

# Student Handbook

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2005  
White Drive  
Batesville, AR  
72501



COMMUNITY COLLEGE  
*at Batesville*

2006-2007

## **Student Handbook**

The University of Arkansas Community College at Batesville (UACCB) endeavors to provide a variety of quality support services that enhance the learning process. The Student Handbook conveniently organizes the information on Student and Academic Support Services, Special Awareness and Prevention Programs, and Student Rules and Rights. This handbook is designed as a supplement to the college catalog. Should this document or the catalog fail to provide the information you need, please contact the appropriate department for assistance.

The procedures and guidelines stated herein are subject to change.

## **Non-Discrimination Policy**

UACCB is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or handicap. The College seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunities for students, employees, and applicants.

Anyone with questions regarding this policy may contact the Director of Student Development, the Personnel Officer, or the Dean of Student Services by calling 870-793-7581 or in writing to the University of Arkansas College at Batesville, P. O. Box 3350, Batesville, Arkansas 72503-3350.

## **Student and Academic Support Services**

### **Academic Advising**

Each student will be assigned an academic advisor during the admissions process. The advisor will be a faculty member in the program area most closely related to the student's major field of study. Assigned faculty will assist the student in choosing appropriate courses each semester and will direct students requiring support services.

All first-time students (full and half-time) will be assigned to the First Year Experience (FYE) advisors during the admission process. The students will receive academic advising from the FYE advisors for their first year of college. Students can transfer to a program advisor during the first year only after completing their first semester and committing to a specific program (EX: nursing). The program advisor will be a faculty member in the program area most closely related to the student's primary field of study. Academic advisors will assist the student in choosing appropriate courses each semester and will direct students requiring support services.

### **Tutoring**

Available at the Student Success Center located in the Main Classroom Building, tutoring is open to all students enrolled in the College. The Student Success Center is composed of qualified peer tutors. The aim of this service is to effectively assist students in realizing their academic potential.

The tutoring center provides students with individual or small-group tutoring in specific subject areas at no cost to the student and is open during normal College hours. In addition, educational workshops designed to enhance students' academic skills are offered through the Student Success Center.

### **Bookstore**

Located in Independence Hall, the Bookstore stocks all required textbooks for UACCB courses, as well as a variety of supplies and miscellaneous items. The Bookstore is in operation Monday through Friday with extended hours during registration.

The Bookstore also offers students the opportunity to return books for cash during semester "Book Buy Back" events. Dates of these events are published on a semester basis.

### **Student Development**

The Office of Student Development, located in Independence Hall, offers several services to all students. These may include, but are not limited to, the following:

- identifying occupational interests
- developing realistic educational or career plans
- improving study skills
- referrals for personal counseling.

Students needing specialized assistance will be referred to the appropriate individual or agency.

Faculty and staff will, at all times, ensure complete student confidentiality in counseling/advising matters except in extreme situations where the faculty or staff member has justifiable reason to believe that the student may be a danger to him/herself or others.

The Office of Student Development also coordinates placement testing (ASSET and COMPASS), CLEP testing, credit by exam, experiential learning credit applications, CAAP testing, and entrance exams for the LPN and RN nursing programs.

### **Disability Services**

UACCB seeks to provide reasonable accommodations and services to students with physical and mental disabilities in compliance with the American with Disabilities Act. The College's goal is to provide support that will facilitate the academic progress of each individual student. Students should notify instructors if they wish to receive

accommodations and must present validation of their disabilities to the Office of Student Development.

### **Campus Health Care**

UACCB does not have an on-campus health-care clinic; therefore, it does not provide health-care service to its students, faculty, or staff. It is the policy of the College to encourage individuals with health-care needs to seek out available area agencies and/or the individual's personal physician.

### **Housing**

No housing facilities are provided by UACCB.

### **Identification Numbers and Id Cards**

At UACCB, students will be issued a student identification number. Students are also required to have a Student Identification Card in order to borrow materials from the Row Johns Library and to use resources in the computer labs.

Student ID cards will be issued by the Office of Student Services during registration periods. A \$5.00 fee will be charged to replace id cards after the last day of registration each semester.

### **Insurance**

Medical and/or accident insurance is the responsibility of the student. Students enrolled in the Registered Nursing, Practical Nursing, Emergency Medical Technician-Basic, EMT-Paramedic, and Surgical Technology programs are required to purchase accident and/or malpractice insurance upon admission.

All students who are required to have proof of accident and/or malpractice insurance will not be allowed to participate in clinical, or "hands-on," activities without such proof.

### **Campus Computer Labs**

UACCB currently has four computer labs located in the Main Classroom Building. Three are dedicated to classroom instruction and one is a computer-networking lab. The open computer lab, located in the Roy Row, Sr., and Imogene Row Johns Library and Academic Building, is supervised during normal hours by lab staff who are there to assist students who need computer help.

Most of the computer labs provide internet access, and all of the labs are loaded with software programs used in UACCB's curriculum. In order to use any computer on campus, students must have a current student identification card that may be obtained through Student Services located in Independence Hall.

### **Roy Row, Sr., and Imogene Row Johns Library and Academic Building**

The Library which is located in the Roy Row, Sr., and Imogene Row Johns Library and Academic Building plays a vital role in the instructional program of the College. As the information center for the College, it provides the following resources:

- books
- computer access to the Internet
- computerized information research
- periodicals and audio-visual materials.

The Library is open to all UACCB students, faculty, and staff. Use of the Library and its materials is also extended to members of the community. Tours of the Library and instruction in the use of resources are given to groups on request; individual assistance is always provided. Library materials and equipment are selected to support the curriculum and to serve the instructional needs of the students and faculty. All processed materials are arranged in open stacks using the Library of Congress Classification System.

### **Lyon College/UACCB Collaborative Agreement**

UACCB and Lyon College have entered into a cooperative agreement formally known as the College Opportunity Program (COP). This program allows students to begin their higher education at UACCB with the intent to transfer to Lyon to complete their bachelor's degree. Students will ordinarily be assured of receiving a transfer scholarship if they complete 45 semester hours of transferable coursework at UACCB with at least a cumulative 3.0 GPA. The amount of the award will be based on academic performance. Students who do not meet the above criteria will not automatically receive the scholarship but are still encouraged to apply. These applications will be considered on a case-by-case basis.

In addition, the program offers an opportunity for course exchange. UACCB students can petition to take a class at Lyon College while a student at UACCB. Students approved to take a class will pay tuition at UACCB. Lyon College tuition will be waived under this exchange program. It is anticipated that approvals will be made for students who plan on transferring to Lyon to complete their studies or who need to take a specific class at UACCB, and who have at least a 3.0 cumulative GPA. Students must be enrolled full time at their home campus in order to participate in the COP agreement.

