

Admissions, Academic Standards, and Student Honors Committee  
Thursday, March 1, 10 a.m.  
Brown Building, Room 355  
Minutes

The Admissions, Academic Standards, and Student Honors Committee meet on Thursday, March 1, 10 a.m. in Brown Building, Room 355. Members include:

Membership:

Dr. Loretta Cochran (BA)	Ms. Tammy Weaver, Registrar
Dr. Justin Moss (AH)	Dr. Blake Bedsole, Enrollment Management
Dr. Shelly Daily (NH)	Ms. Jessica Brock, Admissions
Dr. Fatima Ferguson (ED)	Ms. Alyssa Kool (SGA)
Dr. Glen Bishop (EAS)	Ms. Brendalyn Warren (SGA)
Ms. Jennifer Saxton (ET)	

Dr. Daily and Ms. Warren were absent. Ms. Brandi Tripp was present from the Registrar's Office as a guest.

I. APPROVAL OF MINUTES

A. No minutes to approve

II. NEW BUSINESS

A. FE for Excessive Absences

Based on a Faculty Senate request, I have researched how other universities are handling attendance drops. From Faculty Senate minutes from December 13, 2017 meeting:

ATTENDANCE REPORTING / DROPPING FOR EXCESSIVE ABSENCES

President Clements invited Ms. Tammy Weaver, Registrar, to address the Senate. Ms. Weaver indicated the online attendance module had been developed due to the increase of online offerings through the eTech initiative, as well as a change in the definition of "attendance" for federal financial aid purposes. She stated the module can be turned off for face to face classes, but she noted the module had been used to accommodate students who were unable to be on campus at the beginning of the class, such as active duty or international students. Ms. Weaver reported students can be dropped for excessive absences with a grade of "FE" who either never attended or who initially attended, then stopped. She stated there were also examples of other universities in the state assigning a grade other than an "F" which was not punitive for the student's GPA (but would have financial aid implications).

All universities receiving Federal Financial Aid are required to verify students have attended all courses by the state's attendance date. ADHE Arkansas Department of Higher Education sets 11th class day for regular semesters and 5th class day for summer terms. Students reported by faculty as not attending are dropped from the course(s).

In addition, most universities also have policies for dropping students who stop attending courses. These policies vary from school to school. Attached are policies from Arkansas State University, University of Central Arkansas, University of Arkansas Fort Smith, Southern Arkansas University Magnolia, University of Arkansas Little Rock, and Henderson State University. Below is a summary of policies:

1. Arkansas Tech University  
Faculty can request the assignment of the grade of FE–F for Excessive Absence. The faculty member is required to have the attendance policy in the syllabus, warn the student to drop, and then request the drop through the vice president of academic affairs. Once the grade of FE – F for Excessive Absence is assigned the student can't withdraw from the course.
2. Arkansas State University  
Faculty can request the assignment of the grade of F. For freshman and sophomore classes, the student can still withdraw after the F is assigned. The F remains for upper level courses.
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Faculty can request the grade of W during a drop period or can assign the grade of F at the end of the term.
5. Southern Arkansas University Magnolia  
Faculty report students not attending to the Dean of Students which can result in the grade of WF–withdrawal with failure).
6. University of Arkansas Little Rock  
Faculty can request the student be withdrawn for excessive absences.
7. Henderson State University  
Faculty can request can assign the grade of F at the end of the term.

Committee members wanted to discuss the current policy with the departments they represent and come back with a recommendation. No action was taken.

### III. ADJOURNMENT

Admissions, Academic Standards, and Student Honors Committee  
Friday, March 30, 10 a.m.  
Brown Building, Room 147  
Minutes

The Admissions, Academic Standards, and Student Honors Committee meet on Friday, March 30, 10 a.m. in Brown Building, Room 147. Members include:

Membership:

Dr. Loretta Cochran (BA)	Ms. Tammy Weaver, Registrar
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Dr. Shelly Daily (NH)	Ms. Jessica Brock, Admissions
Dr. Fatima Ferguson (ED)	Ms. Alyssa Kool (SGA)
Dr. Glen Bishop (EAS)	Ms. Brendalyn Warren (SGA)
Ms. Jennifer Saxton (ET)	

Dr. Ferguson, Dr. Moss, Dr. Bedsole, and Ms. Warren were absent. Ms. Brandi Tripp was present from the Registrar's Office as a guest.

I. APPROVAL OF MINUTES

A. No minutes to approve

II. NEW BUSINESS

A. English Literature and Composition AP Examination

Motion by Dr. Cochran, seconded by Ms. Saxton, to approve the recommendation to add the English Literature and Composition AP Examination to the list of examinations Tech will accept. Credit would be received for ENGL 2003: Introduction to World Literature, with the score of 3 on the examination. Motion approved.

B. FE for Excessive Absences

Motion by Dr. Bishop, recommended no change in the current policy for FE for excessive absences. Motion failed due to lack of second to motion.

Motion by Dr. Cochran, seconded by Ms. Kool, to allow faculty to request the grade of W for excessive absences. Motion by Dr. Cochran, seconded by Dr. Daily, to amend the motion, to allow faculty to request the grade of WN Withdraw for Non-Participation. Motion approved.

III. ADJOURNMENT



**Office of the Registrar**

Brown Hall, Suite 307  
105 West O Street  
Russellville, Arkansas 72801

TO: Admissions, Academic Standards, and Student Honors Committee

Office: 479-968-0272

Fax: 479-968-0683

[www.atu.edu/registrar](http://www.atu.edu/registrar)

FROM: Tammy Weaver, Registrar

DATE: March 20, 2018

SUBJ: Advanced Placement (AP) Program

I recommend adding the English Literature and Composition AP Examination to the list of examinations Tech will accept. Credit would be received for ENGL 2003: Introduction to World Literature, with the score of 3 on the examination.

Below is the current listing of AP examinations listed in the 2017-18 Undergraduate Catalog:

**AP (Advanced Placement) Program**

High school students who participated in The College Board's AP Program may receive college credit by attaining Tech's AP qualifying score. Credit earned through AP may satisfy general education requirements. Following are the AP examinations that Tech will accept, the corresponding qualifying score required, and credit awarded.

AP Examination	Qualifying Score	Credit Awarded
Art History	4	<u>ART 2103 Art History I</u>
Art History	5	<u>ART 2103 Art History I</u> & <u>ART 2113 Art History II</u>
Biology	4	<u>BIOL 1014 Introduction to Biological Science</u> or <u>BIOL 1114 Principles of Biology</u>
Calculus AB	3	<u>MATH 2914 Calculus I</u>
Calculus BC	3	<u>MATH 2914 Calculus I</u> & <u>MATH 2924 Calculus II</u>
Chemistry	3	<u>CHEM 1113 A Survey of Chemistry</u> , <u>CHEM 1111 Survey of Chemistry Laboratory</u> & <u>CHEM 2204 Organic Physiological Chemistry</u> or <u>CHEM 2124 General Chemistry I</u> & <u>CHEM 2134 General Chemistry II</u>
Chinese Language & Culture	3	<u>CHIN 1013 Beginning Chinese I</u>
Chinese Language & Culture	4	<u>CHIN 1013 Beginning Chinese I</u> & <u>CHIN 1023 Beginning Chinese II</u>
Computer Science A	3	<u>COMS 2104 Foundations of Computer Programming I</u>
Computer Science A	4	<u>COMS 2104 Foundations of Computer Programming I</u> & <u>COMS 2203 Foundations of Computer Programming II</u>

