

# Academic Information

## Student Responsibility

After the application process and/or during orientation, students will receive a copy of the College Catalog, and the *Student Handbook* which details the rules of conduct and student grievance procedures, students' rights and privacy information, and drug/alcohol awareness information. **Each student is responsible for thoroughly reading the College Catalog and Student Handbook and becoming familiar with the policies, regulations, and procedures of UACCB.**

In accordance with unforeseen circumstances, UACCB reserves the right to add, modify or delete any rule, regulation, or policy contained in this catalog. UACCB staff, either internally at the College, through the mass media, or both, will announce any changes.

## Registration

Registration at the College is the process of selection of classes and payment of tuition and fees. The official College calendar indicates the dates of registration.

Registration is officially completed when the student pays or makes arrangements for paying tuition and fees with the Business Office. The Business Office and the student retain a copy of the student's registration. Appropriate data will be entered into the College data system. Data entered and the reports generated will be the basis for official College records. The data records are kept by the Director of Student Information/Registrar.

## New Student Orientation

UACCB's First Year Experience Program provides new student orientation for entering students. These orientation sessions are held prior to the beginning of the spring and fall semesters. UACCB also offers summer orientation during summer pre-registration days. New student orientation allows the student to meet other new students, learn about UACCB policies and procedures, and tour the campus.

## Academic Fresh Start Policy

A student is able to remove from the calculation of his/her GPA all grades received from previous UACCB coursework that meet the criteria identified below. Students who receive a fresh start will forfeit the use of any college credit earned prior to the date the clemency is effective. The effective date will be the date the student re-entered college. The principal benefit to the student will be in the recalculation of the GPA. The principal cost to the student will be that none of the prior course work can be applied towards a degree or certificate.

The Fresh Start Opportunity is intended to assist students who may have tried college at an earlier date but were unsuccessful due to personal reasons. The assumption is made that when students return to college after a prolonged absence they do so with a different attitude and a greater likelihood of success. Fresh Start removes the struggle associated with starting back to school with a poor GPA.

Students wishing to invoke a Fresh Start must complete the Request for Fresh Start form in the Director of Student Information/Registrar's office. The Director of Student Information/Registrar will verify that the student meets the following criteria for Fresh Start approval:

- Separation from all regionally accredited higher education course work for two calendar years; and
- The successful completion of 12 semester hours of college credit at UACCB with a 2.0 or higher GPA following the 2-year break in studies.

Students are not free to pick and choose which courses can be included in the Fresh Start request. All courses prior to the 2-year break in studies must be included. The \$10 Academic Clemency Fee must be paid to the Business Office before the Fresh Start will be granted.

## Academic Standards of Progress

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward degree or technical certificate completion is below average in terms of grade-point average. The intent is to provide assistance to those students so that their GPA will reach acceptable graduation standards.

The College's Standards of Progress provide details regarding minimum standards, intervention strategies or actions to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding Dean's List and Chancellor's List eligibility.

The College establishes Standards of Progress to maintain academic standards and standards for financial aid eligibility, to provide details regarding intervention strategies to be implemented when minimum standards are not met, and to document appeal rights.

## Minimum Standards

A student who is seeking a degree or technical certificate must maintain a 2.00 minimum cumulative GPA to be considered in satisfactory academic standing.

Standards of progress for Nursing and Allied Health students require a 76% or above in order to progress in the program of study. Failure to maintain at least a 76% in **each unit** will result in dismissal from the program.

Students' progress will be evaluated at the end of each semester to determine if grade-point average requirements have been met. **Enrollment in basic skills courses requires a grade of "C" or better before enrolling in the subsequent college-level academic or technical class.**

## Academic Probation

Students whose cumulative GPA falls below 2.00 will be placed on Academic Probation. Students who are on Academic Probation may be continued on probation as long as they maintain a semester GPA of 2.00 or above on courses taken while they are on probation and their cumulative GPA remains below 2.0. The probationary status will be removed when the cumulative grade point average is 2.00. A transfer student who enrolls at UACCB and was on Academic Probation from the transferring institution will be considered to be on Academic Probation until the student achieves a cumulative GPA of 2.00 at UACCB.

