

# GENERAL INFORMATION

Arkansas Tech University, Ozark Campus is located along Arkansas Highway 23 North in Ozark, Arkansas. The city of Ozark, with a population of approximately 3,500 is located on the banks of the Arkansas River and is surrounded to the north and south, respectively, by the Ozark and Ouachita National Forests. Located to the west of Ozark is the city of Fort Smith, a commercial and industrial center for western Arkansas. To Ozark's northwest are the cities of Fayetteville, Springdale, Rogers and Bentonville, collectively known as some of the fastest growing commercial centers in the state. Russellville, home to Arkansas Tech University's main campus and an area of vigorous industrial development, is located to the southeast of Ozark on Interstate 40.

Arkansas Tech University, Ozark Campus began in 1965 as Arkansas Valley Vocational Technical School. In September of 1975 the Arkansas State Board of Education/Vocational Education granted accreditation to AVVTS making it the first school of its kind in the state to receive that distinction. Another first for the school was accreditation by the North Central Association of Colleges and School in March, 1986. AVVTS became Arkansas Valley Technical Institute in 1991. Then on July 1, 2003, AVTI merged with Arkansas Tech University to become Arkansas Tech University, Ozark Campus.

Arkansas Tech University, Ozark Campus, in partnership with the community, will provide a quality educational environment which will enable all students to learn the skills and acquire the knowledge necessary for them to become contribution members in the workforce and in society.

In carrying out its mission, Arkansas Tech University, Ozark Campus offers programs of study leading to technical certificates in the following areas:

Air Conditioning/Refrigeration, Applied Laboratory Technology, Automotive Service Technology, Business Technology, Collision Repair Technology, Computer Information Systems, Cosmetology, Electronics Technology, Paramedic/Emergency Medical Services, Practical Nursing and Welding Technology.

Arkansas Tech University, Ozark Campus is located on Highway 23 in Ozark approximately five miles south of Interstate 40. The campus consists of approximately 26 acres. The main building houses both classrooms and administrative offices. Other buildings on campus are: Heating and Air Conditioning, Electronics, Collegiate Center (Business Department), Health Building (EMT/Paramedic/Nursing) and Workforce Education (Business/Industry and Adult Education). All buildings are handicapped accessible. Emergency evacuation routes and procedures are posted. Fire extinguishers are located throughout each building and are maintained on an approved schedule. The cleaning and maintenance of all buildings and property is under the direction of the Physical Plant supervisor. Both interior and exterior

## **The Campus**

## **History**

## **Mission Statement**

## **Programs of Study**

## **Physical Plant**

# ADMISSION

Admission to Arkansas Tech University, Ozark Campus is open to any qualified individual subject to the admission requirements listed below. However, Arkansas Tech University, Ozark Campus reserves the right to reject the application of any individual whose records do not satisfy the requirements. Every student must file an initial application for admission. Applications and additional information about Arkansas Tech University, Ozark Campus are available from the Office of Student Services, Arkansas Tech University, Ozark Campus, Highway 23 North, Ozark, Arkansas, 72949.

Students may apply on-line from the Arkansas Tech web site at <http://www.atu.edu/> or Email for additional information via [ozarkadmit@atu.edu](mailto:ozarkadmit@atu.edu).

Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Affirmative Action Officer serves as the coordinator for these federal programs. The Affirmative Action Office is located in Dean 110, Arkansas Tech University, Russellville, AR 72801, and can be contacted by calling (479) 968-0234. TDD users call (479) 964-0536, or FAX (479) 968-0205.

All students born after January 1, 1957, must furnish proof of immunity against measles and rubella to the Office of Student Services prior to enrollment in classes.

Residual college entrance exams, taken on other college campuses, will not be accepted for admissions.

## **COMPASS (Computerized- Adaptive Placement Assessment and Support System)**

Entering students are required to provide Arkansas Tech University, Ozark Campus with Computerized-Adaptive Placement Assessment and Support System (COMPASS) scores for purposes of admission and academic placement. Entering students, who have been out of an educational setting for three or more years and who have not taken COMPASS prior to arrival at Arkansas Tech University, Ozark Campus, are encouraged to take the COMPASS. COMPASS is administered on the computer and consists of three tests: writing, math, and reading. Arkansas Tech University, Ozark Campus will not accept COMPASS score reports from other campuses. Assessment scores that are more than five years old will not be accepted. Please contact the Arkansas Tech University, Ozark Campus Office of Student Services for COMPASS information at (479) 667-2117.

