



UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE

2023-24 Secondary Career Center Student Handbook

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VISION

Vision

To provide students with the skills and knowledge required to be successful in the workforce.

Mission

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.

PROGRAM INFORMATION

Admission

High school students in grades 10-12 are eligible for enrollment in the SCC. Prospective students are required to meet with his or her high school counselor and submit an application for consideration. Applications will be accepted based upon high school administration/counselor recommendations, grade point average, and attendance history. A grade point average of 2.0 or higher is required.

Enrollment

Students must submit a secondary career center application and concurrent enrollment form provided by the student's high school counselor. Official high school transcripts and college placement test scores must be submitted with the application and enrollment forms. Upon admission, students will be registered for courses through UACCB's High School Liaison.

College Placement Test Scores

Certificate of Proficiencies do not require college-level English and math. Technical Certificates, with the exception of CNA and EMT, require college-level English and Math. Minimum placement scores must be met as indicated in the chart below.

Subject	ACT	ACT Aspire	Next Generation Accuplacer
Reading	15	422	220
Math	12	426	200
English	16	421	237

Costs of SCC Programs

All books, tuition, and services are provided free of charge to students enrolled in the SCC. Materials required for classes, such as books and uniforms, are checked-out to students each semester. If these materials are not returned by the last day of each semester, the student will be charged for the materials.

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. Local high schools may, at their discretion, choose not to send their students to UACCB in the event of inclement weather.

Title IX Policies

The University of Arkansas Community College at Batesville does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The College's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the College's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both. For UACCB's complete Operating Procedure on Title IX, visit [410-3-uacccb-title-ix-policy-82178.pdf](https://uacccb-title-ix-policy-82178.pdf).

Academic Information

Academic Catalog

A comprehensive guide to all programs, policies and services available at UACCB can be found in the Academic Catalog at <https://course-catalog.uacccb.edu/>.

Change in Program

Students are assigned schedules at the beginning of each semester. Those who wish to change a program of study must contact his/her high school counselor within the first ten (10) days of the semester. A written request outlining reasons for withdrawal or changes must include signatures from the high school counselor or principal and the student. All requests should be submitted to the UACCB Director of Secondary Career Center for final approval.

Concurrent Enrollment

Courses taken through the SCC are UACCB college courses. Enrollment in these courses provides students the opportunity to obtain high school and college credit hours simultaneously.

Grading System

The following grading system will be used to evaluate student performance in the Secondary Career Center:

A-	90% - 100%
B-	80% - 89%
C-	70% - 79%
D-	60% - 69%
F-	59% - Below

Grading System

Grade Description		Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failure	0

Academic Standing

Students who maintain a minimum Grade Point Average (GPA) of 2.0 and complete each course with a grade of “C” or higher will be considered in good standing. Students who fail to meet these requirements will not be eligible for readmission.

Dropping or Withdrawing from Classes

The process for withdrawing from a course can be found at

<https://www.uaccb.edu/images/uploads/20230726/585-1-processforstudentcoursedropandwithdrawal-16468.pdf>

Incomplete Grade Policy

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. Students may request an Incomplete grade status by working with their advisor and faculty member to complete and submit the Request for Incomplete Grade form

A student receiving an “I” must meet with the instructor of record and develop a timeline and significant milestones/achievements to complete the course requirements. Requests for Incomplete Grade must be submitted as per the [UACCB Campus Procedure 591.0 Request for Incomplete Grade](#).

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 Registrar will change the “I” designation to a grade of “F” if a grade is not assigned by the end of the following semester.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. UACCB students have specific, protected rights regarding the release of such records, and FERPA requires that UACCB adhere strictly to these guidelines. Questions concerning the Family Education Rights and Privacy Act should be referred to the Registrar or the Vice Chancellor for Student Affairs. All information and details regarding FERPA policy can be found by visiting <https://www.uaccb.edu/pages/main/237/policies-and-procedures> under “Student Affairs.”