## Academic Suspension

Students who fail to attain a 2.00 semester grade average during the semester of the Academic Probation will be suspended for a minimum of one semester. Students may re-enter after the suspension period has lapsed, under condition of academic probation for one semester. Should a student fail to maintain a 2.00 average during the second probationary period, a one-year suspension will ensue. A student who is dismissed twice for unsatisfactory academic progress will be suspended for one year.

## Academic Intervention Procedures

Intervention procedures, which may be initiated for students on Academic Probation, may include one or more of the following:

- Restriction of enrollment;
- Limited course load;
- Required attendance at special counseling sessions; and
- Enrollment in basic skills classes.

Satisfactory academic progress is restored when a student successfully earns at least six credit hours and re-establishes a 2.00 cumulative grade-point average.

The College may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic and/or financial aid eligibility. Students may always exercise their right of due process and appeal an academic suspension.

## Adding Classes

Students may add courses to their schedules or change from one class to another up to the late registration deadline without incurring any fees. No classes may be added or changed to another after the late registration deadline without written permission from the Vice Chancellor for Learning and Student Services. The late registration deadline is listed in the academic calendar provided in this College catalog.

Any student wishing to add a course or courses to his/her schedule must initiate this process through his/her faculty advisor. Students can obtain an add form from their advisor or the Office of Student Services. In order to complete the transaction, the add form must be signed by the student and the faculty advisor; and the student must submit the add form to the Office of the Director of Student Information/Registrar. Failure to complete this entire process will nullify the action.

## Attendance

Students are expected to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Excessive absences, as defined by the instructor and described in the syllabus for each class, may be penalized, including failure of the course. Policies of making up work missed as results of absence are at the discretion of the instructor and are also detailed in the course syllabus. It is the student's responsibility to be informed at the beginning of each semester of the course policies of each instructor. Failure to attend class does not constitute withdrawal. The appropriate withdrawal process must be followed. Students who have not attended a class at least once by the 11<sup>th</sup> day of the semester will be dropped from that course.

## Inclement Weather Policy

Inclement weather occasionally impacts the UACCB schedule. These weather conditions may cause the campus to be closed or open late. The College uses local radio and TV stations to inform student, faculty, staff, and the community of these decisions. The College website and the main campus number will also announce these changes. The following decisions can be made during times of inclement weather.

- **Campus closed due to inclement weather.** Faculty, staff, and students will not report to campus. Only positions designated as critical personnel will report to work. The following positions have been identified as critical personnel: Chancellor, Vice Chancellors, and Maintenance Supervisor.
- **Late opening of campus.** Classes will begin at a time provided in the announcement. All faculty, staff, and students are expected to resume the class day or report to work at that time. For example, on a Monday, Wednesday, Friday, the announcement would indicate that the campus will resume the class day at 10 a.m. and all individuals should report to the campus and resume the class/work schedule at 10 a.m. On a Tuesday / Thursday, the announcement would indicate a time of 9:30 a.m.

The decision to announce a late opening or close the College will be made at the earliest possible time by the Chancellor. The Chancellor will communicate this decision by no later than 6:30 a.m. to area TV and radio stations. The following stations will be asked to carry these notices:

### Radio:

KZLE	FM	93.1	Batesville
KKEY	FM	95.9	Jonesboro
KBTA (SKY)	FM	99.5	Batesville
KIYS	FM	101.9	Jonesboro
KWOZ	FM	103.3	Batesville
KFIN	FM	107.9	Jonesboro
KBTM	AM	970	Jonesboro
KAAB	AM	1130	Batesville
KNEA	AM	1230	Jonesboro
KBTA	AM	1340	Batesville

### Television:

KARK	Channel 4	Little Rock
KATV	Channel 7	Little Rock
KAIT	Channel 8	Jonesboro
KTHV	Channel 11	Little Rock

Should a situation arise during the normal workday after faculty, staff, and students have arrived on campus, the Chancellor will announce the campus closing through normal campus communications. The local radio and TV procedures as outlined above will also be used to ensure announcement of the school closing to affected daytime and evening students.

## Auditing Classes

Auditing a course(s) requires official admission to the College, approval of the student's advisor and payment of the regular tuition and fees for the course(s). Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive quality points or hours earned for the course(s). A student may change from taking a course for credit to audit or audit to credit during the first week of the semester only. Exceptions must be approved by the Vice Chancellor for Learning and Student Services. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures. Audited courses will be shown on the student's official transcript as "AU."

