Academic Regulations

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

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

Academic Credit
The University operates on a semester calendar. One hour of credit represents an amount of work equivalent to one 50-minute lecture each week for a minimum of 15 weeks. From two to three hours of laboratory work constitute the equivalent of one hour of lecture.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning of Grade</th>
<th>Value in Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D*</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory Work - Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew - Passing</td>
<td>(no grade points)</td>
</tr>
<tr>
<td>AU</td>
<td>Course Audited</td>
<td>(no degree credit; no grade points)</td>
</tr>
<tr>
<td>I</td>
<td>Required Work Incomplete</td>
<td>(no grade points)</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>(no grade points)</td>
</tr>
</tbody>
</table>

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

A student may receive an incomplete, "I," when, due to unusual circumstances acceptable to the instructor, the student is unable to complete course requirements prior to the end of a term. When possible, the option should be discussed between the instructor and student, concluding in a written agreement outlining the remaining requirements to be satisfied for the course. The Incomplete Course Completion Form, which is available in each academic office unit, must be filed at the time final grades for the term are submitted with each of the following signatures: course instructor, head of academic unit offering the course, and the student. A notation of "I" will be posted on the academic transcript. An "I" will not affect term and cumulative credits and grade point averages for the term in which the incomplete is granted and subsequent enrollment terms during the time limit. A student may not re-enroll in an incomplete course within the time limit allotted for completing the course. A grade of "I" may affect financial aid availability.

The student will have a maximum of one calendar year to satisfy the requirements for the course. Failure to complete course requirements within one year will automatically replace the incomplete with a grade of "F" with the credits and grade point averages recalculated to reflect this change.

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

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

Academic Clemency

In order to provide a second opportunity for undergraduate students who performed poorly at some point in their studies, the University of Arkansas at Monticello has a policy on academic clemency. This policy is designed to help former students who have gained a new respect and commitment to higher education and the career opportunities that come from a college degree.

To be eligible for academic clemency, the student must not have been enrolled in any institution of higher education for a period of five years or more. The student must be enrolled at UAM. The request for clemency must be made within the first semester of the student's enrollment at UAM or the first semester the student is returning to UAM after being absent for a period of five years or more.

To be considered for academic clemency, the student must agree in writing to the following stipulations:

- All grades and credits earned in all semesters for which clemency is granted will be forfeited.
- All grades and credits for which clemency is granted will not count in computing GPA or in meeting requirements for graduation.
- The transcript will continue to contain the entire academic record, including the grade earned for each course. However, a notation will be made showing the semesters for which clemency was granted. The credit hours will become zero.
- Academic clemency can be granted only once in an individual's academic career and such declaration and granting is final and irreversible.
- In regard to financial history, state and federal regulations take precedence over the institutional policy of academic clemency.
- The academic clemency at UAM pertains only to UAM, and other institutions may or may not honor this policy.
- In the case of transfer students who have received academic clemency at another accredited college or university, UAM will honor the clemency established at the previous institution. UAM will allow academic clemency for work taken at UAM or at another institution.
- Students interested in pursuing academic clemency should contact the Office of Academic Affairs for the appropriate form and instructions.

Chancellor's List

After each fall and spring semester, the University publishes the Chancellor's List of all students whose semester grade point average is 4.0 for 12 or more hours of course work at the 1000-4000 level.

Dean's List

After each fall and spring term, the University publishes the Dean's List of all students whose semester grade point average is 3.50 or higher for 12 or more hours of course work at the 1000-4000 level.

Course Prerequisites and Corequisites

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

Course Numbers and Symbols

The numbers of regular non-remedial University courses contain four digits: in general, the first indicates the university year; the second and third the particular course; and the fourth the number of hours of credit.
Developmental courses are numbered 1-999, freshman-level courses 1001-1999; sophomore-level courses 2001-2999; junior-level courses 3001-3999; senior-level courses 4001-4999; and graduate-level courses 5000-5999.

