

# U of A PHILLIPS COMMUNITY COLLEGE

DEWITT | HELENA-WEST HELENA | STUTTGART  
August 2018-July 2019

This handbook/planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, E-Mail \_\_\_\_\_

The provisions of this publication are not to be construed as a contract between the student and PCCUA. The College reserves the right to change any provision or requirement when such action becomes necessary. Students are encouraged to work closely with an advisor to verify the appropriateness of the courses for which the students register.

Students are expected to familiarize themselves with all rules and regulations of PCCUA, including any official announcements. Students will be held responsible for the observance of all rules and regulations. It is intended as a supplement to the college catalog and other publications. You should review the contents when you first receive it and keep it on hand for easy reference in the future. If after reading through this information you still have questions, please contact any of the departments or offices listed for further assistance.

For more information about our student success program, visit [www.pccua.edu](http://www.pccua.edu).

**DEWITT CAMPUS**

1210 Rice Belt Ave.  
DeWitt, AR 72042  
870.946.3506

**HELENA-W. HELENA CAMPUS**

1000 Campus Drive  
PO Box 785  
Helena, AR 72342-0785  
870.338.6474

**STUTTGART CAMPUS**

2807 Hwy. 165 South, Box A  
Stuttgart, AR 72160  
870.673.4201

[www.pccua.edu](http://www.pccua.edu)

**Our Mission**

PCCUA is a multi-campus, two-year college serving the communities of Eastern Arkansas. The college is committed to helping every student succeed. We provide high-quality, accessible educational opportunities and skills development to promote life-long learning, and we engage in the lives of our students and our communities.



## **PCCUA Core Values**

PCCUA respects the diversity of its student body and community. The college also recognizes the worth and potential of each student. Therefore, the college affirms the following beliefs and values:

### **Student Success**

We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

### **The Power of Education**

We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

### **Diversity**

We respect the inherent worth and dignity of every person.

### ***Imagine a college...***

- at which every student is intentionally connected to an individual person who feels responsible for that student's success.
- at which every student is clear about the college's high expectations for performance and every student has high aspirations for his or her success.
- at which every student defines his or her educational goals and develops a plan for attaining them. Imagine further that these plans are updated regularly, with guidance, as students progress.
- at which all academically underprepared students have an effective, efficient path to completing developmental education and beginning college-level work.
- at which engaged learning is intentional, inescapable, and the norm for all students.
- at which every student is met with a personalized network of financial, academic, and social support.
- at which all students graduate with a certificate or degree that prepares them to succeed in the workplace or to transfer to a four-year college or university.
- fully engaged in the communities it serves, listening to their voices, responding to their needs.

**You have imagined the college we seek to be.**

*Adapted from the Center for Community College Student Engagement. (2008) Imagine Success: Engaging Entering Students (2008 SENSE Field Test Findings). Austin, TX; The University of Texas at Austin Community College Leadership Program.*

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## 2018-19 ACADEMIC CALENDAR

### Fall Semester 2018

August 15 (W)	Faculty reporting day-awards breakfast (offices closed)
August 16 (TH)	Registration (8:00 am - 6:00 pm)
August 20 (M)	Orientation for all new/returning students (HWH only)
August 21 (T)	Orientation for all new/returning students
August 22 (W)	Day, evening, and online classes begin
August 29 (W)	Last day for 100% refund
September 3 (M)	Labor Day Holiday (no classes, offices closed)
September 10 (M)	Last day to complete application file-current semester
October 18 (TH)	Day & evening mid-term advisory grades due (4:00 pm)
October 18, 19, 22 (TH-F-M)	Online mid-term proctored exams
October 23 (T)	Online mid-term advisory grades due
October 26 (F)	Faculty/Staff in-service (no day classes; evening and week-end classes meet). Offices closed
November 1 (TH)	Last day to drop and receive a "W"
November 5 (M)	Spring registration begins
November 21 (W)	Faculty/students do not report (no classes, offices open)
November 22-23 (TH & F)	Thanksgiving Holiday (no classes, offices closed)
November 26 (M)	Offices open, classes resume (8:00 am)
November 29 (TH)	Last day to receive an "EW"
December 6, 10, 11 (TH-M-T)	Online final proctored exams
December 7 (F)	Study day (Faculty available in their offices from 8:30 am to noon)
December 12, 13, 17, 18	Day, evening, and night exams begin Wed., Dec. 12
December 14 (F)	Online grades due
December 19 (W)	Final grades due (12:00 noon)
December 20 (TH)	December graduation (No Commencement)
December 21 (F)	Offices closed at 4:30 pm until 8 a.m. on 1/3/19 (TH)



COMMUNITY COLLEGE  
COMPLETION CORPS

Completing community college is your pathway to greater earning potential and unlimited opportunities.

### Emergency Response System

Go to [www.pccua.edu](http://www.pccua.edu) and enroll in PCCUA's emergency response system to be notified of special college closings and news!

## Spring Semester 2019

January 3 (TH)	Offices open
January 7 (M)	Faculty report (8:00 am); Faculty/Staff In-service
January 8 (T)	Registration (8:00 am - 6:00 pm)
January 9 (W)	Day, evening, and online classes begin
January 16 (W)	Last day for 100% refund
January 21 (M)	Martin Luther King holiday (no classes, offices closed)
January 28 (M)	Last day to complete application file-current semester
February 15 (F)	Faculty/Staff in-service (no day classes; ext. day/evening classes meet)
March 13-14 (W-TH)	Online mid-term proctored exams
March 15 (F)	Day, evening, & online mid-term advisory grades due (4 pm)
March 15 (F)	Spring break begins at 4:30 pm
March 18-22 (M-F)	Spring break
March 22 (F)	Spring break Friday (no classes, offices closed)
March 25 (M)	Classes resume (8:00 am)
April 1 (M)	Summer & Fall registration begins
April 2 (T)	Last day to drop and receive a "W"
April 25 (T)	Last day to receive an "EW"
April 29-May 1 (M-W)	Online final proctored exams
May 3 (F)	Study day (faculty office hours 8:30 am to noon) <b>and</b> Online grades due
May 6, 7, 8, 9 (M-TH)	Day and evening exams begin Monday, May 6
May 13 (M)	Final grades due (12:00 noon)
May 16 (TH)	Graduation Arkansas Co.-Grand Prairie Ctr (7:00 pm)
May 17 (F)	Graduation Phillips Co.-Fine Arts Ctr. (7:00 pm)
May 27 (M)	Memorial Day Holiday (offices closed)

### *Summer I*

May 29 (W)	Summer I begins
May 30 (TR)	Last day for 100% refund
June 18 (TH)	Last day to drop and receive a "W"
June 25 (TH)	Last day to receive an "EW"
July 3 (W)	Summer I ends (Final grades due 4:30 pm)
July 4 (TR)	July 4 <sup>th</sup> Holiday

### *Summer II*

July 8 (M)	Summer II begins
July 9 (T)	Last day for 100% refund
July 25 (TH)	Last day to drop and receive a "W"
August 1 (TH)	Last day to receive an "EW"
August 8 (TH)	Summer II ends (Final grades due by 4:30 pm)

### *Summer I Extended*

May 29 (W)	Summer I Extended begins
May 30 (TH)	Last day for 100% refund
July 2 (T)	Last day to drop and receive a "W"
July 4 (W)	July 4 <sup>th</sup> Holiday
July 9 (T)	Last day to receive an "EW"

July 16 (T).....Summer I Ext. ends (Final grades due by 4:30 pm)

*Summer Online 2019*

May 28 (T).....Last day for online course registration

May 29 (W).....Online classes begin

July 24-25 (W-TH).....Final exams

July 30 (T).....Grades due

**Emergency Numbers**

**DeWitt Campus** after 9:30 pm & weekends (870) 509-0496

**Helena-W. Helena Campus** after 4:30 pm (870) 816-0377

**Stuttgart Campus** after 4:30 pm (870) 830-5551

**Important Numbers**

<b>Department</b>	<b>DeWitt</b> (870) 946-3506	<b>Helena-West Helena</b> (870) 338-6474	<b>Stuttgart</b> (870) 673-4201
Admissions	1628	1337	1808
Advising	1610	1124	1809
Bookstore	1636	1265	1836
Business Office	1602	1217	1803
Career Pathways	1690	1164	1887
Financial Aid	1607	1258	1822
Library	1621	1246	1819
Scholarships	1607	1240	1822
Testing Center	1602	1134	1828

## GENERAL INFORMATION

### ACCREDITATION

Phillips Community College is accredited by the Higher Learning Commission; 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (800) 621-7440. The Associate Degree Nursing program is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326; (404) 975-5000; Fax (404) 975-5020. The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773) 714-8880. The Phlebotomy program is approved by NAACLS. The business programs are accredited by The Association of Collegiate Business Schools and Programs (ACBSP); 7007 College Boulevard, Suite 420, Overland Park, KS 66211, (913) 339-9356. PCCUA is also approved by the Arkansas State Approving Agency for Veterans Training.

Phillips Community College is a member of the American Association of Community Colleges, the Arkansas Association of Two-Year Colleges, the National Association of College and University Business Officers, and the American Association of Collegiate Registrars and Admissions Officers.

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Phillips Community College of the University of Arkansas (PCCUA) is an equal opportunity, affirmative action institution.

PCCUA provides equal educational and employment opportunity without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

### ACADEMICS

PCCUA is strongly committed to an educational program that will provide a foundation for intellectual, cultural and social growth beyond that imposed by narrow highly specialized training. To broaden a student's educational base, it is required that courses be taken that make up a Core of General Education. These courses include English, Social Science, Fine Arts, Natural Science, Literature, Mathematics and Physical Education. Variations and options within the General Education requirements are available in most curricula.

**CORE COMPETENCIES (STACC Skills)** All students receiving an Associate's Degree from PCCUA will possess the following STACC core competencies:

*Social and Civic Responsibility* - Demonstrate adherence to legal/ethical standards established by society.

*Technology Utilization* - Use tools of the trade to achieve a specific outcome.

*Analytical and Critical Thinking* - Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.

*Communication* – Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.

*Cultural Awareness* - Acknowledges that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

**ARKANSAS COURSE TRANSFER SYSTEM (ACTS)** ACTS contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer. (<http://acts.adhe.edu/>)

**FERPA POLICY** PCCUA complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student’s consent, with very limited lawful exceptions. Directory information can be provided unless the student requests that it be withheld. For more information, see the PCCUA college catalog at [www.pccua.edu](http://www.pccua.edu).

### ACADEMIC REGULATIONS

**GRADING SYSTEM** Each student will receive at mid-term an evaluation of progress in each course. Mid-term grades are for student information only and are not placed on the permanent record. At the end of the semester the student will receive final grades based upon the following system:

A: 4 quality points	B: 3 quality points
C: 2 quality points	D: 1 quality point
F: 0	EW: Withdrawn by faculty due to excessive absence
W: Withdrawal	I: Incomplete work to be made up within sixty days following close of current semester.

S: Students working up to potential in individualized (self-pacing) courses may receive a grade of “S” for satisfactory progress.

AU: Audit (must be filed in admissions before the 11th class day during fall/spring and 6th class day in the summer terms)

S/U: Non-credit courses will be given a grade of “S” for satisfactory, or a grade of “U” for unsatisfactory.

**CLASS ATTENDANCE** Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the specific attendance policy for the course. It’s the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the student’s advisor so the student can be contacted. If the student is absent more times than allowed by an instructor, the instructor **may** drop the student from the class roll with a grade of **EW** by notifying the Admissions/Student Services Office in writing.

**WITHDRAWAL** A student who withdraws from the college in the course of the regular semester or summer term must do so officially at the Admissions/Student Services Office. Official withdrawal must be made in person or by written statement from the student. The student’s I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so will result in the recording of failing grades in the course(s) for which the student is registered.

### STEPS IN DROPPING A CLASS

- 1) Student visits with their assigned advisor.
- 2) The assigned advisor will provide & fill out the drop form.
- 3) Student gets instructor’s signature for EACH course dropped.
- 4) Student takes form to the Admissions Office.



Please Note: Students MUST continue to attend class until the drop slip is completed and delivered to the Admissions Office. Student financial aid, scholarships, & billing will be affected by dropping classes!

**FINANCIAL AID PROBATION** Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

*Repeating Classes*-Any student may repeat a course to improve his/her grade point average. When the course is completed, the higher grade will be noted with an asterisk \* and retained for credit hours and grade point calculations on the student's transcript. A student will receive credit for only that one course. However, both courses and grades will appear on the transcript. Parenthesis ( ) will indicate credit hours not calculated in the student's GPA. Students must check with their advisor to verify repetitions allowed.

*Termination of Aid*-A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to the individual's academic problem and be prepared to provide supporting documentation. The deadline for an appeal is August 14th for the fall semester and December 15th for the spring semester.

**REFUND POLICY** When a student withdraws from PCCUA, a determination will be made regarding repayments and refunds. "Repayment" is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back. Any student who drops one or more courses and continues to be enrolled during a fall or spring semester shall be entitled to individual course refunds as follows:

Registration, Tuition and Fees: 100%: Up to & including 5 class days  
50%: 6th - 10th class days  
No Refund: 11th class day and after

Any student who drops a course or officially withdraws from PCCUA during a summer session is entitled to an adjustment as follows:

Registration, Tuition and Fees:  
100%: Up to & including 2 class days  
50%: 3rd and 4th class days  
No Refund: 5<sup>th</sup> class day and after

**INCOMPLETE CONTRACT** An instructor may issue an "Incomplete" or "I" to a student who has not finished their course work. An "I" contract must be obtained and signed by the instructor and attached to the final grade sheet. If the student does not finish coursework by the completion date, the grade given will be as assigned by the instructor. If no grade is designated, failure by the student to complete the work will result in an "F" after 60 days.

**ACADEMIC CLEMENCY** A student may be given academic clemency for up to 21 semester hours of unsuccessful academic work (D, F, or EW grades) within one semester. The courses for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student's cumulative grade point average (GPA). Clemency will cover all credits earned during the semesters for which it is granted. No credits earned during the semester for which clemency is granted will count toward graduation requirements.

In order to seek academic clemency, the student must not have been enrolled at any higher education institution for three consecutive academic years, and must make application in writing to the Vice Chancellor for Instruction. A student may be granted academic clemency only once. Academic Clemency request forms are available at the Admissions/Registrar offices.

**ACADEMIC INTEGRITY** Academic fraud and dishonesty (as defined below) are regarded as offenses requiring disciplinary action.

**Cheating** - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

**Facilitating academic dishonesty** - Intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.

**Plagiarism** - To intentionally take and use as one's own ideas, writing, or research of another individual.

**Test Tampering** - Intentionally gaining access to restricted test materials including booklets, banks, questions, or answers before a test is given; or tampering with questions or answers after a test is completed.

**STUDENT CONDUCT/MISCONDUCT (Discipline Policy)** It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. If a student is disruptive in class his/her behavior is inappropriate in this setting and inhibits the teaching/learning process, the faculty member has the right to temporarily dismiss the student from class (not to exceed one class). If a faculty member finds it necessary to dismiss a student from a class, the appropriate dean, department chair, Vice Chancellor for Student Services or the campus Vice Chancellor in Arkansas County are notified and a Student Discipline Form is filed. If the student's behavior is so disruptive that it is believed that the student should be suspended for more than one class, the faculty member must file the Student Discipline form. The student may not return to class without permission from the Vice Chancellor for Student Services or the appropriate campus Vice Chancellor in Arkansas County. A student may appeal the disciplinary action. The appeal is heard by the Student Relations Committee which consists of any three fulltime college employees. For more on discipline/policies in **Policies, Procedures**, see the **PCCUA Web under student menu/Discipline Policy at [www.pccua.edu](http://www.pccua.edu)**.

