

# 2022 - 2023 OZARK CAMPUS CATALOG

## STUDENT SERVICES OPERATIONS

---

While academic achievement leading to graduation is the reason for attending Arkansas Tech University, the experiences that students have outside the classroom prove to have a lifelong impact. Experiences gained enhance maturity, leadership, time management, friendships, career development, and civic engagement along with many other essential life skills.

---

### Student 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.

Many of these organizations have scholarship opportunities available to their members.

#### Arkansas LPN Association (ALPNA)

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.

#### Baptist Collegiate Ministry

Baptist Collegiate Ministry (BCM) is a faith-based organization led by a leadership team of students, a minister, and a faculty advisor. With the support of our faculty advisor and area Baptist churches, the BCM provides opportunities for Christian growth, encouragement and fellowship for the students and staff of Arkansas Tech University-Ozark Campus. The BCM facilitates their ministry through free lunches and breakfasts on Tuesdays, Bible Study/Prayer groups and special activities throughout the year. Students of all faiths are welcome.

#### National Technical Honors Society

The National Technical Honor society requires members to maintain a high standard of personal and professional conduct at all times, strive for excellence in all aspects of education and employment, and refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer.

Students interested in joining the society must maintain an overall grade point average of 3.0 or higher, a 3.25 grade point average in courses in their majors; have one or more faculty members' recommendation; and active involvement in student government, CTSO, civic or service organization.

#### 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.

#### Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continued academic excellence.

#### Rotaract

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are university sponsored, and they're sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of Rotary. All Rotaract efforts begin at the local, grass

roots level, with members addressing their communities' physical and social needs while promoting international understanding and peace through a framework of friendship and service.

## SkillsUSA

Skills USA 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 Skills USA 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 Activities Board

The Student Activities Board is at the center of fun and entertainment at the Arkansas Tech University-Ozark Campus. The Board is comprised of seven members and hosts a variety of interactive events throughout the year to maintain school spirit and provide students with the ultimate campus life experience.

## Student Government Association

A Student Government Association is elected each school year at Arkansas Tech University-Ozark Campus. This group consists of seven elected officials. They 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.

## Student Occupational Therapy Association

The Student Occupational Therapy Association (SOTA) is a non-profit student organization that serves to promote professional development through education, leadership opportunities, networking, volunteer activities and fund raising. SOTA creates a professional culture that is member driven and facilitates communication between first and second year students, allowing all members to have the opportunity to contribute to the organization's yearly objectives.

---

## Department of Public Safety

The Arkansas Tech University-Ozark Campus Department of Public Safety is committed to providing quality service and protection to students, faculty, staff, and visitors to the Ozark Campus. The Department of Public Safety maintains direct contact with the 911 Communications Center for all emergency services. The Office of Public Safety is located in Room 100 of the Collegiate Center.

**To report an emergency, call 911.** To report a non-emergency crime, call 508-3359 or 667-2117, come to the Office of Public Safety, or come to the Office Student Services (located in the Student Services and Conference Center). To report any emergency or crime, you may use the Emergency Call Stations strategically located at the north and east ends of campus. These call stations are red with a blue light at the top. Each is equipped with a video camera and two buttons. One button is for non-emergencies and contacts the Office of Student Services. The other button is for emergencies and contacts 911.

It is the responsibility of the Department of Public Safety to investigate all reports of criminal activity and accidents that occur on campus. In the event the Public Safety Officer is not on duty, the Ozark Police Department may be contacted through the Franklin County Dispatch at (479) 667-4127.

---

## Disability Services for Students

Arkansas Tech University-Ozark Campus is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. The Disabilities Coordinator facilitates services and accommodations that enable students with disabilities to access the same opportunities as their peers with the greatest degree of independence possible. Students who require accommodations are encouraged to contact the Disabilities Coordinator in order to assess the student's needs and prepare a tailored plan of accommodation specifically addressing barriers to academics, activities, or access to facilities.

Students with disabilities attending Arkansas Tech University-Ozark Campus will be integrated as completely as possible into the university 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. Tech does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where reasonable and without posing an undue hardship on the institution.

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 the Technology

and Academic Support Building, Arkansas Tech University-Ozark Campus, Ozark, AR 72949, and may be contacted through the Student Success Center at (479) 508-3368.