## **Procedure for Scheduling Courses**

Detailed procedures for registration/preregistration are contained each semester in the schedule of courses. Prior to enrollment, students, in consultation with an academic advisor in their major field of study, prepare a class schedule and officially register for classes and pay fees.

# FEES AND EXPENSES

## General

Students enrolling at Arkansas Tech University, Ozark Campus are assessed tuition and fees to cover the costs of instruction and other student services common to a school setting. Additionally, certain courses requiring individual instruction or special facilities carry fees which are listed with the course description.

Students enrolling for twelve or more semester hours of technical courses for the fall or spring semester are considered full-time and are charged tuition as listed below. Students enrolling for fewer than twelve semester hours for the fall or spring semester are assessed tuition for each course at the appropriate credit-hour rate.

Students enrolled for the fall or spring semester (6 or more credit hours) are assessed a \$15 student activity fee and a \$5 transcript fee.

All fees and charges to students are set by Arkansas Tech University's Board of Trustees. Every attempt is made to establish charges in time to appear in the catalog; however, when this is not possible, estimated charges are shown. **Arkansas Tech University, Ozark Campus reserves the right to change fees and charges at any time if conditions necessitate or permit the change.**

### Fees and Charges

Prices quoted are rates currently in place for the 2004 - 2005 academic year. All rates are subject to change as necessary.

|  |                      |
|--|----------------------|
| Full-time (12 or more credit hours)<br>Fall and Spring semesters | \$420                |
| Full-time Summer Terms (6 or more<br>credit hours)               | \$210                |
| Part-time (Less than 12 hours)                                   | \$35 per credit hour |
| Activity fee (6 or more credit hours)<br>Fall/Spring             | \$15                 |
| Replacement of ID cards  | \$25                 |
| Transcript fee   | \$5                  |

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of Student Services, located in the Administration building. Financial settlement, which consists of tuition and fees may be made by personal payment or **authorized** financial aid (loans, scholarships, grants, third parties, etc.). Visa, Master Card, and Discover credit cards are accepted for all charges. Registration is not complete until all financial obligations have been met satisfactorily. Failure to make financial settlement may result in cancellation of the class schedule.

The student identification number is assigned as the student's account number for billing purposes. An alternate nine digit number will be assigned as the student identification number upon written request to the Office of Student Services. Monthly billing statements are payable upon receipt. Invoices for preregistration are mailed approximately thirty days prior to the first day of class. Students must return the top portion of the preregistration invoice along with applicable payment by the due date to confirm enrollment.

Students with delinquent accounts are not eligible for transcripts, recommendations, advance registration, or readmission to any term. Collection fees for outstanding debts owed to Arkansas Tech University, Ozark Campus may be assessed to the student.

Arkansas Tech University, Ozark Campus reserves the right to amend or add to the regulations of the institution, including those concerning charges and methods of payment, and to make such changes applicable to students enrolled in the school, as well as to new students.

## Payment of Accounts

## **Reduction of Fees and Charges**

Students officially withdrawing from the school by the end of the fifth day of the semester in a summer term, as listed in the "Academic Calendar" on page iv, will receive an 80 percent reduction of tuition for courses which they are enrolled in at time of withdrawal. No reduction will be made after the fifth day of the summer semester. No reduction in fees will be made beginning with the first day of class of the summer term.

## **Reduction of Tuition for Official Withdrawal**

Students registering for the fall or spring semester but officially withdrawing from Arkansas Tech University, Ozark Campus by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to Federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Family Education Loan Programs, Federal Perkins Loan Program, Federal PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a cash payment of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Student Services.

The student will be ineligible for any further Federal financial aid until the required payments are made.

## **Reduction of Tuition/ Fees for Dropping to Fewer Hours**

Students dropping to fewer hours before the end of the fifth day of the semester in a summer term as listed in the "Academic Calendar" on page iv, will receive an 80 percent reduction for the courses which are dropped. No reduction in tuition will be made after the fifth day of the semester. No reduction in fees will be made once the summer session begins.

