with merchandise supporting our sports teams and the College. ASU Three Rivers is partnered with eCampus as our online Bookstore. When purchasing books for new students you can log onto the online Bookstore at <https://asutr.ecampus.com>. There you can set up as a new account and order directly using your class schedule, ASUTR email address and ID number. Students are always welcome to come to the Bookstore for in-person assistance ordering books or retrieving codes needed for courses. Some courses do require clinical binders or additional course materials; all these items are available in the campus Bookstore. All course textbooks and/or codes as adopted by the instructor are available on the eCampus website. Any textbooks and/or codes purchased from another source may or may not correspond to your course; check with the course instructor before purchasing. Returning students sign back into their accounts through the same website. Student ASU Three Rivers ID numbers are required to order books and to use financial aid; ID cards are made in the Library.

The Online Bookstore, eCampus, also has a Help Center for frequently asked questions such as returns and refunds as well as shipping and tracking. There is also a customer service line for any questions. The Bookstore and the Online Bookstore will post the "sell back" or "book buy back" times and dates at the end of each semester during final exam week.

The Courtyard Café is located inside the Bookstore. Order from the menu or purchase snacks and drinks.

Career Pathways

Career Pathways is a statewide initiative designed to provide support services to students with dependents who want to further their education to enter high demand-high wage careers. Assistance includes tuition, gasoline vouchers, childcare, books and other class related supplies. To qualify, students must have a child under the age of 21. Career Pathways assists students in overcoming barriers to obtain training and education for successful careers. Contact Terral Harper, Career Pathways Director, at careerpathways@asutr.edu

ID Cards

Photo ID cards are required each semester for all currently registered students at the College and are obtained and updated in the Library. The first ID card is free to all enrolled students, while replacement ID cards cost \$5.00 for each issuance. Students present their schedule to the Library to have their picture taken and ID card made anytime during the semester. However, it is advised to get your ID Card made early during the first two weeks of classes to ensure ease of access to various College services.

ID cards are used to check out materials or use a computer in the Library, to show proof of enrollment for online testing, and to purchase or charge books/supplies to Financial Aid. Some area businesses offer discounts to currently enrolled students upon proof of current student ID.

Library

The Library provides access to information for all students, faculty, staff, and also community members in the surrounding area. A wealth of information may be found in online databases and over 20,000 items including books, magazines, newspapers, journals, DVDs, and videos. Twenty-seven computers, two scanners, two study rooms, and a large conference room are also available for all stakeholders.

Library hours are 8:00 a.m. until 7:00 p.m., Monday through Thursday, and 8:00 a.m. until 4:30 p.m. on Friday, during the Fall and Spring semesters. A schedule for Summer sessions and any changes are posted.

Services for Students with Disabilities

The Americans with Disabilities Act (ADA) extends to people with disabilities civil rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in the private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications services.

ASU Three Rivers accommodates students with disabilities, pursuant to federal and state laws. Services include, but are not limited to, extended time for tests, distraction-reduced environment, note taker, interpreters, and other reasonable accommodations allowed by law. The College's campuses are wheelchair accessible. Students desiring accommodations should have their health care professional complete the [Health Care Professional Form](#) and submit it to the Associate Vice Chancellor for Student Retention/TRiO Director in Student Affairs. An appointment will be scheduled to complete the intake process. Requests for accommodations and the required documentation must be submitted prior to the first day of classes. Any requests for new accommodations must be made prior to the beginning of a semester and will require an updated Health Care Professional Form documenting the change in the disability. Students who do not initiate Disability Services at the beginning of the semester understand that accommodations will not be retroactive. The College reserves the right to determine the method and location in which accommodations will be provided depending upon available resources. All students with disabilities are encouraged to contact Student Affairs for assistance.

Transfer Counseling

ASU Three Rivers has partnerships with transfer representatives across the state and we are dedicated to assisting students who are interested in continuing their education by transferring to a partnering four-year institution. Partnering four-year institutions include: Arkansas State University, Henderson State University, Southern Arkansas University, University of Arkansas at Little Rock, and the University of Central Arkansas. Transfer assistance is provided by the Office of Student Retention and TRIO Student Support Services. For more information, contact Student Affairs.

Healthcare

The College provides referrals to students needing medical attention. All healthcare needs are referred to available area agencies and the individual's physician.

Eagle Outreach Pantry

The Eagle Outreach Pantry provides food, clothing, and hygiene items to any enrolled student or employee of Arkansas State University Three Rivers. The Pantry is located in Building C, Room 113, and the hours vary by semester. A student desiring to shop in the Eagle Outreach Pantry can do so by emailing foodbank@asutr.edu or calling (501) 332-0293.

Tours and Visits

Tours and visits to the College campus are always welcome. Schedule online at [Campus Tour](#).

TRiO Student Support Services

TRiO is a FREE federally funded program through the U.S. Department of Education designed to help students graduate and/or transfer to a four-year institution. TRiO provides academic tutoring; academic advising; Financial Aid submission assistance; identification of potential scholarships for students; disability services; transfer assistance; career assistance, and educational/cultural activities. To apply for TRiO assistance a student can email trio@asutr.edu.

Tutoring

In-person and online tutoring is available at no charge through Student Affairs, TRiO Student Support Services, and Tutor.com via your Canvas course.

Community Education/Professional Development

Community Education

Community Education non-credit courses are designed to provide training on a wide variety of subjects that are related to personal interest and improvement of basic skills related to those interests. Classes are organized by demand and require a certain number of students – which may vary for each class.

For additional information, please visit [Community Education](#) on the ASUTR website or call Workforce Development at 501-332-0249

Ed2Go

Ed2Go enables those who are interested to update skills, discover a new talent, or chart a career path at their own pace and at their convenience with instructor-led online classes. All online courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. It is not necessary to be present when the lesson is released, but the student must complete each lesson within two weeks of its release. Interactive quizzes, assignments, and online discussion areas supplement the lessons in each course.

Professional Development for Certified Teachers

Ed2Go also offers a variety of courses that are certified by the Arkansas Department of Education for Professional Development hours. All the student needs to get started is an internet connection, an e-mail address, and web browser. Please visit our website: [ed2go](#) then search for courses.

