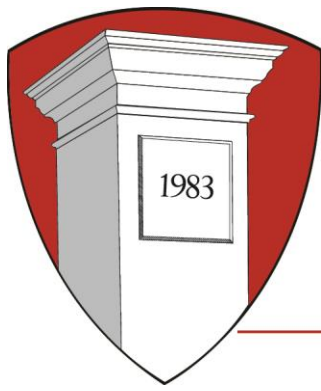




University of Arkansas
Rich Mountain

Concurrent Credit
Student Handbook



University of Arkansas RICH MOUNTAIN

Mission: University of Arkansas Rich Mountain exists to provide all residents of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and standard of living.

Vision: University of Arkansas Rich Mountain is a gateway of opportunity for all residents who seek its services, and demonstrates respect for the worth and dignity of each person.

Values: University of Arkansas Rich Mountain, as a vibrant contributor to the quality of life of the Ouachita Mountain Region, seeks to provide an excellent learning environment based upon the following core values:

All who engage University of Arkansas Rich Mountain resources are treated with respect and challenged to maximize their potential.

All students are encouraged to grow as individuals and citizens while expected to accept responsibility for learning.

A commitment to providing an atmosphere of respect and cooperation where diversity, ideas, inquiry, and the continued pursuit of self-development is emphasized.

Dedication to responsible stewardship and continued sustainability of human, fiscal, and natural resources.

Maintaining and expanding the impact the college has on the communities it serves through data driven responsible decision-making.

Welcome to UA Rich Mountain!

The UA Rich Mountain Concurrent Credit Program is a partnership between UA RICH MOUNTAIN College and your school district. Through this program, you have an opportunity to get a jumpstart on the academic challenges of college by enrolling in UA RICH MOUNTAIN courses and receiving college credit while taking classes in your high school environment.

If you have any questions that are not answered in this handbook, please, do not hesitate to contact us.

I wish you the best of luck with your coursework.

Wendy McDaniel
Director of Admissions

Learn more about Concurrent Credit on our website:

<http://www.uarichmountain.edu>

1100 College Drive
Mena, Arkansas 71953
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Director of Admissions

Contents

What is Concurrent Credit?	6
Requirements for Participation	7
Concurrent or Dual Enrollment Student Admission	7
Requirements	7
Conditions	8
Enrollment Process	8
Academic Policy	8
Guidelines for Approval of Concurrent Credit Courses	8
Concurrent Course Credit – Institutional Requirements	8
Concurrent Course Credit – Instructor Requirements.....	9
Courses.....	10
Concurrent Credit Courses That May Be Offered	10
Billing Process	11
Financial Aid.....	11
General Policies Regarding Records/Transcripts.....	11
Withholding of Grades and Transcripts	12
Dropping a Class.....	12
Withdrawing from College	13
Incomplete Grade Policy.....	13
Grading System.....	14
Academic Probation/Academic Standing	14
Transferring UA Rich Mountain Credit.....	15
Academic Calendar	16
Tutoring Services	17
Students with Disabilities	17
Students with Disabilities	17
Intake process for students with disabilities	18
Complaints Procedures	18
Academic Dishonesty	19
Disciplinary Procedures	20
Authority	20
Determination of Probable Cause	20

Disciplinary Process.....	20
Disciplinary Sanctions	21
Student Academic Grade Appeals	22
Appeals Process Deadlines	22
Academic Grade Appeal Process.....	23
Student Evaluation of Instruction	24
Annual Notice of Student Rights Under the Family Educational Rights and Privacy Act of 1974 (FERPA)	24
College Accreditations.....	26
Concurrent Credit Contact Information	26
Instructions for Accessing Student portal	27
Concurrent Enrollment Permission Form	29

What is Concurrent Credit?

Concurrent Credit enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. It is a low-student-cost model for bringing accelerated courses to students in urban, suburban, and rural high schools. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning college credit.

Through a partnership agreement with your school district, UA Rich Mountain is providing college credit for courses taught in your high school.

Benefits of the Concurrent Credit Program

Reduce the cost of a college education. Concurrent Credit is offered at a reduced rate compared to regular UA Rich Mountain tuition and fees.

Save Time. Receiving college credit while attending high school may allow you to graduate early from college.

Requirements for Participation

The following requirements apply to all high school students seeking concurrent credit.

The student must have completed the eighth grade and be enrolled in an accredited public school in the UA Rich Mountain service area.

First time concurrent credit students must complete a UA Rich Mountain College Application for admission.

Students must achieve a minimum ACT, SAT or ACCUPLACER score at the level required by the Arkansas Department of Higher Education placement policy in Reading, English, or Mathematics.

Students in general education concurrent courses for college credit must have a minimum score of 19 on the ACT or equivalent test, to enroll in any general education concurrent enrollment course.

In addition to the reading requirement, students who enroll for English Composition must have a minimum score of 19 on the ACT or equivalent test in English.

Concurrent mathematics students must meet the reading requirement and have a minimum math score of 19 on the ACT or equivalent.

Students concurrently enrolled will be classified as non-degree seeking and will **not** be eligible for financial aid. A limited amount of scholarship funds through the UA Rich Mountain Foundation may be available to students taking concurrent courses. Contact the UA Rich Mountain Admissions office for more information.

UA Rich Mountain will send representatives to area high schools throughout the year to conduct ACCUPLACER testing as needed.

Concurrent or Dual Enrollment Student Admission

An applicant admitted in this category is one who is currently enrolled in high school or home school (grades 9-12) and is enrolled in college credit courses for both high school and college credit purposes.

Requirements

- Complete an application for admission and return the completed application online or to the Director of Admissions.
- An official current high school transcript or approved home school transcript are required prior to registration.
- For ninth grade students, transcripts must reflect previous two years of school.
- College level placement test scores (ACCUPLACER, ACT, or SAT) are required prior to registration. An ACT score of 19 (or equivalent) or higher in reading is required for taking all concurrent credit courses. An ACT score of 19 or higher is required on the relevant sub-scores for math, reading and English.

