

ADMISSION

Individuals who meet the admission requirements listed below may apply to Arkansas Tech University - Ozark Campus. The University reserves the right to reject the application of any individual. Every student must submit an 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, 1700 Helberg Lane, 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 atuozark@atu.edu.

Tech will provide equal opportunity in admission to all persons. This applies to all phases of the admission process. Any demographic information collected through the Admission Application is on a voluntary basis and is to be used in a nondiscriminatory manner consistent with applicable civil rights laws for reporting and statistical purposes only and cannot affect eligibility for admission. 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.

Beginning June 1, 2007, all students at Arkansas Tech University will be assigned a permanent, randomly generated, student identification number, known as a "T" number. Student's social security numbers will be used only on applications for admission and solely for the purposes of Federal reporting requirements and determination of eligibility for Federal financial aid.

All students must provide proof of immunity (2 inoculations) against measles, mumps and rubella by way of an official record from another educational institution, certificate from a licensed medical doctor, or an authorized public health department representative. Students seeking enrollment at Arkansas Tech University - Ozark Campus must provide proof of appropriate immunizations.

Entering freshmen must comply with the following admission requirements and freshman 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 on other college campuses, will not be accepted for admissions.

Entering Freshmen New Students

New students to Arkansas Tech University - Ozark Campus must submit an application for admission, college entrance exam scores, a record documenting completion of secondary requirements, and proof of immunization. If you have concurrent college credit, an official transcript from that institution is required. For Advanced Placement (AP), College Level Examination Program (CLEP) or International Baccalaureate (IB) credit, an original or certified copy from your high school will need to be submitted prior to credit being awarded. Detailed course articulation for AP, CLEP, and IB can be located under Credit by Exam. A minimum criterion for exam scores and grade point averages is listed below:

1. Completion of graduation requirements from an accredited public or private secondary school, a non-accredited private secondary school, or a home school program documenting a minimum 2.0/4.0 cumulative grade point average, and completion of the university's secondary school core curriculum, OR minimum GED score of 450.
2. Composite ACT score of 13 or above, or equivalent score on SAT Reasoning Test (formerly SAT-1) or COMPASS Exam. Note: SAT exam scores are to include the SAT Reasoning Test averages for mathematics and critical reading only. Writing exams for neither ACT nor SAT are required. Scores cannot be more than five years old.

¹ American College Testing Program's ACT Assessment Test

² College Board's Scholastic Aptitude Test

³ College Board's Test of Standard Written English

Freshmen Placement Standards

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.

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 82 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. Students who are required to complete developmental program(s) in mathematics, English, and/or reading must earn a grade of “C” or better in all developmental courses before the student may advance to higher level courses.

Students who have interrupted their attendance at Arkansas Tech University - Ozark Campus must reapply for admission. Academic clemency may be granted in accordance with the clemency policy detailed in the Regulations and Procedures section.

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.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

Students pursuing an Associate of Applied Science degree who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

Transfer students making application for admission to Arkansas Tech University - Ozark Campus must submit official transcripts from all colleges/universities where they were 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

Former Students

Transfer Students

provisionally pending receipt of the transcript, but the University reserves the right to require immediate withdrawal if the transfer transcript does not meet admission requirements.

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.

Transfer credit will not count toward the overall GPA.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science degree by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

Students pursuing an Associate of Applied Science degree who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

Transfer Credit

The following policy is effective January 2, 2007. Credit from colleges and universities accredited by one of the eight U.S. regional accreditation associations will be accepted for transfer credit. Credit from U.S. colleges and universities not accredited by one of the six regional accreditation associations will not be accepted for transfer credit. Credit from colleges or universities outside the U.S. presented for transfer credit will be considered on an individual basis. A maximum of 68 semester hours of acceptable credit may be transferred from community colleges. **Transfer credit, although accepted by the university, is not guaranteed to be applicable toward meeting degree requirements for all programs offered by the university. Applicability of transfer credit to meet degree requirements depends on the major selected by the transfer student.**

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students from the high school level through the adult workforce. This system contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Transferability of courses taken prior to January 1, 2007, is at the discretion of the receiving institution. The Arkansas Transfer System can be accessed at <http://acts.adhe.edu/>.

Conditional Admission

First-time entering freshmen students who have been denied admission may file a written appeal addressed to the Chief Student Officer seeking conditional admission. The appeal should be made within ten calendar days from the date admission was denied and should state applicant's grounds for appeal. Transfer students who are denied admission may file a written appeal addressed to the Chief Student Officer. The appeal should be made within ten calendar days from the date admission was denied and should state applicant's grounds for appeal. 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.

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 2.00 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 credit. If student chooses not to have course(s) and grade(s) recorded, student 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>.

Please check with your local high school, college, university or the Arkansas Tech University Testing Center for the 2009-2010 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. The COMPASS is administered on the computer and consists of three tests: writing, math, and reading. 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.

For information about retention and graduation rates at Tech, please contact the Office of Institutional Research.

Arkansas Tech University - Ozark Campus encourages students to meet with an academic advisor to help select a major. 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.

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 30). 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

High School University Admissions

ACT (American College Testing) Program

COMPASS (Computerized-Adaptive Placement Assessment and Support System)

Student Retention and Graduation Rates Selecting a Major Field

Undecided Study

enrolled as undecided may select a major at any time; however, a student must select a major during the semester in which student earns 45 semester credit hours.

Procedure for Scheduling Courses

Detailed procedures for registration/preregistration are available on the university web site at <http://atuoc.atu.edu>. 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 tuition/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.

Degree Completion

Degree-seeking students enrolled at an Arkansas Tech University campus must complete their degree as follows:

- Bachelor's Degree - Ten semesters or six years, whichever is longer
- Associate Degree - Six semesters or three years, whichever is longer
- Certificate - Four semesters or two years, whichever is longer.

Students who fail to complete their degree or certificate requirements within the time allotted will be ineligible for continued or future enrollment at any Arkansas Tech University campus unless special permission to enroll is granted by the Chief Student Officer. Such permission shall be granted only upon a showing of good cause.