**Enrollment in Developmental Courses**
The UAM developmental education program is designed to identify academically under-prepared students and assist in developing their abilities to successfully meet the requirements of college-level courses. Based on ACT, ASSET, COMPASS, or SAT scores, students with developmental education needs who are admitted to enroll in associate or bachelor’s degree programs are placed in one or more courses in reading, English, or mathematics. Students whose placement test scores in reading, mathematics, or English fall below the minimum must enroll in appropriate developmental courses as shown in the following table. (Source: Arkansas Department of Higher Education November 2012 Reference Manual):

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>SAT</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 133 Fundamentals</td>
<td>1-15</td>
<td>1-460</td>
<td>1-44</td>
<td>1-74</td>
</tr>
<tr>
<td>ENGL 1013 Composition</td>
<td>19</td>
<td>470</td>
<td>45</td>
<td>75</td>
</tr>
</tbody>
</table>

or above or above or above or above

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>SAT</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Laboratory</td>
<td>1-18</td>
<td>1-460</td>
<td>1-42</td>
<td>1-81</td>
</tr>
<tr>
<td>No Reading Laboratory Required</td>
<td>19</td>
<td>470</td>
<td>43</td>
<td>82</td>
</tr>
</tbody>
</table>

or above or above or above or above

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>SAT</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Math</td>
<td>Quantitative</td>
<td>Interm. Algebra</td>
<td>Algebra</td>
</tr>
<tr>
<td>MATH 143 Introductory Algebra</td>
<td>1-15</td>
<td>1-370</td>
<td>1-33</td>
<td>1-34</td>
</tr>
<tr>
<td>MATH 183 Intermediate Algebra</td>
<td>16-18</td>
<td>380-450</td>
<td>34-38</td>
<td>35-40</td>
</tr>
<tr>
<td>MATH 1043 College Algebra -or-</td>
<td>19</td>
<td>460</td>
<td>39</td>
<td>41</td>
</tr>
<tr>
<td>MATH 1003 Survey of Math</td>
<td>or above</td>
<td>or above</td>
<td>or above</td>
<td>or above</td>
</tr>
</tbody>
</table>

**Note:** The standards in the table above are subject to change by the Arkansas Department of Higher Education.

Students with low college entrance scores in both mathematics and English will be restricted in their first semester to enrolling in a maximum of 14 credit hours which will include the appropriate 0-level mathematics course and ENGL 133 Fundamentals of English. Students should consult their academic advisor to make appropriate course selections to complete their class schedule and stay within the 14-hour maximum. Students who have completed a college-level course in mathematics or English with a "C" or above may not enroll for credit in a 0-level course in that subject. NOTE: Part-time students in associate or bachelor’s degree programs will be required to complete these specified courses during their first 30 hours of course work at the University.

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

Students must appeal to the Office of Academic Affairs for permission to repeat courses for the third time. If permission is granted, the student is limited to a maximum enrollment of 14 credit hours for the semester. Students who wish to enroll more than three times in a specific mathematics course other than MATH 143, Introduction to Algebra, must take and/or repeat the prerequisite for the course. Exceptions to this must be approved by the Mathematics Review Committee.

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

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

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

**Undergraduates Enrolled in Graduate Courses**
Qualified undergraduate students may be permitted to enroll in graduate courses within the following guidelines. Undergraduate students within 30 hours of graduation may petition to enroll in graduate courses by contacting the Provost and Vice Chancellor for Academic Affairs. A minimum cumulative grade point average of 3.00, approval by the course instructor, and consent of the academic dean or chair of the offering unit must be presented as part of the petition. Students enrolling in graduate courses for graduate credit (not undergraduate credit) may not apply such credits to undergraduate degree requirements.
Undergraduate Special Topics Courses

Courses numbered 198V and 399V, with variable credit of 1 to 3 hours, are available in each discipline to allow academic units the freedom to offer selected topics on an as-needed basis at the lower or upper level. Such special topics courses must be approved by the instructor, unit head, and Provost and Vice Chancellor for Academic Affairs. A course syllabus for any given special topics class must be submitted as part of the approval process. To enroll in a special topics class, students must meet the prerequisites and/or corequisites as specified in the course syllabus and must meet any grade point requirements as stated in the syllabus or University catalog. A combined maximum of 6 credit hours may be earned in 198V and 399V special topics classes.

