

# ASMSA APPLICATION FOR PRIVILEGES

## STUDENT SECTION

**NOTE: If you have a vehicle at ASMSA, a copy of your current driver's license, vehicle registration, and vehicle insurance card must be on file. If you do not have a vehicle at ASMSA, you will be approved only as a passenger.**

I, \_\_\_\_\_, hereby request privileges under the ASMSA Privileges Program for:

Vehicle Privileges

Regular Privileges (Study Hour)

1. I certify that I am not on attendance probation or academic probation.
2. I have read and agree to abide by the Privileges Program rules and procedures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CUSTODIAL PARENT/LEGAL GUARDIAN SECTION

I hereby certify that I am the custodial parent/legal guardian of the above-named student. I agree that ASMSA is not responsible for this student's behavior while using these privileges and that I have read and agree to abide by this Vehicle Use Privileges Program and all rules included herein. I approve of the above-named student's application for privileges and choose the following option (**please circle ONE only**):

- A** – My child may use this privilege only by himself/herself in his/her own car. My child may not ride with anybody else.
- B** – My child may only ride with other students. My child is not allowed to drive a vehicle.
- C** – My child may use this privilege by himself/herself or in a group, but only if my child is the driver.
- D** – My child may use this privilege by himself/herself or in a group. My child may either be the driver or a passenger.
- E** – My child may drive on Saturdays but will travel no further than the Garland County Line.

My child may use this privilege with the following restrictions (**If no restrictions, print "no additional restrictions"**):

\_\_\_\_\_ (Continue on back)

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ASMSA PERSONNEL SECTION

**RLC/SENIOR RM (Work Service):**      *Approval*                      *Disapproval*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESIDENTIAL MENTOR:**                      *Approval*                      *Disapproval*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECURITY/ NEWTON (vehicle registration):** Student    **DOES**                      **DOES NOT** have a car on campus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Assigned parking space: \_\_\_\_\_

**DEAN OF STUDENTS:**                      *Approval*                      *Disapproval*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **Stage: 1      2      3**

**GPA (previous 9 wks):**

\_\_\_\_\_

**STAGE:**

\_\_\_\_\_

## **ASMSA VEHICLE USE PRIVILEGES PROGRAM**

ASMSA students whose grades, conduct and work-service are in good standing may apply for limited vehicle use privileges. This policy sets forth the criteria, vehicle use privileges, application procedure, rules, and suspension/revocation of privileges for students using these vehicle use privileges. Privileges may be granted each nine weeks based on the student's record for the previous nine weeks grading period (i.e., at the beginning of each nine weeks grading period the student may apply for privileges based upon his/her performance during the previous nine weeks grading period.) The student meeting the criteria must reapply each nine weeks for vehicle use privileges. The Dean of Students has the authority to approve or disapprove any application for vehicle use privileges. This policy does not affect students' driving home for the weekend. For purposes of this policy, driving and riding as a passenger are the same and are used herein interchangeably or are collectively referred to herein as "use of a vehicle" or "vehicle use." A week begins on Sunday and ends on Saturday. ASMSA reserves the right to amend or repeal this policy at any time. All students with privileges may drive on Fridays and Saturdays until curfew with parental permission and proper paperwork. This will not count against their privileges.

### **CRITERIA TO APPLY**

- a) Minimum Grade Point Average. A student must have a minimum 3.25 GPA for the previous nine weeks grading period at ASMSA, not the student's cumulative GPA.
- b) Disciplinary Record.
  - 1) No disciplinary infractions in Level 2 or above for the current or preceding nine weeks grading period.
  - 2) No disciplinary infractions in Level 3 during the student's current or preceding three consecutive nine weeks grading periods.
  - 3) No disciplinary infractions in Level 4 or above during the student's entire time at ASMSA.
- c) Work-Service. Satisfactory completion of work-service for the previous nine weeks grading period.
- d) Juniors are eligible for these privileges on weekends for their first semester at ASMSA.

### **PRIVILEGES**

- a) A student who is granted vehicle use privileges by the Dean of Students shall enjoy the following use of a vehicle per week:
  - 1) If the student's GPA for the previous nine weeks is 3.25 – 3.49 with no grade below a D, and no more than one D, the student merits one (1) day of vehicle use.
  - 2) If the student's GPA for the previous nine weeks is 3.5 – 3.74 with no grade below a C, the student merits two (2) days of vehicle use.
  - 3) If the student's GPA for the previous nine weeks is 3.75 – 3.99 with no grade below a C, the student merits three (3) days of vehicle use.
  - 4) If the student is a senior with a GPA for the previous nine weeks of 4.0 or higher with no grade below a C, the student merits four (4) days vehicle use.
- b) A student meeting the Criteria to Apply may apply for a special permit to drive to and from scheduled off campus activities (sporting, dance, etc.) in which he/she is a participant. The Dean of Students shall have the discretion in granting this privilege and may set such time limits and additional rules/restrictions as are appropriate.