- Students born on or after January 1, 1957, must submit proof of measles, mumps, and Rubella immunizations no later than 30 days after classes begin. (Refer to immunization requirements section)

Conditions

- High school age students may not enroll in developmental education courses such as English, math, or reading courses.
- Students will not be eligible to participate in institutionally or federally funded financial aid programs.

Enrollment Process

1. First-time students participating in the concurrent enrollment program must complete the UA Rich Mountain Application for admission to the College.
2. An UA Rich Mountain representative will visit your campus and assist you in completing the registration form.
3. Submit a completed and signed UA Rich Mountain Concurrent Credit Permission form. A sample of the form can be found on page 24

Academic Policy

Concurrently enrolled students are held to the same standards as other UA Rich Mountain College students. Concurrently enrolled students are responsible for abiding by the policies and subject to the same regulations as other UA Rich Mountain students.

Policies, regulations, and responsibilities for UA Rich Mountain students are listed in the UA Rich Mountain student handbook. This Handbook is incorporated for reference in this document. The UA Rich Mountain student handbook is included in the College Catalog, located at:

<http://www.uarichmountain.edu/catalog-student-handbook>

Guidelines for Approval of Concurrent Credit Courses

The Vice Chancellor for Student Affairs and Vice Chancellor for Academic Affairs will meet with school districts to review concurrent credit courses the district wishes to offer. The VP for Academic Affairs will review the courses and the credentials of the proposed faculty to make sure institutional and ADHE requirements are met. Once approval is given, the VPSA and VPAA will draft the MOA for review by involved parties.

Concurrent Course Credit – Institutional Requirements

For concurrent course enrollments to be counted for FTE/higher education funding purposes, the following conditions must be met:

1. Program Accreditation/Authorization - If an institution of higher education offers a concurrent *credit* course(s) on a high school campus taught by a high school teacher, the institution must be accredited by the National Alliance of Concurrent Credit Partnerships (NACEP); **or** the college/university must be approved by the Arkansas Higher Education Coordinating Board to offer courses for concurrent credit.

2. Concurrent Credit Courses - Concurrent credit courses must be freshman-level and/or sophomore-level college/university courses that are approved through the established process of an institution and included in the institutional catalog. The general education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System (ACTS). A list of the career and technical education (CTE) courses offered for concurrent credit must be attached to the signed Memorandum of Understanding (MOU) between the high school/school district and the college/university.

The course offered for concurrent credit must meet the same standards as UA Rich Mountain's courses taught on UA Rich Mountain's campus. Students can earn college credit and/or one unit of high school credit for successful completion of each general education concurrent course and each blended AP/concurrent course that is a minimum of 3 semester credit hours. Students can earn college credit and/or up to one unit of high school credit for successful completion of each CTE course that is a minimum of 3 semester credit hours. UA Rich Mountain will exercise direct oversight of all aspects of the concurrent course, including participation in the faculty selection, orientation, and evaluation processes.

Concurrent Course Credit – Instructor Requirements

Instructors must meet have the credentials in accordance with the Arkansas Higher Education Department guidelines. Instructors must have a master's degree and 18 graduate hours in the discipline being taught. Selection of instructors will be made following the priority preferences listed below. The designated public school district official and the Vice Chancellor of Academic Affairs for UA Rich Mountain will work to find the best option available.

1. High school teacher that meets the credential criteria
2. Course partnered between two or more service area high schools using a high school instructor who meets the credential criteria. Compressed video delivery is acceptable
3. A full – time college instructor who teaches the course on the Mena campus
4. A full – time college instructor who teaches the course on high school campus
5. An adjunct instructor who will teach the course on the high school campus
6. A full-time college instructor teaching the course through compressed interactive video to two or more high schools

UA Rich Mountain offers professional development for all part-time instructors prior to the fall and spring semesters. Concurrent credit instructors must attend the sessions. Special orientation meetings will be held for concurrent credit instructors held at the in-service sessions.

Courses

Courses offered through UA Rich Mountain’s Concurrent Credit Program are the same general education courses with the same departmental designations, course descriptions, course numbers, titles, and credits. Students must meet all course prerequisites as listed in the UA Rich Mountain Catalog.

Course offerings per school district may vary.

Concurrent Credit Courses That May Be Offered

Course I.D.	Course Description	Credits
CHM114 - ACTS CHEM1414	General Chemistry I	4
CHM124-ACTS CHEM1424	General Chemistry II (*pre-req CHM114)	4
DRA203- ACTS DRAM1003	Theater Arts Appreciation	3
ENG113 – ACTS ENGL1013	English Composition I	3
ENG123 – ACTS ENGL1023	English Composition II (*pre-req ENG113)	3
ENG283- ACTS ENGL2013	Creative Writing	3
GEO103- ACTS GEOG2103	Regional Geography	3
HIS143 – ACTS HIST1113	World Civilization I	3
HIS153 – ACTS HIST1123	World Civilization II	3
HIS213 – ACTS HIST2113	U.S. History I	3
HIS223 – ACTS HIST2123	U.S. History II	3
MTH203 – ACTS MATH1103	College Algebra	3
MTH213 – ACTS MATH1203	Plane Trigonometry (*pre-req MTH203)	3
MTH245- ACTS MATH2405	Calculus I and Analytic Geometry (*pre-req MTH213)	5
PCS114 – PHSC1004	Physical Science	4
PSI103 – ACTS PLSC2003	American National Government	3
PSY203 – ACTS PSYC1103	General Psychology	3
SPC203 – ACTS SPCH1003	Oral Communication	3
SPN103 – ACTS SPAN1013	Beginning Spanish I	3
SPN113 – ACTS SPAN1023	Beginning Spanish II	3

***All courses with pre-requisites must be completed with a C or better for advancement to the next course.**

The Vice Chancellor for Academic Affairs determines selection of concurrent credit courses offered by a particular school district, in consultation with designated high school/district personnel.