---

## Diversity and Inclusion

The Department of Diversity and Inclusion (DDI) focuses on enhancing and supporting the experiences of students within underrepresented populations. While promoting a campus environment and culture that celebrates inclusiveness and multiculturalism, DDI aims to support students from their first-year until graduation by executing equity over equality.

For more information, please visit our website at [www.atu.edu/diversity](http://www.atu.edu/diversity) or contact us by phone at 479-880-4358 or by email at [diversity@atu.edu](mailto:diversity@atu.edu).

---

## Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities, including sexual misconduct, pregnancy, STEM courses (science, technology, engineering, and math), and athletics. Arkansas Tech University does not tolerate sex discrimination and is committed to fostering a safe and caring environment where students, faculty, and staff can thrive in their educational and professional pursuits.

The Arkansas Tech University Sexual Misconduct Policy defines sexual misconduct as any sexual act which violates the criminal laws of the State of Arkansas or laws of the United States including, but not limited to, sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, and sexual exploitation. Sexual misconduct and sexual harassment are prohibited by the Sexual Misconduct Policy. The full policy can be found in the Student Code of Conduct and at [https://www.atu.edu/titleix/sexual\\_misconduct.php](https://www.atu.edu/titleix/sexual_misconduct.php).

Anyone who has experienced or witnessed sex-based discrimination at Arkansas Tech University is encouraged to report to Amy Pennington, Associate Vice President for Student Affairs/Dean of Students and Title IX Coordinator, by phone (479-968-0407), email ([apennington@atu.edu](mailto:apennington@atu.edu)), or in person (Doc Bryan Student Services Center, Suite 233). Support resources are available both on- and off-campus and are listed throughout the Title IX website ([www.atu.edu/titleix](http://www.atu.edu/titleix)).

---

## Veteran Services

Arkansas Tech University-Ozark Campus is approved by the State Approving Agency (SAA) for Veterans training as a school (college, university, etc.) whereby veterans and veterans' beneficiaries may use educational benefits while working toward a degree. Eligible students should contact the financial aid office at Arkansas Tech University-Ozark Campus to obtain information regarding school attendance under the following programs:

- Title 5, Chapter 33, and Post 9/11 Veterans Educational Assistance Act.
- Title 10, Chapter 1606, Montgomery GI Bill for Selective Reserves;
- Title 38, Chapter 30, Montgomery GI Bill for Veterans;
- Title 38, Chapter 31, Vocational Rehabilitation and Employment (VR&E)
- Title 38, Chapter 32, Veterans Educational Assistance Program (VEAP);
- Title 38, Chapter 35, Survivors and Dependents Education;

Recently, Section 301 of Public Law 1115-251 further amended 38 U.S.C. 3679(c) to require that individuals using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E), also be charged the resident rate. Effective for courses, semesters, or terms beginning after March 1, 2019, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

### Veteran's Benefits

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. Only specific courses in the student's major may be applied toward Veteran's Affairs (VA) certification and graduation.

Enrollment certification will not be sent to the Department of Veteran's Affairs until the person applying for veteran's benefits has been admitted to the University and prior credit evaluated. Students must request certification for each term to be certified and are responsible for notifying the certifying official of any changes in enrollment status or eligibility. Veterans may be given placement credit for prior military training by providing an official military transcript or DD-214.

All active duty military service persons and veterans eligible under the GI Bill as determined by the VA who are classified as "out-of-state" for tuition purposes shall receive a waiver of out-of-state tuition charges. Arkansas Tech University complies with Section 702 of the Veterans Choice Act. For additional information, please contact the Office of Student Services. See also "In-State Tuition for Military Personnel, Veterans and Dependents" in the Fees and Expenses section of this catalog.

Students may go to the Office of Student Services or call (479) 667-3111 if they have questions or need assistance in applying for their benefits.

## Academic Services

### Facilities on Campus

Arkansas Tech University-Ozark Campus offers our facilities to both external and internal users for scheduling events. Beverly Nehus is the primary point of contact for all departments, groups, and individuals who are interested in reserving the use of facilities on the Ozark Campus. By centralizing the reservation process, we are able to provide efficient and effective service for scheduling an event.

The Ozark Campus works with students, faculty, administrative staff and external customers to reserve space on campus for their events. The most appropriate space for each event based on location, anticipated attendance, and time of year and day will be reserved.

As of January 2, 2018 Arkansas Tech utilizes Ad Astra Scheduler for all space reservations on both the Russellville and Ozark Campuses and Lakepoint Conference Center. Please use Firefox or Google Chrome as your browser. For more information or to schedule an event, go to <https://www.atu.edu/events/index.php>.