For more details regarding opportunities, please contact the Office of Admissions at either UACCB or Lyon College.

### **New Student Orientation**

UACCB 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.

## **Vehicle Registration/Parking**

All students, faculty, and staff who operate a vehicle on the UACCB campus must register it with the College. Parking decals are provided at no charge and may be obtained during regular registration. During all other times, you may register your vehicle and receive your parking decal from Student Services located in Independence Hall, Suite 100.

All parking on the UACCB campus is restricted to clearly marked spaces with white lines except in the gravel parking area on the north end of the campus. Students, faculty and staff may park in any of the College's marked spaces except those clearly identified for "Handicap" or "Visitor." Parking along curbs or in unmarked spaces along the roadways is prohibited. Vehicles left unattended on the campus in locations not clearly marked for parking will be considered a safety hazard and may be towed at the owner's expense and result in disciplinary actions. Reasonable speeds and observance of pedestrian traffic and crosswalks must be followed.

### ***Purpose of UACCB parking decals:***

- Identifies you as a UACCB student, faculty member, or staff member and assures your vehicle is recognized as being legally parked on the UACCB campus
- Allows quick identification of vehicle and owner during an emergency

### ***When to change parking decal:***

- If UACCB decal style, color, or shape changes
- If vehicle changes (Not necessary for rentals or short-term loaner vehicles)
- If decal is damaged and no longer legible
- If vehicle license plate changes

### ***Proper parking procedures:***

- Observe all stop signs, speed bumps, and pedestrian crossings.
- Properly display current UACCB parking decal—upright position on the lower left portion of the rear window of the vehicle or rear bumper.
- Do not park in zones marked with yellow paint or where prohibited by signs.
- Do not park or block access to aisles or spaces designated as parking for disabled persons unless the proper permit is displayed on or in your vehicle.
- Park in authorized spaces only—authorized spaces are those in paved parking lots with painted white lines on both sides of the space.
- Do not double park (i.e. take up more than one parking space).
- Do not exceed 10 miles per hour while on campus.
- Be aware that traffic coming into the campus is not obligated to stop.
- If paved parking spaces are not available, parking is allowed in the graveled parking area north of the Main Classroom Building. When parking in this area, do not block other vehicles or roadways.

- Do not leave vehicle parked on campus overnight without permission from the Dean of Student Services.
- Vehicle incidents or accidents should be reported immediately to the Dean of Student Services, located in Independence Hall, Suite 100.

### **Campus Security**

UACCB strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety relies on everyone in the campus community protecting people and property. Students are encouraged to report crimes or suspicious activity to the Office of Student Services. Employees of the college are responsible for calling outside assistance if deemed necessary.

An important component of security on campus is student behavior. Students are expected to comply with the standards of conduct published in the *UACCB Student Handbook*, which is provided at orientation of new students and on the UACCB website.

The Office of Student Services prepares an annual crime report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the UACCB website at [www.uaccb.edu](http://www.uaccb.edu). This report is prepared in cooperation with local law enforcement agencies, the Administrative Cabinet, and the Office of Student Services. Each entity provides updated information concerning criminal offenses, the campus Crisis Plan, incident reports, and educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies.

Each year, a postcard notification that provides the website to access this report is mailed to all enrolled students. Faculty and staff receive similar notification. Copies of the report may also be obtained in the Office of Student Services.

### **Student Right to Know**

The Student Right-to-Know Act requires schools to disclose information about graduation rates to current and prospective students and the public. A school participating in any Student Financial Aid Program must disclose completion and transfer-out rates for the general student body. This information is updated annually and can be found on UACCB's website.

### **Student Activities**

The College believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for students to enjoy social growth and for the development of values and insights. The Admissions and Student Activities Coordinator works with students and faculty to provide activity programs appropriate to students' needs and seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students have the opportunity to become members of UACCB clubs and organizations. They may take part in College-sponsored activities for which they are eligible. Hobby, social, or civic clubs may be organized by students. To establish a club, see the Admissions and Student Activities Coordinator for more information. All student organizations must have faculty and/or staff sponsors and are responsible to the Dean of Student Services.

#### **ASSOCIATION OF STUDENT NURSES (ASN)**

ASN is a campus organization of students enrolled in Nursing and Allied Health courses and programs. ASN promotes the development of leadership skills, fosters networking with other Nursing and Allied Health students, helps students prepare for licensure, promotes academic excellence, and develops professionalism.

#### **BAPTIST COLLEGIATE MINISTRY**

The Baptist Collegiate Ministry at UACCB has an open membership for any student enrolled in the College. Meetings and activities encourage student fellowship and help students develop leadership skills.

#### **CIRCLE K**

Circle K is a service organization through which college students can find a means of responsible student actions in their communities and a more active involvement in the life of their campus. Circle K is sponsored by the Batesville Kiwanis Club and is open to all students.

#### **COLLEGE REPUBLICANS**

The purpose of the College Republicans is to make known and promote the principles of the Republican Party among the students at UACCB. The organization recruits UACCB students as members of the Club and as members of the Party and endeavors to develop political skills and leadership abilities among Republican students as preparation for future service by them to the party and community. The College Republicans are affiliated with the College Republican National Committee.

#### **CREATIVE ARTS SOCIETY**

The Creative Arts Society (CAS) is a campus organization dedicated to promoting and nurturing the creative spirit. CAS organizes and engages in both visual and performing arts activities depending upon the interests and involvement of its members.

#### **PHI THETA KAPPA**

Phi Theta Kappa recognizes and encourages excellence. The primary goals are to promote leadership and service among students. This is a primary honor society for two-year students.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association at UACCB is established in an effort to effectively represent the interests and the opinions of the Student Body on matters that affect our lives, to promote projects beneficial to the Student Body, and to serve as an official voice of the Student Body on matters of policy and implementation. Students are encouraged to run for elected positions in late spring of each year.

### **YOUNG DEMOCRATS**

The purpose of Young Democrats is to promote greater political understanding and involvement at all levels and to counteract cynicism and apathy toward politics. Young Democrats emphasizes the power of individuals to use the political process to transform society in positive and useful ways. Young Democrats is affiliated with the Young Democrats of Arkansas.

The faculty and staff at UACCB encourage students to participate in student organizations. If you have questions concerning student activities, events or organizations, contact the Admissions and Student Activities Coordinator.

