

# REGULATIONS AND PROCEDURES

**All students must give prompt attention to communications from faculty and staff members of the University. Most communications will be sent through the United States mail or to your official Tech e-mail address.**

## Academic Dishonesty

In addition to taking reasonable steps to discourage cheating, the faculty must accept a responsibility to clarify and interpret for the students matters of dishonesty, such as cheating or plagiarism.

If an occurrence of academic dishonesty is detected, the instructor should refer to the "Student Academic Conduct Policies" outlined in both the *Student Handbook* and the *Faculty Handbook* for the appropriate procedures. The policies also outline procedures to appeal a charge of academic dishonesty if the student feels the charge was inappropriate.

## Academic Misconduct

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct which concerns the student's classroom behavior. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

If an occurrence of academic misconduct is detected, the instructor should refer to "Student Academic Conduct Policies" outlined in both the *Student Handbook* and the *Faculty Handbook* for the appropriate procedures. The policies also outline procedures to appeal a charge of academic misconduct if the student feels the charge was inappropriate.

Involvement in such activities as conspiracy or breaking and entering is to be reported to the Vice President for Student Services for appropriate action through regular University disciplinary channels.

## Academic Probation

Students will be placed on academic probation whenever their semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher.

Freshmen students who in a probationary semester fail to remove themselves will continue on probation for the following semester. Sophomore, junior, and senior students who in a probationary semester fail to remove themselves but achieve a 1.75 semester grade point will continue on probation for the following semester unless the academic suspension policy applies.

## Academic Suspension

Suspension will be automatic for sophomore, junior and senior students who in a probationary semester fail to achieve a 1.75 semester grade point; or who fail to remove themselves from probation within three successive full semesters. Students may combine summer term grades at Arkansas Tech with those of the spring semester immediately preceding in order to establish eligibility for retention in college.

Suspension means that the student will not be allowed to attend Arkansas Tech the succeeding regular semester; after one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating circumstances which would justify earlier readmission must appeal to the Vice President of Academic Affairs for a hearing with the Admissions Council. Students who meet the semester/year stipulation must file a request for readmission with the Registrar's Office.

Students on academic suspension who wish to transfer to Arkansas Tech must meet the eligibility standards for readmission to the last college/university attended before being considered for admission to Tech.

The deadline for adding courses or changing courses or sections is given in the University calendar; thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the 11th class day and through the thirteenth week of a fall or spring semester will be recorded as "W." Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to the Registrar's Office after obtaining the formal approval of their academic advisor. Failure to complete this procedure can result in a grade of "F" being entered on the student's record. A fee of \$10 will be charged except for changes made for the convenience of the University. *Please note: A student accumulating an excessive number of absences in a course may be dropped from the course by the instructor with a grade of "F\*"*.

## Adding/Dropping Courses

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a "space available" basis. Students auditing courses are subjected to the same regulations as other students with regard to registration and attendance, but they do not take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete official drop/withdrawal procedures stated in this section of the catalog.

## Auditing Courses

Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "F\*." A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended.

## Class Absence

A student can expect to spend 2-3 hours outside the class (for studying, homework, preparation, etc.) for each hour in the class. This means that a student can expect to spend 24-36 hours in studying for a 12 semester credit hour load. It is therefore recommended that a full-time student enroll in no more than 18 hours per semester (7 hours per summer session). Students working full-time are encouraged to take no more than 12 hours per semester. Students readmitted after academic suspension cannot take more than 12 hours per semester (3 hours per summer session). Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

## Class Load Policy

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the dean of the school of the student's major.

Students who enroll above the maximum loads without securing permission from the dean will be dropped from their classes. To be considered for a course overload, the student must submit a petition to the dean and should meet the following criteria:

## Course Overload

1. Have a 3.25 minimum grade point average in the preceding two summer sessions (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or

2. Be in good academic standing in the school if in the last semester before graduation.

The maximum overload permitted in any school by an approved petition is a load totaling 24 hours for a fall or spring semester, nine hours in summer session I or II, and 15 hours for any combination of summer enrollments. Overloads over 21 hours will be subject to review by the Office of Academic Affairs.

### **Class Standing**

Students with fewer than 30 semester hours are classified as freshmen, students with 30 through 59 semester hours as sophomores, students with 60 through 89 hours as juniors, and students with at least 90 hours as seniors.

### **Clemency**

In accordance with Act 1000 of 1991, a student who has not attended Arkansas Tech University for a period of at least three years may apply to have the grades and credits for one or more consecutive terms or semesters earned prior to the three year separation removed from his/her grade point average. Any undergraduate student who has previously attended Arkansas Tech University may qualify to request academic clemency providing the following criteria are met.

