

# Table of Contents

General Information..... 2

Student Handbook ..... 5

    Student and Academic Support Services ..... 5

    Financial Aid ..... 8

    Identification Numbers and ID Cards ..... 14

    Vehicle Registration/Parking ..... 15

    Campus Security ..... 15

    Student Activities and Organizations ..... 16

    Student Conduct ..... 20

    Use of Technology Resources ..... 27

    Family Educational Rights and Privacy Act Policy ..... 31

    Awareness and Prevention Programs ..... 34

Academic Information ..... 37

Tuition and Fees..... 48

    Refunds – Tuition and Fees ..... 49

Index..... 52

# General Information

## History

The two-year college is the unique American contribution to higher education, and the University of Arkansas Community College at Batesville has played an important part in this movement by providing access to education for the people of north central Arkansas since 1991, when it was reorganized as Gateway Technical College. Among the 14 vocational-technical schools converted into technical colleges and university branch campuses by an act of the Arkansas legislature, UACCB endeavors to provide quality Technical Certificate and Associate of Applied Science degree programs in occupational technical areas, a college parallel transfer curriculum including Associate of Arts, Associate of Arts in Teaching and Associate of Science degrees, customized training for business and industry, continuing education programs for life-long learning and personal enrichment, and adult education. In October 1997, Gateway Technical College merged with the University of Arkansas System and with the passage of a county sales tax became the University of Arkansas Community College at Batesville in March 1998. UACCB is accredited by the Higher Learning Commission and a member of the North Central Association. UACCB's service area was defined by the Arkansas Department of Higher Education to include Independence and Cleburne counties; UACCB shares Stone and Sharp counties with Ozarka College.

Since UACCB's conversion to an institution of higher education, the faculty, staff, and board of visitors have worked diligently to fulfill its mission of expanded service. New courses and programs of study have been added throughout the Industrial Technologies, Health Occupations, Business, and General Education curricula. Renovation and expansion of the campus has also been an important part of the UACCB mission. In the summer of 1999 the appearance of the campus changed drastically. An 11,000 square foot Arts and Sciences Building, main entrance signs, an arched walkway attached to the Main Classroom Building, landscaping, additional parking lots and campus infrastructure were completed. Independence Hall, a 37,375 square foot Conference/Student Center was completed in spring 2001. In 2002, the College invested in the utilities infrastructure on the newly acquired 25 acres east of the original campus property, connected the properties with a traffic bridge and constructed a new 14,000 square foot consolidated Plant Maintenance Facility. That summer the former Business and Community Outreach building was renovated and now houses the Adult Education Center. The renovation of the building brought it in line with the campus motif and provided an added 1,000 square feet to the structure. In the summer of 2003, the college renovated a 1,000 square foot storage building into an academic classroom and offices, which now houses the Fine Arts and Education programs. In the spring of 2004, the Stuart Patterson Memorial Gazebo was built on the west bank of Pfeiffer Creek and construction began on a 17,400 square foot Library/Academic Building. As part of this building project, a new parking lot, completion of the main entryway on the east side of the campus, and a pedestrian bridge were added. In January 2005, the Library/Academic Building was named the Roy Row, Sr., and Imogene Row Johns Library and Academic Building. Ms. Imogene Row Johns contributed the largest private gift ever to UACCB in honor of her late husband. UACCB has a bright future and will strive to provide even greater educational opportunities for the citizens it serves.

In 2010 a childcare facility – a collaboration between UACCB, the Batesville School District and Independence County – was completed. UACCB students enrolled in the early childhood education program utilize the facility to complete required lab hours. The 40,669 square foot Nursing and Allied Health building, located on the east side of campus, opened during the Fall 2011 semester. It is UACCB's first two-story building and includes eight classrooms, a 200 seat lecture hall, four clinical labs and faculty offices.

## **Mission Statement**

The University of Arkansas Community College at Batesville provides quality educational opportunities within a supportive learning environment. We promote success through community partnerships, responsive programs, and an enduring commitment to improvement.

### **Values**

At UACCB we value...

**U**nity through collaboration

**A**chievement in educational goals

**C**ommitment to excellence

**C**ontribution to community

**B**alance in learning and life

### **Vision**

UACCB will be recognized for excellence in education, leadership, service, and innovation in response to education, economic and social needs.

### **Goals**

In order to accomplish its mission and fulfill its vision, UACCB has established a set of strategic goals. Each organizational area is expected to work toward its respective goals and correspondingly contribute to the greater strategic institutional efforts.

## **General Education Philosophy**

The term “general education” at UACCB refers to providing opportunities for students to acquire a body of knowledge and skills held to be relevant to living and working in a diverse society in the twenty-first century. The college has established a required core of general education courses in both its associate degree and technical certificate programs. UACCB also offers general education courses designed to meet the legislative requirements of the State Minimum Core for Associate of Arts and Associate of Science programs.

The general education curriculum is the primary avenue through which students improve their ability to think, reason, compute, communicate, and adapt to change. The entire UACCB faculty and staff are committed to reinforcing, enhancing, and supporting the knowledge and skills acquired through this body of courses and are further committed to introducing general skills and knowledge not necessarily covered in depth in other classes.

The UACCB general education curriculum will provide each student the opportunity to accomplish the following:

1. Improve communication skills, which include listening, speaking, writing, and reading.
2. Increase proficiency in applying mathematical concepts.
3. Acquire a basic knowledge of scientific concepts and principles.
4. Develop basic computer skills.
5. Increase proficiency in problem solving through creative and critical thinking.
6. Acquire knowledge of the historical, social, and cultural behavior of humankind.
7. Increase the effective use of the library and other information resources.
8. Develop work habits, work ethics, and interpersonal skills that contribute to and promote team problem solving.
9. Develop skills to enhance life-long learning.

The General Education Program for Associate of Applied Science students is designed to be completed in the first three semesters of full-time attendance. The requirements in English and mathematics are to be met before 30 hours of technical course work are completed.

## **Accreditation and Program Approvals**

UACCB is accredited by The Higher Learning Commission and a member of the North Central Association (30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504 (800) 621-7440). UACCB is authorized to offer the Associate of Applied Science and the Associate of Arts and Associate of Science degrees by the AHECB and NCA. As a state-supported, two-year institution, UACCB is recognized by the Arkansas Department of Higher Education, the Arkansas Department of Career Education, and the Arkansas State Approving Agency for Veterans' Training for financial aid purposes. The Arkansas State Board of Nursing and the National League for Nursing Accrediting Commission (3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, (404) 975-5000 or [www.nlnac.org](http://www.nlnac.org)) accredits the RN, Associate Degree Program. The Practical Nursing program is approved by the Arkansas State Board of Nursing. The Emergency Medical Technician programs and the Emergency Medical Services Paramedic are approved by the Arkansas Department of Health, Division of Emergency Medical Services. The EMT – Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the EMS Professions. The Certified Nursing Assistant program is approved by the Arkansas Department of Human Services, Office of Long-Term Care. The Adult Education program is approved by the Arkansas Department of Career Education. The Aviation Maintenance program is approved by the Federal Aviation Administration.

# Student Handbook

The University of Arkansas Community College at Batesville endeavors to provide a variety of quality support services that enhance the learning process. 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 Vice Chancellor for Enrollment Management and Student Services by calling 870-612-2000 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

Students will be advised by a professional advisor in the Advising Center during the early part of their academic career. Students will then be reassigned to a faculty advisor in the program area most closely related to the student's major field of study. Students must meet with their assigned academic advisor prior to registration each semester.

Advising Mission Statement:

At UACCB, academic advising is a teaching and learning experience in which the advisor and student work together toward the development and completion of the student's academic goals.

Student Learning Outcomes:

- Develop an educational plan based on assessment of abilities, interests and values.
- Use campus and community resources as needed to meet educational and life goals.
- Assume responsibility for meeting academic program requirements.
- Comfortably self-register for classes, create a degree plan, check campus email and use WebAdvisor regularly.

### New Student Orientation

UACCB's Advising Center provides new student orientation for entering students. New student orientation allows students to meet other new students, learn about UACCB policies and procedures, and tour the campus.

### Career Pathways

Arkansas Career Pathways is a state educational & financial assistance program that enables UACCB to offer those who qualify free career training and college classes. In addition to free training and college classes, the Pathways program may be able to help students overcome the barriers that have kept them from getting the training and education they need including: child care, transportation, career counseling, and job search after training.

Basic Eligibility Requirements Include:

Student must be an adult caretaker or parent of a child under the age of 21 **AND**

- must be receiving Transitional Employment Assistance (TEA) now or have received TEA in the past OR
- must be receiving food stamps, Medicaid, or ARKids OR

- must have annual family income below 250% of federal poverty level (approximately \$43,000 annually for a family of three)

### **Career & Disability Services**

The Career & Disability Services Office provides career development and disability support. Policies for the general office as well as each particular service area are listed below:

#### **General Office**

- All services are provided free of cost as part of the student's tuition and fees.
- Individuals who miss scheduled appointments may be required to reschedule for an alternative date and/or time.
- In accordance with HIPAA regulations, re-release of protected health information will not be permitted and all documents received from outside agencies will be stamped with "No Re-Release". Additionally, all UACCB documents will be stamped with "copy" prior to release to any outside agency.
- Requests for records from outside agencies must be submitted in writing and bear the signature of the student in question.
- No individuals will have access to student records without express written consent from the student included in said student's file prior to disclosure.
- Individuals with complaints or grievances are requested to first discuss the matter with the Career & Disability Services Coordinator. If the matter is not resolved, individuals are encouraged to see the Director of Student Development.

#### **Career Development**

- Eligible candidates for career development services include prospective and current UACCB students as well as graduates.
- Only Equal Opportunity Employers will be permitted to post job announcements and actively recruit UACCB students.
- Assistance with job shadow opportunities may be provided through this office; however, scheduling is the responsibility of the student.