Students who are enrolled full-time for the fall or spring semester but drop to fewer than twelve semester hours by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of the difference between the appropriate per-credit-hour amount and the tuition for full-time status. Thereafter, students dropping to fewer than twelve semester hours before the end of the twenty-fifth day of the semester will receive an 80 percent reduction of the difference between the appropriate per-credit-hour amount and the tuition for full-time status. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

Students enrolled in fewer than twelve hours for the fall or spring semester who drop courses by the end of the second day of the semester, as listed in the "Academic Calendar" on page iv, will receive a 100 percent reduction of tuition for the courses dropped. Thereafter, students enrolled in fewer than twelve hours who drop courses before the end of the twenty-fifth day of the semester will receive an 80 percent reduction of the difference between the appropriate per-credit-hour amount and the tuition for courses in which they are enrolled at the time of change. No reduction will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the second day of the semester.

# STUDENT SERVICES OPERATIONS

The primary purpose of student financial aid at Arkansas Tech University, Ozark Campus is to provide assistance to students who, without aid, would be unable to attend college. Financial assistance consists of scholarships, grants, loans, and part-time employment, which may be offered to students singularly or in various combinations, depending upon the degree of need. In determining the extent of a student's need, the school must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student. Aid awards by the school are considered supplementary to the efforts of the student's family in assisting their children with educational expenses. All awards are administered by the Financial Aid Office in accordance with the school's equal educational opportunity policy. Application forms for all types of aid may be obtained from the Financial Aid Office.

A student's cost of attendance (also called the financial aid budget) is the total of required tuition and fees and allowances for books and supplies, travel and personal expenses. Since the most recent federal regulations allow the cost of a computer to be added to the cost of attendance one time during the post-secondary career of a student, the cost of a computer and related accessories up to \$1,500 purchased no earlier than four months prior to enrollment will be added to the student's cost of attendance budget upon receipt of documentation of a computer purchase. This will be a one time adjustment with the costs being spread over the school year. No further adjustments will be made for upgrades or additional software at any time during the student's career. Other adjustments to the cost of attendance allowed by federal regulations include purchase of equipment required by all students in the same course of study, and reasonable expenses incurred related to a student's disability. These adjustments may result in additional financial aid if the student was not already receiving the maximum amount of every type of aid for which they were eligible. For more information, contact the Financial Aid Office: (479) 667-2117.

This policy applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Perkins Loan, the Federal Supplemental Educational Opportunity Grant, the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan, the Federal Parent Loan for Undergraduate Students and the Arkansas Student Assistance Grant Programs.

The standards will be applied automatically and without favor or prejudice, with progress being checked at the end of each fall and spring semester.

Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned into the Financial Aid Office within thirty-days of the notification of non-compliance.

No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the course(s).

Students must meet all conditions of the policy. Noncompliance with any section will result in loss of aid.

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment even if they do re-enroll with the approval of the Admissions Council.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

## **Student Financial Aid**

## **Cost of Attendance**

## **Academic Standards for Students Receiving Financial Aid Through Federal Funded Programs**

## **Institutional Academic Suspension**

## Satisfactory Academic Progress

All students receiving financial aid must complete at least 75% of all courses in which they have enrolled in while attending the institution.

Once a student fall below 75% the student is placed on financial aid probation. The student is allowed to receive financial aid for this period. However, the student must pass at least 75% of his or her next (current) semester course load, the financial aid will be suspended.

Students must complete requirements for a certificate within 150% of normal time. The actual number of hours attempted is the number of hours in which the student is enrolled in after the "drop and add" period. Courses that are repeated will be considered as hours attempted.

## Required Grade Point Average

When the cumulative grade point average (GPA) of the student who has earned six or more hours fall below a "C" average (2.0), the student will be placed on financial aid probation.

Students on financial aid probation who achieve a GPA of a 2.0 or higher in a given semester and their cumulative GPA continues to be below the scale will be allowed to receive financial aid the next semester, but will remain on financial probation. If a student doesn't make academic progress for two semesters in a row, his/her financial aid will be suspended.

## Withdrawals

A student receiving aid may completely withdraw **one semester only** and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters while on financial aid, the student will not receive aid for their next period of enrollment. The next period of enrollment hours must be equivalent to the number of hours enrolled during the withdrawal semester. (Example: If a student withdraws a second time while enrolled in 12 hours, the student would have to pay for 12 hours before becoming eligible to receive financial aid.)