Student Organizations

Student organizations and activities complement academic programs and meet identified needs of the student body. Student organizations must operate under the policies and procedures established by the Board of Visitors, sanctioned by the College administration and Student Government Association, and registered with the Director of Auxiliary Services/Student Life. Registration must be renewed each year no later than October 1. Should renewal not occur, all privileges extended to the organization by the College will be withdrawn. Each organization will have elected officers and faculty advisor(s); records of officers, membership and financial transactions must be available to the Student Government Association.

Mechatronics Society

The Mechatronics Society was created to encourage current Mechatronics students to become more involved with campus culture at ASUTR, as well as to promote the Mechatronics program to students of ASUTR and to the community in general. The Mechatronics society also seeks to work with local industry partners to explore and create opportunities for internships and full-time employment for Mechatronics students, as well as to create additional scholarship opportunities for Mechatronics students.

Missionary Baptist Student Fellowship (MBSF)

The Missionary Baptist Student Fellowship (MBSF) has been active since 2009 and is an outreach ministry of Second Baptist Church, Malvern, AR. MBSF is a campus religious organization designed to provide students with spiritual encouragement and support during their college years. Students have opportunities to make new friends and build relationships through meetings, special events, campus activities, recreational outings, social activities, and specialized ministry team.

SkillsUSA

SkillsUSA is a national organization serving more than 300,000 high school and college students, providing quality and fun education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. SkillsUSA emphasizes total quality of work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of involvement in community service activities. Membership is open to any student enrolled at ASUTR. Chapter meetings are held monthly. Members are encouraged to participate in annual state-wide competition events in their field of study. Not all students choose to compete, but are involved in other chapter events such as community service, patriotism, or fundraising.

Student Arkansas Education Association (S-AEA)

The Student Arkansas Education Association (S-AEA) is a state affiliate organization that has a local chapter on the College campus. Its focus is on educational issues and is beneficial to any student, but has a target membership of those students who are seeking a degree in teaching/education.

Student Government Association (SGA)

The purpose of SGA is to represent the interests of the student body. SGA provides a form of government for the overseeing of student activities, and seeks to improve the cultural, social, and physical welfare of the student body. SGA serves to educate students on their rights and responsibilities to the school, community and humanity and striving to bring excellence in order to achieve excellence. Membership consists of the entire student body, with representatives from each program area and recognized school organizations.

Arkansas State University Esports Club (ASUTR Esports)

The ASUTR Esports Club provides students with an opportunity to engage in gaming and esports activities on campus. The club serves students by fostering camaraderie among students, faculty, and staff in a safe and inclusive environment. Students will build skills and have opportunities to compete at the NJCAAE level.

STEM Club

The STEM Club gives members a unique opportunity to explore Esports, VEX-U robotics, drones, networking &

cabling, web-based technology repair, Minecraft, movie nights, and more. Membership is open to all students and provides for sharing of common interests and establishing connections benefitting students long after graduation.

Honor Societies

Phi Theta Kappa (PTK)

The purpose of Phi Theta Kappa (PTK), an international honor society of two-year colleges, is to recognize and encourage scholarship among students. To achieve this purpose, the Alpha Omega Sigma Chapter of Arkansas State University Three Rivers provides an opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Membership is by invitation by the Chancellor of the College. To be eligible, a student must have a 3.5 grade point average in a minimum of 12 semester credit hours. (These hours do not include Developmental Education courses.) After eligibility has been established, a student must then maintain a 3.0 grade point average.

National Technical Honor Society (NTHS)

National Technical Honor Society (NTHS) is an international honor society consisting of over 3200 high schools, technical institutes, two- and four- year colleges that offer career and technical programs. The mission of NTHS is to honor student achievement and leadership, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership. To be eligible, student candidates must meet national and local membership standards, be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character and must have a 3.5 overall grade point average in a minimum of 12 semester credit hours. Eligible students may apply for NTHS membership by filling out a Student Member Application, or by one or more faculty and/or staff recommendations.

Academic Information

The primary purpose of the College is to provide high quality college-level instruction. The College strives to meet the academic needs of students with the following goals:

1. Complete the first two years of general education courses through the Associate of Arts degree for transfer to a four-year college or university.
2. Earn an Associate of Applied Science Degree to enter a rewarding career or enhance career mobility.
3. Complete one year of study to upgrade technical skills and knowledge, leading to a certificate from the College.
4. Upgrade existing job skills.

To ensure high quality academic instruction, the College requires that students meet academic standards and adhere to general academic policies. It is the responsibility of the student to know and understand the general policies of the College and to work within these guidelines. The student is encouraged to ask questions concerning the College's academic policies. Contact an advisor for specific information.

Academic Honors

The College names to the Chancellor's List any student who has completed 12 or more credit hours in a given semester with a 4.00 term GPA. The College names to the Dean's List any student who has completed 12 or more credit hours in a given semester and earned a 3.50 to 3.99 term GPA, and who has no "D" or "F" grades for the term involved. Developmental Education classes are not considered in determining either Chancellor's List or Dean's List eligibility. Concurrent students meeting the Dean's and Chancellor's List eligibility requirements are recognized at their respective high schools.

Adding or Dropping Classes

Students may add courses to their schedules or change from one class to another the first two days of the fall and spring semester and the first day of the summer semesters. If it becomes necessary to drop a course(s) after registration, a drop form must be completed and submitted Student Affairs for processing. Discontinued class attendance does not constitute dropping a class. Courses added and/or dropped must be processed through Student Affairs. Failure to complete the procedure will nullify either action. Additional fee charges or reductions may result. The deadline for adding courses or changing courses or course sections is published in the Academic Calendar. Thereafter, dropping a course is the only change permissible. Courses officially dropped during the first 10 weeks of a 16-week semester or the first 6 weeks of the 10-week summer term or first 3 weeks of 5-week summer term will be recorded as a "W." Courses will not be dropped after the published deadline.

Non-Attendance

Students registered but not attending classes (or participating in online courses) during the first 11 days (5 days for summer terms), will be automatically dropped from the roster via the faculty roster verification process and charges removed from their account.

Withdrawing from College

The College recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with an academic advisor to determine if an alternate action may be available. If a student does find it necessary to withdraw, the official withdrawal procedures must be followed completely; stopping payment on a check for tuition does not cancel registration or drop a course.