#### **Career Corner**

Students and Alumni: By using UACCB's Career Corner system, you consent to the storage of your resume and certain profile data on servers provided by the NACE Link Network – owned and operated by the National Association of Colleges and Employers (NACE). Certain data you provide as part of your Career Corner profile may also be used in aggregate reports for internal institutional purposes at the University of Arkansas Community College at Batesville. By uploading your resume to Career Corner, and granting permission for prospective employers to view it (within your privacy settings), you consent to the release of your resume and certain employment related information of a personal and professional nature.

As a user of Career Corner, you agree to:

- Maintain current, accurate, and truthful information with regard to your user profile, professional qualifications, educational background, and job-related documents stored within Career Corner
- Protect and maintain your username and password
- Use Career Corner within the standards of the policies regarding computer use at the University of Arkansas Community College at Batesville

Failure to comply with the above terms of use may result in the suspension or termination of your Career Corner account.

The Career & Disability Services Office at the University of Arkansas Community College at Batesville will use our best efforts to verify that only bona fide employers, including third-party recruiters who do not charge fees to applicants, are granted access to Career Corner to list vacancies and search resumes. However, it is possible that an employer account could be misused

or abused by inconsiderate persons; therefore care should be taken when listing certain personal information in your resume.

### **Confidentiality**

Both the UACCB Career & Disability Services Office and NACE are committed to maintaining the confidentiality of all information stored within Career Corner and will not sell, transmit, or disclose in any capacity this information to any other organization.

### **Disability Support**

- Eligible candidates who provide appropriate documentation for disability support services include current UACCB students and those individuals taking college placement tests administered by UACCB personnel.
- Appropriate documentation to support the existence of a disability may include an IEP from a secondary school, a 504 Plan from a secondary school, a comprehensive vocational rehabilitation agency evaluation, a psychological evaluation, or a medical evaluation with appropriate supporting documentation.
- Students requesting accommodations that require time to arrange should register with the Career & Disability Services office **a minimum of ten business days prior to the start of each semester** to ensure accommodations are available by the first day of classes. Examples of this include, but are not limited to, extra time on exams and RFB&D audio players. Some accommodations, such as sign language interpreters and texts in alternate formats, may take more than ten days to arrange.
- Students eligible for assistive technology equipment must complete the appropriate check-out form upon receipt of the item and return the item at the conclusion of each semester. Failure to do so may result in a "hold" being placed on the student's account which may affect future registration and access to grades and transcripts.
- Instructors will provide student accommodations only after they have received a current Faculty Accommodation Letter from the student.
- Students may be asked to show identification (student ID or driver's license) before taking an exam.
- Personal belongings (cell phones, purses, book bags, etc.) are not permitted in private testing areas and students are encouraged to leave these items at home or in their vehicles.
- Accommodated tests will be given on the same date and time as they are given in class unless approval is provided by the instructor to do otherwise.
- Should cheating occur, the test will be confiscated and the incident reported immediately to the instructor.

### **Testing / Disability Services Compliance**

For assistance in testing services, disability compliance, and other services listed, call 870-612-2013, or visit the Office of Student Development, located in the Main Classroom Building, Room 233A.

#### *Testing Services*

- ASSET and COMPASS placement testing
- CLEP testing
- LPN and RN entrance testing
- Arkansas Assessment of General Education (AAGE/CAAP) testing
- Make-up exams
- Developmental course exit exams

#### *Disability Services Compliance*

Anyone with concerns regarding their accommodations for a disability or campus accessibility should contact the Director of Student Development by calling 870-612-2013 or in person at the Main Classroom Building, room 233A.

#### *Other Services*

- Official contact for students receiving Trade Adjustment Assistance (TAA) funding

#### **TRiO Student Support Services**

Student Support Services is a part of the federal TRiO programs, which are designed to prepare disadvantaged students for successful entry into, retention in, and completion of post-secondary education. Student Support Services provides members with free tutoring, supplemental instruction, academic advisement, transfer counseling, transfer trips, financial aid counseling, financial aid assistance, informational workshops, and cultural opportunities. Student Support Services is located in the Main Classroom Building, room 230.

To be eligible to participate in TRiO SSS, students must be a U. S. Citizen and a student at UACCB. Also, you must meet at least one of the following eligibility criteria:

- you are a first-generation student in college (which means neither parent graduated with a four-year college degree);
- you meet "low-income" standards according to federal guidelines
- you have a physical or learning disability for which you need academic accommodation

Additionally, students must have evidence of an academic need and enrollment in a transferable program is preferred.

#### **Tutoring Services**

The Student Success Center is located in the Main Classroom Building, room 216. The phone number is 870-612-2041. The Director of the Student Success Center, professional tutor and qualified peer tutors are available to assist students.

- Free Tutoring – The Student Success Center offers free tutoring to all UACCB students. Appointments or referrals are not necessary to receive tutoring. Tutoring is provided for subjects that are offered by UACCB.
- PLATO – For students interested in receiving tutoring to help prepare for a course you are not currently enrolled in, a self-paced computerized tutorial called PLATO is available. PLATO is useful for the student hoping to prepare him or herself before enrolling in a course.
- MathMedia – A computerized tutorial to help you study or review basic math skills.
- Study Guides and Tapes – VHS tapes which parallel the study of Beginning Algebra, Intermediate Algebra and College Algebra are available for check-out by students. Guides and hand-outs which provide help for note taking, time management, improving listening skills, and overcoming test anxiety are also available.
- Study Groups – For upper level courses, study groups are sometimes formed to provide student to student interaction outside of the classroom setting.

The Student Success Center hours of operation are:

- Fall and Spring Semester – 7:30 a.m. to 6:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to Noon on Saturday
- Summer – 8:00 a.m. to 5:00 p.m. Monday through Friday

## **Financial Aid**

### **General Information**

The financial aid program at the University of Arkansas Community College at Batesville is designed for qualified degree seeking, unconditionally admitted students who may need financial assistance to continue their college education. 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. Financial aid recipients will be emailed a copy of the Satisfactory Academic Progress Policy each semester and it is also available on the UACCB website. Federal aid is available for students seeking an associate degree, a technical certificate or approved certificates of proficiency.



## Eligibility for Federal Financial Aid Programs

### GENERAL REQUIREMENTS

A student is eligible to apply 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.
4. The application is seeking an associate degree, a technical certificate or approved certificates of proficiency.
5. The applicant maintains Satisfactory Academic Progress (SAP).
6. 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.

### Federal Financial Aid Programs

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. In compliance with the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. This grant program provides 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 amount awarded will depend on the Expected Family Contribution (EFC), on 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)

The FSEOG 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. FSEOG awards do 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 William D. Ford Direct Loan Program 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 prior to the first loan disbursement. All borrowers must also complete Online Exit Counseling upon graduation or termination of enrollment. All federal 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 the US Department of Education 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**

The federal work study 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 step below:

1. Complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or obtain a paper application by calling 1-800-4-FED-AID 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.

## **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 Office of Student Information/Registrar.

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

The University of Arkansas Community College at Batesville works with the Northcentral 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
- Career Pathways
- Governor's Scholars Program
- Law Enforcement Officers Dependents Scholarship
- Minority Teacher Scholarship

- Minority Masters Fellows Program
- Military Dependents Scholarship (formerly MIA/KIA)
- Opportunities Grant Program
- Second Effort Scholarship
- Teacher Opportunity Program (TOP)
- Workforce Improvement Grant
- Student Undergraduate Research Fellowship (SURF) Program

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

## 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)

Students who withdraw from school prior to the 60% completion point of any semester will require a R2T4 calculation to determine how much of their financial aid was earned and how much should be paid back to the school and/or federal government. The withdrawal date is the date that the Registrar's office receives the official withdrawal form. For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance should be used as the withdrawal date. If the student ceases attendance without providing official notification to the institution of his or her withdrawal, the mid-point of the payment period or the last date of recorded attendance is used as the withdrawal date. Only students who have withdrawn from all classes are subject to the return of Title IV funds formula.

The amount that is returned is calculated using the percentage of aid earned by calculating the percentage of the period that the student completed based on the withdrawal date. The amount of aid a student received is considered in the calculation to determine how much was actually earned. If unearned funds are to be returned, the amount that the student or the school must return is calculated.

For a student who provides notification to the institution of his or her withdrawal, R2T4 is determined by the student's withdrawal date or the date of notification of withdrawal, whichever is later. For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance is used as the withdrawal date.

Students who unofficially withdraw are identified as having all failing grades (F) on their semester grade report. If students who unofficially withdraw are able to provide documentation proving their attendance in any class after the mid-point of the semester, the financial aid office will then re-calculate R2T4 funds based on the modified date as the withdrawal date.

R2T4 funds will be returned using the following priority:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans

3. Federal PLUS loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Educational Opportunity Grants

### **Satisfactory Academic Progress Policy**

All students enrolled at UACCB who receive any Title IV aid should meet the following Satisfactory Academic Progress (SAP) requirements. Students' academic progress will go through a review at the conclusion of each semester of each school year and/or during the application process. Transfer work will be evaluated in the same manner as credit hours received at UACCB.

1. Students must be admitted and enrolled in an associate degree or eligible certificate granting program.
2. Each semester students must also complete a minimum of 67% of cumulative attempted hours. Completed credits include grades of A, B, C, D and P (Pass). For example, the maximum time frame for a 60 credit hour program is 90 hours. 60 divided by 90 is 67%. If a student earns 67% of the credits attempted in each term, the student should complete the program within the maximum time frame. If the student takes 12 credit hours in the fall and earns 12 credit hours, the student has earned 100% of credits attempted. In the spring, the student enrolls in 18 credit hours and earns 15 credit hours. He has earned 27 out of 30 attempted hours. 27 divided by 30 is a pace of 90%.
3. Withdrawal from the university and/or receiving a 0.00 G.P.A. for a semester are viewed as unsatisfactory progress and those students are disqualified from financial aid. Students who withdraw from classes or drop classes will have those courses counted as attempted credits, but not completed credits. (The completion of remedial courses is considered in the 67% attempted/completion standard above.)
4. Incomplete course work will be evaluated as failing grades until the course has been satisfactorily completed or an explanation accepted by the Financial Aid Director. Incomplete courses are considered as attempted credit and are evaluated as incomplete coursework for satisfactory academic progress. Incomplete courses are not considered as part of a student's GPA, but will be considered as part of the overall timeframe to complete a program of study. 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 rationale 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 should be submitted to and approved by the Vice Chancellor for Academics. Students may not re-register to take a course for which an "I" designation has been received until the grade designation has been changed.