### **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.

**Financial Aid**

**General Information**

The financial aid program at the University of Arkansas Community College at Batesville is designed for qualified, unconditionally admitted students who may not be able to continue their education without financial assistance. Students may receive scholarships, grants, loans, employment opportunities, or a combination of these types of aid. UACCB participates in most federal and state financial aid programs available to students. However, students and their families are expected to pay for college expenses to the extent they are able. Financial aid recipients will be given a copy of the Satisfactory Academic Progress Policy for continued financial aid eligibility upon being awarded aid by the Financial Aid Office. Federal aid is available for students seeking an associate degree, a technical certificate or a certificate of proficiency in EMT or Early Childhood education.

**Eligibility for Federal Financial Aid Programs**

A student is eligible for financial assistance through Title IV programs (Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Stafford Loan, Federal Plus Loan, or Federal College Work Study) if the following criteria are met:

1. The applicant completes the Free Application for Federal Student Aid (FAFSA). *Students must complete the FAFSA each year.*
2. The applicant is a U.S. citizen or an eligible non-citizen.
3. The applicant is an unconditionally admitted student enrolled at UACCB. Federal aid is available for students seeking an associate degree, a technical certificate or a certificate of proficiency in EMT or Early Childhood education.
4. The applicant maintains satisfactory academic progress.
5. The applicant is not in default on a Guaranteed Student Loan (GSL) and/or does not owe a repayment to a Title IV program at any institution.

The Free Application for Federal Student Aid (FAFSA) must be processed to determine eligibility for the following federal financial aid programs.

#### **FEDERAL PELL GRANT**

A Federal Pell Grant is awarded to help undergraduate students pay for their education after high school. For purpose of 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 maximum award for the 2006-2007 year will be \$4,050. The amount awarded will depend on the Expected Family Contribution (EFC), the cost of education, enrollment status, and whether or not attendance is for a full academic year or less.

#### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)**

This is a grant intended to supplement other aid received. These grants are federally funded with each school receiving a fixed amount each year. Therefore, funds are awarded to a limited number of undergraduate students with exceptional financial need. A FSEOG does not have to be repaid and usually range from \$200 to \$400 per academic year depending on the availability of funds.

#### **FEDERAL STAFFORD LOAN**

The Federal Stafford Loan is available through the Federal Family Educational Loan Program (FFELP) to help students pay for their college education. There are two types of Stafford loans, *subsidized* and *unsubsidized*. Eligibility for subsidized loans is based on financial need as determined by federal guidelines. The federal government pays the interest for subsidized loans while the student is enrolled at least half time and during the six-month grace period after the student ceases attendance on at least a half-time basis. With an unsubsidized loan, the student is responsible for all interest that accrues while attending school and during the six-month grace period. A student may choose to pay only the interest portion while in school, which would keep the loan balance at principal. If a student chooses to defer such payments, the interest will be capitalized, resulting in an increase in both total debt and the amount of monthly payments. Loan repayment begins six months after the student graduates or ceases to be enrolled

at least half-time. All borrowers must complete Online Entrance Counseling and a Master Promissory Note at [www.opennet.salliemae.com](http://www.opennet.salliemae.com) prior to the first loan disbursement. All borrowers must also complete Online Exit Counseling upon graduation or termination of enrollment. All Federal Stafford Loan funds must be repaid according to the terms specified in the Master Promissory Note.

### **FEDERAL PARENT PLUS LOAN**

Federal Parent Plus Loans enable parents of dependent students to borrow a variable rate, low-interest loan for each daughter or son who is enrolled at least half-time. Parents must pass a credit check with a lending institution to be eligible. Parents may borrow up to their student's total cost of attendance less other financial aid received. The total cost of attendance is determined by the Office of Financial Aid based on an average cost for tuition, books, room and board, travel, and miscellaneous expenses for the academic year. Generally, repayment begins within 60 days after the final loan disbursement is made to the borrower.

### **FEDERAL WORK STUDY**

This program provides jobs for students who qualify and who need an income supplement to help pay for college expenses. Student employment falls into two categories: Federal Work Study, which is determined on the basis of financial need; and Institutional Work Study, which is determined by the degree of work skills possessed and availability of jobs. Earnings will be at least the current federal minimum wage. The total amount that a student earns will depend on the number of hours that the student works each week. Most students work between 10 and 20 hours per week and are paid every two weeks. Types of employment include secretarial, clerical, custodial, library, tutoring, maintenance and some off-campus community service jobs.

## **How to apply for Federal Financial Aid Programs**

Students must complete and submit a *Free Application for Federal Student Aid* (FAFSA) each year to apply for federal student financial aid and to apply for most state and college aid. This application is used to determine eligibility for Financial Aid Programs. Certain types of aid are awarded as funds permit on a first-come, first-served basis to those demonstrating need. All participants are encouraged to apply as early as possible. Applying online with *FAFSA on the Web* is faster and easier than using a paper FAFSA. To apply for financial aid follow the three steps below:

1. Apply Faster – Sign the FAFSA with a U.S. Department of Education PIN. Students can apply for a PIN on the Web at [www.pin.ed.gov](http://www.pin.ed.gov) before beginning *FAFSA on the Web*. Students will receive their PIN within a few days, and then can electronically sign the FAFSA when information is submitted. If student is providing parent information, one parent must sign the FAFSA. To sign electronically, a parent can also apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov).

2. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or obtain a paper application from the UACCB Financial Aid Office or from a high school counselor and mail in the application. If a student chooses to fill out the FAFSA online, UACCB will receive the results within 3 business days. If a student chooses to mail in the application, UACCB will receive the results within 4 to 7 weeks. The Title IV institutional code for UACCB is **014042**.
3. Complete the UACCB Data form. This form is available from the UACCB Financial Aid Office and online at [www.uaccb.edu](http://www.uaccb.edu). The loan applicant must have eligibility established by submitting the FAFSA.

### **Other Federal Financial Assistance Programs**

#### **VETERANS' AFFAIRS**

Military service veterans and the sons, daughters, husbands, wives, widows, or widowers of deceased or 100% disabled veterans may be eligible to receive benefits from Veterans' Affairs. For more information call the Department of Veterans' Affairs at 888-442-4551 or go online at [www.gibill.va.gov](http://www.gibill.va.gov). UACCB's Veterans' Affairs representative is located in the Student Services Department. A student may contact the representative at 870-612-2135.

#### **WORKFORCE INVESTMENT ACT (WIA)**

The University of Arkansas Community College at Batesville works with the North Central Arkansas Development Council (NADC) in placing students in programs. This program can assist students with expenses associated with attending UACCB. For more information contact NADC at 870-612-8163.

