

# 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 on 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 was established in 1965 as Arkansas Valley Vocational Technical School (AVVTS). 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. Arkansas Valley Vocational School became Arkansas Valley Technical Institute in 1991. On July 1, 2003, Arkansas Valley Technical Institute 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 contributing members in the workforce and in society.

In carrying out its mission, Arkansas Tech University – Ozark Campus offers programs of study leading to Associate of Applied Science degrees in the following areas:

- Associate of Applied Science in Allied Health
  - Paramedic/Emergency Medical Services
  - Practical Nursing
- Associate of Applied Science in Business Technology
  - Business
  - Business Medical
- Associate of Applied Science in General Technology
  - Air Conditioning and Refrigeration
  - Applied Laboratory
  - Automotive Service
  - Collision Repair
  - Computer Information Systems
  - Cosmetic Science
  - Electronics
    - Automation Maintenance
    - Computer Technology
  - Welding

Programs of Study leading to technical certificates are offered in the following areas:

- Air Conditioning and Refrigeration
- Applied Laboratory Technology
- Automation Maintenance Technology
- Automotive Service Technology
- Business Technology
  - Business Technology
  - Business Technology Medical Transcription
- Collision Repair Technology

## The Campus

## History

## Mission Statement

## Programs of Study

Computer Information Systems  
Cosmetology  
Electronics Technology  
Paramedic/Emergency Medical Services  
Practical Nursing  
Welding Technology

## **Physical Plant**

The physical plant of Arkansas Tech University - Ozark Campus includes five buildings on approximately 26 acres. The main building houses classrooms, administrative offices and Workforce Education (Business/Industry and Adult Education). Other buildings on campus are: Heating and Air Conditioning, Electronics, Collegiate Center (Business Department) and Health Building (EMT/Paramedic/Nursing). All buildings are handicapped accessible. The cleaning and maintenance of all buildings and property is under the direction of the Physical Plant supervisor.

# 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, P.O. Box 506, Ozark, Arkansas, 72949.

Students may download an application from the Arkansas Tech University - Ozark Campus web site at <http://atuoc.atu.edu/> or email for additional information via [ozarkadmit@atu.edu](mailto:ozarkadmit@atu.edu).

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator can be contacted by calling (479) 667-2117.

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

Entering students must comply with the following admission requirements and placement standards. This includes students who enter with college credit earned prior to high school graduation, during summer following high school graduation, or by advanced placement.

Residual college entrance exams, taken only on an Arkansas Tech University campus will be accepted for admissions.

1. Completion of secondary school graduation requirements evidenced by submission of official secondary school transcript showing completion of the curriculum required for graduation to include class rank, date of graduation, and a minimum of 2.0 grade point. Entering students who participate in the GED must have a minimum standard score of 450 and provide a score report.
2. Participation in the American College Testing (ACT)<sup>1</sup> program, Scholastic Aptitude Test (SAT-1)<sup>2</sup>, or COMPASS exam showing a minimum of 13 on the ACT or equivalent on other tests. NOTE: Entering freshmen taking the SAT-1 must also take the Test of Standard Written English (TSWE)<sup>3</sup> for placement in English.

<sup>1</sup> American College Testing Program's ACT Assessment Test

<sup>2</sup> College Board's Scholastic Aptitude Test

<sup>3</sup> College Board's Test of Standard Written English

In accordance with Arkansas Code of 1987 Annotated, paragraph 6-61-110, first-time entering students (including students who entered college the summer of 1995 or thereafter and students who enter with advanced standing) must meet the following placement standards prior to enrollment in college-level mathematics or English composition courses.

**Mathematics** – Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of SAT-1, may enroll in college-level mathematics courses. For students who take the COMPASS, those scoring a 41 or above on the mathematics section may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (precollege level) mathematics program, demonstrating achievement at least as sophisticated as intermediate algebra, in order to be placed in college-level mathematics courses.

**English Composition** – Students scoring 19 or above on the English section of the ACT or 460 or above on the verbal section of SAT-I may enroll in college-level English courses. For students who take the COMPASS, those scoring 75 or above on the writing section may enroll in college-level English courses. Students not meeting the standard must successfully complete a developmental program.