**ACADEMIC MISCONDUCT** If a faculty member believes that a student is guilty of scholastic dishonesty, a violation of the Student Code of Conduct, the faculty member may sanction the student based on guidelines provided in the syllabus or by the program. The faculty or in some cases, the dean, will file a discipline form to document the incident and provide copies of that form to the dean, Vice Chancellor for Student Services, or the campus Vice Chancellor in Arkansas County. According to the Student Code of Conduct, scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Actions taken by the instructor or at the program level by the dean may be appealed by the student as part of the student's right to academic due process. The student appeal and request for a hearing are made through the Vice Chancellor for Instruction. (See PCCUA Web under student menu/Academic Discipline Policy at [www.pccua.edu](http://www.pccua.edu))

**ACADEMIC GRIEVANCE PROCEDURE (different from disciplinary grievance procedure)** Questions related to grading or other matters of an academic nature should be presented to the student's instructor (this could include disciplinary action which resulted in a lower grade). If not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the college. If the question is an academic matter other than grades, the same appeal process will be followed. In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

## Appealing a Grade or Other Matters of an Academic Nature

**STEP 1** Student initiates contact with instructor. If no resolution, proceed to Step 2. **TIME FRAME:** Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.

**STEP 2** Student submits copy of completed grade appeal form with instructor's "action taken" to the division chair or dean, and Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3. **TIME FRAME:** Within 5 working days of Step 1.

**STEP 3** Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Academic Standards Committee to investigate the issue. **TIME FRAME:** Within 5 working days of Step 2.

**STEP 4** The Chair of the Academic Standards Committee convenes to consider the appeal. **TIME FRAME:** Within 5 working days of Step 3.

**STEP 5** The Academic Standards Committee will notify the student and instructor about the findings at Step 5 within 5 days. If the Committee finds the request merits a hearing, the time and location of the hearing will be approved.

**STEP 6** Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final. **TIME FRAME:** Outcome will be reported within 5 working days of Step 5.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

- To expect an education of the highest quality.
- To develop potential to the best of his/her ability.
- To inquire about and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- To expect a campus environment characterized by safety and order.
- To have a fair hearing and appeal when disciplinary action is applied to a student as an individual or as a group member.
- To be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
- To know that personal conduct reflects not only upon the student but also upon the institution and its citizenry and is judged in this manner.
- To follow the beliefs of common decency and acceptable behavior with the aspirations implied by a college education.
- To respect the rights and property of others.

## GRADUATION REQUIREMENTS

An Associate Degree or Technical Certificate will be awarded to students who satisfy the following requirements:

1. Complete a minimum of sixty (60) semester hours of approved credit toward the desired degree or advanced certificate of proficiency; complete a minimum of thirty-two (32) semester hours of approved credit toward the desired technical certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation. At least thirty (30) credit hours or the last fifteen (15) hours toward an AA or an AAS degree must be earned from PCCUA. At least half of the credit hours toward a Technical Certificate must be earned from PCCUA.

2. Earn a grade point average of 2.0 or above on all college-level work completed. (Exceptions are Nursing and Medical Laboratory Technology.)
3. File an application for graduation with his/her advisor.
4. Fulfill financial obligations to the college.

PCCUA provides a commencement ceremony each May to recognize December and May graduates.

**GRADUATION DEADLINES** In order to graduate in December, you must apply by November 9, and in order to graduate in May, you must apply by March 15.

### **ORIENTATION**

PCCUA offers a mandatory student orientation session the first two days before the fall semester to acquaint new and returning students with the purposes and programs of the College.

**TOBACCO POLICY** Smoking and the use of tobacco products (including cigarette, cigars, pipes, smokeless tobacco, e-cigarettes, and other tobacco products) by students, faculty staff and visitors are prohibited on college property.

**WEAPONS ON CAMPUS** Weapons and/or handguns are not allowed on the premises of PCCUA, except under regulations outlined in Acts 562 and 859 as passed by the Arkansas General Assembly in 2017. Those Acts can be found at <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act562.pdf> and <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act859.pdf>. There are criminal penalties for violating Acts 562 and 859. In addition, violations could result in disciplinary action, up to and including dismissal from the College. For more information, contact the Vice Chancellor of Student Services or campus Vice Chancellors in Arkansas County.

**DRUG & ALCOHOL POLICY** In accordance with the Drug-Free Schools and Campus Regulations, PCCUA prohibits the possession, sale, distribution, and/or use of illicit drugs or alcohol on campus or at college-sponsored activities off campus. Violation(s) of this policy will result in appropriate discipline including warning, probation, suspension, or expulsion. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol. A criminal conviction under such laws shall not preclude the imposition of appropriate sanctions under applicable college policies and procedures that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission. The college will implement all requirements of the Drug-Free Schools and Campus Regulations to inform students of the health risks associated with the use of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services shall provide confidential referral to agencies in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse.

**SEXUAL HARASSMENT** Some forms of sexual harassment are blatant; some are subtle. Neither is tolerated at PCCUA. To underscore the college's commitment to not having sexual harassment within the campus community, including the classroom, the college has a specific policy and procedures against sexual harassment. Employees and students have the right to a workplace and classroom free of sexual harassment. Sexual harassment is prohibited at PCCUA. Sexual harassment is defined as, but not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- Threats of reprisal, explicitly or inexplicably implied as a term or condition of employment, using coercive sexual behavior to control or affect the career, salary or performance review of another employee;
- Unreasonably interfering with work performance or creating an otherwise hostile working environment.

Anyone who feels that he/she has been subjected to sexual harassment should immediately report the incident to the Vice Chancellor for Student Services/Registrar or any campus Vice Chancellor. Investigations into all reports will be conducted promptly.

## **TITLE IX POLICY**

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs and activities. Discrimination based upon sex can include sexual harassment or sexual violence, such as dating violence, domestic violence, sexual assault, or stalking. Title IX also prohibits gender-based harassment, which may include certain acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to one of the individuals below:

Scott Post, Title IX Coordinator  
Vice Chancellor for Student Services/Registrar  
PCCUA, Administration Building  
1000 Campus Drive  
Helena, AR 72342  
(870) 338-6474, ext. 1235

Rhonda St. Columbia, Deputy Coordinator  
Vice Chancellor for College Advancement & Resource Development  
PCCUA, Administration Building  
1000 Campus Drive  
Helena, AR 72342  
(870) 338-6474, ext. 1130

Kim Kirby, Deputy Coordinator  
Vice Chancellor-Stuttgart Campus/Department Chair Arkansas County Arts & Science  
PCCUA-Stuttgart  
2807 Hwy. 165 S., Box A  
Stuttgart, AR 72160  
(870) 673-4201, ext. 1813

Carolyn Turner, Deputy Coordinator  
Vice Chancellor, DeWitt Campus  
PCCUA-DeWitt  
1210 Rice Belt Avenue  
DeWitt, AR 72042  
(870) 946-3506, ext. 1605

PCCUA's Title IX Administrative Procedure may be found on our website at [http://www.pccua.edu/images/uploads/content\\_files/Title\\_IX\\_Procedure.pdf](http://www.pccua.edu/images/uploads/content_files/Title_IX_Procedure.pdf).

## **STANDARD OF BEHAVIOR**

### **DISCIPLINE**

Respect for other students' right to learn and an instructor's right to teach, is imperative. Further, if a student's behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. An instructor can direct a student to leave the classroom. A student removed from the classroom, may not return without meeting with the Vice Chancellor for Student Services or the campus Vice Chancellor in Stuttgart or DeWitt (or official designee). This contact must be within thirty-six (36) hours after the

incident. In certain cases when a student has not been dismissed from the classroom, but the behavior is seriously offensive, the instructor may have to request that the Vice Chancellor for Student Services or Campus Vice Chancellor in Stuttgart or DeWitt intervene. Any discipline problem which cannot be resolved, may result in the student being suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

**DISCIPLINE OFFENSES** An objective of PCCUA is to provide an opportunity for education to all of its students. It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations and policies that are in place at PCCUA.

- Unauthorized selling or peddling on college controlled property is prohibited. Vendors or salespersons who desire to offer their wares for sale on college controlled property must obtain approval from the Vice Chancellor for Student Services.
- Unauthorized distribution of handbills and the use of amplifying equipment is prohibited.
- Unauthorized distribution of literature on campus is prohibited. Approval must be obtained from the Vice Chancellor for Student Services. Literature and materials must not contain writings which are libelous, obscene, or in violation of federal, state or local laws.
- Misuse/Misrepresentation of College Documents or Records - A student may not misuse and/or make misrepresentation of college documents and/or records.
- Threats/Acts of Violence - A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.
- A student may not cause the destruction, damage, or theft of personal or college property.
- A student may not possess, use, or distribute substances expressly prohibited by law.
- A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.
- A student may not possess weapons on college controlled property or at college-sponsored or supervised functions.
- A student may not have unauthorized persons (children or adults) on campus.
- A student may not display disorderly conduct, including violent, noisy, or drunken behavior.
- The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.
- A student may not participate in any demonstration, assembly or speech that is manifestly unreasonable in terms of time, place or manner, that incites a riot or destruction of property, or that violates the law or college regulations.
- A student may not violate college regulations regarding the operation and parking of vehicles.
- A student may not display lewd or lascivious behavior, indecent exposure, illicit sexual relations or perversions.
- A student may not fail to comply with directions of college officials acting in the performance of their duty.

### **DISCIPLINARY ACTION**

**Probation.** The student's participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension or expulsion. Restrictions of privileges may also be conditions of probation. Students who have had disciplinary counsel with the Vice Chancellor of Student Services or a Campus Vice Chancellor are on probation.

**Suspension.** When a student's behavior is unacceptable to the extent that it reflects most unfavorably upon character, judgment and maturity and/or is harmful to the well-being of the student body and the college, the student may be suspended from the college.

**Expulsion.** The student shall be separated from the college on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

**PCCUA Student Discipline policy can be located at [www.pccua.edu](http://www.pccua.edu) under the Student menu.**

## **DISHONESTY**

### **Plagiarism**

Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

### **Cheating**

- a) Copying from another student's paper
- b) Using any unauthorized assistance in taking quizzes, tests, or examinations
- c) 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" or any other device or technology that would aid in cheating
- d) Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
- e) The acquisition, without permission, of tests or other academic material belonging to a member of PCCUA
- f) Aiding and abetting another person in committing any form of academic dishonesty

## **COMPUTER, INTERNET, EMAIL, AND OTHER ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY**

PCCUA provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the college's computer resources are expected to use these resources correctly and only for legal purposes.

It is the responsibility of supervisors, instructors, computer lab supervisors, library staff, and any others who use Electronic Communications to ensure that users are aware of this policy.

**Scope** -This policy governs the use of all electronic communications (excluding telephones), and includes:

- Publishing and browsing on the Internet
- Electronic Mail (Email)
- Electronic bulletin boards (BlackboardCE)
- Electronic discussion groups (BlackboardCE)
- File transfer
- Streaming media
- Instant messaging
- Chat facilities

All of the above items will be referred to collectively as "electronic communications" in this document.

**General Principles** -Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment. All federal and state laws, as well as general college regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Arkansas Freedom of Information Act, the Electronic Communications Privacy Act of 1986, the Family Education Rights and Privacy Act of 1974, and state and federal computer fraud statutes. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

**Proper Use** -Computer activities approved by a supervisor, instructor, library staff, or lab supervisor for educational purposes, such as use of:

- Internet for research
- Library database for research
- Internet for informational purposes
- Email as directed by instructors
- State-supplied software

**Improper Use** -This policy exists to ensure that electronic communications are properly used. Improper use of electronic communications includes, but is not limited to, the following:

- Breach of copyright
- Offensive material including pornography
- Illegal activity, including gaining or attempting to gain unauthorized access (or "hacking") to any computing, information, or communications devices or resources
- Error, fraud, defamation
- Viruses and spyware
- Destruction of or damage to equipment, software, or data belonging to the college or other users
- Privacy violations
- Service interruptions
- Use of electronic communications in such a way as to impede the computing activities of others (such as initiating Email, chat, instant messaging)
- Download of software from the Internet or installation of a program(s) by a student from transportable media such as, CD, floppy disks, or jump (flash) drives.
- Unauthorized use of another user's ID and password
- Any and all other matters which the college, in its sole discretion, subject to PCCUA Policy limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

**Non-Compliance** -Non-compliance with this Policy

1. May constitute a criminal offense, be classified as inappropriate behavior, pose a threat to the security of the college network, the privacy of staff and instructors, and may expose the users of the system or other persons to legal liability and;
2. Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.

**Consequences to Breaches of this Policy** -Consequences to breaches of the Acceptable Use Policy will generally be categorized using the following guidelines. Any matters not addressed below will be dealt with on an individual basis and on the relevant facts.

**Potentially Harmful Activities**

- A first violation, if not unlawful, will result in a warning.
- A second violation will result in being banned from computer use for a designated period of time (deemed reasonable by supervisor, instructor, library staff, lab supervisor, or other authorized personnel).
- A third violation may result in the student losing computer lab privileges.

**Illegal Activities** Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges and may be referred to the office of Vice Chancellor for Student Services for Helena-West Helena or Campus Vice Chancellors for DeWitt and Stuttgart and/or law enforcement agencies.

PCCUA shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorney fees or costs, charges, fines or any monetary compensation, to any user, for any claim, lawsuit, action or other proceeding arising from, relating to, or in connection with the use of its World Wide Web connection or other Internet services.



**DUE PROCESS** When a student is involved in an incident which may necessitate disciplinary action, the student has an opportunity to appeal the charges through an appeal process. There are four steps to an appeal process:

**Step 1** Student notifies the Vice Chancellor for Student Services that he/she would like to file an appeal for a discipline decision. In DeWitt and Stuttgart, the campus Vice Chancellor's will be notified and she/he will notify the Vice Chancellor for Student Services. The appeal must be filed within twenty-four (24) hours after the disciplinary action to be appealed.

**Step 2** Within two (2) days, the student is notified in writing (e-mail) of the exact time and date of the appeal meeting and the witnesses who will be present. The student may bring an advisor or a witness. If the student is appealing a suspension of ten (10) or more days or an expulsion, the advisor may fully participate during the disciplinary appeal.

**Step 3** The appeal is heard by the Student Relations Committee. The student may question or confront the witness(es). The College employee making the charge may also question the student.

**Step 4** The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Vice Chancellor for Student Services' Office. A permanent copy of the appeal will be placed in the student's file.

## STUDENT LIFE

Student Activities & Organizations are considered a vital part of campus life. They are conducted under the supervision of the Vice Chancellor for Student Services.

**ARKANSAS LICENSED PRACTICAL NURSES ASSOCIATION (ALPNA)** is open to nursing students. This organization sponsors blood drives, blood pressure checks, and booths at the Nurses Association Convention. For more information, contact the PN Program Coordinator in the Nursing Department on the DeWitt campus.

