2022 - 2023 UNDERGRADUATE CATALOG

REGULATIONS AND PROCEDURES

All students must give prompt attention to communications from faculty and staff members of the University. Most communications will be sent through the United States mail or to your official Tech e-mail address.

Academic Integrity

Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term “classroom” as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior found at https://www.atu.edu/academic-integrity.

Academic Probation

Students will be placed on academic probation whenever their semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher.

Freshmen students who in a probationary semester fail to remove themselves will continue on probation for the following semester. Sophomore, junior, and senior students who in a probationary semester fail to remove themselves but achieve a 1.75 semester grade point will continue on probation for the following semester unless the academic suspension policy applies.

Academic Suspension

Suspension will be automatic for sophomore, junior and senior students who in a probationary semester fail to achieve a 1.75 semester grade point; or who fail to remove themselves from probation within three successive full semesters. Students may combine summer term grades at Arkansas Tech with those of the spring semester immediately preceding in order to establish eligibility for retention in college.

Suspension means that the student will not be allowed to attend Arkansas Tech the succeeding regular semester; after one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating circumstances which would justify earlier readmission must contact the Registrar’s Office for assistance in arranging an appeal hearing with the appropriate college dean. Students who meet the semester/year stipulation must file a request for readmission with the Registrar’s Office. Readmission does not reestablish financial aid eligibility.

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

Adding/Dropping Courses

The deadline for adding courses or changing courses or sections is given in the University calendar; thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the attendance date and through the thirteenth week of a fall or spring semester will be recorded as “W.” Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to the Registrar’s Office after obtaining the formal approval of their academic advisor. Failure to complete this procedure can result in a grade of “F” being entered on the student’s record. A fee of $10 will be charged except for changes made for the convenience of the University. Please note: A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of “WN.”

Auditing Courses

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a “space available” basis. Students auditing courses are subjected to the same regulations as other students with regard to registration and attendance, but they do not take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit

to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete official drop/withdrawal procedures stated in this section of the catalog.

Class Absence

Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of “WN.”

Class Enrollment Status

The minimum credit hour load for classification as a full-time undergraduate student in any term is 12 undergraduate credit hours. Classification as a three quarter time is 9-11 undergraduate hours; half time is 6-8 undergraduate hours; and less than half time is 1-5 undergraduate hours.

Class Load Policy

A student can expect to spend 2-3 hours outside the class (for studying, homework, preparation, etc.) for each hour in the class. This means that a student can expect to spend 24-36 hours in studying for a 12 semester credit hour load. It is therefore recommended that a full-time student enroll in no more than 18 hours per semester. 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. Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the dean of the college of the student’s major.

Classroom Behavior

Each member of the Arkansas Tech University community assumes an obligation to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Department of Student Conduct (see Article III, Section D of the Arkansas Tech University Student Handbook).

Course Overload

Students who enroll above the maximum loads without securing permission from the dean will be dropped from their classes. To be considered for a course overload, the student must submit a petition to the dean and should meet the following criteria:

1 .Have a 3.25 minimum grade point average in the preceding summer term (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or
2 .Be in good academic standing in the college if in the last semester before graduation. The maximum overload permitted in any college by an approved petition is a load totaling 24 hours for a fall, spring or summer term. Overloads over 21 hours will be subject to review by the Office of Academic Affairs.

Class Standing

Students with fewer than 30 semester hours are classified as freshmen, students with 30 through 59 semester hours as sophomores, students with 60 through 89 hours as juniors, and students with at least 90 hours as seniors.

Clemency

In accordance with Act 1000 of 1991, an undergraduate student who has previously attended Arkansas Tech University may apply to have the grades and credits earned for one or more consecutive terms or semesters removed from his/her grade point average provided the following criteria are met.

After re-entering Tech following a separation of at least three years, a student may request academic clemency at the Office of the Registrar. The student must specify the term or consecutive terms for which academic clemency is desired. The period of separation may be waived in the case of impending

graduation. 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.

Academic clemency does not restore eligibility for student financial aid, scholarships or athletic eligibility.

Conduct

Arkansas Tech University is dedicated to learning, the advancement of knowledge, and the development of ethically sensitive and responsible persons. Achieving these goals through a sound educational program and by implementing student conduct policies that encourage independence and maturity is a priority. Each member of the Arkansas Tech University community assumes an obligation to obey all rules and regulations made by properly constituted authorities, preserve faithfully all property provided for his or her education, and fulfill his or her duties as a student with diligence, fidelity, and honor.

Arkansas Tech University students are responsible for understanding all rules, regulations, and policies that shape the structure of our campus community. Students should read, understand, and follow the rules and regulations outlined in the Student Handbook and Student Code of Conduct as well as those outlined in the Undergraduate or Graduate Catalogs.

In compliance with the Constitution of the State of Arkansas, the Arkansas Tech University Board of Trustees is vested with authority to make regulations and policies, consistent with the laws of the land, for Arkansas Tech University. The Student Handbook is located online at www.atu.edu/studenthandbook. Students seeking interpretations of provisions within the Student Code of Conduct may contact Dr. Keegan Nichols, knichols@atu.edu or Amy N. Pennington, apennington@atu.edu, Student Conduct Administrator.

