



CONCURRENT ENROLLMENT PROGRAM

STUDENT HANDBOOK

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Welcome

We are excited to have you join the UAM family as you begin earning college credit while still in high school. This concurrent enrollment handbook, a supplement to the full [UAM Student Handbook](#), outlines resources meant to enhance a student's concurrent enrollment experience, help assure academic success, and provide guidance for policies and procedures pertaining to concurrent enrollment classes. We encourage you to take full advantage of the resources available to make the most of your experience!

UAM Vision

The University of Arkansas at Monticello will be recognized as a model open access regional institution dedicated to empowering students to realize and develop their potential. UAM is committed to advancing three vibrant, diverse campuses that serve their communities and foster key partnerships that contribute to the economy and quality of life in the region, state and beyond.

UAM Mission

The University of Arkansas at Monticello is a society of learners committed to individual achievement by:

- Fostering a quality, comprehensive and seamless education for diverse student learners to succeed in a global environment;
- Serving the communities of Arkansas and beyond to improve the quality of life as well as generate, enrich and sustain economic development;
- Promoting innovative leadership, scholarship and research which will provide for entrepreneurial endeavors and service learning opportunities;
- Creating a synergistic culture of safety, collegiality and productivity which engages a diverse community of learners.

UAM Core Values

- Ethic of Care: We care for those in our UAM community from a holistic perspective by supporting them in times of need and engaging them in ways that inspire and mentor.
- Professionalism: We promote personal integrity, a culture of servant leadership responsive to individuals' needs as well as responsible stewardship of resources.
- Collaboration: We foster a collegial culture that encourages open communication, cooperation, leadership and teamwork, as well as shared responsibility.
- Evidence-based Decision Making: We improve practices and foster innovation through assessment, research and evaluation for continuous improvement.
- Respect: We respect all people and all points of view, and we promote tolerance and acceptance.

Institutional Learning Outcomes

- Communication: Students will communicate effectively in social, academic and professional contexts using a variety of means, including written, oral, quantitative and/or visual modes as appropriate to topic, audience and discipline.
- Critical Thinking: Students will demonstrate critical thinking in evaluating all forms of persuasion and/or ideas, in formulating innovative strategies and in solving problems.
- Global Learning: Students will discern and think analytically about natural and human matters in local, national and global communities.

- Teamwork: Students will work collaboratively to reach a common goal and will demonstrate the characteristics of productive citizens.

Definitions

Concurrent Enrollment is the enrollment of a high school student in a college course for high school credit and college-level credit. Concurrent enrollment allows students to obtain credit toward a high school diploma at the same time they earn college credit.

Concurrent Credit Course is a college-level course offered by an institution of higher education in Arkansas that upon completion would qualify for academic credit in both the institution of higher education and a public high school.

Dual Enrollment Course is the enrollment of a high school student in postsecondary education exclusively for college credit. High school students enrolled in a dual enrollment course may petition the district or high school to consider allowing the college-level dual enrollment credit to be considered for high school credit.

Admission Requirements

To receive concurrent credit, a student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.

To achieve maximum benefit from the concurrent enrollment experience, a student must contact his/her high school counselor to make college-credit enrollment choices. The high school counselor or other school designee will contact UAM with the course enrollment student roster information.

A concurrent student must complete an online University of Arkansas at Monticello admission application and supply all required admission documents.

Admission documents include:

1. A copy of the student's high school transcript, complete at the time of application.
2. Proof of immunizations clearly showing two MMR (measles, mumps, rubella) injections and/or exemptions or completion of the exemption form from the [Arkansas Department of Health](#).
3. A letter from a high school administrator, completed on school letterhead, indicating that the student may enroll in college-level work.
4. Qualifying placement exam scores.
 - A. Acceptable exams for general education include ACT, ACCUPLACER, SAT, or CLT.
 - Minimum ACT Reading score of 18 or equivalent test score or 3.1 high school GPA for enrollment into General Education courses.
 - Minimum ACT English score of 18 or equivalent test score or 3.1 high school GPA for enrollment into Composition I.
 - Minimum ACT Math score of 16 or equivalent test score for enrollment into College Algebra with Review.
 - Minimum ACT Math score of 19 or equivalent test score or 3.2 high school GPA for enrollment into Quantitative Literacy.
 - Minimum ACT Math score of 22 or equivalent test score or 3.5 high school GPA for enrollment into College Algebra.