## Changes In Student Information

Students are responsible for reporting via appropriate written documentation their accurate address, telephone number, and legal name to the College and reporting any changes in information promptly to the Director of Student Information/Registrar. Failure to do so may result in undelivered grades, registration notices, invoices, invitations, and official correspondence.

The College considers information on file with the Director of Student Information/Registrar to be official. Legal documentation of a name change is required.

## Classification of Students

Students who have earned 29 or fewer semester college-level hours are classified as freshmen. Those with 30 or more college credit hours are classified as sophomores.

## UACCB Policy on AAGE/CAAP Testing

In 1993 the Arkansas State Legislature mandated that learning in the general education curriculum for all Arkansas public college and university students must be assessed at the end of the sophomore year. The Arkansas Assessment of General Education is measured by the Collegiate Assessment of Academic Proficiency test (or the rising junior exam). Before the completion of 60 semester hours, the Arkansas Department of Higher Education has directed that the CAAP test must be taken before a student will be allowed to enroll in any public Arkansas college or university. Eligible students must have completed between 45 and 60 credit hours, excluding developmental education credits. Act 274 of the 2007 Regular Session repealed the rising junior exam requirement; however, many four-year colleges and universities will continue to require the exam during the 2007-08 academic year.

**The CAAP test is encouraged for all students at the University of Arkansas Community College at Batesville who are enrolled in the AA or AS program or transferring to a senior institution in Arkansas.** The Student Services Division will notify the students who are eligible to take the CAAP test. The CAAP test is given during scheduled testing weeks in the spring and fall.

## Course Load

The normal class load at UACCB is defined as 15 credit hours, with 18 credit hours being the maximum load. A student must have at least 12 credit hours to be classified as a full-time student for financial aid purposes. A student may petition the Vice Chancellor for Learning and Student Services in situations where the student desires to carry more than 18 hours.

For summer terms, students must carry six credit hours during a term to be classified as a full-time student, with nine hours being the maximum load for each summer term.

Students on academic probation, basic skills students, and others identified as academically "at risk" may carry restricted class loads deemed in the best interest of the student by advisors, Student Services' staff, or the Vice Chancellor for Learning and Student Services.

## Credit for Courses

UACCB uses the credit hour as a standard unit of credit for college-level courses. A credit hour is defined as 750 minutes of classroom instruction over a semester. Classes that meet three hours per week, for example, carry three hours of credit. Laboratory and clinical hours are calculated using a different formula.

## Repeating Courses

A student may repeat a course completed at the College for the purpose of grade point adjustment by re-enrolling in the same course. Students repeating a course are subject to the following provisions:

- Only the grade from the last attempt of the course is calculated into the cumulative grade point average, although all grades will appear on the academic record.
- Adjustments to the cumulative grade points are not made for courses transferred from other colleges or universities. Transfer courses receive a grade of "CR" and do not enter the cumulative GPA calculation at the college.

## Grade Reports

Final grades will be mailed to the student's recorded home address following the end of the semester.

A mid-term progress report will be mailed to the student's recorded home address if one or more of the student's instructors have determined that the student is not making satisfactory progress in a course.

## Grades and Grade Points

UACCB's grading policy reflects the quality of performance and achievement of competency by students who complete one or more credit courses. Faculty are responsible for determining and assigning both grades and status based upon objective appraisal and evaluation of the student's performance. Grading standards are provided to students in writing at the beginning of each course in the course syllabus. The College uses the following four-point grading scale:

GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failure	0
P	Pass	0

A student's grade point average is determined by dividing the total number of quality points by the total number of credit hours attempted. All course work completed with assigned grades of "A," "B," "C," "D," or "F" are to be considered in calculating the cumulative GPA.

For those students who retake courses, only the latter grade is calculated into the cumulative GPA and hours earned for the students. The first grade of the course will, however, still appear on the student's transcripts.

Basic skills courses are taken for non-degree credit, although the grade is calculated into the cumulative GPA. Credit awarded does not count toward certificate or degree completion, but does count toward Title IV financial aid eligibility.