### The Student Success Center

If you need tutoring for math or English composition, a computer on which to do homework, or a printer to print off an assignment, then the Student Success Center is the place for you. Our purpose is to provide academic support services that empower students to succeed.

If you need help with test anxiety, time management, or study skills, the Student Success Coordinator provides workshops and one-on-one meetings. Feel free to contact (479) 508-3368 for more information.

Location: Technology and Academic Support Building, Room 140

Hours: 8:00 a.m.-5:00 p.m., Monday-Friday.

<https://www.atu.edu/ozark/ssc/>

---

## Scholarships

Students may receive only one Tech-funded academic scholarship in any semester. Scholarship funds may be used for tuition, fees, books, or any other educational-related expense. 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.

Students must re-apply for scholarships each semester. Applications must be submitted online at <http://www.atu.edu/ozark/financialaid/otherfinaid.php>.

The scholarship application will apply for all of the institutional scholarships. Late or incomplete applications will not be considered. Letter of application and letters of recommendation may be submitted to the Ozark Financial Aid Office.

All students receiving a scholarship must be admitted to the university with a current Free Application for Student Aid application (FAFSA) on file before a scholarship will be credited to a student's account. Students who receive scholarship awards are responsible for knowing and understanding the scholarship requirements, rules, and deadlines. All applicants need to have applied and been accepted for admission to Arkansas Tech University-Ozark Campus in order to be considered for an Arkansas Tech University-Ozark Campus Scholarship.

### Academic Scholarships

All academic scholarships are awarded on a competitive basis.

Students who receive scholarship awards are responsible for knowing the renewal requirements found online at <https://www.atu.edu/scholarships/renewal.php>. Receipt, continued receipt, or renewal of all academic scholarships is also contingent upon the student honoring the Arkansas Tech University Student Code of Conduct as well as local, state, and federal laws. Transfer, CLEP, AP, and IB credit cannot be used to qualify for scholarship renewal.

### Academic Excellence Scholarship

Scholarships are awarded in the fall and spring semesters only. Student must have a minimum cumulative grade point average (GPA) of 3.00 to apply.

### Chancellor's Scholarship

Scholarships are awarded in the fall and spring semesters only. Students must have a minimum cumulative grade point average (GPA) of 3.25 to apply.

### ATU-Ozark Campus Scholarship

Scholarships are awarded for fall and spring semesters only. Any student with a minimum grade point average (GPA) of 2.50 and who demonstrates financial need may apply. Preference will be given to students experiencing financial hardship and who do not qualify for other aid.

### High School to High Wage Scholarship

Scholarships are awarded for the fall semester only. Student must have a minimum cumulative grade point average (GPA) of 3.00 to apply and be a graduating senior and a first time entering freshman. Application deadline is April 1.

### **Transitions Scholarship**

ATU-Ozark campus Students who have completed an ATU-Ozark campus Associate of Applied Science, Associate of General Studies, or Technical Certificate degree program with a minimum 3.25 cumulative college GPA are eligible to apply for a Transitions Scholarship to the ATU-Russellville Campus. Transitions Scholarships are competitively awarded and amounts vary. A student must enroll in and complete 15 or more hours with a 3.25 semester GPA for renewal of up to five semesters or completion of an undergraduate degree, whichever comes first. Please contact the ATU-Ozark campus for a scholarship application.

### **Foundation Scholarships**

Arkansas Tech University Foundation Scholarships will be awarded if funds are sufficient. To be considered for an Arkansas Tech University Foundation scholarship where need is a determining factor, a Federal Financial Aid Application ([www.studentaid.gov](http://www.studentaid.gov)) must be on file in the Financial Aid Office. Federal and state regulations do not permit students to receive financial aid in excess of their cost of attendance. For complete details regarding scholarship stacking regulations, contact the Financial Aid Office.

Students who receive privately funded scholarships will be responsible for writing thank you notes. Expressing appreciation to donors for their interest in and support of higher education is an important part of receiving a scholarship.

Students may apply for foundation scholarships through their OneTech portal.

The Arkansas Tech University Foundation reserves the right to amend scholarship requirements and criteria.

### **Applying for Foundation Scholarships**

The student is responsible for submitting the Foundation Scholarship Application and all required documentation listed in the scholarship criteria by the deadline stated on the application. The application is electronic through the student portal.