English Lang/Comp or Lit/Comp	3	<a href="#"><u>ENGL 1013 Composition I</u></a>
English Lang/Comp or Lit/Comp	4	<a href="#"><u>ENGL 1013 Composition I &amp; ENGL 1023 Composition II</u></a>
Environmental Science	4	<a href="#"><u>BIOL 1004 Principles of Environmental Science, ENVS 1004 Principles of Environmental Science or PHSC 1004 Principles of Environmental Science</u></a>
French Language	3	<a href="#"><u>FR 1013 Beginning French I</u></a>
French Language	4	<a href="#"><u>FR 1013 Beginning French I &amp; FR 1023 Beginning French II</u></a>
German Language	3	<a href="#"><u>GER 1013 Beginning German I</u></a>
German Language	4	<a href="#"><u>GER 1013 Beginning German I &amp; GER 1023 Beginning German II</u></a>
Government & Politics: Comparative	4	<a href="#"><u>POLS 2403 Comparative Government</u></a>
Government & Politics: US	3	<a href="#"><u>POLS 2003 American Government</u></a>
Human Geography	3	<a href="#"><u>GEOG 2023 Human Geography</u></a>
Japanese Language & Culture	3	<a href="#"><u>JPN 1013 Beginning Japanese I</u></a>
Japanese Language & Culture	4	<a href="#"><u>JPN 1013 Beginning Japanese I &amp; JPN 1023 Beginning Japanese II</u></a>
Latin/Vergil	3	<a href="#"><u>LAT 1013 Beginning Latin I</u></a>
Latin/Vergil	4	<a href="#"><u>LAT 1013 Beginning Latin I &amp; LAT 1023 Beginning Latin II</u></a>
Macroeconomics	4	<a href="#"><u>ECON 2003 Principles of Economics I</u></a>
Music Theory	3	<a href="#"><u>MUS 1713 Music Theory I, MUS 1723 Music Theory II, MUS 1731 Ear Training I &amp; MUS 1741 Ear Training II</u></a>
Physics B	3	<a href="#"><u>PHYS 2014 Physical Principles I &amp; PHYS 2024 Physical Principles II</u></a>
Physics C: Electricity & Magnetism	3	<a href="#"><u>PHYS 2024 Physical Principles II</u></a>
Physics C: Electricity & Magnetism	4	<a href="#"><u>PHYS 2124 General Physics II</u></a>
Physics C: Mechanics	3	<a href="#"><u>PHYS 2014 Physical Principles I</u></a>
Physics C: Mechanics	4	<a href="#"><u>PHYS 2114 General Physics I</u></a>
Physics 1	3	<a href="#"><u>PHYS 2014 Physical Principles I</u></a>
Physics 2	3	<a href="#"><u>PHYS 2024 Physical Principles II</u></a>
Psychology	3	<a href="#"><u>PSY 2003 General Psychology</u></a>
Spanish Language	3	<a href="#"><u>SPAN 1013 Beginning Spanish I</u></a>
Spanish Language	4	<a href="#"><u>SPAN 1013 Beginning Spanish I &amp; SPAN 1023 Beginning Spanish II</u></a>
Spanish Literature	4	<a href="#"><u>SPAN 4213 Spanish Literature</u></a>
Statistics	3	<a href="#"><u>MATH 2163 Introduction to Statistical Methods</u></a>
Studio Art Design 2-D	4	<a href="#"><u>ART 1403 Two-dimensional Design</u></a>
Studio Art Drawing	4	<a href="#"><u>ART 1303 Introduction to Drawing</u></a>
United States/American History	3	<a href="#"><u>HIST 2003 United States History to 1877 &amp; HIST 2013 United States History since 1877</u></a>
World History	3	<a href="#"><u>HIST 1503 World History to 1500 &amp; HIST 1513 World History since 1500</u></a>

## Tammy Weaver

---

**From:** Carl Brucker  
**Sent:** Thursday, March 22, 2018 1:37 PM  
**To:** Tammy Weaver  
**Subject:** Re: College Board AP  
**Attachments:** image001.jpg

Tammy:

This looks good to me. I support it.

--

Carl Brucker, Head  
Department of English and World Languages  
Director, M.A. TESOL, M.A. English  
Witherspoon 142  
Arkansas Tech University  
Russellville, AR 72801  
(479) 968-0484  
cbrucker@atu.edu

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**From:** Tammy Weaver <[tweaver@atu.edu](mailto:tweaver@atu.edu)>  
**Date:** Thursday, March 22, 2018 at 12:04 PM  
**To:** Carl Brucker <[cbrucker@atu.edu](mailto:cbrucker@atu.edu)>  
**Subject:** RE: College Board AP

Dr. Brucker:

Please see the attached memo. If this looks okay, I can submit it to the Admissions, Academic Standards, and Student Honors committee along with your support.

Thanks.

Tammy

Tammy Weaver, Registrar  
Arkansas Tech University  
Office of the Registrar  
Brown Building, Suite 307  
105 West O Street  
Russellville, AR 72801-2222

Telephone: 479.968.0643  
Fax: 479.968.0683  
Email: [tweaver@atu.edu](mailto:tweaver@atu.edu)

Please take a minute to complete this survey on the service you received.  
<http://www.atu.edu/registrar/survey.php>



**From:** Carl Brucker  
**Sent:** Tuesday, March 13, 2018 6:53 AM  
**To:** Tammy Weaver <[tweaver@atu.edu](mailto:tweaver@atu.edu)>  
**Subject:** Re: College Board AP

Tammy:

I will watch for it.

--

Carl

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**From:** Tammy Weaver <[tweaver@atu.edu](mailto:tweaver@atu.edu)>  
**Date:** Monday, March 12, 2018 at 3:38 PM  
**To:** Carl Brucker <[cbrucker@atu.edu](mailto:cbrucker@atu.edu)>  
**Subject:** RE: College Board AP

I will print the course description and put a memo together. I will sent the memo to you for your approval. I can then take to committee for approval for the catalog.

Tammy Weaver, Registrar  
Arkansas Tech University  
Office of the Registrar  
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**From:** Carl Brucker  
**Sent:** Monday, March 12, 2018 4:14 PM  
**To:** Tammy Weaver <[tweaver@atu.edu](mailto:tweaver@atu.edu)>  
**Subject:** Re: College Board AP

Tammy:

I see no problem is mirroring what SAU does. Let me know what you need from me.

--

Carl Brucker, Head

Department of English and World Languages  
Director, M.A. TESOL, M.A. English  
Witherspoon 142  
Arkansas Tech University  
Russellville, AR 72801  
(479) 968-0484  
[cbrucker@atu.edu](mailto:cbrucker@atu.edu)

---

**From:** Tammy Weaver <[tweaver@atu.edu](mailto:tweaver@atu.edu)>  
**Date:** Monday, March 12, 2018 at 3:06 PM  
**To:** Carl Brucker <[cbrucker@atu.edu](mailto:cbrucker@atu.edu)>  
**Subject:** College Board AP

Dr. Brucker:

College Board AP does have 2 different tests: AP English Language and Composition and AP English Literature and Composition. Below are the links to the course descriptions and course overview:

<https://apstudent.collegeboard.org/apcourse/ap-english-literature-and-composition>  
<https://apstudent.collegeboard.org/apcourse/ap-english-language-and-composition>

We currently award ENGL 1013 for the score of 3 on AP English Language and Composition. For the score of 4, ENGL 1013 and 1023 are awarded. SAU awards World Literature I and II for the score of 4 on AP English Literature and Composition. The score of 3 awards World Literature I.

