Academic Information and Student Responsibility

Student Information and Responsibility

Each student is responsible for thoroughly reading this Academic Catalog, any applicable program handbooks, and becoming familiar with the policies, regulations, and procedures of UACCB. Students should be aware that they are ultimately responsible for their actions, behavior, and academic progress.

Name and Address Changes

Students are responsible for reporting their accurate address, telephone number, and legal name to UACCB and reporting any changes in information promptly to the Registrar. Failure to do so may result in undelivered financial aid refunds, registration notices, invoices, invitations, and other official correspondence.

UACCB considers the information within the student information system and/or on file with the Registrar to be the official legal name and contact information for a student. Legal documentation of a name change is required.

Inclement Weather Policy

Inclement weather occasionally impacts the UACCB operating schedule. These weather conditions may cause the campus to be closed, open late, or close early. UACCB uses local radio, TV stations, and the college's text messaging system to inform students, faculty, staff, and the community of these decisions.

Students may sign up for UACCB Alerts, which provides text messaging in the event of campus closures. The service is free; however, normal text message fees may apply. The service can be accessed through the UACCB website.

Registration and Attendance

Registration is the process by which those admitted to UACCB enroll in courses. Students may add, remove, or change courses from their schedule with the help of their navigator. Registration dates are listed in the Academic Calendar and are available on the UACCB website.

Withdrawal or Complete Withdrawal

Students may withdraw from one or more courses or completely from UACCB by the published date listed in the Academic Calendar.

Students are responsible for indicating their intent to withdraw by working with their navigator to initiate the process. Once all approvals are obtained, the Registrar, or their designee, will process the form submitted by the student based on the date of student submission. The Registrar, or their designee, will inform the Financial Aid Office when a student withdraws. In all cases, the action will be documented based on the date of student submission.

- A withdrawal can only occur after the census date for the current term of enrollment.
- A withdrawal will appear on a transcript as the letter "W" in the final grade column.
- A withdrawn student's name will appear on the course roster.
- A withdrawn student must pay for the course – even though he or she will not complete it.
- A course withdrawal may impact financial aid eligibility, current or future financial aid, and enrollment in other courses.
- A student receiving any benefits from a governmental agency must follow any policy or procedure as stipulated by the specific agency.
- If a student fails to withdraw by the deadline indicated in the UACCB Academic Calendar, the student's grade will be determined in accordance with the grading terms stated in the course syllabus.

Students who do not attend classes before the census date are typically dropped for non-attendance. However, it is the responsibility of the student to drop the courses for which he or she did not attend prior to the census date, as published in the Academic Calendar.

Attendance

Students are expected to be diligent in the pursuit of their studies and regular in their class attendance. Students are responsible for communicating with the instructor about any absences. Failure to attend class does not constitute withdrawal. The appropriate withdrawal process must be followed. Students who have not participated in a course by the census date of the semester as posted in the Academic Calendar may be dropped from that course as per the census data reporting policy.

Auditing Courses

Auditing a course requires official admission to the College, approval of the student's navigator or advisor, and payment of the regular tuition and fees for the course. Students auditing courses are subject to the same regulations as other students regarding registration and attendance, but they neither take examinations nor receive quality points or hours earned for the course. An auditing student who does not wish to complete the course must complete official withdrawal procedures as defined in Academic Catalog. Audited courses will be shown on the student's official transcript as "AU." Students who wish to audit a course must complete the Request to Audit a Course form.

Course Load

For fall and spring terms, a student must enroll in a minimum of 12 credit hours (per term to include all fast terms) to be classified as a full-time student. For summer terms, students must enroll in a minimum of 6 credit hours during a term to be classified as a full-time student. Students receiving Title IV aid are required to complete 12 total credit hours during summer terms. The maximum allowable course loads are as follows by term:

- Fall Full Term: 18 Credit Hours (including Fall 1 and Fall 2 terms)
    - Fall 1 Term-9 Credit Hours
    - Fall 2 Term-9 Credit Hours
- Spring Full Term: 18 Credit Hours (including Spring 1 and Spring 2 terms)
    - Spring 1 Term: 9 Credit Hours
    - Spring 2 Term: 9 Credit Hours
- Summer 1 Extended Term: 14 Credit Hours (Including Summer 1 and Summer 2 terms)
    - Summer 1 Term: 7 Credit Hours
    - Summer 2 Term: 7 Credit Hours

Any request to exceed the maximum allowable course load must be pre-approved by the Provost.

Census Reporting

This procedure identifies census data reporting obligations and processes required by the Arkansas Division of Higher Education (ADHE) as provided in the Reference Manual for the Arkansas Higher Education Information System (Public Colleges and Universities edition, current edition). The goal of this procedure is to promote accurate state reporting of student enrollment.

Faculty and staff will exhibit due diligence to ensure accurate reporting of student enrollment to ADHE. This is a multi-faceted process involving large numbers of student records.

Census Day Reporting Process

1. Using the criteria outlined in the clarifying points, all faculty must submit corrections to their rosters by 5:00 p.m. on the census reporting date via instructions provided by the office of the Registrar.
    a. Corrections outside the standard reporting period listed above will be considered on a case-by-case basis at the discretion of the Provost.
    b. Special Considerations will only be made up to one week prior to the "Term File" submission due date published in the Reference Manual for the Arkansas Higher Education Information System.
2. All submitted corrections to course rosters submitted on or before the deadline published on the academic calendar will be posted by the Registrar within four business days.
3. The office of the Registrar will notify all faculty of the completed roster postings. Faculty will verify rosters for accuracy. Any discrepancies will be immediately reported to the Registrar for correction.

