



Advising Handbook

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VISION AND MISSION

ACADEMIC ADVISING VISION

Phillips Community College of the University of Arkansas is committed to a strong, effective academic advisement system, a system in which advisement goes beyond mere schedule building to assist students in exploring their potential, clarifying their goals, and discovering the best means of achieving those goals.

ACADEMIC ADVISING MISSION

The advisement function at PCCUA serves to assist and often initiate this process of self-exploration with trained advisors who provide general information and expertise in their fields.

NACADA PREAMBLE

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution. Regardless of the diversity of our institutions, our students, our advisors, and our organizational structures, academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

THE CURRICULUM OF ACADEMIC ADVISING

Academic advising draws primarily from theories in the social sciences, humanities, and education. The curriculum of academic advising ranges from the ideals of higher education to the pragmatics of enrollment. This curriculum includes, but is not limited to, the institution's mission, culture and expectations; the meaning, value, and interrelationship of the institution's curriculum and co-curriculum; modes of thinking, learning, and decision-making; the selection of academic programs and courses; the development of life and career goals; campus/community resources, policies, and procedures; and the transferability of skills and knowledge.

THE PEDAGOGY OF ACADEMIC ADVISING

Academic advising, as a teaching and learning process, requires a pedagogy that incorporates the preparation, facilitation, documentation, and assessment of advising interactions. Although the specific methods, strategies, and techniques may vary, the relationship between advisors and students is fundamental and is characterized by mutual respect, trust, and ethical behavior.

STUDENT LEARNING OUTCOMES OF ACADEMIC ADVISING

The student learning outcomes of academic advising are guided by an institution's mission, goals, curriculum and co-curriculum. These outcomes, defined in an advising curriculum, articulate what students will demonstrate, know, value, and do as a result of participating in academic advising. Each institution must develop its own set of student learning outcomes and the methods to assess them. The following is a representative sample. Students will:

- craft a coherent educational plan based on assessment of abilities, aspirations, interests, and values
- use complex information from various sources to set goals, reach decisions, and achieve those goals
- assume responsibility for meeting academic program requirements
- articulate the meaning of higher education and the intent of the institution's curriculum
- cultivate the intellectual habits that lead to a lifetime of learning
- behave as citizens who engage in the wider world around them

ADVISOR RESPONSABILITIES

- To clarify college policies, procedures about which you may have questions.
- To keep regular office hours and be available to meet with students each semester.
- To offer advice on course selection and to assist in the development of your academic plan.
- To be an active listener and to refer students to appropriate support services when needed.
- To discuss academic performance and the implications of such performance on academic standing.
- To help students explore their interests and evaluate their abilities for goal setting.
- To be knowledgeable about career opportunities to discuss your academic performance and the implications of your performance for the undergraduate programs, graduate programs and professional programs you wish to pursue.
- To help you to explore your interests, abilities, and goals and to relate them to academic majors.

- To be knowledgeable about career opportunities and to refer you to the Academic Advising and Career Exploration Center or Career Services as needed.

ADMISSIONS REQUIREMENTS

REGISTRATION STEPS – NEW STUDENTS

Step 1: Application

Complete an Application for Admission which may be obtained from the Admissions/Student Services office or via online at www.pccua.edu.

Step 2: Documents

Submit an **OFFICIAL** high school transcript with graduation date, GED, and/or college transcript(s). Provide proof of two MMR vaccines. This requirement is mandatory for those students born after January 1, 1957 who plan to enroll for full-time course work.

Step 3: Financial Aid

Students applying for financial aid may contact (DeWitt) Toni Carter (870) 946-3506 ext. 1607; (Helena) Barbra Stevenson (870) 338-6474 ext. 1160; (Stuttgart) Kena Henderson (870) 673-4201 ext. 1822. Students may also apply online at www.fafsa.ed.gov/.

Step 4: Scores/Placement Test

Take placement tests. Students enrolling must submit ACT scores (19 or above in English/Math/Reading) or take the ACCUPLACER placement exam administered at PCCUA. Appointments may be made with (DeWitt) Ronda Golden at (870) 946-3506 ext. 1602; (Helena) Vickie Gregory at (870) 338-6474 ext. 1134; (Stuttgart) Sonya Allen-Jenkins (870) 673-4201 ext. 1828.

Step 5: Advisor

Meet with an advisor in your field of study to register for classes. The advisor list for each program of study is listed at <https://www.pccua.edu/admissions-financial-aid/advisors/>

Step 6: Student ID/Parking Pass

Stop by any campus Business office to obtain a student parking permit and ID.

Step 7: Business Office

Stop by any campus business office to set up payment arrangements. **Students must complete this step to get books for their classes.**

Step 8: Bookstore

Take proof of payment arrangement to book store in order to receive books.

REGISTRATION STEPS – RETURNING STUDENTS

Step 1: Financial Holds

Check with business office to ensure that you do not have a balance (**FINANCIAL HOLD**) from previous semester. Students must pay all balances before registering for classes.

Step 2: Advisor

Meet with advisor to create a new schedule for the coming semester. The advisor can also give the students access to register themselves in Self-Service.

Step 3: Student ID/Parking Pass

Stop by any campus admission office to receive a new SPRING 2021 sticker for student ID. Parking Permits are still good from fall semester.

Step 4: Business Office

Stop by any campus business office to set up payment arrangements. **Students must complete this step to get books for their classes.**

Step 5: Bookstore

Take proof of payment arrangement to book store in order to receive books.

CONDITIONAL ADMISSION (Act 1184)

Students that do not score a 15 Composite on the ACT, or at least a 62 on the Compass Reading test (or equivalent on another approved placement test), will be conditionally admitted. These students are limited to 12-14 hours per semester, and are also limited to certain electives. The student must complete the following form, to be placed in the student's file.

PCCUA CONDITIONAL-PREP ADMISSION PLAN	
<p>As a student who is eligible for conditional admission to PCCUA, you have rights regarding your participation and obligations for your successful completion of a preparation plan for remediation. Based on your entry level placement scores, you are assigned to a specific curriculum plan. You must complete this Plan within the first thirty hours of enrollment to meet the requirements of the conditional admission.</p>	
ACT/COMPASS or Equivalent Reading _____ <u>English</u> _____ Math _____ Comp. _____	
Assigned <u>Advisor</u> : _____ Phone Number: _____	
<p>For help in understanding your plan be sure to speak with your advisor. If you need additional information you may contact the Vice Chancellor for Student Services.</p>	
<p>Dr. Kimberley Johnson, VC Student Services/Registrar (870) 338-6474 ext. 1235 kjohnson@pccua.edu</p>	
Student Name (Print): _____	
Student ID <u>Number</u> : _____	
Contact Information	
<u>Address</u> : _____	
City: _____ State: _____ Zip <u>Code</u> : _____	
Phone Number: _____ Cell Phone <u>Number</u> : _____	
Student <u>Signature</u> : _____ Date: _____	
Space Below for Office Use Only	
Status of Conditional Enrollment:	_____ Requirements completed
Effective <u>Date</u> : _____	_____ Requirements not completed
Signature of Registrar: _____	
Place document in the official student file and provide copy to the student.	