## Admission Requirements

## Placement Standards

**Reading** – Students scoring 19 or above on the reading section of the ACT, 460 or above on the verbal section of SAT-1 will be considered to have met minimal reading skill requirements. For students who take the COMPASS, those scoring 60 or above on the reading section will be considered to have met minimal reading skill requirements. English composition may be taken concurrent with or subsequent to any required developmental reading program.

## **Former Students**

Students who have interrupted their attendance at Arkansas Tech University - Ozark Campus will usually be automatically readmitted if the academic record for the last semester of college work is satisfactory. However, another application for admission must be filed by students who have not attended Arkansas Tech during the past year and by students who have attended another college since attending Arkansas Tech University - Ozark Campus.

### **Degree Completion for Returning Students**

Technical course work taken after July 1, 2003 will be considered for application toward a degree, contingent upon the grade requirements for the major as well as overall GPA.

Technical course work taken prior to July 1, 2003 will be considered at the recommendation of program faculty.

## **Transfer Students**

Transfer students making application for admission to Arkansas Tech University - Ozark Campus must submit official transcripts from all colleges/universities where they have been officially registered. Students seeking transfer of credit from other institutions may be asked to provide a catalog or course description from the transfer institution.

Students with fewer than 24 semester hours of earned college-level credit must also submit a high school transcript and must request current transferable ACT or SAT scores be sent to the University. ACT or SAT scores will not be required if the English and mathematics general education requirements have been satisfied with grades of "C" or better. In the event that receipt of a student's transcript is unavoidably delayed, as may frequently occur at midyear, a transfer student may be admitted provisionally pending receipt of the transcript, but the University reserves the right to require immediate withdrawal if the previous record does not meet admission requirements.

## **Transfer Credit**

Credit from colleges and universities not accredited by one of the six regional accreditation associations may not be accepted for college level transfer credit. Courses with grades below a "C" are not transferable. Course work from other properly accredited Technical schools may be accepted for vocational transfer credit at the recommendation of program faculty and approval of Chief Student Officer.

### **Degree Completion for Transfer Students**

To earn a degree, student must complete at least 50% of technical course work at Arkansas Tech University – Ozark Campus.

Course work will only be eligible for transfer with a grade of "C" or better. Transfer credit will not count toward the overall GPA.

## **Conditional Admission**

Students who do not meet standard admission requirements will have the opportunity to be conditionally admitted on academic probation. Freshman eligibility will be based on ACT and GPA at time of application. Transfer students who do not meet standard admission requirements may be considered for admission through a written appeal to the Office of Student Services. Students granted conditional admission will be admitted on academic probation.

## **Non-Degree Admission**

Arkansas Tech University - Ozark Campus serves the general public by allowing individuals to enroll in classes for professional development and self-fulfillment without meeting regular admission requirements. The student admitted under this policy, who later chooses to pursue a degree, must reapply for admission as a degree seeking student and meet standard admission policies. A maximum of 27 credit hours earned as a nondegree seeking student may be applied to a degree program. Financial Aid benefits may not be granted to students admitted as non-degree seeking. For more information, call the Office of Student Services at (479) 667-3433

## High School University Admissions

Arkansas Tech University - Ozark Campus welcomes the opportunity to serve area schools by complementing their programs with special opportunities for students to enroll for courses and earn credit by attending Arkansas Tech University - Ozark Campus during summer sessions or by attending on a part-time basis during the regular academic year, concurrent with enrollment in secondary school. In accordance with the Arkansas Code of 1987 Annotated, paragraph 6-18-223, makes provisions whereby a student who is enrolled in a public school in Arkansas and who has completed the eighth grade is eligible to enroll at Arkansas Tech University - Ozark Campus upon approval of the appropriate public school official, provided the student does not need developmental courses in mathematics, English or reading and has a cumulative high school grade point average of 3.00 or greater on a 4.0 scale.

Upon completion of a course(s), students may choose whether or not to have course(s) and grade(s) recorded for college credit must notify the Office of Student Services in writing within thirty days of the end of the term or semester. Students must reapply each term or semester they attend. The course(s) agreed upon by the student and their high school must also be approved for each term or semester attended by the Chief Student Officer.

Entering students are required to provide Arkansas Tech University - Ozark Campus with American College Testing (ACT) Assessment scores for purposes of admission, academic placement, and the awarding of academic scholarships. Arkansas Tech University - Ozark Campus will not accept ACT score reports that are more than five years old. Students who have not taken the ACT prior to arrival at Arkansas Tech or whose score report is more than five years old are required to take the COMPASS preceding their first semester. The ACT, which covers English, mathematics, reading and science reasoning, is administered five times per year at test centers, such as high schools, colleges and universities, across the nation. ACT information and registration forms may be obtained from local high schools, colleges, or universities.