- Obtain an official withdrawal form from Student Affairs
- Acquire signatures from the Registrar and Financial Aid.
- Student Affairs will process and retain the withdrawal form once all signatures have been obtained.
- For a "W" to be recorded for the classes, the withdrawal form must be submitted with appropriate signatures by the drop deadline published in the Academic Calendar. (See the above Adding or Dropping Classes section for specific deadline information).

Students not officially withdrawing by the deadline will receive a grade of "F" in all courses. Merely stopping class attendance DOES NOT constitute withdrawal and may result in receiving an "F" in the course(s).

Auditing Classes

Auditing courses requires official admission to the College, approval of the appropriate dean and faculty involved, and payment of the regular tuition and fees for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor do they receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the faculty. A student may change from taking a course for credit to audit during the first week of a 16-week semester, or the first two days of the 10-week summer term, or the first day of the 5-week summer term with the approval of the faculty. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

College Credit

Each course is given a specific credit hour value. The credit hours usually correspond to the number of class meeting hours per week. For example, a standard three credit hour course will normally meet three hours per week for a minimum of 16 weeks. However, there are some exceptions. Four credit hour courses, for example, meet for three hours of lecture each week and two hours of lab time (a total of five hours per week). The last digit of the 4-digit course number indicates the number of credit hours offered in each course.

If a student is enrolled in 12 or more credit hours during the Fall or Spring semesters, they are classified as a full-time student. Those enrolled in 6 or more credit hours during the Summer semester are classified academically as full-time students; however, financial aid programs consider and pay students half time.

The normal class load is 15 semester credit hours with a maximum load of 17 hours for the average full-time student. With a grade point average of 2.75, a student may enroll in 18 hours during the next succeeding semester; with a 3.25, a student may enroll for 19 hours. Any deviation must be requested through an advisor (including completion of the Request for Overload permission form) and approved by the Vice Chancellor for Academic Affairs.

Advanced Placement Credit (AP)

ASU Three Rivers awards credit to students who participated in their high school Advanced Placement (AP) Program administered by the College Board Placement Test Program. The student is eligible for college level credit when an appropriate score is earned on the AP exam. Students who wish to obtain AP credit must request the College Board to forward their test scores to Arkansas State University Three Rivers after they have been admitted and **within one year of graduation from high school**. ASU Three Rivers' College Board code is **3619**.

Advanced Placement credit is not awarded for a course the student has already completed at the college level. AP credit granted at other accredited institutions will be accepted as credit as any other transfer course; the student must submit official documentation of earned scores. A grade is not reported to ASU Three Rivers or any other institution at the end of the semester of completion. [College Operating Policy 4.51](#)

The College will accept for credit the following AP exams if the College's minimum required scores are met. The College equivalent course for which credit will be awarded is listed below.

Advanced Placement Program (AP) Score Equivalents					
AP Exam	Min. Score Required	Arkansas State University Three Rivers Course Equivalent			Total Hours Credit
US Govt./Politics	3	GOVT	1113	American Natl. Govt.	3
US History	3	HIST	2113	U.S. History thru 1865	3
US History	4	HIST	2113	U.S. History thru 1865 &	6
		HIST	2123	U.S. History since 1865	
Art History	3	HUMN	2113	Humanities Art	3
Biology	3	BIOL	1124	Intro to Biology	4
Computer Science A	3	DATA	1213	Fund. of Info Technol.	3
English Lang/Comp	3	ENGL	1113	Composition I	3
English/Lit/Comp	3	ENGL	2133	Contemporary Literature	3
Economics/Macro	3	ECON	2113	Macroeconomics	3
Economics/Micro	3	ECON	2213	Microeconomics	3
European History	3	HIST	1113	Civ. Thru 16 th Century	3
European History	5	HIST	1113	Civ. Thru 16 th Century &	6
		HIST	1123	Civ. since 16 th Century	
Human Geography	3	GEOG	1113	Geography	3
Music Theory	3	HUMN	2123	Humanities: Music	3
Physics B or C	3	PHYC	1144	Intro to Astronomy	4
Physics B	4	PHYC	1124	Intro to Physics	4
Psychology	3	PSYC	1113	General Psychology	3
Spanish Language	3	SPAN	1113	Elementary Spanish I	3
Spanish Language	5	SPAN	1113	Elem Span I &	6
		SPAN	1123	Elem Span II	

College-Level Examination Program (CLEP Policy)

The College-Level Examination Program (CLEP) permits students to earn college credit by national examinations. Although the CLEP Tests are standardized on a national level, each college or university may set additional standards or limits on accepting CLEP credits. The College's policy is as follows:

1. A student must first matriculate at the College and earn nine semester hours of credit before petitioning for CLEP credit to be posted on a transcript.
2. The College will accept no more than 15 hours by CLEP credits.
3. No grade is awarded for CLEP credit nor is such credit calculated in a student's grade point average.
4. CLEP credit shall be entered on a student's transcript as "credit by CLEP examination" with CR recorded in lieu of a grade.
5. CLEP credit earned at other colleges and universities shall be accepted without challenge.
6. Students who take CLEP tests must meet the standards of the College in order to receive the College credit for CLEP work.

[College Operating Policy 4.51](#)

The following table contains CLEP general and subject exams, scores required for earning credit, and the College course equivalents:

College-Level Examination Program (CLEP)					
CLEP Examination	Standard Score	Arkansas State University Three Rivers Credit Earned			Semester Credit Hours
American Government	50	GOVT	1113	American National Govt.	3
American History I	50	HIST	2113	U.S. History to 1865	3
American History II	50	HIST	2133	U.S. History since 1865	3
American Literature	50	ENGL	2113-2123 American Literature I & II		6
College Algebra	50	MATH	1143	College Algebra	3
College Composition Modular	50	ENGL	1113	Composition I	3
College Composition Modular	60	ENGL	1113-1213 Composition II		3
General Psychology	50	PSYC	1113	General Psychology	3
Introductory Accounting	50	ACTG	1113-1213 Principles of Accounting I & II		6
Introductory Business Law	50	BOIS	2203	Legal Environment	3
Introductory Macroeconomics	50	ECON	2113	Macroeconomics	3
Introductory Microeconomics	50	ECON	2213	Microeconomics	3
Introduction to Sociology	50	SOCI	1103	Introduction to Sociology	3
Trigonometry	50	MATH	2153	Trigonometry	3
Western Civilization I	50	HIST	1113	Civilization Through 16th Century	3
Western Civilization II	50	HIST	1123	Civilization Since the 16th Century	3
The scores are based on a national norm group of college sophomores who earned a grade of "C" on the course in question.					