When you have time to review, please let me know if you would like to take this to the Admissions, Academic Standards, and Student Honors committee. Thanks.

Tammy

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## Tammy Weaver

---

**From:** Tammy Weaver  
**Sent:** Wednesday, February 28, 2018 11:08 AM  
**To:** Tammy Weaver  
**Cc:** Loretta Cochran; Justin Moss; Shelly Daily; Fatima Ferguson; Glen Bishop; Jennifer Saxton; Blake Bedsole; Jessica Brock; Alyssa Kool; Brendalyn Warren; Brandi Tripp  
**Subject:** MEETING REMINDER: Standing Committee Meeting Request - Admissions, Academic Standards, and Student Honors Committee  
**Attachments:** Other University Attendance Policies.pdf; FE\_Form\_New2.pdf

Admissions, Academic Standards, and Student Honors Committee

### Meeting Reminder

**Thursday, March 1, at 10 a.m.**

**Brown Building, Room 355**

Tammy Weaver, Registrar  
Arkansas Tech University  
Office of the Registrar  
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105 West O Street  
Russellville, AR 72801-2222

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**From:** Tammy Weaver  
**Sent:** Tuesday, February 20, 2018 11:14 AM  
**To:** Tammy Weaver <[tweaver@atu.edu](mailto:tweaver@atu.edu)>  
**Cc:** Loretta Cochran <[lcochran@atu.edu](mailto:lcochran@atu.edu)>; Justin Moss <[jmoss12@atu.edu](mailto:jmoss12@atu.edu)>; Shelly Daily <[sdaily@atu.edu](mailto:sdaily@atu.edu)>; Fatima Ferguson <[fferguson@atu.edu](mailto:fferguson@atu.edu)>; Glen Bishop <[gbishop@atu.edu](mailto:gbishop@atu.edu)>; Jennifer Saxton <[jsaxton@atu.edu](mailto:jsaxton@atu.edu)>; Blake Bedsole <[bbedsole@atu.edu](mailto:bbedsole@atu.edu)>; Jessica Brock <[jbrock15@atu.edu](mailto:jbrock15@atu.edu)>; Alyssa Kool <[akool@atu.edu](mailto:akool@atu.edu)>; Brendalyn Warren <[bwarren4@atu.edu](mailto:bwarren4@atu.edu)>; Brandi Tripp <[btripp@atu.edu](mailto:btripp@atu.edu)>  
**Subject:** Standing Committee Meeting Request - Admissions, Academic Standards, and Student Honors Committee

Admissions, Academic Standards, and Student Honors Committee

#### Membership:

2-year Term: Dr. Loretta Cochran, Management and Marketing, [lcochran@atu.edu](mailto:lcochran@atu.edu); Dr. Justin Moss, Behavioral Science, [jmoss12@atu.edu](mailto:jmoss12@atu.edu); Dr. Shelly Daily, Nursing, [sdaily@atu.edu](mailto:sdaily@atu.edu)

1-year Term: Dr. Fatima Ferguson, Curriculum and Instruction, [fferguson@atu.edu](mailto:fferguson@atu.edu); Dr. Glen Bishop, Recreation, Parks, and Hospitality, [gbishop@atu.edu](mailto:gbishop@atu.edu); Ms. Jennifer Saxton, Professional Studies, [jsaxton@atu.edu](mailto:jsaxton@atu.edu); Ms. Tammy Weaver, Registrar, [tweaver@atu.edu](mailto:tweaver@atu.edu); Dr. Blake Bedsole, Enrollment Management, [bbedsole@atu.edu](mailto:bbedsole@atu.edu); Ms. Jessica Brock, Admissions, [jbrock15@atu.edu](mailto:jbrock15@atu.edu); Ms. Alyssa Kool, SGA, [akool@atu.edu](mailto:akool@atu.edu); Ms. Brendalyn Warren, SGA, [bwarren4@atu.edu](mailto:bwarren4@atu.edu)

Based on a Faculty Senate request, I have researched how other universities are handling attendance drops. From Faculty Senate minutes from December 13, 2017 meeting:

#### *ATTENDANCE REPORTING / DROPPING FOR EXCESSIVE ABSENCES*

*President Clements invited Ms. Tammy Weaver, Registrar, to address the Senate. Ms. Weaver indicated the online attendance module had been developed due to the increase of online offerings through the eTech initiative, as well as a change in the definition of "attendance" for federal financial aid purposes. She stated the module can be turned off for face to face classes, but she noted the module had been used to accommodate students who were unable to be on campus at the beginning of the class, such as active duty or international students. Ms. Weaver reported students can be dropped for excessive absences with a grade of "FE" who either never attended or who initially attended, then stopped. She stated there were also examples of other universities in the state assigning a grade other than an "F" which was not punitive for the student's GPA (but would have financial aid implications).*

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In addition, most universities also have policies for dropping students who stop attending courses. These policies vary from school to school. Attached are policies from Arkansas State University, University of Central Arkansas, University of Arkansas Fort Smith, Southern Arkansas University Magnolia, University of Arkansas Little Rock, and Henderson State University. Below is a summary of policies:

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Faculty report students not attending to the Dean of Students which can result in the grade of WF–withdrawal with failure).

#### **University of Arkansas Little Rock**

Faculty can request the student be withdrawn for excessive absences.

#### **Henderson State University**

Faculty can request can assign the grade of F at the end of the term.

Please review Tech's policy and the other universities policies that are attached. Please click on the following link and complete the Doodle Survey so I can determine a meeting date and time: <https://doodle.com/poll/nmpnc53m2a6sw3h8>

Thanks.

Tammy

Tammy Weaver, Registrar  
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Ms. Jennifer Saxton (ET)	

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III. ADJOURNMENT



**REQUEST TO ASSIGN GRADE OF  
"FE" FOR EXCESSIVE ABSENCES**

Student ID Number	Date
T _ _ _ _ _	

Name Enrolled Under (Last, First, Middle, Other)

Registration Term: ☐ Spring ☐ Summer ☐ Fall 20 \_\_\_\_

CRN	Course Prefix	Course Number	Sec No.

The student received a warning that an additional absence(s) would result in being dropped with an FE. The warning was sent to the student on \_\_\_\_\_. The student had missed \_\_\_\_\_ classes out of \_\_\_\_\_ total classes when the warning was sent. The student was absent on \_\_\_\_\_ after having received the warning.

*(Allow at least two days after sending the warning to ensure that the student had a reasonable chance to receive the warning and make arrangements to attend.)*

Date of Last Attendance: \_\_\_\_\_

The student was notified in writing that additional absence would result in this penalty. I am requesting assignment of the grade of "FE" for excessive absences.