Clarifying Points

Student enrollment, including schedule changes, is allowed up to the date published on the academic calendar; after that point any future enrollment will be considered on a case-by-case basis with the approval of the Provost.

Term class days will be defined and counted as follows:

- Term class days will be counted as standard workdays (Monday through Friday) from and including the first day of class for the term through the end of the final examination period.

- Holidays, when no classes are in session, will not be considered or counted as class days.

Identifying factors for reporting students:

- Students who have not attended class, communicated with the instructor, or participated in online course work.
- Students who have indicated to the instructor within a census data reporting period that they do not intend to attempt or continue the course.

Census reporting dates for each term are published in the Academic Calendar.

Withholding of Registration Privileges and Other Holds

The Registrar or Business Office Manager is authorized to withhold registration, academic transcripts, and diplomas from students and former students for non-compliance with university requirements, past due financial obligations, fraud, and other reasons in accordance with applicable laws and regulations.

The Registrar or Business Office Manager is also authorized to add additional holds as needed and delegate the application and removal of holds in the College's record systems to other departments as appropriate. The department placing the hold is responsible for removing the hold when the student satisfies the hold condition.

Reasons for withholding include, but are not limited to, the following:

- Past Due Financial Obligations
- Failure to Complete a Financial Responsibility Agreement
- Failure to Complete a Required Perkins Student Loan Exit Interview
- Non-compliance with Directive or Sanctions from the Provost Regarding the Student Code of Conduct
- Failure to Show Proof of Immunizations or Documentation of Exemption
- Fraudulent Activities

Regarding past due financial obligations, registration may be withheld when the financial obligations are 15 days or more past due (from the payment deadline) and greater than or equal to $200.00 in aggregate. Registration may also be withheld when the financial obligations are over 1 (one) year past due for amounts less than $200.00. Nothing in this policy is intended to deny a student the ability to withdraw from UACCB.

With respect to any sums owed, this policy does not apply to students or former students if UACCB knows or has reason to know that a bankruptcy petition has been filed on behalf of the student or former student, or if UACCB has received notice that the debt has been discharged in bankruptcy. Upon the conclusion of the bankruptcy case, this policy shall apply to all debt not discharged in the bankruptcy proceeding.

In accordance with U.S. Department of Education regulation 34 CFR § 668.14(b)(33), UACCB will not withhold official transcripts or take any other negative action against a student related to a balance owed by the student that resulted from an error in the institution's administration of the Title IV, HEA programs, or any fraud or misconduct by the institution or its personnel. Further, per 34 CFR § 668.14(b)(33), upon request by a student, the institution will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds and for which all

institutional charges were paid or included in an agreement to pay at the time the request is made, so long as the student has made at least one payment and is current on payments under the plan.

Academic Clemency Policy

Academic clemency is intended to assist students who may have tried college at an earlier date but were unsuccessful. A student is able to remove from the calculation of his/her GPA all grades received from previous UACCB coursework that meet the criteria identified below.

Students who receive academic clemency will forfeit the use of any college credit earned prior to the date the clemency is effective. The effective date will be the date the student re-entered college. The principal benefit to the student will be the recalculation of the GPA. The principal cost to the student will be that none of the prior coursework can be applied towards a degree or certificate. The granting of academic clemency does not automatically reinstate Financial Aid eligibility.

Students wishing to invoke the Academic Clemency Policy must complete a request for academic clemency through the Provost. The Provost will verify that the student meets the following criteria for academic clemency approval:

- Separation from all regionally accredited higher education course work for two calendar years.
- The successful completion of 12 semester hours of college credit at UACCB with a 2.0 or higher GPA following the two-year break in studies.

Students are not free to pick and choose which courses can be included in the Academic Clemency request. All courses prior to the 2-year break in studies must be included. There are no fees associated with Academic Clemency requests or awards.

Academic Standards of Progress

The College's Academic Standards of Progress provide details regarding minimum standards, intervention strategies or actions to be taken when minimum standards are not met, and dismissal action to be taken when satisfactory progress is not restored, and to document appeal rights.

Minimum Standards

All students (excluding non-degree seeking or visiting undergraduate students) must maintain a 2.0 minimum cumulative GPA to be considered in satisfactory academic standing.

Students' progress will be evaluated at the end of each semester to determine if grade-point average requirements have been met. Students must successfully complete basic skills courses earning a grade of "C" or better before progressing to the next course in the sequence.

Some academic programs require a grade of "C" or better to progress in the program of study. Failure to maintain at least a grade of "C" or better in each course will result in dismissal from the program.

Academic Probation

Students whose cumulative GPA falls below 2.0 will be placed on Academic Probation. Students who are on Academic Probation will remain on probation if they maintain a semester GPA of 2.0 or above on courses taken during the probationary period and their cumulative GPA remains below 2.0. The probationary status will be removed when the cumulative grade point average is 2.0. A transfer student who enrolls at UACCB and was on Academic Probation or has a GPA below 2.0 from the transferring institution will be placed on Academic Probation until the student achieves a cumulative GPA of 2.0 at UACCB.

Academic Suspension

Students who fail to attain a 2.0 semester GPA during the semester of the Academic Probation will be suspended for a minimum of one semester. Students may re-enter after the suspension period has lapsed, under the condition of Probation after Suspension for one semester. Should a student fail to maintain a 2.0 average during the second probationary period, a one-year suspension will ensue. A student who is dismissed twice for unsatisfactory academic progress will be suspended for one year.

Students who transfer from another college on academic suspension must sit out one semester before attending UACCB.