### **APPLICATION PROCEDURE**

- a) Students apply each new nine-weeks grading period using the ASMSA Application for Vehicle Use Privileges Form.
- b) The Residential Life Coordinator or Senior RM's will check the student's work-service record.
- c) The applicant's custodial parent(s)/ legal guardian must sign the application indicating permission and listing any restrictions the custodial parent(s)/ legal guardian wish placed on the student's vehicle use privilege.
- d) The Dean of Students will have a copy of the student's previous nine-week grade report.
- e) Authority to grant this privilege rests with the Dean of Students.

### **RULES**

The following rules shall apply at all times with regard to vehicle use privileges. Any violation of the rules will result in disciplinary action for the level of the violation or as otherwise indicated.

- a) Vehicle use is limited to within Garland County. Other than going home for the weekend, students may not leave Garland County (Level 2: Being in an Off Limits or Unassigned Area).
- b) Students may sign out individually if authorized by their parent (Level 1: Failure to Follow a Reasonable Directive).
- c) Students must indicate their destination(s) when they sign out (Level 1: Failure to Meet a Reasonable Directive).
- d) Unless under a special permit, students may drive within the limits of their vehicle use privilege from the time that classes are out until 6:30 p.m. on weekdays, 2:00 p.m. through 9:30 p.m. on Fridays, 1:00 p.m. through 11:00 p.m. on Saturdays, and 10:00 a.m. through 6:30 p.m. on Sundays. Students may not check out on driving privileges earlier than 2:00 p.m. on

- any class day. Class meetings, mandatory tutoring, etc. take precedence over vehicle use privileges (Level 1: Failure to follow a reasonable directive, with a minimum four-week suspension of privileges).
- e) All students signing out to drive must have vehicle use privileges, regardless of whether driving or riding as a passenger (Level 1: Failure to Meet a Reasonable Directive).
  - f) Students must designate when signing out who will drive and who will ride, and may not change drivers without signing back in (Level 1: Failure to Meet a Reasonable Directive).
  - g) Students may not sign out in a group larger than the capacity of the driver's vehicle as indicated on his/her vehicle registration form (Level 1: Failure to Meet a Reasonable Directive).
  - h) All students who sign out to drive together must sign back in together (Level 1: Failure to Meet a Reasonable Directive).
  - i) A student will not exercise his/her vehicle use privilege with any person who is not listed on his/her ASMSA Driver/Passenger List. However, parents may authorize by telephone additions for specific trips.
  - j) Each student driving or riding in a vehicle must wear his/her own seatbelt (Level 3: Behavior Potentially Endangering to Self or Others, with a minimum two-week suspension).
  - k) Upon signing out for vehicle use privileges, the student will receive his/her car keys from the Residence Life Office. Only the designated driver in the group signing out will be given his/her car keys.
  - l) Students may drive only their own car (Level 2: Insubordination).
  - m) Students may not pick up any person who did not sign out with them (Level 3: Behavior Potentially Endangering to Self or Others).
  - n) Immediately upon return to campus and signing in, the student will turn in his/her car keys. Possession of car keys anywhere other than in the Residence Life Office, the student's car, or en route between the Residence Life Office and the student's car is a violation of this policy (Level 1: Failure to Meet a Reasonable Directive).
  - o) Students must park their vehicles on the ASMSA campus in their individually assigned parking places (Level 1: Parking in an Unapproved Area).
  - p) ASMSA is not responsible for providing a meal for any student who misses mealtimes due to use of this privilege.
  - q) The Dean of Students may suspend all vehicle use in case of inclement weather.