**ART CLUB (Artists Anonymous-Helena-West Helena Campus)** is open to students interested in all phases of art to include drawing, painting, sculpture, digital media, and photography. The club meets every first Monday of the month during the academic year. Contact Vicki Cobb (ext. 1121).

**BAPTIST COLLEGIATE MINISTRY (Helena-West Helena Campus)** is a group of students who meet weekly in Bonner Student Center for their religious growth. Contact TBA.

**BOOK CLUB (Helena-West Helena & DeWitt Campus)** is a book club for students, faculty and staff who join together for the enjoyment of reading books.

**INTRAMURAL ACTIVITIES** provide an opportunity for students to participate in supervised, competitive activities between groups. Some events included are: flag football, basketball, volleyball, badminton, table tennis, tennis, and Frisbee golf. We participate in extra-mural (against teams not from PCCUA) basketball and flag football.

**MEN ENROLLING TOWARD ADVANCEMENT (META) (Helena-West Helena Campus)** is a peer support group for minority males on the Helena-West Helena campus. The group meets weekly during the Fall and Spring semesters. META members develop leadership skills, participate in fundraisers and service learning opportunities, and sponsor student activities on campus. Contact is Aaron Germany.

**PHI THETA KAPPA** recognizes and encourages scholarship, as well as provides opportunities for leadership, fellowship, and service. To be eligible for membership, a student must have earned a 3.5 GPA on 12 hours or more of course work leading to an associate degree. Campus contacts: Dr. Tarsha Smith (ext. 1137) and Debbie Hardy (ext. 1242)- Helena-West Helena Campus; Thomas Moss (ext. 1831) and Rosary Fazende-Jones (ext. 1826)-Stuttgart Campus; Tracie Karkur (ext. 1615), and Theresa Dupuy (ext. 1613)- DeWitt Campus.

**STUDENT AMBASSADORS (DeWitt & Stuttgart Campuses)** are selected to represent the college at various activities at the campus and in the community.

**STUDENT EVENTS** are planned on each campus during the fall and spring semesters that include fun activities for students, faculty, and staff to interact and participate.

## RESOURCES

**CONTACT INSTRUCTORS** (Absences, Grade Changes, Class Information, Course Syllabus, Tests) Many instructors have websites, and all have college extension numbers where they can be reached. Contact the front desk on the DeWitt and Stuttgart campuses for instructor office numbers and phone extensions. On the Helena-West Helena campus, call the switchboard operator (dial 0) or contact the Advisement Center in the Bonner Student Center, ext. 1134.

**STUDENT ID'S** Student Identification cards are issued to students upon registration. If your ID card is lost or stolen, a new one can be obtained in the Admissions office at a replacement cost of \$10. (Not a requirement every semester.)

**CAMPUS CLOSINGS** Students can refer to the Academic Calendar on the website or refer to holiday closings indicated in the planner/calendar in this handbook. Should weather conditions necessitate class cancellations or campus closings, students will be notified by text message, email, announcements over local television, and by a recorded message on the campus telephone system. Please note that just because one campus is closed due to weather or other conditions, **do not assume that all campuses will be closed.** Contact the campus you are attending or the instructor for specific class information. PCCUA is committed to creating and maintaining a safe environment that promotes student success. We strongly encourage our students to register their mobile phone numbers with our Emergency Notification System. This is voluntary, and there is no cost to register for the system. Depending on your mobile phone plan, you may be charged for the text message that is sent to you.

\*\*Please use the link below to register for the new Emergency Notification System. In order to make sure we have accurate information, we ask that all returning students re-register for the new service. No information from previous semesters will be carried over into this system. <http://www.pccua.edu/students/resources/emergency-alert-system/>. Disclaimer: The Emergency Notification System is a vital part of the PCCUA emergency notification plan. While no communication system can be 100% effective, students who do not choose to register for these emergency alerts will not receive emergency notifications via their mobile telephones. By opting out, you are declining to be informed of information that may be of great importance.

**CLOTHES CLOSET** Students can obtain lightly-worn, professional-looking clothing free of charge for interviews or other job-related meetings here. Both men's and women's attire is available. The Closet is located in the gymnasium, room G201 in Helena.

**FOOD PANTRY** Canned goods and other non-perishable items are available for students at no charge on all three campuses. Students and faculty/staff may also leave items at the pantries for other students' use. In Helena, the pantry is located in the gymnasium, room G201. In Stuttgart, the pantry is located in the Administrative suite. In DeWitt, the pantry is located near the Student Center in room D107.

**STUDENT FINANCIAL AID** PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a community college education available to all, regardless of financial needs. A number of scholarships and grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need.

**PELL GRANT**- Visit your campus financial aid office and complete the FAFSA. Bring previous year's tax returns. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for an application. (Be sure to use the new IRS Data Retrieval Option). Students wishing to apply for a Pell Grant the second Summer session in 2018 must apply by June 30, 2018.

**STATE OF ARKANSAS SCHOLARSHIPS-** Complete the universal application provided by the Arkansas Department of Higher Education (ADHE). Find the application at [www.adhe.edu](http://www.adhe.edu).

**PCCUA SCHOLARSHIPS-** Complete scholarship application. Be sure to follow all required steps. Return to campus scholarship office.

**SINGLE PARENT FAMILY SCHOLARSHIP-** (sponsored by Arkansas and Phillips County organizations) Provides financial assistance to single parents who are pursuing a course of instruction, which will improve their income-earning potential. Scholarships may be used for tuition, books, utility bills, car maintenance, child care, etc. Helena Campus students apply online at [http://www.aspsf.org/county\\_phillips.html](http://www.aspsf.org/county_phillips.html). Arkansas County students apply online at [http://www.aspsf.org/county\\_arkansas.html](http://www.aspsf.org/county_arkansas.html).

**ARKANSAS FUTURE GRANT-** (sponsored by ADHE) Is a "Last Dollar" award that covers tuition and fees not already covered by a student's other scholarships and grants. The purpose of this grant is to promote STEM and high demand degree obtainment and encourage community involvement and interaction. For more information, contact the financial aid office or visit [www.adhe.edu](http://www.adhe.edu).

**CAREER PATHWAYS-** (sponsored by ADHE) Qualified applicants must be a parent or legal guardian of a child under 21 years of age; must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past; be receiving food stamps, Medicaid, or ARKids; have earnings that fall below 250% of the federal poverty guidelines. Helena students contact the Career Pathways office at ext. 1054. DeWitt/Stuttgart students contact Gracie Jemerson at (870) 673-4201, ext. 1886 or [gjemerson@pccua.edu](mailto:gjemerson@pccua.edu).

**IDA (Individual Development Account)** - Participating banks work with low income families in a savings program to pay for higher education needs such as tuition, books and personal computer. For information, contact: Mindy Maupin at (870) 816-1104.

**VOCATIONAL REHABILITATION-** Assistance is provided to qualifying students based on physical or emotional handicaps. Helena students contact: (870) 338-2753. DeWitt/Stuttgart students contact: (870) 534-2404.

**WORKFORCE INVESTMENT ACT-** (WIA) Qualifying students may be eligible for assistance with tuition, fees and books. Helena students contact Heather Pipkin at (870) 633-2900 or [heather.pipkin@arkansas.gov](mailto:heather.pipkin@arkansas.gov).

#### **Financial Aid Contacts:**

**DeWitt:** April Herring  
870-946-3506, ext. 1607

**Helena:** Annie House  
870-338-6474, ext. 1258

**Stuttgart:** Kena Henderson  
870-673-4201, ext. 1822

#### **Scholarship Contacts:**

**DeWitt:** April Herring  
870-946-3506, ext. 1607

**Helena:** Stephanie Arnold  
870-338-6474, ext. 1240

**Stuttgart:** Kena Henderson  
870-673-4201, ext. 1822

**STUDENT HEALTH INSURANCE** PCCUA does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted United Healthcare Student Resources. Forms for this insurance are available in the Registrar's office.

**BOOKSTORES** Books, supplies, and PCCUA logo items can be purchased in the BBA Solutions Bookstore on each campus. The bookstore is located in the Bonner Center on the Helena-West Helena campus, Room N106 on the DeWitt campus and Room A115 on the Stuttgart campus. Bookstore hours are posted on each campus. Book buy back dates are during the week of finals in December and May and after the last week of Summer II.

**LIBRARIES** Library services offer the latest technology including online catalog accessibility. Library holdings consist of traditional print materials such as books and journals as well as a growing collection of electronic resources. More information regarding PCCUA libraries can

be found on the website under the current student menu. The library follows the PCCUA calendar for all holidays and other scheduled closings.

### **LIBRARY HOURS**

DEWITT CAMPUS: Monday 9:30 am-6:30pm; Tuesday, Wednesday, and Thursday 7:30 am-4:30 pm; Friday 7:30 am-1 pm.

HELENA-WEST HELENA CAMPUS: Monday-Thursday 7:45 am to 8 pm; Friday 7:45 am-4:30 pm.

STUTTGART CAMPUS: Monday and Tuesday, 9:30 am-6:30 pm; Wednesday and Thursday, 8 am-5 pm; Friday 8 am-2 pm

**SUMMER HOURS to be posted.**

**TRANSCRIPT** To request an official copy of your transcript, complete the transcript request form at the Registrar's office, or online at [www.pccua.edu](http://www.pccua.edu) under the "Students" tab. Once you submit the form online, it will automatically be forwarded to the Registrar's office, and processed within one to three business days. **NO OFFICIAL TRANSCRIPTS WILL BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO PCCUA ARE SATISFIED.** There is no charge to have a transcript sent or faxed.

**PARKING AND DRIVING SAFETY** PCCUA's campus-wide speed limit is 20 mph and parking is permitted in the college's many designated lots. Parking over the line, on the grass, or in reserved areas will result in a citation. In Helena-West Helena, you can appeal a citation by seeing the Vice Chancellor for Student Services. In Arkansas County, appeals are made to the campus Vice Chancellor.

**PARKING PERMITS, REGULATIONS** All vehicles must be registered in the Admissions office. Each student can receive one parking permit at no charge, and additional permits at a cost of \$10.00 per vehicle. Permits are valid for the academic year during which the permit is purchased. Temporary permits are \$1.00 per week. Certain parking areas may be reserved for employees and/or visitors. These areas are marked "RESERVED" or feature yellow painted curbs. Parking in these areas is considered a violation. Handicap spaces are reserved for students and visitors with disabilities having the credentials displayed. Please do not use the handicap space if you are not disabled. Vehicles may be towed at the owner's expense. **AT NO TIME IS PARKING IN THE STREET OR ON THE GRASS PERMISSIBLE.**

### **FINES:**

Failure to display parking permit - \$30.00

1st Parking Violation - \$10.00

2nd Parking Violation - \$20.00

3rd Parking Violation - \$40.00

4th Parking Violation - \$60.00

5th Parking Violation - \$60.00

Illegally Using Handicap Space - \$50.00

Fines are to be paid in the Business Office. PCCUA reserves the right to deny any student the privilege of operating or parking a vehicle on campus.

**PCCUA CAMPUS SECURITY** PCCUA takes seriously its effort to provide students with a safe learning environment. This information is provided in keeping with this commitment and in accordance with the Campus Security Act of 1990 (CSA). The college community is encouraged to promptly report all criminal activity and emergencies occurring on campus to the appropriate personnel.

**DeWitt Campus-** If you are on campus and need to report a crime or an emergency, contact the administrative front desk (ext. 1600). Emergency assistance may also be requested by dialing 8-911 from any telephone located on campus.

**Helena-West Helena Campus-** There is uniformed security protection while classes are in session and our employees are at work. To report a crime or an emergency, you may

contact campus security by dialing “O” from any campus phone or report the crime to any security officer.

**Stuttgart Campus-** If you are on campus during the day and need to report a crime or an emergency, contact the front desk (ext. 1800). For evening classes, there is a security guard who patrols the building. If he is not in the immediate area of the emergency or crime, he can be reached through the Stuttgart Police Department by dialing 673-1414. Emergency assistance may also be requested by dialing 8-911 from any telephone located on campus.

## **STUDENT E-MAIL ACCOUNT AND OTHER PCCUA WEB SERVICES**

*My Ridgenet accounts are typically created within 24 hours after the student registers for the semester.*

*Accessing the e-mail account:*

- Click on the My Ridgenet link located on the PCCUA homepage, [www.pccua.edu](http://www.pccua.edu).
- Enter your PCCUA student email address, which is your first initial+last name+last four digits of your student ID+@students.pccua.edu.  
(bjones1234@students.pccua.edu) Your password will be your date of birth (MMDDYYYY).
- Click on the “Student Email” icon

If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, [www.pccua.edu](http://www.pccua.edu), and clicking on “Helpdesk”. Please include a private email or phone number in your ticket for responses.

**WEBADVISOR** is a platform used by students to access student information such as grades, transcript requests, class schedules and financial aid.

- Click on the MyRidgenet link located on the PCCUA homepage, [www.pccua.edu](http://www.pccua.edu)
- Enter your PCCUA student email address, which is your first initial+last name+last four digits of your student ID+@students.pccua.edu.  
(bjones1234@students.pccua.edu) Your password will be your date of birth (MMDDYYYY).
- Click on the “WebAdvisor” icon, then “Log In” to access the student menu.
- If you have trouble logging in, click “Student Help Desk” on the WebAdvisor home screen.

*Forgot your password?*

- Go to the main menu of WebAdvisor
- Click on “What’s my password” in the bottom right screen
- Click “Reset my password”
- Fill in the information
- Select an e-mail to send a temporary password
- Check your e-mail and login

**STUDENT SYNCHRONIZED INTERACTIVE VIDEO (SIV) GUIDELINES** The SIV classroom, coordinated by the video and distance learning staff has the following student guidelines. SIV courses are like other courses on the PCCUA campuses except that the instructor for the course may or may not be at your location during class. If the instructor is not at your location, then you are expected to be respectful of your instructor and fellow classmates. Disruptive behavior will not be tolerated. Also, if you leave class, you will be counted absent. Students in SIV classrooms are expected to maintain the same level of participation as they would in a regular classroom environment.

All assignments, projects, homework etc. are due at the beginning of your class unless otherwise stated by your instructor. A SIV technician will take up your materials and courier them to your instructor. If you are turning in a late assignment then it is your (student) responsibility to get that assignment to the instructor. Check your syllabus for information about late penalties.

All handouts and class materials will be made available to the students at the beginning of class. If you are not present to receive the materials, then it is your responsibility to

contact the SIV technician to pick up the materials. After one week, the materials will not be available from the SIV technicians so the student must contact the instructor for the materials.

- If you are going to miss a scheduled exam, then it is your responsibility to contact the instructor of the class. You may also call the SIV technician, but it is not the responsibility of the SIV technician to contact your instructor for you. If your instructor allows you to make up a missed exam then you must make up the exam before the next class meeting at a time that is convenient for the SIV technician.

- Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Student Services and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure found on the website.

**ONLINE COURSES** PCCUA [www.pccua.edu](http://www.pccua.edu), is proud to be part of the University of Arkansas System, ([www.uaonline.uasys.edu](http://www.uaonline.uasys.edu)), which offers courses online that lead to an Associate of Arts Degree. Our mission is to create a learning environment, which is to assist each student to achieve his/her personal and professional educational goals. You may access a complete listing of the University of Arkansas On-line courses by going to: <http://uaonline.uasys.edu/schedules.cfm> or to access all online courses, which are offered by PCCUA, go to <http://hdatatelweb.pccua.edu/WebAdvisor/WebAdvisor>.