Academic Intervention Procedure

Intervention procedures, which may be initiated for students on Academic Probation, may include one or more of the following:

- Restriction of enrollment;
- Limited course load;
- Required attendance at special counseling sessions; and
- Enrollment in basic skills classes.

Satisfactory academic progress is restored when a student successfully earns at least six credit hours and re-establishes a 2.0 cumulative grade-point average.

The college may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic course work. Students may always exercise their right of due process and appeal an academic suspension.

Repeating Courses

Students repeating a course are subject to the following provisions:

- A student may repeat a previously taken course in an attempt to improve the original grade earned.
- Should a student choose to repeat a previously taken course, both course attempts will remain on the student's transcript with the highest grade being used to calculate the student's cumulative grade point average.
- The credit hours of the completed/repeated course will only apply one time toward the student's graduation requirements.
- Courses taken more than once must be the exact same course as previously attempted.
- "W" Withdrawals, "I" Incompletes, or "AW" Administrative Withdrawals will not replace an original course grade.
- Independent Study courses and Prior Learning Assessments (PLA) cannot be used to repeat a course.

Students who plan to transfer to a four-year college or university should be aware that some institutions may average both the original and the subsequent grades for determining transfer eligibility. Students should check with that college or their navigator prior to enrolling for a course on a repeat basis.

Nursing and Health Professions programs have specific guidelines for repeating a course. Please refer to the appropriate program handbook for these guidelines.

The Veterans Administration has specific regulations. Please contact the Veteran's Affairs Certifying Official at veterans@uaccb.edu, call 870-612-2000, or stop by the Welcome Center.

Grades and Grade Points

UACCB's grading policy reflects the quality of performance and achievement of competency by students who complete one or more credit courses. Faculty are responsible for determining and assigning both grades and status based upon objective appraisal and evaluation of the student's performance. Grading standards are provided to students in writing at the beginning of each course in the course syllabus. The College uses the following four-point grading scale:

Grade Status	Description	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failure	0
P	Pass	0
N	Did Not Pass	0

A student's grade point average is determined by dividing the total number of quality points by the total number of credit hours attempted. All course work completed with assigned grades of "A," "B," "C," "D," or "F" is to be considered in calculating the cumulative GPA.

For a student who retakes courses, only the highest grade is calculated in the cumulative GPA and hours earned for the student. The first grade of the course will, however, still appear on the student's transcript.

Basic skills courses are taken for non-degree credit, although the grade is calculated into the cumulative GPA.

Courses transferred to UACCB are not calculated into a student's cumulative GPA.

Midterm grades are reported by the faculty by the published dates on the Academic Calendar. Midterm grades are reported for progress monitoring only and are not calculated into a student's term or cumulative GPA.

Midterm and final grades are available to students electronically.

Grade Status Codes

In addition to course grades of "A," "B," "C," "D," and "F," students may receive the following grade status designations.

Grade Status	Description	Quality Points
I	Incomplete	0
W	Withdrawn	0
AU*	Audit	0
CR	Verified Competency	0
MW	Military Withdrawal	0
AW	Administrative Withdrawal	0

*Must be declared no later than the first week of class and will not qualify for financial aid.

Incomplete (I): The grade "I" should only be assigned when a student has not completed a significant component of a course (i.e. an exam, paper or project) and the student has a valid rationale for this failure. Students must complete at least 70% of a course to be able to request an Incomplete.

Withdrawal (W): A "W" is assigned for a student-initiated withdrawal during the period printed in the Academic Calendar.

Audit (AU): Audit means enrollment in a course for no grade or credit. A student must declare an intent to audit by the end of the first week of classes of the semester he/she intends to audit. Auditing students will be required to pay the same tuition and fees as assessed for a class taken for credit.

Verified Competency (CR): The Verified Competency designation is used to indicate a status for which recognition is earned, but no grade is assigned. A "CR" will be recorded to document competencies demonstrated via test-out, Prior Learning Assessment (PLA), credit-for-experience, College Level Examination Program (CLEP) and Advanced Placement (AP) options.

Administrative Withdrawal (AW): An "AW" is reserved for extenuating circumstances where it is in the best interest of the student to be withdrawn, but the student did not initiate the process. Administrators must notify the student and the student's navigator that this process will be initiated.

Credit for Courses

All credit-bearing degrees and certificate programs are approved by the Arkansas Division of Higher Education (ADHE). Calculation of credit hours follows Arkansas Higher Education Coordinating Board Policy 5.11, which are consistent with the U.S. Department of Education's definition of a credit hour.

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in 1 of this definition for other activities as established by an institution, including laboratory work, internships, practical, studio work, and other academic work leading toward the award of credit hours. 34CFR 600.2 (11/1/2010)

A credit hour is an amount of work that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two clock hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. The regulations make an exception to this definition in the case of programs that are subject to one of the clock-hour/credit-hour conversion formulas as described below:
    - A semester hour must include at least 37.5 clock hours of instruction
    - Conversion: Number of clock hours in the credit-hour program/37.5 U.S. Department of Education definition of a clock hour:
        - A 50-to-60-minute class, lecture, or recitation in a 60-minute period; A 50-to-60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
        - 60 minutes of preparation in a correspondence course

Generally accepted standards under the Arkansas Division of Higher Education include:

- 1 semester credit for each 12.5 hour or 750 minutes of lecture
- 1 semester credit for each 25 hours or minimum of 1500 minutes of laboratory instruction
- 1 semester credit for 37.5 hours or minimum 2250 minutes of clock, clinical, practicum, internship, shop instruction, or other self-paced learning