- B. Acceptable exams for Career and Technical Education (CTE courses) include 8th, 9th or 10th Grade ATLAS (summative ELA and Math scores must be within the 2, 3, or 4 level range), ACT, SAT, CLT, or ACCUPLACER test scores.
 - Minimum ACT Math score of 16 or equivalent test or completion of Technical Mathematics for enrollment into Advanced Industrial Mathematics.
- 5. For a student born internationally, Arkansas law requires Department of Health Tuberculosis Screening.

Academic Standing

At the end of each fall and spring semester, the University reviews the term and cumulative grade point averages of all students. To make academic achievement and progress toward a degree, each student is expected to maintain both semester and cumulative grade point averages of 2.00 or higher. If either the cumulative or semester grade point average falls below 2.00, the student will be placed on academic probation. Academic probation carries no restrictions but serves as a notice that academic suspension from the University will follow unless the quality of academic work improves. The University will continue a student on academic probation 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 academic probation.

Students on academic probation whose semester and cumulative grade point averages both fall below 2.00 will be subject to suspension from the University. The first suspension will be for one semester; the second suspension and any subsequent academic suspensions will last for one year each. An academic suspension may be appealed to the Academic Appeals Committee at the student's respective location (Monticello, Crossett, or McGehee).

Grade point averages and satisfactory academic progress can affect academic standing, financial aid, academic awards, admission to other institutions, as well as scholarships. Students are strongly encouraged to stay informed about their grade point average and academic standing.

Academic Advising

For Academic Advising questions, please contact the Office of Academic Advising. You may also access additional resources through the [UAM Academic Advising Webpage](#) or by contacting 870-460-1633.

Academic Code Violations

Cheating, which includes plagiarism, is a serious academic violation and involves a student obtaining a test, essay, research paper, presentation, project, quiz, or other course assignment or requirement with the intention of presenting it to the course instructor as one's own work. Plagiarism is any instance in which a student uses the words and/or the ideas of another without proper documentation of the source for those words and/or ideas.

1. These violations are adjudicated through the academic violation process below: An instructor who suspects that a student is guilty of cheating within the instructor's class must inform the student of this suspicion, present evidence of the violation, and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of cheating 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 test or assignment; 3) require the student to retake the test or to re-do the

assignment; 4) award no credit for the test or assignment; 5) award the student a failing grade for the course.

3. A student who receives any of the above actions and who believes the action is unjust may appeal the instructor's decision as addressed in the academic appeals process. The student must initiate this process within ten class days of receiving written or oral notice of the action.

Courses Available

Course offerings may vary by high school; however, the following courses are generally offered for concurrent credit.