Audit

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

Non-Classroom Credit

Recognizing the fact that individuals are often able to learn concepts, skills, and information essentially equivalent to college-level learning, yet acquired outside the traditional college classroom setting, the University offers students the opportunity to earn college credit through special examination, evaluation, and other procedures. A maximum of 30 college credit hours may be awarded for non-classroom credit.

Students may earn academic credit without letter grades through these procedures by satisfactorily completing:

1) requirements and examinations in approved correspondence courses;
2) approved examinations in the College Entrance Examination Board’s Advanced Placement program;
3) approved examinations in the College Level Examination Program (CLEP);
4) examinations prepared by the appropriate academic unit;
5) assessment of prior military training;
6) completion of law enforcement and corrections training;
7) International Baccalaureate Program; and
8) prior work and/or life experiences (experiential learning).

1. Correspondence Courses

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

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

Correspondence courses will not be used to satisfy General Education requirements, and some specific courses must be taken in residence.

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

2. Advanced Placement Credit

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

The tests and scores accepted by the University are:

<table>
<thead>
<tr>
<th>Advanced Placement Course</th>
<th>UAM Equivalent Minimum</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Art Appreciation</td>
<td>(ART 1053)</td>
</tr>
<tr>
<td>Biology</td>
<td>Intro. to Biological Science (BIOL 1063 &amp; 1071)</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Calculus I (MATH 2255)</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Calculus I &amp; II (MATH 2255 &amp; 3495)</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Introductory Chemistry (CHEM 1023 &amp; 1031)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>General Chemistry I (CHEM 1103 &amp; 1121)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science B</td>
<td>General Chemistry II (CHEM 1113 &amp; 1131)</td>
<td>5</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Intro to Computer-based Systems (CIS 1013)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Programming Logic &amp; Design (CIS 2203)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Programming Logic &amp; Design (CIS 2203)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Programming Logic &amp; Design (CIS 2203)</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>English Composition (ENGL 1013)</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>English Composition (ENGL 1013 &amp; 1023)</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td>World Literature (ENGL 2283)</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td>World Literature (ENGL 2283 &amp; 2293)</td>
<td>4</td>
</tr>
<tr>
<td>European History</td>
<td>Survey of Civilization (HIST 1013 or HIST 1023)</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>Elementary French (FREN 1003)</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>Elementary French (FREN 1003 &amp; 1013)</td>
<td>4</td>
</tr>
<tr>
<td>Physics B</td>
<td>General Physics I &amp; II (PHYS 2203 &amp; 2213)</td>
<td>3</td>
</tr>
<tr>
<td>Physics C, Mechanics</td>
<td>University Physics I (PHYS 2313)</td>
<td>3</td>
</tr>
<tr>
<td>Physics C, Electricity</td>
<td>University Physics II &amp; Magnetism (PHYS 2323)</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Principles of Macroeconomics (ECON 2203)</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Principles of Microeconomics (ECON 2213)</td>
<td>3</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Music Theory (MUS 1023 &amp; MUS 1033)</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Elementary Spanish (SPAN 1003)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>Elementary Spanish (SPAN 1003 &amp; 1013)</td>
<td>4</td>
</tr>
<tr>
<td>Studio Art</td>
<td>Business Statistics I (GB 2113)</td>
<td>3</td>
</tr>
</tbody>
</table>
3. Credit by Examination
Students may gain college credit in a number of subjects through some nationally sponsored examination programs such as the College Level Examination Program (CLEP). Specific information about what tests can be taken for course credit can be obtained through the Testing Office located in Harris Hall, Monticello campus, (870) 460-1454.

4. Credit by Academic Unit Examination
In some instances, students may earn credit for selected 1000-4000 level courses by passing a specially prepared Academic Unit Examination. Academic Unit Examinations are not available for all courses. Students wishing to take an Academic Unit Examination must complete a form available in each Academic Unit, obtain permission from the academic dean or chair of the unit offering the course, the professor of record (a full-time faculty member), and the appropriate Vice Chancellor.

