

ACADEMIC REGULATIONS

CHANGES IN UNIVERSITY REGULATIONS

The University of Arkansas-Monticello reserves the right to change the fees, rules, and calendar that regulate admission and registration, instruction, and graduation from the University. The University further reserves the right to change any other regulations affecting the student body. Changes shall become effective whenever the proper authorities so determine, and shall apply not only to prospective students but also to those currently enrolled in the University.

ACADEMIC SESSIONS

The academic year includes two regular semesters in the fall and spring and a summer session of two terms. The fall semester begins in late August and concludes prior to the Christmas holiday. The spring semester begins in early January and concludes in mid-May. The two summer terms are normally scheduled between June 1 and August 15.

ACADEMIC CREDIT

The University operates on a semester calendar. One hour of credit represents an amount of work equivalent to one lecture each week for a minimum of 15 weeks. From two to three hours of laboratory work constitute the equivalent of one hour of lecture.

CLASSIFICATION

Students are classified at the beginning of each semester based upon accumulated semester-hours of credit earned. Students who have earned fewer than 30 credits are classified as freshmen; sophomores have earned at least 30 credits, juniors 60 credits, and seniors 90 credits.

GRADING SYSTEM

Grade	Meaning of Grades	Value in Grade Points
A	Outstanding	4
B	Good	3
C	Average	2
D	Passing	1*
F	Unsatisfactory Work, or Withdrawn - Failing	0
W	Withdrawn - Passing (no grade points)	
AU	Course Audited (no degree credit; no grade points)	
I	Required Work Incomplete (no grade points)	
CR	Credit (no grade points)	

***A grade of "C" or better must be earned in some courses in order to progress to the next higher course level, or to graduate in some majors.**

Students may receive an incomplete, "I," when, due to unusual circumstances acceptable to the instructor, they are unable to complete course requirements prior to the end of a term. When possible, the option should be discussed by the instructor and student, concluding in a written agreement outlining the remaining requirements to be satisfied for the course (use the Incomplete Grade Form available in the academic unit office). One copy of this form must be filed at the time final grades for the term are submitted with each of the following signatures: course instructor, head of academic unit offering the course, and the student. A notation of "I" will be posted to the grade report for the term in which the incomplete is granted and on the academic transcript. An "I" will not affect term and cumulative credits and grade point averages for the term in which the incomplete is granted and subsequent enrollment terms during the time limit.

Students may not re-enroll in incomplete courses within the time limit allotted for completing the courses.

The student will have a maximum of one calendar year to satisfy the requirements for the course.

Failure to complete course requirements within one year will automatically replace the incomplete with a grade of “F” with the credits and grade point averages recalculated to reflect this change.

Except for the grade of “I,” no course grade will be changed unless an error has been made. All grades earned will remain on the permanent record. A grade of “D” or “F,” for example, will remain on a student's permanent record, even though a higher grade may be recorded for the course in question, after it has been repeated.

Grading criteria for specific courses, outlining the basis on which grades are assigned, may be found in course syllabi.

DEAN'S LIST

Each semester the University publishes the Dean's list of all students whose semester grade point average is 3.50 or higher for 12 or more hours of course work at the 1000-4000 level.

COURSE PREREQUISITES AND COREQUISITES

No student may enroll in a course until successfully completing all prerequisites or concurrently enrolling in the corequisite. The instructor may withdraw any student who does not comply with this regulation. The head of the unit in which the course is taught may approve exceptions to this policy.

COURSE SYMBOLS AND NUMBERS

The numbers of the regular university courses contain four digits: the first indicates, in general, the university year; the second and third the particular course; and the fourth the number of hours of credit.

Developmental courses are numbered 0001-0999, freshmen-level courses 1001-1999; sophomore-level courses 2001-2999; junior-level courses 3001-3999; senior-level courses 4001-4999; and graduate-level courses 5000-5999.

ENROLLMENT IN DEVELOPMENTAL COURSES

The UAM developmental education program is designed to identify academically underprepared students and assist in developing their abilities to successfully meet the requirements of college-level courses. Based on ACT or SAT scores, students with developmental education needs are placed in one or more courses in reading, English, mathematics, communication, and basic college skills.