### **State Funded Financial Aid Assistance**

The Arkansas Department of Higher Education administers financial aid programs that are available to eligible students in the state of Arkansas. These programs include the following:

- Arkansas Academic Challenge Scholarship
- Arkansas Health Education Grant Program
- Governor's Scholars Program
- Law Enforcement Officers Dependents Scholarship
- Minority Teacher Scholarship
- Minority Masters Fellows Program
- Military Dependents Scholarship (formerly MIA/KIA)
- Second Effort Scholarship
- State Teacher Assistance Resource (STAR) Program
- Teacher Opportunity Program
- Workforce Improvement Grant.

For applications and information on these programs contact the Arkansas Department of Higher Education at 800-54-STUDY or go online at [www.arkansashighered.com](http://www.arkansashighered.com).

### **Revisions in Financial Aid**

Financial aid recipients may experience changes, cancellation or revisions in their financial aid packages due to any of the following reasons:

1. Additional outside aid becomes available.
2. A change in the family's financial circumstances.
3. A change occurs in the student's enrollment status.
4. Failure to meet Satisfactory Academic Progress Policy.
5. Financial aid administrator becomes aware of conflicting information.

It is the student's responsibility to notify the Financial Aid Office of changes that may affect the student's eligibility.

### **Return of Title IV Funds (R2T4)**

It is imperative for students to regularly attend all classes in which they enroll. In order to "earn" the disbursement of the Federal Title IV Financial Aid Funds (Pell Grant, FSEOG, Stafford Loan), a student must remain enrolled in, ***and regularly attend***, all classes for the entire enrollment period. A student who officially withdraws from all classes or stops attending all classes at any time may be required by Federal Regulation to return a portion of the "unearned" Federal Title IV Financial Aid Funds. The calculation for the return of these funds may result in the student owing a balance to UACCB and/or the Federal government. Information about the Return of Title IV Funds Policy can be found in the UACCB Financial Aid Office.

### **Satisfactory Academic Progress Policy**

All students enrolled at UACCB must meet the following Satisfactory Academic Progress (SAP) requirements. If a student is not making SAP, their financial aid may be suspended at any time. A student's academic progress will go through an annual review at the conclusion of the spring semester of each school year and/or during the application process. Students on financial aid probation will be reviewed at the end of each semester and each summer term. Transfer work will be evaluated in the same manner as credit hours received at UACCB.

1. Students must be admitted and seeking an associate degree, a technical certificate or a certificate of proficiency in EMT or Early Childhood education. Students enrolled in a two-year associate program will be allowed the equivalent of six full-time semesters to complete the degree or certificate. Students enrolled in a certificate granting program will be allowed the equivalent of three full-time semesters to complete the certificate. Summer enrollment will be evaluated as one semester. A student pursuing a degree that requires admission to that program must be admitted to the program by the end of the student's fourth full-time semester.

2. Students must successfully complete, as a minimum, the hours of credit indicated in the **SP Chart**. Allowances will be made on an individual basis for semesters involving remedial courses. As a minimum, students must complete two-thirds of their attempted coursework each semester and maintain a 2.0 G.P.A. (The completion of developmental courses is considered in the two-thirds attempted/completion standard.)

**SP Chart**

Semester	Cumulative Hours Attempted	Cumulative Earned Hours
1	12	8
2	24	16
3	36	24
4	48	34
5	60	44
6	72	55
7	84	66
8	96	78
9	108	90
10	120	102
11	132	115
12	144	128

3. Withdrawal from the university and/or receiving a 0.00 G.P.A. for a semester is viewed as unsatisfactory progress and will be reviewed at the conclusion of each fall, spring and summer terms.
4. All students must maintain a minimum **G.P.A. of 2.0**, either cumulatively or for the term. If at any point it is clear that a student will not be able to graduate in six semesters, the student becomes ineligible for federal aid. Students repeating courses should have their academic transcript recalculated.
5. **Incomplete** course work will be evaluated as failing grades until the course has been satisfactorily completed or an explanation accepted by the Financial Aid Office.
6. Students pursuing a **second undergraduate degree or certification** will need to submit a degree plan approved by their academic advisor indicating the required courses. If approved by the Financial Aid Office, a new maximum time frame will be established for that pursuit.

7. Students may appeal to have their eligibility restored if there are extenuating circumstances related to their academic progress. Such situations may include unplanned medical conditions, victim of a severe crime, or a participant in a vehicle accident. These situations do not ensure that your appeal will be approved. They are merely examples of situations that have been reviewed in the past and might be considered as extenuating.
8. When a student who has been placed on Financial Aid Denial completes the required coursework to bring him or her back into compliance, it is the student's responsibility to notify the financial aid office via appeal. Any coursework completed while attempting to meet compliance guidelines must be completed at the student's expense.
9. **Students who have attempted more than 60 hours are not eligible for a further appeal if they have a cumulative GPA of less than 2.0. Such students may consult with the UACCB Financial Aid Office to determine whether any other avenues may be open to them.**
10. The committee will review appeals on the Wednesday before the first day of class each semester. The committee will also typically review student appeals on the second and fourth Monday of the month. The committee will notify the student of its decision by replying to the email address submitted with the appeal. Neither the committee nor the financial aid staff will give appeal results over the phone.

### **Submitting an Appeal**

Students may appeal to have their eligibility restored if there are extenuating circumstances related to their academic progress. Extenuating circumstances are typically identified as situations beyond the student's control that do not allow him or her to successfully complete the semester; such situations may include, but are not limited to, unplanned medical conditions, victim of a severe crime, or a participant in a vehicle accident. These situations do not insure that an appeal will be approved they are merely examples of situations that have been reviewed in the past and might be considered extenuating. Students may submit appeals only in writing and must follow the prescribed guidelines below:

**The committee will review an appeal only once in any given semester.**

**Notice:** Satisfactory academic progress appeals will typically be reviewed by the committee on the second and fourth Monday of every month. For an appeal to be reviewed on one of these days, the appeal information must be received by the financial aid office by 5:00 p.m. the Friday before.

1. The appeal must include the following: student's full name and student ID number (or social security number) listed on it. Appeals that do not have this information will not be reviewed by the committee.