Courses transferred to UACCB are not calculated into a student's cumulative GPA.

**NOTE:** Nursing and Allied Health students must make a minimum grade of 76 in **each major unit of study** taken in each course of study in order to advance within their respective programs.

## Grade Status Codes

In addition to course grades of “A,” “B,” “C,” “D,” and “F,” students may receive the following grade status designations.

STATUS CODES	DESCRIPTION	QUALITY POINTS
I	Incomplete	0
W	Withdrawn	0
AU*	Audit	0
CR	Verified Competency	0
GP	Grade Pending	0

\*Must be declared no later than the first week of class and may not qualify for financial aid.

**Incomplete (I):** The grade “I” should only be assigned when a student has not completed a significant component of a course (i.e. an exam, paper or project) and the student has a valid rational for this failure.

A student receiving an “I” must meet with his/her instructor and contractually make arrangements to complete the course requirements no later than the end of the next regular semester (fall or spring). The student should maintain a copy of this contract for reference. The instructor, division chair and the Director of Student Information/Registrar will also keep copies of the contract.

Faculty members will submit the grade by the end of the next regular semester following the one in which the “I” designation was received. The College will change the “I” designation to a grade of “F” if a grade is not assigned within the specified time period.

A student may petition for an extension not to exceed one year because of extenuating circumstances. A written request by the student must be submitted to and approved by the Vice Chancellor for Learning and Student Services. Students may not re-register to take a course for which an “I” designation has been received until the grade designation has been changed.

**Withdrawal (W):** A “W” is assigned for a student-initiated withdrawal during the period printed in the Academic Calendar in this catalog. A student must provide formal notification to the Director of Student Information/Registrar by completing a “Course Drop” form or complete a “Withdrawal” form. This process must be initiated by the student’s advisor. **Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grades.**

**Audit (AU):** “Audit” means enrollment in a course for no grade or credit. A student must declare an intent to audit by the end of the first week of classes of the semester he/she intends to audit. Auditing students will be required to pay the same tuition and fees as assessed for a class taken for credit.

**Verified Competency (CR):** The Verified Competency designation is used to indicate a status for which recognition is earned, but no grade is assigned. A “CR” will be recorded to document competencies demonstrated via test-out, credit-for-experience, College Level Examination Program (CLEP) and Advanced Placement (AP) options.

**Grade Pending (GP):** The Grade Pending designation is used to indicate that no grade has yet been submitted for the course. Upon receipt of the final grade, the Registrar will record the appropriate grade.

## Academic Dishonesty

Cheating in any form is forbidden. The College defines cheating as several acts: plagiarism; the use of unauthorized materials, information or study aids in any academic exercise; falsification of College records; unauthorized possession of examinations; and any other action that may improperly affect the evaluation of a student’s academic achievement or performance and the unauthorized assistance of others in any such act.

When an instructor or administrator charges a student with academic dishonesty deserving sanction, the instructor or administrator shall determine a grade sanction. Instructors who report students for academic dishonesty must provide essential details of the incident in writing to the Vice Chancellor for Learning and Student Services within ten days of discovery of the incident. The student and instructor will be notified in writing of the sanction by the Vice Chancellor for Learning and Student Services. In addition, the administration reserves the right to levy an additional sanction on any student who cheats. This sanction can extend to suspending the student from class or permanently dismissing him or her from the College. Students recommended for suspension or dismissal will be notified by the Vice Chancellor for Learning and Student Services and will be given the opportunity to be heard by an academic appeals committee before a sanction is imposed.

## Academic Appeals

Students who feel they have been treated inappropriately in an academic manner should first discuss their concern with the faculty member whose action is in question.

If the student feels the instructor's position is still in error following the above discussion, the student can appeal in writing to the Division Chair who supervises the instructor. This notification must be submitted to the Division Chair within 10 working days of the student's notification by the instructor of the academic action. The Division Chair will review the matter with the instructor and attempt to facilitate an appropriate resolution. The student is limited to one appeal per course, with a maximum of two appeals per semester.