### **Alumni Support Scholarship**

Scholarships are awarded for fall and spring semesters only. Applicants must be a single parent and demonstrate financial need.

### **Vanesa Briley Memorial Scholarship**

Scholarships are awarded for fall only. Applicant must have a 2.0 GPA, be a high school senior, and be enrolled in a minimum of 12 credit hours per semester. Preference will also be given to applicants who do not have many other scholarship awards.

### **Randy Davis Memorial Scholarship**

This scholarship will be awarded each spring that funds are sufficient to a student who meets the following criteria: a high school graduate or equivalent majoring in paramedic/emergency medical services at ATU-Ozark. Student must demonstrate high financial need and be a resident of Sebastian, Crawford, or Johnson County. Recipients may reapply for further consideration in subsequent years.

### **Harold "Sonny" Field Memorial Scholarship**

Scholarships are awarded for fall and spring semesters only. Applicants must have a 2.0 GPA, be a Mountainburg High School Senior, enroll in classes immediately following high school graduation, and be enrolled in a minimum of 12 credit hours per semester in a technical program.

### **Hanes Brand Scholarship**

Scholarships are awarded for fall and may be renewed in the spring semester. Applicants must be enrolled in a minimum of 12 credit hours per semester and have a declared major in a technical program.

### **Bennie Harris Scholarship**

Scholarships are awarded for fall only. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and demonstrate financial need.

### **Serelda Johnson Scholarship**

This scholarship was established in memory of Serelda Johnson by her family and friends. It will be awarded each year that funds are available to a student who is a full-time freshman or sophomore majoring in Health Information Technology on the Ozark Campus and has demonstrated financial need. The award is for one semester and is not automatically renewable for the subsequent semester, but recipients are eligible to reapply.

### **William "Bud" and Kathey Rue Scholarship**

Scholarships are awarded for spring only. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and demonstrate financial need. Applications are to be submitted to the Financial Aid Office at the Ozark Campus.

### **Katherine Shaffer Scholarship**

Scholarships are awarded for fall and spring semesters only. Applicants must have earned their GED through the Arkansas Tech University-Ozark Campus Adult Education program, have demonstrated financial need, and be enrolled in a minimum of 12 credit hours per semester on the ATU-Ozark Campus.

### **Elbert "Bo" and Mae Dell Sikes Memorial Scholarship**

Scholarships are awarded fall and spring, based on funding. Applicants must have a 2.5 GPA, be enrolled in a minimum of 12 credit hours per semester, and be pursuing one of the following majors at ATU-Ozark: Automotive Service Technology, Collision Repair Technology, Air Conditioning and Refrigeration, Welding, or Industrial Control Systems.

### **Ted and Betty Williams Scholarship**

Scholarships are awarded fall and spring, based on funding. Applicants must have a 3.0 GPA. Applicants must be enrolled in a minimum of 12 credit hours per semester and enrolled in a program of study on the Ozark Campus leading to a technical certificate or degree. Applicants must also have 12 hours completed toward a technical certificate or degree. Applicants will be selected based on financial need along with leadership qualities.

### **ABB Ozark Workforce Development Scholarship**

Scholarships are awarded fall and spring, based on funding. Applicants must be enrolled in classes on the Ozark Campus whose field of study is related to manufacturing (computer science, logistics, automation technology, and computer technology). Each scholarship shall be awarded for one semester.

---

## **Privately Supported Scholarships**

### **Arkansas Community Foundation Scholarships**

Arkansas Community Foundation is a nonprofit organization that fosters smart giving to improve communities. The Community Foundation offers tools to help Arkansans protect, grow and direct their charitable dollars as they learn more about community needs. By making grants and sharing knowledge, the Community Foundation supports charitable programs that work for Arkansans.

<https://www.arcf.org/apply/scholarships/>

### **Arkansas Single Parent Scholarship Fund**

Scholarships are awarded to single parents who have not yet completed a four-year degree with low to moderate income. Must live in one of the following counties: Crawford, Franklin, Johnson, Logan, Scott or Sebastian. For more information, visit <http://www.aspsf.org>.

### **Murray T. Harris Scholarship**

Scholarships are awarded each June to students enrolled in an accredited allied health program. Must live in Washington or Benton County. For more information, visit [www.mana.md/murray-t-harris-scholarship/](http://www.mana.md/murray-t-harris-scholarship/).