Credit by Examination

Students who wish to take a CE exam should contact their advisor prior to registering for a course. The examination may require written and verbal tests, performance tests, portfolio review, or other evaluations. A \$50 per credit hour fee must be paid through the Business Office before taking the CE or other evaluations. [College Operating Policy 4.51](#)

Prior Learning Assessment

The College recognizes that students may acquire knowledge equivalent to college-level coursework outside the traditional college setting. Such knowledge may be derived from various life and work experiences and the term "prior learning assessment" refers to all of the processes the College uses to review and evaluation evidence of learning in order to award academic credit. However, it should be noted that, in some programs the State of Arkansas, licensing or regulating agencies do not permit credit by prior learning assessment. Before prior learning assessment credit may be granted, a student must be formally admitted to a program of study. The College must have on file the student's application, high school transcript, and any prior college transcripts. Credit for prior learning will not be entered into the grade record until the student has successfully completed a minimum of nine credit hours in a major program of study at the College. No more than 50% of the credits for a credentialed program may be earned from prior learning assessment methods, up to 30 hours total.

Students should execute the following steps in order to receive prior learning assessment credit:

1. Discuss possibility of prior learning assessment credit with faculty advisor who makes preliminary recommendation.
2. If the faculty advisor deems there is sufficient prior learning to consider granting credit, the student must complete an Application for Prior Learning Assessment and should present all required documents, as listed on the application, to the faculty advisor for review.
3. After review, the faculty advisor submits the documentation, along with a recommendation for the awarding of credit, to the appropriate Dean.

4. After verification, the Dean contacts the Registrar's Office to inform the Registrar of the courses and credit to apply to the student's transcript.
5. Student pays a fee of \$50.00 per credit hour for any awarded credit.
6. Registrar staff scans the submitted documentation to the student's permanent record and the appropriate credit is posted to the student's transcript.
7. The student will be notified of the results by the appropriate Division Chair.

[College Operating Policy 4.50](#) and [Procedure 4.50p](#)

Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in the ACTS as "No Comparable Course." Additionally, courses in which a student earned a "D" or "F" do not transfer. [ACTS](#) may be accessed online by going to the Arkansas Department of Higher Education at adhe.edu.

ASUTR COURSE	ACTS COURSE	ASUTR COURSE	ACTS COURSE	ASUTR COURSE	ACTS COURSE
ACTG 1113	ACCT 2003	ECON 2213	ECON 2203	HUMN 2113	ARTA 1003
ACTG 1203	ACCT 2013	ENGL 1113	ENGL 1013	HUMN 2123	MUSC 1003
BIOL 1124	BIOL 1004	ENGL 1213	ENGL 1023	HUMN 2133	DRAM 1003
BIOL 2114	BIOL 1034	ENGL 2013	ENGL 2013	MKTG 2113	MKTG 2003
BIOL 2124	BIOL 1054	ENGL 2213	ENGL 2113	MATH 1143	MATH 1103
BIOL 2224	BIOL 2404	ENGL 2223	ENGL 2123	MATH 1153	MATH 1003
BIOL 2234	BIOL 2414	ENGL 2313	ENGL 2653	MATH 1163	MATH 1113
BIOL 2244	BIOL 2004	ENGL 2323	ENGL 2663	MATH 2153	MATH 1203
BOIS 1003	BUSI 1013	GBUS 1103	BUSI 1103	PHIL 2113	PHIL 1103
BOIS 2203	BLAW 2003	GBUS 2033	BUSI 2103	PHYC 1114	PHSC 1104
BOIS 2303	BUSI 2013	GEOG 1113	GEOG 1103	PHYC 1124	PHYS 2014
CHEM 1114	CHEM 1004	GNED 1003	PHIL 1003	PHYC 1134	PHSC 1004
CHEM 1214	CHEM 1414	GOVT 2113	PLSC 2003	PHYC 1144	PHSC 1204
CHEM 1224	CHEM 1424	GOVT 2123	PLSC 2103	PSYC 1113	PSYC 1103
CJUS 1113	CRJU 1023	HIST 1113	HIST 1213	PSYC 2123	PSYC 2103
COMM 2113	SPCH 1003	HIST 1123	HIST 1223	SOCI 1113	SOCI 1013
DATA 1123	CPSI 1003	HIST 2113	HIST 2113	SOCI 2123	SOCI 2013
ECON 2113	ECON 2103	HIST 2123	HIST 2123	SPAN 1113	SPAN 1013
				SPAN 1123	SPAN 1023

College and Career Access Program (CCAP)

Arkansas State University Three Rivers has partnered with the Arkansas Department of Higher Education and Adult Education Division of the Arkansas Department of Career Education to provide free instruction in reading, writing, and math for students desiring to enter college but whose placement scores fall below the required college admission standards.

First-time entering college students who score 13 or below on the ACT or comparable exam may be reassessed and if they score below 52 on the Accuplacer Reading exam will be afforded the opportunity to enroll in the College and Career Access Program. This program is designed to promote collegiate-level success. Qualified students may then transition to the Arkansas State University Three Rivers as regular degree seeking students.

The College is committed to developmental courses and services that promote collegiate-level success. To this end, students in need of developmental education upon assessment, are eligible to enroll in CCAP free of charge. Students in CCAP are not eligible for federal financial aid. The admission requirements are criterion-based, reviewed regularly,

and located on the College's website. The College reserves the right to adjust admission requirements as needed.

Academic Progress Standards

A cumulative 2.00 grade point average is required for the successful completion of all degree and certificate programs. This level of performance is considered as satisfactory progress while undertaking any academic program.

A student who has a cumulative GPA under 1.50 after attempting 3 – 15 semester credit hours or a student who has a GPA under 2.00 after attempting 16 or more semester credit hours will be placed on Academic Probation (**This does not include Developmental Education classes**).

Students who are on academic probation may be continued on probation as long as they maintain a semester GPA of 2.00 or above for each term of enrollment. When a student raises their cumulative GPA to 2.00 or higher while on academic probation, the academic probation status will be removed.