After re-entering Tech following a separation of at least three years, a student may request academic clemency at the Office of the Registrar for approval by the Vice President for Academic Affairs. The student must specify the term or consecutive terms for which academic clemency is desired. Any petition for academic clemency must be requested and granted prior to the beginning of the second semester of enrollment after returning to Tech. Academic clemency may be granted only one time and is irreversible. If the request is approved, Academic Clemency will cover all credits earned during the term or terms for which academic clemency is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date.

For purposes of degree requirements, a student who received academic clemency must follow the provisions of the catalog in effect at the time of re-enrollment.

Academic clemency does not restore eligibility for student financial aid, scholarships or athletic eligibility.

### **Conduct**

Arkansas Tech University expects its students to obey all the policies of the university and all federal, state and local laws. Each student, as a member of the Tech community, assumes an obligation to obey all rules and regulations made by properly constituted authorities. Failure to comply can result in disciplinary actions which may include disciplinary probation, suspension for a stated period of time, or expulsion which is permanent forced withdrawal. Conduct for which a student is subject to disciplinary action is published in the Student Handbook available in the Office of Student Services and in other official publications of Tech.

### **Dean's List**

Undergraduate students whose grade point at the end of each semester is 3.50 or better, based on a minimum of 12 semester hours of work, will be placed on the Dean's list for outstanding scholarship. Recognition will be accorded these students through appropriate news media.

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of education records containing information directly related to a presently enrolled student, a former student, or alumni. Arkansas Tech University uses the FERPA requirements as the basis for maintaining the confidentiality of student records.

A request to suppress from public distribution the above mentioned information must be made in writing annually, to the Vice President for Student Services, no later than September 15 of the academic year for which the information is being made public. This request will remain in effect until rescinded in writing by the student. Further information may be obtained from the Student Services Office.

Final grades are reported to the Registrar's Office at the end of the semester. Midterm grades are reported for freshmen only. A final grade of "I" may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will complete an "Incomplete Grade Contract", setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade point purposes.

## Grading

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

Please refer to the section entitled "Graduation Requirements" for information pertaining to degree audit, application for graduation, payment of graduation fees, and other graduation requirements.

## Graduation

For registration during the period stated in the University Calendar as late registration, a fee of \$25 is charged.

## Late Registration

Students may repeat courses they have taken at Arkansas Tech University for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University and (2) subject to the following provisions. For repeated 1000- and 2000-level courses, only the grade from the last attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. For repeated 3000- and 4000-level courses, all grades for repeated courses are calculated into the student's cumulative grade point and all attempts of the repeated course are recorded on the student's academic record. Students must notify the Office of the Registrar upon completion of a repeated course for appropriate adjustments to their cumulative grade point. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

## Repeated Courses

Student academic records are maintained in the Office of the Registrar. Unofficial copies of academic records are available for guidance purposes to students and their advisors. All student records are maintained in compliance with the standards and guidelines of The Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

## Student Records

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body and classified personnel to register motor vehicles which they own or operate on the Tech campus or on lands controlled by the University. All registrants shall abide by all traffic and parking regulations as outlined by a printed pamphlet available in the Doc Bryan Student Services Building or at the Department of Public Safety office.

## Traffic Regulations

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring or summer semesters at the Department of Public Safety located at 1511 North Boulder. All faculty, staff and students **must** present a current Tech ID card before a permit will be issued. All vehicles on Tech campus are required to register and display a current parking permit. Parameters for the operation and parking of motor vehicles may be viewed on the campus map available at the Department of Public Safety. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Permits are valid from August 15th one year through August 15th of the next year. After securing a permit at the Department of Public Safety, charges are assessed to the student's account at the Office of Student Accounts. Faculty and staff are required to prepay and bring their receipt along with their ID when picking up their permit. Permits must be displayed by hanging in the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the university. Only one permit per individual can be purchased unless the prior permit was lost or stolen. The reported lost or stolen permit will be invalid. There is no refund for permit cost. The registration fee, penalties and fines are published in the ATU parking map.

Temporary permits are available at the Department of Public Safety for faculty, staff and students who have misplaced their permits. These permits are provided at no cost and are valid for a maximum of seven days.

### Withdrawals

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires reporting to the Office of the Registrar. Students who withdraw without following this required procedure will have their grades recorded as "F." If a student withdraws officially, the procedure for recording grades is identical with that for dropping an individual course, as described in this section under the heading "Adding/Dropping Courses." If a student withdraws from school during the final two weeks of a semester, the Vice President for Academic Affairs may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

### University Policy

While every effort will be made to conform to catalog announcements, the University reserves the right to adapt its program as may be necessary.