Academic Unit Examinations can only be taken during a regular academic semester. Requests for credit by Academic Unit Examination must be submitted and approved by the 26th day of the semester. Exams must be administered within five weeks following the approval. Students may not attempt credit by Academic Unit Examination in any course:
1. For which an approved CLEP examination is available;
2. When the student has already attempted the course;
3. When the student has completed a more advanced course for which credit by Academic Unit Examination is a prerequisite;
4. Below the 1000-level.
A maximum of 6 technical credit hours and 12 non-technical credit hours may be earned through credit by Academic Unit Examination. Deans or chairs of units offering Academic Unit Examinations have details regarding specific examinations as well as current fee information.

5. Credit for Prior Military Training
The University may award up to twelve credit hours for prior military training courses listed in the latest edition of the American Council on Education’s A Guide to the Evaluation of Educational Experiences in the Armed Services. For further information, contact the Office of the Registrar.

6. Credit for Law Enforcement and Corrections Training
The University may award up to six credit hours for successful completion of the Arkansas Law Enforcement Training Academy or the Academy of the Arkansas Department of Corrections. Based on the evaluation of the nature of the training, the Dean of Social and Behavioral Sciences and the Criminal Justice faculty will determine for which specific criminal justice courses the training can be substituted.

For further information contact the Office of the Registrar at (870) 460-1034 or School of Social and Behavioral Sciences at (870) 460-1047.

7. International Baccalaureate Program (IB)
The International Baccalaureate (IB) program, a comprehensive and rigorous two-year high school curriculum, is offered in the United States and around the world. The IB program gives high school students the opportunity to pursue college-level studies and to receive credit for final examinations upon entering the University.

Students seeking credit for IB examinations must request that a final, official IB transcript of certificate or diploma results be sent by mail to the UAM Office of Admissions. Approval has been granted by appropriate academic departments to award credit in the following courses. The minimum scores were established by the departments of the subject areas.

<table>
<thead>
<tr>
<th>International Course</th>
<th>UAM Course</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology, Standard</td>
<td>ANTH 2203</td>
<td>5</td>
</tr>
<tr>
<td>Biology, Standard</td>
<td>BIOL 1063/1071 Intro. To Biology/Lab</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry, Standard</td>
<td>CHEM 1103/1121 Gen. Chemistry/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CIS, Standard</td>
<td>CIS 1013 Intro. To Computers</td>
<td>5</td>
</tr>
<tr>
<td>Economics, Standard</td>
<td>ECON 2203 Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>English, Standard</td>
<td>ENGL 1013 Composition I</td>
<td>5</td>
</tr>
<tr>
<td>French, Standard</td>
<td>FREN 1003 Elementary French I</td>
<td>5</td>
</tr>
<tr>
<td>Geography, Standard</td>
<td>GEOG 2213 Gen. Geography I</td>
<td>5</td>
</tr>
<tr>
<td>History, Standard</td>
<td>HIST 2213 American History I</td>
<td>5</td>
</tr>
<tr>
<td>History, Standard</td>
<td>HIST 1013 Survey of Civilization I</td>
<td>5</td>
</tr>
<tr>
<td>Latin, Standard</td>
<td>MODL 2013 Latin I</td>
<td>5</td>
</tr>
<tr>
<td>Math Studies, Standard</td>
<td>MATH 1043 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics, Standard</td>
<td>MATH 2255 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>Music, Standard</td>
<td>MUS 1023 Theory I</td>
<td>5</td>
</tr>
<tr>
<td>Philosophy, Higher</td>
<td>PHIL 2223 Intro. To Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>Physics, Standard</td>
<td>PHYS 2203/2231 Gen. Physics/Lab</td>
<td>5</td>
</tr>
<tr>
<td>Psychology, Standard</td>
<td>PSY 1013 Intro. To Psychology</td>
<td>5</td>
</tr>
<tr>
<td>Spanish, Standard</td>
<td>SPAN 1003 Elementary Spanish I</td>
<td>5</td>
</tr>
</tbody>
</table>