## **SUSPENSION / REVOCATION**

- a) Suspension means temporary loss of the student's vehicle use privileges.
  - 1) Grounds for suspending vehicle use privileges include, but are not limited to the following:
    - a) The student is under investigation for a disciplinary infraction in Level 3 or higher.
    - b) A violation of a rule that specifically provides for the suspension of vehicle use privileges.
  - 2) Suspended privileges are reinstated automatically when the reason for suspension has passed.
- b) Revocation means long-term loss of vehicle use privileges. Revocation may be for the remainder of a nine-week grading period and/or subsequent grading periods or it may be permanent. Revoked privileges are not reinstated automatically. The student must re-apply in the subsequent nine weeks grading period that the student meets the criteria.
  - 1) Grounds for revoking vehicle use privileges for the remainder of the nine weeks grading period include, but are not limited to the following:
    - a) Commission of a disciplinary infraction rising to Level 2 or higher.
    - b) The custodial parent(s)/legal guardian have requested revocation of vehicle use privileges.
  - 2) Grounds for permanent revocation of vehicle use privileges include, but are not limited to, the following:
    - a) Any violation of the ASMSA Honor Code involving FIRM or related assignments.
    - b) Commission of a disciplinary infraction rising to Level 3 or higher.
  - 3) The custodial parent(s)/legal guardian may request revocation of privileges for any duration at any time.

# **ASMSA STUDENT PRIVILEGES PROGRAM**

Students who have satisfactory grades, disciplinary record, and work-service completion may apply for privileges. Such privileges generally include being allowed to sign out one to three evenings per week during study hours. Students are responsible for their schoolwork. Being on privileges is not an excuse for not doing school work or for not turning work in on time. Although authority to grant privileges rests with the Dean of Students, the Dean of Academic Affairs has authority to restrict privileges for any student if it appears that use or abuse of these privileges is interfering with that student's schoolwork. Students must receive permission from their parents in order to apply. **The student meeting the criteria must re-apply each nine weeks for student privileges.** Information and applications are available in the Residential Life Office. The application procedure, eligibility criteria, privileges available, and rules for maintaining privileges are as follows:

## **CRITERIA TO APPLY**

### *a) Academic.*

- 1) The student's previous nine weeks grade point average must be at least 3.25.
- 2) The student must have no grade below C for the previous nine weeks grade report.
- 3) Students on academic probation must obtain a written waiver from the Dean of Academic Affairs.

### *b) Disciplinary Record.*

- 1) The student must not have a disciplinary infraction in:
  - a. Level 2 for the previous nine weeks.
  - b. Level 3 for the previous three nine weeks.
  - c. Level 4.
- 2) The student must not be on attendance probation.

### *c) Work-service.*

- 1) The student must have received a work-service evaluation of Satisfactory for the previous nine weeks.

## **APPLICATION PROCEDURE**

**Students apply each new nine week grading period using the ASMSA Application for Privileges Form.**

## **STAGES**

Privileges are awarded in stages based primarily on the student's grade point average. The Dean of Students will adjust the student's stage each nine weeks based on his/her previous nine weeks grade point average.

The stages are as follows:

- a) Stage 1 (3.25-3.4999 GPA) The student may leave campus one evening (Sunday through Thursday) per week.
- b) Stage 2 (3.50-3.7499 GPA)
  - 1) The student may leave two evenings (Sunday through Thursday) per week or
  - 2) The student may "goof off" in his/her room with the door closed during study hours any 2 nights.
- c) Stage 3 (3.75-4.00 GPA)
  - 1) The student may leave campus three evenings (Sunday through Thursday) per week or
  - 2) The student may "goof off" in his/her room with the door closed during study hours any 3 nights.
  - 3) The student may use the Student Union or Fitness Center during study hours any night.
- d) Other.
  - 1) Students who would like to attend Sunday or Wednesday evening activities and are not on academic probation may request permission from the Dean of Academic Affairs.
  - 2) Students may not watch TV or play video games in floor lounges.

## **RULES**

- a) **The student is responsible for informing the RLO beforehand when they will be using their privileges.**
- b) A student on privileges may sign out at any time after the end of the academic day unless otherwise restricted.
- c) All students on privileges must be back on campus and must sign in at the Residential Life Office no later than 9:30pm.
- d) Privileges may not be used to cover a student who signs in late.
- e) A student on privileges who abuses or violates privileges may lose them and receive a Level 1 violation of the Disciplinary Code for Failure to Follow a Reasonable Directive.
- f) A student on privileges who receives a Level 3 or 4 violation of the Disciplinary Code will lose all privileges for the remainder of that nine weeks grading period and will be ineligible for privileges in accordance with Paragraph 2.B of this program.
- g) A student who is on privileges who is placed on academic or attendance probation will lose all privileges until the probation is lifted.
- h) A student who signs out to go off campus under this program must abide by all other rules pertaining to sign out privileges.
- i) Loss of privileges under these guidelines does not limit the authority of the Dean of Students to issue disciplinary action against a student for the same violation of the Disciplinary Code.
- j) The Dean of Students has authority to reduce or cancel privileges if it is deemed to be in the best interest of the student(s).