5. Students must achieve a 2.0 GPA at the end of each semester to maintain satisfactory academic progress.

6. If a student changes his/her program of study while attending UACCB, he/she should notify the Financial Aid Office. All credits under all programs of study will be included in the calculation of attempted, earned, and maximum timeframe credits, as well as the cumulative GPA calculation. If a student continues to take classes toward a second degree, after completing all required coursework for a first degree, the student may continue to receive financial aid as long as he meets the 150% timeframe and GPA requirements for the 2nd degree. 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. If a student repeats courses, all of the attempted credits for each attempt will be considered as part of the calculation for attempted and earned credits. Only the most recent attempt of the course will be considered as earned credit, providing the student completes the course. Repeated courses will not be considered as part of the student's GPA for the purposes of satisfactory academic progress evaluation. For a student who is eligible for financial aid, only the first two attempts of a course will be funded.
8. Remedial courses taken while receiving financial aid are considered as attempted credit hours and are evaluated as part of the calculation for PACE. Additionally, remedial courses are considered credit courses and will be evaluated as part of the student's GPA.
9. If a student does not make satisfactory academic progress he/she will be placed on Financial Aid Warning. The student may continue to receive Title IV aid for the following semester. No appeal is necessary.
10. At the end of the Warning semester if the student makes satisfactory progress, the Warning status is removed. If the student does not make satisfactory progress, the student is disqualified for financial aid.
11. The student may submit a written appeal of financial aid disqualification to the UACCB Financial Aid Office if extenuating circumstances exist. Examples of extenuating circumstances may include death of a relative or student injury/illness. The appeal must include why the student failed to make satisfactory progress and what has changed that will allow the student to make satisfactory process at the next evaluation. The appeal may be approved with one of the following status definitions:

-Probation: With this status the student would be eligible for Title IV aid for one additional semester only. If the student does make satisfactory progress at the end of the Probation semester, his status will be updated to Satisfactory. If the student does not make satisfactory academic progress, the student's financial aid will be placed in a Terminated status with no further avenue for appeal.

-Academic Plan: With this status an individualized academic plan would be developed for the student that will allow the student to make satisfactory academic progress standards by a specific point in time. Examples of academic plan requirements may include, but are not limited to, regularly scheduled meetings with an academic advisor, minimum number of visits to the Student Success Center and financial literacy workshops. At the conclusion of the Academic Plan, if the student does make satisfactory progress, his status will be updated to Satisfactory. If the student is not making satisfactory academic progress the student's financial aid will be placed in a Terminated status with no further avenue for appeal.

## UACCB 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.

## 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

**All UACCB students, faculty, and staff are required to carry their UACCB identification card whenever they are on campus.** The UACCB Student ID Card displays the student's name and ID number, color photograph, and the date of issue. The bar code on the front is the UACCB library card. The ID number is used for logging into the UACCB computing network and accessing student information online. During emergencies and other periods of heightened security, access to the campus may be limited to those UACCB students, faculty and staff in possession of a current, valid UACCB identification card.

Identification cards are issued to all students during orientation and registration. Newly admitted students may also obtain their student ID card in the Enrollment Center in the Main Classroom Building (MCB) after receiving their letter of acceptance. A Student ID Card may occasionally require replacement. A fee is not charged if the student's current card is exchanged for a new card. For a name change or correction, documentation of the student's legal name is required (driver's license, passport, state issued ID, marriage license, etc.). Only current students may receive replacement ID cards. Lost or stolen Student ID Cards can be replaced at the Enrollment Center. The student must present some other form of positive identification (picture ID) to replace a lost or stolen card. **There is a \$10 charge for the replacement of a lost card.**

The lending, selling or illegal production of identification cards is strictly prohibited. UACCB identification cards remain the property of the College and are provided for appropriate use for identification and access to services. The card is not transferable and is valid as long as the holder continues her/his affiliation with UACCB. The use of a UACCB Student ID card by anyone other than that student is prohibited and may constitute a violation of the Student Code of Conduct Code subjecting the student to disciplinary action by the College. Students are encouraged to guard their Student ID Card as they would a driver's license, credit cards, or cash.

Cards issued to employees, students, and individuals affiliated with UACCB must be returned upon separation from the College. Student ID card must be surrendered upon request of faculty or staff.

## Insurance

Medical and/or accident insurance is the responsibility of the student.

## 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 that are available 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 in the Enrollment Center located in the Main Classroom Building.

## **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, and 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.

## **Vehicle Registration/Parking**

All students, faculty, and staff who operate a vehicle on the UACCB campus must display a UACCB parking hang tag. Hang tags are provided at no charge and may be obtained at the Enrollment Center located in the Main Classroom Building.

All parking on the UACCB campus is restricted to clearly marked spaces with white lines except in the gravel parking areas on the north end of the campus and east of the NAH building. Students, faculty and staff may park in any of the College's marked spaces except those clearly identified for "Disability" 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 action. Reasonable speeds and observance of pedestrian traffic and crosswalks must be followed.

### ***Purpose of UACCB parking hang tag:***

- 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 hang tag:***

- If UACCB parking tag style, color, or shape changes
- If parking tag is damaged and no longer legible

### ***Proper parking and traffic procedures:***

- Observe all stop signs, speed bumps, and pedestrian crossings.
- Properly display current UACCB hang tag on the review mirror.
- 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 and east of the Nursing & Allied Health 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 Vice Chancellor for Enrollment Management and Student Services.
- Vehicle incidents or accidents should be reported immediately to the Vice Chancellor for Enrollment Management and Student Services, located in MCB 203.

## **Campus Security**

UACCB strives to provide a safe and secure environment for students, faculty, staff, and guests. Students are encouraged to report crimes or suspicious activity to the Vice Chancellor for Enrollment Management and Student Services. Employees of the college are responsible for calling outside

assistance if deemed necessary. UACCB contracts with a private security firm to provide security officers on the campus.

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 on the UACCB website and in print upon request.

The Vice Chancellor for Enrollment Management and 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/security.html](http://www.uaccb.edu/security.html). This report is prepared in cooperation with local law enforcement agencies, the Administrative Cabinet, and the Division of Enrollment Management/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 are included in the report.

Each year, an email notification which provides the website to access this report is sent to all enrolled students, faculty and staff. Copies of the report may also be obtained in the Office of the Vice Chancellor for Enrollment Management & 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 and Organizations**

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 Division of Enrollment Management and Student Services 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 Vice Chancellor for Enrollment Management & Student Services for more information. All student organizations must have faculty and/or staff sponsors.

### **Formation of Student Organizations**

#### **Constitution**

Any group petitioning for recognition as a student organization must present a constitution, following a standard form to facilitate reference, to the Vice Chancellor for Enrollment Management and Student Services. The Constitution must contain the following information:

- Name of the organization
- Purpose of the organization
- Membership and officer eligibility requirements
- Listing of officers by title, and any special functions of officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of any membership dues (amount and frequency of payment should be stated in the by-laws) and statement that provides provisions for disposition of any funds in the event of dissolution of the organization
- Provision for faculty advisors
- Statement of nondiscrimination prohibiting discrimination on the basis of age, color, disability, national origin, race, religion, sex, or veteran status. However, a student organization formed to



foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those beliefs.

- Any other provisions relating to the purpose and function of the particular organization

### **Purpose**

The statement of purpose shall be acceptable:

- if it is reasonably clear and specific as to the aims and activities of the organization;
- if it is in harmony with the United States constitutional form of government;
- if the stated aims and activities of the organization are compatible with the purpose of the College;
- if it is not a duplication of an existing organization; and
- if it complies with Federal Title IX requirements.

### **Size and Continuity**

No maximum or minimum number of members shall be required for initial recognition. The group petitioning, however, and the anticipated membership as represented by the eligibility requirements, should be sufficient to give reasonable prospects of continuity for the organization and ability to carry out the purposes stated in the constitution. For the continuing recognition of an organization, a minimum of 5 members normally will be expected.

### **Membership: Eligibility and Records**

- Voting membership in recognized student organizations shall be limited to students enrolled in at least three credit hours. Accurate membership records must be maintained and available to the faculty advisor.
- Officers must be regularly enrolled students. To be eligible to serve as an officer in a recognized student organization a student must have a grade point average of 2.0 cumulatively, and not be on disciplinary or academic probation at the time the student petitions for office.
- A student officer who is placed on academic or disciplinary probation during his or her term of office may be removed by the Vice Chancellor for Enrollment Management and Student Services
- A student officer who is not performing his or her duties may be removed from office on the recommendation of the Vice Chancellor for Enrollment Management and Student Services.
- When an election is held in a recognized student organization the names of the new officers must be transmitted to the Office of the Vice Chancellor for Enrollment Management and Student Services within one week.
- Only associate nonvoting memberships in a recognized student organization may be offered to UACCB faculty, professional administrative staff, and non-students.

### **Eligibility Criteria**

No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

### **Review and Approval**

One typewritten copy of the proposed constitution, together with the names of promoting students and faculty advisor(s), must be submitted to Office of the Vice Chancellor for Enrollment Management and Student Services who will seek review and approval from (1) the appropriate chartering body and (2) the Cabinet. The granting of final authorization to extend recognition will be determined by the Chancellor. During the time that its application for recognition is being considered, the group may not sponsor speakers or other activities in the name of the proposed organization.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Vice Chancellor for Enrollment Management and Student Services, and an up-to-date copy of the constitution must be on file in the Office of the Vice Chancellor for Enrollment Management and Student Services.