Instructor's Signature: \_\_\_\_\_

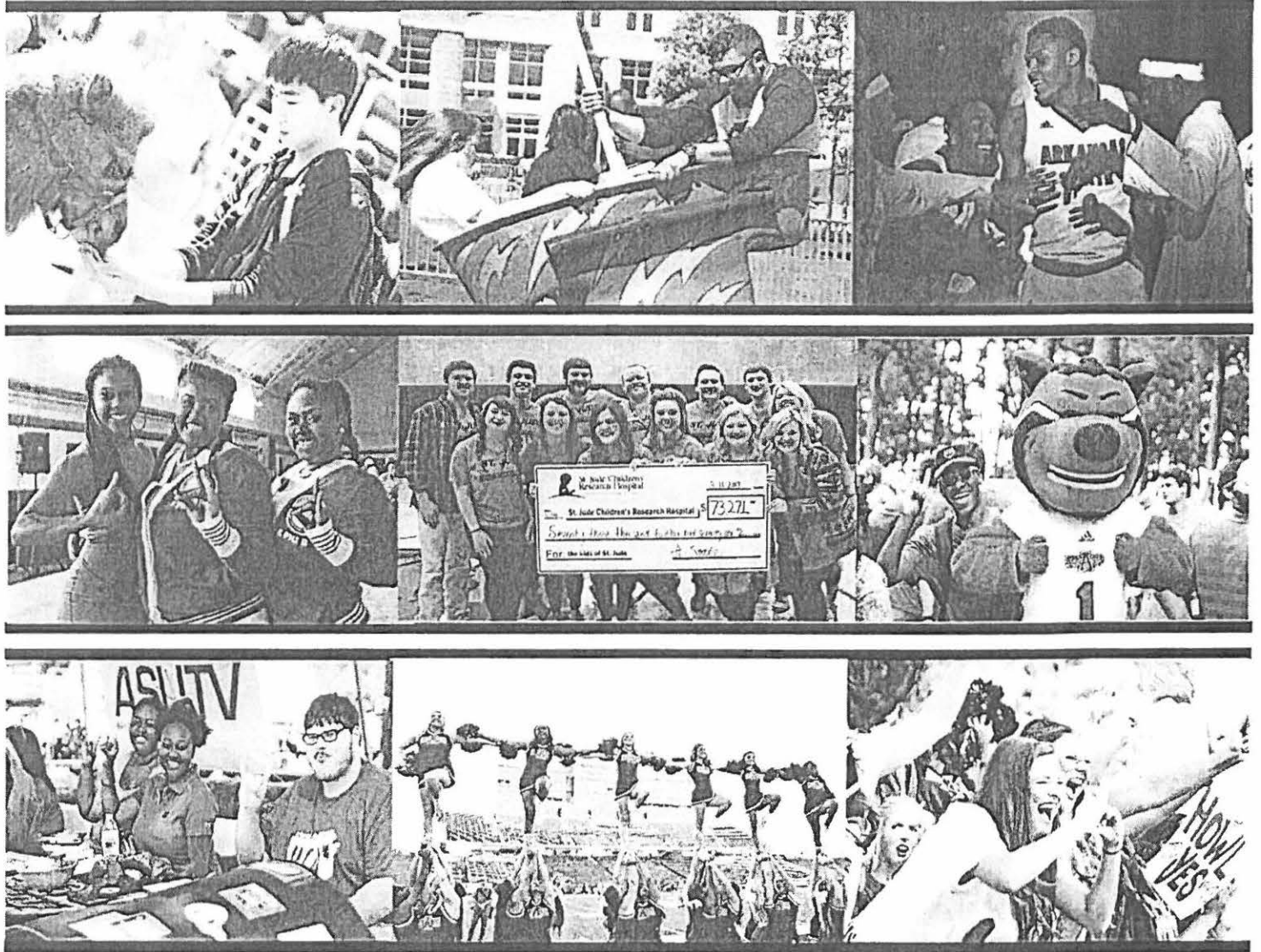
Department Head's Signature: \_\_\_\_\_

Fax or email completed form  
to the Registrar's Office at:  
(479) 968-0683 or [registrar@atu.edu](mailto:registrar@atu.edu)

\_\_\_\_\_  
Date Processed in the Registrar's Office



# ARKANSAS STATE UNIVERSITY STUDENT HANDBOOK 2017-2018





## ARKANSAS STATE UNIVERSITY HANDBOOK 2017-2018

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## OTHER INFORMATION FOUND IN THE STUDENT BULLETINS

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<http://www.astate.edu/a/registrar/students/bulletins/>

- Student Classification
- Grading System
- Grade Reports
- Repeating Courses
- Schedule for Readmission following Academic Suspension
- Procedure for Requesting Waiver or Variance of Policy
- Undergraduate Admissions, Graduation, and Academic Appeals Committee

## CLASS ATTENDANCE POLICY

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Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored academic or athletic events, even when those events cause them to be absent from class. Students participating in university sponsored academic or athletic events will not have those days counted against their available absences and will be given reasonable opportunities to make up missed assignments and exams.

Students enrolled in freshman or sophomore level courses numbered 1000 or 2000 may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of "F" for the course. Students who may be assigned a grade of "F" in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course. In determining whether excessive absences should result in a failing grade, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences.

Students enrolled in upper level courses will not be assigned a grade of "F" solely for failing to attend classes. However, instructors shall set forth in their syllabi at the beginning of the semester their attendance requirements and expectations with regard to making up work missed, class participation and other factors that may influence course grades. In determining whether excessive absences should adversely affect a grade in an upper level course, consideration shall be given to the maturity and class standing of the student, the quality of

academic work being accomplished by the student, and extenuating circumstances related to such absences.

Students must utilize their available absences for any cause which requires them to miss class including, but not being limited to, vacation, illness, emergency, or religious observances. Students who are aware that they will have absences during a term should ensure that they do not exceed the absences available.

## INCLEMENT WEATHER POLICY

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The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.

## GRADUATING WITH HONORS

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<http://www.astate.edu/a/registrar/students/graduation/honors-info/>

Honor Roll - <http://www.astate.edu/a/registrar/students/honor-roll/>

Wilson Award - <http://www.astate.edu/a/scholars/wilson-award/>

## ACADEMIC RIGHTS AND RESPONSIBILITIES

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Arkansas State University is a community of scholars whose members include its faculty, students and administrators. It is a forum where ideas are discovered, discussed and tested. The basic purposes of the university are the enlargement, dissemination and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, group living and leadership development.

The basic necessity for achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas cease and teaching, learning and research are rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute order leads to tyranny. Both anarchy and tyranny are antithetical to the purposes and necessities of the university. Therefore, the university always must strive for that balance

**UNIVERSITY OF CENTRAL ARKANSAS****STUDENT HANDBOOK  
AND  
DAILY PLANNER****2017 - 2018**

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CITY, STATE, ZIP

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omissions, prepared for the purpose of communicating information concerning a student. The University prepares and issues two categories of transcripts:

**Official** - includes a statement of students' status, the signature of an authorized official and the legal seal of the University. An official transcript is sent directly from the University to an institution, agency, or individual upon receipt of a written request of the student.

**Unofficial** - presents a listing of courses for which the student enrolled. The academic achievement of the student is indicated in terms of a grade for each course. An unofficial transcript is issued on request to students for their personal use. It does not include the authorized signature or the official seal of the University.

Transcripts may be released only after all financial obligations to the university are satisfied.

To order either transcript go to this address: <http://uca.edu/registrar/ordering-a-transcript/>

## ACADEMIC POLICIES

The university's two academic bulletins - the University of Central Arkansas *Undergraduate Bulletin* and *Graduate Bulletin* - are the official publications for all academic programs and policies. Students are urged to study these bulletins. Both are available online: <http://uca.edu/ubulletin> and <http://uca.edu/gbulletin/>. Use links at these landing pages for the latest version of each bulletin.