**ENROLLING IN ONLINE COURSES** To enroll in any online course, you must contact Bennie Fonzie and Scott Post by e-mail at [bfonzie@pccua.edu](mailto:bfonzie@pccua.edu) and [spost@pccua.edu](mailto:spost@pccua.edu). In your e-mail you must include your name, social security number or student ID, and the course name and number. If you do not receive a response within two business days, you are not enrolled in the class, and you should contact the Admissions Office at (870) 338-6474, ext. 1336.

PCCUA offers a traditional Online Orientation workshop once each semester for **first time users** located on the DeWitt, Helena, and Stuttgart campuses. **Students should include this course when e-mailing course selection.**

Helpful information:

1. Updated class offerings are available at [www.pccua.edu](http://www.pccua.edu).
2. You must have computer access to take an Internet/Online course.
3. You must log on within the first week of class, or you will be reported as a no-show.

#### **UA Online Course Login Directions:**

- 1) Click on the link UA Online Courses <http://www.uaonline.uasys.edu/schedules.cfm>.
- 2) Next, choose the current semester and click submit.
- 3) You should now see all of the UA AA Online courses being offered the current semester. Find your course and click on the button labeled LOGIN to the left of your course name (if two sections are taught by different instructors then you must log into the section instructor in which you are registered.)
- 4) Next, you will be taken to the server where your course is located. You must enter your username and password.
  - a. Your email address is your first initial last name and the last four digits of your student ID number, followed by @students.pccua.edu ([bjones1234@students.pccua.edu](mailto:bjones1234@students.pccua.edu)).
  - b. Your password is your complete date of birth (no dashes or spaces)...for example if your birth day is January 18, 1989 then your password is 01181989

5) Lastly, click ok or login.

You should now see the course you are enrolled in. If you are enrolled in more than one UA AA Online course, your courses may or may not all be listed on the same server. If you do not see all of your courses, then you must access the courses individually from the schedule page by following the directions above. To gain entry into the course, simply click on the name of the course. Problem with BlackBoard? Contact Michelle Waites at [mwaites@pccua.edu](mailto:mwaites@pccua.edu).

### **PC Net Course Login Directions:**

1) Go to the PCCUA homepage at [www.pccua.edu](http://www.pccua.edu).

2) Click on My Ridgenet at the top of the homepage.

3) You must enter your email address and password.

a. Your email address is your first initial last name and the last four digits of your student ID number, followed by @students.pccua.edu ([bjones1234@students.pccua.edu](mailto:bjones1234@students.pccua.edu)) Please remember that your student ID number is different than your social security number.

b. Your password is your complete date of birth (no dashes or spaces)...for example if your birth day is January 18, 1989, then your password is 01181989.

4) Lastly, click on the Blackboard icon.

You should now see the course you are enrolled in. To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Waites at [mwaites@pccua.edu](mailto:mwaites@pccua.edu).

## **STUDENT SERVICES**

The majority of the students entering will need assistance, and the support services will become a major factor in inspiring them to achieve their goals. Interviews with an advisor are of extreme importance because this may be the first introduction to college and/or the most extensive self-assessment the student has ever made.

Every student has the right to be an individual. This means that PCCUA will provide not only fundamental needs, but also opportunities for self-exploration, experimentation and examination. Our major categories of service are (1) admissions, (2) academic advisement, (3) counseling, (4) student-aid, (5) registration and records, (6) student activities, and (7) placement. Through these services, we hope to reach as many people as possible and make the year or years at PCCUA an experience of growth toward a fulfilled individual.

**ADVISING** PCCUA provides the services of professionally trained advising to all students. The purpose of this service is to provide assistance with both academic and personal concerns involving the student's tenure at this college. Some concerns are immediate to the student and can be solved in one advising session while others are of a more serious nature and require the administration and interpretation of tests and counseling sessions over a longer period of time.

Some specific services rendered by advising are:

- Advising—An individual confidential conference for the purpose of discussing educational, vocational, and personal achievements.
- Analysis—Interpretation of test data concerning scholastic ability, vocational interest, vocational aptitude and personality characteristics.
- Information—Discussion of career choices, additional educational opportunities, orientation and study habits.
- Other Services—Placement for senior college transfer students, follow-up for college transfer students, individual inventory and coordination with other student personnel services.

**CAREER SERVICES** Individual counseling sessions are available to help students make choices about their future by providing occupational information to students undecided about their career goals.

Individual counseling sessions are available to help students make choices about the future by providing occupational information to students who are undecided about their career goals.

Career services include:

- help identifying interests & skills
- job-seeking skills workshops
- multi-media resources library
- information on careers
- personalized career counseling
- job placement assistance

Students interested in these services should contact the following:

DeWitt campus: Phyllis Fullerton, N104; Helena-West Helena campus: Vicki Gregory, Bonner Center; and Stuttgart campus: Sylvia Boyd, Student Services Office

**STUDENT SUPPORT SERVICES (SSS)** PCCUA wants you to be successful! The goal of the SSS program is to raise the academic progress and performance levels of low income, disabled, and first-generation college students. Specifically, this program seeks to increase the rates at which SSS participants are retained and successfully complete their educational programs. In addition, the program focuses on increasing transfer rates of SSS graduates to four-year institutions. Services that are provided to participants through the SSS program include:

- Advising & course selection
- Transfer information/assistance
- Peer/computer-assisted tutoring
- Advocacy with staff and faculty
- Financial aid counseling/assistance
- Career exploration
- Peer mentoring

These services are provided free of charge to SSS participants.

**SSS APPLICATION PROCESS** Applications may be obtained in Room C302/Arts & Sciences building - Helena-West Helena campus, Room A106 - DeWitt campus, and Room B123 - Stuttgart campus. All applicants meeting the basic criteria will be interviewed by a staff member to determine interest and need for the program. If accepted into the SSS program, the student will be expected to participate in program activities, meet with the SSS staff regularly, and attend scheduled tutoring sessions. Contact Shawanna Wansley in DeWitt-ext. 1628, Addie Chandler in Helena-West Helena-ext. 1278, and Sonya Allen in Stuttgart-ext. 1828.

If accepted into the Student Support Services program, the student will be expected to participate in program activities, meet with the SSS staff regularly, and attend scheduled tutoring sessions.

**ARKANSAS CAREER PATHWAYS** provides support services and direct assistance to parents who want to increase their education and employability. It was developed through the efforts of Southern Good Faith Fund, Arkansas Association of Two-Year Colleges, Arkansas Department of Workforce Services, Arkansas Department of Workforce Education, Arkansas Department of Higher Education, and funded through the Arkansas Transitional Employment Board. It provides advising to assist with career and educational decisions, assistance finding jobs while in school and careers upon graduation, extra instruction, tutoring, employment skills, access to computer labs for doing homework and improving computer skills. To be eligible parents must meet certain income requirements and have at least one child under the age of 21 who is living at home. (DeWitt-N101; Helena-West Helena-TI 120; Stuttgart-B101)

**VETERANS** PCCUA maintains an office of Veterans Affairs for assisting veterans and eligible veterans' dependents in the pursuit of educational programs at the institution. Students needing assistance in applying for educational benefits and payments should contact the Registrar's Office in Helena-West Helena.



**STUDY LABS, TUTORING** Each campus has a computer lab for studying, tutoring, testing and other Student Support Services resources and activities. The Individual Academic Enhancement (IAE) Center on the DeWitt Campus is located in Room A110. The Academic Skills Department on the Helena-West Helena Campus is located in Room C110 of the Arts and Sciences building. The Learning Lab on the Stuttgart Campus is located in Room B105. Student support staff is available in each lab for assistance, and lab hours are posted on each campus.

**The STAR (Students Taking Action with Resources) Center**, located in C202, offers a welcoming environment which provides individual and small group tutoring with emphasis in the developmental areas where so many of our students struggle. Those students using the center's computer lab have the opportunity to work on papers and class assignments while taking advantage of additional support from the tutor and/or center coordinator. Students also benefit from individual career counseling and career planning software.

**STUDENTS WITH DISABILITIES** PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). A Disability Coordinator is available on each campus to assist students in obtaining reasonable accommodations for self-disclosed disabilities in order to allow students with disabilities participation in all college programs and services.

Disability Coordinators are: George White-Helena-West Helena, ext. 1135; Phyllis Fullerton-DeWitt, ext. 1610; and Sylvia Boyd-Stuttgart, ext. 1809.

All students enrolled in the College with medically documented disabilities will be provided with appropriate and reasonable accommodations when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services.

## ACADEMIC ADVISORS

<b>MAJOR</b>	<b>HELENA-W.Helena ADVISORS 338-6474</b>
Adv. Manufacturing	Vicki Cobb, ext. 1122
Associate Degree Nursing	Amy Hudson, ext. 1371 Shelby Gentry, ext. 1384 LeAnne Marley, ext. 1141
Basic Skills, Adult Ed.	Carol Birth, ext. 1304
Behavioral Health Tech.	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1124
Biology, Chem, Engineering, Math, Physics, Pre-Med	Robin Bryant, ext. 1370
Business Administration	Monica Quattlebaum, ext. 1331
Bus Management	Monica Quattlebaum, ext. 1331
Cosmetology, Manicuring	Connie Johnston, ext. 1215
Criminal Justice	Robin Bryant, ext. 1370
Drama, English, Music, Speech	Robin Bryant, ext. 1370
Early Childhood Ed.	Yvette Robertson, ext. 1307
Education	Robin Bryant, ext. 1370
Emergency Medical Tech.	Amy Hudson, ext. 1371
General Ed.	Deborah Gentry, ext. 1124 Robin Bryant, ext. 1371
Graphic Comm	Vicki Cobb, ext. 1122
Health Sciences	Amy Hudson, ext. 1371
High School Relations	Kyunta McCoy, ext. 1363
Horticulture Operations	DeWitt & Stuttgart Only
Information Systems Tech.	Monica Quattlebaum, ext. 1331
Medical Coding	Kayla Holland, ext. 1397
Medical Laboratory Tech./Phlebotomy	Claude Rector, ext. 1079
Nursing Assistant	Amy Hudson, ext. 1371 LeAnne Marley, ext. 1141
Office Tech-Admin Support/ Medical Office	Kayla Holland, ext. 1397
Physical Ed.	Robin Bryant, ext. 1370
Practical Nursing	Amy Hudson, ext. 1371
Pre-Law, Social Science	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1124
Pre-Nursing (ADN & PN)	LeAnne Marley, ext. 1141 Deborah Gentry, ext. 1124
Truck Driving (CDL)	Jerry Baldrige (SG), ext. 1807
Welding	Vicki Cobb, ext. 1122
Undecided	Deborah Gentry, ext. 1124

<b>MAJOR</b>	<b>DEWITT ADVISORS 946-3506</b>	<b>STUTTGART ADVISORS 673-4201</b>
Adv. Manufacturing	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Associate Degree Nursing	Helena & Stuttgart campus only	Amy Hudson, ext. 1371 Shelby Gentry, ext. 1384 LeAnne Marley, ext. 1141
Basic Skills, Adult Ed.		
Behavioral Health Tech.	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Biology, Chem, Engineering Math, Physics, Pre-Med	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Business Administration	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Bus Management	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1885
Cosmetology, Manicuring	Helena Campus Only	Helena Campus only
Criminal Justice	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Drama, English, Music, Speech	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Early Childhood Ed.	Joyce Hargrove, ext. 1840	Joyce Hargrove, ext. 1840
Education	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Emergency Medical Tech.	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
General Ed.	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Graphic Comm.	Cindy Grove, ext. 1885 (Stuttgart)	Cindy Grove, ext. 1885
Health Sciences	Amy Hudson, ext. 1371-Helena	Amy Hudson, ext. 1371- Helena
High School Relations	Diana Graves, ext. 1608	Michelle Blasengame, ext. 1816
Horticulture Operations	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Information Systems Tech.	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1885
Medical Coding	Tracie Karkur, ext. 1615	Sylvia Boyd, ext. 1809
Medical Laboratory Tech./Phlebotomy	Helena Campus Only	Helena Campus Only
Nursing Assistant	Jeanne McCullars, ext. 1612	Helena & DeWitt Campus Only
Office Tech-Admin Support/ Medical Office	Tracie Karkur, ext. 1615	Cindy Grove, ext. 1809
Physical Ed.	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Practical Nursing	Jeanne McCullars, ext. 1615	Helena & DeWitt Campus Only
Pre-Law, Social Science	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Pre-Nursing (ADN & PN)	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809
Truck Driving (CDL)	Jerry Baldrige (SG), ext. 1807	Jerry Baldrige, ext. 1807
Welding	Phyllis Fullerton, ext. 1610	Cindy Grove, ext. 1885
Undecided	Phyllis Fullerton, ext. 1610	Sylvia Boyd, ext. 1809





# August 2018

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15 Faculty Report- Awards Breakfast (offices closed)
19	20 Orientation (HWH)  ADN Orientation (HWH)  PN Orientation (DW)	21 Last day for Online course registration  Orientation (all campuses)	22 Classes begin (day, evening, online)
26	27	28	29 Last Day for 100% refund

<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>NOTES</b>
2	3	4	
9	10	11	
16 Registration (8:00 am -6:00 pm)	17	18	
23	24	25	
30	31		

# September 2018

Sunday	Monday	Tuesday	Wednesday
2	3 Labor Day holiday (no classes, offices closed)	4	5
9	10 Last day to complete application file for current semester	11	12
16	17	18	19
23	24	25	26
30			



<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>NOTES</b>
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

# October 2018

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23 Online mid-term advisory grades due	24
28	29	30	31

Thursday	Friday	Saturday	NOTES
4	5	6	
11	12	13	
18 Mid-term advisory grades due (4 p.m.)  Online mid-term proctored exams begin (18 <sup>th</sup> -22 <sup>nd</sup> )	19	20	
25	26 Faculty/Staff In- Service (no day classes but extended day and evening classes meet) offices closed	27	

# November 2018

Sunday	Monday	Tuesday	Wednesday
4	5 Spring registration begins	6	7
11	12	13	14
18	19	20	21 No classes, offices open
25	26 Offices open, classes resume	27	28

Thursday	Friday	Saturday	NOTES
1 Last day to drop and receive a “W”	2	3	
8	9	10	
15	16	17	
22 Thanksgiving Holiday (no classes, offices closed)	23 Thanksgiving Holiday (no classes, offices closed)	24	
29 Last day to receive an “EW”	30		

# December 2018

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12 Day, evening, & night exams begin
16	17 Day, evening, & night exams	18 Day, evening, & night exams	19 Final grades due (noon)
23       30	24       31	25 Christmas Day	26

<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>NOTES</b>
		1	
6 Online final proctored exams begin (6 <sup>th</sup> -11 <sup>th</sup> )	7 Study day (faculty will be available in their offices from 8:30 a.m. – noon)	8	
13 Day, evening & night exams	14 Online final grades due	15	
20 December graduation (no commencement)	21 Offices closed from 4:30 p.m. until 8 a.m. on 1/3/19	22	
27	28	29	