Concurrent Courses are delivered in two distinct lengths: one-semester and two-semester. Course

lengths can vary between school districts. In addition, the course length can vary if the course is being taught through the blended method with Advanced Placement (AP).

Billing Process

Each public school district handles current credit tuition differently. It is up to the students to know and understand how tuition is handled within their district.

If the public school district agrees to pay for the cost of tuition. The UA Rich Mountain Business Office will process an invoice after the 11th class day and mail it to the public school district office.

If public school districts do not pay the tuition then the individual students are responsible for the bill. The UA Rich Mountain Business Office will process a bill for each student after the 11th class day and mail the bill directly to the student. The bill must be paid within 30 days of the receipt of the bill or the student may face removal from the class or be restriction from future enrollment at UA Rich Mountain.

Financial Aid

Students who are enrolled in elementary or secondary schools are *not* eligible for financial aid from Federal Student Aid programs, even if the student is simultaneously enrolled in an eligible postsecondary program. A student is considered to be enrolled in a secondary school if the student is pursuing a high school diploma. (34 CFR 668.32(b)).

FINANCIAL AID IS *NOT* AVAILABLE FOR ANY CONCURRENT CLASS. A LIMITED NUMBER OF SCHOLARSHIPS MAY BE AVAILABLE THROUGH THE UA RICH MOUNTAIN FOUNDATION. CONTACT THE UA RICH MOUNTAIN ADMISSIONS OFFICE FOR MORE INFORMATION.

General Policies Regarding Records/Transcripts

- Only student records, which are reasonably necessary or useful to the basic purpose and needs of the College, shall be made or retained. The Office of the Vice Chancellor for Student Affairs expunges student disciplinary records carrying sanctions less than expulsion or suspension after two years from the last date of attendance or when a student graduates.
- Transcripts shall record only information of an academic nature and disciplinary action, which denies the privilege of the student to continue in or return to the College. A suspension is removed from the transcript on the expiration date of the suspension.
- Neither transcripts nor information pertaining to disciplinary or administrative matters shall be made available by the College to unauthorized persons without the expressed consent of

the student, unless the College or its officials are directed by legal process to release such information.

- Persons authorized to receive transcripts of such information include the student, his or her parents or legal guardians (if the student is a dependent student or under 18 years of age), and appropriate members of the College administration and faculty.
- Students can access their grades from the Student Portal. Hard copies of grades will not be mailed.
- The College policy for posting grades is that grades will be posted so that only the student can identify his or her grade. This can be accomplished by the use of code letters or numbers as long as the code used is not revealed to other students, unauthorized College personnel, or the public. The use of code to label each student so that only the student is aware of his or her identity does not require the approval of the student. The important point is that no personally identifiable information (education record) be disclosed to third parties without the student's written consent.

Withholding of Grades and Transcripts

The Office of the Vice Chancellor for Student Affairs is authorized to withhold grades and transcripts and refuse registration to any student or former student who fails to return athletic, military, library, or other College property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, fines, or other charges assessed against him or her by a College official or by the campus judicial system.

This policy does not apply to students or former students if the College has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed on their behalf or that the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

Dropping a Class

Students can withdraw from classes for any reason. Students withdrawing from a class **after the 11th day** will have a “W” recorded on the student’s permanent UA RICH MOUNTAIN transcript for the course. A “W” does not enter into the calculation of the grade point average (GPA).

Students withdrawing from a class after the full refund date, are still responsible for covering the cost of the class.

Last Date to Withdraw and Still Receive a “W”. The last day to withdraw (with a “W”) from a class is approximately two weeks prior to the end of the term. There are no late withdrawals.

A student is not considered withdrawn from classes unless proper withdrawal procedures are followed. A withdrawal form must be completed and submitted to the Registrar’s Office in the Tower Room on the UA Rich Mountain campus.

Withdrawing from the high school class does not withdraw the student from the college class.

Failure to attend class for a prolonged period of time does NOT constitute a withdrawal.

If a student stops attending a class and/or fails to drop the course through the UA Rich Mountain Registrar's Office, a grade of "F" will be recorded for the course on the student's UA Rich Mountain transcript.

Withdrawing from College

UA Rich Mountain recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with a faculty advisor to determine if an alternate action may be available.

If a student does find it necessary to withdraw, it is important that the proper withdrawal procedures be followed completely. Stopping payment on a check for tuition does not cancel registration or drop a course. Likewise, failure to attend **does not** constitute official withdrawal or cancel indebtedness. **Students withdrawing from classes will still be responsible for payment.**

Follow these steps to officially withdraw from UA Rich Mountain:

- Discuss withdrawal plans with an advisor and the high school counselor,
- Secure withdrawal form from the Vice Chancellor for Student Affairs located in the Maddox Building,
- Clear all financial obligations to the College by obtaining signatures from the College Library, Financial Aid Office, College Book Store, and Business Office on the official withdrawal form,
- Return withdrawal form to the Student Affairs Office.

Incomplete Grade Policy

The grade of "I" may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course. In order to qualify for an "I," a student must:

- Have completed most of the major assignments of the course (generally all but one); and
- Be earning a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course including examinations and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the instructor in person or in writing of the reason. A grade of incomplete is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing a grade of incomplete are established by the instructor. Registering in a subsequent semester for a course in which a grade of incomplete has been received will not remove the grade of incomplete.