A student who is on academic probation and does not earn at least a 2.00 semester GPA the next semester of enrollment, will be academically suspended for one regular semester (fall or spring). Students who return to the College after an academic suspension are continued on academic probation and must achieve a semester GPA of 2.00 or higher for each semester until a cumulative GPA of 2.00 is attained at which time the probation status will be removed. If a semester GPA of 2.00 is not attained the student will be suspended for a period of one year.

Courses taken at another college or university during any suspension period will not be transferred to the College for credit.

In order to graduate, a student must have a cumulative grade point average of "C" (2.00 GPA) and no failing grade in any one required course.

The progress policy for **Practical Nursing** students requires that an average of 76 percent or above be maintained in each course. If a student has an average below 76 percent in any one course, the above probationary action will be taken.

The progress policy for the **LPN/Paramedic to RN** requires that all courses must be completed with a "C" or better. Nursing courses include a theory grade and a clinical grade; both components of the course must be completed with a "C" or better to progress in the program. All first semester courses must be completed with a "C" or better before the student may progress to second semester.

The College adheres to the following grading system to evaluate students at mid-semester and at the end of the semester:

Letter Grade	Description	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
Code	Status Designation	Quality Points
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
CR	Credit	0

Grade Point Average (GPA)

The College uses the preceding Grade Point Value Scale to compute a student's current or cumulative grade point

average. To calculate a grade point average, convert the letter grade to its assigned point value and multiply that number by the credit hours earned in the course. Total all course values and divide by the total number of credit hours attempted.

EXAMPLE:

Credit Hours	Grade	Point Value
3	A	$3 \times 4 = 12$
3	F	$3 \times 0 = 0$
4	B	$4 \times 3 = 12$
3	C	$3 \times 2 = 6$
3	D	$3 \times 1 = 3$
2	A	$2 \times 4 = 8$
18		41

41 divided by 18 = 2.28 GPA

Grade Point Average (GPA) - Cumulative

A student's grade point average is a cumulative average of grades for all college-credit courses taken at the College. Developmental Education courses do not count toward the cumulative GPA.

Grading and Examinations

Grades are reported to the Registrar twice during the term -- at midterm for advising purposes and the final grade at the end of the term. Midterm and final grades are entered into the student data system by the instructor. Students may view their grades through their secure account in Self Service. Grades are not mailed.

Incomplete Grades

Incomplete is a grade status reserved for situations in which a student has actively pursued a course and is doing passing work at the end of the term, but who, due to exigent circumstances, is unable to complete the final examination and/or other specific, limited course assignments before the deadline for final grade submission.

- Requests for Incompletes must be student-initiated, either in-person or via official course communication, before the end of the semester or term.
- The student must contact the instructor to arrange completion of missing items and set a deadline for completion. Work to be completed should be specified on the appropriate form, along with the agreed-upon completion date.
- The form will be filed with the Dean's office no later than the deadline for submission of final grades.
- The designation of "I" is entered by the instructor in the Student Information System at the time of final grade entry.
- Once the remaining work is completed and graded, the instructor will calculate the final grade and submit a Change of Grade form to the appropriate Dean.
- All work must be submitted and graded no later than one full semester following the one for which the "I" is applied (excluding summer terms).
- All "I"'s for which no Change of Grade has been executed by the end of the designated period will be converted to F grades and transcribed as such.
- Students may not re-register to take a course for which an "I" has been recorded unless the designation has been converted to an F.
- No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by completing a Change of Grade Request Form.

Repeating Courses

A student may repeat courses taken at the College for the purpose of grade point adjustments only by re-enrolling in the same course and subject to the following provisions:

- Only the grade which is the highest grade of the repeated course is calculated into the academic record.
- Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Academic Clemency

Academic clemency is a “second chance” for those who performed poorly early in their academic careers and wish to return to college. Clemency may be granted to returning students who have not been enrolled in a college/university for at least five years and covers ALL credits earned, regardless of grade(s). Petitions must be submitted to the Registrar. Courses granted academic clemency will still be included in determining satisfactory academic progress and financial aid eligibility.

Graduation

To be eligible for the Associate of Applied Science Degree, Associate of Arts Degree, Associate of Science Degree, Technical Certificate, or Certificate of General Studies, a student must have a minimum cumulative GPA of 2.00 and must have completed 15 semester credits at the College. To be eligible for a Certificate of Proficiency a student must have a minimum cumulative GPA of 2.00 and must have completed **all** hours at the College. A graduation application must be submitted to the Registrar prior to or at the beginning of the student's final semester.

Outcomes Assessment

Assessment is done to evaluate and enhance student learning and development. Students participate in multiple methods of assessing achievement of student learning outcomes; results are kept confidential and will not create barriers to hinder student progress. Data are used to identify strengths and areas of concern in a particular educational program or course in order to facilitate improvement. All technical certificate and degree-seeking students must take competency exams in order to fulfill graduation requirements.

The College is committed to educational quality and effectiveness of programs and services. Students are given opportunities to voice their opinions through periodic surveys. The College's assessment program complies with the guidelines of the State Board of Higher Education and with the Higher Learning Commission's expectations. Course learning outcomes are published in their respective syllabus; program and institutional learning outcomes are published in the catalog. Outcomes data is available on the College's Consumer Information page.

Arkansas Course Transfer System

[The Arkansas Course Transfer System](#) (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in the ACTS as “No Comparable Course.” Additionally, courses with a “D” do not transfer.

Outstanding Student Award

Each academic division annually selects an Outstanding Student, who is presented at the Spring Awards Ceremony. The criteria used to determine this award are academic achievement, attendance, and service.

Student Code of Conduct

Student Rights/Responsibilities

Arkansas State University Three Rivers is dedicated to its mission of “addressing the changing learning needs of the communities it serves” by promoting personal development and individual responsibility. To achieve this mission, the College applies the values of learning, excellence, inclusion, integrity, respect, and responsibility in its relationships with students and community members. In turn, students are expected to conduct themselves in the same manner while at any ASU Three Rivers campus or when representing the College off-campus. The College reserves the right to take disciplinary action against students who, in the opinion of the College, have not acted in the best interest of the students or the College. Disciplinary actions may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process.