---

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

The Arkansas Department of Higher Education (ADHE) has various state scholarships that are available each year for qualified Arkansas students. The programs listed below are awarded and administered by ADHE. The application for all programs is now under a new universal application found online at <http://www.scholarships.adhe.edu/>. The application is titled "YOUiversal Application." You may visit the website or write Arkansas Department of Higher Education, 423 Main St., Ste. 400, Little Rock, AR 72201 or by calling (501) 371-2050.

### **Arkansas Academic Challenge Scholarship Program**

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college. The application deadline is June 1. There are no income restrictions but students still must complete the Free Application for Federal Student Aid (FAFSA). The scholarship award amount will be determined annually in early Spring.

The scholarship provides awards to students based on the postsecondary institution's degree award level. For 2017-2018, the annual award amount for a 2-year institution will be \$1,000 for the first year. Arkansas Tech University-Ozark Campus students will be awarded at the 2-year annual award amount of \$3,000 for the second year. These amounts are subject to change pending changes in the Arkansas Challenge program.

Students are responsible for knowing and understanding the scholarship requirements and regulations. For all rules and regulations regarding the new Arkansas Academic Challenge Scholarship, visit the Arkansas Department of Higher Education's web site at: <http://www.adhe.edu/>. Students will need to contact the Arkansas Department of Higher Education in order to place their scholarship on hold, or if they have questions regarding classes, changing their scholarship, etc.

The Arkansas Department of Higher Education has a new "YOUniversal" application online for students to apply for the Arkansas Academic Challenge Scholarship and for various other scholarships.

### **Arkansas Future Grant (ArFuture)**

The Arkansas Future Grant (ArFuture) will cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions. The grant applies to students enrolled in Science, Technology, Engineering and Math (STEM) or regional high demand areas of study. Students must have either graduated from an Arkansas public school, private school, home-school or received a high school equivalency diploma; or verify that the student has resided within the state for the three (3) years immediately preceding application as well as meet one of the high school graduation or diploma requirements. Additional requirements and a list of qualifying degree programs can be found online at <https://sams.adhe.edu/>. Applicants must complete the free Application for Federal Student Aid (FAFSA) and application by June 1.

### **Governor's Distinguished Scholars**

The Governor's Distinguished Scholars Program will pay up to \$10,000 per year for tuition, mandatory fees, room and board to students who achieve 32 or above on the ACT or 1410 on the SAT, have a 3.50 academic grade point average, are a National Achievement Finalist or National Merit Finalist attending an approved Arkansas public or private college or university. The scholarship is renewable for up to three additional years provided the student meets the continuing eligibility standards. Application deadline is February 1 of high school graduation year.

### **Law Enforcement Officer's Dependents Scholarship**

The Law Enforcement Officers' Dependents Scholarship (LEO) provides a waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty. Application deadline is June 1.

### **Military Activation**

Students who cease attendance at Arkansas Tech University without completing and receiving a grade in one or more courses due to military activation or deployment may receive compensation for the resulting monetary loss as provided by Act 85 of 2005. Please contact the Office of Student Services for information.

### **Teacher Opportunity Program (TOP)**

The Teacher Opportunity Program (TOP) program offers reimbursement grants to cover tuition and fees, not to exceed \$3,000, for up to six (6) completed college credit hours per academic year to current Arkansas teachers and administrators seeking to further their education. Application deadline is June 1.

## **Service Member and Veteran Scholarships**

### **Arkansas National Guard**

Act 82 of 2005 provides a tuition and waiver assistance program for soldiers and airmen of the Arkansas National Guard. Members of the Arkansas National Guard should contact the Student Accounts Office for information.

### **Arkansas National Guard Tuition Incentive Program (formerly G-TIP)**

The Arkansas National Guard Tuition Incentive Program (G-TIP) provides up to \$5,000 per year to Arkansas residents who are active members of the Arkansas Army/Air National Guard. Applications may be obtained from the unit commander.

### **Military Dependent's Scholarship**

The Military Dependent's Scholarship Program provides a waiver of tuition, fees, and on-campus room and board to full-time students at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war or who are totally and permanently disabled. All applicants must also apply for and show acceptance or denial of the Federal dependent's Educational Assistance Program. Application deadline is June 1.