The period of time given a student to remove an "I" is established by the instructor, subject only to the maximum time limits set by the College. The College requires that the grade of "I" be removed by the end of the next semester after the "I" is assigned if the student is enrolled that semester. If the student is not enrolled during the next term, the "I" must be removed no later than the end of the second academic term after the "I" was assigned, regardless of whether the student is enrolled then or not.

A concurrent student may be required to submit documentation of the reasons the student is not able to complete the coursework. If the work is not completed within the time on the incomplete contract, a grade of "F" will be assigned to the course on the student's permanent UA Rich Mountain College transcript.

Failure to remove an "I" within the applicable time limit will result in a final grade of "F" or the grade earned as determined by the instructor. (This means that the Vice Chancellor for Student Affairs will assign a grade of "F" when the time limit has expired unless the Vice Chancellor for Student Affairs receives an approved Change of Grade form from the instructor.)

Students need not be enrolled to complete assignments for a course in which an "I" has been assigned.

Appropriate forms to be completed by the student and instructor are available from the Vice Chancellor for Student Affairs in Room 134 in the Maddox Building. The forms must be submitted and approved prior to semester final grade deadline.

Grading System

Please check the course syllabus for the instructor's grading scale. Grading scales can vary between instructors. Students can access their grades through the UA RICH MOUNTAIN Student Portal. Instructions for accessing the portal are given at the end of this handbook.

Academic Probation/Academic Standing

A student should maintain satisfactory grade levels at the various stages of educational development. Failure to maintain satisfactory grades leads to probation or suspension. Minimum grade levels follow those required for financial aid and are as follows:

Credit Hours Completed	GPA
1-15	1.50
16-29	1.75
30+	2.00

Failure to maintain minimum grade requirements results in the student being placed on academic probation. Students placed on academic probation will meet with the Associate Vice Chancellor for Student Affairs to construct and implement an academic improvement plan for the coming semester. Students on academic probation will also work closely with their academic advisors to ensure progress is being made on their improvement plan. If the unsatisfactory grade level

performance continues for an additional semester, the student will be suspended for a period of one regular semester. Upon readmission, the student must meet the guidelines set forth or be dismissed for one academic year. However, any student on probation who receives a GPA of 2.0 or higher in a given semester will be allowed to enroll for the following semester even though the total grade level does not meet the minimum GPA requirement set forth above.

Transferring UA Rich Mountain Credit

Every college and university has its own policies governing transfer credit. Law requires publicly supported Arkansas Colleges and Universities to accept any course listed as an Arkansas Course Transfer System (ACTS) Course. Credit is usually accepted on a course-by-course basis and will vary widely at private colleges and those outside of Arkansas. In some cases, a college may accept some, but not all, of these credits. The credits that students earn while participating in the Concurrent Credit Program are, of course, accepted at UA Rich Mountain.

We recommend that students check with colleges they are interested in attending to inquire about their policies regarding transfer credits.

Students may request an official transcript by either of the methods below. Transcript requests will only be processed if the request is submitted by the UA Rich Mountain student. Federal law prohibits the release of student information to anyone other than that student.

Note: Please keep in mind that grades for Concurrent Credit courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, not all of their courses/grades may appear.

Transcripts can be requested by mail, by FAX, or in person.

By Mail:

Request for personal transcript: Complete the Request Transcript form, which is also available on the College's website, and mail to:

UA Rich Mountain,
ATTN: Registrar's Assistant, UA Rich Mountain, 1100 College Dr., Mena, AR 71953

By FAX:

Request for transcript sent to another institution: Complete the Request Transcript form from our website and FAX to: 479/394-2760. Please note transcript requests via FAX can only be sent to another institution.

In Person:

Student pickup: Visit UA Rich Mountain, Mena Campus, Maddox Building.

Third party pickup: If you want someone other than yourself to pick up a transcript, a written request from you stating his or her name and your signature with the above information has to accompany that person. That person will need to supply ID before releasing your transcript and your signature will be verified with the signature in your file.

Transcripts can be picked up in the Registrar's Office, in the Maddox Building on the UA Rich Mountain Mena campus.

TELEPHONE OR EMAIL REQUESTS ARE NOT ACCEPTED

A copy of the Transcript Form is available on UA Rich Mountain's website at:
<http://www.uarichmountain.edu>.

Requests will be honored as quickly as possible in order of receipt. Students can expect some delays during peak periods (i.e. registration and end of semester).

Academic Calendar

2018-2019

August 20	M	Classes begin
August 23	R	Last day to drop or withdraw with a refund for 8-week courses
August 24	F	Last day to add classes for registered students
August 31	F	Last day to drop with a refund
August 31	F	Last day to change from audit to credit
September 3	M	Labor Day Holiday (No Classes, Campus Closed)
September 4	T	11 th Class Day for State Reporting
September 17	M	Four-week grades due
October 12	F	First eight-week classes end
October 15	M	Mid-semester/first eight-week classes grades due
October 15	M	Second eight-week classes begin
October 15	M	Last day to change from credit to audit
October 18	R	Last day to drop with a refund for 8-week courses beginning October 15
November 12	M	Twelve Week Grades Due
November 12-16	M-F	Priority Registration for Spring 2019 classes
November 21-23	W-F	Thanksgiving Holidays begin (no classes, offices open W)
December 7	F	Classes end/Last day to drop a class with a "W"
December 10-13	M-R	Final exams (16 th week)
December 14	F	Grades Due
December 22-January 7	M-F	Campus Offices Closed

Spring Semester 2019

January 7	M	Campus offices open
January 8-11	T-F	Registration (Late Evening Registration on Thursday)
January 6	F	Registration (Late night)
January 14	M	First day of classes
January 17	T	Last day to drop 8-week classes with a refund
January 21	M	Last day to add classes for registered students
January 25	F	Last day to drop with a refund
January 24	T	Last day to withdraw with a refund
January 28	M	Last day to change from audit to credit
January 28	M	11 th Class Day for State Reporting
February 11	W	Four-week grades due

February 18	M	Winter Break (no classes/offices open)
March 8	F	End of 1 st eight-week classes
March 11	M	Begin 2 nd eight-week classes
March 11	M	Mid-semester grades due, final grades for 1 st eight-week classes
March 11	M	Last day to change from credit to audit
March 14	R	Last day to drop 2 nd 8-week classes with a refund
March 18-22	M-F	Spring Break (no classes/offices open)
April 1-5	M-F	Priority Registration for Summer and Fall
April 15	M	Twelve-week grades are due
May 3	F	Last day of classes/Last day to drop with a "W"
May 6-9	M-R	Final Exams
May 9	R	Grades Due
May 9	R	Graduation

Library Resources

All UA Rich Mountain students, including student taking concurrent credit have access to the Johnson Learning Commons.