2. The appeal needs to be typed on standard 8 ½ by 11 paper. The appeal should be double-spaced and no more than two pages in length. Appeals that do not meet these standards will not be reviewed by the committee.
3. The appeal should clearly identify your extenuating circumstances for the term(s) in question.
4. Any necessary documentation that can help validate the appeal should be turned in with the appeal. Such documentation may include hospital records, police records, court records, letter from a doctor, and any documentation that may help in identifying your particular situation. Not all appeals are required to have documentation, but the committee will review an appeal only once in a given semester; therefore, a student submitting an appeal should include all information available to aid in the decision making process.
5. Students who have 30 hours or more are required to submit a [degree plan form](#) with their appeal. Appeals that are submitted without a required degree plan will not be reviewed by the committee.
6. Submit your appeal to the Financial Aid & Scholarships Office located in Suite 100 of Independence Hall.

### **Checking the Status of an Appeal**

The committee will notify students of its decision by replying to the e-mail address submitted with the appeal or by letter. Neither the committee nor the financial aid staff will give appeal results over the phone.

## **Student Rules and Rights**

### **Student Conduct**

Students at UACCB are expected to conduct themselves as responsible individuals. By registering for classes, UACCB students and/or pre-registered students agree to abide by all College policies, procedures, and rules of conduct. The College maintains jurisdiction over students during their period of enrollment on all matters related to the College. Official representatives of UACCB reserve the right to take disciplinary action against students who have not acted in the best interest of other students or the College.

The section on “College Rules” below enumerates UACCB’s specific policies, the violation of which may subject an individual to disciplinary action. Disciplinary action may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right to due process

### **Student Conduct Code**

Disciplinary measures shall be applied to any student misconduct that adversely affects the learning community's pursuit of educational objectives, which are defined as:

1. The safety, health and welfare of all members of the learning community.
2. The opportunity of all members of the learning community to pursue educational goals.
3. The maintenance of a learning environment conducive to intellectual and educational development.
4. The protection of college property.

### **Student Misconduct within a Classroom Setting**

Student misconduct in a classroom setting may be subject to disciplinary action. Such misconduct will be addressed by the instructor in consultation, if needed, with the appropriate Division Chair and the Dean of Learning. If a resolution of the misconduct cannot be reached through discussion between the instructor and the student in question or through discussion between the student in question and the Division Chair and the Dean of Learning, the Dean of Learning will make a recommendation of disciplinary sanction to be imposed to the Vice Chancellor for Learning and Student Services. The Vice Chancellor for Learning and Student Services is responsible for ensuring due process for violations of student conduct policies.

### **Student Misconduct outside a Classroom Setting**

Student misconduct outside a classroom setting may be subject to disciplinary action. Such misconduct will be reported to and addressed by the Dean of Student Services. The Dean of Student Services is responsible for investigating any report of student misconduct outside of a classroom setting and recommending any disciplinary sanction to be imposed to the Vice Chancellor for Learning and Student Services. The Vice Chancellor for Learning and Student Services is responsible for ensuring due process for violations of student conduct policies.

### **College Rules**

#### **1. ALCOHOLIC BEVERAGES**

Alcoholic beverages are prohibited on College property or at College functions. Any student found guilty of drinking, being under the influence of, or possessing any alcoholic beverage on College property or at a College function will be subject to state and federal laws.

2. ILLEGAL USE OF DRUGS

The illegal use of drugs is strictly prohibited on College property or at College-sponsored functions. Any student found using, under the influence of, in possession of, or distributing illegal drugs will also be subject to state and federal laws.

3. SMOKING

Students may smoke only in College-designated smoking areas. All campus buildings are non-smoking facilities.

4. ASSEMBLY

No person or persons shall assemble in any manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.

5. STUDENT CONDUCT

Obstruction or disruption of any College activity- academic, administrative or social, either intentional or unintentional is subject to college discipline.

6. 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.

7. SIGNS

With the exception of bulletin boards, students may erect or display signs or posters on the campus only upon the authorization of the Director of Media Relations and/or the Admissions and Student Activities Coordinator. Students shall not deface, alter, tamper, destroy, or remove any sign or inscription on College property.

8. SOLICITATIONS OF FUNDS

No student or student organization may use campus facilities, solicit funds, or schedule activities unless such action has been approved by the Director Development or Events or the Administrative Cabinet.

9. ARMS/DEADLY WEAPONS

Firearms (except for those possessed by officers of the law) are strictly prohibited on College property or at any activity sponsored by the College. Any student possessing deadly weapons or other objects, which can be used to inflict bodily harm, will also be subject to state and federal laws.

10. COUNTERFEITING AND ALTERING

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

11. THEFT OF PROPERTY

Any theft of personal or College property will be treated as a violation of College rules and may also lead to county, state or federal legal action.

12. VANDALISM

The destruction or mutilation of College property is prohibited. Such action may also result in restitution and/or legal action.

13. USE OF COLLEGE FACILITIES

Students are permitted on campus during the times established in the College calendar. Students wishing to utilize College facilities at other than those hours must request permission from the Director of Development and Events or the Administrative Cabinet.

14. FINANCIAL RESPONSIBILITY

Students in debt to the College shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.

15. MOTOR VEHICLES

The College provides and maintains sufficient parking areas for staff, faculty, students, and visitors. All individuals are required to adhere to College parking regulations.

The College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas. Speed is limited to **10 MPH** while on College grounds. The College maintains the right to tow vehicles it believes to be abandoned or blocking normal college activities.

16. SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances that interfere with an individual's academic environment, or as coercive behavior that threatens academic reprisal or promises rewards contingent upon obtaining sexual favors, or as spreading false stories about a person's conduct, or falsely accusing someone of sexual harassment. Such conduct becomes illegal when the individual's submission is an explicit condition of grades, honors, admissions, or any award associated with a student's enrollment at UACCB.

Any student who believes that he or she is a victim of sexual harassment **by a fellow student** should report the situation to the Dean of Student Services. The following procedure will be followed to resolve complaints of student-to-student

sexual harassment. This procedure will be executed within a reasonable time frame.

1. The Dean of Student Services will designate an impartial investigator to gather information relevant to the complaint.
2. The designated investigator will conduct an investigation and supply written documentation of facts and other relevant material obtained during the investigation to the Dean of Student Services.
3. The Dean of Student Services will review the investigator's findings and make a recommendation of action to the Vice Chancellor for Learning and Student Services.
4. The Vice Chancellor for Learning and Student Services will approve, disapprove, or modify the recommendation supplied by the Dean of Student Services and make a decision on behalf of the College.
5. The Dean of Student Services will implement the Vice Chancellor's decision and will notify the alleged victim of the decision.
6. In the event that a violation of student conduct policies is found to have occurred and a student receives disciplinary action as a result of such finding, the student receiving the disciplinary action is afforded the Student Handbook procedures for Due Process and Student's Rights at Hearings.