8. Credit for prior work and/or life experiences
In some instances, the University may award up to 12 credit hours of experiential learning credit toward a baccalaureate degree; a maximum of 6 credit hours toward an associate degree; or 6 technical credit hours toward an associate of applied science or technical certificate. Credit will not be awarded for any course for which a grade was received in the past 6 years. Credit will not be awarded for any course in which there is a College Level Examination Program (CLEP) test available at UAM. Credit for work and/or life experience will be awarded a grade of “credit” only; no letter grade (A, B, C, D, or F) will be assigned to prior work and/or life experience credit.

Any student who is interested in credit for prior work and/or life experiences should contact the dean of the academic unit or the Assistant Vice Chancellor at the College of Technology cam-
sues campus where the credit will be applied. A student seeking experiential credit will be assigned a faculty advisor who will work with the student to develop an assessment plan (approved by the Unit Head and Provost) to evaluate work and/or life experiences for academic credit/no credit. Evidence that supports the assessment plan for the experiential learning credit must be submitted to the faculty advisor at least 30 days prior to the end of the semester of course enrollment.

**Student Load and Definition of Full/Part-Time Students**

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

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

Students may register for a total of 7 semester hours per summer session not to exceed 14 semester hours during the combined summer sessions. Mini-courses, field studies, and courses across summer sessions are excluded from this 14-hour maximum. Students enrolled in at least six hours during the summer term will be considered full-time status. Less than six hours will be considered part-time status during the summer.

**Schedule Changes (Drop/Add) and Withdrawal**

For Fall and Spring semesters, students may add courses to their schedules, with the approval of their assigned advisor, only during the first through fifth class days of the semester. Students may drop a course, or withdraw from all courses, through the first through fifth class days of the semester. Students registered in less than 12 semester hours of courses at other institutions and transferred to the University will not be used in calculating cumulative grade point averages. Additionally, correspondence courses will not be included in cumulative grade point averages.

Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive a grade of "F" in each course(s).

**Attendance Regulations**

Regular class attendance is considered an essential part of the students’ educational experience and a requirement for adequate evaluation of academic progress. The faculty considers that college students, as mature individuals, will recognize the need for regular attendance and will comply with this requirement. Faculty may establish specific attendance requirements that will be stated in the course syllabus.

**Student Absences Due to Participation in University-Sponsored Events**

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

**Policy on Visitors**

All visitors to a class are required to have the permission of the instructor. Visitors to any classroom or University facility must not be disruptive or present a safety hazard. Anyone planning to visit a class should begin at the Registrar’s Office, return any library books, laboratory keys, and University equipment, and check out of the residence hall.

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

Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive a grade of "F" in each course(s).

**Grade Point Average**

A student’s cumulative grade point average represents only those grades earned in residence at the University. Grades earned in courses at other institutions and transferred to the University will not be used in calculating cumulative grade point averages. Additionally, correspondence courses will not be included in cumulative grade point averages.
The grade point average of a student who takes a course at UAM and then repeats the course at another institution will not be affected by the grade earned at the transfer institution, even if the grade earned there is sufficient ("C" or better) to allow the credit to be accepted at UAM.

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

Conditional Admission Status of First-Time Freshmen

Students graduating from high school after May 1, 2002 are admitted to the University either "unconditionally" or "conditionally" in accordance with Act 1290 of 1997, as amended by Act 520 of 1999, and Act 1184 of 2011. The Office of the Registrar will indicate whether the student is admitted "unconditionally" or "conditionally"; the Office of Academic Affairs will notify those students who have been "conditionally" admitted via campus email.

A student is admitted unconditionally if he/she has successfully completed, with a minimum cumulative grade point average of 2.00 (on a 4.00 scale), the Arkansas high school core curriculum for unconditional admission to public colleges and universities.

The transcript of a student who graduated from an out-of-state high school will be evaluated for meeting the core curriculum. The out-of-state student who does not meet the Arkansas high school core curriculum will be admitted conditionally.