### ACADEMIC ADVISORS

UCA places a very high priority on student advising and considers it an integral part of your academic success. UCA's team of advisors in the Academic Advising Center ([www.uca.edu/advising](http://www.uca.edu/advising)) and faculty advisors are available to assist you during your stay at UCA. Prior to future semester course registration, all degree-seeking undergraduate students must declare a major after completing 27 credit hours. Students must also declare at least one minor field, subject to modifications noted for specific programs. Students will be assigned academic advisors specific to their declared major and minor fields of study. Students can find the name of their academic advisors in myUCA Self-Service and are encouraged to maintain contact with their advisors throughout their university experience.

It is the sole responsibility of the student to be familiar with and comply with major, minor and graduation requirements of the university listed in the applicable academic bulletin. Students must be familiar with and carefully monitor their academic progress toward the desired degree. To facilitate this, students are encouraged to use DegreeWorks which is available in myUCA Self-Service.

### ATTENDANCE

A student's official program is regarded as his or her obligation to the institution, full performance of which requires regular and punctual class attendance and active participation. A student is responsible for coming to class prepared, completing any missed work, and knowing the dates and places of required course examinations. Attendance and tardiness are primarily a student-teacher-class relationship, but the university has a concern for the fulfillment of such obligations by the student. Absences that indicate negligence about class attendance may lead to cancellation of registration and a withdrawal grade (W) in the course. In flagrant cases, the student may be suspended from the university. Individual instructors may assign a withdrawal grade (W) for non-attendance to any student but must do so by the deadline date for a student to officially withdraw specified in the academic calendar for the semester. Make-up examinations and assignments are required only for valid absences as determined by the faculty member. Students who miss an examination or assignment without a valid



excuse may receive a failing grade for that exam or assignment. Faculty and students should work together to mitigate the impact of absences of those students who miss class while officially representing the university.

#### **ACADEMIC CLEMENCY POLICY**

**UCA Board of Trustees Policy 331, adopted May 1992, revised December 2012**

The Academic Clemency Policy provides a second chance to a student who, having left college after a disappointing experience, has grown to appreciate education and seeks admission or readmission to the university. The Academic Clemency Policy requires that, as a minimum, an individual must not have been enrolled in any institution of college or university rank for a period of at least five calendar years (60 months) immediately preceding enrollment or re-enrollment at the University of Central Arkansas. An individual must be an undergraduate student seeking the initial undergraduate degree from the University of Central Arkansas in order to be eligible for academic clemency consideration. Contact the office of the University Registrar for information about how to apply for academic clemency; forms are linked at <http://uca.edu/registrar/forms/>.

#### **ACADEMIC ADJUSTMENTS & APPEALS COMMITTEE**

An undergraduate student is entitled to petition the University Academic Appeals Committee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is obtainable from the office of the University Registrar and online at <http://uca.edu/registrar/forms/>.

#### **GRADUATE COUNCIL POLICY SUBCOMMITTEE**

A graduate student is entitled to petition the Graduate Council Policy Subcommittee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is available from the office of the Dean of the Graduate School.

#### **MAINTENANCE OF STANDARDS**

The university reserves the right to deny further attendance to a student who lacks the personal qualities, professional characteristics, or scholastic attainments essential for success. Such a student desiring to re-enroll will supply the university with evidence that the difficulties have been corrected.

#### **STUDENT ACADEMIC APPEALS**

The university provides students an opportunity to appeal decisions or policies affecting their academic standing. Avenues of appeal are as follows:

##### **Grade Appeals**

A student who wishes to appeal the final grade in a course should first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or of the faculty member, through the levels of appeal listed below. At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal. Within the general framework of this policy, a department or college may establish its own procedures for reviewing such appeals. Any appeal concerning an assigned grade must be made within one calendar year of the time the grade was awarded.

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost

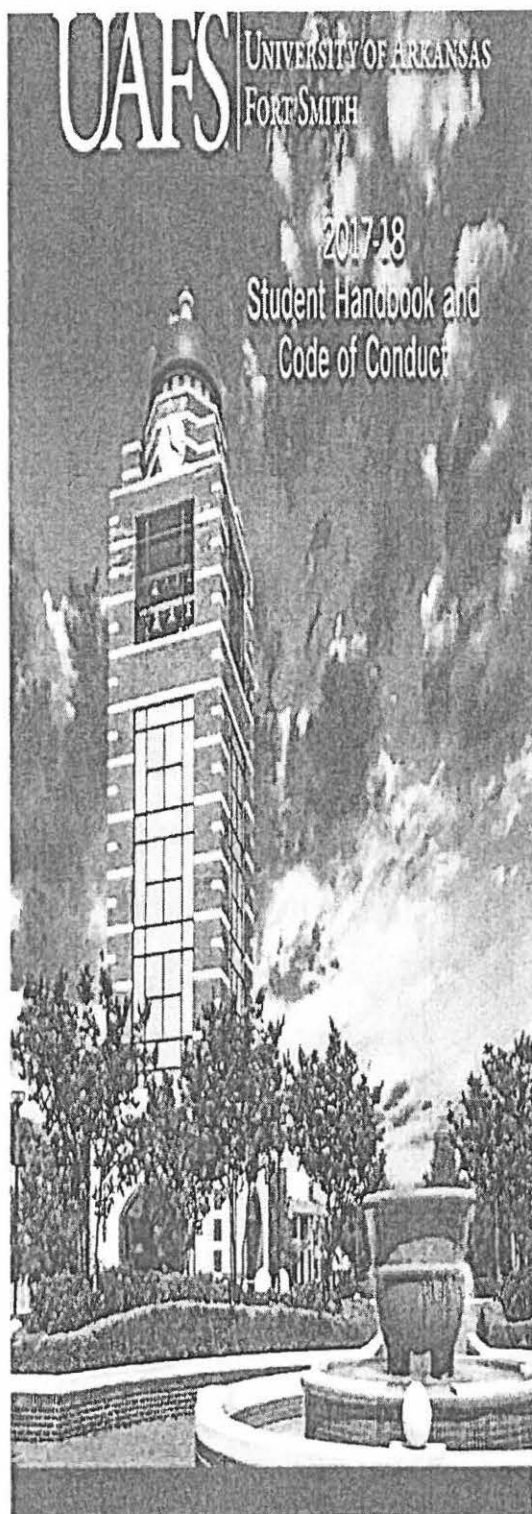




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A faculty member who has proof that a student is guilty of academic dishonesty may take appropriate action up to and including assigning the student a grade of F for the course and suspending the student from the class. The F will be the final grade and the student may not withdraw from the course with a W. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student's file in the Records Office.

The student may appeal either the finding of academic dishonesty or the penalty, or both, to the Academic Integrity Committee within three business days of notification. Appeal forms may be obtained from their adviser. Upon appeal, a student will be allowed to continue in class until the appeal is adjudicated. The Academic Integrity Committee acts as arbitrator in such situations, presenting its findings and recommendations to the provost for review.

In cases of repeated offenses, the provost may take appropriate action up to and including permanent suspension from the university or solicit the recommendations of the Academic Integrity Committee. A copy of such action will be placed in the student's file in the Records Office. Repeat incidents of academic dishonesty could result in the assignment of a grade of FX on the transcript, clearly indicating the failing grade was the result of academic dishonesty.