## **Other Sources of Assistance**

### **American Indian Center (AIC)**

The American Indian Center (AIC) helps to provide financial assistance for students seeking training opportunities. The student must have a Certificate of Degree of Indian Card (CDIB Card) and meet certain financial eligibility requirements. AIC helps students of Cherokee, Choctaw, Chickasaw, Creek

and Seminole ancestry. Applications can be requested from the American Indian Center, 1100 N. University, Suite 143, Little Rock, AR 72207. AIC's telephone number is 1-800-441-4513.

### **American Opportunity, Hope and Lifetime Learning Credits**

Students may qualify for the American Opportunity Credit and a Hope Scholarship Credit or Lifetime Learning Credit on the Federal Income Tax return. Students are mailed a 1098T form each year from the student accounts office. Qualified tuition and fees, excluding MPI, are the only eligible expenses which may be claimed by a qualified taxpayer. If a student receives financial assistance to pay the qualified tuition and fees, the taxpayer is not eligible for the credit.

### **Arkansas Human Development Corporation**

The purpose of this program is to provide educational assistance to qualified students under AHDC's farm workers program. The program may pay tuition, fees, books, supplies, and a weekly allowance to the trainee. To be eligible, an independent 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. Contact telephone number 479-783-1854.

### **Arkansas Rehabilitation Services**

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.

### **Faculty/Staff Waiver**

Faculty, staff, and dependents may be eligible to receive a waiver for their tuition and/or fees. In order to receive the waiver, faculty, staff, and dependents must have a current FAFSA on file.

### **Native American Out-of-State Waiver**

Arkansas Tech University offers in-state tuition rates to Native American students in other states belonging to tribes which formerly lived in Arkansas, before relocation, and whose names are on the rolls of tribal headquarters. Tribes thus identified include the Caddo, Cherokee, Chickasaw, Choctaw, Creek (Muskogee), Delaware, Kickapoo, Osage, Quapaw, Shawnee, and Tunica. Students who qualify for in-state tuition for fee purposes may apply for freshman academic scholarship. For more information contact the Financial Aid Office at (479) 667-3111.

### **Over 60 Tuition Waiver**

Students who are sixty or older on the first day of class 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 Ozark Campus Financial Aid Office. Students must have a current FAFSA on file in order to have tuition and fees waived through the Over 60 Tuition Waiver.

### **Vocational Rehabilitation Assistance**

Persons who have substantial handicap to employment as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and some financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by the Vocational Rehabilitation Counselor. These services are available through the Division of Rehabilitation Services, 1401 Brookwood Drive, Little Rock, Arkansas 72203. Application for assistance or request for information about the program may be made to that address or to a local rehabilitation counselor.

### **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 of Student Services or call (479) 667-3111.

---

## **Administrative Services**

---

### **Student Financial Aid**

The primary purpose of student financial aid at Arkansas Tech University 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 University must consider the financial support which may be expected from the income, assets, and other resources of the parents and the student as reported on the Free Application for Federal Student Aid (FAFSA). Aid awards by the University 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. The University does not participate in individual financial aid agreements with other institutions.

Application forms for all types of aid may be obtained from the Financial Aid Office in the Student Services and Conference Center or on the Financial Aid website at [www.atu.edu/ozark/financialaid](http://www.atu.edu/ozark/financialaid).

### **Cost of Attendance**

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. Federal regulations allow the cost of a computer to be added to the cost of attendance one time during the college 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 the student's submission of an itemized paid-in-full receipt. 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. There is no guarantee this adjustment will increase aid eligibility. For more information, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

### **Scholarship Stacking Policy**

Act 1180 of 1999 prohibits postsecondary institutions from using public funds in a student aid package which may contain a combination of state, institutional, private and federal funds, including Veteran's benefits, which exceeds the cost of attendance at the institution. Arkansas Tech 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. In absence of direction from a private donor, private scholarship funds over \$500 will be credited to the first semester attended unless they cause an over-award for the semester. In these cases, the scholarship will be divided equally between the fall and spring semesters. In the event of an over-award from private funds, other aid will be reduced in the order listed in the Fees & Expenses section of this catalog. For more information on the scholarship stacking policy, contact the Ozark Campus Financial Aid Office: (479) 667-3111.

### **Academic Policy for Students Receiving Federal Student Financial Aid**

This policy applies to funds received through the Federal Pell Grant, the Federal Work Study, the Federal Supplement Educational Opportunity Grant (FSEOG), the Federal Subsidized Direct Loan, the Federal Unsubsidized Direct Loan, and the Federal Parent Loan (PLUS) for Undergraduate Students programs.