Students whose enhanced ACT scores in reading, mathematics, or English fall below 19 must enroll in appropriate developmental courses: a reading laboratory, a 0-level mathematics course, or ENGL 0133 Fundamentals of English. Students with low college entrance scores in both mathematics and English will be restricted in their first semester to enrolling in a maximum of 14 credit hours which will include the appropriate 0-level mathematics course, ENGL 0133 Fundamentals of English, SPCH 1103 Introduction to Communication, and DEV 0101 College Skills. Students who have completed a college-level course in mathematics or English with a “C” or above may not enroll for credit in a 0-level course in that subject.

NOTE: Part-time students will be required to complete these specified courses during their first 30 hours of course work at the University.

REPETITION OF COURSES

Courses may be repeated a maximum of two times. Students may not repeat a course in which a “B” or “A” was earned. A “W” or “F” received for courses will be considered as courses attempted. All courses attempted (including repeats) will remain on the transcript. The last grade earned will be used in computing grade point average. **NOTE:** If a student repeats a course in which a passing grade was earned and receives an “F,” the credit previously earned will be invalidated; the grade of “F” will be used in computing the grade point average.

Students must appeal to the Office of Academic Affairs for permission to repeat courses for the third

time. If permission is granted, then the student is limited to a maximum enrollment of fourteen hours for the semester.

INDEPENDENT STUDY COURSES FOR UNDERGRADUATES

It is sometimes desirable, and in the best interest of students' academic growth, that they be allowed to engage in independent study or research. Independent study or research courses will carry a course number of 479V in each discipline, and are open only to students who meet the following criteria:

- 1) completion of 60 hours;
- 2) completion of a minimum of 12 hours of course work in the discipline of the independent study or research;
- 3) a 3.00 cumulative grade point average in the discipline in which the research is conducted.

Independent study and research courses will require extensive independent study and research, formal written reports, and regular conferences with the instructor. A detailed description of the proposal and its requirements must be submitted for approval to the academic unit administrator and the Vice Chancellor for Academic Affairs. Students may complete only one independent study/research project per semester. Independent study/research proposals should not duplicate existing courses in the academic catalog.

UNDERGRADUATES ENROLLED IN GRADUATE COURSES

Qualified undergraduate students may be permitted to enroll in graduate courses for either undergraduate or graduate credit within the following guidelines. Only undergraduate students within 30 hours of graduation may petition to enroll in graduate courses through the Vice Chancellor for Academic Affairs. A minimum cumulative grade point average of 3.00, approval by the course instructor, and consent of the Dean or Chair of the offering unit must be presented as part of the petition. Normally undergraduate students will not receive graduate credits, but when circumstances warrant, the Graduate Council may authorize awarding graduate credit. However, students enrolling in graduate courses for graduate credit (not undergraduate credit) may not apply such credits to undergraduate degree requirements.

AUDIT

Students who audit a course do not receive credit for the course, and the instructor does not evaluate the progress of the student. After the deadline for registration has passed, students may not change from audit to credit status.

TYPES OF NON-CLASSROOM CREDIT

Recognizing the fact that individuals are often able to learn concepts, skills, and information essentially equivalent to college-level learning, yet acquired outside the traditional college classroom setting, the University offers students the opportunity to earn college credit through special examination, evaluation, and other procedures. Students may earn academic credit without letter grades through these procedures by satisfactorily completing:

- 1) requirements and examinations in approved correspondence courses;
- 2) approved examinations in the College Entrance Examination Board's Advanced Placement program;
- 3) approved examinations in the College Level Examination Program (CLEP);
- 4) examinations prepared by the appropriate academic unit; and
- 5) assessment of prior military training.

A maximum of 60 hours of academic credit may be earned through any combination of the above programs. Specific information regarding each is printed below. Granting of credit, however, does not guarantee applicability to every major, minor, or program of study. Interested students should consult individual academic units for this information. Students should also be aware that some graduate and

professional schools will not accept credit by examination or learning experience. Non-classroom credit will be posted only for currently enrolled students.