You may also contact the Arkansas Tech University Testing Center on the main campus in Russellville for ACT information and registration materials. In addition, you may correspond directly with ACT at American College Testing Program, P.O. Box 168, Iowa City, Iowa 52243 or, <http://www.act.org>.

The 2004-2005 ACT national test schedule is as follows:

Test Date	Registration Deadline
October 22, 2005	September 16, 2005
December 10, 2005	November 4, 2005
February 11, 2006	January 6, 2006
April 8, 2006	March 3, 2006
June 10, 2006	May 5, 2006

Please check with your local high school, college, university or the Arkansas Tech University Testing Center for the 2006-2007 test schedule.

Entering Students are required to provide Arkansas Tech University - Ozark Campus with American College Testing (ACT) Assessment or 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 the ACT or 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. Information about the COMPASS can be obtained by calling (479) 667-2117.

Arkansas Tech University - Ozark Campus encourages students to give long and serious thought to the selection of a major field of study. They should determine the academic pursuits that lead to the vocations most attractive not only in financial gain but in interest as well. Then they should examine the program of study most closely related to their interest areas.

## ACT (American College Testing) Program

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

## Selecting a Major Field

## **Undecided Study**

Some students entering the University have not chosen a major. The individual who has not decided on a major may enroll in general education courses which are required of all candidates for the associate of applied science degree (see "General Education Requirements" on page 25). Students enrolling as "undecided" majors will be assigned to the Office of Student Services. The Office of Student Services is located in the Administration building and can be contacted by calling (479) 667-3433. Students enrolled as undecided may select a major at any time; however, a student must select a major during the semester in which student earns 15 semester credit hours.

## **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.

## **Course Information**

All courses taught at Arkansas Tech University - Ozark Campus are listed alphabetically by subject area in the back of the catalog. Course symbols, the four-digit numbers used to identify courses within a department, have the following significance: the first digit of the number denotes the year level at which the course is given; the second and third digits differentiate the course from others in the department; the fourth digit shows the number of credit hours given. Typically an "hour of credit" requires one hour of classroom work per week for the duration of a semester.

# 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 (12 or more credit hours) are assessed a \$25 student activity fee, a \$5 per credit hour technology fee and a \$5 transcript fee. Student enrolled for the fall or spring semester (fewer than 12 credit hours) are assessed a \$5 student activity fee, a \$5 per credit hour technology 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 2005 - 2006 academic year. All rates are subject to change as necessary.

Full-time (12 or more credit hours)	12 hrs/\$480
Fall and Spring semesters	15 hrs/\$600
Full-time Summer Semesters (6 or more credit hours)	\$240
Part-time (Less than 12 hours)	\$40 per credit hour
Activity fee (12 or more credit hours)	\$25
(fewer than 12 credit hours)	\$5
Fall/Spring	
Technology Fee	\$5 per credit hour
Transcript Fee	\$5
Graduation Fee	\$25
Replacement of ID Cards	\$25

Tuition and all other fees and charges are due and payable prior to the beginning of each term at the Office of Fiscal Affairs, 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 and MasterCard credit cards are accepted for all charges. An alternate payment plan is offered via the web site: <http://stuacct.su.edu>. Registration is not complete until all financial obligations have been satisfied. Failure to make financial settlement may result in cancellation of the student's class schedule.

The student identification number is assigned as the student's account number for billing purposes. If the student wishes to not use their Social Security Number, 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.

## Payment of Accounts

Students with delinquent accounts are not eligible for diplomas, 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 as well as to new students.

## **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 in which they are enrolled in at the time of withdrawal. No reduction in tuition or fees 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 the time of withdrawal. No reduction in tuition or fees 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.

If a student withdraws and 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, Arkansas Tech-Ozark 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 Fiscal Affairs.

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 Arkansas Tech University - Ozark Campus Bookstore is located in the Administration Building. Textbooks, school supplies, and other items may be purchased.