## Application for Federal Student Aid

General – Students use the Free Application for Federal Student Aid and list Tech as one of the schools to receive information.

Priority Deadline – To receive equal consideration, a student must have a complete application on file by April 15. All remaining funds will be awarded on a first-come, first-serve basis until depleted. **Note: All requested information must be returned to the Financial Aid Office by July 15 to ensure aid availability at the beginning of the fall semester.**

## Federal Pell Grant

The Federal Pell Grant provides direct grants from the government to the undergraduate student for educational expenses. Since this is a grant program, the student does not have to repay the amounts received, unless the semester for which a grant is received is not completed.

Under current guidelines, only students who have never received a bachelor's degree are eligible for the Pell Grant. The university does not determine whether a student is financially eligible. The amount of the grant given to an individual student is based on a schedule provided to the university by the government. No eligible student will be denied a grant.

## Federal Supplemental Educational Opportunity Grant Program

The purpose of the Supplemental Educational Opportunity Grant Program is to provide the means for a college education to qualified students of exceptional need. Each grant is awarded according to federal guidelines.

## **Student Employment**

When funds are available the school uses student employees when practicable, but students are not encouraged to work to an extent which would hinder their scholastic program.

Employment assignments are made under both the Federal College Work-Study Program and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, successfully pass minimum load requirements, satisfy grade point requirements, maintain satisfactory employer-employee relations and have conduct and personal appearance that reflect credit to the student and Arkansas Tech University, Ozark Campus.

The annual loan limit is \$3,000.

The repayment period and the interest do not begin until six months after the student completes studies. The loan bears interest at the rate of five percent per year and repayment of principal may be extended over a ten-year period. Arkansas Tech University approves and makes the loans and is responsible for collections. Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a halftime academic load. Under certain conditions, a part or all of the loan may be canceled if the student enters the teaching profession.

Federal regulations require a delayed disbursement of thirty days for all first-year, first-time undergraduate student borrowers in any Federal Family Education loan program. Additionally, all student borrowers must be enrolled in a minimum of

The Federal Stafford Student Loan program authorizes loans up to \$2,625 per year for first-year undergraduates, and all certificate students. Under this program a student must financially qualify for the loan which is borrowed from a bank or other financial institution. The loan has a variable interest rate with a 8.25 percent cap.

Repayment of principal and interest ordinarily begins six months after the student leaves school or ceases to be at least a halftime student. The amount of the monthly payments will be based on the total amount borrowed.

The Federal Unsubsidized Stafford Loan has the same loan limits, deferments, and interest rate as the Stafford Loan. However, the student does not have to be financially eligible for the loan and must either pay the interest while in school or have it capitalized for repayment with the loan principal. The total borrowed in regular Stafford and Unsubsidized Stafford Loans may not exceed the student's yearly maximum as shown above.

Parents of students who do not qualify for the Federal Stafford Loan may borrow annually the amount of the student's cost of education minus other aid for each child who is enrolled at least halftime and is a dependent undergraduate student. PLUS is limited to parents who do not have an adverse credit history, and late payments on outstanding obligations are not to be considered as having adverse credit history. The interest rate is variable with a cap of nine percent, with the borrower beginning payment within sixty days of loan disbursement. All loan checks will be written as copayable to the parent and the educational institution.

Independent students may borrow up to \$4,000 per year for the first two years of undergraduate study and \$5,000 per year thereafter with an undergraduate maximum of \$23,000. Graduate students may borrow up to \$10,000 per year with a combined undergraduate and graduate total of \$73,000. Borrowers do not have to show need but do have to apply for financial aid and may have to undergo a credit analysis. The interest rate is variable with a cap of 8.25 percent. Interest must be paid beginning sixty days after disbursement of the loan unless the lender agrees to defer it.

## **Federal Perkins Loans**

## **Federal Family Education Loans**

## **Federal Stafford Student Loans**

## **Unsubsidized Federal Stafford Loans**

## **Federal Plus Loans**

## **Additional Federal Unsubsidized Stafford Loan**

## **Workforce Investment Act**

This program is designed to provide training for unemployed or underemployed persons if definite employment opportunities are available in a training field. Financial assistance may cover tuition, books, fee/supplies, and transportation. A student wanting to make application for WIA assistance should call or write to a local employment office or career development center.

