

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.

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.

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.

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.

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 contact the Registrar's Office for assistance in arranging an appeal hearing with the appropriate college dean. Students who meet the semester/year stipulation must file a request for readmission with the Registrar's Office.

Academic Dishonesty

Academic Misconduct

Academic Probation

Academic Suspension

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.

Adding/Dropping Courses

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 "FE."*

Auditing 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.

Class Absence

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 "FE." A student who is dropped from three courses in a semester for unsatisfactory class attendance may be immediately suspended.

Class Load Policy

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.

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 college of the student's major.

Course Overload

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:

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 college if in the last semester before graduation.

The maximum overload permitted in any college 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.

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.

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.

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.

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.

The Family Educational Rights and Privacy Act (FERPA) affords student's certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students

Class Standing

Clemency

Conduct

Dean's List

Family Educational Rights and Privacy Act

of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that the student's education records that the student believes are inaccurate or misleading be amended.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or internship agreement); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arkansas Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

"Directory information" at Arkansas Tech University consists of the student's name, address, telephone listing, electronic mail address, dates of attendance¹, major field of study, enrollment status (e.g. undergraduate or graduate), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

This information may be made available upon request to members of the general public. If a student on the Russellville campus wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, she/he should notify the Vice President for Students Services at (479) 968-0238.

If a student on the Ozark campus wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, she/he should notify the Chief Student Officer at (479) 508-3310.

¹Dates of attendance means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

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 set a reasonable time limit within the following semester in which the work must be completed. 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.

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.

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

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. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

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.

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.

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

Grading

Graduation

Late Registration

Repeated Courses

Student Records

Traffic Regulations

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.