Dean's List

Undergraduate students whose term grade point at the end of the fall or spring semester is 3.50 or better, based on a minimum of 12 earned semester credit hours of undergraduate work, will be placed on the Dean's List for outstanding scholarship. Recognition will be accorded these students through appropriate news media.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1 .The right to inspect and review the student's education records within 45 days after the day Arkansas Tech University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2 .The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3 .The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Arkansas Tech University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Arkansas Tech University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Arkansas Tech University.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

> **Family Policy Compliance Office**
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, DC 20202

See the list below of the disclosures that Arkansas Tech University may make, without consent, under this federal law.

FERPA permits the disclosure of PII from student's education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within Arkansas Tech University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)).
- Directory information at Arkansas Tech University consists of the student's name, home town, electronic mail address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), date of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.
- "Dates of attendance" as used above means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- This information may be made available upon request to members of the general public.
  - If a student on the Russellville campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify **Dr. Keegan Nichols, Vice President for Student Affairs** at knichols@atu.edu or **479-968-0238**.
  - If a student on the Ozark campus wishes for this "directory" information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify **Richard Harris, Chief Student Officer** at **rharris1@atu.edu**or **479-667-3433**.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Grading

Final grades are reported to the Registrar’s Office at the end of the semester. Midterm grades are reported for freshman and sophomore students only. A final grade of “I” may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student’s control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of “I” is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed. Beginning the first summer term, 1990, and thereafter, a grade of “I” will not be computed in the grade point average for the semester recorded; however, the “I” will be automatically changed to a grade of “F” for grade and grade point purposes at the end of the next regular

semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of “I” recorded prior to the first summer term, 1990, will be computed as an “F” for grade point purposes.

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

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points; WN, 0 points.

A grade of "Pass" for pass/fail courses is not calculated in the grade point average, but does count in earned hours. A grade of "Fail" for these courses is calculated in the grade point average as 0 points.

Graduation

Please refer to the section entitled “Graduation Requirements” for information pertaining to degree audit, application for graduation, and other graduation requirements.

Late Registration

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

Repeated Courses

Students may repeat courses they have taken at Arkansas Tech University for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University and (2) subject to the following provisions. For repeated courses, only the grade from the best 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. Students may not repeat a course in which the highest grade possible has already been earned. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Student Records

Student academic records are maintained in the Office of the Registrar. Unofficial copies of academic records are available for guidance purposes to students and their advisors. All student records are maintained in compliance with the standards and guidelines of The Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

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 Doc Bryan Student Services Building, the Department of Public Safety office located at 716 North El Paso Avenue, or online at https://www.atu.edu/psafe/park-info.php .

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring or summer semesters. Please be aware that a vehicle must be entered into the system before you can order a permit. Vehicles can be registered by following these steps:
1) Log in to OneTech (http://onetech.atu.edu).
2) Go to the “Parking” channel located on the welcome page.
3) Click on the link “Purchase Parking Permit,” and follow the instructions to purchase a permit.

Individuals will need to know the make and model of their vehicle as well as their license plate number in order to complete the process listed above. Students may purchase permits with a credit card, a debit card or post the charge to their student account. Faculty and staff may purchase their permit online with a credit card or a debit card. Those purchasing their hangtags using a credit or debit card will receive an e-mail confirming their purchase. Once the parking permit is purchased, faculty, staff and students will have an opportunity to print a temporary parking permit to be displayed on their vehicle dashboard until the permanent one arrives in 7-to-10 business days.

All vehicles on Tech campus are required to register and display a current parking permit. Parameters for the operation and parking of motor vehicles may be viewed on the campus map available at the Department of Public Safety. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Permits are valid from August 15th one year through August 15th of the next year. 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. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the

vehicle, upon termination of employment or withdrawal from the University. Only one permit per individual can be purchased unless the prior permit was lost or stolen. The reported lost or stolen permit will be invalid. There is no refund for permit cost. The registration fee, penalties and fines are published in the ATU parking map.

Temporary permits are available at the Department of Public Safety for faculty, staff and students who have misplaced their permits.

Verification of Student Identity

Verification by the university of the identity of students who participate in university-offered distance (on-line) classes or coursework is done by utilizing a secure login and pass code. Sharing of a student's secure login or pass code is a violation of the Academic Dishonesty policy.

Withdrawals

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires submitting a written request to the Office of the Registrar. Students who withdraw without following this required procedure will have their grades recorded as “F.” If a student withdraws officially, the procedure for recording grades is identical with that for dropping an individual course, as described in this section under the heading “Adding/Dropping Courses.” If a student withdraws from school during the final two weeks of a semester, the Vice President for Academic Affairs may waive the requirement that grades of “F” be recorded if the circumstances forcing a withdrawal justify special consideration.

University Policy

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