The Johnson Learning Commons plays a vital role in the instructional and student services programs of the College. As the informational center for the College's academic programs, the library arm of the Johnson Learning Commons provides books, periodicals, pamphlets, and audiovisual materials. These materials are selected to support the curricula and to serve the instructional needs of students and faculty. Library materials are arranged in open stacks using the Dewey Decimal Classification System. Instruction in the use of the library is given to groups by request; individual assistance is always provided.

Tutoring Services

Free tutoring is offered to all students enrolled in courses offered by the College. The goal of the Learning Enrichment and Advising Center is to help students build the skills and confidence needed to be successful in the classroom. Tutoring by peer and professional tutors is available by appointment or on a walk-in basis in the Learning Commons.

Students in out-reach areas may contact the Associate VP for Student Affairs to request a tutor to serve them.

Students with Disabilities

UA Rich Mountain, as an educational institution and as an employer, does not discriminate based on disability. The college does not discriminate in admission or access to, treatment by or employment in, its programs and activities. This is a commitment made by the college and is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students with Disabilities

All services, programs, and activities at UA Rich Mountain are accessible to students with disabilities. The Vice Chancellor for Student Affairs, located in the Maddox Building, has information on accommodations and is the ADA/Section 504 compliance officer for the college.

For student seeking accommodations within academic programs, the following intake process is to be followed.

Intake process for students with disabilities

- The student self identifies to a member of faculty or staff. Student is referred to the Student Affairs Office in Maddox Building Room 134 on the Mena campus.
- The student goes to the Student Affairs Office to initiate the intake process. This should be done prior to the start of **each** semester of attendance. Accommodations requested and approved after the start of the semester will not be retroactive to the beginning of the term.
- The student completes intake form.
- The student provides supporting documentation of disability and recommended accommodations. Supporting documentation must include the diagnosis of the disability and accommodations by a qualified diagnostic professional.
- The Vice Chancellor for Student Affairs will review the request and the supporting documentation to determine if the disability falls with the protected conditions. If so, the requested accommodations will be reviewed to see if they are reasonable.
- The Vice Chancellor for Student Affairs determines if accommodations are necessary; the student will be notified by letter as to the approved classroom accommodations.
- The Vice Chancellor for Student Affairs will provide additional correspondence to the student informing them of the student and the accommodations required.
- The Vice Chancellor for Student Affairs will notify instructor as to what accommodations should be provided for the student
- The student, Vice Chancellor for Student Affairs, and faculty member will work as a team to provide reasonable accommodations.
- If the Vice Chancellor for Student Affairs determines that accommodations are not necessary, the student will be informed of the decision and the reasons for the decision. The student is encouraged to meet with the Vice President for Academics and Student Affairs to clarify any issue.

Complaints Procedures

The college has designated the Vice Chancellor for Student Affairs to coordinate its efforts to comply with these statutory requirements. Complaints concerning violations should be made to the Vice Chancellor for Student Affairs in accordance with the following procedures:

- A complaint shall be made in writing to the Vice Chancellor for Student Affairs, 1100 College Drive and shall contain the name and address of the complainant and a brief description of the alleged violation.
- Complaints should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
- An investigation by the Vice Chancellor for Student Affairs shall follow the filing of a complaint. This process offers an informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

- A written determination as to the findings and the validity of the complaint, and a description of the resolution, if any, shall be issued to the complainant no later than ten (10) days after filing of the complaint.
- The ADA Coordinator shall maintain the files and records relating to complaints filed.
- The complainant may request reconsideration of the case in instances where he/she is dissatisfied with the investigation, findings or resolution of the Vice Chancellor for Student Affairs. This request should be made to the Office of the Chancellor within five (5) days of receipt of the determination.

The right of a person to a prompt and equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency nor is the use of this resolution procedure a prerequisite to the pursuit of other available remedies.

Academic Dishonesty

All forms of dishonesty including but not limited to:

Cheating: Includes, but is not limited to:

- Copying from another student's test paper.
- Using any unauthorized assistance in taking quizzes, tests, or examinations.
- Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes."
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
- The acquisition, without permission, of tests or other academic material belonging to a member of the UA Rich Mountain faculty or staff.
- Plagiarism: Offering the work of another as one's own without proper acknowledgment.
- Aiding and abetting another person in committing any form of academic dishonesty.
- Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.
- Knowingly providing false information to college officials, including disciplinary hearing bodies.
- Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the College.
- Falsely claiming to represent the College or a registered student organization of the College.

Academic dishonesty is an academic offense and a behavioral violation. The Vice Chancellor for Student Affairs Office provides information on the academic due process in instances of academic dishonesty. The student may also face the behavioral process as well.

Disciplinary Procedures

Authority

The Vice Chancellor for Student Affairs is the senior official responsible for the overall administration of the student discipline and judicial program at UA Rich Mountain.

Determination of Probable Cause

Any member of the college community may file a complaint with the Vice Chancellor for Student Affairs against any student for misconduct. The Vice Chancellor for Student Affairs will make an initial determination as to whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred.