Withdrawal of recognition may be initiated by the Office of the Vice Chancellor for Enrollment Management and Student Services pending a review of the actions of the organization within a reasonable period of time:

- When election of officers, as specified in the constitution, is passed twice without any action having been reported to the Office of the Vice Chancellor for Enrollment Management and Student Services.
- When the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. (Recognized student organizations are expected to comply when requested by the Vice Chancellor for Enrollment Management and Student Services to provide a brief report on their year's activities.)
- When a recognized student organization fails to conduct its activities in accordance with its constitution and with the procedures and limits set forth by the College for student organizations.
- When a recognized student organization fails to reregister with the Office of the Vice Chancellor for Enrollment Management and Student Services on a yearly basis.

Following the review, the final decision to continue recognition, impose censure, place on temporary probation with conditional recommendations, or place on temporary or permanent suspension of recognition will be made by the Vice Chancellor for Enrollment Management and Student Services, subject to appeal to the Chancellor of the College.

Any organization suspended through inactivity may be reactivated by application to Vice Chancellor for Enrollment Management and Student Services for activities by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization maintaining inactive status for two years.

#### **Advisors**

An advisor is the faculty or staff member(s) selected by an organization to officially advise the group. At least one advisor should attend all organizational meetings and activities occurring on campus. All student organizations must have one or more qualified advisors. When the membership exceeds 25, organizations are urged to obtain an additional advisor.

Any full-time faculty or staff member at UACCB may serve as an advisor to a student organization. The Vice Chancellor for Enrollment Management and Student Services should be notified of any change in advisors.

A faculty or staff member who meets the qualifications for an advisor and who agrees to the request of a student organization to serve as its advisor should encourage that organization in its purposes and activity within the limits of College policy. Advisors should be familiar with:

- this policy and other College regulations pertaining to student organizations,
- the constitution and purposes of the student organization they are advising, and
- the activities and projects of their organization.

Speakers and special programs sponsored by student organizations must be made known to the advisor and be in accordance with standards set forth by UACCB.

#### **Student Organizations Funds**

All registered student organizations are required to keep all organization funds in a UACCB agency account maintained by the College.

#### **Fund-Raising (Solicitation) Policy**

In order to protect the privacy of individual students as well as to maintain harmony and good will within the UACCB service area, the following policy for solicitation has been adopted:

Organizations desiring to sell or solicit on or off campus must obtain permission from the Director of Development. Student organizations may be permitted to hold fund-raising events on campus under the following conditions:

1. Student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of UACCB or for the selected

philanthropic project of the organization. Off-campus solicitations are not to occur more than three times per semester with a maximum of six per year for each requesting organization.

2. The president (or designee) of a student organization will submit a request for each fund-raising event to the Director of Development at least one week prior to the requested date(s) of the fund-raising. The Director of Development will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). Outside firms, businesses, or agents are forbidden to solicit on campus whether it is through a regular employee of the company or a student representative, except where a written contract exists with the College.
3. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the UACCB Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the College.
4. The sale of food items may be restricted by the Vice Chancellor for Finance & Administration and must have prior approval. The sale or distribution of alcoholic items is prohibited.
5. All events are subject to general College policies contained in the Student Handbook. Failure to comply with College policies may preclude an organization from having additional fund-raising events.

## **Student Organization Directory**

### **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.

### **BLACK STUDENT ASSOCIATION**

The Black Student Association fosters and educates the campus community regarding African-American culture. The BSA encourages scholarship and the development of leadership skills. Membership is open to all students with an interest in and appreciation for African-American culture.

### **CKI**

CKI 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.

### **CREATIVE WRITING CLUB**

The Creative Writing Club allows people to express their creative writing abilities in a comfortable peer setting, to actively work on creative writing skills, and to produce an annual periodical publication of members' works. Students and alumni who have passed Composition English I with a C or better are eligible for membership.

**MISSIONARY BAPTIST STUDENT FELLOWSHIP**

The MBSF's purpose is to provide a Christian student organization for Missionary Baptist students. The MBSF is sponsored by the Pleasant Valley Missionary Baptist Church.

**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.

**RENAISSANCE CLUB**

The purpose of The Renaissance Club is to enrich and educate the community and students in the North Central Arkansas area, provide entertainment and educational activities via historical reenactments, demonstrations, workshops, and to maintain a family-friendly atmosphere at all times.

**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.

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 office of the Vice Chancellor for Enrollment Management and Student Services.

**Student Rules and Rights****Student Conduct**

Students at UACCB are expected to conduct themselves as responsible individuals. By applying for admission, UACCB students and/or prospective 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 violated the student conduct code or College regulations.

The section on "UACCB General Regulations" below enumerates UACCB's specific policies, the violation of which may subject an individual to disciplinary action.

**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.

**UACCB General Regulations**

The College believes that it is unnecessary to design regulations to cover in detail all matters of student conduct. However, some of the more serious offenses, regardless of whether they occur on or off campus, which are subject to disciplinary action or restricting action, are:

1. plagiarism or cheating; forgery, alteration, destruction or misuse of College records, documents, or identification; knowingly furnishing written or verbal false information to the College; or other similar forms of dishonesty in College-related affairs;
2. participating in, including aiding and abetting in, the obstruction or disruption of teaching or administrative procedures or other College activities either in or out of the classroom;

3. misuse of computer equipment, programs, labs, or procedures;
4. unauthorized entry into a building, classroom, office; unauthorized use or possession of public or private property or property belonging to a member of the College community or campus visitor; unauthorized possession or use of building keys or equipment;
5. public intoxication or the use, possession, sale, or distribution of alcoholic beverages; the College may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
6. use, possession, sale, or distribution of narcotics, marijuana, barbiturates, or "pep pills," except as prescribed by a registered medical doctor; use of inhalants or possessing products with the intention of using them as inhalants; the College may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
7. use or possession on College-owned property or buildings of firearms, weapons, explosives, fireworks, air guns, paint ball guns, war souvenirs, tear gas, or pyrotechnic devices;
8. depositing or discarding trash or litter on campus in other than appropriate trash and waste containers. No person shall throw or discard paper, bottles, cans, or any substance deemed as litter inside buildings or on campus property including all streets, walks, lawns, etc.;
9. causing any type of false alarm, disaster, fire, threat of bomb, or deliberate misuse of fire equipment (For the protection and welfare of the students of UACCB, any student who shall give, or cause to be given, any type of false alarm of fire and/or threat of a bomb, or who shall deliberately misuse firefighting equipment, shall, upon being found guilty, be subject to action by the College resulting in possible suspension. Any nonstudent involved in the above offense will be referred to the civil authorities.);
10. harassing another person; addressing harassing language, slanderous and/or libelous language, or fighting words to a person; following a person in or about a public place or places (e.g., stalking);
11. assaulting another person; attempting or threatening to strike, kick, or otherwise subject another person to unconsented physical contact;
12. making obscene utterances, gestures, or displays; or engaging in a course of conduct or repeatedly committing acts that are disorderly;
13. theft of or damage which is done individually or as a member of a group to property belonging to the College or belonging to a member of the College community, campus visitor, or to public or private property adjacent to the campus;
14. failure to meet the financial obligations specified by the College in a legal manner; if a student is unable to meet his or her obligations for a good reason, the student is responsible for calling on the department or individual concerned and attempting to arrange for an extension;
15. violation of College, municipal, or state regulations governing the use of motor vehicles on College-owned or controlled property;
16. gambling on College property;
17. failure to comply with the written or oral directions of the faculty or staff, and/or other authorized College personnel (A student is expected, upon request, to surrender proper identification.);

18. blocking the entrances or exits of any campus buildings, or obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored events;
19. use of skateboards, inline and roller skates on College premises during the published, prohibited hours;
20. failure to ensure the proper accepted conduct of guests (A guest is defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student.);
21. participation in hazing or a hazing activity as an individual or as a member of a group;
22. signing up for internet, phone, or messaging service and charging it to the College;
23. charging goods or services to the College with appropriate approval;
24. threatening or attempting suicide;
25. failure to maintain a current mailing address with the Registrar's Office;
26. bringing an animal on the College premises, except for service animals, without appropriate approval;
27. violation of the College tobacco-free policy;
28. violation of local, state, or federal law which adversely affects the student's suitability as a member of the College community, or when it appears that the presence of the student on campus would seriously interfere with the normal educational functions or would endanger the student or threaten to endanger a member of the College community or College property.

## **Reporting Violations**

Students, faculty, and staff should report an alleged incident of misconduct to the Vice Chancellor for Enrollment Management and Student Services.

## **Good Samaritan Provision**

The health and safety of UACCB College's students is of the highest priority. At times, students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the College has enacted the following "good samaritan" provision. Although policy violations cannot be overlooked, the College will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences for the student who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with professional helpers. Examples where this policy would apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21. It is in the best interests of this community that as many victims as possible choose to report to College officials. To encourage reporting incidents of sexual misconduct, UACCB pursues a procedure of offering victims of sexual

misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. Thus, although the College may not impose disciplinary charges, the College may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases.

## Discipline Procedures

The disciplinary procedures of UACCB, as all activities on a College campus, are designed to be a part of the educational process and normally cover a wide spectrum of disciplinary measures which may range from counseling to dismissal.

**UACCB College recognizes the basic rights of the individual, and provides guarantees to the students, which grow out of the fundamental conception of fairness implicit in procedural due process.**

In order to protect the educational process of the College and at the same time to protect the rights of all students, the College has authority to develop and enforce regulations and to impose disciplinary penalties on students found responsible for offenses or violations of rules and regulations. The process for enforcement of College rules and regulations for student conduct shall conform to the procedures stated below. However, motor vehicle regulations and procedures under which the College applies to collect monies continue in force, and adjudication of questions arising under them need not comply with the following procedures when controversies are amenable to these procedures.

The Vice Chancellor for Enrollment Management and Student Services is charged with the responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made, or the Vice Chancellor may schedule a hearing before the Judicial Subcommittee of the Student Affairs Committee in the event of severe violations.

All charges and possible disciplinary actions shall be presented to the accused student in written form sent or delivered to the address listed in the registrar's records. This shall constitute full and adequate notice. However, the College reserves the right to use other reasonable means to notify students. This includes, but is not limited to, the use of the College e-mail system. The failure of a student to provide an address change or forwarding address, or the refusal or inability to accept the mailed notice, shall not constitute good cause for failure to comply with the notification.