I. Correspondence Courses

The maximum correspondence credit accepted is 15 semester hours. All students enrolled in the University of Arkansas-Monticello who pursue correspondence work must have prior approval of the Vice Chancellor for Academic Affairs, the academic unit head, and the major advisor. The test must be taken either at the University of Arkansas-Monticello Testing Center or at the institution offering the correspondence. If this procedure is not followed, the University may refuse to accept the hours for credit.

Correspondence credit may not be taken when the same course is offered on campus, except in the case of absolute conflicts and with the permission of the Vice Chancellor for Academic Affairs.

Correspondence courses will not be used to satisfy General Education requirements, and some specific courses must be taken in residence. These include Speech 1013 (Voice and Diction) and Speech 1023 (Public Speaking), Art 1103 (Art for Elementary Teachers), and all methods courses.

The institution sponsoring the correspondence course must provide the University with a transcript or notification of completion. Credit will not be granted unless the grade for the correspondence work is a “C” or better.

II. Advanced Placement Credit

UAM will grant college credit for courses successfully completed in the Advanced Placement Program of the College Entrance Examination Board by an entering freshman while in high school. The semester hours of credit permitted will be that allowed for the corresponding course or sequence of courses at UAM, but no grade will be assigned. Students receiving Advanced Placement Credit for a course may not earn CLEP credit for a prerequisite to this course.

The tests and scores accepted by the University are:

Advanced Placement Course	UAM Equivalent Course	Minimum Score
(School of Business and Information Systems)		
Macroeconomics	Principles of Economics I (ECON 2203)	3
Microeconomics	Principles of Economics II (ECON 2213)	3
(Division of Arts and Languages)		
Engl. Language/Composition	Freshman Composition (ENGL 1013)	3
	(ENGL 1013 & 1023)	4
French Language	Elementary French (FREN 1003)	2
	(FREN 1003 & 1013)	4
Spanish Language	Elementary Spanish (SPAN 1003)	2
	(SPAN 1003 & 1013)	4
Studio Art	Drawing (ART 1013)	3
Art History	Art Appreciation (ART 1053)	3
(Division of Mathematics and Sciences)		
Computer Science (PASCAL)	Computer Science PASCAL Programming (CS 2213)	3
Calculus AB	Calculus I	

Calculus BC	(MATH 2254)	4
	Calculus I & II	
Physics B	(MATH 2254)	4
	(MATH 2264)	4
	General Physics I & II	
Physics C, Mechanics	(PHYS 2203)	3
	(PHYS 2213)	3
Physics C, Electricity & Magnetism	University Physics I	
	(PHYS 2313)	3
Biology	University Physics II	
	(PHYS 2323)	3
	Biological Science	
Chemistry	(BIOL 1063)	3
	Biological Science Lab	
	(BIOL 1071)	1
	Introductory Chemistry	
(Division of Music)	(CHEM 1023)	3
	Introductory Chemistry Lab	
	(CHEM 1031)	1
Music Theory	Music Theory	
(Division of Social Sciences)	(MUS 1023)	3
	(MUS 1033)	3
	American History	
United States History	(HIST 2213)	3
	(HIST 2223)	3
European History	Survey of Civilization II	
	(HIST 1023)	

This listing is frequently updated to reflect changes in the Advanced Placement program. For current information contact the Office of Academic Affairs at (501) 460-1032.

III. Credit by Examination

Students may gain college credit in a number of subjects through some nationally sponsored examination programs such as the College Level Examination Program (CLEP). Specific information about what tests can be taken for course credit can be obtained through the Testing Office located in Harris Hall, (870) 460-1010.

IV. Credit by Academic Unit Examination

Students may challenge and earn credit for 1000-4000 level courses currently listed in the University's catalog for which no approved CLEP examinations exist by satisfactorily completing specially prepared examinations. Students wishing to take these unit challenge examinations must complete a form available in the Registrar's Office and obtain the permission of the Vice Chancellor for Academic Affairs, the dean or chair of the unit offering the course, and the professor of record (who must be a full-time faculty member).

Challenge examinations will be available only during the regular academic year. Students may not attempt credit by examination in a course in the following instances:

- 1) for courses where an approved CLEP examination is currently available;
- 2) when the student has already attempted the course;
- 3) when the student has completed a more advanced course for which the credit by examination course is

a prerequisite.