The College supports the right of lawful expression and complies with the provisions of Arkansas Act 184 of 2019 – Freedom of Expression.

Equal Opportunity/Affirmative Action

Arkansas State University Three Rivers is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are Americans with Disabilities Act (ADA) accessible. Any questions regarding this policy should be addressed to the College’s Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Disclosures of Federal Legislation Affecting Students

Equal Employment Opportunity

Title VII of the Civil Rights Act of 1964

Sex Discrimination

Race Discrimination

Religious Discrimination

National Origin Discrimination

Equal Pay Act of 1963

Disability Discrimination

Americans with Disabilities Act of 1990

Rehabilitation act of 1973, Section 504

Age Discrimination in Employment Act of 1967

Civil Rights Act of 1991

Students and Program Nondiscrimination

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972 Rehabilitation Act of 1973, Section 504

Americans With Disabilities Act

Age Discrimination Act of 1975

Privacy of Student Records

Family Educational Rights and Privacy Act of 1974

Consumerism

Student Right-to-Know Act of 1990

Education Amendments of 1976

Section 106 of the Copyright Act (Title 17 of the United States Code)

Campus Crime Reporting

Drug Use by Employees and Students

Drug-free Schools and Communities Act of 1989

Drug-free Workplace Act of 1988

Disclosure of Consumer Information

The College discloses the consumer information required by Amendments to the U.S. Higher Education Act online at [Consumer Information](#).

Questions concerning any of the above statutes should be directed to the Vice Chancellor for Student, Equity and Community Affairs or the Vice Chancellor for Finance & Administration.

Sexual or Racial Harassment Policy and Title IX (Harassment Policy 2.36 & Procedure 2.36p) (Title IX)

Arkansas State University Three Rivers seeks to provide a positive, safe working and learning environment for all employees and students. Harassment of employees or students based upon age, gender, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status is illegal and not tolerated. Harassment is a form of discrimination that violates Title VII of the Civil Liberties Rights Act of 1964, Age Discrimination in Employment Act of 1967, Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972. The College assumes an affirmative posture in preventing and eliminating unlawful harassment in any and all forms.

Sexual harassment under Title IX is defined as unwelcome gender-based verbal or physical conduct and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other college activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct is severe, pervasive, and objectionably offensive such that it has the effect of unreasonably interfering with an individuals' education or employment performance or creating an intimidating, hostile, or offensive college environment.

Any student who believes they are a victim of sexual harassment should promptly report the situation to the Title IX Coordinator/Human Resources Director. Arkansas State University Three Rivers and Arkansas State University System Title IX process and forms are available at [Title IX](#).

Any student who believes they are a victim of racial bias or harassment should promptly report the situation to the Title IX Coordinator. Every effort will be made to allow alleged offenders and victims an opportunity to resolve their issue informally. No formal action on the alleged charge will be taken unless initiated by the complainant. Formal complaints are made through procedures as outlined in the Student Grievance Policy [COPP 5.55](#) and Procedure [COPP 5.55p](#).

Student Grievance

(College Operating Policy [5.55](#) & Procedure [5.55p](#))

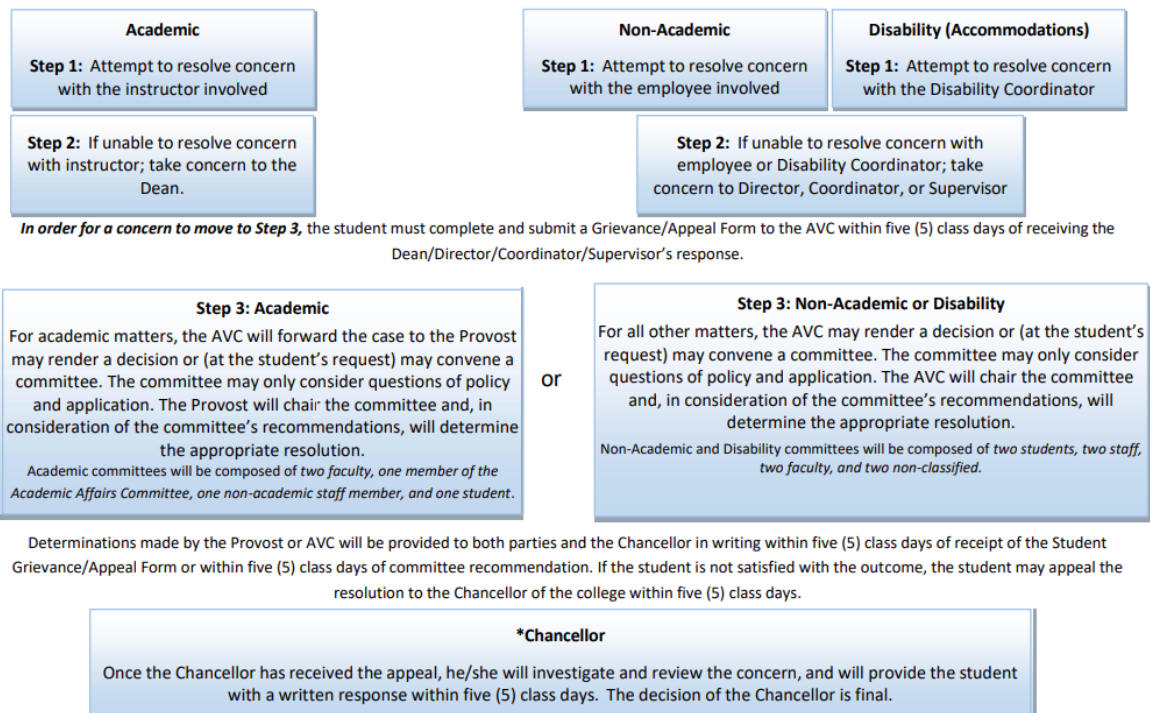
Arkansas State University Three Rivers provides to all students a formal process by which to grieve or dispute any decision or sanction which is believed to be in error or unfair and/or will negatively impact the student's success at the College.

Student conflicts are categorized as academic or non-academic, or disability. Those that involve coursework are considered academic and resolution begins with the student's instructor. If the conflict is non-academic or disability, resolution is between the student and the staff member or Disability Coordinator. In either case, the student must meet with the employee/faculty, describe the problem, and propose one or more possible remedies. The student should be open and willing to resolve the matter before it escalates to a formal grievance.