If the student feels the Division Chair has not reached an appropriate resolution of the matter, the student can appeal to the Vice Chancellor for Learning and Student Services within five working days. The student's written submission to the Division Chair will form the basis of the student's appeal. A copy of the student's appeal will be made available to the instructor in question and that instructor will then submit a written statement pertaining to the appeal. After receiving the instructor's written statement, the Vice Chancellor for Learning and Student Services will notify the Faculty Affairs Committee of the student's appeal. The Chair of the Faculty Affairs Committee will appoint an appeals committee. The committee will consist of two students and three faculty members. If it is impossible for three Faculty Affairs Committee members to convene at the same time, then the Chair of the Faculty Affairs Committee may appoint faculty members outside the Faculty Affairs Committee to serve on the appeals committee. The committee will meet within 10 working days following receipt of the appeal.

The committee will review the written appeal and determine whether or not there may be merit to the appeal. If the committee feels that the written appeal has no merit, they shall recommend to the Vice Chancellor for Learning and Student Services that no hearing be held. The Vice Chancellor's decision shall be final.

If the committee feels that the appeal may have merit, it shall hold a hearing promptly. At this hearing both the student filing the appeal and the instructor will have the opportunity to testify before the committee. Each party shall be present during the other party's testimony and shall be given the opportunity to question the testimony.

The committee has the right to request testimony from other pertinent parties. The committee will make a recommendation to the Vice Chancellor for Learning and Student Services. The Vice Chancellor's decision is final.

## Credit by Examination or Experience

Students may establish credit in courses offered by UACCB by test-out, experience, or examination.

**Test-out:** A student requesting recognition for a test-out must attempt the test-out prior to registration for the courses involved and must complete the test at one sitting, unless it includes two parts (i.e., lab and written exams). Test-out examinations for specific courses may be taken only once each spring or fall semester. Students who complete a course for a grade may not initiate a test-out request for that course, but may repeat the course for academic credit in order to attempt to raise a grade. Students may not apply test-out credits toward credit computation for financial aid programs or student grade point average; the student's transcript will indicate a grade of "CR."

Students may test out of the following courses:

OFA 1003	Beginning Keyboarding
CIS 1003	Introduction to Computers
CIS 1033	PC Hardware Repair I
CIS 1053	Computer Software Applications
BIO 2003/2001	Anatomy and Physiology I/Lab
BIO 2013/2011	Anatomy and Physiology II/Lab

**NOTE: An examination fee (see tuition and fees chart) must be paid prior to the exam. The student must present receipt at the time of testing. If the student passes the test, the student will be required to pay a per credit hour fee for the credit by examination to be transcribed.)**

**By Experience:** Students may request credit for a college course through life experience. A student requesting such credit must submit sufficient documentation. The Director of Student Development should be contacted for specific details of the process. If approved, the student's transcript will indicate a grade of "CR" for the course. Upon notification of experiential learning credits to be awarded, the student must pay the per credit hour fee in order for these credits to be transcribed. **(Note: If a Test-out is offered in a course, credit by experiential learning may not be requested.)**

**Examination:** UACCB serves as an open CLEP test center. CLEP tests will be administered Online, by appointment. UACCB will offer all CLEP tests; however, UACCB will only award credit for tests that are the equivalent of its courses. A student must achieve the minimum acceptable score, as listed by the American Council on Education, to be awarded credit at UACCB. The student's transcript will indicate a grade of "CR" for the credit awarded. A fee for each exam will be charged. Students passing a CLEP exam will be required to

pay the per credit hour fee to have courses transcribed. For further details, please contact the Director of Student Development in the Division of Student Services.

A minimum score of 50 will be accepted for each CLEP Subject Exam. UACCB will award credit for the following CLEP examinations:

<b>Subject Exams</b>	<b>UACCB Course</b>
Composition, Freshman College	ENG 1103 & 1203
American Government	POS 2103
History of the U.S. I	HIS 2003
History of the U.S. II	HIS 2013
Human Growth & Development	PSY 2013
Prin. of Macroeconomics	ECN 2013
Introductory Psychology	PSY 1003
Introductory Sociology	SOC 2003
College Algebra	MTH 1023
Biology for Majors	BIO 1103 and 1101
Trigonometry	MTH 1013
Principles of Accounting I and II	ACC 1013 & 1023
Introductory Business Law	BUS 2033
Spanish I and II	SPA 1003 & 1013
Principles of Management	BUS 2013
Principles of Marketing	BUS 2513
Fundamentals of Chemistry	CHM 1003 & 1001

## Advanced Placement Program

UACCB offers credit based on the Advanced Placement Program of the College Entrance Examination Board. This program gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit at UACCB. The AP examinations are offered annually by high schools that participate in the program. Students should contact their high school counselor for information about the AP exams.