# January 2019

Sunday	Monday	Tuesday	Wednesday
		1 New Year's Day	2
6	7 Faculty report; Faculty/Staff In-Service	8 Registration (8:00 a.m. until 6:00 p.m.)  Last day for Online registration	9 Day, evening, and online classes begin
13	14	15	16 Last day for 100% refund
20	21 Martin Luther King Day (no classes, offices closed)	22	23
27	28 Last day to complete application file for current semester	29	30



Thursday	Friday	Saturday	NOTES
3 Offices open	4	5	
10	11	12	
17	18	19	
24	25	26	
31			

# February 2019

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

Thursday	Friday	Saturday	NOTES
	1	2	
7	8	9	
14	15 Faculty/Staff In-service (no day classes but extended day and evening classes meet)	16	
21	22	23	
28			

# March 2019

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13 Online mid-term proctored exams begin (13 <sup>th</sup> -14 <sup>th</sup> )
17	18 Spring break (no classes, offices open)	19 Spring break (no classes, offices open)	20 Spring break (no classes, offices open)
24	25 Classes resume	26	27
31			

Thursday	Friday	Saturday	NOTES
	1	2	
7	8	9	
14	15 Mid-term advisory grades due (4 p.m.)	16	
21 Spring break (no classes, offices open)	22 Spring break (no classes, offices closed)	23	
28	29	30	

# April 2019

Sunday	Monday	Tuesday	Wednesday
	1 Summer & Fall registration begins	2 Last day to drop a course and receive a "W"	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29 Online final proctored exams begin (29 <sup>th</sup> -May 1 <sup>st</sup> )	30	

Thursday	Friday	Saturday	NOTES
4	5	6	
11	12	13	
18	19	20	
25 Last day to receive an "EW"	26	27	

# May 2019

Sunday	Monday	Tuesday	Wednesday
			1
5	6 Day and evening exams begin	7 Day and evening exams	8 Day and evening exams
12	13 Final grades due (12:00 noon)	14	15
19	20	21	22
26	27 Memorial Day Holiday (offices closed)	28 Last day to register for online classes	29 Summer I, Summer I extended, and Summer online courses begin



<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>NOTES</b>
2	3 Study day (faculty will be available in their offices from 8:30 am to noon)  Online grades due	4	
9 Day and evening exams	10	11	
16 Graduation Arkansas County at Grand Prairie Center (7:00 pm)	17 Graduation Phillips County at Fine Arts Center Lily Peter Auditorium (7:00 p.m.)	18	
23	24	25	
30 Last day for 100% refund	31		

# June 2019

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18 Last day to drop and receive a “W” for Summer I	19
23	24	25 Last day to receive an “EW” for Summer I	26
30			

<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>NOTES</b>
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

# July 2019

Sunday	Monday	Tuesday	Wednesday
	1	2 Last day to drop and receive a "W" for Summer I extended	3 Summer I ends (final grades due by 4:30 p.m.)
7	8 Summer II begins	9 Last day to receive an "EW" for Summer I Extended  Last day for 100% refund for Summer II	10
14	15	16 Summer I extended ends (finals grades due by 4:30 p.m.)	17
21	22	23	24 Online final exams begin (24 <sup>th</sup> -25 <sup>th</sup> )
28	29	30 Online grades due	31

Thursday	Friday	Saturday	NOTES
4 July 4 <sup>th</sup> holiday	5	6	
11	12	13	
18	19	20	
25 Last day to drop and receive a “W” for Summer II	26	27	

# August 2019

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Thursday	Friday	Saturday	NOTES
1 Last day to receive an "EW" for Summer II	2	3	
8 Summer II ends (Final grades due by 4:30 pm)	9	10	
15	16	17	
22	23	24	
29	30	31	

**PHILLIPS COMMUNITY COLLEGE  
BOARD POLICY**

**Certain PCCUA Board and Administrative policies are important for students enrolled at the college to know and understand. This abbreviated version of policies and procedures is provided to you for easy access.**

**Board Policy-  
Administrative  
Policy**

**Title**

**BP 402**

**Scholastic Standards Policy**

PCCUA supports the establishment and maintenance of scholastic standards which:

1. recognize those students who excel in the educational process as evidenced by exceptionally high grade-point averages; and
2. identify those students whose academic progress is substandard so that additional assistance can be provided to enhance their success. The college Chancellor shall publish administrative procedures, standards, and guidelines to implement this policy.

**AP 402.01**

**High Scholastic Status**

A student whose name appears on the Dean's List is recognized for high scholastic achievement. The Dean's List is composed of full-time college students who have completed twelve (12) or more credit hours of collegiate coursework and who earn at least a 3.50 grade-point average (GPA) in collegiate coursework for the semester.

A student whose name appears on the Chancellor's List is recognized for high scholastic achievement. The Chancellor's List is composed of full-time college students who have completed twelve (12) or more credit hours of collegiate coursework and who earn a 4.00 grade-point average (GPA) in the collegiate coursework for the semester.

**AP 402.02**

**Standards and Procedures for Satisfactory Academic Progress**

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward degree or certificate completion is below average in terms of grade-point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation.

Academic Probation and Suspension

The cumulative grade point average (GPA) will be used in all probation and suspension determinations. The GPA is computed each semester for full-time students and each block of ten (10) or more semester hours for part-time students. When the cumulative GPA falls below the level specified in the table shown below, the student will be placed on ACADEMIC PROBATION.

<u>CREDIT HOUR COMPLETED</u>	<u>GPA</u>
0 -10	none
1-16	1.25
17-32	1.50
33-48	1.75
49-over	2.00



### Students on Probation

Students placed on probation will be required to:

1. accept enrollment in an advisor-directed studies program,
2. meet with their advisor at least three times during the semester (during the fourth or fifth week of the semester, at midterm, and during the eleventh or twelfth week of the semester),
3. enroll in appropriate developmental courses and meet with a tutor as recommended by their advisor, and
4. take no more than twelve-hours a semester unless the advisor approves additional hours.

## **BP 404**

### **Grading Policy**

It is the intent of the Board that grades assigned at PCCUA be accurate, reflect gradation of each student's performance, and be fully and fairly reported.

Instructors assign mid-semester advisory grades, final grades, and student progress or class standing when requested by the administration. Grades may be kept in a grade book filled out in ink or kept in an electronic grade book. Instructors should record all grades and attendance in the grade book in a timely manner. Instructors should keep grade books on file for at least three (3) years. In the event of the termination of an instructor's employment with PCCUA, the instructor should turn in all grade books in his/her file to the Admissions and Records Office.

### The Grading Scale

The following grading scale is used at PCCUA:

- A = Excellent
- B = Good
- C = Average
- D = Passing
- F = Failing
- AU = Audited
- I = In-progress (incomplete, if the coursework is not completed within the designated time, an I grade will automatically become an F)

- W = Withdrawal
- EW = Withdrawal by faculty due to excessive absence
- R = Repeated

### Withdrawal Procedures

The Chancellor establishes procedures for students who withdraw from a course during the semester.

## **AP 404.01**

### **Withdrawals from Class**

#### Official Enrollment Date

The official enrollment date for a regular Fall or Spring semester course which follows the standard semester pattern is the eleventh (11th) class day. In other courses which do not follow the traditional semester pattern, the official enrollment date shall be established on a proportionate basis or as off schedule courses.

### "W" Day

"W" day is the last day within a course when the student may withdraw and receive a "W" in lieu of an instructor assigned grade. "W" day will be published each year in the academic calendar in the college catalog.

Students withdrawing from a credit course between the "official enrollment date" and the designated "W" day for the course will receive the notation of "W" on their official permanent record or transcript.

When a withdrawal is for administrative reasons such as to permit a student to enroll in a different section or as a result of placement testing, no grade will be recorded for the course.

The administration shall determine and publish the official enrollment date and "W" day for each class of the various Fall, Spring, and Summer terms in order to implement the spirit and intent of this procedure.

### "EW" Grade

A withdrawal due to excessive absences must be initiated by the instructor. The grade given will be "EW." The "EW" grade will act like the "W" and follow the procedure set forth above.

## **AP 404.02**

### **Grade Assignment and Change Procedures**

These procedures shall be followed regarding the assignment and change of grades.

#### Grade Assignment

Assigning grades for college courses is the responsibility of each individual instructor. Instructors are expected to use good judgment and fair methods in determining grades and to orient their classes during the first week of instruction as to the basis for grading, standards of attendance, and nature of assignments. The definition of letter grades granted by the college is given in the college catalog. It is always a good practice to retain student examinations and other documentation when assigning grades.

Instructors are responsible for filing grades twice during each semester. These periods are at mid-term and after final examinations. Grades are posted with the Office of Admissions and Records and the due dates are published in the academic calendar of the catalog.

#### Grade Change Options And Procedures

##### Incomplete (I) Grades

At the end of any semester, an instructor may assign a grade of "I" if extenuating circumstances have prevented the student from completing all course requirements. An "I" grade is appropriate only in situations where the student has completed the vast majority of the course requirements based on professional judgment of the instructor. The instructor shall make a professional judgment, on a case-by-case basis, concerning the efficacy of assigning an "I" grade. If a grade of "I" is assigned, the instructor will make a written contract with the student. This contract shall be signed by the instructor and the student, list work to be completed, and provide a specific date for completion of the

course work. The instructor will file the contract with the Office of Admissions and Records.

If the remaining course requirements, as defined in the contract, are not completed within sixty (60) days from the end of the semester or summer term in which the grade was received, the grade of "I" may be changed to an "F". The contract cannot be extended without permission of the Vice Chancellor for Instruction

#### **AP 404.03      **Grade Reports****

At the close of registration each semester, a student schedule is prepared and filed in the Office of Admissions and Records so that withdrawals and drops reported by the instructor can be recorded throughout the semester. Shortly before mid-semester and at the end of the semester, grade report rosters are available to the instructors so that they can record mid-semester advisory and final grades. Grades must be filed with the Office of Admissions and Records and are available to students at mid-term.

Mid-term and final grades are made available online to individual students.

#### **AP 404.04      **Auditing Courses****

Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status with the instructor's permission through the eleventh (11th) class day of the fall or spring semester. Credit courses which do not fit into the normal semester pattern follow a prorated time period. Those who audit courses receive a grade of AU.

Any student or instructor wishing to deviate from stated policy must acquire special permission from the Vice Chancellor for Instruction who may request a recommendation from the Instruction and Curriculum Team. An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures any time during the withdrawal period and receive a grade of W.

#### **AP 404.05      **Cheating****

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

Upon appeal, a student will be allowed to continue in the class until appeal is adjudicated. Forms for this may be obtained from the Office of Admissions and Records.

The Academic Review Committee acts as arbitrator in such situations, presenting its findings and recommendations to the Vice Chancellor for

Instruction and the Chancellor for review. In cases of repeated offenses, the Vice Chancellor for Instruction may take appropriate action up to and including permanent suspension from the college. The report of the recommendations will be placed in the student's file in the Office of Admissions and Records.

Suspension and dismissal for academic reasons are not governed by the due process requirements of the 14th Amendment and, therefore, disciplinary procedures outlined in the student handbook do not apply. (See Administrative Procedure 405.01).

**AP 404.06**

**Appealing a Grade or Other Matters of An Academic Nature**

Questions related to grading or other matters of an academic nature should be presented to the student's instructor, if not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the college.

Step	Procedure	Time Frame
1	Student initiates contact with instructor. If no resolution, proceed to Step 2. Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.	Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.
2	Student submits copy of completed grade appeal form with instructor's "action taken" to the division chair or dean, and the Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3.	Within 5 working days of Step 1
3	Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.	Within 5 working days of Step 2
4	The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.	Within 5 working days of Step 3
5	If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee will notify the student and instructor within 5 days the time and location of the hearing.	Within 5 working days of Step 4
6	Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final.	Within 5 working days of Step 5

If the question is an academic matter other than grades, the same appeal process as above will be followed.

In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

Although the primary responsibility of the Academic Standards Committee is to review appeals, the committee will report a written decision of the final solution to the complaint which will be kept in the student's file in the Office of Admissions and Records.

Because of the time needed to resolve a possible grievance, all instructors must retain appropriate tests for at least one semester following the semester just ended.

According to Board Policy 404, instructors will keep their grade books on file for at least three (3) years. In the event of the termination of an instructor from PCCUA, the instructor will turn in all grade books in his/her file to the Office of Admissions and Records.

SEE Request for Academic Appeal Form  
<http://www.pccua.edu/Student%20Forms.htm>

**BP 405**

**Classroom Discipline and Student Conduct**

The Board recognizes the importance of maintaining a classroom environment that is highly conducive to learning. The Board authorizes the college Chancellor to establish disciplinary procedures that will effectively maintain required conditions for instruction and academic inquiry at PCCUA.

**AP 405.01**

**Classroom Discipline and Student Conduct**

Discipline Policy Scope

PCCUA has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the PCCUA Student Handbook and posted on the PCCUA Student Menu on-line. In order to sustain an environment that promotes responsibility, cooperation, respect, and learning, any PCCUA employee is expected to correct inappropriate conduct anywhere on College property at any time.

Discipline

Respect for other students' right to learn and an instructor's right to teach, is imperative. Further, if a student's behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. An instructor can direct a student to leave the classroom. A student removed from the classroom, may not return without meeting with the Vice Chancellor for Student Services or the campus Vice Chancellor in Stuttgart or DeWitt (or official designee). This contact must be within thirty-six (36) hours after the incident. In certain cases when a student has not been dismissed from the classroom, but the behavior is seriously offensive, the instructor may have to request that the Vice Chancellor for Student Services or Campus Vice Chancellor in Stuttgart or DeWitt intervene. Any discipline problem which cannot be resolved, may result in the student being suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

Classroom Offenses

These offenses disrupt instruction. Usually, Informal Resolution eliminates the problem. Persistence of this behavior can result in a Formal Resolution.

- Talking during the lecture or activity
- Using cell phones

- Use of loud or profane language
- Disrespectful language toward the instructor or guest
- Disrespectful language toward another student
- Constant arguing or disagreeing with the instructor, student, or guest
- Loud, inappropriate laughing or screaming
- Touching inappropriately (self or others)
- Any intentional behavior that disrupts the ongoing instruction in the classroom
- Dishonesty and cheating - due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA Board Policy 404 and Administrative Procedure 404.06

Procedure for Discipline of Cheating and Plagiarism in the Classroom  
The responsibility for and authority in initiating discipline arising from violations of rules against dishonesty during the process of the course are vested in the instructor of that course.

### Plagiarism

Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

### Cheating

- Copying from another student's 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" or any other device or technology that would aid in cheating
- Dependence on 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 PCCUA
- Aiding and abetting another person in committing any form of academic dishonesty

Very Serious Offenses (can be in a classroom or any place on campus)  
These are actions which demand immediate attention and result in a formal resolution (no warning is necessary for this kind of violation).

### Very Serious Offenses

- Stealing
- Consumed alcohol including being drunk and/or disorderly
- Using, distributing, or selling drugs or alcohol
- Possession of a weapon, including but not limited to, a hand gun
- Loud, abusive, or obscene language or gestures
- Destructive behaviors toward property or individuals
- Indecent exposure, illicit sexual relations, perversions
- Misuse of college documents or records

- Abusive behavior toward an instructor, student, or PCCUA employee including physical abuse, verbal abuse, threats or assault
- Unauthorized people on campus
- Inappropriate touching of self and others
- Stalking (persistently contacting another person without consent)
- Terrorist threatening
- Any action which endangers self or others
- Technology and Computer Violations (See Computer, Internet, E-mail and Other Electronic Communication Acceptable Use Policy)
- Fire and Safety Endangerment
- Dishonesty and Cheating (See Cheating Policy-due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA BP 404 and AP 404.06)

#### Campus Discipline

If the student's behavior is outside the boundary of the classroom, it is the responsibility of PCCUA employees to correct inappropriate behavior or refer the situation to the Vice Chancellor for Student Services or the campus Vice Chancellor in Stuttgart or DeWitt (or appointed designee).