Any student who believes that he or she is a victim of sexual harassment **by a UACCB employee other than a faculty member** should follow the same procedure as outlined above. In these cases, the reviewing Vice Chancellor will be determined by the position of the employee named in the complaint.

Any student who believes that he or she is the victim of sexual harassment **by a faculty member** should report the situation to the Dean of Learning. The Dean of Learning will follow the same procedure as outlined above to resolve faculty-to-student sexual harassment complaints.

NOTE: The entire UACCB Sexual Harassment Policy can be found in the UACCB Policy Manual. A copy of that manual can be found in the RJB/Library.

## 17. TELEPHONE CALLS AND MESSAGES FOR STUDENTS

**Outgoing Calls:** A courtesy phone is located in the Main Classroom Building, Independence Hall, and the Arts and Sciences Building for local calls. A pay phone is available in the Main Classroom Building.

**Incoming Calls:** EMERGENCY calls will be forwarded to Student Services where the nature of the call will be evaluated and appropriate action taken to attempt to locate the student. **Non-emergency calls will not be referred to students.**

### **Use of Technology Resources**

This document constitutes a campus-wide policy intended to allow for the proper use of all UACCB computing and network resources, effective protection of individual users, equitable access and proper management of those resources. This document should be broadly interpreted. This policy applies to UACCB network usage even in situations where it would not apply to the computer(s) in use. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to computing and networking services.

Access to the UACCB network is a privilege, not a right. Access to networks and computer systems owned or operated by UACCB requires certain user responsibilities and obligations and is subject to campus policies and local, state, and federal laws. Appropriate use should always be legal and ethical. Users should reflect academic honesty, mirror community standards, and show consideration and restraint in the consumption of shared resources. Users should also demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individual rights to privacy and to freedom from intimidation, harassment, and annoyance. Appropriate use of computing and networking resources includes instruction; independent study; authorized research; independent research; communications; and recognized student and campus organizations, and agencies of the college.

Users of UACCB's information technology resources are expected to abide by the following policies:

1. Information technology resource usage is restricted to faculty, staff, students currently enrolled in UACCB credit and non-credit classes, and authorized public.
2. Network users will be allowed access to other networks and computers external to UACCB. Because each network or system has its own set of policies and procedures, users must abide by the policies and procedures of networks/systems both internal and external to UACCB.
3. UACCB is not responsible for information either transmitted or received by users of its computer network/system.
4. The content and maintenance of a user's electronic mailbox is the user's responsibility. As such, the user must take the following responsible action:
  - a. Check electronic mail on a regular basis and delete unwanted messages immediately.
  - b. Never assume that electronic mail messages are private; others may be able to read or access a user's mail.

5. The content and maintenance of a user's storage area is the user's responsibility. As such, the user must take the following responsible action:
  - a. Keep the number of files to a minimum
  - b. Routinely and frequently check for viruses
  - c. Make sure that data that is stored on the local computers is copied to a specified network location so that information is backed up.
  
6. Users are **NOT AUTHORIZED TO:**
  - a. **Copy, rename, alter, examine or delete** the files or programs of another employee or a UACCB department without written permission. All files and programs are legal property of UACCB.
  - b. Use a computer to **interfere with individual and/or institutional rights**, including but not limited to the following:
    - Sending of **abusive or otherwise objectionable messages** to others;
    - **Sending of messages** that are likely to result in the loss of recipient's work or systems;
    - Any type of use that would **cause congestion of the networks** or otherwise interfere with the work of others;
    - Use the computer resources **for personal activities** not related to the mission of UACCB;
    - Posting of **public service events not approved** by the appropriate Vice Chancellor.
  - c. **Create, disseminate, or run a self-replicating program ("virus")**, whether destructive in nature or not.
  - d. Use computers maintained by UACCB for **non-college projects** without the approval of the appropriate Vice Chancellor.
  - e. **Tamper with switch settings, move, reconfigure**, or do anything that could damage files, terminals, computers, printers, or other equipment.
  - f. **Collect, read, or destroy output** other than their own work without permission unless the account is designated for group work.
  - g. Use the **computer account of another person without permission** unless the account is designated for group work.
  - h. **Copy any copyrighted software.** Users should be aware that it is a criminal offense to copy any software that is protected by copyright.
  - i. Use licensed software in a manner inconsistent with the licensing agreement.
  - j. Surf, view, or download any **sexually explicit media** in the computer labs. Sexually explicit media shall not be displayed on any UACCB terminals, microcomputers, printers, or any other equipment.
  - k. Access or attempt to **access a host computer**, either at UACCB or through a network, without the owner's permission.
  - l. Use **log-in information** belonging to another person

- m. Use UACCB equipment for the purpose of **playing non-instructional games**.
- n. Indiscriminately **engage in talk sessions** with on-or off-campus sites.

## 7. **Harassment**

No user, under any circumstances, should use UACCB's computers or networks to harass any other person. The following constitutes computer harassment: (1) Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family; (2) Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not an actual message is communicated, and/or the purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection); (4) Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another; and (5) Intentionally using the computer to invade the privacy, academic or otherwise, of another or to threaten invasion of the privacy of another.

## 8. **System administration access**

A system administrator (i.e., the person responsible for the technical operations of a particular machine) may access others' files for the maintenance of networks and computer and storage systems, such as to create backup copies of media. However, in all cases, all individuals' privileges and rights of privacy are to be preserved to the greatest extent possible.

## 9. **Monitoring of usage, inspection of files**

Users should also be aware that their use of UACCB computing resources is not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for maintaining network availability and performance.

The College may also specifically monitor the activity and accounts of individual users of the Institute's computing resources, including individual login sessions and communications, without notice. This monitoring may occur in the following instances:

1. The user has voluntarily made these activities accessible to the public.
2. It reasonably appears necessary to do so to protect the integrity, security, or functionality of the Institute or to protect the Institute from liability.
3. There is reasonable cause to believe that the user has violated, or is violating, this policy.
4. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
5. Upon receipt of a legally served directive of appropriate law enforcement agencies.

Any such individual monitoring, other than that specified in “(1)”, required by law, or necessary to respond to bona fide emergency situations, must be authorized in advance. The appropriate unit head will be informed as time and the situation will allow. In all cases, all individuals’ privileges and right of privacy are to be preserved to the greatest extent possible.

#### **10. Suspension of individual privileges**

UACCB Information Services may suspend computer and network privileges of an individual for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other members of the campus community or college property. Access will be promptly restored when safety and well being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Office of the Vice Chancellor for Learning and Student Services (for students) or the employee’s department in consultation with the Office of Human Resources (for employees).