A *Release of Information Form* is provided in the UACCB enrollment paperwork packet. This form gives the SCC Director permission to discuss attendance, performance, class activities and/or other information with the Guidance Counselor, Principal and Records Keeper/Registrar. Students may also list other individuals such as parents, grandparents, or guardians with whom they give the same permission. The form can be found in the Appendix of this handbook with all other required documents.

Access (Disability) Services

Information on Access Services can be found at [Access \(Disability\) Services | University of Arkansas Community College | Batesville, AR \(uaccb.edu\)](https://www.uaccb.edu/access-services).

Student Policies

Identification Cards

Identification cards are issued to all students during orientation and registration. Newly admitted students may also obtain their student ID card in the Admissions Office 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 Admissions Office. 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 complete policy can be found by visiting [Student Rules and Rights | University of Arkansas Community College | Batesville, AR \(uaccb.edu\)](https://www.uaccb.edu/student-rules-and-rights).

Student Code of 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. All information and details regarding Student Code of Conduct can be found by visiting <https://www.uaccb.edu/pages/main/237/policies-and-procedures> under "Student Affairs."

Discipline Process

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 ranging from counseling to dismissal.

UACCB 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 of UACCB.

The Vice Chancellor for Student Affairs 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 Student Affairs 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.

For the complete procedure on disciplinary actions the college may take, please visit <https://course-catalog.uaccb.edu/student-rules-and-rights>.

Drug and Alcohol Awareness

SCC students should be aware of the extremely dangerous health risks associated with the use of drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by the SCC. UACCB is a tobacco free campus. Students are prohibited from smoking or using smokeless tobacco while on campus. This policy includes the use of e-cigarettes, vapes and any other smoking products.

Students found in violation of the UACCB Secondary Career Center drug and alcohol policy will be subject to immediate suspension and/or dismissal. Prosecution by local, state and federal authorities is possible. UACCB Secondary Career Center adheres to Public Law 101-226 as mandated by the U.S. Department of Education governing drug and alcohol possession and distribution.

Student Grievance Procedure

A student who feels they have been treated inappropriately in an academic matter should follow the student grievance procedure outlined in the Course Catalog under Academic Appeals.

Arkansas Department of Higher Education (ADHE) requires the certified institution to make a decision on the student grievance following the institution's public policy. Inquiries into student grievances must be limited to AHECB certified (under Arkansas Code §6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification.

Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Division of Higher Education, 423 Main Street, Suite 400, Little Rock, AR 72201. The ADHE Student Grievance Form can be found at <https://adhe.edu/students-parents/student-grievance-form>.

The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within

10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

Transportation

Transportation for UACCB students is provided by school districts. Rules and regulations regarding transportation vary from each district, but students are encouraged to contact their high school counselor, principal, or SCC Director/Coordinator for more information.

Computer/Internet Use Policy

UACCB's Use of Technology Resources policy is intended to allow for the proper use of all UACCB computer and network resources, effective protection of individual users, equitable access, and proper management of those resources. The policy can be found at [UACCB Operating Procedure](#).

Attendance

Attendance is recorded daily and reported to the respective high school. 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 with the instructor regarding all absences. Excessive absences, as defined by the instructor and described in the syllabus for each class, may be penalized, including failure of the course. Policies of making up work missed as results of absence are at the discretion of the instructor and are also detailed in the course syllabus. It is the student's responsibility to know 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 11th day of the semester may be dropped from that course.

Accidents

SCC is not responsible for accidents or injuries that occur on campus or during school related activities. When an accident or injury of any kind occurs, the Health Services nurse and the center director should be notified immediately. Transportation for and cost of medical treatment are the responsibility of the student and/or student's parent/guardian. NPC Career Academy does not provide insurance coverage for students.

Other Relevant Information

The Secondary Career Center (SCC) is operated by UACCB and all SCC students fall under the rules and regulations that govern the College. Items not addressed in this handbook will be referred to the College Catalog and/or policies and procedures manual for decisions.