General Education Courses

UAM Course Number	UAM Course Name	Arkansas Course Transfer Course #.
ACCT 20003	Principles of Financial Accounting	ACCT 2003
ARHS 10003	Art Appreciation	ART 1003
BIOL 10043	Introduction to Biological Science	BIOL 1004 when combined with BIOL 10031
EDHP 11433	Introduction to Education	
EDHP 22333	Instructional Technology	
ENGL 10103	Composition I	ENGL 1013
ENGL 10203 (Grade of C or better in ENGL 10103 is required)	Composition II	ENGL 1023
ENGL 21103 (ENGL 10103 and 10203 are prerequisites.)	Survey of World Literature I	ENGL 2113
ENGL 21203 (ENGL 10103 and 10203 are prerequisites)	Survey of World Literature II	ENGL 2123
GEOG 11003	General Geography I	GEOG 1103
HIST 11103	World History to 1500	HIST 1113
HIST 11203	World History since 1500	HIST 1023
HIST 21103	American History I	HIST 2213
HIST 21203	American History II	HIST 2113
MATH 11003	College Algebra	MATH 1103
MATH 11003 & MATH 01380	College Algebra with Review	MATH 1103
MATH 11103	Quantitative Literacy	MATH 1113
MATH 12003 (MATH 11003 is a corequisite)	Trigonometry	MATH 1203
MATH 24005 (MATH 12003 and MATH 11003 are prerequisites)	Calculus I	MATH 2405
MUSC 10003	Music Appreciation	MUS 1003
MUTH 10203	Theory I	
PSYC 11003 (ENGL 10103 is a corequisite)	Introduction to Psychology	PSY 1103
SPAN 10103	Elementary Spanish I	SPAN 1013
SPAN 10203	Elementary Spanish II	SPAN 1023
SPCH 10003	Public Speaking	SPCH 1003
MATH 21003	Introduction to Statistics	

CTE Courses

UAM Course Number	UAM Course Name
ALHE 10157	Nursing Assistant
AMST 10153	Introduction to Manufacturing
ASTE 11304	Suspension/Steering
ASTE 12104	Auto Engine Repair
ASTE 12204	Electrical/Electronic Systems
ASTE 12604	Automotive Brake
BUSI 26193	Tech Small Business Management
COMM 12053	Tech Communication
CPSI 11083	Tech Computer Fundamentals
CPSI 21003	Help Desk Support
CTTE 10172	Orientation
CTTE 10273	Basic Safety
CTTE 10476	Construction Equipment I
CTTE 11573	Heavy Equipment Safety
EDHP 11433	Introduction to Education
EDHP 22333	Instructional Technology
ELTE 11202	Industrial Safety
EMSC 11308	EMT Basic
HIMT 10203	Tech Law and Ethics in Healthcare
HIMT 11333	Tech Medical Terminology
ISYS 11903	PC Hardware and Software Maintenance
MATH 12073	Technical Mathematics
MATH 22163	Advanced Industrial Math
PNUR 10002	PN Pharmacology
PNUR 11001	PN Vocational/Legal/and Ethics
PNUR 11107	PN Basic Nursing Principles & Skills
PNUR 11602	PN Nursing of Geriatrics/Management
PNUR 12003	PN Intravenous Therapy
PNUR 12301	PN Nursing of Mother & Infant
PNUR 12402	PN Nursing of Children
PNUR 13107	PN Adult Medical-Surgical Nursing I
PNUR 15104	PN Anatomy and Physiology
PNUR 16003	PN Nutrition and Wellness
PNUR 21501	PN Mental Health & Illness
PNUR 22604	PN Clinical I
PNUR 23206	PN Clinical II
PNUR 24104	PN Clinical III
PNUR 24202	PN Adult Medical-Surgical Nursing II
SPCH 11002	Employability Skills/Ethics
UNIV 1980V	Special Topics (Introduction To The Army)
WELD 11003	Blueprint Reading
WELD 11105	Basic Welding
WELD 12105	Shielded Metal Arc
WELD 13105	Gas Tungsten Weld
WELD 14001	Lab Welding I

UAM Course Number	UAM Course Name
WELD 14105	Gas Metal Arc

Credit Transfer

The [Arkansas Department of Higher Education's Course Transfer System](#) (A.C.T.S.) allows students, parents, or school personnel to view general education course transferability among Arkansas' public colleges and universities by selecting the appropriate institutions from the list provided on the website.

A.C.T.S. is designed to ensure the transfer of general education courses. Some college majors have specific course requirements. It is always important to consult the college or university where you plan to graduate to be sure of the graduation requirements. Please note that most colleges and universities require a grade of "C" or better to be able to transfer the course from one school to another.

Email and Student I.D. Number

Each concurrent student is provided with a UAM e-mail account. Your new [student account](#) letter will be sent to the personal email you provided on your admissions application. The student's UAM e-mail address is the official means of communication between the University and the student. Concurrent students are encouraged to regularly check their UAM email and Workday account.