Credit by unit examination is not available for courses below the 1000 level. A maximum of nine credit hours may be earned through credit by unit examination.

V. Credit for Prior Military Training

The University may award up to 12 credit hours for prior military training courses listed in the latest edition of the American Council on Education's *A Guide to the Evaluation of Educational Experiences in the Armed Service*. For further information, contact the Office of the Registrar.

VI. Credit Earned in Off-Campus Centers

The University recognizes the value of offering courses for credit at off-campus centers. However, no more than 30 hours earned at off-campus centers will be counted toward a baccalaureate degree.

STUDENT LOAD AND DEFINITION OF FULL/PART-TIME STUDENTS

Full-time undergraduate student status requires registration in at least 12 semester hours of courses. Students registered in less than 12 semester hours will be considered part-time status. A normal load is considered 15 semester hours.

The maximum number of semester hours in which a student with less than a GPA of 3.00 may enroll is 18. A student who has a cumulative GPA of 3.00, or who has applied for graduation, may register for a maximum of 21 hours for the current semester. Students who do not meet the GPA requirement or graduation criteria must have approval of the Vice Chancellor for Academic Affairs before registering for more than 18 hours. All students wishing to register for more than 18 semester hours must pay tuition and fees for the additional registration.

Students may register for a total of 7 semester hours per summer term, not to exceed 14 semester hours during the combined summer terms. Students enrolled in at least six hours during the summer term will be considered full-time status. Less than six hours will be considered part-time status during the summer.

SCHEDULE CHANGES (DROP/ADD) AND WITHDRAWAL

Students may add courses to their schedules, with the approval of their assigned advisor, only during the first through fifth class days of the semester. Students may drop a course, or withdraw from all courses, through the first 11 days of classes with no grade or course listed. In the summer term, these periods are shorter; specific deadline dates are listed in the University Calendar. A processing fee will be charged for each change of schedule, except during the registration period. During a fall or spring semester, courses dropped and withdrawals accomplished will be recorded on a student's transcript as follows:

First 11 class days - no course listed;

12th class day through 55th class day- grade of "W" only;

56th class day through final deadline - "W" if passing, "F" if failing;

Last three class days - no drop or withdrawal allowed.

To drop a course, a student should begin at the office of his/her academic advisor. To complete withdrawal from the University, a student should begin at the Registrar's Office, return any library books, laboratory keys, and University equipment, and check out of the residence hall.

When an emergency or other special circumstance makes it impossible for a student to withdraw in person, the student may correspond with the Registrar's Office to make other arrangements.

Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grades.

ATTENDANCE REGULATIONS

Regular class attendance is considered an essential part of the students' educational experience and a requirement for adequate evaluation of academic progress. The faculty considers that college students, as

mature individuals, will recognize the need for regular attendance and will comply with this requirement. Faculty may establish specific attendance requirements which will be stated in the course syllabus. Students who violate attendance requirements may be removed from the course with a grade of "W" or "F." In the case of a 0-level course, students who miss six hours of lecture may be withdrawn by the instructor.

STUDENT ABSENCES DUE TO PARTICIPATION IN UNIVERSITY-SPONSORED EVENTS

At times, a student may participate in a University-sponsored activity which causes the student to miss one or more class meetings. When this occurs, the sponsor of the activity will provide the student with a memo which includes the event, dates and times of the event, and the student's name. The student will individually contact each of his/her instructors to discuss the class(es) to be missed. This discussion should occur at least one week prior to the anticipated absence. The student is responsible for all material covered and any class activities during the absence. The sponsor of the activity will also provide all academic unit heads and Academic Affairs a description of the activity which includes the location, dates, and a list of campus participants.

POLICY ON VISITORS

All visitors to a class are required to have the permission of the instructor. Visitors to any classroom or University facility must not be disruptive or present a safety hazard. Anyone planning to visit a class for more than four sessions will be required to enroll in the class as an auditor.

GRADE POINT AVERAGE

Grades earned in courses at other institutions and transferred to the University will not be used in calculating cumulative grade point averages. A student's cumulative grade point average represents only those grades earned in residence at the University. Correspondence courses will not be included in cumulative grade point averages.