Arkansas Tech University - Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. Students with disabilities attending Arkansas Tech University - Ozark Campus will be integrated as completely as possible into the institution community. Arkansas Tech University - Ozark Campus does not offer a specialized curriculum for students with disabilities nor does it assume the role of a rehabilitation center, but does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where feasible and without posing an undue hardship on the institution.

Services arranged through the Disabilities Coordinator include consideration of classroom and building accessibility, planning for adequate travel time between classes, note-taking assistance, alternative testing, and similar types of accommodations.

Arkansas Tech University - Ozark Campus is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in Administration Building, Arkansas Tech University - Ozark Campus, Ozark, AR 72949, and can be contacted by calling (479) 667-2117, or by E-mail [ozark.disabilities@mail.atu.edu](mailto:ozark.disabilities@mail.atu.edu).

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 institution 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 institution 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 university'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.

## **Arkansas Tech University - Ozark Campus Bookstore Disability Services for Students**

## **Student Financial Aid**

## **Cost of Attendance**

## **Scholarship Stacking Policy**

Act 1180 of 1999 prohibits postsecondary institutions from using public funds in a student aid package which exceeds the cost of attendance at that institution. Arkansas Tech University - Ozark Campus follows the Arkansas Department of Higher Education regulations by reducing scholarship amounts which cause awards to exceed cost of attendance. Scholarships awarded by Tech will be reduced before other scholarships. If a student has both academic and performance scholarships from Tech, the academic scholarship will be reduced first. If a Departmental Performance Scholarship has to be reduced, the supervisor will be informed of the reduction in hours of service. In the absence of direction from a private donor, all private funds will be split equally between fall and spring semesters. For more information on the scholarship stacking policy, contact the Financial Aid Office: (479) 667-2117.

## **Arkansas Tech University - Ozark Campus Scholarship**

Students may receive only one Tech funded scholarship in any semester. The amount of total funds received by each student will be contingent on the Arkansas Department of Higher Education Scholarship Stacking Policy, Arkansas Act 1180 of 1999. All students applying for a Tech scholarship must complete the FAFSA prior to scholarship deadlines. For more information on the scholarship stacking policy, contact the Financial Aid Office at the Ozark Campus.

## **Arkansas Tech University - Ozark Campus Academic Excellence Scholarship**

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 for the Spring semester. Student must have a minimum cumulative grade point average (GPA) of 3.00 or greater to apply. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply for the scholarship each semester.

## **Arkansas Tech University - Ozark Campus Financial Assistance Scholarship**

Scholarships are awarded by semester. Deadlines are: June 1 for the Fall semester and November 1 for the Spring semester. Any student demonstrating financial need may apply. Preference will be given to students experiencing financial hardship and who do not qualify for other aid. Application(s) are to be submitted to the Financial Aid Office at the Ozark Campus. Students must reapply each semester.

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

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. Financial Aid will not be paid retroactively for any semester's lost eligibility.

## **Institutional Academic Suspension**

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.

## **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 falls 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 or 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 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 falls 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 aid 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 (FAFSA) and list Arkansas Tech University - Ozark Campus (001089) 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 for fall and October 15 for spring. 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.

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.

## Federal Supplemental Educational Opportunity Grant Program Student Employment

When funds are available, the institution 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 for Federal Perkins Loans 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 - Ozark Campus 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 Perkins Loans

## **Federal Family Education Loans**

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 six hours.

## **Federal Stafford Student Loans**

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.

## **Unsubsidized Federal Stafford Loans**

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.

## **Federal PLUS Loans**

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 co-payable to the parent and the educational institution.

## **Additional Federal Unsubsidized Stafford Loan**

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.

## **Over 60 Tuition Waiver**

Students who are sixty or older may have tuition and fees waived upon completion of certification of eligibility. Students must notify the Financial Aid Office each semester of the number of enrolled hours which need to be waived. Applications are available in the Financial Aid Office.

## **Arkansas Technical Careers Student Loan Forgiveness Program**

The Arkansas Technical Careers Student Loan Forgiveness Program was created by Act 652 of 1999. The program is designed to assist and encourage people to enter and complete programs qualifying them to fill the demands for employees in various technical occupations. Student loans may be forgiven up to \$2,500 per year for a maximum of four years. High demand career fields are determined annually by the State Board of Workforce Education and Career Opportunities. Further information may be obtained from the Department of Workforce Education at (501) 682-1500 or by visiting their web site at <<http://www.work-ed.state.ar.us>>.