Course Type and Modality Definitions

Course Type	Definition
Accelerated Terms	Courses offered within the standard 15-week semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered (750 minutes per credit).
Clinical Placement	Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material are classified as clinical placement. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments. Clinical courses and fieldwork will meet the minimum required by the respective professional accrediting or regulatory agency.
Hybrid	A hybrid course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course.
HyFlex	A HyFlex (Hybrid-Flexible) course offers the highest level of student choice by allowing individuals to attend sessions in-person, online synchronously, or online asynchronously. Students have the autonomy to switch between these participation modes from one class to the next without prior notification to the instructor, providing a seamless and adaptable learning experience designed to accommodate various schedules and learning preferences.
Independent Study	Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course are titled independent study. Students must interact with the faculty member on a regular and substantive basis to ensure progress within the course. The faculty member provides guidance, criticism, and review of the student's work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc., as required by the faculty member.

Course Type	Definition
Internship/ Field Experience	Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline are classified as Internship/Field Experience. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor. The minimum number of hours varies based on credits assigned to each internship course. A 1 credit hour internship = 50 hours throughout the semester
Laboratory	Practical application courses are those courses where the major focus is "hands-on" experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). Science laboratory classes will meet 2-3 hours per week to equal one semester credit hour. Technical Skills laboratory classes will meet three hours per week to equal one semester credit hour.
Lecture/ Seminar	Courses focus on principles, concepts or ideas, lecture, discussion, and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per week throughout the semester. A typical three-credit hour course meets for three, 50-minute sessions or two, 75-minute sessions a week for fifteen weeks. Most lecture and seminar courses are awarded three credits.
Online (Asynchronous)	These courses are where "instructors and students do not meet in the same space." Regardless of mode of instruction, these courses are consistent in terms of quality, assessment, learning outcomes, requirements, etc., as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, and chat rooms. Simply logging on, either by faculty or students, does not constitute active student learning. Credits hours assigned to a course delivered online must equal the number of credit hours for the same course delivered face-to-face.
Practicum/ Student Teaching	Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline are classified as Practicum/Student Teaching. These courses allow for observation, participation, client evaluation,

Course Type	Definition
	fieldwork, and are offered off campus. Practicum time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.

Requesting an Incomplete Grade

Students may request an incomplete grade status by working with their navigator and faculty member to complete and submit the Request for Incomplete Grade form.

A student receiving an "I" must meet with the instructor of record and develop a timeline and significant milestones/achievements to complete the course requirements. The student must have completed 70% of the coursework with a "C" or higher and have had satisfactory course progress.

Faculty members will submit the revised grade by the date final grades are due in the subsequent full term. The Registrar will change the "I" designation to a grade of "F" if a grade is not assigned by the date final grades are due in the subsequent full term.

If a student disagrees with a faculty member's decision to deny a request for an incomplete grade, the student may submit an academic appeal following the process outlined in the UACCB Catalog.

Academic Integrity

At UACCB, we are committed to fostering a culture of academic integrity and honesty. We believe that academic integrity is essential to the pursuit of knowledge, the development of critical thinking skills, and the overall educational experience of our students. Therefore, we expect all students to adhere to the highest standards of academic honesty and integrity.

We strongly encourage students to adopt the following practices to maintain academic integrity:

- Familiarize yourself with the college's policies on academic integrity.
- Properly cite all sources used in your academic work.
- Seek clarification from your instructors regarding the appropriate use of resources, collaboration, and citation.
- Develop good time management and study skills to avoid the temptation of cheating.
- Utilize academic support services available at the college, such as tutoring and writing centers.
- Be proactive in upholding the academic integrity of your peers by reporting suspected instances of academic dishonesty to your instructors or college administration.

Academic dishonesty includes, but is not limited to, the following actions:

- Plagiarism: Presenting someone else's work, ideas, or words as your own without proper citation or acknowledgment.
- Cheating: Using unauthorized materials, resources, or aids during exams, quizzes, assignments, or any other academic activity.
- Unauthorized Collaboration: Working with others on individual assignments or exams without explicit permission from the instructor.
- Fabrication: Inventing or falsifying information, data, sources, or citations in any academic work.
- Multiple Submissions: Submitting the same work, in part or in whole, for credit in multiple courses without prior approval from the instructors.
- Impersonation: Allowing someone else to assume your identity or taking another person's identity to complete academic work.
- Unauthorized Access: Gaining unauthorized access to examination materials, academic resources, or any other confidential information.

Consequences of Academic Dishonesty

Any student found guilty of academic dishonesty is subject to disciplinary action, which may include, but is not limited to, the following:

- Receiving a failing grade for the assignment or exam in question.
- Receiving a failing grade for the entire course.
- Suspension from UACCB for a specific period.
- Expulsion from UACCB.
- Additional sanctions deemed appropriate by UACCB administration.

Academic Appeals

Students who believe they have been treated unfairly in an academic matter should first address the issue directly with the faculty member or program director involved. If the matter is unresolved, students may pursue a formal academic appeal.

Formal academic appeals are permitted only in the following cases:

- The fairness or accuracy of a final course grade
- Official dismissal from an academic program

Other concerns should follow the Academic Complaint Log procedure or, for cases involving discrimination or other protected grievances, the appropriate campus policy.

Academic Appeal Procedure

Before filing an appeal:

- Discuss the issue with the relevant faculty member or program director.
- If the concern involves a final course grade or program dismissal, and is not resolved through discussion, proceed to submit a formal appeal.