## Attendance

Students are expected to attend all classes. After an unavoidable absence because of illness or an emergency, students must take the responsibility for contacting faculty members to make up missed work. Each faculty member's specific attendance policy will be distributed with other course information at the beginning of each semester. It is the student's responsibility to know the policy and comply. When absences exceed the number allowed, the faculty member has the authority to give the student a grade of F at the end of the semester or to drop the student from the class within the withdrawal period by the following procedure:

1. The faculty member notifies the student of his or her attendance status.
2. The student is given the opportunity to discuss his or her status with the faculty member.
3. If attendance is subsequently unsatisfactory, the faculty may drop the student from the class by completing the withdrawal notice and filing the form with the Records Office.

This procedure does not remove the primary responsibility of the student for taking official withdrawal action. Students dropped by a faculty member receive a W through the 12<sup>th</sup> week of a regular semester and the fourth week of a summer five week term.

Withdrawals will end on Friday of the 12<sup>th</sup> week of the regular semesters and the fourth week of the five-week summer terms and other five-week courses. Courses that do not correspond to these time frames will be handled on a prorated basis.

### ABSENCE DUE TO PARTICIPATION IN UNIVERSITY SPONSORED EVENTS

Students engaged in sanctioned extracurricular activities in which they are representing the university should be excused from class and be allowed to make up work without penalty. Students are responsible for all material covered and for any class activities missed during the absence. Students are required to contact each of their instructors at least one week prior to the absence to discuss requirements for completing missed assignments. Exceptions to this policy will be

handled by the appropriate academic dean, with the provost being the final arbiter.

### AUDITING

Students who audit courses must be officially admitted to the university and pay the regular tuition and fees for the course. Those who audit courses will receive a grade of AU. An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures any time during the withdrawal period and receive a grade of W. Audited courses are not eligible for financial aid.

Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status through the fifth day of the fall or spring semester. Summer terms and off-schedule courses will follow a prorated time period. No change will be allowed after the fifth day of the term.

Individual instructors will determine the degree of participation of students auditing a course.

### COLLEGE HOURS/COURSE LOAD

A semester hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses, it is necessary to spend more time for each semester hour of credit. Students may carry up to 18 hours in the fall or spring semester without special permission; however, the average is 15. No more than seven hours in a single summer term and no more than a total of 14 hours in one summer will be allowed without special permission. Special permission for additional hours must be obtained from the appropriate dean, program directors or department chairs.

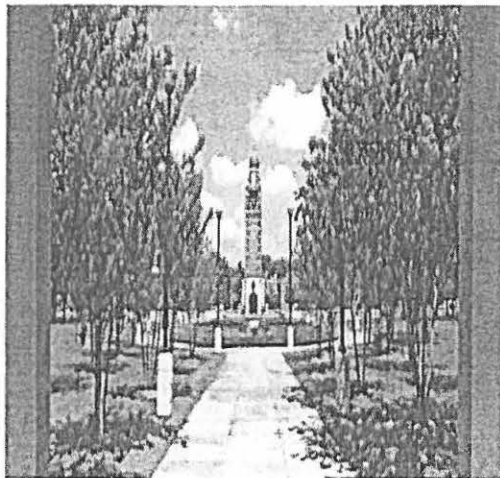
### GRADE PETITIONING

A student who believes an error has been made in the assignment of a final grade must contact the faculty member to resolve the issue. Should the student remain dissatisfied, he or she may appeal to the department chair or program director and then to the dean of the college in which the course originates. If the dean disagrees with the faculty member's response, the dean will refer the matter to the Academic Integrity Committee. The dean will respond to the student in writing within seven days of receipt of the written appeal from the student, either denying the appeal or indicating that the appeal has been referred to the Academic Integrity Committee. If the dean has upheld the faculty member's response, the student may petition the Academic Integrity Committee and should do so no later than the last day of the next fall or spring semester. Failure to act within that time period disqualifies the student from further pursuit of the matter. The Academic Integrity Committee shall be convened within 14 business days of receipt of the petition. The committee shall submit its recommendation to the provost no later than 21 business days from receipt of the petition. The provost will notify the student of the decision. The decision of the provost is final.

Grade petition forms are available from an adviser.

### GRADE REPORTS

Mid-term and final grades for each semester are accessible on the student's UAFS LionsLink. Students can review and print unofficial copies of their current grades and transcripts through LionsLink. Only the final grade is posted on the official transcript. Refer to the Transcripts section for information on obtaining an official transcript.



## ACADEMIC INFORMATION

### Academic Course Work

Each student is responsible for understanding the requirements for each course and for completing the course work. The student is responsible for understanding the requirements for each course and for completing the course work. The student is responsible for understanding the requirements for each course and for completing the course work.

### Academic Grievance Process

A student who is dissatisfied with a grade or other academic action may file a grievance. The student must follow the procedures outlined in the Student Handbook.

The student must file a grievance within the specified time frame. The student must provide evidence to support their claim. The student must follow the procedures outlined in the Student Handbook.

1. The student must file a grievance within the specified time frame.
2. The student must provide evidence to support their claim.
3. The student must follow the procedures outlined in the Student Handbook.

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### Academic Honesty

Academic honesty is a fundamental principle of the University. Students are expected to follow the rules of academic honesty and to report any violations.

The student must follow the rules of academic honesty. The student must report any violations. The student must follow the rules of academic honesty.

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### Attendance

Students are expected to attend all classes. Attendance is a requirement for passing a course. The student must follow the rules of attendance.

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### ACADEMIC GRIEVANCE PROCEDURE

The student must follow the procedures outlined in the Student Handbook. The student must provide evidence to support their claim. The student must follow the procedures outlined in the Student Handbook.

### ACADEMIC COURSES

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### COURSE REQUIREMENTS

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### GRADE PETITIONING

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# Search SAU

Student Handbook

Search

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(<https://web.sau.ku.edu/students/studentlife/conduct/>)

## Student Conduct | Students | Southern Arkansas University - Magnolia (<https://web.sau.ku.edu/students/studentlife/conduct/>)

Through student conduct, we are responsible for enforcing the student conduct and university guidelines as outlined in the SAU **Student Handbook** for individuals, campus activities, and student organizations. Student Conduct Resources: **Student Handbook** [pdf]; Students Rights under FERPA · General Regulations · Good ...

<https://web.sau.ku.edu/students/studentlife/conduct/>

## Student Handbook (<https://web.sau.ku.edu/students/files/2017/08/SAU-Handbook-2017.pdf>)

File Format: PDF/Adobe Acrobat

The Mission of Southern Arkansas University is to educate **students** for productive and fulfilling lives in a global environment by providing opportunities for intellectual growth, individual enrichment, skill development, and meaningful career preparation. The University believes in the worth of the individual and accepts its ...

<https://web.sau.ku.edu/students/files/.../SAU-Handbook-2017.pdf>

## Southern Arkansas University Baccalaureate Nursing Program ...

(<https://web.sau.ku.edu/nursing/files/2018/01/Completed-Fall-2017-BSN-Handbook.pdf>)

File Format: PDF/Adobe Acrobat

Any student wishing to return to the nursing program after dropping a course because of the failure to successfully complete the required math exam must utilize the Readmission Policy as instructed in the BSN **Student Handbook**. \*RN to BSN students are exempt from this policy. Program/Course Policies and Regulations.

<https://web.sau.ku.edu/.../Completed-Fall-2017-BSN-Handbook.pdf>

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## 2.10 Class Attendance Policy

A student's academic program should be regarded as an obligation. Regular and punctual class attendance is expected from each student. An individual who is absent from a class should contact the instructor. If the cause of the absence is found to be acceptable, as defined in the *Student Handbook* 2.10.1, the instructor shall not penalize the student for the excused absence.