The Vice Chancellor for Student Affairs may informally interview the complainant and/or other witnesses or request additional information from the complainant. When the Vice Chancellor for Student Affairs has determined that there are sufficient grounds to believe that a violation of the Code occurred, disciplinary proceedings will be initiated.

Disciplinary Process

All charges shall be presented to the accused student in written form by registered or certified mail or by hand-delivered summons to meet with the Vice Chancellor for Student Affairs.

- During this administrative meeting, the Vice Chancellor for Student Affairs will review with the student the allegations contained in the complaint, the possible sanctions that can be imposed and the rights and responsibilities of the student under this procedure.
- The charged student will be provided the opportunity to respond to the allegations and to present any evidence that he/she may desire at the initial administrative meeting
- In the event the charged student neglects, refuses, or fails to attend the administrative meeting, the Vice Chancellor for Student Affairs will make a determination based on the information available at the time. Failure to attend this meeting will not presume responsibility or non-responsibility.
- If the Vice Chancellor for Student Affairs subsequently determines that disciplinary action is warranted, the charged student will be so notified in writing. All written notices will be hand-delivered or sent by registered mail to the address of the student as it appears on the official college records.
- If the student wishes to contest the decision of the Vice Chancellor for Student Affairs, the student shall, within five (5) working days of the receipt of official notice of disciplinary sanctions, submit a written statement requesting an appeals hearing to the Associate Vice Chancellor for Student Affairs. The statement shall explain the grievance and remedies sought by the student.
- The charged student will be notified of the date, time and location of the hearing at least five (5) working days before the hearing and within ten (10) working days of the submission of the appeals request.
- The student will be entitled to appear in person and present his/her case to the committee. The student may also elect not to appear, in which case the hearing will be held in his/her absence. The failure of the student to appear will not be treated as a sign of guilt or wrongdoing. The Vice Chancellor for Student Affairs will also appear to present the evidence and explain the

circumstances involved in the disciplinary action. ***By a simple majority***, the committee may uphold, reverse, or reduce the decision of the Vice Chancellor for Student Affairs.

- A student who is dissatisfied with the decision of the Appeals Committee may appeal in writing within five working days to the Chancellor of the College. The Chancellor may uphold, reverse, or reduce the decision of the Appeals Committee. Response by the Chancellor will be given within five working days to the student. The Chancellor's decision is final.

Disciplinary Sanctions

In keeping with this policy's stated essential values, sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior, which harms, harasses, or threatens people or property. Some behaviors are so harmful to the College community or the educational process that they may require sanctions that are more serious: removal from specific courses or activities, suspension from the College, or expulsion.

Disciplinary sanctions will draw upon the experience and professional judgment of faculty, staff, and administrators, and on a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Code of Student Conduct will be correlated to the seriousness of the offense, the effect of the misconduct on the College environment, the student's record of misconduct, and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to:

- Formal warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- Disciplinary probation: Implies that the individual's standing with the College is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
- Withholding of grades, official transcripts, or degree.
- Restitution: Compensation for loss, damage, or injury to the appropriate party in the form of money, service, or material replacement.
- Class or workshop attendance: Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate.
- Educational project: Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- Removal from specific courses or activities.
- Restriction from entering specific college areas and/or forms of contact with certain persons.
- Suspension: Separation from the College for a specified period of time or until certain conditions are met.
- Expulsion: Permanent separation from the College.
- Revocation of degree and withdrawal of diploma.

The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, may violate various local, state, and federal laws.

Student Academic Grade Appeals

The Student Grade Appeal Process provides the student with an unbiased forum to discuss and/or dispute a final course grade. The grade appeal process allows for the review of allegedly erroneous or **capricious grading** and is not intended as a review of the instructor's evaluation of the student's academic performance. Students are responsible for meeting the standards established for each course they take, and faculty members are responsible for establishing the criteria for grades and evaluating students' academic performance.

Erroneous Grading is based on an error in calculation.

Capricious Grading is defined as any of the following:

- assigning a grade based on something other than performance in the course;
- assigning a grade to a student using more exacting or demanding standards than were applied to other students in that course; and/or
- assignment of the grade allegedly did not follow the grading criteria as stated in the course syllabus.

Appeals Process Deadlines

The student must initiate the appeals process by October 15 of the current year (for spring and summer grades) and March 15 of the subsequent year for fall grades. In the event that the 15th falls on a weekend, the deadline is extended to the following Monday. The appeals process should be completed before the end of the semester. If the deadline has lapsed, the grade becomes permanent on the student's transcript. As the burden of proof shall be on the student, the student should be prepared to present supporting documentation. No adverse action will be taken against a student who chooses to utilize this process.

Suggestions from Students and Faculty for Students Considering a Grade Appeal

In order to begin, the student should first review the entire Grade Appeal Process as presented in this catalog. The student will be best prepared if he/she is aware of all possible steps in the process. Since this is a formal process, it is important that the student keep copies of all records and activities relative to this appeal and be properly prepared to present his/her appeal. Below are suggestions from students and faculty to assist in the process.

Gather any pertinent data. This may include

- Course syllabus,
- Any addendums (such as handbooks) supplied by the faculty if applicable to the course,
- Copies of any/all tests, quizzes or papers in the student's possession which are relevant to the grade in dispute,

Copies of any/all notices and/or correspondence between the student and the faculty member relevant to the grade in dispute.

Organize thoughts and write a list of reasons why the final grade should be changed. The student should be factual and should have someone proofread his/her work. Please remember that a grade appeal is not a forum for personality disputes; it is a forum for legitimate situations where a final grade is in dispute

Academic Grade Appeal Process

The following steps are required of students wishing to file a grade appeal:

1. Student Meets with Instructor

A student who disagrees with his/her final grade shall begin the appeal process by requesting a meeting with the faculty member who awarded the grade in question. The student will explain the reason for his/her concern. The faculty member will review submitted documents and will reconvene with the student within seven (7) working days* explain the reason(s) and basis for awarding the grade. The faculty member has the authority and responsibility to determine the grade.

