

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, plagiarism or misconduct.

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

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

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.

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.

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 may be granted the opportunity to be conditionally admitted on academic probation.

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 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 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. *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).

**Academic
Dishonesty or
Misconduct**

**Academic
Probation**

**Academic
Suspension**

**Adding/Dropping
Courses**

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 section of this catalog.

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.

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.

Grading

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

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

Graduation

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 courses, only the grade from the last attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Repeated Courses

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.

University Policy

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