A student who obtains the GED or who graduates from home schooling or private schooling after May 2, 2002, must make a minimum composite score of 19 on the ACT (American College Test), 910 on the SAT; 43 on the ASSET Reading test, or 83 on the COMPASS Reading test to be admitted unconditionally.

A student enrolling in a non-credit course, a Certificate of Proficiency or Technical Certificate program and who is enrolled part-time is exempt from this requirement.

A student not meeting the standards as noted above will be admitted conditionally.

A first-time freshman who is admitted conditionally and who is seeking an associate of arts degree or baccalaureate degree must, within his/her first 30 hours of University enrollment, complete at least 12 hours of the General Education Curriculum and any necessary developmental courses with at least a 2.00 cumulative grade point average.

A first-time freshman who is admitted conditionally and who is seeking an associate of applied science degree must, within his/her first 30 hours of University enrollment, complete at least 6 hours of technical courses required for the technical certificate as well as any necessary developmental courses with at least a 2.00 cumulative grade point average.

The records of students admitted conditionally will be reviewed by the Office of Academic Affairs and the Office of the Registrar following the completion of 30 semester credit hours. A student who has not completed the required core courses, technical courses (if applicable), and developmental courses (if applicable) with a minimum cumulative grade point average of 2.00 will be required to enroll in the appropriate courses and will be restricted to a maximum of 14 credit hours per semester until the course requirement is satisfied.

Conditional Prep Status

The Arkansas Higher Education Coordinating Board has indicated that beginning January 2013, a first-time associate or baccalaureate degree seeking student with a high school diploma or GED and/or a score of 14 or below on the ACT, 690 or below on the SAT, 62 or below on the COMPASS Reading Skills test, or 35 or below on the ASSET Reading Skills test will be admitted to the institution under the Conditional Prep Status.

A student who is admitted under the Conditional Prep Status must:

1. Sign an Enrollment Agreement that outlines the requirements of satisfactory academic progress and continued enrollment. This Enrollment Agreement must also include an individualized degree plan that must be signed by the student and the student's academic advisor;
2. Enroll in a freshman seminar/orientation course. This orientation course must be repeated each semester until it has been successfully completed;
3. Participate in a comprehensive advising/hold on registration process; and
4. Complete any necessary developmental courses during the first 30 semester credit hours.

The records of students admitted under Conditional Prep Status are reviewed by the Office of Academic Affairs following the completion of each semester. A student who has not completed the requirements of the Enrollment Agreement with a minimum cumulative grade point average of 2.00 will be required to enroll in the appropriate course(s) and will be restricted to a maximum of 14 credit hours per semester until all course requirements are satisfied.

First-Time Freshmen: 8-Semester Program of Study

Pursuant to Arkansas Act 1014 of 2005, first-time freshmen may elect to participate in a guaranteed 8-semester degree completion program for most bachelor's degrees offered at the University.

During fall and spring terms, all first-time freshmen must submit a signed acceptance of an 8-Semester Program of Study or a waiver of the 8-Semester Program of Study by the 5th class day, which is the last day to register or add classes.

The degree majors that are included in the 8-semester degree completion program are:
Academic Regulations

B.A. in Art
B.A. in Communication
B.A. in English
B.A. in Health and Physical Education, non-licensure
B.A. in History
B.A. in Modern Languages
B.A. in Music
B.A. in Political Science
B.B.A. in Accounting
B.B.A. in Business Administration
B.S. in Agriculture
B.S. in Biology
B.S. in Chemistry
B.S. in Computer Information Systems
B.S. in Criminal Justice
B.S. in Health and Physical Education, non-licensure, Exercise Science
B.S. in Mathematics
B.S. in Natural Science
B.S. in Psychology
B.S. in Spatial Information Systems
B.S. in Teaching and Learning
B.S.W. in Social Work

When choosing to participate in the guaranteed 8-semester degree completion program, the student accepts responsibility for monitoring his/her progress toward a degree and for making choices that will lead to graduation in four years. In accepting an 8-semester program of study for degree completion, the student acknowledges that he/she must do each of the following:

1. Follow exactly the 8-semester program of study with the understanding that any exceptions must be approved by the academic advisor, unit head, and Academic Affairs.