If an academic problem cannot be resolved between the student and the instructor, the student may take the concern forward to the Dean, who may refer the student to the Coordinator of Adjunct Faculty, if appropriate. If a non-academic or disability problem cannot be resolved between the student and staff member or Disability Coordinator, the student may take the concern forward to the Director, Coordinator, or Supervisor.

If the student disagrees with the resolution of the problem by the Dean, Director, Coordinator, or Supervisor, the student may appeal the decision to the next level and opt to appeal it to either the Student Conduct and Grievance Committee or to the Vice Chancellor level. An appeal is made by completing the [Student Grievance/Appeal form](#) and submitting it within five (5) class days of receiving the Dean, Director, Coordinator, or Supervisor's response to the Associate Vice Chancellor for Student Retention. Details of the process are found at [College Operating Policy and Procedure 5.55p Student Grievance Procedure](#).

Arkansas State University Three Rivers Student Grievance / Appeal (COPP 5.55)



*In the event that the Chancellor is the party in which the student has filed a grievance against, the grievance will go to the ASU System President. The ASU System President will investigate and review the concern, and will provide the student with a response within ten (10) working days of receiving the grievance, unless a hearing is conducted. In the case of a hearing, the ASU System President will report the decision within five (5) working days.

Title IX, AA/EEOC and Security concerns follow a separate process



Student Records: Family Education Rights & Privacy Act (FERPA)

(College Operating Policy [5.60](#) and Procedure [5.60p](#))

The College supports and complies with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, which protects the privacy of students and their parents regarding access and disclosures of student records maintained by the College. Students, parents, and employees should be aware that all student records are private and sharing that information requires written permission of the student. FERPA affords students certain rights with respect to their education records. They are:

Student access to education records. Students have the right to inspect and review their education record upon written request to the appropriate records custodian. The written request must specifically identify the requested records; ASU Three Rivers will comply with all requests within 45 days of receipt of the request. See [COPP 5.60p](#), Procedures & Responsibilities #2 for details.

Request to amend education records. Students have the right to request an amendment of student records if they believe information is inaccurate or misleading. This request process does not include appeals for grade changes which follow the academic grade appeal process. The College will review the request and render a decision within a reasonable period. If the request is denied, the College will notify the student, in writing, of options to appeal. See [COPP 5.60p](#), Procedures & Responsibilities #3 for details.

Disclosure of personally identifiable information. Students must submit to the Registrar a completed and signed Access to Records – FERPA Release form to disclose personally identifiable information from an education record to a specific person or organization. The consent remains in effect until rescinded in writing. See [COPP 5.60p](#), Procedures & Responsibilities #4 for details.

Disclosure of directory information. Information designated as directory information may be released by ASU Three Rivers without a student's consent. Directory information includes the following:

- Name
- Address
- Phone Number
- Date of Birth
- Photograph
- Full-time or part-time enrollment status
- Academic and non-academic honors
- Other institutions attended
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received and date conferred
- Leadership positions
- And/or similar information

Students may request to restrict release of directory information by submitting the completed and signed Access to Records – FERPA Release form with the box checked for “NO Information – Directory Information restricted”.

The College will honor a student's request to withhold any of the categories chosen but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the College assumes no liability for honoring the request that such information be withheld. See [COPP 5.60p](#), Procedures & Responsibilities #5 for details.

Complaints

Complaints alleging ASU Three Rivers' failure to comply with FERPA regulations may be submitted to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC 20202- 8520.

Campus Safety and Security

Any event involving campus security or safety, including on-campus accidents which may or may not result in injury to person or property shall be reported to the Chief Security Officer or Chancellor as soon as possible. The Incident Report Form, available from the Information desk in Building A, is the acceptable method of reporting campus security matters. The administration maintains a close working relationship with the police department. To report a crime or emergency, respond directly to the College in person or by calling 337-5000 or 1-800-337-0266 or call local police at 911. You may also contact the Chief Security Officer directly at 501-332-0217.

Although the College has been fortunate in not experiencing crimes, you should exercise the same precautions that you would utilize in any public area; you are encouraged to be responsible for your own security and the security of others. A truly safe environment can only be achieved through the cooperation of all students, faculty, staff, and campus visitors. The [Annual Campus Security \(Clery\) Report](#) is published annually and available at the College's [Consumer Information Page](#).

ASU Three Rivers has instituted the **C.A.R.E. (Campus Assessment Response and Education) Team** is a team to assess, refer, and/or respond to students who are identified as demonstrating emotional distress. The CARE Team's primary purpose is to make sure our college community members are emotionally well enough to function in our academic setting and that our campus remains a safe learning environment.

Appropriate Use of Information & Technology Resources

(College Operating Policy [6.00](#) and Procedure [6.00p](#))

Users do not own accounts, but are granted the privilege of exclusive use of their accounts. Use of ASU Three Rivers computing resources for storage or transmission of data does not alter any ownership interest of the user or the College in that data. Information and technology resources may be used only for their authorized purposes, that is, to support the education, administrative, and other functions of the College. ASU Three Rivers owns all data stored on College IT resources. Intellectual property rights will be recognized as established by policy.

Users are entitled to access only those IT resources that are consistent with their authorization. Access is limited to members of the College community, faculty, staff, students, and other specifically authorized individuals.

Passwords: Campus electronic communication systems or services must identify users and authorize access by means of passwords or other secure authentication processes. Passwords must meet the minimum password complexity standards. Shared access resources require that users change pre-assigned passwords upon initial account access.

Identification cards: The College issues to each employee and student a picture identification card. Students must present the card to use the Library, Bookstore, disbursements, and for proctored exams.

Unauthorized access to an unattended device can result in harmful or fraudulent modification of data, email, or other data. Where possible and appropriate, devices must be locked and require user re-authentication if left unattended.

Users agree to access only data that they are authorized to use and/or view. Privacy in an electronic environment should never be assumed and cannot be guaranteed. Because the College is a state agency, all electronic communications and documents are presumed to be subject to the Freedom of Information Act.

All users of the College's technology resources are responsible for reading, understanding, and following ASU System Appropriate Use of Information & Technology Resources policy as well as ASU Three Rivers' campus policy ([COPP 6.00](#)) and procedure ([6.00p](#)).

