

CATALOG EDITING ASSIGNMENTS

| SECTION | SUBTITLE | RESPONSIBLE PARTY |
|-----------------------------|--|-------------------------------|
| College Calendar | | |
| | Fall Semester | Carissa Lewis |
| | Spring Semester | Carissa Lewis |
| | Summer Semester | Carissa Lewis |
| General Information | | |
| | History | Kim Coker |
| | Vision Statement | Kim Coker |
| | Mission Statement | Kim Coker |
| | Institutional Goals | Kim Coker |
| | Institutional Values | Kim Coker |
| | Accreditation | Kim Coker |
| | Media Disclaimer | Kim Coker |
| | Notice of Non-Discrimination | Kim Coker |
| | Policy Disclaimer | Kim Coker |
| | Tobacco-Free Campus | Kim Coker |
| Admissions and Registration | | |
| | Admission Procedures | Jenny Sanders |
| | International Students | Jenny Sanders |
| | Change of Name or Address | Jenny Sanders |
| | Placement Testing Requirements | Jenny Sanders |
| | Readmission | Jenny Sanders |
| | Registration | Jodi Eppinette |
| | Release of Student Information and Access to Student Records | Jenny Sanders |
| | Residency Requirements | Valerie Wilson |
| | Schedule Changes to Registration | Jenny Sanders |
| | Senior Citizens | Lisa Holland |
| | Social Security Registration | Jenny Sanders |
| | Summer Students | Jenny Sanders |
| | Transcripts and Student Records | Jenny Sanders |
| | Transfer of Credit | Jodi Eppinette |
| Financial Information | | |
| | Payment Policy | Lisa Holland |
| | Refunds for Dropped Classes | Lisa Holland |
| | Schedule of Tuition, Fees and Housing | Lisa Holland |
| | Settlement of Debts for Release of Grades and Transcript | Lisa Holland |
| | Return of Title IV Financial Aid When a Student Withdraws | Connie Riley |
| Student Services | | |
| | Academic Advising | Jodi Eppinette |
| | Campus Emergencies | Dr. Edward Rice |
| | College Bookstore | Gaye Manning |
| | Counseling Services | Jenny Sanders |
| | Disclosure Information for Enrolled Student | Jenny Sanders |
| | Emergency Telephone Messages | Dr. Edward Rice |
| | Parking | Dr. Edward Rice |
| | Services for Students with Special Learning Needs | Jenny Sanders |
| | Institutional Work Study | Debbie Beasley |
| | Satisfactory Academic Progress (SAP) Policy | Connie Riley |
| | Student Housing | Courtney Haygood |
| | Student Identification Cards | Marcus Copeland |
| | Testing | Jenny Sanders |
| | Tutoring Program | Marcus Copeland |
| | Visitor Information | Jenny Sanders/Dr. Edward Rice |

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| Student Financial Assistance | | |
| | Federal Student Aid | Connie Riley |
| | Federal Aid Programs | Connie Riley |
| | State Aid Programs | Connie Riley |
| | Other Aid Programs | Connie Riley |
| | Veterans Benefits | Connie Riley |
| | Institutional Scholarships | Connie Riley |
| | Foundation Scholarships | Connie Riley |
| Student Activities | | |
| | Intramural Activities | Courtney Haygood |
| | Activity Center | Courtney Haygood |
| | Student Center | Gaye Manning |
| | Student Clubs and Organizations | Courtney Haygood |
| Academic Policies and Information | | |
| | Academic Fresh Start | Valerie Wilson |
| | Academic Load | Valerie Wilson |
| | Academic Probation and Suspension | Jodi Eppinette |
| | Applying For Graduation | Jenny Sanders |
| | Auditing | Jodi Eppinette |
| | Cancellation of Classes | Jodi Eppinette |
| | Class Attendance | Jodi Eppinette |
| | Classification of Student | Jenny Sanders |
| | Classroom Conduct | Jodi Eppinette |
| | Classroom/Lab Policy for Appropriate Use of Handheld and Wireless Technology | Jodi Eppinette |
| | Course Accommodation for Students with Documented Disabilities | Jenny Sanders |
| | Course Substitution | Jodi Eppinette |
| | Credit Outside of the Classroom | Valerie Wilson |
| | Definition of Credit Hour | Jenny Sanders |
| | Grading System | Jodi Eppinette |
| | Grading Symbols | Jodi Eppinette |
| | Graduation Requirements | Jenny Sanders |
| | Honor Code | Jodi Eppinette |
| | Graduate of Distinction | Jenny Sanders |
| | Academic Recognition | Jenny Sanders |
| | Tech Scholars Program | Jenny Sanders |
| | Independent Study | Jodi Eppinette |
| | Rocket Success Center | Marcus Copeland |
| | Length of Time to Complete Degree | Jenny Sanders |
| | Repeating a Course | Jenny Sanders |
| | Summer School | Jodi Eppinette |
| | College Assessment Philosophy | Valerie Wilson |
| | State Minimum Core Curriculum/Transfer Credit | Valerie Wilson |
| Special College Programs | | |
| | Adult Education | Barbara Hamilton |
| | Arkansas Environmental Training Academy | Randy Harper |
| | Arkansas Fire Training Academy | Andy Woody |
| | Career Pathways Initiative | LaTonya Reed |
| | Center for Online Learning | Traci Rushing |
| | Community Education | LaClaire Williams |
| | Rocket High | LaClaire Williams |
| | Workforce Training | Karmen House |

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| College Faculty and Staff | | |
| | Southern Arkansas University System Board of Trustees | Halle Posey |
| | Southern Arkansas University System President | Halle Posey |
| | Southern Arkansas University Tech Executive Officers | Debbie Beasley |
| | Southern Arkansas University Tech Faculty | Debbie Beasley |
| | Southern Arkansas University Tech Administrative Staff | Debbie Beasley |
| | Southern Arkansas University Tech Classified Staff | Debbie Beasley |
| | SAU Tech Foundation | Kim Coker |
| College Telephone Directory | | Debbie Beasley |