## **Workforce Investment Act**

The Workforce Investment Act (WIA) is a Federal program 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. Information concerning the programs of study available to WIA eligible candidates may be obtained from the Arkansas Tech University - Ozark Campus Financial Aid Office in the Administration Building or call (479) 667-2117, extension 322.

This State Student Assistance 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.

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 1606, Montgomery GI Bill for Selective Reserves.

All students must be working toward an Associate of Applied Science degree or 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 to the university.

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.

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 student eligibility.

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-9 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.

## **Other Sources of Assistance**

The programs listed below are awarded and administered by the Arkansas Department of Higher Education. Further information and applications may be obtained by writing to: Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201, or by calling (479) 371-2000, or 1-800-547-8839.

## **Arkansas Student Assistance Grant Program**

## **Veterans Benefits**

## **American Indian Center**

## **Arkansas Human Development Corporation**

## **Vocational Rehabilitation Program**

## **Hope and Lifetime Learning Credits**

## **Arkansas Department of Higher Education Programs**

## **Arkansas Academic Challenge Scholarship Program**

A college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. The scholarship provides \$2,000 for the freshman year and is renewable for up to three more years provided the student meets the continuing eligibility standards established by the Arkansas Department of Higher Education. This scholarship will not displace any other state grants or scholarships unless required by state or federal regulations. Names of recipients may be released to the news media to recognize the accomplishments of the recipients.

Award is made based on the applicant meeting minimum standards with regard to the ACT composite score, grade point average (GPA) in the pre collegiate core curriculum defined by the State Board of Higher Education, and financial need.

## **Arkansas Student Assistance Grant Program**

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**

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.

### **Arkansas LPN Association**

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.

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

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

### **Phi Beta Lambda**

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.

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**

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.

The purpose of 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.

### **Student Government Association**

A Student Government Association 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 Government Association selects 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.

# 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.**

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 Dishonesty**

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct especially those concerning 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.

## **Academic Misconduct**

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 institution's disciplinary channels.

Students will be placed on academic probation whenever their semester grade point falls below 2.0 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.

## **Academic Probation**

Students who in a probationary semester fail to remove themselves will continue on probation for the following semester. 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 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 University - Ozark Campus with those of the spring semester immediately preceding in order to establish eligibility for retention.

## **Academic Suspension**

Suspension means that the student will not be allowed to attend Arkansas Tech University - Ozark Campus 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 Chief Student Officer for a hearing with the Admissions Council. Students who meet the semester/year stipulation must file a request for readmission with the Office of Student Services.

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

## **Adding/Dropping Courses**

The deadline for adding courses or changing courses or sections is given in the academic calendar (see "Academic Calendar on page iv); thereafter, changing to add 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 with a grade of "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 Office of Student Services after obtaining written 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 institution. *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 iv).

## **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 subject to the same regulations as other students with regard to registration and attendance, but they do not take examinations or 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 the 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.

## **Class Load Policy**

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.

## **Course Overload**

Students who enroll above the maximum loads without securing permission from the Chief Student Officer may 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.

## **Clemency**

In accordance with ACT 1000 of 1991, a student who has not attended Arkansas Tech University - Ozark Campus 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 student who has previously attended Arkansas Tech University - Ozark Campus may qualify to request academic clemency providing the following criteria are met.

After re-entering Arkansas Tech - Ozark, following a separation of at least three years, a student may request academic clemency at the Office of Student Services for approval by the Chief Student Officer. 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 Arkansas Tech - Ozark. 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 or scholarships.

Arkansas Tech University - Ozark Campus 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 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.

## **Conduct**

Students whose grade point at the end of each semester is 4.00 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 will be placed on the Honor Roll. Recognition will be accorded these students through appropriate news media.

## **Honor Rolls**

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 - Ozark Campus uses the FERPA requirements as the basis for maintaining the confidentiality of student records.

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

A request to suppress from public distribution the above mentioned information must be made in writing annually, to the Chief Student Officer 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 Office of Student Services.

## **Grading**

Final grades are reported to the Office of Student Services at the end of each semester. Mid-term 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. A grade of "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.

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, 1 point; F, 0 points.

## **Graduation**

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.