High school students seeking credit for AP examinations should contact the Director of Student Development's Office at UACCB. Students awarded Advanced Placement (AP) credit will be required to pay a per credit hour fee for AP credit to be transcribed. The College offers credit for the following AP exams:

<b>AP Course</b>	<b>UACCB Course</b>	<b>Minimum Score</b>
Art History	FAV 2023 Visual Art	3
Studio Art	FAV 1013 Intro to Studio Art	3
Biology for Majors	BIO 1103/1101 Biological Science w/Lab	3
Calculus AB	MTH 2005 Calculus I	3
Calculus BC	MTH 2005 Calculus I and MTH 2015 Calculus II	3
Chemistry	CHM 1003 Fundamentals of Chemistry/CHEM 1001 Lab	3
Macroeconomics	ECN 2013 Macroeconomics	3
Microeconomics	ECN 2023 Microeconomics	3
English Language	ENG 1103 English Comp I	3
	ENG 1103 English Comp I and ENG 1203 English Comp II	4
US Gov't & Politics	POS 2103 United States Gov't	3
Psychology	PSY 1003 General Psychology	3
U.S. History	HIS 2003 United States History I Or	3
	HIS 2003 U.S. History I and HIST 2013 U.S. History II	4
Spanish	SPA 1003 Spanish I Or	3
	SPA 1003 Spanish I and SPAN 1013 Spanish II	4

NOTE: Fees are listed in the Tuition and Fees chart in the Tuition and Fees section of the catalog.

## High Scholarship Status

### CHANCELLOR'S LIST

The College names to the Chancellor's List any student who has earned twelve or more credit hours in a given semester and earned a 4.00 GPA with no "I" grade.

Part-time students will be named to the Chancellors List if they have earned 12 or more credit hours over the past academic year and earned a 4.0 GPA with no "I" grade. This determination will be made each May following the spring term.

### DEAN'S LIST

The College names to the Dean's List any student who has earned twelve or more credit hours in a given semester, a 3.50 GPA or higher and has no "D," "F," or "I" grade for the term involved.

Part-time students will be named to the Dean's List if they have earned 12 or more credit hours over the past academic year and earned a 3.50 GPA or higher with no "I" grade. This determination will be made each May following the spring term.

## Graduation with Honors

Graduation with honors will be defined as follows:

- Students achieving a GPA OF 3.50 TO 3.74 will graduate cum laude;
- Students achieving a GPA of 3.75 to 3.89 will graduate magna cum laude; and
- Students achieving a GPA of 3.90 or above will graduate summa cum laude.

For the purpose of determining graduation with honors, GPAs will be calculated based on all UACCB coursework.

**NOTE: Honor students are recognized at commencement based on cumulative GPA through the fall semester.**

## Transcripts

Official transcripts of a student's work at UACCB may be obtained from the Director of Student Information/Registrar in accordance with federal guidelines. A fee is charged for each official transcript. Official transcripts of the student's completed permanent record are issued with the embossed seal of the College and the Director of Student Information/Registrar's signature. The transcript will indicate degree or certificate earned, if any, and the GPA.

Transcripts are issued only at the specific written request of the student or appropriate institution and official with signed release from the student. Requests for transcripts by mail should include the name under which the student was enrolled, the student's signature, social security number, dates of attendance at UACCB, and the name and address of the person or institution to which the transcript is to be sent. Only the student whose transcript is requested should pick up transcripts. Individuals requesting transcripts in person must complete a transcript request form. In order to protect a student's right to privacy, telephone or e-mail requests for transcripts cannot be accepted.

Transcripts that have been presented to the Director of Student Information/Registrar for admissions or evaluation of credit become the property of UACCB as a part of the student's permanent record and are under the control of the Director of Student Information/Registrar's Office. Under federal policy, the student has the right to view his/her file; the College is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to UACCB for admission or transfer credit cannot be returned to the student or forwarded to other institutions.