FINANCIAL AID



FINANCIAL AID PROCESS

Easy as 1 - 2 - 3!

2022-2023 ACADEMIC YEAR

1. FSA ID Electronic signature for the FAFSA

www.fsaaid.ed.gov

- Student and Parent need an FSA ID.
- Student and Parent will need to access email to confirm FSA ID.
- Student and Parent email **cannot** be the same.
- Complete provided worksheet to be referenced in the future as needed. Complete one for the parent and one for the student.
- **FSA ID Help Line 800-433-3243**

2. FAFSA Application for Federal Aid Programs, such as, Pell Grant, Work Study, Federal Supplemental Education Opportunities Grant, Student Loans

www.studentaid.gov

- Complete the 2022-2023 FAFSA. PCCUA's school code is: **001104**
- Make sure social security number and name entry is identical to what is on the social security card for both parent and student.
- Use 2020 Federal Tax Information.
- Use the IRS Data Retrieval Tool. Name and address used in the process must match what was reported on the 2020 Tax Return.
- After submitting, monitor email regularly. FAFSA and selected schools will email you for additional information that may be required before awards can be made.
- Respond to information requests promptly.

3. ADHE Scholarships Application for State Aid Programs, such as, Academic Challenge Scholarships, Governor's Distinguished Scholarship, AR Future, AR Workforce Challenge

www.scholarships.adhe.edu

- Create username and password. This is different than the FSA ID.
- When you graduate, your high school will provide ADHE with your final transcript.
- If your school choice changes, update your information with ADHE.

Other important information...

- Changes to Your Family's Financial Situation: If you or your family's financial situation has changed significantly from what is reflected on your federal income tax return (lost a job and show recent unemployment of a family member, or experienced a drop in income), you may be eligible to have your financial aid adjusted. Complete the FAFSA questions as instructed on the application (including the tax return and income information), submit your FAFSA form, then contact the school you plan to attend to discuss how your current financial situation has changed. Note: The school's decision is final and cannot be appealed to the U.S. Dept of Education.
- Search and apply for scholarships. Examples: fundmyfuture.info, employeers, civic groups, college catalogs.
- Monitor all school deadlines. Read information distributed by your financial aid office and college advisor.
- For assistance contact: **PCCUA Financial Aid Office on your campus | www.pccua.edu**

ADVANCED PLACEMENT (AP) CREDIT

PCCUA will award credit based upon Advanced Placement test results. No grade will be assigned. Official copies of the examination scores must be submitted by the testing agency Admissions/Records. The tests and scores accepted by PCCUA are:

Subject	Score	Credits	Related
Art History	3	3	FA 213
Biology	3	4	BY 114
English	3	3	EH 113
Language & Composition	5	6	EH 113 & EH 123
French	3	3	FH 113
Govt. and Politics	3	3	PLS 213
United States History	3	3	HY 213
	4, 5	6	HY 213 & HY 223
Calculus (ab) or	3	5	MS 215
Physics	3	5	PS 215
Psychology	3	3	PSY 213

HIGH SCHOOL CONCURRENT STUDENTS TEST SCORE REQUIREMENTS

All high school students must score at least a 19 ACT (or equivalent) in Reading to enroll in general education/ACTS courses. To enroll in College Algebra, the student must have a 19 in Reading and a 19 in Math. To enroll in Freshman English I, the student must have a 19 in Reading and a 19 in English.

TEST	MATH	ENGLISH	READING
ACT	19	19	19
NG ACCUPLACER	265	260	275
	(QAS Test)		
ASPIRE – 10 TH GRADE	432	428	428

HIGH SCHOOL STUDENTS IN REMEDIAL COURSES

High School students are not allowed to enroll in developmental courses unless they meet both of the following conditions:

- 1) Must be a high school senior
- 2) Must have an ACT score of 17 in Math/English or equivalent

TEST	MATH	ENGLISH	READING
ACT	17	17	17
NG ACCUPLACER	254 (QAS Test)	252	249
ASPIRE – 10 TH GRADE	426	421	422

SCHEDULING AND REGISTRATION

All students are assigned an academic advisor upon admission to PCCUA. Students are assigned to advisors on the basis of their academic major. Students who express a high degree of uncertainty about career goals and their choice of majors will be assigned to the professional advisor on each campus. Once undecided students have become more definite about their career plans, they will be re-assigned to an appropriate advisor in their major.

STUDENT SUCCESS PASSES

Advisors are encouraged to visit with their advisees' multiple times during the semester. These visits will allow advisors to monitor students' progress and discuss degree plans. To help encourage these visits, students are required to obtain a signature from their advisor on a Student Success Pass (yellow card) before each Financial Aid Refund Disbursement during the semester. The first refund date occurs a month into the semester, while the second date occurs a month before the end of the semester. Students are not able to receive their refund check without their signed yellow card. The Student Success Pass is shown in Index.

ADVISOR AGREEMENT

It is important to note that academic advising is a shared responsibility between student and advisor, which include continued communication, clarification, and the evaluation of personal, professional, and academic goals. Upon the completion of advisement, both the adviser and advisee will agree on courses and credits and will sign the form below:

LEGAL AND ETHICAL ISSUES IN ACADEMIC ADVISING

Legal issues involved in academic advising fall under the following four categories:

- The contractual relationship between students and the institution
- Guidelines governing privacy of student records
- The concept of privileged communications
- Academic due process and the need for grievance procedures

College publications (catalog, departmental materials, etc.) establish contractual obligations between the college and students. It is the student's personal responsibility to be knowledgeable for knowing degree or certificate requirements; however, it behooves advisors to have this information available when meeting with students.

PCCUA POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of educational records; to establish the rights of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The law applies to any individual who is or has attended an institution and regarding whom the institution maintains educational records. Parents lose their FERPA rights when their child turns 18 or starts attending or taking classes in any post-secondary institution, whichever happens first. As far as FERPA is concerned, a student's spouse is an "unrelated third party" and therefore has no rights under FERPA.

CONFIDENTIALITY OF STUDENT RECORDS

Except under special circumstances, student records should not be released without the written consent of the student. Before releasing records, check with the Registrar's Office to determine whether the student authorized release. Any questions about student records and privacy should be referred to the Registrar's Office.

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.

GRADING SYSTEM

Each student will receive at midterm an evaluation of progress in each course. Midterm 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 value points B: 3 value points C: 2 value points D: 1 value point F: 0 value point
 EW: Administrative Withdrawal by faculty due to excessive absence W: Withdrawal
 WC: Withdrawal due to Crisis (Natural Disaster/Public Health & Safety)

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 & EW GRADES

Students are expected to attend all classes regularly and punctually. At the beginning of each semester, instructors will provide students with written statements of the specific attendance policies for each of their courses.