The student will be informed by written notice of the finding of responsibility and sanction, if any. Except when a hearing already has been requested by the Vice Chancellor, the notice shall offer the student the choice of accepting the sanction or requesting an appeal hearing before the Judicial Subcommittee of the Student Affairs Committee. The student's request for appeal shall be made in writing and delivered to the Vice Chancellor for Enrollment Management and Student Services on or before the date specified in the notice. If no written notice of appeal is received within the time specified, the finding and sanction shall be final.

The disciplinary actions the College may take include, but are not limited to, the following:

- A. **expulsion:** separation of the student from the College; the student is not eligible for readmission to the College.
- B. **dismissal:** separation of the student from the College for an indefinite period of time.
- C. **suspension:** separation of the student from the College for a definite period of time.
- D. **disciplinary probation:** official warning that the student's conduct is 1) in violation of the rules, regulations, and policies stated in UACCB publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:
  - 1. ineligibility to hold office in the College

2. ineligibility to represent the College in any official function
  3. ineligibility to continue to receive a College-sponsored scholarship, grant, and/or work
  4. placing an informational notice in the student's permanent file
  5. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.
- E. letter of enrollment block:** a letter stating that the student may not reenter UACCB without prior approval through the Vice Chancellor for Enrollment Management and Student Services if enrollment has been blocked for a previous disciplinary problem.
- F. letter of reprimand:** a written admonition of a student for actions unbecoming to the College community.
- G. work hours:** hours that a student may be required to work in a specified area of service to the College.
- H. restrictions:** the withdrawal of specified privileges for a definite period of time.
- I. restitution:** a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.
- J. monetary fines:** a fine assessed by the College which is placed on the sanctioned student's account.
- K. educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term "educational sanctions" specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the Judicial Subcommittee of the Student Affairs Committee or staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.

## Interim Suspension

In certain circumstances, the Vice Chancellor for Enrollment Management and Student Services may impose a College suspension prior to the hearing before a judicial body. The interim suspension shall become immediately effective without prior notice.

Interim suspension may be imposed only:

- b) to ensure the safety and wellbeing of members of the College community or preservation of College property;
- c) to ensure the student's own physical or emotional safety and well-being; or
- d) if the student poses a definite threat of disruption of or interference with the normal operations of the College.

During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice Chancellor for Enrollment Management and Student Services may determine to be appropriate.

## Judicial Subcommittee of the Student Affairs Committee Hearing

The circumstance, which results in a hearing before the Judicial Subcommittee of the Student Affairs Committee, is the referral by the Vice Chancellor for Enrollment Management & Student Services of a situation involving disciplinary action or upon the request of the student involved.

Points involved in such hearings are classified as:

- (1) issues of fact (Did a certain incident occur? Was the student involved in the incident?),



- (2) issues related to the nature or character of the incident (Was it an accidental, careless, or intentional action? Was it spontaneous, or premeditated? Were there justifiable reasons or extenuating circumstances?),
- (3) issues of degree or extent (Was it minor, moderate, or major?), and
- (4) issues of jurisdiction (Does the administration have jurisdiction over the incident and the persons involved?).

The purpose of the hearing is to allow the committee to judge whether a violation of regulations of student conduct has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by the College to provide students with institutional due process and to provide an atmosphere in which students can both learn and practice rules and procedures of responsible social conduct.

When a hearing is requested, the Vice Chancellor for Enrollment Management and Student Services shall make arrangements for the hearing and shall notify the student of the time, date, and place of the hearing. Unless the student requests otherwise, the hearing will be closed except to participants. The student shall notify the Vice Chancellor for Enrollment Management and Student Services in advance of the hearing if the student desires the hearing to be public.

At the hearing, the student is entitled to be present with a College advisor of his/her choice to testify on his or her own behalf, to present witnesses, to ask questions of witnesses who appear, and to examine all evidence presented to the Committee. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held.

A tape recording shall be made of the hearing and shall be kept by the Vice Chancellor for Enrollment Management and Student Services for one year. The chairperson of the Judicial Subcommittee of the Student Affairs Committee shall preside over the hearing and shall rule on the admissibility of evidence, which may include hearsay, and on all other questions regarding the conduct of the hearing.

The appropriate hearing procedure is for the Vice Chancellor for Enrollment Management and Student Services or the Vice Chancellor's designee to present a narration of the facts in the situation and specify any action they have recommended. The student then specifies the precise point at issue (the issue of fact, character, extent, or jurisdiction which occasions this hearing).

After the point at issue is specified, the student services staff presents its position. Staff may present whatever relevant evidence, testimony, explanation, or argument it feels appropriate. After presentation of the student services' position, the student may present whatever relevant evidence, testimony, explanation, or argument the student feels appropriate.

Members of the Judicial Subcommittee of the Student Affairs Committee may ask questions to clarify issues at whatever point they feel necessary; however, such questions should not interrupt a speaker during the presentation unless the questions are essential. All participants may ask questions after the initial presentations are made.

After all relevant matters have been placed before the Committee; it shall deliberate in closed session and render a decision. In the decision, the committee may:

- affirm the original finding and sanction;
- affirm the original finding, but lessen the sanction;
- affirm the original finding and increase the sanction; or
- reverse the original finding.

The chairperson of the committee shall forward to the Vice Chancellor for Enrollment Management and Student Services a written report of the decision. The Vice Chancellor for Enrollment Management and Student Services will report the decision of the hearing committee in a letter to the student and inform him or her of the right to appeal to the Chancellor on or before a specified date. If no written notice of appeal is received within the time specified and the Chancellor does not choose to review the proceedings, the action proposed shall be imposed and the disposition shall be considered final.

An ad hoc hearing board may be established by the Chancellor whenever the Judicial Subcommittee of the Student Affairs Committee is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members.

Appeal of the decision of the Judicial Subcommittee of the Student Affairs Committee may be made to the Chancellor by filing a Request for Appeal for with the Vice Chancellor for Enrollment Management and Student Services. The Request for Appeal shall be accompanied by a memorandum stating the grounds for believing the decision to be erroneous or unfair. An appeal of a disciplinary decision may be made only on justifiable grounds, including irregularity in proceedings, punishment inconsistent with the nature of the offenses, additional pertinent evidence not available for the original hearing, or a question of fact. The Chancellor may deny a request for an appeal if the student fails to show sufficient grounds for an appeal.

The Vice Chancellor for Enrollment Management and Student Services shall notify all parties in the case of the date, time, and place of appeal. The appeal proceedings will be confined to a reception of additional evidence to be offered and of other objections upon which the appeal is based. Following these presentations, the appeal hearing will close and the Chancellor will review the previous proceedings along with the additional evidence or objections. The Chancellor will then determine whether the disciplinary rights have been properly observed. In the decision, the Chancellor may:

- affirm the decision of the Judicial Subcommittee of the Student Affairs Committee, which shall be effective as of the date specified by the committee;
- affirm the decision of the Judicial Subcommittee of the Student Affairs Committee and reduce the sanction, which shall be effective as of the date specified by the Judicial Subcommittee of the Student Affairs Committee;
- affirm the decision of the Judicial Subcommittee of the Student Affairs Committee and increase the sanction, which shall be effective as of the date specified by the Judicial Subcommittee of the Student Affairs Committee;
- reverse the decision against the student;
- reverse the decision against the student and order a new hearing by the Judicial Subcommittee of the Student Affairs Committee;

The Vice Chancellor for Enrollment Management and Student Services will notify the student and proceed appropriately.

### **Role of the College Advisor in Disciplinary Hearings**

Service as a College advisor on behalf of a student appearing before the Student-Faculty Judicial Subcommittee of the Student Affairs Committee does not imply the presumption of either guilt or innocence of the student by the faculty member serving in such capacity. Such service merely recognizes the right of the student to have present with him during a period of potential emotional stress and mental anguish a person not under such pressures who may give him counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. The College advisor bears no responsibility for assuming the initiative in the student's defense.

When a faculty member serves as an advisor for a student appearing before the Student-Faculty Judicial Subcommittee of the Student Affairs Committee, no advance notice to the committee is necessary. However, both the student and the College advisor are welcome to discuss the committee procedures with the Vice Chancellor for Enrollment Management and Student Services in advance of the hearing. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held. Only the student, his College faculty advisor, and the student's witnesses are permitted to make presentations to the Student-Faculty Judicial Subcommittee of the Student Affairs Committee.

### **Failure to Appear**

If a student notified to appear before College administration, staff or the Judicial Subcommittee of the Student Affairs Committee fails to comply, and staff or the chairperson of the Judicial Subcommittee of the Student Affairs Committee, as the case may be, reasonably believes the failure to be inexcusable; the staff member or Judicial Subcommittee of the Student Affairs Committee will make a decision on the basis of information which is available, and shall impose the sanction considered appropriate. When it appears necessary to avoid undue hardship or to avoid injustice, the

Vice Chancellor for Enrollment Management and Student Services may extend the time to enable a student to respond to an accusation or prepare a defense.

## **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances that interfere with an individual's academic environment, or 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 Vice Chancellor for Enrollment Management and 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 Vice Chancellor for Enrollment Management and 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 Vice Chancellor for Enrollment Management and Student Services.
3. The Vice Chancellor for Enrollment Management and Student Services will review the investigator's findings, take appropriate action and notify the alleged victim of the decision.
4. 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 Vice Chancellor for Academics. The Vice Chancellor for Academics 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.

## **Telephone Calls and Messages for Students**

EMERGENCY calls will be forwarded to the receptionist. The receptionist will take a message and forward the information to the appropriate student services staff that will evaluate the nature of the call and take appropriate action 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, and 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 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
    - i. Sending of **abusive or otherwise objectionable messages** to others;
    - ii. **Sending of messages** that are likely to result in the loss of recipient's work or systems;
    - iii. Any type of use that would **cause congestion of the networks** or otherwise interfere with the work of others;
    - iv. Use the computer resources **for personal activities** not related to the mission of UACCB;
    - v. 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.
- o. Use or download **ANY** peer-to-peer (P2P) file sharing programs on UACCB computers or UACCB "network resources."