Transfer students must obtain, as part of the application for admission to UACCB, official copies of their academic records from each institution attended.

## Dropping a Class

Any student wishing to drop courses from his/her schedule must initiate the process through his/her faculty advisor. Students can obtain a drop form from their advisor or the Office of Student Services. In order to complete the transaction, the drop form must be signed by the student and the faculty advisor; the student must pay the appropriate fee, if necessary; and the student must submit the drop form to the Office of the Director of Student Information/Registrar. Failure to complete this entire process will nullify the action.

Students may drop courses from their schedules up to the late registration deadline without incurring any fees. After the late registration deadline, a drop fee per course will be assessed.

Students who wish to drop a class or completely withdraw from college are governed by the following policies:

- Courses dropped and withdrawals completed prior to the 12<sup>th</sup> class day in a regular term or the 6<sup>th</sup> class day in a summer term will not be recorded on the student's transcript.
- Students officially dropping a credit course from the 12<sup>th</sup> class day through the published deadline will receive a grade of "W" on their permanent transcript.
- **Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s).**

## Withdrawal from the College

A student who wishes to withdraw from College (all classes) during a term must complete a **Student Withdrawal form prior to the Last Date to Withdraw from the College**. Students should initiate this process by contacting the Dean of Student Services. The student will not be officially withdrawn until the form has been received in the Director of Student Information/Registrar's Office. There is no fee for complete student withdrawal.

When an emergency or other special circumstance makes it impossible for the student to withdraw in person, the student may correspond with the Office of Student Services.

**Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s).**

## Application for Graduation

Students requesting consideration for graduation will complete an Intent-to-Graduate form prior to graduation (see calendar for exact date). Forms are available through the student's faculty advisor or the Office of the Director of Student Information/Registrar.

Each student is responsible for submitting a completed Intent-to-Graduate packet to the Director of Student Information/Registrar. In certain situations the advisor may, with the approval of the Dean of Learning or his/her designee, allow limited substitution among program requirements. This action must be documented by submitting an approved substitution/ elective form with Intent-to-Graduate packet. Any Intent-to-Graduate forms submitted past the deadline will be processed the following semester.

The appropriate award will be prepared once the fulfillment of the graduation requirements is confirmed and all obligations to the College have been completed. **There is no fee charged for applying to graduate.**

**NOTE: Students who submit an Intent-to-Graduate form and do not complete degree requirements at the end of the semester indicated on the form must submit a new Intent-to-Graduate form packet to the Director of Student Information/Registrar if requirements will be met in future semesters.**

## **Graduation Requirements**

Graduation requirements for students seeking a degree or certificate include:

1. Successful completion of all program requirements with a minimum cumulative grade point average of 2.00.
2. Successful completion of all courses within their major field of study with a minimum cumulative grade point average of 2.00.
3. Successful completion of the required number of credits and specified courses required.
4. Successful completion of a minimum of 24 semester credit hours towards the AA, AS or AAS degree or the last 15 semester credit hours towards a Technical Certificate at UACCB. Students seeking a Certificate of Proficiency must complete all semester credit hours at UACCB.
5. Satisfaction of all financial obligations due the College.

Students have five years to complete the degree/technical certificate program requirements in the College Catalog under which they initially enroll. Students may petition the Vice Chancellor for Learning and Student Services to graduate under a different catalog dated after their initial enrollment. Students may not graduate under a catalog dated before their enrollment.

## **Student Responsibility**

It is the philosophy of the University of Arkansas Community College at Batesville to treat each student as an adult. Along with the privileges of such a philosophy, however, comes student responsibility. Students should be aware that they are ultimately responsible for their actions, behavior, and academic progress. Therefore, students are cautioned to understand the policies and procedures provided in this catalog and to work closely with their advisor on matters of academic progress. In situations where the College is at fault, the College will make reasonable accommodations.

## **Commencement Exercises**

UACCB holds one commencement exercise each academic year. Commencement is indicated on the College's calendar. Any student who graduates or intends to graduate during that academic year (Fall, Spring and Summer terms) may participate in commencement. Diplomas are mailed to students after the semester in which they satisfactorily complete all College Requirements.