## **State Student Assistance Grant**

This Grant provides scholarships to aid undergraduate students in need of financial assistance. To be eligible for a grant from the Arkansas Student Assistance Grant Program a person must:

1. Apply for and meet the eligibility requirements to receive a Federal Pell Grant.
2. Be an Arkansas resident. A dependent student is a resident only when his/her parents reside within the state and are classified as residents who pay taxes, vote, have Arkansas licenses, etc. Self-supporting students must have established a legal home of permanent character in Arkansas other than for attendance in school and resided here for six consecutive months prior to the application deadline date.
3. Must be attending as a full-time student. For purposes of Student Assistance eligibility, a "full-time" student must be pursuing 12 semester credit or equivalent clock hours.
4. Satisfactorily meet the qualifications of satisfactory academic progress as established by the local institution.

## **Veterans Benefits**

Arkansas Tech University, Ozark Campus is approved by the State Approving Agency for Veterans as a school (college, university, etc.) whereby veterans and dependents of deceased or disabled veterans may obtain subsistence while working toward a degree. Eligible students should contact Office of Student Services to obtain information regarding school attendance under the following program: Title 38, Chapter 30, Montgomery GI Bill for Veterans; Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP); Title 38, Chapter 35, Survivors and Dependents Education; and Title 10, Chapter 106, Montgomery GI Bill for Selective Reserves.

All students must be working toward a technical certificate and should follow the curriculum outline for their objectives, since only specific courses may be applied toward VA certification and graduation. Veterans may be given placement credit for prior military training. Office of Student Services is available to assist students concerning VA benefits. Office of Student Services is located in the Administration building.

Enrollment certification will not be sent to the Department of Veteran's Affairs until transcripts are on file and the person applying for veteran's benefits has been admitted

## **American Indian Center**

This program is designed to provide training for qualified individuals. To receive financial assistance students need an American Indian card and appropriate documentation. If you think you might qualify for this program, contact the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

## **Arkansas Human Development Corporation**

The purpose of this program is to provide educational assistance to qualified students under AHDC's farm workers program. The program may pay tuition, fees, books, supplies, and a weekly allowance to the trainee. To be eligible, a student must have derived 51% of his/her gross income from the past year from farm-related employment or be a dependent of a farm worker who derived 51% of his or her gross income from farm work. The AHDC representative will make the determination as to

## **Rehabilitation Program**

This program may pay for the eligible student's tuition, fees, books, and supplies. To receive financial assistance under this program, a student must have a physical or mental disability that has been diagnosed as a handicap, have a financial need, and be approved by the area rehabilitation counselor. A student wanting to make application for rehabilitation assistance should call or write to a local rehabilitation office.

Students with eligible expenses may qualify for a Hope Scholarship Credit or Lifetime Learning Tax Credit. IRS form W-9S must be completed and filed in the Arkansas Tech University, Ozark Campus' Business Office to receive credit. Tuition is the only eligible expense which may be claimed by a qualified taxpayer.

## **Hope and Lifetime Learning Credits**

Arkansas Tech University, Ozark Campus offers several activities and organizations for its students. There are few members of the student body who do not take part in one or more of these activities.

## **Activities and Organizations**

Practical Nursing Students belong to the Arkansas Licensed Practical Nursing Association and the National Association of Licensed Practical Nurse. The activities of the Arkansas LPN Association are an integral part of the instructional program that provides occupational skills as well as leadership skills.

## **Arkansas LPN Association**

The Arkansas LPN Association provides workshops and speakers on current nursing needs and skills.

The students are assisted in developing their skills and ability that will lead to successful employment in the nursing profession.

Phi Beta Lambda (PBL) is the national organization of students enrolled in programs of business education or computer information systems on the post-secondary level. The organization, composed of more than 450 chapters, operates as a liaison between instructors, state supervisors, school administrators, and members of the business community.

## **Phi Beta Lambda**

The activities of PBL provide opportunities for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; foster patriotism; and practice efficient money management.

Skills USA (VICA) is active at all state post-secondary schools. Membership in these clubs is open to students, former students, and other persons interested in the various career fields represented.

## **Skills USA**

The purpose of these VICA clubs is to help the student develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs' members and advisors. The activities may include events between post-secondary schools and between students, such as parliamentary procedure contests between schools, troubleshooting contests for Automotive Service Technology students, etc.