NOTE: Except for repeats, a minimum 2.00 grade point average (GPA) is required to enroll in a junior (3000) or senior (4000) level course. Any exceptions to this policy must be approved by the Office of Academic Affairs.

ACADEMIC STANDING AND SUSPENSION

At the end of each term, the University reviews the academic standing of all students. Students will maintain good academic standing when both their semester and cumulative grade point averages are at 2.00 or higher. If either the cumulative or semester grade point average falls below 2.00, the student will be placed on conditional standing. The University may continue a student on conditional standing until both the cumulative and semester grade point averages are 2.00 or higher. When both the cumulative and semester grade point averages are 2.00 or higher, the student is removed from conditional standing.

Students on conditional standing whose semester and cumulative grade point averages both fall below 2.00 will be suspended from the University. The first suspension will be for one semester, the second suspension will last for one year, and the third suspension will extend for three years. The suspension may be appealed to the Academic Appeals Committee. Suspended students who are eligible to continue their studies at the University must contact the Office of Admissions for readmission.

Students receiving a one-semester suspension at the end of the spring semester will be allowed to enroll in the fall semester if, during the summer, they earn at least six hours of course work at UAM with a minimum 2.00 grade point average.

The academic standing of all students enrolled in the summer will be evaluated at the end of the second summer term. Students whose cumulative grade point average meets the appropriate standard at the end of the summer will be removed from suspension or conditional academic standing. Students will not be suspended or placed on conditional academic standing based on their performance during the summer.

Any credit earned from another institution while a student is suspended will not be accepted by UAM.

SATISFACTORY DEGREE PROGRESS

Students must meet with an academic advisor prior to each semester to plan course enrollment. A student must enroll for at least 12 credit hours each semester of enrollment to be considered a full-time student. Full-time students are expected to complete general education requirements according to the following schedule:

- 9 credits of general education courses during their first semester;
- 18 credits of general education courses by the end of their second semester;
- 27 credits of general education courses by the end of their third semester;
- 38 credits of general education courses by the end of their fourth semester.

To be admitted to a major program of study, students must complete 42 hours of course work at the 1000-level or above with a cumulative grade point average of at least 2.00. These courses must include 38 hours of General Education courses.

CONTINUOUS ENROLLMENT IN REQUIRED COURSES

All full-time students must be continuously enrolled in the appropriate English composition and mathematics courses until their general education requirements in these areas have been met. A student enrolled in the College Skills course, developmental mathematics, and/or developmental English composition, and/or Freshman Composition I, must complete the course with a grade of "C" or higher. Part-time degree seeking students must complete the mathematics and English composition requirements in the first thirty (30) credit hours attempted.

ARKANSAS ASSESSMENT OF GENERAL EDUCATION

Pursuant to Act 874 of 1993, a "rising junior test" must be taken by all Arkansas public college and university students who have earned 45 to 60 credit hours (excluding developmental courses) to measure learning in the general education curriculum. The "rising junior exam" is referred to as the AAGE. Students who have earned enough hours to be eligible for the assessment will be notified. Students must register for the test and must take it on the day and time specified. There is no additional cost for taking the AAGE. UAM strictly enforces the AAGE law. Students who do not take the AAGE as directed will have their enrollment interrupted. Students who have questions should direct them to the Assistant Vice Chancellor for Academic Affairs, AD 108-B, (870) 460-1032.

HONOR SOCIETY

Alpha Chi is a national scholarship recognition society with approximately 300 chapters nationwide. Its purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits to membership students from all academic disciplines. UAM's chapter, Arkansas Zeta, was chartered in 1956. Membership is by invitation and is limited to students actively seeking a degree who: have completed at least 62 hours; academically rank in the upper ten percent of the Junior or Senior classes and have compiled a GPA of 3.60 or above; or have completed 92 hours or more with a GPA of 3.50 or above. Transfer students must have completed at least 24 hours at UAM. Accumulated "W"s may affect eligibility.

TRANSFER POLICY

Transfer applicants must meet the minimum academic standing requirements as outlined on page ## and be admissible to the institution from which they are transferring. To simplify transfers, the University has formed articulation agreements with several area schools. Students should contact the Office of the Registrar (870-460-1034) for additional information.