Filing an academic appeal:

1. Complete the Academic Appeals Form (available on the UACCB Microsoft MyApps page under UACCB Forms).
    a. Submit the form by email to the appropriate dean within five (5) business days of the official final grade posting or dismissal notification.
    b. Partially completed forms or late submissions will not be accepted.
2. Once a valid appeal form is submitted it is routed to the Academic Dean who supervises the faculty or program involved.
3. The Academic Dean reviews the case, gathers supplemental information as needed, and issues a written determination via UACCB email with 3 business days. The Dean's response will include an explanation for the decision, any required remedial actions, and the next steps in the process.
        i. If the Academic Dean is directly involved in the action being appealed, the case will be handled by the Provost.
4. Both the student and the faculty member/program director must respond via UACCB email within three (3) business days indicating either agreement with or refusal of the decision.
    a. Agreement with the decision - Upon agreement from both parties the appeal case is considered closed at this step.

b. Refusal of the decision - Upon refusal by either or both parties, the appeal process continues to the next step.
    i. If the student refuses and wishes to continue coursework during the appeal, they must also submit the Academic Continuation Form (available on the UACCB Microsoft MyApps page under UACCB Forms) within the same three (3) day response period.

Failure to respond within the three (3) day response period by either party is considered an agreement with the Academic Dean's decision.

5. If the appeal is not resolved at the Dean level the case is forwarded to the Faculty Affairs Committee for hearing.
    a. The Faculty Affairs Committee will convene a review panel of members from the standing Review Panel (see below for membership details):
        i. Three (3) Faculty Members (not from the relevant department)
        ii. Two (2) Students (not enrolled in the same course or program)
    b. The review panel must:
        i. Review the materials within five (5) business days
        ii. Schedule and hold a hearing within ten (10) business days
    c. During the hearing the student filing the appeal, associated faculty member/program director, and Academic Dean must be present. The student may bring a personal support person; the support person may not provide commentary during hearing proceedings.
    d. Within 1 business day of the hearing, the panel submits their findings and recommendations to the Provost.
6. Upon receipt of the findings and recommendations from the review panel, the Provost must issue a final decision within 1 business day. The final decision is sent to the student and faculty/program director.

The entire process will be completed within 30 business days, starting the first business day after submission of the Academic Appeals form.

Communication and Documentation

All communications will be conducted through official UACCB email addresses. Appeal documentation is archived under the direction of the Provost.

Review Panel Structure

The Faculty Affairs committee selects six (6) faculty members from Faculty Senate and three (3) students from Student Government Association to serve a one-year term on review panels. Members serve from July 1 through June 30 and must attend training.

Review Panel membership is screened for conflicts of interest, with substitutions made as needed by the Provost.

Other Academic Concerns

Students should use the Academic Complaint Log procedure to address non-grade/dismissal issues and other issues related to discrimination or other protected grievances.

Course Substitutions

A student is expected to complete all College degree requirements that were in effect at the time of matriculation. The coursework for each program has been chosen to provide the student with a carefully considered set of skills, learning outcomes, and the appropriate knowledge for their chosen major. Students wishing to petition for a course substitution must first declare a major at the College. Students should then discuss the desired course substitution with their academic advisor. The student should be prepared with sufficient documentation and justification to warrant a course substitution.

- A required course is no longer offered due to a change of curriculum.
- A course taken at another college matches the student learning outcomes and course description but does not share the same name or course number or ACTS equivalency. After careful review, the student's advisor deems this course substitution to be acceptable.
- A required course is inaccessible based on an evaluation facilitated by access (disability) services.

If the navigator or advisor agrees that it is reasonable to consider a course substitution, the student should complete in conjunction with their navigator or advisor a Petition for a Course Substitution, have the advisor sign the petition, and forward to the appropriate Academic Dean over the course for consideration. Once the Academic Dean has approved the form should be forwarded to the Provost for consideration. Once approved by all three parties the form should be submitted to the Registrar's Office for processing.

- Only petitions submitted at a minimum of one week prior to the beginning of the academic term will be considered. Failure to enroll in a required course is not sufficient reason to request a course substitution.
- Course substitutions will only be considered for students who declared a major and are working with an academic advisor.
- To use a transfer course as a substitution, the course must meet the established guidelines for transfer credit and must match the content and student learning outcomes of the required course.
- Substitution of a course for a previously failed course is not permitted.

Once the Academic Dean and Provost have made a determination the Registrar will notate the approval or disapproval of the petition.

Independent Study

A student may request an independent study in situations that involve limitations in institutional course offerings, unmet graduation needs that arise from course scheduling changes or course cancellations, or other extenuating circumstances. Independent studies require that the student work directly with a predetermined faculty member to complete the course requirements and establish mastery of the course outcomes. The course must be comparatively consistent with all other course offerings and may be offered in various modalities and may be scheduled outside traditional semester/term dates (off-schedule).

- An independent study request must be initiated by the student and facilitated through the advisor of record utilizing the electronic request form available on the UACCB Microsoft MyApps page under UACCB Forms.
- Students must be in good academic standing as determined by the Academic Standards of Progress and Satisfactory Academic Progress.
- Student must be in his/her last semester prior to graduation or have documented extenuating circumstances that require independent study as a means of completing graduation requirements.
- The course being requested must be required for graduation and not offered in any modality of the student's last semester.
- The student's request must be approved by the faculty member, appropriate dean, and Provost before the start of the term in which an independent study is requested.