2. Student Submits Complaint in Writing

If the student is not satisfied with the response of the faculty member, the student may continue the appeal by requesting and submitting an appeal form to the Vice Chancellor for Student Affairs (VPSA). In addition to the form, the student should submit any materials related to the computation of the grade. These materials may include tests, quizzes, papers or assignments, and class syllabus. Within seven (7) working days of the submission of documents, the VPSA will meet with the faculty member to discuss the student's appeal and submitted materials. The VPSA will inform the student of the outcome of the discussion and the decision of the faculty member.

3. Student Requests a Hearing with the Academic Appeals Committee

If the student is not satisfied with the decision of the VPSA and the faculty member, the student shall submit to the VPSA a written statement requesting an appeals hearing. The statement shall provide the student's rationale as the why the grade should be changed. Upon the request of the student, the VPSA will provide a copy of the Academic Appeals Hearing Process and explain the requirements, timeframe, and process.

4. Vice Chancellor for Student Affairs Holds a Hearing

Within seven (7) working days from the receipt of the student's written appeal request, the VPSA shall forward a copy of the appeal to the faculty member in question and to the Associate Vice Chancellor for Student Affairs (AVPSA). Within ten (10) working days from the receipt of the student's written appeal request, the VPSA shall convene the Academic Appeals Committee for the purpose of hearing the appeal. The VPSA will coordinate the Appeals Hearing with the schedule of the student making the appeal, the faculty member, and the AVPSA. If conflicts in schedules create difficulty in finding a time suitable for all, the VPSA shall give preference to the committee and the student requesting the appeal.

The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed unless the student requests an open hearing. The VPSA and the AVPSA may attend the hearing as observers.

The hearing shall proceed as follows:

- The student shall present the rationale for grade change (20 minutes).
- The faculty member shall present his/her grading system and grade rationale if he/she so chooses (20 minutes).
- The student shall present rebuttal evidence (10 minutes).
- The faculty member shall have an opportunity for rebuttal argument (10 minutes).
- The Academic Appeals Committee shall enter executive session and may take the matter under advisement for two class days before rendering a decision.

- The Academic Appeals Committee shall decide by simple majority vote with all members having an equal vote.
- The Academic Appeals Committee Chair shall inform the VPSA of its decision.

5. Vice Chancellor for Student Affairs Issues a Resolution

Within five (5) working days after the hearing, the VPSA will distribute a written resolution of the complaint to the AVPSA, the instructor, and the student. The written resolution will state the facts as assessed by the VPSA and indicate an action taken. The decision of the Academic Appeals Committee is final and will be reflected on the student's transcript.

** Working day is understood to mean 8:00am – 4:30 pm Monday through Thursday and 8:00am – 3:30pm on Friday*

Student Evaluation of Instruction

Concurrent faculty are evaluated by students each semester. The Student Instructional Report (SIR II) questionnaire, a national validated student opinion of instructor and instruction produced by the Educational Testing Service, is administered. The results are provided to each concurrent credit faculty member with suggestions for improvement. Follow-up sessions with the Vice Chancellor for Academic Affairs are held with each concurrent faculty member. Results are shared with high school administration as well.

Annual Notice of Student Rights Under the Family Educational Rights and Privacy Act of 1974 (FERPA)

A student at UA Rich Mountain has the following right with regard to his/her education records:

- To inspect and review all education records pertaining to the student within 45 days of the day the College receives a written request for access.
- Students should submit to the Vice Chancellor for Student Affairs a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Student Affairs Office in writing that he/she does not want any information designated as directory information.
 - Student's name
 - Address
 - Telephone listing
 - Electronic mail address
 - Photograph
 - Date and place of birth
 - Major field of study

- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

All students must inform the Student Affairs Office of their request in writing. This request will remain in effect until lifted by the student in writing. In the event of such a request, this data will be treated as student records information.

The College will honor a student's request to withhold directory information but cannot assume responsibility to contact him/her for subsequent permission to release the hold. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that such information be withheld. For additional information on details of the "Family Educational Rights and Privacy Act," please contact the Student Affairs Office.

Please consider very carefully the consequences of any decision to withhold "Directory or Public Information." Should one decide to request the College not to release "Directory or Public Information," any future requests for such information from non-institutional persons or organizations will be refused.

To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights; students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/ her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, clerical, or support staff position (including law enforcement unit personnel, health staff and work study students); a person serving on the UA Rich Mountain Board of Trustees; member(s) of an accrediting association; a student serving on an official committee, such as a disciplinary or grievance committee; or any person assisting another school official in performing his/her tasks.
- A school official may also include a volunteer or a person or company with whom the College has contracted as its agent to perform a service for which the College would otherwise use its own employees, such as an attorney, auditor, or collection agency.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA. The name and address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

For more information concerning rights under FERPA, please come to the Student Affairs Office in the Maddox Building.

College Accreditations

UA Rich Mountain is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

The College is approved as a training site by the Arkansas State Approving Agency for Veterans' Training. The Nursing Programs are approved by the Arkansas State Board of Nursing.

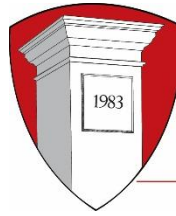
Concurrent Credit Contact Information

Chad Fielding, Vice Chancellor for Student Affairs.
cfielding@uarichmountain.edu 479/394-7622 ext. 1400

Krystal Thrailkill, Vice Chancellor for Academic Affairs,
kthrailkill@uarichmountain.edu 479/394-7622 ext 1300

Wendy McDaniel, Director of Admissions.
wmcDaniel@uarichmountain.edu 479/394-7622 ext. 1440

Terry Francis, Associate Vice Chancellor for Student Affairs
tfrancis@uarichmountain.edu 479/394-7622 ext. 1460



Instructions for Accessing Student portal New Student Computer Access Instructions

- 1) Access Google Chrome.
- 2) Go to **www.uarichmountain.edu**.