Transfer students must submit ACT scores when they have not completed a transferable course in mathematics which will satisfy the general education mathematics requirement, or when they have not completed one semester of a transferable course in English composition. Course credit for acceptable work is transferred, but grades are not transferred. Transfer work does not affect the UAM grade point average of a student.

Regulations affecting transfer credit:

1. Transferring students may receive credit for course work completed at an accredited post-secondary institution where a grade of "C" or higher has been earned. Credit is not awarded for course work completed at educational institutions judged not to be collegiate level.
2. No more than six credit hours of religion will count toward the degree requirements of a major.
3. A maximum of 68 credit hours may be transferred from a community, technical, or junior college.
4. The final decision regarding transfer course equivalents to University courses will be made by the University.
5. Military service, CLEP examination scores, and Advanced Placement scores may be evaluated for credit but will not be accepted as posted on another institution's academic transcript. Original documentation must be submitted to the Registrar's Office for evaluation.
6. Students with less than a 2.00 cumulative grade point average or less than a 2.00 semester average for their last semester will be admitted on conditional academic standing.

ADMISSION TO A BACCALAUREATE DEGREE PROGRAM

Prior to admission to a major, students are enrolled in the College of General Studies. To be admitted to a major program of study, students must complete 42 hours of course work at the 1000-level or above with a cumulative grade point average of at least 2.00. These courses must include the 38 hours of General Education courses stipulated in the Associate of Arts degree. In addition, specific major programs may have additional course, grade point, or other admission requirements. These are available from the appropriate school or division office.

Students who have completed 74 hours of course work at or above the 1000 level may not continue their enrollment at the University without being accepted into a major program.

ACADEMIC APPEALS COMMITTEE

The Academic Appeals Committee is composed of six faculty members and three students. The function of this committee is to hear student appeals in the areas of admissions, academic standing and suspension, and curriculum matters. It also reviews student petitions and may hear other grievances of an academic nature. The Student Handbook includes a detailed description of the appeals process.

Appeals should be addressed to the Academic Appeals Committee, c/o the Academic Affairs Office, PO Box 3478, Monticello, AR 71656.

ACADEMIC CODE VIOLATIONS

Cheating and plagiarism are considered academic violations. These violations are adjudicated through the Academic Violation Process listed below:

1. An instructor who suspects a student is guilty of cheating or plagiarism within the instructor's class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may

take any of the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the paper or test; 3) require the student to retake the test or rewrite the paper; 4) award no credit for the paper or test; 5) withdraw the student from the course; 6) award the student a failing grade for the course.

3. A student who receives any of the above actions who feels this action is unjust may appeal the instructor's decision to the Academic Appeals Committee. This appeal must be submitted to the committee within 10 class days of receiving notice of the action.

TRANSCRIPTS

The first transcript after graduation is free. Otherwise, the University charges \$2 for each transcript issued. No transcript will be issued until all financial records have been cleared and the transcript fee is paid. Official transcripts will not be issued to provisionally admitted students who are still completing the admission process.

Only the student may request his/her transcript. Requests must contain the full name, social security number, and signature of the student. Transcripts may be requested as follows:

1. By mail. Students should send the request and transcript fee of \$2 to the Cashier's Office, P.O. Box 3597 UAM, Monticello, AR 71656.

2. In person. Students may go to the Cashier's Office (2nd Floor, Babin Business Center) during Cashier's office hours and make payment for the transcript. The request and the receipt should be submitted to the Office of the Registrar (Harris Hall 118) for pickup. Arrangements can also be made to have the transcript mailed directly from the University.

3. By fax. A signed request may be sent to the Office of the Registrar at (870) 460-1935. The fax request will be honored if the sender ID and telephone number are listed on the fax header line. It is also recommended that the requestor include a contact telephone number along with the other required information (see above) and signature. Payment must be made before the request will be processed.

Upon specific request, transcripts may be faxed directly from the Office of the Registrar. However, students should be aware that recipients of such transcripts may not accept them as official. The cost for a faxed transcript is \$2. Faxing a transcript and mailing an official transcript are considered two separate transactions, and two separate fees will be charged.