If a student is absent from a class more than the equivalent of one week of instruction (more than three days for MWF class, during a regular semester, for example) those absences will be reported to the dean of students. The dean will then send the student a notice of pending action. The student is advised to contact the instructor as soon as this notice has been received. Ten calendar days after the report is submitted by the instructor during a regular semester or after seven calendar days during a summer session, a student may be dropped from the class for excessive unexcused absences at the request of the instructor. If this occurs, a grade of *WF* (withdrawal with failure) will be given for the course.

### 2.10.1 Make-up Examination/Credit for Class Absences Policy

Make-up credit for work missed will be given under any one of the following conditions:

- A. Student is excused in advance for due cause determined by the vice president for academic affairs. This will include, but not be limited to, absences due to academic program or course field trips and events, intercollegiate athletics, or school-sponsored lectures.
- B. Student has been ill and has a written excuse from the University nurse or personal physician.
- C. Student is excused by the instructor for emergency reasons.

The types of work missed for which make up credit may be given include major examinations, homework, presentations, and attendance. Work given to a student for make-up does not have to be in the same format as the work missed but must be equivalent credit.

The absent student must contact the instructor no later than the start of the next class attended in that course to make arrangements for the make-up work. A student who fails to make arrangements prior to commencement of the next class attended forfeits the right to make up credit, though the instructor may, for good cause, choose to allow makeup credit.

A student is responsible for notifying all instructors as soon as possible when the reason for an absence is known in advance. A student forfeits the right to make up credit for failing to meet this requirement, though the instructor may, for good cause, choose to allow make-up credit. Notification by administrative or instructional staff of a student's absence, either before or after the absence, does not relieve the student of the responsibility for personal notification.





UA LITTLE  
ROCK

# Undergraduate 2017-18 Catalog

b) using prepared materials, notes, or texts other than those specifically permitted by the professor during an examination; (c) collaborating with another student during an examination; (d) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of an upcoming examination, or the use of such material; (e) substituting for another person during an examination or allowing such substitution for oneself; (f) bribing a person to obtain examination information.

- **Plagiarism:** To adopt and reproduce as one's own, to appropriate for one's own use and incorporate in one's own work without acknowledgment, the ideas of others or passages from their writings and works.
- **Collusion:** To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
- **Duplicity:** To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

The university has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent.

Academic dishonesty cannot be condoned or tolerated in the university community. Such behavior is considered a student conduct violation and students found responsible of committing an academic offense on the campus, or in connection with an institution-related or sponsored activity, or while representing the university or academic department, will be disciplined by the university.

## Academic Probation and Suspension

Students will be placed on academic probation at the end of a term if their cumulative grade point average (GPA) drops below a 2.0 GPA. Students on academic probation are limited to a maximum of 13 credit hours each semester. Students will continue on academic probation as long as their cumulative GPA continues to remain below 2.0 GPA.

Effective fall 2011, freshmen and sophomores with an academic standing of "Academic Probation" or "Probation Continued" be required to participate in a special program offered by the Academic Success Center beginning the next semester in which they are enrolled for at least one hour. International Freshmen and International Transfer Students on academic probation will report to the Office of International Student Services. Student athletes on academic probation will report to the Academic Advisor or their coach in Athletics. Non-Degree Seeking Students are exempt from this requirement. A mechanism for waiving the requirement on a case-by-case basis for other students for whom physically reporting to the Academic Success Center is a practical impossibility—for example, students taking all online courses from a great distance from Little Rock—will be implemented.

Students will remain in the program until their cumulative GPA rises above 2.0 or they are academically suspended (after three consecutive semesters on probation). Program activities will be tailored to fit the needs of the individual student based on the outcome of the intake assessment and the student will be assigned to a mentor. A contract will be signed by the student and the mentor.

### Suspension (From UA Little Rock)

Suspension occurs after the third successive semester of academic probation. Students who have finished their academic suspension are required to contact the Office of Records and Registration. These students will be placed on academic probation,

limited to 13 credit hours per semester while on probation, and placed in a single semester probation status.

This status requires that the student achieve a current term GPA of 2.0 or greater each term until the student's cumulative GPA is 2.0 or higher.

Failure to achieve a term GPA of 2.0 or greater while in a single semester probationary status will result in academic suspension for two full semesters.

Students needing fewer than 18 credit hours for graduation may request an exemption for the credit hours restriction to their academic advisor or department chairperson. Denial of this request may be appealed to the dean of the college and the provost.

Students admitted with academic deficiencies will be limited to a maximum of 13 credit hours each semester. When such a student achieves a current term and cumulative GPA of 2.0 the limitation in hours is removed. If the student fails to obtain the required current term or cumulative GPA then the student is placed on academic probation. Such students will not be subject to academic suspension until the end of the third semester unless they were admitted on a single semester contract basis. A student suspended from UA Little Rock who earns academic credit from another accredited college or university during the period of suspension may receive credit for the course at UA Little Rock when readmitted if the course is transferable.

### Suspension (from an institution other than UA Little Rock)

A student under first academic suspension from an accredited college or university may be admitted to UA Little Rock and allowed to enroll in probationary status. The student may enroll for a maximum of 7 hours and must attain a cumulative GPA of at least 2.0. Failure to attain the minimum 2.0 GPA in the first semester will result in suspension from UA Little Rock.

## Advanced Placement Program

Advanced Placement (AP) examinations are administered by selected secondary schools. Students who take AP exams should have official score reports sent directly to the UA Little Rock Office of Testing Services for evaluation. You may also contact the College Board at (888) 225-5427 to request scores be released to UA Little Rock; the school code for UA Little Rock is 6368. A list of AP course eligibility, exemption, or credit by score may be found on the Testing Services and Student Life Research website, [ualr.edu/testing](http://ualr.edu/testing).

## Attendance Requirements

Each faculty member has the prerogative of setting specific attendance requirements for classes. In some courses, active student participation is an integral part of the course, and the instructor may base a portion of the students' grades on attendance and participation. In general, students are expected to attend class regularly. Students who miss class are responsible for finding out about the material covered, homework assignments, and any announcements or examinations.

On the 10th day of classes, students who have not attended in class will be administratively withdrawn by the instructor. Students may be administratively withdrawn from a class by the instructor for excessive absences during the semester.

## Auditing a Course

A student who may enroll in a course, but not participate in the formal assignments of the class nor receive a grade or credit will be considered as auditing the course. Enrollment is entered on the student's permanent record. Criteria to receive the audit grade may be set forth by the instructor of the course. Auditing is subject to the professor's approval and the payment of the applicable fees. Auditors may not change their registration to credit after the deadline listed in the academic calendar, which is normally the end of the registration period.



For the most accurate and comprehensive tuition and fee information, visit the Bursar's webpage, [ualr.edu/bursar](http://ualr.edu/bursar).

Tuition and fee charges for classes that are taken for audit are the same as those for credit classes. Other fees for seminars and special courses may be charged. All fees are subject to change without notice. All tuition and fees are due at the time of the student's registration. UA Little Rock accepts MasterCard, Visa, and Discover. Students whose tuition checks are returned are subject to administrative withdrawal. Any student who is an Arkansas resident and has reached the age of 60 years or older by the last day of registration may enroll (on a space available basis) free of tuition. In such cases, special fees for certain leisure science and music instruction courses are required. Students must provide proof of age to the Bursar's Office, and the application fee still applies.