Hazing

All forms of hazing, such as any action taken or situation created intentionally to produce mental or physical harm or injury to any person on or off the college campus as a condition of admission into or affiliation with a group or organization, regardless of consent, is strictly prohibited. Arkansas Act 75 of 1983 states, “No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other students in the commission of this offense.” When an allegation of hazing occurs, the College will investigate all participants through the conduct process. A victim complaint is not necessary to initiate an investigation, as the college recognizes the difficulty in coming forward in such cases. The College takes all allegations of hazing seriously and will address all allegations of hazing to the best of its ability.

Alcohol and Drug Policy

Arkansas State University Three Rivers seeks to maintain an educational and working environment free from the influence of alcohol and unlawful drugs. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages or use of a controlled substance on any property owned or maintained by Arkansas State University Three Rivers is strictly prohibited. The College complies with all current laws and regulations relating to the Federal Drug-Free Schools and Communities and the Drug-Free Workplace Act.

Employees and students who violate the policy are subject to appropriate disciplinary action, up to and including termination. The College may refer violations to the appropriate state and federal authorities for criminal prosecution. See the [Arkansas State University System Alcohol Policy](#) and the [Arkansas State University System Drug Policy](#) for details.

Smoking/Tobacco Policy

Arkansas State University Three Rivers is dedicated to the health and well-being of all who work and learn at any of its properties by providing a smoke- and tobacco-free environment. In compliance with Act 734, The Arkansas Clean Air on Campus Act of 2009, use of tobacco products of any kind (including e-cigarettes and vaping) shall not be permitted at or on any ASU Three Rivers campus, building, parking lot and/or any facility operated by ASU Three Rivers. The policy applies to all students, faculty, and staff as well as visitors. Any person in violation of this policy is subject upon conviction to a \$100-\$500 fine or dismissal.

Dishonesty/Cheating in the Classroom

Dishonesty such as cheating or plagiarism is not tolerated. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her class work.

Assembly

Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member’s conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution and 3) does not materially and substantially disrupt another person’s expressive activity. The right to engage in expressive activities under the provisions of Arkansas Act 184 of 2019 – Freedom of Expression does not include the right to engage in the following:

- Obstructing vehicular or pedestrian traffic
- Engaging in unlawful activity
- Engaging in activities that create a clear and present threat to public safety
- Engaging in true threats and expression directed to provoke imminent lawless actions or likely to produce imminent lawless actions
- Engaging in unlawful harassment
- Utilizing sound amplification devices
- Posting materials on College property

Solicitation of Funds

No student or student organization may use campus facilities, solicit funds or schedule activities unless such action has been approved by the Vice Chancellor for Finance & Administration.

Arms/Deadly Weapons

Except as permitted by law, including but not limited to, Ark. Code Ann. §5-73-322(g), possession, discharge or other use of weapons including, but not limited to, firearms (specifically including concealed handguns), explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, nunchucks, brass knuckles, Tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate, or any other such weapons of any description on any grounds, buildings or vehicles owned or operated by the College is prohibited except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Ark. Code Ann. §5-73-322(g). Further, storage of any weapon, including handguns, is prohibited at any such location, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle. See [ASU System Weapons Policy](#) for details.

Counterfeiting and Altering

Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.

Theft of Property

Any theft of personal or College property will be treated as a violation of College rules and/or state and/or federal law and may lead to disciplinary action.

Financial Responsibility

Students in debt to the College shall not be permitted to register for a succeeding session, nor will grades, records, degrees, transcripts etc., be awarded or released until such accounts are satisfied. This debt includes unpaid tuition and fees, outstanding emergency loans, and unpaid or unreturned Library items.

Motor Vehicles

The College provides and maintains sufficient parking areas for staff, students, and visitors. Parking permits are not required; however, handicapped parking permits are required to park in handicapped zones and are to be displayed in the vehicle while it is parked on campus. Vehicles should be parked within designated parking boundaries and not overlap into or onto a roadway or crosswalk. Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of vehicular or pedestrian traffic, or that create an unsafe condition will be towed at the owner's expense. The College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas. Speed is limited to 15 miles per hour while on College grounds.

Children on Campus

Unattended children are not allowed on campus or in College buildings, classrooms, or lab facilities. Parents are welcome to bring their children along when meeting with staff for advising (i.e. Admissions, Academic, or Financial Aid Advisors, Registrar, Career Pathways, and TRiO).

Verbal and/or Physical Abuse

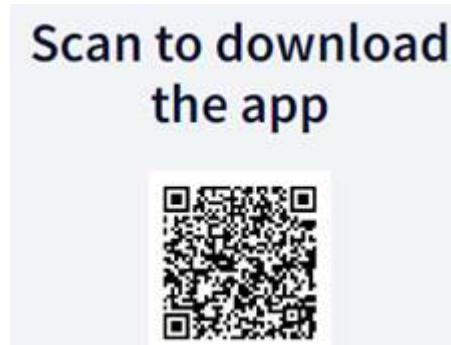
Unlawful verbal and/or physical conduct by a student that is not a protected expressive activity as described in the provisions of Arkansas Act 184 of 2019 – Freedom of Expression against any member of the College community will not be tolerated. Such conduct may also be a violation of criminal law, Title IX, the Violence Against Women Act or other federal or state anti-discrimination laws and may subject the person engaging in those acts to discipline pursuant to those policies or criminal prosecution in the case of law violations.

Emergency Closings

When it is necessary to close the College on an emergency basis, College staff will notify the mass media. Immediate closing of the campus may occur due to inclement weather or other reasons, depending upon the severity of the event. Information concerning closing will be available via several outlets:

LiveSafe APP:

Students may download the LiveSafe App to their mobile device. Once you download the app, create your profile with your ASUTR email and fill in your information. To be able to receive text messages, it is encouraged that you provide your mobile number in the settings section of the app as well. Allowing notifications and location services will also ensure that you receive alerts on any campus that utilizes the LiveSafe program.



College Website:

Emergency information is posted on the front page of the College's website, [ASUTR.edu](https://www.asutr.edu)

Social Media Pages:

Emergency information is posted as the status on the College's social media pages:

[Facebook](#), [Instagram](#) & [X](#)

TV:

KARK-4; KATV-7; THV-11; Fox-16