A student can determine his/her email address as well as **Student Identification Number** by accessing the [Information Technology webpage](#).

Evaluation of Instruction

The feedback from students leading to improvement of the institution and the quality of its education programs is vital to our success. Students who participate in assessment and evaluation of courses and faculty are expected to be honest and open in an effort to help us improve.

Evaluation of courses and instructors is completed near the end of each academic semester. Students receive an email late into each semester asking them to respond to questions regarding specific courses and instructors. Each evaluation period has a two-week response time limit, so each student's prompt attention is needed.

Family Educational Rights and Privacy ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution" as per 20 U.S.C. § 1232g(a)(4)(A); 34 CFR § 99.3. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally speaking, FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances: (1) with the written consent of the student; (2) if the disclosure meets one of the statutory exemptions*; or (3) if the disclosure is "directory information", and the student has not placed a hold on release of "directory information".

At UAM the following items are considered "directory information":

1. Name

2. Address
3. Telephone number
4. Photograph
5. Date and place of birth
6. Nationality
7. Parent's name and address
8. Spouse's name and address
9. Marital Status
10. Religious Preference
11. Number of hours enrolled
12. Number of hours completed
13. Classification by year
14. Dates of attendance at University
15. Major field of study
16. Participation in recognized activities and sports
17. Weight and height (athletic teams)
18. Scholarships, honors, degrees and awards received
19. Name of most recent educational institution
20. Campus e-mail address

For the full policy, please see Operating Procedure [545.1](#), [545.2](#), or the [UAM Student Handbook](#).

Fees and Expenses

Public School District Students: Access to Acceleration (A2A) applies to a student's account if the course meets the definition of a *concurrent credit course*. Any remaining balance is the responsibility of the district per the specifics in a memorandum of understanding between the institution of higher education and the district. The student, or the student's parent or guardian cannot receive a bill for up to 15 credit hours per semester or associated materials.

Access to Acceleration (A2A) applies if the student is *dually enrolled* in any college-level course. The student, student's parent or guardian may be responsible for any remaining balance.

CTE courses paid for by a secondary career center are not eligible for the Access to Acceleration Scholarship per A.C.A. § 6-51-30.

Home School Students: Access to Acceleration (A2A) applies to a student's account for dual enrollment or concurrent enrollment and any remaining balance is the responsibility of the student, student's parent, or guardian. If a student is eligible for Educational Freedom Account Funds, it can be applied to the student's balance.

Auto Registration fees or traffic violations are the responsibility of the student's parent or guardian. See the [Traffic and Parking Regulations](#) section for more information.

Grade Point Average (GPA)

For the purpose of computing term and cumulative grade averages, grade points are assigned as follows: A = 4; B = 3; C = 2; D = 1 and F = 0. A "W" or grade of "CR" (credit) is not calculated as part of the GPA.. A student's grade point average (GPA) is represented only by those grades earned in

residence at UAM. GPA is computed by multiplying the number of credit hours *attempted* by the grade points assigned and then dividing the sum of these by the total number of credit hours *attempted*.

Grades

A concurrent student may access his/her grades as well as other student information through the student database, [Workday](#).

Grading System

Letter grades are used to indicate the following levels of performance:

<u>Grade</u>	<u>Meaning of Grade</u>	<u>Value in Grade Points</u>
A	Outstanding	4
B	Good	3
C	Average	2
D*	Passing	1
F	Unsatisfactory/Failing	0
W	Withdrew/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-level course or to graduate in some majors. Grades of "D" typically do not transfer to other institutions.

How to look up UAM username and password

A username and password are required to access Workday, Blackboard, and your UAM email account. You can look up your account information by clicking this [link](#).