If students are absent more times than allowed by an instructor's policy, the instructor may, but is not required to, drop the student from the class with a grade of EW by notifying the Admissions/Records office in writing. Instructors should perform due diligence to notify students of the risk of being withdrawn prior to submitting an EW grade.

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 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. The assigned advisor will fill out the drop form for each dropped course.
2. Student takes form to the Admissions Office.
3. Students **MUST** continue to attend class until the drop slip is completed and delivered to the Admissions Office. Student financial aid, scholarships, and 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 the student's 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.

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.

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 through 5th class days

No Refund: 6th class day and after

REPEATING CLASSES

Any student may repeat a course to improve the student's 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.

AUDITING COURSES

Students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit (or vice-versa) with the instructor's approval through the 11th class day of the fall or spring semester (5th class day for summer semesters). Those who audit courses receive a grade of AU.

Students must complete the Request to Audit form (with instructor's signature) and submit the form to the Admissions Office before the dates listed above.

INCOMPLETE GRADES

At the end of any semester, an instructor may assign a grade of "I" if extenuating circumstances have prevented a student from completing all course requirements. An "I" grade is appropriate only in situations where a student has completed the vast majority of the course requirements based on professional judgment of the instructor. If a grade of "I" is assigned, the instructor and student will complete an Incomplete Contract form. The form will be filed with the Office of Admissions and Records.

When the remaining course requirements are completed, the instructor will complete a Grade Change form and submit it to Admissions/Records. If the work is not completed within sixty (60) days from the end of the semester or term, the grade of "I" will be changed to "F."

ACADEMIC CLEMENCY

A student may be given academic clemency for one semester, with a maximum of 21 hours of academic work. 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). No credits earned during the semester for which clemency is granted will count toward graduation requirements. Courses passed during that semester need not be repeated, but a sufficient number of additional credits must be earned to meet 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.

PRIOR LEARNING ASSESSMENT

Only students officially enrolled at PCCUA may be awarded credit by prior learning assessment. 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. No letter grades will be assigned on the transcript.

One or more of the following methods can 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 (standard or departmental), and performance tests (standard or departmental).

For information on Prior Learning Assessment, contact the appropriate dean or department chair, or the Registrar's Office.

MILITARY TRAINING CREDIT

Military Training Credit is evaluated by the Office of Admissions and Records on the Helena campus. Students can submit transcripts and/or DD Form 214 for evaluation. The Assistant Registrar may also contact deans/department chairs for prior learning credit.

TRANSFER TRANSCRIPT EVALUATION

When an official transcript is received, it is reviewed and evaluated by Admissions/Records. If the student has registered for classes, any transfer credit accepted will be entered into the student's Datatel Colleague account.

If the student has not registered, advisors can check for transferability using an unofficial transcript by visiting the ACTS website at <https://editor.engagelively.com/widgets/adhe-crosswalks-by-subject/index.html>. For questions about courses not listed on ACTS, contact Admissions/Records.

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/chair, will file a discipline form to document the incident and provide copies of that form to the dean/chair, Vice Chancellor for Student Services and Registrar, or the Vice Chancellor for 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/chair 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 Website under student menu/Academic Discipline Policy at www.pccua.edu)

STUDENT CONDUCT

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, the 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/chair, Vice Chancellor for Student Services and Registrar, or the Vice Chancellor for 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 and Registrar or the Vice Chancellor for 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.

BEHAVIORAL INCIDENTS

While interacting with students across the college campus, employees or students may encounter situations in which a student is disruptive, displays behavior that may be intimidating or threatening to others, or harmful behavior that may be a result of a mental, emotional, or psychological health issue. If a situation meets this standard then the observer is to report the incident to the Vice Chancellor for Student Services within four hours. After which, the Behavioral Intervention Team will be contacted to devise a Behavioral Intervention Plan and respond to the incident accordingly.

The Behavioral Intervention Team was created to promote a safe environment for students, faculty, and staff that is conducive for optimal learning experiences. The Behavioral Intervention team is composed of representatives from several areas of the campus community, who include the Vice-Chancellor for Student Services, Academic Deans, PCCUA Security Supervisor, Disability Coordinator, Diversity Coordinator, advisors, staff,

and general counsel (ex-officio). The actual composition of the Behavioral Intervention Team for a given case depends on the nature of the behavioral problem that is presented.

The Behavioral Intervention Team has the authority to make decisions to protect the college environment. Actions taken by the BIT include, but are not limited to:

- Referral to an external agency for counseling or other resources
- Referral to the PCCUA disciplinary process
- Mandatory direct threat/safety assessment interviews
- Voluntary withdrawal from the university
- Administrative involuntary withdrawal from the university
- A plan for follow-up and monitoring of students who are considered a behavioral risk

Students can locate information regarding the Behavioral Intervention Plan at <https://www.pccua.edu/students/student-handbook/>.

GRADUATION REQUIREMENTS

An Associate Degree or Technical Certificate will be awarded to students who satisfy the specified requirements.

1. Students enrolled in an associate degree program complete a minimum of sixty (60) semester hours of approved credit toward the desired degree. Students enrolled in a technical certificate program complete a minimum of thirty-two (32) semester hours of approved credit toward the desired certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation when they have completed least thirty (30) credit hours. Half the degree requirements 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 an 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, the student must apply by November 18, and in order to graduate in May, the student must apply by March 17, 2023.

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, 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, 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, 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, it is your responsibility to contact the instructor of the class. You may also call the SIV technician, however, 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, 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/chair 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 404.06, Academic Appeal Procedure found on the website.

ONLINE COURSES PCCUA www.pccua.edu, is proud to be part of the University of Arkansas System, (www.uaonline.uasys.edu), which offers courses online that lead to an Associate of Arts Degree. Our mission is to create a learning environment to assist each student to achieve his/her personal and professional educational goals. You may access a complete listing of the University of Arkansas Associate of Arts Online courses by going to <https://www.pccua.edu/students/online-courses2/ua-online-course-login-directions/> or to access all online courses offered by PCCUA, go to <https://hdatatelss.pccua.edu/Student/Student/Courses>.

ENROLLING IN ONLINE COURSES To enroll in any online course you may email or call your advisor. If emailing, include your name, student ID if you are a returning student, course name and course number. If you do not receive a response within two business days, you are not enrolled in the class, and you should contact the Bennie Fonzie at (870) 338-6474, ext. 1178.

PCCUA offers an Online Orientation workshop once each semester for first time users. Students should include this course when e-mailing course selection.

Helpful information

- Updated class offerings are available at www.pccua.edu.
- You must have computer access to take an Internet/online course.
- You must log on within the first week of class, or you will be reported as a “noshow”.