## **Late Registration**

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

## **Repeated Courses**

Students may repeat courses they have taken at Arkansas Tech University - Ozark Campus for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University - Ozark Campus and (2) subject to the following provisions. For repeated 1000- and 2000- level coursed, 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. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

## **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 Fiscal Affairs. 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. 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 Fiscal Affairs, charges are assessed to the student's account at the Office of Fiscal Affairs. Parking permits must be displayed by hanging on 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. 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 purchased unless prior permit was lost or stolen. The reported lost or stolen permit will be invalid. There is no refund for permit cost.

## **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.

## **University Policy**

# CURRICULA

The following abbreviations are used in describing curricula listed in this catalog:

COM	Technical Communications
MTH	Technical Mathematics

## **Associate of Applied Science in Allied Health**

EMTP	Paramedic/Emergency Medical Services
LPN	Practical Nursing

## **Associate of Applied Science in Business**

BUS	Business Technology
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## **Associate of Applied Science in General Technology**

ACR	Air Conditioning/Refrigeration
ALT	Applied Laboratory Technology
AMT	Automation Maintenance Technology
AST	Automotive Service Technology
CIS	Computer Information Systems
COS	Cosmetic Science
CRT	Collision Repair Technology
ELT	Electronic Technology
WLD	Welding Technology

# GRADUATION REQUIREMENTS

Associate of Science degrees are offered in allied health with major areas of emphasis in paramedic/emergency medical services and practical nursing; business with major areas of emphasis in business technology and business technology medical; and general technology with major areas of emphasis in air conditioning and refrigeration, automotive service, applied laboratory, computer information systems, cosmetic science, collision repair, electronics (with options in automation maintenance technology or computer technology), and welding.

Technical certification is offered in air conditioning and refrigeration, applied laboratory technology, automation maintenance technology, automotive service technology, business technology, business technology/medical transcription, collision repair technology, computer information systems, cosmetology, electronics, paramedic/emergency medical services, practical nursing, and welding technology.

Effective Fall 2005 new, transfer, or returning students must choose to complete requirements for graduation under the provisions of the 2005 - 2006 Arkansas Tech University - Ozark Campus catalog or any subsequent catalog provided they were enrolled at the university during the year the catalog was in effect. **The catalog a student selects to use to complete degree requirements may require departmental approval and approval of the Office of Student Services if significant curriculum changes have occurred.**

For effective use of the result of its constant reexamination of student needs as a means for improving its total educational program, the university reserves the right to make effective immediately any change in graduation requirements for students whose studies have not advanced beyond the level at which the change becomes operative.

Candidates for graduation must complete a degree audit and an application for graduation. During the semester when students will complete graduation requirements, students must submit to the Office of Student Services an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of that semester. Students who will complete graduation requirements during a summer semester must submit to the Office of Student Services an application for graduation and complete a degree audit in consultation with their advisor on or before the end of the eighth week of the immediately preceding spring semester.

A graduation fee, payable at the Office of Fiscal Affairs, is assessed when the application for graduation is approved. 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.

Before any transcript or diploma is issued, the student must have paid any debt owed the university.

Students will participate in the commencement ceremony held in summer.

Participation in commencement is required of all graduates except in cases involving hardship. The student may officially petition the Chief Student Officer for the degree or 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.

Diplomas and/or certificates are mailed to graduates following commencement.

**Degree Audit and  
Application for  
Graduation**

**Graduation Fee**

**Financial  
Obligation**

**Commencement  
Participation**

## **General Education Requirements**

Students are required to complete the following general education curriculum. Students should refer to the curriculum in order to obtain an Associate of Applied Science degree. Students should refer to the curriculum in their program of study for specific courses either recommended or required by the academic department to fulfill the 15 hours of general education requirements.

### **English – 6 hours**

(See course Descriptions for minimum grade requirements.)

ENGL 1013 Composition I

ENGL 1023 Composition II

### **Mathematics – 3 hours**

Math 0903 Intermediate Algebra

Any higher level mathematics course

### **Social Sciences – 3 hours**

Three hours from one of the following:

AMST 2003 American Studies

ANTH 1213 Introduction to Anthropology

ANTH 2003 Cultural Anthropology

ECON 2003 Principles of Economics I

GEOG 2013 Regional Geography of the World

HIST 1503 World Civilization I

HIST 1513 World Civilization II

HIST 2003 U.S. History to 1865

HIST 2013 U.S. History from 1865

POLS2003 2003 American Government

PSY 2003 General Psychology

SOC 1003 Introductory Sociology