To Set Up A Student Account

- 1) Select **Student Login** (Quick Links drop down option).
- 2) Select Account Maintenance.
- 3) Enter Student ID number, number should begin with an A then five zeros followed by five numbers.
 - a. ID number is under the student's picture on his/her student ID card. If the student does not have picture ID, this number can be obtained from the Director of Admissions.
- 4) Enter birthdate **with** slashes, example: 04/21/1998.
- 5) Read & accept the user agreement.
- 6) **Write down your username***, example: jones15943.
- 7) Enter new password**.
 - a. Password must be at least 4 numbers and/or letters. **No special characters and cannot include any combination of your first and last name.**
- 8) Select Update.
- 9) Close window.
- 10) Click Yes on the pop-up.

To Use Student Portal

Student Portal is used to check class schedule, grades, status of financial aid, etc.

- 1) Select **Student Login** (Quick Links drop down option).
- 2) Select Student Portal.
- 3) Login with your username from above and password.
- 4) To check class schedule: on the left side, select Schedule for a detailed class schedule

To check grades: on the left side of the screen, select letter grades.

- a. Click drop-down menu.
 - b. Select midterm or final to view grades.
- 5) To check on the status of financial aid: on the left side of the screen, select Financial Aid.
 - 6) Logout and close tab.

To Access Student Email (after setting up your account it will take at least 10 minutes of more for your student email to accessible.)

- 1) Select **Student Login** (Quick Links drop down option)
- 2) Select **Student email**.
 - a. Be sure to use the domain (username12345@stumail.uarichmountain.edu)
 - b. Login to confirm that you can access email.
 - c. Logout and close tab.
- 3) It is **very important** that you check your email at least 3 times per week, preferably **daily**.

To Access Moodle

- 1) Select **Student Login** (Quick Links drop down option)
- 2) Select **Moodle**
- 3) Select your online course.
- 4) Follow the instructor's instructions.
- 5) If you have any problems with Moodle:
 - a. Contact your instructor.
 - b. See Lisa Jumper or her assistant in the SSS Computer Lab or Marsha Jenkins in the SSS Math Lab located in the UA Rich Mountain Library.
 - c. Contact the Recruiter or Director of Admissions.

*This will be your username to access Email, Student Portal, and Moodle for all classes that you take at UA Rich Mountain now and in the future.

**This is your password for Email, Student Portal, and Moodle.

Previous Students with Accounts already activated or to reset your Account

- 1) Access Google Chrome.
- 2) Go to **www.uarichmountain.edu**.
- 3) **To Reset A Student Account**
 - a. Select **Student Login** (under Quick Links next to search bar).
 - b. Select Account Maintenance on the pop-up.
 - c. Select Forgot Password/User ID to reset Password.
 - d. Student will need date of birth and phone number on file with UA Rich Mountain to reset password.

UA Rich Mountain

Concurrent Enrollment Permission Form

Semester

I, _____, am requesting permission from my high school, _____, to enroll in a UA Rich Mountain concurrent credit course or courses. I have discussed this enrollment with the high school counselor and I meet my high school's criteria for concurrent enrollment. I am requesting to enroll in the following college-level courses at UA Rich Mountain:

I have the appropriate ACT, SAT, or ACCUPLACER placement scores to enroll in the courses I am requesting. Minimum scores are found in the UA Rich Mountain Concurrent Credit Student Handbook and the Memorandum of Understanding between UA Rich Mountain and the school district.

I understand that I am responsible for **tuition** associated with my concurrent enrollment as determined by UA Rich Mountain and I agree to pay such costs in a timely manner unless funded by my school district or unless the class is dropped by September 1, 2017. I understand that I can withdraw from the class by December 6th with a W showing on my transcript and I am still responsible for tuition and fees. I understand that high school students are not eligible for financial aid. Please see page 2 for cost information.

I understand that this form must be completed each semester prior to enrollment at UA Rich Mountain. I understand that UA Rich Mountain officials will request the completed form prior to allowing me to register. The UA Rich Mountain Concurrent Credit handbook and policies can be found at www.uarichmountain.edu/high-school-students.

Student

Date

Parent/Guardian

Date

Corresponding high school credit will be granted to the following high school class(es) upon successful completion of the college course(es):

This student is granted permission to enroll in concurrent credit class(es) at UA Rich Mountain.

High School Counselor/Principal

Date

The following table lists the cost of UA Rich Mountain’s concurrent credit offerings.

Class	Cost
Comp I at the high school	\$174
Comp I through zoom or online	\$224
Comp II at the high school	\$108
Comp II through zoom or online	\$224
College Algebra at the high school	\$108
College Algebra through zoom	\$224
Plane Trigonometry at the high school	\$108
Oral Communications at the high school	\$108
Oral Communications through zoom or online	\$224
US History I or II at the high school	\$108
US History I or II online	\$224
General Chemistry I or II at the high school	\$144
American National Govt at the high school	\$108
American National Govt at UA Rich Mountain for MHS	\$108
Biology at the high school	\$144
Biology through zoom	\$282

Calculus I at the high school	\$180
Physical Science at the high school	\$144
Beginning Spanish I or II at the high school	\$108
Any online class	\$224

Parents, please note any communication about concurrent classes must be directed to the high school counselor. Students enrolled in classes at UA Rich Mountain are protected under the Family Educational Rights and Privacy Act (FERPA). Information about your student cannot be released by UA Rich Mountain unless a signed consent is received from the student.