This policy will be applied automatically and without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients' progress is reviewed annually at the end of each spring semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester. Certificate and clock hour students are reviewed at the end of each semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester.

Any appeal of this policy must follow the instructions on the appeal form and be sent to the Financial Aid Office in person or by mail to 105 West O Street, Suite 206, Russellville, AR 72801, by e-mail to [fa.appeals@atu.edu](mailto:fa.appeals@atu.edu), through the link on OneTech, or by fax to 479.968.0857. Attach any applicable documentation, and send to the Financial Aid Academic Policy Appeal Committee prior to the deadlines listed below in order to be considered for the term. A maximum of 2 appeals may be submitted. A student must attend without financial aid for a period of one academic year to be eligible to appeal for a third time.

Students who have filed a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office. Financial aid will not be paid retroactively for any semester's lost eligibility.

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

### **Students will receive a letter outlining the appeal process procedure and deadlines by which to submit appeal.**

The decision of the appeal committee is final.

### **Changing Majors**

When students change majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal. The cumulative grade point average will still be considered as the student's grade point.

Financial aid will not be paid for classes which are not required for the student's listed major.

### **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 re-enroll with the approval of the appropriate college dean.

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

### **Withdrawals/All "F" Grades**

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal program when a student withdraws or receives all grades of "F". Students who must repay funds will be notified of the amount by the Financial Aid Office within 45 days of grades posting. These repayments must be made through the Student Accounts Office. The student will be ineligible to register for additional courses until the required payments are made.

### **First Undergraduate Degree**

A student is required to pass 67% of all attempted hours. This is calculated as shown:  $\text{Hours passed} \div \text{by hours attempted} = 67\%$  or greater. Note: Accepted transfer hours are counted as both attempted and earned and are considered in this calculation. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

Incomplete, repeat, and audit classes are counted as hours attempted, but do not increase hours earned. When a class is repeated, the best grade earned will be counted in the cumulative grade point average although all attempts are recorded on the student's academic record. A student may not repeat a course in which the highest grade possible has already been earned. Federal financial aid will pay for only one repeat of a class with a grade of "D" or better. If an incomplete grade is not replaced by an earned letter grade by the end of the next regular semester, it will become a grade of "F" and will be considered in the next regular determination of policy progress.

A student must receive a bachelor's degree by the end of 180 attempted credit hours, an associate's degree by the end of 90 attempted credit hours and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, associate's degrees which require more than 60 earned hours, and certificates which require more than 30 earned hours. All semesters attended will be counted whether a student received financial aid during the semester or not. Clock hour students must complete their program by the end of 150% of the published length of the program.

Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

### **Required Grade Point Average for First Undergraduate Degree**

With the exception of certificate and clock hour students, all students must have a minimum cumulative grade point average (GPA) of 2.0 at the end of their fourth and all subsequent undergraduate semesters or "equivalent transfer semesters". (Transfer students will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Office Student Services.) Certificate and clock hour students must have a cumulative GPA of 2.0 at the end of their second and all subsequent semesters. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA. Students granted academic clemency will have a "financial aid GPA" based on all hours completed and will not receive aid until that GPA reaches at least 2.0.

Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement. It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

### **Subsequent Credentials**

Any second undergraduate degree or certificate must be completed by the end of 45 additional attempted hours. Any subsequent bachelor's degree must be completed by the end of 70 additional attempted hours.

Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.

### **Required Grade Point Average Subsequent Credentials**

Students must maintain a 2.0 G.P.A. each semester.

---

## **Application for Federal Student Aid**

**General** - Students use the Free Application for Federal Student Aid (FAFSA) (File online at [www.fafsa.gov](http://www.fafsa.gov)) and list Arkansas Tech University, Russellville AR (001089) as one of the schools to receive information. Students will use prior-prior year tax information for the FAFSA application that is open October 1 for the following aid year. Federal Student Aid includes grants, loans and work study.

**Deadline** - To receive equal consideration, a student must have a complete application on file by January 15. All remaining funds will be awarded on a first-come, first-serve basis until depleted. **Note: All requested information must be returned to the Financial Aid Office by June 1 to ensure aid availability at the beginning of the fall semester (may not affect admission).**

### **Federal Pell Grant**

The Federal Pell Grant provides direct grants from the government to the undergraduate student for educational expenses. The student does not have to repay the amounts received, unless the semester for which a grant is received is not completed or the student receives grades of all F(s).