Process Steps:

1. Students work with navigator or advisor to complete independent study form.
2. The navigator or advisor submits form to the appropriate dean on behalf of student.
3. The dean reviews, if approved moves to find a faculty; if denied dean notifies student, advisor, and Registrar's office.
4. If a faculty member has been determined/designated, they will create a course plan and send it to the dean.
5. The dean reviews the proposed course plan, if denied dean notifies faculty and faculty revises the plan, if approved dean sends course plan to the Provost.
6. The Provost reviews, if approved moves to Academic Operations; if denied notifies student, advisor, dean, and faculty.
7. Academic Operations creates independent study courses, add materials to booklist, and notifies Registrar's office.
8. Registrar or designee provides notification to all parties of the process completion via UACCB email.

Prior Learning Assessment / Credit by Experience

To recognize college-level learning students acquire outside of formal higher education, the University of Arkansas Community College at Batesville (UACCB) relies on the following policy and procedures to ensure practices consistent with academic integrity and responsive to nontraditional learners. Such learning may be derived from various life and work experiences, and the term "prior learning assessment" refers to all the processes the college uses to review and evaluate evidence of learning and to award academic credit as indicated by academic and administrative standards. Adherence to this policy is also intended to support transparent transfer of prior learning assessment credit among institutions of higher education.

Definitions

Prior Learning Assessment (PLA) is an academic process which allows students the opportunity to receive college credit for demonstrated college-equivalent learning obtained from experiences outside of the traditional classroom setting.

Accelerated Learning is any organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher level skills development. Other state-endorsed forms of Accelerated Learning may be considered for PLA. UACCB will review any additional accelerated learning opportunities endorsed by the Arkansas Division of Elementary and Secondary Education (DESE) or the Arkansas Division of Higher Education (ADHE).

Professional Portfolio is a compilation of documented, professional work experience collected by the student and assessed by the appropriate faculty member for the validation of credits to be awarded for prior learning.

Eligibility

Students enrolled, credential/degree-seeking, and in academic good standing at UACCB can apply for prior learning credit. Students must complete the Petition for Prior Learning Assessment to be considered for prior learning credit. PLA credit awarded by standardized exam must have test scores no more than three (3) years old. Students apply for and are awarded PLA credit after high school graduation when admitted and enrolled as a credential/degree seeking student at UACCB.

Additional Information

No credit for prior learning will be awarded for previously completed college-level coursework. PLA credit will only be awarded for courses contained in the student's declared certificate or degree plan.

All accepted credits for prior learning will be documented on the student's transcript; however, no grades, scores, or point values will be given for credits earned through PLA and will not be calculated in the student's grade point average (GPA). Credits awarded through PLA will not count toward UACCB's residency requirements (25% of any degree or certificate program) and will not be eligible for financial aid.

Credits awarded through PLA are applicable only to UACCB's curricular requirements. Credits may not be accepted as transfer credit by other post-secondary institutions. The student is responsible for discussing PLA credit with any transfer institution.

This policy was developed to align with the Higher Learning Commission Policy CRRT.C.10.010 (sections B.1.b addressing residency recommendations and B.1.g addressing prior learning credit).

Professional Portfolio

1. Meet with your navigator/advisor - This initial step will include a brief interview to gauge your eligibility to pursue credit by portfolio. You will also fill out a brief self-evaluation to give you a better idea of what kind of narrative content and evidence you will need to supply to successfully earn credit.
2. Initial Review by Dean - The appropriate dean over the program will review the portfolio with the student in order to verify all components are included and that the contents demonstrate prescribed methodology and college-level writing. This review is not an assessment of learning for credit. It will simply ensure the portfolio is ready to be assessed by a faculty expert.
3. Pay the PLA Portfolio Review Fee - Before your portfolio can be reviewed, you must pay the non-refundable PLA Portfolio Review Fee to the business office. This fee covers the administrative and faculty time required for evaluation and is required regardless of whether credit is ultimately awarded.
4. Assessment by Faculty Expert - A faculty content expert will receive the portfolio and assess the narrative content and evidence for college-level learning. It is the job of the assessor to ensure that every course objective has been met with sufficient mastery through prior learning experiences.
5. Awarding of Credit - Once the PLA Portfolio review has been completed, the appropriate academic dean completes the required documentation and makes official notification to the Registrar's Office for the credit will be posted to your official transcript.

PLA Appeal Procedure

Students who are denied credit may choose to appeal the decision by following the PLA appeal procedure. There are several deadlines to file an appeal that students must meet to prevent immediate denial of the appeal. No new narratives or evidence will be accepted in the appeal process.

Students denied PLA credit can appeal to the Provost. The Provost will review all relevant documentation within 5 business days and provide a determination. The Provost may utilize additional or external faculty experts in consultation for this review.

Nationally Recognized Exams

Credit demonstrated by successfully passing national for-credit examination programs, such as Advanced Placement (AP), College Board College Level Examination Program (CLEP), DANTES Standardized Subject Test (DSST), and International Baccalaureate (IB).

- CLEP-Credits may be awarded through the successful completion of CLEP on two (2) General examinations and several Subject exams, provided no previous academic credits have been awarded in these areas. Upon successful completion, the credit(s) will be recorded on the student's permanent record with no grades, scores, or point values. To register for a CLEP exam, visit www.CLEP.Collegeboard.org
- DANTES Subject Standardized Test (DSST)-DSST exams are available to individuals seeking college credit outside of the traditional classroom. Credit may be awarded in subject areas such as social sciences, math, applied technology, business, physical sciences, and humanities. To register for a DSST exam, visit www.getcollegecredit.com/
- Advanced Placement-Advanced Placement is a program of the College Entrance Examination Board through which secondary student's complete college-level courses in high schools that are designated as AP and earn college credits by displaying a specific level of accomplishment on AP examinations. AP credit granted from prior institutions of higher learning will not automatically transfer to UACCB. Official documentation of test scores must be submitted by students seeking credit.