Online Course Login Directions

- Click on the Online Course link <https://www.pccua.edu/students/online-courses2/ua-online-course-login-directions/>
- Choose the current semester,
- All Online courses offered are listed. Find your course. Click “login” to the left of your course name. If two sections of the same course are taught by different instructors, you must log into the course you are registered for.
- Enter your username and password.
- Your username is your first initial+ last name + last 4 digits of your student ID number (bjones1234).
- Your password is your complete date of birth (MMDDYYYY)
- Click ok or login.

If you are enrolled in more than one Online course, your courses may not all be listed on the same server. If you do not see all of your courses, you must access the courses individually from the schedule page by following the directions above. To enter the course, click on the name of the course. Problems with BlackBoard, contact Michelle Waites at mwaites@pccua.edu.

STUDENT SERVICES

Phillips Community College utilizes a holistic student developmental approach to ensure a successful and supportive learning environment for all students. Services that assist students in navigating the community college experience and that offer support include (1) admissions, (2) financial aid, (3) testing and placement, (4) academic advising, (5) disability services, (6) academic and social student support services, and (7) student activities and organizations. These services offer students the opportunity to create wonderful learning experiences that will broaden their personal perspectives through self-assessment, social experimentation, and examination.

ACADEMIC ADVISORS

PCCUA places a very high priority on student advising and considers it an integral part of your academic success. Please note that all certificate or degree-seeking student will be assigned an academic advisor specific to their academic discipline. Additionally, the role of an Advisor will be to assist you in achieving your

educational, vocational, and personal goals. Students can locate the advisor directory under the student tab on the PCCUA webpage. to discuss.

BBA Solutions Bookstore, located on each campus, can provide not only textbooks but also has classroom supplies and college apparel. Bookstore hours are posted on each campus. Buy-back dates for books are during the week of finals in December and May and after the last week of Summer II. Hours of operation vary among campuses, please refer to this webpage for more information <https://www.pccua.edu/students/resources/bookstore/>

CAREER SERVICES Individual counseling sessions are available to help students make choices about their future by providing occupational information to undecided students 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. Students (all campuses) interested in these services should contact Vicki Gregory, Ext. 1134

STUDENT SUPPORT SERVICES (SSS) The goal of the SSS program is to raise the academic progress and performance levels of low income, disabled, and first-generation college students, as well as to retain and successfully complete their educational programs for transference into to four-year institutions. Eligibility for the program include being a first-generation college student, meet the federal low-income guidelines as noted by the Department of Education, have a documented disability, being homeless, and exiting the foster care system. Services that are provided to participants through the SSS program include:

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

Applications may be obtained in Room C302 in the Arts and Sciences building on the Helena-West Helena campus, Room A106 on the DeWitt campus, and Room B123 on the Stuttgart campus. Contact Von Daniels at ext. 1110 for information regarding SSS for all campuses.

ARKANSAS CAREER PATHWAYS provide 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, childcare vouchers and transportation assistance, aid 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. Office located in DeWitt, N101; Helena-West Helena, TI 120; Stuttgart, B101.

VETERANS PCCUA maintains the assistance of 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.

COMPUTER/STUDY LABS and 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. Lab hours are posted on each campus.

TUTOR NET ONLINE TUTORING offers students supplemental support through live online tutoring. Online tutoring is available in a wide range of subjects, sessions will be with a live tutor for one-on-one instruction, homework help, or Q&A. Each session lasts as long as the student needs and all sessions will be recorded for students to refer and access later.

The STAR, Students Taking Action with Resources, Center on the Helena campus 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.

ASA BONNER STUDENT CENTER (Helena campus) is the hub for campus connectivity! Faculty, Staff, and students are able to gather and experience a wide array of programs, services, and activities designed to foster a sense of community among campus leaders. Additionally, the Bonner Center houses student support offices, a dining area, and a meeting room space for student organizations. The hours of operation are from 7:30 a.m. to 5:00 p.m.

Ridge Runner Grill provides satisfying culinary offerings to meet a variety of needs for our students. This dining facility is available to all students, faculty, and staff four days a week when classes are in session from 7:30 am - 1:00 pm. (Helena campus)

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). Students enrolled 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. The PCCUA Disability Coordinators are Shawanna Wansley – DeWitt, ext 1628; Deborah Gentry - Helena-West Helena, ext. 1214; Stuttgart campus - Sylvia Boyd, ext. 1809.

INTRAMURAL ACTIVITIES program provides an opportunity for students to participate in supervised, competitive activities between groups to build group learning, communication, critical thinking, and leadership skills.

PCCUA FITNESS CENTER (Helena campus) The PCCUA Fitness Center which consists of 13,998 square feet of space including a “Fitness Center” which has 3,262 sq., a “Cardio Room” at 858 square feet, a “Yoga Stretch Room” at 144 square feet, a “Weight Room” that is 2,260 and a “Gym Floor” that is 7474 square feet.

TRANSPORTATION Our Rowdy Ride will transport enrolled students on the Helena campus to and from the college for free. To take advantage of this service, call 870-714-9694 (van cell) or email Von Daniels at vdaniels@pccua.edu.

PCCUA Campus Action Referral and Evaluation System (CARES) provides faculty, staff, and students with support via one-on-one contact, continued follow-up with students throughout the academic year, as well as provide campus information, resources and programming to further support students in their transition to college.

MAINSTAY SOCIAL MESSENGING connects new and existing students to PCCUA via communication regarding campus updates, programming, physical and mental wellness support student check-ins, campus resources, navigation, and activities.

STUDENT SERVICES CONTACT

Departments	DeWitt (870) 946-3506	HWH (870) 338-6474	Stuttgart (870) 673-4201
Admissions	1614	1337	1806
Advising	1628	1124	1809
Bookstore	1636	1265	1836
Business Office	1602	1325	1805
Career Pathways	1690	1164	1886
Computer Services	1609	1331	1828
Disability Services	1628	1135	1809
Financial Aid	1607	1258	1822
Library	1621	1246	1819
Scholarships	1607	1240	1822
Testing Center	1602	1134	1828

STUDENT LIFE

Student life provides services, resources, skills, and experiences to promote student engagement and to extend the learning environment at PCCUA.

STUDENT ACTIVITIES (All Campuses) are considered a vital part of campus life. They are planned on each campus during the fall and spring semesters that include academic and social activities for increased student engagement on campus. Contact Dr. Johnson at kjohnson@pccua.edu.

REGISTERED STUDENT ORGANIZATIONS

BAPTIST COLLEGIATE MINISTRY (Helena-West Helena Campus) is a group of students who meet weekly in Bonner Student Center for their religious growth. Contact Dr. Johnson at kjohnson@pccua.edu.

BOOK CLUB (Helena-West Helena Campus) is a book club for students, faculty and staff who enjoy reading and having socialization experiences outside of the classroom experiences. Campus Contact: Vivian Hoskins at vhoskins@pccua.edu.