Under current guidelines, only students who have never received a bachelor's degree and who have not already received the equivalent of twelve full-time semesters of the grant are eligible for the Federal 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 amount of Federal Pell Grant funds a student may receive over their lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. If a student's Lifetime Eligibility Used (LEU) equals or exceeds 600 percent, they may no longer receive Pell Grant funding. Similarly, if a student's LEU is greater than 500 percent but less than 600 percent, while they will be eligible for a Pell Grant for the next award year, they will not be able to receive a full scheduled award.

### **Federal Supplemental Educational Opportunity Grant**

The purpose of the Supplemental Educational Opportunity Grant (SEOG) is to provide additional funds to qualified students who have exceptional need determined by the FAFSA application. Each grant is awarded according to federal guidelines and is offered on a first come first serve basis.

### **Student Employment**

When funds are available, the University uses student employees when practical, 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 and the institutional Non-Work-Study Program. To be eligible for student employment, the student must be enrolled at least half-time, adhere to the academic progress policy, maintain satisfactory employer-employee relations and have conduct and personal appearance which reflects positively on the student and the University. Prospective student employees can visit the website or check job postings located in the Technology and Academic Support building.

### **Federal Direct Education Loans**

Students may borrow money to help defray the cost of attendance at postsecondary institutions through the Direct Student Loan Program. Federal regulations require a delayed disbursement of thirty days for all first-year, first-time borrowers. All students must be enrolled in a minimum of six semester hours to receive loans. Arkansas Tech University-Ozark Campus offers students two loan choices, the Direct Subsidized Loan and the Direct Unsubsidized Loan. A student must complete a FAFSA application to receive these loans. The total borrowed under each program may not exceed the student's yearly maximum under federal regulations.

### **Federal Direct PLUS Loans**

Parents of students may borrow annually the amount of the student's cost of attendance minus other aid for each child who is a dependent undergraduate student enrolled at least half time with a completed FAFSA on file. Federal Direct PLUS Loans require a separate application and credit check. The interest rate is determined each June with the borrower beginning payment within sixty (60) days after the full disbursement of the loan. All loan checks will be written as co-payable to the parent and the educational institution.

### **Federal Direct Subsidized Loans**

The Federal Direct Subsidized Loan program authorizes loans up to \$3,500 per year for first-year undergraduates and all certificate students and \$4,500 for second year students. Under this program, a student must have sufficient financial need determined by the FAFSA application to receive a Direct Subsidized Loan. The limit on federal subsidized loans is 150 percent of the published program length. The interest rate is determined each June.

Repayment of principal and interest ordinarily begins six months after the student leaves school or ceases to be at least a half-time student. However, interest will begin to accrue as of the date the student ceases to be at least half-time. The amount of the monthly payments will be based on the total amount borrowed.

### **Federal Direct Unsubsidized Loans**

The Federal Direct Unsubsidized Stafford Loan program has the same loan limits and deferments as the Federal Direct Subsidized Loan program. However, the student does not have to demonstrate financial need to qualify and must either pay the interest while in school or have it capitalized for repayment with the loan principal. The Interest rate is determined each June. Repayment of principal and accrued interest ordinarily begins six months after the student leaves school or ceases to be at least a half-time student. The amount of the monthly payments will be based on the total amount borrowed.

## **Barnes & Noble College at Arkansas Tech-Ozark**

Your campus bookstore is located in the Alvin F. Vest Student Union. The Ozark Campus Bookstore carries all required course materials including a large selection of textbooks for sale and rent. The Bookstore also price matches Textbook Brokers Russellville, Amazon.com, and bn.com (must be shipped and sold by Amazon and Barnes & Noble).

There are many other items available to purchase at the bookstore including Tech gear and apparel. School supplies, electronics, and more are also available.

Information about required course materials and additional program costs can be accessed in the bookstore, financial aid office and online.

### **Textbook Refund Policy**

The Bookstore will issue full refunds in the original form of payment for textbooks purchased at the Bookstore if returned in the original condition, with an original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with an original receipt and with a valid proof of add/drop.

**Buy Back Policy**

The Bookstore will buy back some textbooks at the end of each semester (fall, spring, and summer) during finals week. Rentals are due at the end of each semester they are issued, on the last day of finals. Fees for rentals not returned will be charged three days following the due date.

Additional information concerning the Ozark Campus Bookstore may be obtained by calling (479) 508-3337 or by faxing (479) 667-1079.