Incomplete Grades

A student may receive an incomplete, "I," when warranted by circumstances out of the control of the student (i.e. serious illness, death in the family) that make completion of course requirements impossible by the conclusion of the semester. The student must have completed all course work for at least two-thirds of the semester and must be passing the course at the time of the event leading to the request. The awarding of an Incomplete is at the discretion of the instructor after the student has made the request. An instructor will not award an Incomplete unless a student has made such a request. The option must be discussed between the instructor and student, concluding in a written agreement outlining the specific requirements remaining to be satisfied for completion of the course. The Incomplete Course Completion 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 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. A student may not re-enroll in an Incomplete course within the time limit allotted for completing the course. A grade of "I" may affect financial aid availability. The instructor will set the deadline for completion of all work, not to exceed one calendar year. Failure to complete course requirements by the deadline will automatically result in the replacement of the incomplete with a grade of "F" with the credits and grade point averages recalculated to reflect this change.

Library Services

The Taylor Library and Technology Center hours of operation are posted on their [website](#). Electronic databases and journals are available to all UAM students 24 hours/day; 7 days/week. A student I.D. number is required to access some resources. Phone: 870-460-1080.

Traffic and Parking Regulations

A concurrent student is always encouraged to visit our campuses and use the facilities and services that are available. In doing so, however, a student is required to adhere to UAM campus policies and regulations.

Any student who operates a vehicle on the UAM campus must register that vehicle with the University Police Department. An auto registration fee for the school year must be paid at the UAM Cashier's Office. Proof of state vehicle registration, driver's license, and student ID must be provided to the University Police Department before a parking permit is distributed.

Visitors are always welcome on campus and may park in any non-restricted "visitor" parking area. If you have questions, contact the [University Police Department](#) at 870-460-1083.

Satisfactory Academic Progress Policy

To be eligible for financial aid at the University of Arkansas at Monticello, students must meet all qualitative and quantitative standards of the Satisfactory Academic Progress (SAP) policy below, even if no financial aid was previously received. If a student does not meet all of the three requirements below, then they will be designated as not meeting SAP. All SAP notices are sent to the student's official UAM e-mail account. **Note:** Pre-Freshman UAM courses will count towards SAP calculations once a student is admitted into UAM, regardless of whether the student received a letter grade, or a "W" Grade.

1. GPA

Undergraduate Students must earn a minimum cumulative grade point average (GPA) of 2.00.

2. Pace

Students must successfully complete 67% of cumulative hours attempted. Cumulative hours attempted include hours earned, remedial hours earned, repeated hours, transfer hours, and grades of W, F, AU and I. Cumulative hours earned do not include grades of W, I, AU, or F.

$$\frac{\text{\# of cumulative hours earned}}{\text{\# of cumulative hours attempted}} \times 100$$

3. Maximum Time Frame

Students must graduate within 150% of the credit hours required for their program of study. A general guide for maximum credits is shown below, although students should refer to the specific credit requirements for their UAM program of study.

Master's Degree	45 Maximum Credits
Bachelor's Degree	180 Maximum Credits
Associate's Degree	90 Maximum Credits
Technical Certificate	Varies

The Financial Aid Office evaluates SAP at the end of the Fall, Spring, and Summer terms. All sessions within the summer term will be evaluated as one term. Those students not meeting the requirements stated above will be placed on Financial Aid Warning. Students may continue to receive financial assistance during the Warning period. If all three satisfactory academic progress standards have not been met by the end of the Warning period, the student will be Denied assistance from federal, state, and institutional sources. Students admitted to UAM on Conditional Academic Standing will be placed on Financial Aid Warning. All notices are sent to the student's official UAM email account.

To view the full policy in detail, including the appeal process for students deemed ineligible for financial aid due to not meeting satisfactory academic progress standards, visit the [UAM Financial Aid website](#). Processing times for students that submit SAP appeals average 2-3 weeks from the date that the required documentation is received.

Title IX

The University of Arkansas at Monticello does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The University's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

Click here to access the [UAM TITLE IX POLICY](#).