EXECUTIVE LEADERSHIP STUDENT COUNCIL (All Campuses) gives a voice to the student body as well as serves as a liaison for the students to the Faculty, Staff, and Administration of the College. It is the responsibility of the organization to advocate for students by influencing how the College addresses challenges, barriers to student success, and offer student's support and resources as needed to ensure a conducive academic and social learning environment for students. Campus Contact: Dr. Johnson at kjohnson@pccua.edu.

FELLOWSHIP OF CHRISTIAN ATHLETES (Stuttgart Campus) FCA is focused on servicing local communities by engaging, equipping and empowering, athletes to unite, inspire and change the world through the gospel. Campus Contact: Kim Kirby at kkirby@pccua.edu.

GAMING This club provides a safe space for students to express themselves through gaming and allows development of teamwork, creativity, critical thinking, and leadership skills. Campus Contact: Kim Kirby at kkirby@pccua.edu.

MEN ENROLLING TOWARD ADVANCEMENT (META) (Helena-West Helena Campus) is a peer support group for minority males on the Helena-West Helena campus. META members develop leadership and communication skills, as well as participates in service learning opportunities, and student programming on campus. Campus Contact: Dr. Johnson at kjohnson@pccua.edu.

MULTICULTURAL STUDENT ORGANIZATION (ALL Campuses)
The mission of the Multicultural Student Organization is to provide the opportunity for multiple cultures of students to assemble for the purpose of increasing cultural awareness, to promote social justice, cultivate inclusiveness on campus, and to formulate a mutual respect for diversity. Campus Contact: Carole Birth at kjohnson@pccua.edu.

NON-TRADITIONAL STUDENT ASSOCIATION (ALL Campuses)

The mission of the Non-Traditional Student Association is to provide non-traditional students with a community of support and education from peers with similar work and life experiences. This organization will improve student orientation and transition to the college environment, as well as improve student retention. Non-traditional students are defined as part/full-time employees, 25 years of age or older, veterans, and students who are parents and/or are married. Campus Contact: Shawanna Wansley at swansley@pccua.edu.

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 (TSmith@pccua.edu) and JThompson@pccua.edu - Helena-West Helena Campus; Thomas Moss (Tmoss@pccua.edu) and Rosary Fazende- Jones (rfazende@pccua.edu)-Stuttgart Campus; Tracie Karkur (tkarkur@pccua.edu) - DeWitt Campus.

STUDENT AMBASSADORS (DeWitt and Stuttgart Campuses) are selected to represent the College at various activities at the campus and in the community. Campus Contact: Lee Ann Hoskyn lhoskyn@pccua.edu – DeWitt; Michelle Blasengame mblasengame@pccua.edu – Stuttgart.

TRAILBLAZERS (ALL Campuses) A group for students who are the first members of their family to attend college. Students have the opportunity to extend their support system, build community in the college setting, and add to their personal and professional resources. Themes of the group include: navigating college successfully, balancing personal and academic lives, understanding finances, managing responsibilities, identify development, and empowerment. Campus Contact: Vivian Hoskins at vhoskins@pccua.edu.

CAMPUS RESOURCES

FACULTY INTERACTION All faculty want students to succeed so they offer their assistance through telephone calls, electronic communication, and even maintain websites with course information. For contact information refer to the PCCUA Directory at <https://www.pccua.edu/faculty-staff/directory/>.

STUDENT ID'S Student Identification cards are issued to students upon registration. If a student's 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. Students must carry ID daily for identification purposes.

CAREER 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-West 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.

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 for an application. (Be sure to use the new IRS Data Retrieval Option).

PCCUA SCHOLARSHIPS PCCUA offers multiple scholarships. Please review the following webpages for information regarding our scholarships and complete every step of the process to ensure eligibility then return to the campus scholarship office. For questions about scholarships, please contact Stephanie Arnold at sarnold@pccua.edu. <https://www.pccua.edu/admissions-financial-aid/scholarships> and <https://www.pccua.edu/admissions-financial-aid/financial-aid/other-scholarships>

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

STUDENT HEALTH INSURANCE PCCUA does not provide insurance for its students. The College encourages each student to secure personal health insurance.

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. Book buy back dates are during the week of finals in December and May and after the last week of Summer II. More information regarding bookstore hours can be found at <https://www.pccua.edu/students/resources/bookstore/>.

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. The library follows the PCCUA calendar for all holidays and other scheduled closings. More information regarding PCCUA libraries can be found on the website at <https://www.pccua.edu/students/resources/library>

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 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.

PCCUA VIRTUAL LEARNING CENTER is an online platform that provides students with academic and social support to enhance students’ overall well-being and educational learning experience. More information can be found on the website at <https://www.pccua.edu/students/student-services/virtual-academic-success-center>

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 Vice Chancellor for Arkansas County.

EMERGENCY RESPONSE SYSTEM - RIDGERUNNER ALERT

Students will automatically be enrolled in the Emergency Response System. However, if students change their electronic device they will need to go to www.pccua.edu and re-enroll in PCCUA’s emergency response system to be notified of special college closings and news.

EMERGENCY AFTERHOURS NUMBERS

DeWitt Campus After 9:30 p.m. & Weekends (870) 816-7033

Helena Campus After 4:30 p.m. (870) 816-0377

Stuttgart Campus After 4:30 p.m. (501) 526-7191

APPENDIX A CHECKLIST FOR ADVISING AND REGISTERING RETURNING STUDENTS

1. Introduce yourself. Explain to students that you will be their advisor throughout their enrollment at PCCUA, unless they change their major.
2. If transcripts have been evaluated by the Registrar's Office, check the PCCUA transcript (TRAN) for transfer credit(s). The credit(s) should also appear on the degree audit (EVAL).
3. If students have not completed math, reading, or English requirements, refer to the placement scores for any required developmental courses, and explain why they are required. Encourage students to see the developmental courses as a benefit, being able to start where they can succeed and review and build upon their skills to be prepared for the college-level courses that will come next.
4. Register students for Orientation in the fall semester if they are enrolled in 6 or more hours. (Orientation schedule is on page 17).
5. Explain to students the different services available to help them succeed (tutoring, Student Support Services, financial aid, scholarships, Veterans benefits, student activities, etc.).
6. Discuss courses' days/times with students to develop a course schedule. Ask students to think of and plan for possible conflicts with work, family schedules, prior commitments, etc.
7. Complete the registration process.