#### Process For Handling Discipline Offenses

Instructors have several choices for dealing with disruptive students. Disruptive behavior interferes with others' right to learn and the instructor's right to teach. The following steps should be followed when dealing with disruptive students in an informal way. It is always best to talk to a student before taking formal action.

All instructors should share expected behaviors on the first day of class and identify unacceptable behaviors to the students.

#### Classroom Discipline

Three stages of handling disruptive but less serious classroom behaviors.

##### Stage 1: First warning for an offense

A student at this stage has become disruptive or behaved inappropriately. The student is warned that the behavior is unacceptable. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services or the Campus Vice Chancellor in DeWitt or Stuttgart. Notification will be made to the division dean.

Sometimes within one class session, a student's persistent and interruptive behavior may result in the faculty member's asking a student to leave. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services or the Campus Vice Chancellor in DeWitt or Stuttgart. Notification will be made to the division dean.

It is understood that there may be situations where a student signature will not be on the Student discipline Form. The form may be sent directly to the Vice chancellor for Student Services or the Campus Vice chancellor in DeWitt or Stuttgart.

Stage 2: Second warning for an offense

A student at this stage has not changed the disruptive or inappropriate behavior. The student receives a second warning. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services or the Campus Vice Chancellor in DeWitt or Stuttgart. Notification will be made to the division dean.

The second warning should also include a talk with the student explaining why the behavior is unacceptable.

Stage 3: Third offense (no warning, action taken)

A student at this stage has failed to correct the behavior. This third and final offense results in the faculty member's asking the student to leave the class. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services or the Campus Vice Chancellor in DeWitt and Stuttgart. Notification will be made to the division dean.

At this stage a student may not return to class until the Vice Chancellor for Student Services or the Campus Vice Chancellor (Stuttgart or DeWitt) has discussed the problem with the student and the faculty member. If there is faculty agreement about student's readmission to class, the student may be readmitted to class. If there is faculty disagreement about readmission of the student to class, the student may be dropped from the roll. The student has the right to request a formal hearing (Due Process).

Discipline For Very Serious Offenses

No Warning Is Required for a Violation of a Very Serious Offense

A student at this stage has committed a very serious offense. A faculty member or employee in this situation informs the student that he/she needs to report to the Office of the Vice Chancellor for Student Services Office or the Campus Vice Chancellor for Stuttgart and DeWitt. Campus security may be called. All paper work must be filed with the Vice Chancellor or the Campus Vice Chancellor in DeWitt or Stuttgart within four (4) hours of the incident.

If the Vice Chancellor for Student Services or the Campus Vice Chancellor in DeWitt or Stuttgart are off campus at the time of an incident and will not return within 36 hours, the official designee will conduct the discipline.

Sanctions

Certain offenses must be resolved in a formal manner. Whenever an offense occurs, that behavior must be documented by all parties involved. Whenever the Vice Chancellor for Student Services or the Campus Vice Chancellor in Stuttgart or DeWitt is called to settle a dispute related to inappropriate conduct, the student is considered on



probation. The seriousness of an offense may result in suspension or expulsion.

#### Disciplinary Probation

The student's participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension from a course or from the College or expulsion. Restrictions of privileges may also be conditions of probation. Students who have had any disciplinary counsel with the Vice Chancellor for Student Services or a Campus Vice Chancellor are on probation.

#### Suspension

When a student's behavior is unacceptable and violations of a serious nature have been observed to the extent that they reflect most unfavorably upon character, judgment and maturity and/or are harmful to the well-being of the student body and the college, the student may be suspended from the college. Suspension is not a permanent condition and usually does not place an extraordinary burden on a faculty member from whose class the student has been suspended. Any work missed during suspension may result in an F. A student may be suspended from a class or the campus for a semester.

#### Expulsion

Expulsion is reserved for students committing serious violations which involve physical or verbal abuse, assault, mistreatment of any person; or cause threat or damage to individuals, the student body, the College, College property, or self. In these cases, the student will be separated from the College on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

#### Clemency Clause

A student who is expelled may be allowed to return after waiting a minimum of five years. A student seeking re-admission is required to file a Disciplinary Appeal. Re-admission may or may not be granted by the Student Relations Committee.

#### Violations Which May Result in Immediate Suspension or Expulsion Possession of an illegal substance

- Violence or threat of violence toward others
- Violence or threat of violence toward the College
- Violence or threat of violence toward one's self
- Possession of weapons
- Other Criminal Behavior

#### Student Due Process Steps For Disciplinary Action

When a student is involved in an incident which may necessitate disciplinary action, the student has an opportunity to appeal the charges through an appeal process. There are four steps to an appeal process.

Step 1: Student notifies the Vice Chancellor for Student Services that he/she would like to file an appeal for a discipline decision. In DeWitt and Stuttgart the campus Vice Chancellor's will be notified and she/he will notify the Vice Chancellor for Student Services. The appeal must be filed within twenty-four (24) hours after the disciplinary action to be appealed.

Step 2: Within two (2) days the student is notified in writing (e-mail) of the exact time and date of the appeal meeting and the witnesses who will be present. The student may bring an advisor or a witness. If the student is appealing a suspension of ten (10) or more days or an expulsion, the advisor may fully participate during the disciplinary appeal.

Step 3: The appeal is heard by the Student Relations Committee. The student may question or confront the witness (es). The College employee making the charge may also question the student.

Step 4: The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Vice Chancellor for Student Services' Office. A permanent copy of the appeal will be placed in the student's file.

SEE Student Discipline Form  
<http://www.pccua.edu/Student%20Forms.htm>

#### **BP 406**

#### **Attendance Policy**

##### Class Attendance

Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements.

The Board authorizes the Chancellor to establish procedures for monitoring student attendance and maintaining attendance standards set by various state and federal agencies.

#### **AP 406.01**

#### **Attendance Procedures**

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the attendance policy for the course. Regular attendance is expected in all courses with the exception of non-traditional and on-line courses which do not meet at a fixed time and place. Instructors of such non-traditional courses will explain what measures instead of classroom attendance will be used to monitor continued participation in the course. In all courses it is the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the Advisement Center so that the student can be contacted by an advisor either by phone, writing, or email. If the student is absent more times than allowed by the instructor, the instructor will drop the student from the class roll with a grade of EW by notifying the Office of Admissions and Records in writing within one week after the student has become excessively absent. Such written notification must include the student's last date of attendance.

#### **BP 408**

#### **College Credit and Student Course Load Policy**

##### College Credit Hour

Phillips Community College endorses the traditional axiom of time requirements for granting college credit which are as follows:

One lecture hour per week for sixteen (16) weeks = one (1) college credit

One, two, or three laboratory, studio, or activity hours per week for sixteen (16) weeks = one (1) college credit.

These time requirements generally translate to eight hundred (800) lecture minutes per semester. Laboratory, activity, or studio minutes per semester range from eight hundred (800) minutes to two thousand seven hundred (2,700) minutes. All Arkansas Course Transfer lab courses and specific lab courses required for an Associate of Arts or Associate of Science degree meet three hours per week (2,700) minutes.

#### Online Course Credit

Online course credit directly correlates with face to face courses in terms of time spent completing lessons or modules, time spent completing readings, assignments and assessments, and rigor. Students enrolled in on-line courses are expected to spend 800 minutes of instructional time per credit hour. In addition to the 800 minutes per instructional hour, on-line students are expected to engage in 1600 minutes of out of class student work per lecture hour. If a student is enrolled in a laboratory, activity, or studio, the minimum required time is 1600 per credit hour.

The definition of a credit hour for both direct and on-line instruction complies with the federal definition of a credit hour which requires one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time. PCCUA has a sixteen week semester.

#### Student Course Load

The typical student course load for a semester is fifteen (15) credit hours. Students may carry up to eighteen (18) hours in fall or spring semesters without special permission; however, the average is fifteen (15). No more than seven (7) hours will be allowed in a single summer school term or more than eighteen (18) hours in fall or spring semesters

without special permission. Special permission for additional hours must be obtained from a dean or chair and the Vice Chancellor for Instruction.

### **BP 410**

#### **Textbook Cost Controls**

It is the intent of the Board to provide quality education at affordable costs. Cost controls will be maintained to keep tuition and fees as low as possible. It is recommended that college textbooks be adopted for three years when feasible.

Arkansas Act 175 legislates and regulates textbook adoption practices. Two posting deadlines have been established for book adoptions: April 1 for the fall, November 1 for the spring. For each textbook or course material on the list provided to the bookstore, the faculty member must

include the following: a brief description of the textbook or course material; the author or authors; the title and edition; and any special instructions or circumstances for the purchase or use of the textbook or course material.

In one-teacher disciplines, a new instructor may adopt a new text only after using the present text for one (1) year.

In multiple-teacher departments, the same textbook shall be used by all instructors teaching the same course unless permission is granted by the Vice Chancellor for Instruction.

The Board of Trustees further authorizes the Chancellor to develop other administrative procedures to help make textbooks and other instructional supplies less costly for students.

#### AP 412

#### **Policy on Acceptance of Transfer From Colleges and Universities**

Phillips Community College accepts the transfer-in of college credits when all of the following conditions are satisfied.

1. The credits were earned at a postsecondary institution having regional accreditation and authorized to award the associate degree.
2. The course credits being transferred are applicable for satisfying a requirement in the PCCUA program of study being pursued by the student.
3. The grade earned is a C or higher. PCCUA will transfer in one D letter grade as long as it is not in a course requiring a C to advance to a higher course in the sequence. Example Freshman English I.

In some cases credits may be accepted from institutions having special professional accreditation. Such special accreditation must be at a level which is commonly recognized as setting the professional standards for certification or licensing in the profession.

In those cases where there is a question about the acceptability of credits earned at any other institution, PCCUA shall follow the policy of the major state university in the home state of that institution. (If that university would accept the credits in question, as a general rule, so will PCCUA).

#### AP 414

#### **College Credit by Non-Traditional Sources**

PCCUA recognizes competencies however they are acquired. Many people have learning experiences outside of PCCUA which are similar or equivalent to those provided by the college. The competence, not the experience, is applicable to potential academic credit. Only competencies which relate directly to specific course contents will be evaluated for academic credit.

If the learning experiences are not academically related, there is no adequate framework for evaluation. If what was learned cannot be communicated or demonstrated to others, then evaluation is impossible. If verification and documentation are not presented, there is no basis for evaluation.

To have learning experiences evaluated for academic credit, two criteria must be satisfied. First, what was learned must be related to course content. Second, what was learned must be documented and certified.

The Board of Trustees authorizes the college Chancellor to establish criteria for evaluating and awarding college credit by non-traditional

sources.

#### **AP 414.01**

#### **Sources of College Credit by Non-Traditional Sources**

PCCUA may grant or accept college credit(s) earned through certain non-traditional sources. The following programs are authorized sources for granting or accepting college credit(s). The college Chancellor shall publish procedures for granting and administration of credit(s) earned through these programs.

##### Credit by College Level Examination Program (CLEP)

PCCUA recognizes the College Level Examination Program sponsored by the College Entrance Examination Board as one method of awarding credit by examination. Such credit will appear on students' permanent records as earned credit only. The maximum number of credit hours that will be awarded through CLEP is thirty (30) semester hours. Credit granted through CLEP by any other accredited institution of higher education will be accepted by transfer to PCCUA provided minimum score requirements are met and an official CLEP score report is submitted.

##### Credit for Training in Military Service Schools

PCCUA will grant a maximum of thirty (30) hours' credit toward an associate degree or a technical certificate for properly validated military service training, including military service schools and USAFI (United States Armed Forces Institute) courses, provided that PCCUA offers comparable courses and the courses are applicable to the students' pursuits. Such credit will appear on students' permanent records as earned credit only.

##### Credit Through Prior Learning Assessment

PCCUA will grant credit hours toward an associate degree or a technical certificate for properly validated prior learning experiences acquired on-the-job or in other training environments. A detailed portfolio documentation and evaluation process will govern the limited award of credits via this process. See procedure 414.03.

##### Credit Through PCCUA Course Challenge Exams

In certain areas, challenge examinations may be used to determine the appropriate entry level courses to be taken by the student. If a student can demonstrate the required competencies by passing score on a challenge exam, that student may be given credit on the official academic record, subject to the approval of the Chancellor or his/her designee.

#### **AP 414.02**

#### **Procedures for Earning Credit(s) Through the College Level Examination Program (CLEP)**

Students passing the subject area examinations of College Level Examination Program (CLEP) with satisfactory scores may be granted credit toward a degree at PCCUA. Credit will be awarded only after official score reports are received from the College Entrance Examination Board and/or the Educational Testing Service or the Institutional Testing Service and after the necessary application forms have been submitted to the Office of Admissions and Records.

A current list of courses for which credit may be granted, the minimum acceptable scores on each subject exam, and the amount of credit granted is available upon request from the Advisement Center.

CLEP is a standardized, national examination by which students may earn college credit. The minimum scores acceptable for the awarding of credit, however, are determined by the individual college. Students who are enrolling at PCCUA may earn up to 30 hours of credit through either the general or subject examinations with the following provisions:

1. No grade will be given for CLEP credit. CLEP credit will be entered on the transcript as "Credit by CLEP examination" and the CLEP score earned will be noted.
2. CLEP credit will not be posted on the transcript until a student has earned 9 hours in regular course work at PCCUA. At that point, the student should petition to the Office of Admissions to have the CLEP credit placed on his/her transcript.
3. A student may not take the CLEP examination to receive CLEP credit after taking and completing with either a passing or failing grade for a comparable course at PCCUA.
4. CLEP credit earned at other colleges will be accepted at PCCUA provided the score requirements are met and an official CLEP score report is submitted.

Students interested in taking CLEP examinations should contact the Advisement Center in order to register for a CLEP examination.

#### **AP 414.03**

#### **Prior Learning Assessment**

For prior learning experience to render credit, knowledge or competency (1) must be current; (2) must be applicable outside context in which it was learned; (3) must be of college-level attainment; and (4) must be measurable.

Only students officially enrolled at PCCUA may be awarded credit by advanced placement or prior learning assessment. Students receiving credit by either method are expected to enroll for a minimum of two semesters. The maximum number of credit hours a student can receive in this program is 15 semester credit hours toward a certificate and 30 semester credit hours toward a degree. Credit awarded by either method will not receive a letter grade, but will be listed on the student's transcript as Advanced Placement and Prior Learning Assessment.

One or more of the following methods will be used to measure and evaluate prior learning experiences:

##### HESI Custom Exam

- NLN exam
- Observation of demonstrated competencies
- Product evaluation - portfolio
- Oral interview
- Written exams - standardized or departmental
- Performance tests - standardized or departmental

The appropriate dean or department chair, an instructor for the selected course, and the student will determine the evaluation method(s) to be used.