GED College Ready + Credit

In 2019, UACCB adopted the GED College Ready and College Ready + Credit programs.

Through the GED College Ready program, those who have taken General Education Development have scored a minimum of 165 and have demonstrated skills that are consistent with those required to be college and career readiness standards may earn a high school equivalency credential and be eligible to enroll directly in credit-bearing courses at UACCB.

Through the GED College Ready + Credit program, those who have taken GED and have scored a minimum of 175 and demonstrate some of the skills that are taught in college-level courses may be eligible for up to three credits in Math, three credits in science, three credits in social studies, and one credit in English.

Credit is awarded as follows:

Title	College Ready Score	Plus Credit Score	Number of Credits	Course
The 2014 GED® Test: Reasoning Through Language Arts College Ready + Credit	165 and above	175 and above	1 semester credit hours	UNIV 10071 - Foundations of Personal Finance
The 2014 GED® Test: Mathematical Reasoning College Ready + Credit	165 and above	175 and above	3 semester credit hours	MATH-11003 - College Algebra
The 2014 GED® Test: Science College Ready + Credit	165 and above	175 and above	3 semester credit hours	PHSC 10043 - Physical Science (Lecture Only)
The 2014 GED® Test: Social Studies College Ready + Credit	165 and above	175 and above	3 semester credit hours	SOCI 10103 - Principles of Sociology

WorkKeys

The WorkKeys assessment measures the essential work skills needed for success in jobs across industries and occupations and represents work readiness through the National Career Readiness Certificate (NCRC®). The primary purpose of the NCRC is to provide students with a workplace certification that represents their knowledge and skills in Applied Math, Graphic Literacy, and Workplace Documents.

- 3 semester hours in Technical Mathematics to students who earn any level National Career Readiness Certificate (NCRC) and score at Level 5 or above on Applied Math and Graphic Literacy
- 3 semester hours in Technical Writing for the Workplace to students who earn any level National Career Readiness Certificate (NCRC) and score at Level 5 or above on Workplace Documents.

Only students enrolled in certificate or degree programs with Technical Mathematics and/or Technical Writing course requirements should be awarded this credit. These courses may not transfer to other institutions.

Other

LPN to RN Students - The Arkansas Nursing Education Progression Model allows progressing LPN students to receive at least six credit hours in nursing. LPN progressing students will be awarded Nursing Theory I and Nursing Practicum I following completion of the program. A Petition for Prior Learning Assessment should be submitted to the Dean for Career and Workforce for approval and should include copies of certificates, transcripts, or other appropriate documentation.

EMT to Paramedic Students - Any student entering the Emergency Medical Technology, Paramedic program who did not complete the Emergency Medical Technology, Basic, at UACCB but it is a licensed Emergency Medical Technician or Advanced Emergency Medical Technician through the Arkansas Department of Health will be awarded seven (7) credit hours for EMT 1107 Basic Emergency Medical Technical. A Petition for Prior Learning Assessment should be submitted to the Dean for Career and Workforce Education for approval and should include copies of certificates, transcripts, or other appropriate documentation.

Credit by Examination

UACCB serves as an open CLEP test center. CLEP tests will be administered online, by appointment. UACCB will only award credit for tests that are the equivalent of its courses. Students must achieve the minimum acceptable score, as listed by the American Council on Education, to be awarded credit at UACCB.

Students' transcripts will indicate a grade of "CR" for the credit awarded. A proctoring fee for each exam will be charged to non-UACCB students. For further details, please contact the Director of Access & Testing. A minimum score of 50 will be accepted for each CLEP Subject Exam. UACCB will award credit for the following CLEP examinations:

CLEP Subject Exam	UACCB Course Number	UACCB Course Name
American Government	PLSC 2003	United States Government
Biology	BIOL 10031 BIOL 10043	Biology for General Education Lab Biology for General Education
College Algebra	MATH 11003	College Algebra
College Composition	ENGL 10103 ENGL 10203	English Composition I English Composition II
College Composition Modular	ENGL 10103	English Composition I
History of the U.S. I	HIST 21103	United States History I
History of the U.S. II	HIST 21203	United States History II
Human Growth and Development	PSYC 21003	Developmental Psychology
Introductory Business Law	BLAW 20003	Legal Environment of Business
Introductory Psychology	PSYC 11003	General Psychology
Introductory Sociology	SOCI 10103	Principles of Sociology
Principles of Macroeconomics	ECON 21003	Macroeconomics
Principles of Management	MGMT 20163	Principles of Management
Principles of Marketing	MKTG 20003	Principles of Marketing
Spanish I and II	SPAN 10103 SPAN 10203	Spanish I Spanish II

Advanced Placement

UACCB offers credit based on the Advanced Placement Program of the College Entrance Examination Board. This program gives students the opportunity to pursue college-level studies while in high school and to receive advanced placement and/or credit at UACCB.

The AP examinations are offered annually by high schools that participate in the program. Students should contact their high school counselor for information about the AP exams.