APPENDIX B PLACEMENT CHART

PLACEMENT	COMPASS	ACT	CLASSIC ACCUPLACER	NG	NEW MATH SCORES
EH 1013 (Basic Writing I) and EH 1011 (Basic Writing I Lab)	0 – 37 on Writing Skills	13 or below on English	50 or below on Sentence Skills	225 or below on Writing	
EH 1023 (Basic Writing II) and EH 1021 (Basic Writing II Lab)	38 – 79 on Writing Skills	14-18 on English	51-82 on Sentence Skills	226-250 on Writing	
EH 113 (Freshmen English I)	80 or above on Writing	19 or above on English	83 or above on Sentence Skills	251 or above on Writing	
MS 1013 (Pre-Algebra)	0 – 48 on Pre-algebra	14 or below on Math	40 or below on Elementary Algebra	227 or below on QAS	*****N/A*****
MS 1023 (Elementary Algebra)	49 – 100 on Pre-algebra and 0 – 29 on algebra	15-16 on Math	41-59 on Elementary Algebra	228-236 on QAS	ACT 14 / NG ACC QAS 227 or below PLUS LAB MS 1002
MS 1023 (Elementary Algebra)					ACT 15-16/ NG ACC 228-236 NO LAB
MS 1123 (Intermediate Algebra)	49 – 100 on Pre-algebra and 30 – 40 on Algebra 2 years of HS Algebra	17-18 on Math	60-77 on Elementary Algebra	237-248 on QAS	*****N/A*****
MS 123 (College Algebra)	41 or above on Algebra 2 years of HS Algebra recommended, but not required	19 or above on Math 2 years of HS Algebra recommended, but not required	78 or above on Elementary Algebra	249 or above on QAS	ACT 17-18 / NGA QAS 237-248 or completed MS 1023 PLUS LAB MS 1121
MS 123 (College Algebra)					ACT 19 or 249 NG QAS and above
MS 143 (Technical Math)	21 or above on Algebra	16 or above on Math	60 or above on Elementary Algebra	237 or above on QAS	ACT 17-18 / NGA QAS 237-248 or complete MS 1023
MS 143 (Technical Math)					ACT 19 or 249 NG QAS and above
MS 173 (Geometry)	49 – 100 on Pre-algebra				
MS 183 (College Mathematics)	49 – 100 on Pre-algebra and 36 or above on Algebra	19 or above on Math	78 or above on Elementary Algebra	249 or above on QAS	
MS 193 Quantitative Reasoning/Literacy					ACT 17-18 / NGA QAS 237-248 or completed MS 1023 PLUS LAB MS 1191
MS 193 Quantitative Reasoning/Literacy					ACT 19 or 249 NG QAS and above

PLACEMENT	COMPASS	ACT	CLASSIC ACCUPLACER	NG	NEW MATH SCORES
EH 1013 (Basic Writing I) and EH 1011 (Basic Writing I Lab)	0 – 37 on Writing Skills	13 or below on English	50 or below on Sentence Skills	225 or below on Writing	
EH 1023 (Basic Writing II) and EH 1021 (Basic Writing II Lab)	38 – 79 on Writing Skills	14-18 on English	51-82 on Sentence Skills	226-250 on Writing	
EH 113 (Freshmen English I)	80 or above on Writing	19 or above on English	83 or above on Sentence Skills	251 or above on Writing	
MS 1013 (Pre-Algebra)	0 – 48 on Pre-algebra	14 or below on Math	40 or below on Elementary Algebra	227 or below on QAS	*****N/A*****
MS 1023 (Elementary Algebra)	49 – 100 on Pre-algebra and 0 – 29 on algebra	15-16 on Math	41-59 on Elementary Algebra	228-236 on QAS	ACT 14 / NG ACC QAS 227 or below PLUS LAB MS 1002
MS 1023 (Elementary Algebra)					ACT 15-16/ NG ACC 228-236 NO LAB
MS 1123 (Intermediate Algebra)	49 – 100 on Pre-algebra and 30 – 40 on Algebra 2 years of HS Algebra	17-18 on Math	60-77 on Elementary Algebra	237-248 on QAS	*****N/A*****
MS 123 (College Algebra)	41 or above on Algebra 2 years of HS Algebra recommended, but not required	19 or above on Math 2 years of HS Algebra recommended, but not required	78 or above on Elementary Algebra	249 or above on QAS	ACT 17-18 / NGA QAS 237-248 or completed MS 1023 PLUS LAB MS 1121 ACT 19 or 249 NG QAS and above
MS 123 (College Algebra)					
MS 143 (Technical Math)	21 or above on Algebra	16 or above on Math	60 or above on Elementary Algebra	237 or above on QAS	ACT 17-18 / NGA QAS 237-248 or complete MS 1023 ACT 19 or 249 NG QAS and above
MS 143 (Technical Math)					
MS 173 (Geometry)	49 – 100 on Pre-algebra				
MS 183 (College Mathematics)	49 – 100 on Pre-algebra and 36 or above on Algebra	19 or above on Math	78 or above on Elementary Algebra	249 or above on QAS	
MS 193 Quantitative Reasoning/Literacy					ACT 17-18 / NGA QAS 237-248 or completed MS 1023 PLUS LAB MS 1191 ACT 19 or 249 NG QAS and above
MS 193 Quantitative Reasoning/Literacy					

APPENDIX C PREGISTRATION STUDENT CONFIRMATION FORM

Preregistration Student Confirmation Form

Student Name: _____

Student ID: _____

Preregistration Date: _____

I confirm that the schedule developed between me and my academic advisor/college schedule builder was completed with my approval and consent.

Student Signature: _____

Advisor/Schedule Builder Signature: _____

APPENDIX D STUDENT SUCCESS PASS



Student Success Pass

Student Name: _____

- Schedule meeting with advisor
- Receive Student Success Pass
- Use pass to pick up Pell/Scholarship refund

Advisor Signature: _____ Date: _____

APPENDIX F CURRICULUM CHANGES

PCCUA REMEDIAL/DEVELOPMENTAL MATH CHANGES

All students needing math remediation take MS 1023, Elementary Algebra
ACT 14 or below or 227 or below on NG Accuplacer enroll in the following prerequisites.

MS 1023 + 2-hour credit lab MS 1002
ACT 15-16 or 228-236 on the NG Accuplacer enroll in the following course

MS 1023, Elementary Algebra, NO LAB
ACT of 17-18 or above; 237-248 on NG ACCUPlacer QAS or advancing from MS 1023, Elementary Algebra enroll in the following courses:

Tech Math, MS 143 OR College Algebra, MS 123+ MS 1121/Lab, OR
Quantitative Reasoning, MS 193 + MS 1191/Lab

Students with ACT 19 or above; 249 or above on NG ACCUPlacer QAS or advancing from MS 1023, Elementary Algebra enroll in the following courses:

Tech Math, MS 143 OR

College Algebra, MS 123 OR

Quantitative Reasoning, MS 193

PCCUA REMEDIAL/DEVELOPMENTAL WRITING CHANGES

All students needing English remediation for Basic Writing I take EH 1013 with EH 1011.

If a student places into what was EH 1023 with EH 1021, that student now takes EH 1131, a lab, with EH 113, Comp I

1. Students with an ACT of 14-18 or who score between 226-250 on the NG Accuplacer must enroll in the following corequisite course when they enroll in EH 1131 which is linked to EH 113. The student should be enrolled in the lab first.