## Payments

The Cashier's Office provides billing, receipting, and cashing functions for student tuition and fees to assure accurate, timely, and effective service to students, as well as providing receipting and deposit functions for the University departments. You can contact the Cashier's Office by calling (501) 569-8757 or by emailing [cashiers@ualr.edu](mailto:cashiers@ualr.edu).

The Student Accounts Office provides student billing, third party sponsorship posting, tuition discounts, and collection processes. You can contact the Student Accounts Office by calling (501) 569-3450 or by emailing [studentaccounts@ualr.edu](mailto:studentaccounts@ualr.edu).

## Parking Fees

Every student who parks a motorized vehicle on the main UA Little Rock campus is required to register that vehicle with the Department of Public Safety and display a parking permit as instructed. There is no fee to register one vehicle. Permits for additional vehicles are \$20 annually.

Reserved parking fees are \$165.00 annually for twenty four hour access. Lot choices are lot #s 3, 4, 5, 7, 8, 9, and the lower level of the parking deck. Reserved parking is available on a first come first served basis. Reserved parking may be arranged at the Department of Public Safety. Students are also allowed to park in the metered lots or UA Little Rock's parking deck. The fee for parking in the metered lots is \$1.00 per hour with a 2-hour time limit, and the fee for the parking deck is \$1.00 per exit.



## Schedule Adjustment

Students who reduce their course load by dropping one or more courses may or may not be entitled to a reduction in charges. Visit [boss.ualr.edu](http://boss.ualr.edu) and choose the UA Little Rock Registration Guide and Class Schedule for the dates of the schedule adjustment period.

## Tax-Deductible Educational Expenses

The cost of college educational expenses may be deductible on an individual's federal income tax return if classes are taken:

- To maintain or improve the skills required in the individual's trade or business, or required in performing a present job
- To meet the specific requirements of an employer or the requirements of law for retention of present employment, salary, or status
- Such that the criteria for the Hope Scholarship Credit or the Lifetime Learning Credit are met
- These credits can be applied to tax returns if the student meets the eligibility requirements.

This section should not be construed as tax advice. Students should consult a tax advisor or contact the local office of the Internal Revenue Service.

## Withdrawal from UA Little Rock

Students voluntarily withdrawing from UA Little Rock must complete the University Withdrawal Form and have an exit interview with a staff member in the Office of Financial Aid if receiving financial aid. Withdrawal forms are available in the Office of Records and Registration. The last day to officially withdraw from the University without a grade penalty is listed in the Academic Calendar and on the UA Little Rock website. Students who fail to officially withdraw will be reported as having failed the course work for the semester, and grades of F will appear on their official transcripts. Students who have questions about withdrawing should contact the Office of Records and Registration.

- Non-attendance does not constitute a withdrawal.
- An official withdrawal does not penalize or prevent a student from re-enrolling at a future date.

## HISTORICAL SKETCH

*Henderson State University* has a unique history. The only Arkansas university which has been controlled by both church and State, it is the only public one named for an individual. Of the nine Arkansas public universities, Henderson is one of only two originally established as a four-year, degree-conferring institution and is the second oldest university under state control. The university has operated for a century under six names: Arkadelphia Methodist College (1890-1904), Henderson College (1904-1911), Henderson-Brown College (1911-1929), Henderson State Teachers College (1929-1967), Henderson State College (1967-1975) and Henderson State University (1975- ).

Henderson State University had its beginnings on November 6, 1889, when Arkadelphia civic leaders and members of the Methodist Episcopal Church, South, held a town meeting at the church to discuss establishment of a Methodist college for Arkadelphia and south Arkansas. Leaders of the movement, however, became convinced that the interest of the community could best be served by securing Hendrix College, an established Methodist institution then subject to relocation. Arkadelphia's failure to secure Hendrix College resulted in implementation of the original plan.

The institution was founded on March 24, 1890, and was incorporated as Arkadelphia Methodist College. It was chartered as a four-year, coeducational baccalaureate liberal arts college. The college opened on September 3, 1890, with 110 students and 10 faculty members. The name was changed to Henderson College in 1904 to honor Charles Christopher Henderson, a trustee and prominent local businessman. In 1911, the name was amended to Henderson-Brown College to honor Walter William Brown, who was also a trustee.

From its founding in 1890 until 1925, the college also operated an academy, which provided instruction for students desiring high school courses and for those not prepared to enter the collegiate curriculum.

Henderson was a sister institution of Hendrix College. In 1929, the educational commission of the Arkansas Methodist Conferences proposed that the two colleges be merged in Little Rock. However, through the efforts of Arkadelphia citizens and religious and political leaders of south Arkansas, the institution, then known as Henderson-Brown College, was offered to the State of Arkansas. The Arkansas General Assembly enacted legislation (Act 46) to "establish a standard Teachers College in Arkadelphia," and Henderson became a daughter of the state.

Today, Henderson State University is a multipurpose institution with an enrollment of approximately 3,600 students, offering both graduate and undergraduate programs of study that serve the diversified needs of higher education for Arkansas and the nation. Degree programs are offered through the Matt Loeke Ellis College of Arts and Sciences, the School of Business, Teachers College, Henderson, and the Graduate School. The university operates the only aviation degree program in Arkansas and offers pre-professional studies.

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evidence verified by the Office of the Vice President for Student Services that he or she left school due to circumstances over which the student exercised no control, the instructor may award a grade of "WP" if evidence is available to show that the student was passing at the time. Drop forms must be completed by faculty and submitted to the Registrar.

A failing grade will be given when a student is failing in a course and missed the final examination without a satisfactory explanation.

Drop or withdrawal should be completed one week prior to the end of regular classes. If the student cannot get to campus, withdrawal from the semester may be completed by calling the Office of the Vice President for Student Services for official instructions.

In order to comply with state reporting mandates, a student who is not attending class must be dropped by the faculty member by the census date. The census date is the eleventh class day of a fall or spring semester and the fifth class day of a summer term. Any student who has not logged on or participated in an online class will be considered to have not attended the class and will be dropped by the census date. A student who has been dropped from a class may not be added back at a later date unless a significant, verifiable, extenuating circumstance beyond the control of the student caused the absence. In any circumstance, it is the student's responsibility to contact the faculty member prior to the census date in regard to absences.

#### **Attendance**

The university assumes that regular class attendance is essential to its academic operations. Students not attending regularly scheduled classes are considered absent. Faculty members have the responsibility to deal with absences, to decide makeup work required, if any, and to drop students for absences that exceed the instructor's policy. Lists of students who are to be absent while representing the university should be made available to faculty members prior to the event. All such reports of absence are for information. However, faculty members will give consideration to permitting these students to complete makeup work. While students are personally responsible for the academic consequences of a poor attendance record, faculty members are under obligation to inform students in writing of their interpretation of absence regulations as they pertain to each course. This notification should be given to the student at the beginning of the semester as part of the course syllabus.

If any student accumulates absences to the extent that it lowers his or her standing in the class, it shall be the duty of the instructor to notify the Center for Student Success and Transition. The instructor will have full and final authority in awarding a student a grade of "F" in a course because of absences. Students who interfere with course discipline may be suspended from class. Permanent exclusion will necessitate a conference with the Office of Judicial Affairs.

#### **Conferring of Degrees**

The formal commencement exercises of the university occur at the close of the fall and spring semesters.

Students must enroll in and be in the process of completing the final courses