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

#### **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:

- The user has voluntarily made these activities accessible to the public.
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of the Institute or to protect the Institute from liability.
- There is reasonable cause to believe that the user has violated, or is violating, this policy.
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
- 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 Enrollment Management & 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 action (disciplinary action may also be taken through the Student Conduct Process):

**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.

**11. No foods or drinks are allowed in the computer laboratories.**

12. UACCB reserves the right to close laboratories or curtail use of computing facilities if the above policies and/or procedures are violated.

## **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 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. Directory information at UACCB is defined as name; address; telephone number; email address, photograph; major field of study; dates of attendance; degrees received; scholarships, honors and awards received; and participation in officially recognized activities;
- 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 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 Enrollment Management 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.

## **Bulletin boards, posters, notices, and other materials**

Notices, pamphlets, and other materials may be printed and distributed by recognized student organizations to further the purposes stated in their constitutions, subject to the following limitations:

### **Identification and Responsibility**

All notices must carry the name(s) of the organization(s) responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as members or officers of the organizations.

### **Libelous and Scurrilous Material**

The right to distribute notices and printed materials shall not extend to libelous, scurrilous, or personally defamatory statements. Neither shall the right extend to materials encouraging and promoting violations of the public laws and the public peace, or the regulations of the College.

### **Posting of Notices**

Posting of notices and bulletins must conform to College standards to prevent damage to campus facilities and for safety purposes.

1. Advertising or announcements may not be posted or painted on the exterior of any campus buildings, structures, sidewalks, or curbs.
2. Signs may not be affixed to any glass or doorway of any building.
3. Signs may not be affixed to any painted surfaces within the buildings.



4. Signs may not be nailed or wired to trees on the campus in any manner that would damage or mar the trees.
5. Signs by registered student organizations may be posted for two weeks only. All signs and material must be removed from the campus immediately following the event or within two week's time for non-event type signs.
6. Chalking on sidewalks is permitted. Organizations are responsible for removing the chalking the day following the event.

#### **Places for Posting Notices**

- Selected campus bulletin boards.
- Placed on tables.

#### **Distribution of Printed Materials**

Distribution must not invade classrooms, interfere with classes, or be done in a manner that adds to litter on the campus. No materials may be placed on vehicles parked on College property. Organizations proposing to distribute printed materials on the campus must obtain permission from the Vice Chancellor for Enrollment Management and Student Services. The purpose of this permission, with the requirements which accompany it, is to protect the appearance and the normal operations of the campus, not to restrict the free speech of students or student groups.

#### **Skating (inline, skateboards) Policy**

1. Roller skates, inline skates, and skateboards may be used by UACCB students or staff with current IDs from 6 p.m. until 10 p.m., Monday through Friday and on weekends. Skating is prohibited during the hours of 10 p.m. and 6 p.m., Monday through Friday.
2. At all times pedestrian traffic will have the right of way. At no time are roller skates or inline skates to be worn inside buildings on the UACCB campus.
3. Approved skating areas are sidewalks and parking lots
4. Skating is not to occur on handrails, walls, benches, and raised surfaces.
5. Any person engaging in any skating activity shall assume and shall be solely responsible for any property damage and/or any personal injury to himself or herself or to any third parties which arises out of any skating activity. This shall include, but is not limited to, any property damaged at the College.
6. Any person choosing to engage in any skating activity of any kind shall assume all risks associated with such activity.

#### **Smoking Policy**

**UACCB acknowledges and supports the findings of the surgeon general that tobacco use in any form, active and passive, is a significant health hazard.** UACCB further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a safe and healthy learning and working environment, UACCB has set the following 100 percent tobacco-free campus policy which was implemented on August 1, 2010. All colleges and universities in Arkansas were mandated to be smoke free by the Clean Air on Campus Act of 2009.

1. Smoking or use of other tobacco products is prohibited on all College grounds; UACCB-owned or leased properties, and campus-owned, leased or rented vehicles. This includes but is not limited to all college sidewalks, parking lots, landscaped areas and recreational areas; at lectures, conferences, meetings and social and cultural events held on school property or school grounds of UACCB. Smoking is also prohibited in the interior of all buildings located on the college property, and vehicles owned or operated by UACCB.
2. Smoking materials must be extinguished and disposed of prior to entering UACCB or exiting your vehicle. Improper disposal includes but is not limited to:
  - a. Spitting smokeless tobacco product
  - b. Littering (i.e., discarded cigarette butts, throwing cigarette butts out of windows)
  - c. Anything that creates fire hazards

3. This policy applies to all faculty, staff, students, clients, contractors and visitors. The policy is in effect during and after campus hours.
4. For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; and any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (orbs, sticks, strips, pellet, etc.).
5. The sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos) is prohibited in and on all college property and at all college-sponsored events, regardless of the vendor.
6. The free distribution or sampling of tobacco products and associated products is prohibited on all college-owned or leased property and at college-sponsored events, regardless of the venue.
7. Tobacco industry and related company sponsorship of campus events is prohibited.
8. UACCB does not accept any direct or indirect funding, gifts or anything else of value from tobacco companies.
9. Campus officials, staff or other persons representing the campus including campus organizations shall not accept money or gifts or enter into any arrangement, association or partnership with representatives of tobacco companies, including:
  - a. Sponsorship of campus events by organizations that promote tobacco use and/or allowing them to distribute free, reduced price or fully priced tobacco products (shirts, hats, etc) on campus.
10. All tobacco promotion, advertising, marketing and distribution are prohibited in and on UACCB campus property including college-run publications owned or operated by UACCB.
11. All students, faculty and staff share in the responsibility for adhering to and enforcing the policy. Violation of this policy is a violation of the Student Conduct Code and subjects violators to the full range of sanctions outlined in the Student Conduct section of the Student Handbook. Violations of this policy by employees will be dealt with by the supervising vice chancellor.

## **Solicitors**

Agents and solicitors are not permitted in campus facilities for the purpose of sales or demonstrations without written permission of either the Office of the Chancellor or the Office of the Vice Chancellor for Enrollment Management and Student Services.

## **Free Speech Area**

The area under the flag poles located on the south side of Independence Hall is designated as the area on the UACCB campus for limited public forums. This area is available on a first-come, first-served basis to individuals or organizations for free speech purposes without registration or reservation, 24 hours a day, seven days a week. No amplification equipment may be used and no structure(s) may be erected. All other areas of campus must be reserved following the established facilities use policy.

## **Awareness and Prevention Programs**

### **Drug and Alcohol Abuse Regulations**

UACCB regulations specify that the manufacture, use, possession, or sale of illegal drugs, controlled substances and alcohol beverages on or about campus or as part of any of its activities are in violation of College policy. Serious offenses which are subject to disciplinary or restricting action are: use, possession, sale, distribution, or manufacture of alcoholic beverages, marijuana, illegal drugs or controlled substances, except as prescribed by a registered medical doctor; arrest for violation of local, state, or federal drug law which adversely affects the student's suitability as a member of the College community, and violations of Arkansas or federal criminal statutes.

The disciplinary response by UACCB to violations of these policies may range from required enrollment in a drug and alcohol education course to expulsion from the College. Evidence of serious

offenses such as manufacture, sale, or distribution will be referred to state and/or federal law enforcement authorities.

### **Biennial Review of Policies and Programs**

UACCB conducts a biennial review of the program and policies to determine their effectiveness, implement changes to the program if they are needed, and ensures that the disciplinary sanctions are consistently enforced.

### **Health Risks in Using Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, especially when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

### **Health Risks Associated with Controlled Substances**

Many controlled substances have therapeutic value when used under controlled conditions such as when a physician prescribes a substance with certain dietary restrictions and, in many cases, hospitalization. However, when controlled substances are used outside these limits, very serious effects can result.

### **Penalties for Drug and Alcohol Abuse in Motor Vehicles**

The State of Arkansas has specific penalties for alcohol and drug abuse in connection with the operation of a motor vehicle. Specifically, Act 836 makes it unlawful and punishable for any individual under the age of twenty-one to operate or be in actual physical control of a motor vehicle while under the influence of an alcoholic beverage or similar intoxicant.

A person who drives a motor vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such an offense may include: suspension of license, probation, imprisonment, fines of no less than \$150, payment of an additional \$250 in court costs, public service work as deemed appropriate by the court, and a requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program or an alcoholism treatment program as approved by the Office on Alcohol and Drug Abuse Prevention. A blood alcohol level of 0.05 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .10 or more shall give rise to a presumption of intoxication.

For individuals under the age of 21 a blood alcohol level of one-fiftieth of one percent (0.02%), but less than one-tenth of one percent (0.10%), by weight of alcohol in the person's blood, it is unlawful and punishable to operate or be in actual physical control of a motor vehicle.

### **Penalties for Possession of Illegal Drugs and Substances**

There are both federal and Arkansas penalties for illegal possession of controlled substances and illegal drugs. Penalties frequently change; therefore, for updated information, check with your local law enforcement agencies.

**Drug Treatment Available**

There are groups, offices, agencies, and hospitals in the Batesville area that offer drug treatment and rehabilitation services and programs. Information about programs is available in the Office of Career & Disability Services. Additional resources can be located in the yellow pages of the telephone directory under the headings "Alcoholism Information and Treatment Centers" and "Drug Abuse and Addiction Information and Treatment."

**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 in the UACCB Annual Security Report which can be found on the UACCB web site and in the Office of the Vice Chancellor for Enrollment Management & Student Services.

**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.

# Academic Information

## Student Responsibility

**Each student is responsible for thoroughly reading the college Catalog and Student Handbook and becoming familiar with the policies, regulations, and procedures of UACCB.** Students should be aware that they are ultimately responsible for their actions, behavior, and academic progress.

## 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. **Unless the student drops prior to the refund date, the student is financially responsible for course(s) in which he or she registers.**

## Academic Clemency 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 academic clemency 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.

Academic clemency 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. Academic clemency removes the struggle associated with starting back to school with a poor GPA.