Schedule Changes

A student who is currently enrolled in a course for concurrent credit is permitted to change his/her schedule according to the times listed in the [UAM Academic Calendar](#). The concurrent student must contact his/her high school counselor or the concurrent liaison before making any schedule changes. The last official day to change a schedule is UAM's 3rd class day.

Scheduling/Enrolling in Classes

There are two ways for a concurrent student to enroll in a course:

1. Some high school teachers are qualified to teach college credit classes allowing a student to take a concurrent course at his/her high school. A student should contact his/her high school counselor for the most up-to-date information regarding enrolling in a concurrent on-site course.
2. A concurrent student can take a UAM course on the college campus during the day (with permission from his/her high school), after high school hours, or in an online delivery format. A student should contact his/her high school counselor prior to enrolling in any concurrent course to ensure timely high school graduation.

As proof of course enrollment each semester, a student must sign a class roster with his/her name as it appears on the roster no later than the 10th day of regular UAM classes for that semester.

Student Academic Grievances and Appeals

Undergraduate

This policy applies to undergraduate students enrolled in traditional courses as well as online courses.

Informal Resolution

Undergraduate students who wish to seek further review of an academic action by the University or a University employee (in an official capacity) that the student contends was in violation of written academic policies, or constitutes unfair or unequal application of such policies, should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student's instructor or with the faculty member supervising a course. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.

Formal Grievance Process

If the efforts to resolve the concern informally are not successful, a written grievance shall be submitted to the academic unit chair, director, academic dean or assistant vice chancellor (for a technical campus) within 30 days of the incident or problem. If the concern relates to the chair, then the written grievance may be submitted to the dean who may appoint an alternate official to consider the grievance. If the concern relates to the dean or the assistant vice chancellor, then the written grievance may be submitted to the relevant vice chancellor.

A written response will be provided to the student within 30 days of the complaint. The response will describe the result of the investigation and any action taken. This response will be logged with the complaint in the Office of Academic Affairs.

Appeals

A person may, within 10 working days after the date of the written decision, appeal the decision to the relevant dean or vice chancellor. The administrator considering the appeal will review the material provided by the student, the grievance decision, any other material which has been assembled regarding the matter, and any applicable university policies and may, at their discretion, gather any additional information that will be helpful to a decision, whether in writing or through meeting or consulting with any individuals deemed necessary in the administrator's discretion. The administrator reviewing the appeal shall make a decision, in writing, within 10 working days of receiving the student's grievance, or as soon as possible thereafter. The appeal decision shall be final and filed in the Office of Academic Affairs.

External Complaint Resolution

If a grievance cannot be resolved internally within the university, a student may file a complaint with the Arkansas Division of Higher Education (ADHE), 423 Main Street, Suite 400, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. The form at this link should be used. [Arkansas Division of Higher Education \(adhe.edu\)](http://adhe.edu). ADHE inquiries are limited to courses/degree programs certified by the Arkansas Higher Education Coordinating Board (AHECB) under Ark. Code §6-61-301 and to matters related to the criteria for certification.

Students may also file a complaint with the Higher Learning Commission, which is the university's regional accrediting body, at [Complaint Process | Student Resources \(hlcommission.org\)](http://hlcommission.org) or 1-800-621-7440. This information is provided pursuant to 34 CFR §668.43(b).

Grade Mediation Appeal Structure for Undergraduate Students

If a student questions the fairness or accuracy of a grade, there is recourse through a student grade appeal structure. Disagreements shall be heard that allege the instructor's policy was not applied consistently to all students, differed substantially from the announced policy, or that a policy was not announced. All grievances concerning course grades must be filed within 120 days of the end of the term in which the grade that is being appealed was assigned. The procedures are: The student should first discuss the matter with the instructor involved, doing so as soon as possible after receiving the grade. The instructor should be willing to listen, to provide explanation, and to be receptive to changing the grade if the student provides convincing argument for doing so. The student's questions may be answered satisfactorily during this discussion.