Each club elects officers from its membership to serve as follows: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

A Student Council will be formed each school year composed of the presidents of each program at Arkansas Tech University, Ozark Campus. This group will be representing the student body during school activities. They will also be responsible for planning student activities throughout the year. The Student Council is also responsible for selecting the outstanding student of the year at Arkansas Tech University, Ozark Campus. This student will be given the Bob Adams Outstanding Student Award at graduation each year.

## **Student Council**

# REGULATIONS AND PROCEDURES

All students must give prompt attention to communications from faculty and staff members of Arkansas Tech University, Ozark Campus. 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. This includes the manner of interacting with the professor and the other students in the class. Examples of academic misconduct include, but are not limited to, unnecessary interruptions in class, being chronically late to class, verbal or nonverbal harassment and threats in relation to classes.

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 Chief Student Officer for appropriate action through regular school disciplinary channels.

## **Academic Suspension**

Students are subject to academic suspension if their first semester grade point average falls below 1.5. Suspended students may not enroll for the next semester without the permission of the Chief Student Officer. Permission to enroll must be requested in writing through the Office of Student Services.

## **Adding/Dropping Courses**

The deadline for adding courses or changing courses or sections is given in the school 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 Office of Student Services 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 school. 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". Courses dropped subsequent to this time will be recorded as "F" (see "Academic Calendar" on page

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

It is 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 Chief Student Officer.

Students who enroll above the maximum loads without securing permission from the Chief Student Officer will be dropped from their classes. To be considered for a course overload, the student must submit a petition to the Chief Student Officer 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 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 Student Services.

Arkansas Tech University, Ozark Campus expects its students to obey all the policies of the school and all federal, state and local laws. Each student, as a member of the Arkansas Tech University, Ozark Campus 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.

Students whose grade point at the end of each semester is 4.00 based on a minimum of 12 semester hours of work, will be placed on the Chancellor's Roll for outstanding scholarship. 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 Honor Roll. Recognition will be accorded these students through appropriate news media.

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.

## **Class Load Policy**

## **Course Overload**

## **Conduct**

## **Honor Rolls**

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

## **Grading**

Midterm and final grades are reported to the Office of Student Services. 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.

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 Chief Academic Officer.

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D,

## **Graduation**

Please refer to the section entitled "Graduation Requirements" for information pertaining to graduation requirements.

## **Late Registration**

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

## **Student Records**

Student academic records are maintained in Office of Student Services. 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.

## **Traffic Regulations**

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 Office of Student Services.

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring or summer semesters at Office of Student Services. All faculty, staff and students must present a current Arkansas Tech University, Ozark Campus ID card before a parking permit will be issued. All vehicles on 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 Office of Student Services. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Parking permits are valid from August 15th one year through August 15th of the next year. After securing a parking permit at the Office of Student Services, charges are assessed to the student's account at the Office of Student Services. Parking permits must be displayed by placing in the rear window on the drivers side so the number can be read through the rear windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. Parking 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 school. Only one parking permit per individual can be issued.

## 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 Student Services. 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 Chief Student Officer may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

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

## School Policy



# GRADUATION REQUIREMENTS

## **Financial Obligation Commencement Participation**

A commencement fee is included with the Student Activity fee. If the student fails to complete all graduation requirements, an additional graduation fee will be assessed for the next semester or term in which graduation is planned.

Students will participate in the commencement ceremony held at the end of the fall or spring semester during which they complete all course requirements.

Participation in commencement is required of all graduates except in cases involving hardship. The student may officially petition the Chief Student Officer for the certificate to be awarded in absentia.

Students who do not have a minimum grade point of 2.00 in the major and overall will not be eligible to participate in the commencement ceremony.

Academic regalia shall be worn by the student during the graduation ceremony. The academic regalia will consist only of the cap and gown. No decorations, writings, necklaces, braids, pins, cords, medallions or other items shall be worn or placed on the academic regalia.

Certificates are mailed to graduates following commencement.

## **Internships**

Arkansas Tech University, Ozark Campus endorses the internship approach to learning and has adopted school-wide guidelines. This approach can help students understand the reality of certain careers and supplement academic instruction with practical, realistic implementation in a work environment. Academic credit can be earned for internships in several programs. Please see individual programs for availability of specific credit.