Students wishing to invoke the Academic Clemency Policy must complete the Request for Academic Clemency 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 academic clemency approval:

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

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

## 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 2.0 minimum cumulative GPA to be considered in satisfactory academic standing.

Students' progress will be evaluated at the end of each semester to determine if grade-point average requirements have been met. **Students must successfully complete basic skills courses earning a grade of "C" or better before progressing to the next course in the sequence.**

Some academic programs require a grade of "C" or better in order to progress in the program of study. Failure to maintain at least a grade of "C" or better in **each course** will result in dismissal from the program.

## Academic Probation

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

## Academic Suspension

Students who fail to attain a 2.0 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.

Students who transfer from another college on academic suspension must sit out one semester before attending UACCB.

## 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 2.0 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 final date for schedule changes without incurring any fees. No classes may be added or changed to another after the published deadline in the academic calendar without permission from the Vice Chancellor for Academics.

## 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 students' responsibility to be informed 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 at least 50% of a class by the 11<sup>th</sup> day of the semester may 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, TV stations and text messaging to inform students, faculty, staff and the community of these decisions. Students may sign up for UACCB Alerts which provides text messaging in the event of campus closings. The service is free; however, normal text message fees may apply. The service can be accessed through the UACCB website.

## **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). Students 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 Academics. 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." Students wanting to audit a course must complete the Request to Audit a Course form in the Director of Student Information/Registrar's office

## **Changes In Student Information**

Students are responsible for reporting via appropriate written documentation or WebAdvisor 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 financial aid refunds, 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 may be 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). 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.

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 Director of Student Development 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. Some scholarships require more than 12 credit hours to be eligible. A student may petition the Vice Chancellor for Academics 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 seven 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 or the Vice Chancellor for Academics.

## Credit for Courses

UACCB uses the credit hour as a standard unit of credit for college-level courses. A credit hour is defined as an institutionally established equivalency that reasonably approximates some minimum amount of student work reflective of the amount of work expected in a Carnegie unit. One semester credit hour = 15 weeks x (1 classroom hour + 2 out-of-class work hours). Classes that meet three hours per week, for example, carry three hours of credit per semester. 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:

- The student must complete the course in its entirety. Withdrawing from the course will not constitute a new letter grade or adjusted GPA.
- 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.
- The highest grade earned will be used to meet degree requirements.
- Financial aid will not pay for courses attempted more than twice.

## Grade Reports

Mid-term and final grades will be available electronically on WebAdvisor. Grade reports will not be mailed.

## 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
N	Did Not 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" is to be considered in calculating the cumulative GPA.

For a student who retakes courses, only the highest grade is calculated into the cumulative GPA and hours earned for the student. The first grade of the course will, however, still appear on the student's transcript.

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.

## 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
MW	Military Withdrawal	0
AW	Administrative Withdrawal	0

\*Must be declared no later than the first week of class and will 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 rationale 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 Academics. 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. **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 Director of Student Information/Registrar will record the appropriate grade.

**Administrative Withdrawal (AW):** An “AW” is a withdrawal from a course or the college initiated by faculty or an administrator.

## **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 Academics 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 Academics. 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 Academics and will be given the opportunity to be heard by an academic appeals committee before a sanction is imposed.

## **Academic Appeals**

A student who feels they have been treated inappropriately in an academic matter 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 Academics 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 Academics 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 Academics 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 Academics. The Vice Chancellor's decision is final.

A student appealing University of Arkansas online consortium courses follows the processes outlined by the University of Arkansas online consortium. See the Director of Distance Learning for details.

## Non-Traditional Credit

Students may establish credit in courses offered by UACCB by test-out, experience, or examination. Credit earned through non-traditional methods is limited to 30 credit hours.

**Test-out:** Students requesting recognition for a test-out must attempt the test-out 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, or certificates of proficiency requirements.

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. A 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 documented on his or her transcript. Credit will not be applied to the transcript until the student has completed a semester at UACCB.**

**By Experience:** Students may request credit for a college course through life experience. Students requesting such credit must submit sufficient documentation. The division chair should be contacted for specific details of the process. 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. Students must achieve the minimum acceptable score, as listed by the American Council on Education, to be awarded credit at UACCB. Students' transcripts 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.

A minimum score of 50 will be accepted for each CLEP Subject Exam. The College Composition Modular has an additional essay component. UACCB will award credit for the following CLEP examinations:

Subject Exams	UACCB Course
Freshman College Composition (if taken prior to July 1, 2010)	ENG1103 & 1203
College Composition Modular with essay	ENG 1103
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 & 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

## 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 Information/Registrar at UACCB. Students awarded 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:

AP Course	UACCB Course	Minimum Score
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	3
	HIS 2003 U.S. History I and HIST 2013 U.S. History II	4
Spanish	SPA 1003 Spanish I	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.

## Articulation Agreements

Agreements of articulation between UACCB and area high schools provide authorization to award "Advanced Standing Credit" for designated coursework. Students completing such coursework will have displayed a mastery of competencies equivalent to a corresponding college course(s). Specifically, the student will have earned a letter grade of "B" or better in the course(s) and have the recommendation of his/her high school instructor, coordinator or counselor. The high school faculty will assist the students in completing the "Application for Articulated Credit." The signed document(s) should be forwarded to the UACCB Director of Student Information/Registrar.

## Honors

### 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 Chancellor's List if they have earned 12 or more credit hours over the past academic year and earned a 4.00 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. 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 or digitally encrypted for electronic document transfer. The transcript will indicate degree or certificate earned, if any, and the GPA. Transcripts are available at no charge, but students are limited to five transcripts per request. Students have access to their unofficial transcript through WebAdvisor.

Transcripts are issued only at the specific written request of the student or appropriate institution and official with signed release from the student or electronic submission via WebAdvisor. 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 *will not* 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

Students wishing to drop courses must initiate the process through their advisor. Students can obtain a drop form from their advisor or the Office of Student Information/Registrar. In order to complete the transaction, the drop form must be signed by the student, instructor and the advisor; the student must pay the appropriate fee, if applicable; 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 until 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 by the Last Date to Withdraw from the college**. Students should initiate this process by contacting the Office of the Registrar. The student will not be officially withdrawn until the completed form has been received in the Office of the Registrar. There is no fee for complete student withdrawal.

Students cannot withdraw from a course in which a final grade has been submitted.

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 Information/Registrar.

**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 meet with their advisor to verify all degree requirements are pending completion. Advisors will submit a Degree Audit Evaluation to the Registrar's Office by the due date (see calendar). In certain situations the advisor may, with the approval of the Vice Chancellor for Academics or his/her designee, allow limited substitution among program requirements. This action must be documented by submitting an approved Substitution/Elective form or Waiver (Allied Health Programs only). **It is the responsibility of the student to have submitted transcripts necessary to receive transfer credit and to have completed the process to transcript credit by exam or experience prior to submission of these forms.** Through completion of this process, the Registrar's Office is notified of the student's intent to graduate.

Any Degree Audit Evaluations 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.**

UACCB holds one commencement exercise each academic year which is indicated on the college academic calendar. A commencement application must be completed by the second Friday of February for any graduating student wishing to participate in commencement. Diplomas are mailed to students after the semester in which all college requirements are satisfactorily completed.

**NOTE: Students who do not complete degree requirements at the end of the semester indicated on the evaluation must have their advisor submit a new evaluation to the Registrar's Office if requirements will be met in future semesters.**

## Graduation Requirements

Graduation requirements for students seeking a degree or certificate include:

1. Successfully complete all academic coursework, including mandated developmental coursework, with a minimum cumulative grade-point average of 2.0. Certificate of Proficiency candidates must successfully complete all program requirements with a minimum program GPA of 2.0.
2. Successful completion of the required number of credits and specified courses required.
3. Completion of two semesters (minimum of 24 credit hours) as a student at UACCB in order to earn an Associate Degree (Associate of Arts, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science), or completion of the last 15 semester credit hours of the program requirements at UACCB for a Technical Certificate, or completion of all semester credit hours of the program requirements at UACCB for a Certificate of Proficiency.
4. Satisfaction of all financial responsibilities 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 Academics to graduate under a different catalog dated after their initial enrollment. Students

may not graduate under a catalog dated before their initial enrollment. Students may petition the Vice Chancellor for Academics for permission to extend the maximum time period allowed for their graduation. This petition will be approved only in exceptional circumstances.

Transfer students seeking a UACCB degree must adhere to the graduation requirements.

- **Associate of Applied Science Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Associate of Arts Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Associate of Science Degree** - A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Technical Certificate** - A student must complete a minimum of the last 15 credit hours of certificate requirements at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
- **Certificate of Proficiency** - A student must complete all semester credit hours of the certificate as a regular student at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

The student may submit course descriptions and/or syllabi of transfer courses if there is any question concerning the acceptance of credits. The college reserves the right to revise any credit awards upon the receipt of additional information.

## **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 once a Commencement Application is completed in the Registrar's Office. The Commencement Application must be completed by the second Friday of February for the academic year. Diplomas are mailed to students after the semester in which they satisfactorily complete all college requirements. Summer graduates' diplomas will be ordered after the last summer term has ended.

# Tuition and Fees

## Tuition and Fee Payment

Students may not attend classes until they have paid tuition and fees in full, requested a deferment if eligible for a Title IV financial aid program, or made alternate payment arrangements with the Business Office. Registered students must have tuition and fees paid in full by the payment deadline or have financial aid eligibility established. All other charges, such as payment for lost instructional materials and charges for overdue or lost materials checked out of the Library, must be made prior to graduation, re-enrollment, or the release of transcripts. Personal checks are accepted for payment of accounts. Students may also use VISA, MasterCard or Discover Card to pay tuition, fees, and books. An online payment option is available through WebAdvisor. **If payment arrangements are not made prior to the due date, late payment fees may apply.** Auditing a course(s) requires official admission to the college.