If the student chooses to pursue the grievance and submits an appeal, the student shall take the appeal in written form to the appropriate department chair, dean or assistant vice chancellor of the program in which the course was instructed. The appeal should present the basis of the appeal and merits of the grievance with evidence the student may have to support the appeal. If that person determines the case has no merit, that person will inform the student and the instructor. If the student wishes to pursue the concern, the student can submit documentation to the relevant vice chancellor. If that person believes the complaint may have merit, that person will discuss it with the instructor. In the case that the department chair is the instructor, the student should submit an appeal in written form to the appropriate dean of the school or college in which the course was instructed. In the case that the dean is the instructor, the student should submit an appeal in written form to the vice chancellor for academic affairs.

If the matter remains unresolved, the student may file an appeal with the Academic Appeals Committee composed of faculty and/or academic staff. This committee is appointed by the Assembly. The instructor whose grade is being challenged shall not serve on this committee. The committee will examine available written information on the dispute, will be available to meet with the student and with the instructor, and will meet with others as it sees fit.

If the Academic Appeals Committee majority determines, through its inquiries and deliberations, that the grade should not be changed, the committee should communicate this conclusion to the Office of Academic Affairs or the assistant vice chancellor (for a technical campus). The Office of Academic Affairs or assistant vice chancellor will notify the student of the decision. If the committee majority determines that the grade should be changed, the committee will request that the instructor make the change and provide the instructor with a written explanation. Should the instructor decline, he or she must provide an explanation for refusing in writing to the Committee.

If the Academic Appeals Committee, after considering the instructor's written explanation, concludes it would be unjust to allow the original grade to stand, it may then recommend to the department chair, dean or assistant vice chancellor that the grade be changed. That individual (department chair, dean or assistant vice chancellor) will provide the instructor with a copy of the recommendation and will ask the instructor to implement it. If the instructor continues to decline, the department chair, dean or assistant vice chancellor is then obligated to change the grade, notifying the instructor and the student of this action. If the dean is the instructor of the course, then it would go to the vice chancellor of academic affairs to change the grade.

For the full Student Academic Grievances and Appeal policy, please see the [student handbook](#).

Student Class Attendance

Regular class attendance is considered an essential part of the students' educational experience and a requirement for adequate evaluation of academic progress. The faculty member 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 that must be stated in the course syllabus.

Student Drop/Withdrawal from a Course

Any student who wishes to drop or withdraw from a course for which he/she is enrolled for concurrent credit must do so by the date indicated on the [University Calendar](#).

The student should discuss with their faculty member their intent to drop/withdraw. The faculty member should direct the student to the high school counselor for proper completion of paperwork.

The high school liaison will communicate the student's intent to drop/withdraw by submitting a drop form to the UAM liaison.

The UAM liaison or designee will submit the drop form to the UAM Registrar's office.

Special Student Services

The University ensures that students with disabilities are given the same rights and services as other students. Accessibility and resources are provided for studies and other university services. Students with documented disabilities may receive a variety of accommodations and should contact the [Office of Student Special Services](#) for information.

Director: Mary Whiting

Phone: 870-460-1226

Email: whitingm@uamont.edu

Syllabus

A student must carefully read the course syllabus. The syllabus contains course information, faculty contact information, textbook/supplemental materials required, important dates, information to be covered in the course, and other important information.

A syllabus is typically distributed at the first (or soon after) class meeting so each student will know course requirements and the requirements for being successful in the class. Each course will have a different syllabus outlining course requirements.

Transcripts

A transcript is the permanent record of college courses taken and grades received. The University currently charges \$10 for each transcript issued.

Only the student may request his/her transcript. Transcripts may be requested as follows:

1. Online: [Transcript Ordering](#)
2. In person: Students may go to the Cashier's Office (Harris Hall, second floor, Monticello campus) 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 in Harris Hall for transcript pickup. Arrangements can also be made to have the transcript mailed directly from the University.

3. By mail: Students should send a signed request including full name, social security number, contact information, and where to send the transcript to: Cashier's Office, PO Box 3597, Monticello, AR 71656.

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