#### Procedure for Implementing Prior Learning Assessment

1. The student will make an appointment for the initial interview with the dean or department chair for the division or department in which the student wishes to gain credit.
2. Student will pay a process initiation fee (except ADN applicants).
3. The dean or department chair will consult appropriate instructor(s)

to determine the courses for which the student may attempt to gain credit.

4. The dean or department chair will set up the second interview with the student and instructor to decide which method(s) will be used to evaluate knowledge or competency.
5. The dean or department chair, the instructor, and the student will set a time and place for the evaluation.
6. The instructor will report the results of the evaluation to the dean or department chair.
7. The dean or department chair will report the result of the evaluation to Vice Chancellor for Instruction.
8. The Vice Chancellor for Instruction will advise the student of the evaluation results and inform the student as to the amount of the final fee.
9. The Vice Chancellor for Instruction will instruct the admissions office to enter the credit on the student's transcript (if the evaluation is satisfactory) when the final fee is

**Approved Courses For Prior Learning Assessment  
Recommended Method Of Assessment**

<b>Portfolio</b>	<b>Comp. Test</b>	<b>CLEP</b>
BAN 103	AM 114	BAN 213(ACCT 2003)
BAN 113(BUSI 1013)	AM 123	BAN 223(ACCT 2013)
BMGT 243	AM 124	BAN 233(BLAW 2003)
JM 213	AM 134	BMGT233
MSC 141	BAN 263(BUSI 2013)	BY 114(BIOL 1014)
MSC 191	CR 103	BY 124(BIOL 1024)
SP 103	CR 114	CY 114(CHEM 1414)
SP 113	FE 114	CY 124(CHEM 1424)
SP 123 (DRAM 1003)	FE 123	EH 113(ENGL 1013)
SP 133	FH 113(FREN 1013)	EH 123(ENGL 1023)
SP 273	FH 123(FREN 1023)	ES 213(ECON 2103)
OT 223	MMT 114	ES 223(ECON 2203)
	MMT 124	HY 113(HIST 1213)
	MMT 204	HY 123(HIST 1223)
ECD 1001	SH 113(SPAN 1013)	HY 223(HIST 2123)
ECD 1003	SH 123(SPAN 1023)	MS 113
ECD 1101	WG 113	MS 123(MATH 1103)
ECD 1103	WG 114	MS 215(MATH 2405)
EDD 1203	WG 124	PLS 213(PLSC 2003)
	WP 113	PSY 213(PSYC 1103)
	WP 123	SY 213(SOCI 1013)
	OT 133(BUSI 1103)	CT114(CPSI 1003)
	OT 273	
	CT 154	
<b>NLN Exam</b>		
NG113	NG123	
	NG124	
	NG143	
	NG134	

**BP 500**

**Student Development Policy**

The Board recognizes that an active, comprehensive student development program is essential for: (1) providing student advocacy in support of the instructional program and (2) providing social and extracurricular activities for students. The student services program should provide those additional elements which treat the "whole student" in a way which complements and enriches the educational experience.

Based upon these precepts, the Board prefers and expects an active, comprehensive student services program which has as a minimum the following component services.

1. admissions and records
2. advisement and counseling to include educational planning
3. recruitment, assessment, and placement
4. financial aid
5. student activities and intramural sports

The Chancellor shall establish regulations and procedures for implementation of this policy.

## **AP 500.02**

### **Admission Procedures**

PCCUA, like other community colleges, admits students with various levels of academic preparation and background. In order to make the instructional process as effective as possible, it is necessary to establish enrollment categories designed to optimize the educational experience of each student.

The enrollment category of each student will be established initially on the best information available and will be re-evaluated during each registration period based upon the student's goals, test scores, past performance, and academic progress. As prescribed in Board Policy 160, the following enrollment categories are established.

#### Unconditional

Students seeking a degree or certificate will be enrolled in this category. These students must furnish transcripts from previous institutions. They are encouraged to take the ACT and SAT exam and are required to take the PCCUA ASSET/COMPASS evaluation for placement if ACT/SAT scores are not available. Students who fail to provide documentation and/or have academic deficiencies will be enrolled as "conditional" until the appropriate deficiencies are corrected.

#### Conditional

Students who are seeking a degree or certificate but have not furnished documentation of previous academic work and students who have academic deficiencies may be admitted under this designation. Students will be required to participate in ASSET/COMPASS testing and will receive direction in identifying which courses will be taken for the semester.

Students scoring below 15 on the ACT or a 62 on the COMPASS Reading will be assigned a focused academic advisor and provided with an individual learning plan. "Conditional/PREP enrollment" students will be placed in specific courses based on their performance on the COMPASS. Participation in the individual course plan will continue for two semesters. Participating students will sign the individual course plan, a contract listing required preparation courses needed to advance to college curriculum. In addition, students will enroll in at least 12 but no more than 14 credit hours of course work and maintain the minimum GPA of 2.0 while completing that work. Participation in the Conditional PREP program requires that the student sign a "Conditional Prep" Admission Form.

1. Each student in the Program will enroll in the degree program and will be registered in specific Semester 1 and Semester 2 courses. Each student will be placed in an individualized



degree pathway and provided with comprehensive advising and supported by the college early alert system. All developmental classes (reading, English, and math) have mandatory supplemental lab co-requisites. All students will receive the following interventions:

- Tutoring
  - Mandatory Orientation
  - Mandatory Supplemental Instruction
  - Focused Advising
  - Mandatory Student Success Courses (Basic Writing I and Student Success I, EH 1023/SS101 & Freshman English I and Student Success II, EH 113/SS 111)
  - Student Success Learning Lab Access
2. All students in the College Prep program will be enrolled in the specific courses.
  3. Students who successfully complete semester 1 and 2 maintaining a minimum GPA of 2.0 each semester will exit the Prep Program.
  4. A student may require continued enrollment in math remediation after two semesters. The math remediation may be completed in a third semester of enrollment as long as the student has not exceeded 29 hours of credit after completing the curriculum assigned in Semester 1 and 2.

PCCUA has two courses to prepare students for Technical Math, MS 143 which is suggested for an AAS degree (Fundamental Math-MS 1013, Elementary Algebra- MS 1023). PCCUA has three courses to prepare students for College Algebra, MS 123 which is required for an AA degree (Fundamental Math-MS 1013, Elementary Algebra- MS 1023, and Intermediate Algebra-MS 1123).

#### Noncredit

This category will include those students enrolling in only noncredit continuing education and community services classes.

#### Determining Admissions Status

Students who score 32 or below on all three areas of the ASSET/COMPASS test will be referred to the Adult Basic Education Program. Each student will remain in the Adult Basic Education Program until his/her skill level has improved as indicated by retesting.

#### Student Appeal Process

A complete denial of enrollment will occur only in those rare instances when a student clearly cannot benefit from courses offered at the college. The counselor/advisor should consider the student's educational goals, test scores, past academic performance, and personal interview.

If a student is denied enrollment and feels he/she has been unfairly evaluated, the student may petition, in writing, to the Vice Chancellor for Student Services/Registrar who will review the merits of the situation and respond, in writing, to the student within three (3) days. Such student petitions must be submitted prior to the first day of classes.

#### Classification of Students

Freshman - one who is enrolled in collegiate work but has not completed 30 semester hours.

Sophomore - one who has successfully completed 30 semester hours or more of college work.

Part-time - one who is enrolled for less than 12 semester hours of college work.

Vocational - one who, regardless of academic level, is enrolled in one of the full-time vocational programs.

GAE (General Adult Education) - one who is enrolled in any course for the purpose of literacy, basic skills, broadening interests, or working toward a general education diploma.

Special – unclassified

### AP 500.03

#### **Advisement, Counseling, Educational Counseling**

Perhaps the most important component of a successful student services program is that of educational planning for the individual student. The student's opportunity for success can be greatly enhanced by rational, reliable educational planning and academic advising. This process is typically preceded by academic assessment, career counseling, determination of a career objective, and personal counseling as it relates to the educational goal.

Current, well-conceived career information containing career and educational resources will be maintained within the Advisement Center. Career counseling will be made available to those students who lack the necessary career information upon which to make a career decision. The selection of a career objective is necessary before a specific educational goal can be determined.

Students should be encouraged to set a specific educational goal. Once a goal has been established, the academic advisement process can begin. After review of transcripts and ACT/ASSET/COMPASS scores, the advisor and the student, in a personal interview, should mutually agree upon an individual education plan for achieving the student's educational goal. If the student's career objective is thoughtfully conceived and the related educational goal well defined, then an individual educational plan can be developed which will map out a specific sequence of course work to be completed at PCCUA. Most students benefit significantly by having such a road map to their future.

The Office of Instruction will maintain transfer agreements with four-year institutions in the region so that individual education plans will be based upon the current and future requirements of those colleges and universities.

The Vice Chancellor for Student Services will have the overall responsibility for carrying out the intent of these guidelines.

### AP 500.04

#### **Student Assemblies**

Student assemblies are scheduled in advance where practical on a semester basis. All students are excused from classes to attend certain scheduled programs. Other events are held from time to time for which all students are not excused. Instructors will be notified by

memorandum as to the disposition of assemblies. Instructors desiring to send classes to assemblies for which students are not generally excused must clear it with the Vice Chancellor for Instruction.

**BP 502**

**Admission of High School Students for Concurrent Enrollment in College Classes**

A student who is enrolled in a public school in Arkansas, demonstrated exceptional levels of academic performance, and successfully completed the eighth (8th) grade, is eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the State Board of Higher Education.

A student who enrolls in and successfully completes a course or courses offered by an institution of higher education is entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be application to graduation requirements.

**AP 502.01**

**PCCUA High School Enrollment Programs**

Concurrent enrollment allows high school students the opportunity to enroll in college level courses while continuing their high school courses and activities. Many options are open to high school students:

1. Concurrent Enrollment – students take classes for college and high school credit. These classes are taught on the high school campus, by a high school instructor, for college credit OR these classes are taught on the college campus, by a college instructor, for college and high school credit.
2. Secondary Center – these courses are taught on the PCCUA campus and supplement career and technical course options which are unavailable on the high school campus.
3. Dual Enrollment – students enroll in college classes at PCCUA. They are registered in classes with other students.
4. Combinations – students may enroll in a combination of two or three program as concurrent, Secondary Center, and dual enrolled status. All high school enrollment classes are college level courses available to high school students. Students may receive high school and college credit simultaneously.

All high school enrollment instructors must be approved by PCCUA. They are qualified to teach college level courses and use the college curriculum. All of the high school enrollment classes parallel the college sharing a common syllabi, textbook assignments, tests, and grading process.

The following criteria and procedures are established to regulate the concurrent enrollment of high school students and college audit classes.

1. The student must have completed the eighth grade.
2. The student may be admitted to PCCUA one of three ways:
  - a. Provide a letter from the principal or counselor for stating that the student has permission to enroll in traditional college classes.
  - b. Participate as part of a select group of students which are identified through a Memorandum of Understanding with the

- high school (general concurrent enrollment which can be taught at the high school or at PCCUA)
- c. Participate in the Secondary Area Technical Center
3. Only those students who have the ability to benefit from college-level classes will be enrolled. High school students must demonstrate their ability by taking either the ACT test or the ASSET/COMPASS test. Arrangements to take the ASSET/ COMPASS are made through the advisement center at PCCUA. Minimum scores have been established for the various parts of these two tests. Please refer to "ASSET/COMPASS Testing" section of the college catalog. Failure to achieve all of the minimum scores for one of the test batteries above may result in the student being denied admission entirely. However, if the student achieves the minimum score on one or more parts of the battery, he/she may be considered for "conditional" enrollment. College advisors will decide whether or not the student will be permitted to enroll. If admitted in these cases, the student will be prevented from enrolling in classes that require skill levels above those demonstrated by the student.
  4. High school students are subject to all other college regulations including those related to academic progress, financial responsibility, conduct, and others as described in the college catalog.
  5. All arrangements for receiving dual high school/college credit and/or arrangements for third party payment of tuition and fees are the responsibility of the student unless there is an existing Memorandum of Understanding specifying payment arrangements between the College and the student's high school or the Secondary Area Technical Center.

**BP 503**

**Student Disability Service**

PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). A Disability Coordinator is available on each campus to assist students in obtaining reasonable accommodations for self-disclosed disabilities in order to allow students with disabilities participation in all college programs and services. Disability Coordinators are identified in the PCCUA College Catalog and Student Handbook. It is the student's responsibility to self-disclose the disability to the Disability Coordinator.

All students enrolled in the College with medically documented disabilities will be provided with appropriate and reasonable accommodation when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic

degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services.

**AP 503.01**

Students are encouraged to disclose a disability and to request reasonable accommodation for that disability, as early as possible during a particular semester, in order that any agreed upon

accommodation may be implemented as soon as possible for the benefit of the student. Written documentation of a disclosed disability must be presented to one of the PCCUA Disability Coordinators who are identified in the PCCUA College Catalog and Student Handbook.

#### Philosophy

PCCUA welcomes students with disabilities. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. Students with disclosed disabilities who work with a Disability Coordinator to obtain reasonable accommodations are more likely to experience success in a positive learning environment.

#### Confidentiality

Information in the student's disability file is confidential. Information pertaining to the student's disability will be maintained in a sealed envelope in the student's permanent academic record. Information about the existence and relevant limitations of a disability as well as the accommodation for which a student is eligible will be disclosed only with the student's written permission. The student must provide written permission for disclosure to secure academic and support services (parking, library usage).

#### Appeal

A student may appeal a decision concerning accommodation by first requesting an informal meeting with a Disability Coordinator, the Vice Chancellor for Instruction, and instructor if applicable. If the issue is not resolved, the student may activate the formal grievance process as outlined in the PCCUA Policy and Procedure Manual.

#### APPLICATION FOR SERVICES FOR STUDENTS WITH DISABILITIES

SEE: <http://www.pccua.edu/Student%20Forms.htm>

### **BP 510**

#### **Student Financial Aid Policy**

It is the policy of the Board to provide a financial aid program for eligible students who need financial assistance to continue their education.

All financial aid shall be administered in strict compliance with state and federal laws and regulations. The Chancellor publishes standards of satisfactory progress for students receiving financial aid benefits.

PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a college education available to all, regardless of financial needs.

The function of the office of financial aid is to provide assistance in the formulation of realistic student financial plans. A number of scholarships, loans, and grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need. Part-time employment opportunities are open to all students, but are dependent upon the availability of jobs and the student's skills

### **AP 510.01**

#### **Federal Requirements**

Federal regulations governing the Title IV Student Assistance Program, Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work-Study Program, State

Student Assistance Grant Program, and Federal Stafford Student Loan Program require the institution to determine the student's ability to benefit from the programs offered by the college and to measure a student's progress toward a degree or certificate program.

Students must complete requirements for a degree or certificate program within a reasonable length of time and maintain a minimum cumulative 2.0 grade point average, as defined by the institution.

#### Total Credit Hours

Students may attempt up to a maximum of 100 credit hours while pursuing their two-year degree. All courses attempted at PCCUA, including repeated courses with a grade of F, W, EW and I, and all hours pursued at any other institution will be counted in the determination of hours attempted.

Students who are required to enroll for remedial course work will be allowed to attempt up to 30 hours of remedial work, which will be counted toward the maximum 100 credit hour limit. Students must successfully (A, B, C, or D) complete at least 67 percent of all credit hours attempted each semester, including remedial courses. An evaluation will be made each semester to determine the student's progress.