A student's residency status for tuition purposes is determined at the time of admission according to the policy established by the University of Arkansas Board of Trustees. **"In-district" residents are legal residents of Independence County. The student shall be admitted to UACCB as "in-state" for fee purposes if, at the time of admission they have established a bona fide domicile in Arkansas and have resided continuously in this state in that bona fide domiciliary status for at least six consecutive months prior to the beginning of the term or semester for which fees are paid.**

### Tuition:

In-District Residents*	\$ 63.00 per credit hour	Out-of-District Residents	\$75.00 per credit hour
Out-of-State Residents	\$140.00 per credit hour	Online Courses	\$95.00 per credit hour

\*Legal residents of Independence County.

### Required Fees:

Assessment Fee	\$ 5.00 per semester	Transcript Fee	\$ 5.00 per semester
Academic Support Fee	\$ 6.00 per credit hour	Safety Fee	\$ 2.00 per credit hour
Activities/Auxiliary/Facilities Fee	\$ 7.00 per credit hour	Technology Fee	\$ 6.00 per credit hour

### Optional and Program Specific Fees:

Academic Clemency Fee	\$ 15.00
ASSET/COMPASS Fee	\$ 15.00 per test
Aviation Maintenance – General Aviation	\$ 2,400.00 per semester
Aviation Maintenance – Powerplant	\$ 1,850.00 per semester
Aviation Maintenance – Airframe	\$ 1,850.00 per semester
Basic Skills Lab Fee**	\$ 5.00 per course
Certified Nurse Assistant/Health Skills	\$ 30.00
CLEP Fee	\$ 95.00 per test
Credit by Examination Testing Fee	\$ 25.00
Credit by Examination Transcribing Fee	\$ 25.00 per credit hour
Deferred Payment Plan Fee	\$ 25.00 per semester
Diploma Replacement Fee	\$ 15.00
Drop Fee	\$ 10.00 per course
Early Childhood Fee	\$ 50.00 per course
EMT-Basic Fee	\$ 90.00 per semester
EMT-Paramedic Fee	\$ 75.00 per semester
General Nursing Fee	\$ 285.00 per semester
ID Replacement Fee	\$ 10.00
Industrial Technology Fee	\$ 40.00 per course
Late Payment Fee	\$ 30.00
Nursing Entrance Test Fee	\$ 50.00
Returned Check Fee	\$ 25.00
Science Lab Fee	\$ 35.00 per lab
Welding Fee	\$ 60.00 per course



**NOTE: All Nursing and Allied Health fees include costs of student's professional liability and accident insurance, assessment tests and use of expendable supplies.**

**\*\*End of course exam for students taking Reading Improvement, Basic Writing and Intermediate Algebra**

## **Refunds – Tuition and Fees**

### **Withdrawal from Courses / Fall or Spring Terms**

Any student who officially withdraws from the college during a fall or spring semester shall be entitled to a refund as follows:

#### **Tuition and Fees**

- |   |           |
|---|-----------|
| 1. Up to and including the fifth class day of the term              | 100%      |
| 2. From the sixth class day through the tenth class day of the term | 50%       |
| 3. The eleventh class day of the term and after                     | No Refund |

### **Dropping a Course(s) / Fall or Spring Terms**

Any student who drops one or more courses and continues to be enrolled in the college during a fall or spring semester shall be entitled to individual course refunds as follows:

#### **Tuition and Fees**

- |  |           |
|--|-----------|
| 1. Up to and including the fifth day of the term | 100%      |
| 2. The sixth class day of the term and after     | No Refund |

### **Withdrawal & Dropping Courses / Summer or Special Terms**

Any student who drops a course or officially withdraws from the college during a summer semester or special term shall be entitled to a refund as follows (**online courses follow the same refund period as on-campus classes**):

- |  |      |
|--|------|
| 1. One to four week courses:                               |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the first class day of the term    | 100% |
| (c) No adjustments after the first class day of the term   |      |
| 2. Five or six week courses:                               |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the second class day of the term   | 100% |
| (c) The third through the fifth class day of the term      | 50%  |
| (d) No adjustments after the fifth class day of the term   |      |
| 3. Seven to nine week courses:                             |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the third class day of the term    | 100% |
| (c) The fourth through the seventh class day of the term   | 50%  |
| (d) No adjustments after the seventh class day of the term |      |
| 4. Ten or twelve week courses:                             |      |
| (a) Prior to the start of classes                          | 100% |
| (b) Up to and including the fifth class day of the term    | 100% |
| (c) The sixth through the tenth class days of the term     | 50%  |
| (d) No adjustments after the tenth class day of the term   |      |

The college refund policy is subject to change if required by federal regulation or the UA Board of Trustees. Appeals of the refund policy must be submitted in writing to the UACCB Administrative Cabinet.

Members of the military who receive orders which transfer them out of the area for a prolonged period or members of the National Guard or Reserves who are called to active duty, when such transfer interferes with class attendance, may request a full refund of tuition at any time during the semester. Documentation of orders for transfer must be provided prior to refund being granted. The college has a proration refund policy for students receiving VA benefits. Students receiving VA benefits must request that the prorated refund policy be used for tuition reimbursement.

NOTE: The college will follow the refund policy for “five or six week sessions” when the summer or special term is more than four weeks but less than five weeks. **NOTE: Class days are identified on the academic calendar.**

**Failure to attend class does not constitute withdrawal. The appropriate withdrawal process must be followed. Failure to withdraw from classes appropriately may result in owing the college and/or federal government repayment of federal funds.**

### **REFUNDS – Bookstore**

Any student who officially withdraws or drops a class at the college during a fall or spring semester shall be entitled to a refund at the Bookstore as follows:

Up to and including the tenth class day of the term	100%
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Students need to furnish a receipt from the purchase of the book and a student ID when returning a book. The book must be in the same condition as purchased.

Any student who officially withdraws or drops a class at the college during a summer semester or special term shall be entitled to a refund at the Bookstore following the same procedure guidelines as established for withdrawal or dropping a course.

### **Cash for Books**

If any student misses the refund deadline, the Bookstore will have “Buy Backs” at the end of each semester. The book buy back affords students the opportunity to turn their used books into cash. The Bookstore, through a book wholesaler, may buy college books back for resale in the college bookstore or for secondary market resale.

### **Tuition Waiver Policy**

Tuition Waivers for **credit classes** may be granted for course work at UACCB. Proper documentation must be submitted to qualify for the waiver. The following students are eligible for tuition waivers:

- ❖ **Senior Citizen Waivers** – Tuition for students age 60 and older is waived. Individuals under this policy must pay all miscellaneous fees that may be required. Enrollment with the senior citizen waiver is limited to a “space available” basis. Tuition waivers **do not** apply to online courses.
- ❖ **Children of policemen and firemen killed or permanently disabled in the line of duty** – Children of policemen or firemen killed or permanently disabled in the line of duty in Arkansas are eligible for waivers of tuition. Benefits are limited to duration of four years or until the age of 25, whichever comes first. Tuition waivers **do not** apply to online courses.
- ❖ **Full-time employees and their dependents** – Tuition remission for full-time employees of the University of Arkansas Community College at Batesville and members of their immediate family may be granted in accordance with UA Board Policy 440.1 and Administrative Memorandum 445.1. “Immediate family” is defined as spouses and dependent children. Dependency must meet the definition of dependency established by the current year Internal Revenue Service regulations.

- ❖ **State police officers and their dependents (Act 291 of 2007)** - Tuition remission for certain police officers and their dependents in accordance with Act 291 of the 86<sup>th</sup> General Assembly of the State of Arkansas is as follows: Covered police officers include: any employee of the Department of Arkansas State Police who holds the rank of state trooper or a higher rank.; any highway police officer who is an employee of the Arkansas Highway Police Division of the Arkansas State Highway and Transportation Department; any officer of the State Capitol Police; or any wildlife officer of the Arkansas State Game and Fish Commission, all of whom have been employed by these agencies for ten (10) or more years. This does not include civilian employees or a person temporarily employed as a covered police officer due to an emergency situation. Dependent means any natural child, stepchild or adopted child of a covered police officer and any individual of whom a covered police officer is the legal guardian. Allowance of tuition waivers is dependent upon the decision of the covered police officer's employer and is subject to guidelines as set forth by the employer.

## INDEX

- Academic Advising, 5
- Academic Appeals, 43
- Academic Clemency Policy, 38
- Academic Dishonesty, 43
- Academic Information, 38
- Academic Probation, 39
- Academic Suspension, 39
- Accreditation and Program Approvals, 4
- Alcohol, 35
- Application for Graduation, 47
- Attendance, 40
- Awareness and Prevention Programs, 35
- Bulletin boards, posters, notices, and other materials, 33
- Campus Computer Labs, 14
- Campus Security, 16
- Career & Disability Services, 6
- Career Pathways, 5
- Constitution Day, 37
- Course Load, 41
- Discipline Procedures, 23
- Dropping a Class, 46
- Expulsion, 35
- Family Educational Rights and Privacy Act Policy, 31
- Financial Aid, 8
- Free Speech Area, 35
- General Education Philosophy, 3
- General Information, 2
- Grades and Grade Points, 41
- Graduation Requirements, 47
- History, 2
- Honors, 45
- Identification Numbers and ID Cards, 14
- Inclement Weather Policy, 40
- Mission Statement, 3
- New Student Orientation, 5
- Non-Discrimination Policy, 5
- REFUNDS – Bookstore, 51
- Refunds – Tuition and Fees, 50
- Registration, 38
- Repeating Courses, 41
- Roy Row, Sr., and Imogene Row Johns Library and Academic Building, 15
- Satisfactory Academic Progress Policy, 12
- Sexual Harassment, 27
- Skating (inline, skateboards) Policy, 33
- Smoking Policy, 34
- Solicitors, 35
- Student Activities and Organizations, 16
- Student and Academic Support Services, 5
- Student Conduct Code, 21
- Student Organization Directory, 19
- Student Right to Know, 16
- Student Rules and Rights, 20
- Telephone Calls and Messages for Students, 28
- Testing / Disability Services, 7
- Transcripts, 46
- TRiO Student Support Services, 8
- Tuition and Fees, 49
- Tuition Waiver Policy, 51
- Tutoring Services, 8
- UACCB Bookstore, 14
- Use of Technology Resources, 28
- Vehicle Registration/Parking, 15
- Withdrawal from the College, 47