2. Make satisfactory academic progress including maintaining a cumulative grade point average of at least 2.00 or greater overall, as well as maintaining the required grade point average in the major and, if applicable, the minor.

3. Be continuously enrolled in fall and spring terms and complete at least 30-36 semester credit hours of appropriate course work each academic year as outlined in the program of study.

4. Have each class schedule approved by the official academic advisor and register for classes each semester during the designated preregistration or registration period.

5. Accept any available course section in scheduling classes for a new semester.

In accepting an 8-semester program of study for degree completion, the student acknowledges that any of the following will void the agreement: changing the major, dropping a course, failing a course, failing to earn a minimum grade required for a course, incurring conditional academic standing or suspension, withdrawing from the University, failing to pay tuition and fees, failing to finalize registration, or incurring disciplinary actions or sanctions that affect academic progress.

Any first-time freshman who chooses not to commit to completion of the program of study within eight semesters is required to sign a waiver. A waiver is appropriate for any student who has not declared a major, has declared a major not included in the 8-semester degree completion program, is not seeking a baccalaureate degree, is required to enroll in one or more developmental courses, or is not a full-time student.

Questions about the 8-semester program of study plans and procedures should be addressed to the Office of Academic Affairs.

Academic Standing and Suspension

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

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

Students subject to their first academic suspension (one semester) at the end of the spring semester will be allowed to enroll in the fall semester if, during the summer, they earn at least six hours of course work at UAM (any of the three locations) with a minimum 2.00 grade point average on all courses attempted. Otherwise, they must sit out the fall semester or have a successful appeal.

Students subject to their first academic suspension (one-semester) at the end of the fall semester will have the option to enroll in a maximum of nine (9) hours of course work during the spring term to improve their GPA. They will be allowed to enroll in summer and/or fall classes if, during the spring semester, they earn at least six hours of course work at UAM (any of the three locations) with a minimum 2.00 grade point average on all courses attempted. Otherwise, they must sit out the summer and fall semesters or have a successful appeal.

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

Any credit earned from another institution while a student is
subject to suspension or suspended will not be accepted by UAM. Suspended students who are not enrolled at any UAM location during a spring or fall semester must contact the Office of Admissions for readmission to the University.

NOTE: A student’s financial aid eligibility is based on grade point average and number of credit hours completed; therefore, financial aid standing may be different from academic standing. There is a separate appeals process for students on financial aid denial. Students should contact the Office of Financial Aid in Harris Hall for specific financial aid information.

Continuous Enrollment in Required Courses
All full-time students must be continuously enrolled in the appropriate English composition and mathematics courses until general education requirements in these areas have been met. A student enrolled in developmental mathematics, and/or developmental English composition, and/or Composition I, must complete the course with a grade of “C” or higher. Part-time degree-seeking students must complete the mathematics and English composition requirements in the first 30 credit hours attempted.

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

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

Transfer students must submit an ACT, Asset, Compass, or SAT score when he/she has not completed a transferable course in mathematics which will satisfy the general education mathematics requirement or when he/she has not completed one semester of a transferable course in English composition. Course credit for acceptable work is transferred, but grades are not transferred. Transfer work does not affect the UAM grade point average of a student.