#### Cumulative Grade Point Average

Students (including those enrolled for remedial coursework) must maintain a minimum cumulative grade point average of 2.0. An evaluation will be made at the end of each semester to determine the student's progress for cumulative grade point average requirements.

#### Probation

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

#### Repeating Classes

Students will be allowed to repeat a class one time to improve their cumulative grade point average. Any class being attempted for the third or fourth time will not be included in the calculation of hours for financial aid awards.

#### Termination Of Aid

A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to his or her academic problem and be prepared to provide supporting documentation.

#### Policies And Practices Governing Student Financial Assistance

1. The Financial Aid Office reserves the right on behalf of the college to review and cancel an award anytime because of changes in financial or academic status, or because of the recipient's failure to observe reasonable standards of citizenship or other criteria.

2. Recipients of financial assistance from PCCUA are to notify the Financial Aid Office of any other scholarship or loans extended to them from sources outside the college prior to acceptance of the outside aid.
3. Your offer of financial assistance included employment under the Federal Work-Study Program (FWSP), it must be understood that the amount shown for the category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work. Students must report to the Financial Aid Office upon arrival on campus for job assignment and approval.
4. Financial need will be re-evaluated each year and appropriate increases or decreases in the amount of the assistance offered will be made. For the purpose of the re-evaluation, a new Free Application for Federal Student Aid (FAFSA) must be completed and must be submitted to the Financial Aid Office. It is the student's responsibility to secure the necessary applications and apply for aid according to announced deadlines.
5. Students receiving financial aid, who find it necessary to withdraw from PCCUA, must notify the Financial Aid Office of this action. Any change in name, address, or student status must be reported immediately.
6. In any payment of the Federal Pell Grant Award for each semester, the amount of tuition, books, or other charges will be applied to the student's account and an official receipt issued for such amount. The balance of the Federal Pell Grant, if any, for a given semester will be paid to the student by check. Two payments are made during each regular semester. The first payment is made each semester as soon as information on book charges has been transmitted to the Business Office and enrollment and credit hours have been verified. Each second payment is made about the 12th week of the semester.
7. The Federal Supplemental Educational Opportunity Grant funds will be paid once a semester, as soon as the student's enrollment can be verified.

Students on the Federal Work-Study Program will be paid semi-monthly for work performed the previous month. The rate of pay per hour will not be less than the approved Federal minimum wage rate.

All students are expected to make satisfactory progress toward a degree or certificate program as defined by the institution, or their eligibility for financial aid will be terminated.

## **BP 511**

### **Scholarships**

PCCUA is committed to academic excellence. The college regularly updates its educational curriculum to ensure that quality programs are being provided that will meet the needs of both students and employers. The college recognizes academic achievement by awarding academic scholarships: Chancellor's, Academic Excellence, and Technical Achievement Awards.

Other types of aid are available. These include performing arts scholarships and foundation/community scholarships.

## AP 511.01

### Criteria for Academic Scholarships

Chancellor's Scholarships: minimum qualifications include an American College Test (ACT) composite score of 25. Applicants must be entering PCCUA for their first time as full time students. Recipients of this scholarship will receive full tuition and mandatory fees each fall, spring, and summer sessions for two consecutive years. Students must maintain a 3.0 cumulative GPA and be enrolled as a full-time student each fall and spring semester and six or more hours during the summer terms. Six of these scholarships are awarded annually.

Academic Excellence Scholarships: minimum qualifications include an ACT composite score of 23. Recipients of Academic Excellence Scholarships will receive full tuition for a maximum of two consecutive years provided that they maintain a 2.5 grade point average and be enrolled as a full-time student for each fall and spring semester. A student may receive the scholarship during the summer term by taking six or more hours. Students who choose not to attend summer school will maintain their eligibility for the fall and spring semesters for two consecutive years.

Technical Achievement Awards: minimum qualifications include a 3.0 GPA in the applicant's technical or occupational curriculum in high school and an overall high school GPA of 2.5 on a 4.0 scale. Recipients of Achievement Awards will receive full tuition each semester for a maximum of two consecutive years provided that they maintain a 2.5 GPA and be enrolled as a full-time student for each fall and spring semester. A student may receive the scholarship during the summer term by taking six or more hours. Students who choose not to attend summer school will still keep their eligibility for the fall and spring semesters for two consecutive years. These scholarships are for Occupational/ Technical (AAS major) students only.

## AP 511.02

### Steps in Completing the Scholarship Application

1. Applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st each year for the upcoming school year. The PCCUA financial aid office can assist with this process.
2. Applicants who reside in the State of Arkansas must apply for the Academic Challenge scholarship.
3. Applicants who have not been previously admitted or accepted to PCCUA must provide a copy of their high school or college transcript or GED certificate.
4. Applicants must provide a summary of why they should be considered for a scholarship (to include any financial need).

### Selection

The selection of scholarship recipients will be based upon an evaluation of the completed application, high school or college transcript (or GED certificate), and test scores. Recipients will be notified of selection decisions as soon as they are made. The earlier an application is submitted, the sooner an award decision will be announced.

### Performing Arts Scholarships

In addition to college academic scholarships, performing arts scholarships are also awarded to talented students. Criteria and selection procedures are set by the specific departments making the awards. For additional information, contact the Director of Performing Arts.



Foundation/Community Scholarships

Other Foundation/Community Scholarships, including memorial scholarships, are made available to students by community based organizations or groups. Criteria for these awards may differ from those required for college scholarships. Contact the College Advancement Office for additional information.

**BP 515**

**Residency Determination Policy**

Students at PCCUA are classified as (1) in district, (2) out of district, or (3) out of state for the purpose of determining tuition on the basis of their legal residence.

To qualify for the in-district classification, students must have lived in Phillips or Arkansas County for at least six (6) consecutive months prior to the beginning of the term for reasons other than attendance in school there. The requirements for establishing out-of-district status are identical except the six (6) months of consecutive residency must be within the state of Arkansas but outside of Phillips and Arkansas County. The residency classification of a minor is the same as that of the parent(s) or guardian unless the student is married or has otherwise established a separate legal residence. The district status of veterans and their dependents is determined by current domicile.

Students in the following neighboring counties in Mississippi and Tennessee are assessed tuition at the out-of-district rate: Coahoma, Bolivar, Tunica, Quitman, DeSoto, and Shelby.

**BP 520**

**Determination of Tuition/Fee Schedule/Refund Policy**

Each year during the budget approval process, the Chancellor will recommend a tuition and fee schedule for the coming year. Once this schedule is approved by the Board, it shall remain in effect until revised by the Board. The approved tuition and fee schedule shall be published by the Chancellor.

**Payment of Tuition/Fees**

Students may not attend classes until they have paid fees in full or made definitive arrangements with the Vice Chancellor of Finance. This applies to all students, including recipients of scholarships, veteran’s benefits, and other types of aid. Violation of this procedure may result in disciplinary action.

Personal checks are accepted for payment of accounts but a charge is assessed for returned checks. Students whose tuition checks are returned by the bank are subject to administrative withdrawal. All other charges, such as payment for lost instructional equipment and charges for overdue or lost materials checked out of the library, must be made prior to graduation, re-enrollment, or sending transcripts.

Students who knowingly give erroneous information in an attempt to evade payment of out-of-district or out-of-state fees are subject to dismissal from the college.

No refund of student fees will be made unless the student drops a course or officially withdraws. Refunds to students who have followed the proper withdrawal procedures will be made according to the following schedules:

Any student who drops a course or officially withdraws from PCCUA during a fall or spring semester shall be entitled to an adjustment as follows:

Registration, Tuition and Fees

Up to and including five class days.....	100%
From the sixth class day through the tenth class day.....	50%
The eleventh class day and after.....	No Refund

Any student who drops a course or officially withdraws from PCCUA during a summer school session shall be entitled to an adjustment as follows:

Registration, Tuition and Fees

Up to and including two class days.....	100%
The third and fourth class days.....	50%
The fifth class day and after.....	No Refund

No refunds will be given for community services and continuing education once classes have begun. Official withdrawal must be made in person or by written statement from the student. The student’s I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is recommended for all students who withdraw from a course. Failure to do so may result in the recording of failing grades in the course(s) for which the student is registered.

**AP 520.02**

**Finance and Handling Charges:**

All students who do not pay their registration fees and book charges in full at registration or who have not completed all the necessary paperwork will be required to pay a finance and handling charge as outlined below:

30 days or less	\$ 0.00
Over 30 days	\$35.00

Promissory Notes:

OPTION I:

Pay one-half of the fees and books at registration and the balance in 30 days. If the student follows through with their agreement there would be no finance charge. If the student fails to pay the balance in 30 days, there will be a finance and handling charge assessed according to the schedule above. The \$35 will be refunded if the paperwork has been completed within 30 calendar days from the first day of classes for the semester.

OPTION II:

Students or their parents, if the student is a minor, may sign a note agreeing to pay the balance in (3) equal payments. The payments would be due on the third week of the semester, the seventh week and the eleventh week. A finance and handling charge will be assessed according to the schedule above. A \$10 late fee is charged to students who fail to make a timely payment.

All students must have their account cleared in the Business Office by the end of the eleventh week of classes or they may be withdrawn from school for the semester. They cannot be readmitted to college until their account is cleared. Their transcript will be flagged and no Academic Transcript will be forwarded to another institution until their account is cleared.

Probable Pell Recipients:

All students who do not pay their registration fees and book charges in full at registration or who have not completed all the necessary paperwork will be required to pay a finance and handling charge of \$35. The \$35 will be refunded if the paperwork has been completed within 30 calendar days from the first day of classes for the semester.

All students who enroll as a probable Pell recipient must have their account cleared in the Business Office by the end of the eleventh (11th) week of classes or they may be withdrawn from school for the semester. They cannot be readmitted to college until their account is cleared. Their transcript will be flagged and no Academic Transcript will be forwarded to another institution until their account is cleared

**BP 530**

**Student Handbook/Planner**

The Board recognizes that students need to be informed about academic regulations, extracurricular opportunities, and other student oriented policies. The Board authorizes the college Chancellor, or his/her designee, to publish and distribute a student handbook to students enrolled at PCCUA

The Student Handbook/Planner is an authorized extension of this policy manual. As such, all rules, regulations, policies, and procedures

printing in the Student Handbook/Planner are considered supplements of this policy manual. Likewise, this policy manual is considered to be a supplement of the Student Handbook/Planner. A copy of the entire PCCUA policy manual is housed in the reserved sections of the PCCUA Libraries for student access.

During the registration process, handbooks/planners are distributed. A condensed handout of policies and procedures for students is also distributed.

**BP 540**

**Student Substance Abuse and Criminal Background Check Policy**  
Substance abuse and student conduct policies for all PCCUA students are printed in the Student Handbook. Additionally, all students attending PCCUA who are enrolled in Division of Allied Health programs are affected by divisional substance abuse testing and criminal background check policies which are supplemental to substance abuse and student conduct policies for all students.

Allied Health programs at PCCUA are unique in that they require clinical learning experiences in hospitals and other health related environments which expose allied health students to patients/residents and the availability of drugs and medicines. To comply with clinical affiliation agreements between PCCUA and respective health related facilities that provide clinical learning experiences, any student enrolling in a PCCUA allied health program will be required to have an annual, substance abuse screening test and criminal background check. The substance abuse screening test is a 9 panel test for healthcare providers and the background check will include a national, state, county, Social Security and National Sex Offender Registry search. The state search will be completed in the state or states in which the student is assigned to provide direct patient care.

Students enrolled in programs in other divisions may be required to have background checks when indicated (for example, students working with minors).

**BP 540.01**

**AP 540.01: Student Substance Abuse and Criminal Background Check Policy for the Division of Allied Health**

**DIVISION OF ALLIED HEALTH CRIMINAL BACKGROUND CHECKS AND SUBSTANCE ABUSE SCREENING TEST**

**Criminal Background Check**

All PCCUA allied health programs will require each allied health student to complete an annual national and state of Arkansas criminal background check, which includes a Social Security and National Sex Offenders check, and substance abuse screening test. All students must complete this requirement through VerifyStudents ([www.VerifyStudents.com](http://www.VerifyStudents.com)).

In addition, all students assigned to clinical agencies in the state of Mississippi will be required to also complete a criminal background

check through the Mississippi Department of Health as directed by the clinical agency. Each respective program director/coordinator will provide the student with specific instructions for background checks through the Mississippi Department of Health. No other criminal background checks will be accepted. The cost incurred for complying with the above policy is the sole responsibility of the student.

If a student has positive results on the VerifyStudents and/or Mississippi Department of Health criminal background check, the respective program director/coordinator will send the student's positive results to the designated individual(s) at the student's assigned clinical agency. Representatives from the clinical agency will determine if the student is eligible to access the facility to participate in clinical learning experiences. It is the student's sole responsibility to provide the designated clinical agency representative(s) with any documentation required to determine eligibility for access.

If representative(s) from the student's assigned clinical agency deny the student access to the clinical facility, the student will not be able to fulfill respective program requirements in the clinical setting. The student will be required to withdrawal from the respective allied health program, and the student will not be eligible for readmission to the respective program or any other PCCUA allied health program. If representatives from the student's assigned clinical agency allow a student with positive criminal background results to participate in clinical learning experiences in that agency, this does not provide a future guarantee that the student will be allowed to participate in clinical in another agency or that the student will be allowed to take the respective licensing exam.

Students who are dismissed from an allied health program for an unacceptable criminal background check will not be eligible for tuition or fee refunds for allied health courses with a NG, PNP, NA, MLS, PLB, or EMT prefix.

### **Annual Substance Abuse Screening Test**

PCCUA will require all allied health students to submit to a substance abuse screening test under any or all of the following circumstances:

- Annually each academic year as directed by the respective program director/coordinator
- As a part of a substance abuse recovery program

Failure to comply with the scheduled substance abuse screening test may result in immediate dismissal from the program.

If a student fails a substance abuse screening test, the student will be dismissed from all allied health programs. The respective program director/coordinator will refer the individual failing the substance abuse screening test for therapeutic counseling regarding substance withdrawal and rehabilitation.

The readmission process to the same allied health program or admission process to another allied health program, for a student, who has previously failed a substance abuse screening test, to any allied health program will include:

Attendance at Narcotics Anonymous or recognized substance abuse treatment program of choice. Evidence of participation must be sent to the Dean of Allied Health and respective program director/coordinator.

- Acceptable evidence from NA shall consist of:
  - Written record of at least the date of each meeting
  - Name of group attended
  - Meeting purpose
  - Signed initials of the group or district representative of each group attended.
- Acceptable evidence from a Substance Abuse treatment program of the individual's choice shall consist of:
  - Verifiable completion certificate
- Demonstrate at least 6 months of substance abuse abstinence immediately prior to admission to the same allied health program or admission to another allied health program. Annual and random testing will be required at the individual's expense.
- Provide positive letters of reference from employers, if any, within the last six months.
- If the student is readmitted to the program or admitted to another allied health program and the individual fails another substance abuse screening test, the student will be dismissed from the respective program and will not be eligible for readmission to, or provided a reference for, any allied health program.
- Reentry policies apply.
- Students who are dismissed from any and all PCCUA allied health programs for failing a substance abuse screening test will not be eligible for tuition and fee refunds for allied health courses with a NG, PNP, NA, MLS, PLB, or EMT prefix.