##### **Process for suspension of individual privileges:**

Anyone who breaches the policies and procedures of the UACCB computer usage policy will be subject to the following disciplinary action:

**First offense:** Individual is served a warning ticket

**Second offense:** Individual is served a second warning ticket, and computer usage is suspended for one week.

**Third offense:** Individual is served a third and final warning ticket, and his or her account will be disabled for the remainder of the semester, and disciplinary action may be taken.

10. No foods or drinks are allowed in the computer laboratories.
11. UACCB reserves the right to close laboratories or curtail use of computing facilities if the above policies and/or procedures are violated.

### **Due Process**

The Vice Chancellor for Learning and Student Services is responsible for ensuring due process for violations of student conduct policies. The Dean of Student Services and the Dean of Learning are responsible for all initial disciplinary procedures. Cases of student misconduct are referred to the Vice Chancellor for Learning and Student Services, who may forward all discipline-related cases to the Student Affairs Committee of the Faculty Senate. The Student Affairs Committee is empowered to convene a judicial subcommittee from the faculty to impartially adjudicate the allegations and hear other student grievances. The committee will make a recommendation to the Vice Chancellor for Learning and Student Services. The Vice Chancellor's decision is final.

During the course of a disciplinary procedure, a student will be allowed to continue in class until the procedure has reached its final conclusion unless the Dean of Student Services determines that the student poses a threat to him/herself or others. In the latter instance, the student may be temporarily suspended, for a period not to exceed a week of classes, until the Student Affairs Committee can meet.

Each part of the disciplinary process will be documented to include the following information:

- date
- time
- locations
- persons present
- length
- content
- final outcome of each discussion.

The Dean of Student Services will keep this documentation. If, at the conclusion of all disciplinary and grievance procedures, a disciplinary action is imposed on the student, a notation of this action shall be sent to the student's file.

### **Student Grievance Procedure**

Students have the right to seek relief from disciplinary decisions that adversely affect their academic standing. When students believe they have been treated unfairly due to disciplinary action, the following procedures will provide redress of their complaint or grievances:

- The student must present, in writing, within ten working days of notification from the Dean of Student Services or the Dean of Learning of a proposed sanction, a complaint to the Dean of Student Services. If no complaint is filed within the allotted time, then it is assumed that the sanction is not contested. The written

complaint must include a specific grievance or complaint and the specific remedies sought by the student.

- The Dean of Student Services may seek to resolve the problem by initiating and mediating discussions between appropriate parties. If the problem cannot be resolved, all cases, which could lead to disciplinary action, shall be referred to the Faculty Senate Student Affairs Committee.
- The Dean of Student Services will forward the complaint to the Student Affairs Committee, which must appoint a Judicial Subcommittee. The Subcommittee has ten working days in which to investigate, conduct a hearing, and respond in written form.
- If dissatisfied with the recommendation of the Judicial Subcommittee of the Student Affairs Committee, the student may appeal to the Vice Chancellor of Learning and Student Services within ten working days. The appeal must be in written form. The Vice Chancellor for Learning and Student Services must investigate and respond within ten working days of receipt of the appeal.
- If still dissatisfied, the student may appeal in writing within ten working days to the Chancellor of the College. Written response by the Chancellor will be given within ten working days. The decision of the Chancellor is final.

### **Students' Rights at Hearings**

Throughout any disciplinary proceeding, the faculty and administration will attempt to balance the rights and privacy of the individual student with the overall welfare of the College community.

Prior to a hearing, it is the right and responsibility of the Faculty Senate Student Affairs Committee to review the student's file and any other relevant documentation. During the hearing, it is the right and responsibility of the Judicial Subcommittee to question the student, any witnesses presented by the student, and any other parties involved in the incident giving rise to the grievance whose testimony may help the Judicial Subcommittee reach a decision.

Any student appearing before the Judicial Subcommittee of the Faculty Senate Student Affairs Committee shall have the right to:

- Be advised in writing by the Vice Chancellor for Student Services of any sanction or action to be taken against the student no later than ten working days before the scheduled hearing.
- Present information during a fair and impartial hearing. This includes the right to remain silent without incrimination and the right to present witnesses on his or her behalf.
- To be accompanied by a member of the UACCB faculty or staff or advocate. The student may have legal counsel present but may not be represented by legal counsel during the hearing.

- To appeal the decision of the Judicial Subcommittee of the Student Affairs Committee through established due process/student grievance procedures.

### **Student Appeals Procedure for Grades and Other Academic Matters (Academic Appeal)**

The purpose of this procedure is to identify the process by which a student appeals a grade or other academic matter, such as an accusation of plagiarism or other form of cheating, related to an instructor's decision regarding the academic performance of a student.

- A student who feels he/she has been treated inappropriately in an academic matter should first discuss the 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 should appeal in writing to the Division Chair who supervises the instructor. This appeal must be submitted to the Division Chair within ten 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.
- If the student feels the Division Chair has not reached an appropriate resolution of the matter, the student should 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 ten 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 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.

### **Family Educational Rights and Privacy Act Policy**

The Family Educational Rights and Privacy Act (FERPA) of 1974 assures confidentiality of educational records containing information directly related to the institution's students. A student at UACCB has the following rights with regard to his or her educational records:

- To inspect and review all educational records pertaining to him or her;
- To request the amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights;
- To refuse consent to disclose directory information (name, address, date and place of birth, major field of study, dates of attendance, degrees, and awards received, most recent previous educational agency or institution attended, participation in officially recognized College activities, and other similar information) by informing the Director of Student Information/Registrar in writing within ten days of the first scheduled class of each academic session that he or she does not want that information disclosed;
- To consent to disclosure of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosure without consent;
- To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with FERPA requirements;
- To obtain a copy of the college's FERPA policy. The policy is available upon request from the Director of Student Information/Registrar and in the Row Johns Library. The student is responsible for a copying fee.

Students who wish to review their educational records must present a written request to the Director of Student Information/Registrar, listing the item(s) to be reviewed. The item(s) requested shall be made available for review no later than 45 calendar days following receipt of the written request. Students following the above

procedure have the right to copy their records when failure to provide a copy of the records would effectively prevent the student from inspecting and reviewing the record as determined by the reasonable discretion of the College. The College cannot copy transcripts from high schools and/or other colleges. The College may refuse to copy an academic record if a “hold” has been placed for non-payment of financial obligations; copies shall be made at the student’s expense (\$.25 per page). Students have no right to review or inspect the following records:

- Financial information submitted by their parents or legal guardians
- Confidential letters and/or recommendations placed in the student’s file prior to January 1, 1975, if such documents were intended to be confidential and are used only for the purpose(s) for which they were specifically intended.
- Confidential letters and/or recommendations placed in the student’s file prior to January 1, 1975, associated with admissions, employment, or job placement, or receipt of an honor or honorary recognition if the student has voluntarily waived his/her right to inspect the confidential letters and/or recommendations in writing.
- Educational records containing information about more than one student, in which case the College will permit access only to that part of the record pertaining to the inquiring student.