Students on suspension from UAM may not transfer hours taken at any other institution during the suspension period. Other regulations affecting transfer credit are:
1. Transferring students may receive credit for course work completed at an accredited post-secondary institution where a grade of “C” or higher has been earned. Credit is not awarded for course work completed at educational institutions judged not to be collegiate level.
2. Generally, the University does not accept transfer credit hours in which a grade of “D” was awarded. However, requests for exceptions to this transfer credit policy may be made to the Provost and Vice Chancellor for Academic Affairs. The following regulations apply:
   a. A student entering the University for the first time must make application during his/her first term of enrollment.
   b. Six (6) credit hours with grades of “D” will be the maximum allowed.
   c. Transfer hours accepted with grades of “D” will be applicable only to general education or to general electives.
3. No more than six credit hours of religion will count toward the degree requirements of a major.
4. A maximum of 68 credit hours may be transferred from a community, technical, or junior college. Exceptions may be made in instances where UAM has entered into articulation agreements with community, technical, or junior colleges.
5. The final decision regarding transfer course equivalents to University courses will be made by the University.
6. Military service, CLEP examination scores, and Advanced Placement scores may be evaluated for credit but will not be accepted as posted on another institution’s academic transcript. Original documentation must be submitted to the Office of the Registrar for evaluation.
7. Transfer students with less than a 2.00 cumulative grade point average or less than a 2.00 semester average for their last semester will be admitted on conditional academic standing.

Transfer of Technical Credits
Generally, technical courses are not transferable as credit toward baccalaureate degrees. However, an exception for general elective credit only may be made for no more than six (6) hours of technical course credit from an accredited technical school, college, or college of technology with the approval of the advisor, Unit Head, the Office of Academic Affairs, and the Registrar through the Completion of a Recommendation for Course Equivalency, Substitution, or Waiver form.

Arkansas Course Transfer System
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not
transfer and institutional policies may vary. ACTS may be accessed on the Internet from the Arkansas Department of Higher Education (ADHE) website (http://adhe.edu), select “Students” then “Arkansas Course Transfer System.”

**Major Field of Study**

Any student can declare a major field of study, at which time he/she will be assigned to an academic advisor in the academic unit offering the major. Students who are undecided about their major are advised by “General Studies” faculty advisors. Regardless of whether a major has been declared, students are encouraged to complete the general education requirements within their first 60 hours.

Some major programs have specific course work, grade point, or other requirements which must be met to continue in the field of study. Students should contact their academic advisor or the unit head of the appropriate school or division for information about specific major requirements.

Students can change their major by completing a “Change of Major” form in the academic office of the desired major.

**Declaring a Major**

With the exception of a student who wishes to pursue the Bachelor of General Studies (B.G.S.) degree, a student should declare a major field of study prior to earning 45 credit hours at the 1000-level or above. A student wishing to pursue the Bachelor of General Studies degree must earn 45 credit hours at the 1000-level or above before declaring himself/herself a B.G.S. major.

**Academic Appeals Committee**

The Academic Appeals Committees are composed of seven full-time faculty members on the Monticello campus and five faculty/staff on the UAM College of Technology at Crossett and the UAM College of Technology at McGehee campuses. These committees are responsible for hearing student appeals of academic probation, suspension, and other academic matters. The Committee will hear appeals of grades if mediation by the unit head or Provost and Vice Chancellor for Academic Affairs cannot resolve a dispute. The Student Handbook, available from the UAM homepage, includes a detailed description of the appeals process.

Appeals should be addressed to the chief academic officer of each campus.

**Academic Code Violations**

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

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

2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor’s class may take any of the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the paper or test; 3) require the student to retake the test or rewrite the paper; 4) award no credit for the paper or test; 5) withdraw the student from the course; 6) award the student a failing grade for the course.

3. A student who receives any of the above actions who feels this action is unjust may appeal the instructor’s decision as addressed in the academic appeals process. This appeal procedure must begin within ten class days of receiving written or oral notice of the action.

**Transcripts**

The University charges $5 (price subject to change) for each transcript issued. No transcript will be issued until all financial records have been cleared and the transcript fee is paid.

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

1. By mail. Students should send the request and transcript fee of $5 to the Cashier’s Office, P. O. Box 3597, Monticello, AR 71656.

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

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

**NOTE:** A form that can be printed, completed, and faxed is located on the UAM web site: Go to www.uamont.edu, click on the “Academics” link, then “Transcript Request.”

Upon specific request, transcripts may be faxed directly from the Office of the Registrar. However, students should be aware that recipients of such transcripts might not accept them as official. The cost for a faxed transcript is also $5 (price subject to change). Faxing a transcript and mailing an official transcript are considered two separate transactions, and two separate fees will be charged.

**Academic Regulations**