EH 113 and lab EH 1131 and the corequisite SS II, SS 111

2. Students with an ACT 13 or below; or a 225 or lower on the NG Accuplacer must enroll in the following courses:

EH 1013 and EH 1011 and Student Success I, SS 101

APPENDIX G CHANGING MAJORS

1. Students will visit with their current advisor to discuss their decision to change academic and career goals. If students would like to pursue another degree path, they and their advisor need to complete a Change of Program form. This form is available on the My RidgeNet portal.
2. After logging in to My RidgeNet, click on the Change Program Form. Enter the student ID number, and complete the fields required.
3. Once the form is completed, the information will be sent to the Admissions/Records office to be entered into Datatel Colleague.

APPENDIX H TUTOR NET INSTRUCTIONS

PCCUA is now offering supplemental support through live online tutoring. This format of tutoring will assist you in the preparation of homework, provide strategies for testing anxiety, and offer continued support in content comprehension. Online tutoring is available in a wide range of subjects with expert tutors, including all college level math, sciences, English, and history courses. Tutoring sessions will be with a live tutor for one-on-one instruction, homework help, or Q&A. Each session will last as long as you desire. Tutors are available 24/7 and all sessions will be recorded for you to refer to at a later date.

How to Get Started:

First login to Blackboard.

1. Click on the icon to begin your tutoring session OR click on courses
2. Select learning center
3. Select Net Tutor
4. Select the subject that you need tutoring in
5. Choose to drop-in a tutoring session or schedule an appointment.
6. Please state to the tutor that you prefer your tutoring session live or by audio only.

APPENDIX I CAMPUS ACTION REFERRAL AND EVALUATION SYSTEM (C.A.R.E.S.) PROGRAM



PURPOSE The establishment of a group of campus professionals to respond to reports of concern will help students achieve their academic goals while in college. The C.A.R.E.S. team will be responsible for developing intervention strategies and managing student cases from initial reporting through follow-up.

OUTCOME To generate data that identifies challenges that hinder students' persistence in college. The project will direct faculty, staff, and policy/procedures in best practices of support offering through the identification of student needs.

THE PROCESS The process will involve personnel reaching out to students quickly to connect them with the necessary resources to positively impact their situation. After which, staff will continue to follow-up with student(s) periodically to ensure their physical, emotional, and academic well-being.

REASONS TO SUBMIT A C.A.R.E.S. REPORT

- Concern for student's well-being
- Significant change in student's behavior
- Disruptive behaviors of learning, living, or work environment
- A noticeable change from socially-appropriate behavior
- Disclosing distressing life circumstances (e.g., finances, family or relationship)
- Withdrawal from usual social interactions
- Significant decline in personal hygiene
- Substance use/abuse
- Title IX and **Clery Act** related issues.

HOW TO GET STARTED? Faculty, staff, students, and parents can access this tool by accessing the link on the Ridge Net portal. Parents must have student's permission and student's information to access the portal. When students access the PCCUA C.A.R.E.S. link, they will be enabling appropriate **PCCUA Faculty and Staff** to proactively respond to concerns about disruption to their personal and academic learning environments.

http://webserver.pccua.edu/admissions/academic_referral.php

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
BP 402

Title

Scholastic Standards Policy

Phillips Community College 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 3.5 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 12 or more credit hours of collegiate coursework and who earn a 4.0 grade point average (GPA) in the collegiate coursework for the semester.

A student completing all graduation course requirements whose cumulative grade point average for all college course work is a 3.5 or higher is recognized as a PCCUA Honor Graduate. This recognition is documented on the student's transcript. In addition, this recognition is noted at graduation in the commencement program.

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 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:
- accept enrollment in an advisor-directed studies program, meet with their advisor at least three times during the semester
(during the 4th or 5th week of the semester, at midterm, and during the 11th or 12th week of the semester), enroll in appropriate developmental courses and meet with a tutor as recommended by their advisor, and
- take no more than 12 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

S = Students working up to potential in individualized or self-pacing courses

U = Non-credit courses will be given a grade of "S" for satisfactory or a grade of "U" for unsatisfactory.

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 midterm 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 midterm.

Midterm 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 faculty 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. A faculty with 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/chair 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 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 Standards 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 PCCUA 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 Vice Chancellor for Arkansas County (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.

Instructors will keep their grade books on file for at least three (3) years. In the event of the termination of an instructor from Phillips Community College, the instructor will turn in all grade books 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 online. 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 Vice Chancellor for Arkansas County (or official designee). This contact must be within 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 request that the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County, or designee intervene. In the event, a Vice Chancellor is unavailable, the contact will be made with the next senior official. 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 taken 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
- Unlawful 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 and Registrar or the Vice Chancellor for Arkansas County 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 and Registrar or the Vice Chancellor for Arkansas County 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

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 and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart.

Discipline Form which is sent to the Vice Chancellor for Student Services or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart. Notification will be made to the division dean.

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 and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart. Notification will be made to the division dean/chair.

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 and Registrar or the Vice Chancellor for Arkansas County in DeWitt and Stuttgart. Notification will be made to the division dean/chair.

At this stage a student may not return to class until the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in 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 and Registrar or the Vice Chancellor for Arkansas County in Stuttgart and DeWitt.

Campus security may be called. All paper work must be filed with the Vice Chancellor or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart within two (2) business days of the incident.

If the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart are off campus at the time of an incident and will not return within two (2) business days, the official designee will conduct the discipline process until the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County returns.

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 and Registrar or the Vice Chancellor for Arkansas County 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 and Registrar or the Vice Chancellor for Arkansas County 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 readmission is required to file a Disciplinary Appeal. Readmission may or may not be granted.

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 and Registrar to file an appeal for a discipline decision. In DeWitt and Stuttgart, the Vice Chancellor for Arkansas County will be notified and will notify the Vice Chancellor for Student Services and Registrar. The appeal must be filed within two (2) business days after the disciplinary decision has been communicated to the student.

Step 2: Within two (2) business days of receiving the student's notice of appeal, the student is notified in writing 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 a committee appointed by the Vice Chancellor for Student Services and Registrar. The student may question or confront the witness(es). The College employee making the charge may also question the student.

Step 4: The committee appointed by the Vice Chancellor for Student Services and Registrar 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 and Registrar 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 online 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 assigned advisor, so that the student can be contacted by an advisor either by phone, writing, email, or text. 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 800 lecture minutes per semester. Laboratory, activity, or studio minutes per semester range from 800 minutes to 2,400 minutes. All Arkansas Course Transfer lab courses and specific lab courses required for an Associate of Arts or Associate of Science degree meet three (3) hours per week (2,400) 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 online 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/chair and the Vice Chancellor for Instruction.

BP 410

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 divisions, the same textbook should be used by all faculty teaching the same course unless permission is granted by the Vice Chancellor for Instruction to use a different text.

BP 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 Composition 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).