High school students seeking credit for AP examinations should contact the /Registrar's Office at UACCB. The college offers credit for the following AP exams:

AP Course	UACCB Course Number	UACCB Course Name	Minimum Score
Art History	ARHS 10003	Visual Art	3
Biology	BIOL 10031 BIOL 10034	Biology for General Education Lab Biology for General Education	3
Biology	BIOL 10101 BIOL 10103	Biology for Majors Lab Biology for Majors	4
Calculus AB	MATH 24004	Calculus I	3
Calculus BC	MATH 24004 MATH 25004	Calculus II Calculus III	3
English Language	ENGL 10103	English Composition I	3
English Language	ENGL 10103 ENGL 10203	English Composition I English Composition II	4
Macroeconomics	ECON 21003	Macroeconomics	3
Microeconomics	ECON 22003	Microeconomics	3
Psychology	PSYC 11003	General Psychology	3
U.S. Government and Politics	PLSC 20003	United States Government	3
U.S. History	HIST 21103	United States History I	3
U.S. History	HIST 21103 HIST 21203	United States History I United States History II	4
Spanish Literature	SPAN 10103	Spanish I	3
Spanish Literature	SPAN 10103 SPAN 10203	Spanish I Spanish II	4
Statistics	MATH 21003	Statistics	3

Requesting Transcripts

UACCB has contracted with the National Student Clearinghouse to process online transcript requests and electronic delivery of transcripts.

To request a transcript, please use the UACCB National Student Clearinghouse website.

Graduation

Graduation Requirements

- Candidates for graduation must successfully complete all academic coursework, including mandated developmental course work, with a minimum cumulative grade-point average of 2.00.
- Successful completion of the required number of credits and specific courses required.
- Completion of a minimum of 25% of credit hours as a student at UACCB towards an associate degree (Associate of Arts, Associate of Science, or Associate of Applied Science), Technical Certificate, or Certificate of Proficiency.
- Satisfaction of all financial responsibilities due to UACCB.

Students have five years to complete the degree/technical certificate program requirements in the College Catalog under which they initially enroll. Students may not graduate under a catalog date before their initial enrollment. Students may petition the Provost for permission to extend the maximum time period allowed for their graduation. This petition will only be approved in exceptional circumstances.

Students requesting consideration for graduation have the responsibility to inform their navigator of their intentions. The navigator will work with the student to complete and submit all documentation. High school concurrent students will work with their counselor and/or career coach to complete the graduation process.

It is the responsibility of the student to have submitted transcripts necessary to receive transfer credit and to have completed the process to transcript credit by exam or prior learning experience before submitting these forms.

Students earning certain certificates of proficiency or technical certificates may be graduated by the Registrar or their designee, upon successful completion of the required class(es).

The Registrar or their designee will verify that students applying for graduation have met all requirements or are on schedule, upon successful completion of their final semester, to graduate.

Application for Graduation

Students requesting consideration for graduation will meet with their navigator to verify all degree requirements are completed or will be met in their final semester. Navigators will submit a graduation application to the Office of the Registrar by the date published in the UACCB Academic Calendar.

It is the responsibility of the student to have submitted transcripts necessary to receive transfer credit and to have completed the process to transcript credit by exam or experience prior to submission of these forms. Through completion of this process, the Office of the Registrar is notified of the student's intent to graduate.

Any graduation application submitted past the deadline will be processed the following semester. The appropriate award will be prepared once the fulfillment of the graduation requirements is confirmed and all obligations to the college have been completed.

Students who do not complete degree requirements at the end of the semester indicated on the evaluation must have their navigator submit a new evaluation to the Registrar or designee if requirements will be met in future semesters.

There is no graduation application fee.

Graduation with Honors

For the purpose of determining graduation with honors, GPAs will be calculated based on all UACCB coursework. Honor students are recognized at commencement based on cumulative GPA through the last full semester (fall or spring) prior to semester of commencement. Certificates of Proficiency are not eligible for honors.

Graduation with honors is defined as follows:

- Students achieving a GPA of 3.50 to 3.74 will graduate cum laude.
- Student achieving a GPA of 3.75 to 3.89 will graduate magna cum laude.
- Students achieving a GPA of 3.90 or above will graduate summa cum laude.

The Registrar, or their designee, may also use mid-term or interim grades to determine preliminary and/or additional potential of an honor completed.

Graduation Ceremony

Participation in the graduation ceremony is not evidence of graduation or degree/certificate completion.

Students who complete their degree requirements in the fall, spring or summer terms are eligible to participate in the next upcoming graduation ceremony. Students wanting to participate in the Graduation ceremony must complete the Graduation Application with their navigator. This information is used for regalia orders, programs, announcements, and other portions of the ceremony.

Graduation Applications opening and closing dates are published in the Academic Calendar Students who fail to meet this deadline may still be able to participate on a first-

come, first-serve basis if additional (extra) academic regalia are available for use. Student participants in the graduation ceremony must wear academic regalia.

An information letter about Graduation will be in the student academic regalia packet and be sent to students' UACCB email address. It is the responsibility of the student to keep contact information current. Students desiring to participate in commencement are requested to attend a practice session held prior to commencement.

Honors

Chancellor's List

The college names to the Chancellor's List any student who has earned twelve or more credit hours in a given semester and earned a 4.00 GPA with no "I" grade.

Provost's List

The college names to the Provost's List any student who has earned twelve or more credit hours in a given semester, a 3.50 GPA or higher and has no "D," "F," or "I" grade for the term involved.

Preparation and Distribution of Credentials

Degrees and Certificates shall be ordered promptly following the Registrar's, or their designee's, verification of graduation.

- The name on the diploma will be as the name appears in the student information system. If the student wants a different name on his/her diploma, he/she must complete a Name Change form.
- The date to be used as the date of certificate or degree award shall be the last day of final exams plus three working days.
- All credentials will be mailed to the student's address. It is the responsibility of the student to keep contact information current.