### **Challenge of Contents of Educational Records**

Any student who believes that his/her educational records contain information that is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights, or who believes that his/her records have been maintained or processed in violation of his/her privacy or other rights, may notify the Director of Student Information/Registrar in writing, clearly identifying the portion of the record to be changed and specifying why the student believes the record is inaccurate or misleading.

If the Director of Student Information/Registrar is in agreement with the student, the appropriate record shall be amended and the student shall be notified in writing. If the decision of the Director of Student Information/Registrar is not in agreement with the student, the student shall be notified within thirty calendar days that the records will not be amended. The student may appeal this decision following the procedure outlined under “Student Grievance Procedure.” If the student successfully appeals the decision to amend his/her records, the file will be amended accordingly. If the appeal is unsuccessful, the student has the right to place a statement commenting on the reason for disagreeing with the decision of the College. This statement shall be included in the educational record, and shall be maintained as long as the record is maintained and shall be disclosed whenever the record(s) in question is disclosed. A student may contact the Vice Chancellor for Learning and Student Services for assistance in filing a complaint with the Family Policy and Regulations Officer, U.S. Department of Education, Washington, D.C. 20202.

### **Consent Provisions**

No person outside the College shall have access to, nor shall the College disclose, any personally identifiable information from a student's educational records without the written consent of the student. The consent must specify the records to be disclosed, the purpose(s) of the disclosure, and the party or class of parties to whom disclosure may be made. The consent must also be signed and dated by the student. A copy of the record disclosed or to be disclosed shall be provided to the student upon request.

There are, however, exceptions to the consent policy. The College reserves the right, as permitted by law, to disclose educational records without written consent to those parties enumerated in Section 99.31 of the FERPA, including the following:

- School officials who have legitimate educational interest.
- Officials of other educational institutions or agencies in which a student seeks enrollment.
- Officials of other educational institutions in which a student is currently enrolled.
- Persons or organizations providing student financial aid in order to determine the amount, eligibility, and conditions of award, and to enforce the terms of the award.
- Accrediting organizations carrying out accreditation functions.
- Authorized representatives for federal, state and/or local authorities for the purpose of audit and evaluation of programs.
- Organizations conducting studies on behalf of educational agencies or institutions to develop and administer predictive tests, administer student aid programs or improve instruction.
- Parents of dependent students under the age of 18—parents must present proof of dependent status of student by providing a copy of their current tax forms.
- Persons in compliance with a judicial order or subpoena.
- Appropriate persons in a health and safety emergency.
- An alleged victim of any crime of violence.

### **Awareness and Prevention Programs**

#### **Intoxicants/Drug Abuse Policy and Substance Abuse Prevention Program**

**The use of alcohol or illegal drugs is strictly forbidden on the UACCB campus, in any facility belonging to the UACCB campus, or during participation in a UACCB activity.** The Administrative Cabinet has implemented the following policy regarding substance abuse:

- Any student found in possession or under the influence of any intoxicant or illegal drug while on the UACCB campus shall be subject to immediate disciplinary action which may include dismissal from the College. Such students will also be subject to all state and federal laws regarding these matters.

- A Drug-Free Awareness Program for students is in effect at UACCB. As a major thrust of this program, the Admissions and Student Activities Coordinator shall, by whatever means available, inform students about the dangers of drug abuse, the availability of counseling, and the penalties for violations. Such information will be promulgated in visual displays, drug awareness information sessions at orientation, or other methods.
- The Dean of Student Services is responsible for the implementation of this policy. All violations will be reported to the Chancellor with a recommended penalty. Such penalties include immediate dismissal from the College and restriction from the UACCB campus.

### **Sexual Assault and Abuse Awareness Program**

The Student Right to Know and Campus Security Act requires that students be provided information concerning campus sexual assault programs and the procedures which should be followed once an offense has occurred. This information is available on the UACCB website.

Each academic year, the Office of Student Services sponsors an awareness program and encourages student forums to provide educational information about sexual offenses. These programs include procedures to be followed in the event of an assault.

### **Constitution Day**

In December 2004, Senator Robert C. Byrd offered an amendment that was passed by both the United States House of Representatives and the United States Senate in an attempt to increase constitutional knowledge. The legislation requires implementation of educational programs that relate to the United States Constitution. September 17 of each year was selected as the date for the celebration due to the fact that September 17, 1787, was the day the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and to present it to the American public.

UACCB recognizes and promotes Constitutional education annually as prescribed under the regulations of this legislation.

## **Common Enrollment Procedures**

### **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 the College catalog and on the UACCB website.

Any student wishing to add a course or courses to his/her schedule must complete the following steps:

1. Obtain an add form from faculty advisor or the Office of Student Services.
2. Fill out the add form completing the required class information.
3. Obtain required signatures as indicated on the form.
4. Submit the add form and proof of payment of any required fee to the Director of Student Information/Registrar.

*Failure to complete this entire process will nullify the action.*

### **Dropping Classes**

Any student wishing to drop courses from his/her schedule must complete the following steps:

1. Obtain a drop form from faculty advisor or the Office of Student Services.
2. Fill out the drop form completing the required class information.
3. Obtain required signatures as indicated on the form.
4. Pay fee (if required) to the Business Office.
5. Submit the drop form and proof of payment of any required fee to 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.
- After the published deadline, an "F" will be recorded for students who stop attending class. The Vice Chancellor for Learning and Student Services must approve exceptions to this policy.

### **Withdrawing 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).**

### **Requesting a Transcript**

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.

### **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. Intent-to-Graduate forms submitted after the deadline will be processed the following semester.

Each student is responsible for submitting a completed Intent-to-Graduate packet to the Director of Student Information/Registrar. In certain situations a student's 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.

The appropriate award will be prepared once the fulfillment of the graduation requirements is confirmed and all obligations to the College have been completed. In addition, students who have received student loans must complete exit counseling, which

is accessible through the UACCB website (see Financial Aid section of website), before their Intent-to-Graduate packets can be finalized. **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.**