BP 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: (1) What was learned must be related to course content. (2) 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)

Phillips Community College 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 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

Phillips Community College will grant a maximum of 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

Phillips Community College 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 AP 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 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 and Records to have the CLEP credit placed on the student's 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 Testing 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:

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

The appropriate dean/chair, faculty 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/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/chair will consult appropriate instructor(s) to determine the courses for which the student may attempt to gain credit.
4. The dean/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/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/chair
7. The dean/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 paid.

For additional information on CLEP see the Vice Chancellor for Student Services and Registrar.

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

Phillips Community College, 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 reevaluated 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 required to take the ACT/SAT exam or the Next Generation (NG) ACCUPLACER evaluation for placement. 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 NG ACCUPLACER testing and will receive direction in identifying which courses will be taken for the semester.

Students scoring below 19 on the ACT or a 250 on the NG ACCUPLACER will be assigned a focused academic advisor and provided with an individual learning plan. "PCCUA PREP PLAN enrolls students in specific courses based on their performance on the NG ACCUPLACER. Participation in the individual course plan will continue for two semesters. Participating students will sign the individual course plan (ICP), a listing required preparation courses needed to advance to college curriculum. They are expected to maintain a minimum GPA of 2.0 while completing that work. Participation in the PCCUA PREP PLAN requires that the student sign an ICP.

1. Each student in the PCCUA PREP PLAN 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 II and Student Success I, EH 1023/SS101 and Composition I and Student Success II, EH 113/SS 111)
 - Student Success Learning Lab Access
 - Financial, career, and life coaching
2. All students in the PCCUA PREP PLAN 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 PCCUA PREP PLAN
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 Semesters 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 below in three areas of the NG ACCUPLACER test will be referred to the Adult Basic Education Program. Each student will remain in the Adult Basic Education Program until the student's 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 advisor should consider the student's educational goals, test scores, past academic performance, and personal interview.

If a student is denied enrollment and believes the decision is unfair, the student may petition, in writing, to the Vice Chancellor for Student Services and 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 credit hours.

Sophomore One who has successfully completed 30 semester credit hours or more of college work.

Part-time One who is enrolled for less than 12 semester credit 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/NG ACCUPLACER 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 and Registrar will have the overall responsibility for carrying out the intent of these guidelines.

AP 500.04

Student Assemblies

Student assemblies are scheduled in advance when 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. Faculty will be notified of assemblies. Instructor 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 public school student who is enrolled in a public school in Arkansas and has successfully completed the eighth (8th) grade, will be 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 will be 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 common syllabi, textbook assignments, tests, and grading processes.

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 NG ACCUPLACER test. Arrangements to take the NG ACCUPLACER are made through the Advisement Center at PCCUA. Minimum scores have been established for the various parts of these two tests. Please refer to "NG ACCUPLACER 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 Career and 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 skills of the students.

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 Phillips Community College 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 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 complete at least 67 percent of all credit hours attempted each semester, including remedial courses, with a grade of "A", "B", "C", or "D". An evaluation will be made each semester to determine an individual 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 Office of Financial Aid 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 Office of Financial Aid 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 Office of Financial Aid. 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 Office of Financial Aid 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

Phillips Community College 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, Academic Excellence, Technical Achievement Awards, and the Chancellor Steven Murray Legacy.

Other types of assistance are available. These include performing arts and foundation sponsored 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 Phillips Community College 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. A student may receive the scholarship during the summer term by taking six (6) or more hours and (6) six of these scholarships are awarded annually.

Academic Excellence Scholarships: minimum qualifications include an ACT composite score of 23 or 3.0 GPA.

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 GP in the applicant's technical or occupational curriculum in high school. A score of 23 on the ACT may substitute for the GPA requirement.

Applicants must be entering PCCUA for their first time as full-time students. 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 of Visitors and the University of Arkansas Board of Trustees, it is presented to the Arkansas Department of Higher Education and shall remain in effect. The approved tuition and fee schedule, and refund procedure, shall be published by the Chancellor.

AP 520.01 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 and Administration. 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 withdraw 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 taking classes at PCCUA are allowed to charge tuition, fees, and related book rental charges to their student account upon registration. Payment is due in fall before classes begin. Students who do not have complete, adequate financial aid or who do not pay their account balance in full at registration, will be required to pay a \$35 finance and handling charge to set up a tuition payment plan agreement.

Students, or their parents if the student is a minor, must sign the agreement agreeing to pay the balance in (3) three equal installments. The dates and amounts will be dependent upon the semester and the student's account balance. A \$25 late fee will be charged to students who do not make payments according to the schedule as outlined in the tuition payment plan agreement.

All students must have their account cleared in the Business Office by the end of the eleventh week of classes or they may be administratively withdrawn from school for the semester. They will not be readmitted until their account is cleared.

Academic transcripts will be flagged for financial hold and will not be released to the student or another institution until the account has been cleared.

Probable Pell Recipients:

All students who submit a probable Pell will be required to sign a tuition payment plan agreement. The \$35 finance and handling charge will only be assessed if Pell is not approved and the payment plan becomes effective.

BP 530

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 designee, to publish and distribute a student handbook to students enrolled at Phillips Community College.

The Student Handbook is an authorized extension of the Board Policies and College Procedure Manual. As such, all rules, regulations, policies, and procedures published in the Student Handbook are considered supplements of this policy manual.

During the mandatory orientation process, handbooks are distributed. The Student Handbook also is available online. A condensed version of policies and procedures is included in the Student Handbook.

BP 540

Student Drug Testing and Criminal Background Check Policy Drug abuse and student conduct policies for all PCCUA students

are printed in the Student Handbook. Additionally, all students attending PCCUA who are enrolled in the Division of Allied Health programs are affected by divisional drug testing and criminal background check policies which are supplemental to drug abuse and student conduct policies for all students. In addition, students enrolled in the CDL/Truck Driving program as well as in other identified programs are required to have drug testing and criminal background checks when indicated. For example, students placed in practicums working with minors.

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, drug test and criminal background check. The drug 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.

AP 540.01

Student Drug Testing and Criminal Background Check Procedures for the Division of Allied Health

DIVISION OF ALLIED HEALTH CRIMINAL BACKGROUND CHECKS AND DRUG 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 drug screening test. **All** students must complete this requirement through VerifyStudents (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 Verify Students 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 Drug Screening Test

PCCUA will require all allied health students to submit to a drug 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 drug abuse recovery program

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

If a student fails a drug screening test, the student will be dismissed from allied health programs. The respective program director/coordinator will refer the individual failing the drug 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 drug test, to any allied health program will include

- Attendance at Narcotics Anonymous or recognized drug 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 drug treatment program of the individual's choice shall consist of:
 - Verifiable completion certificate
- Demonstrate at least six (6) months of drug 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 (6) months.
- If the student is readmitted to the program or admitted to another allied health program and the individual fails another drug 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 drug 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.