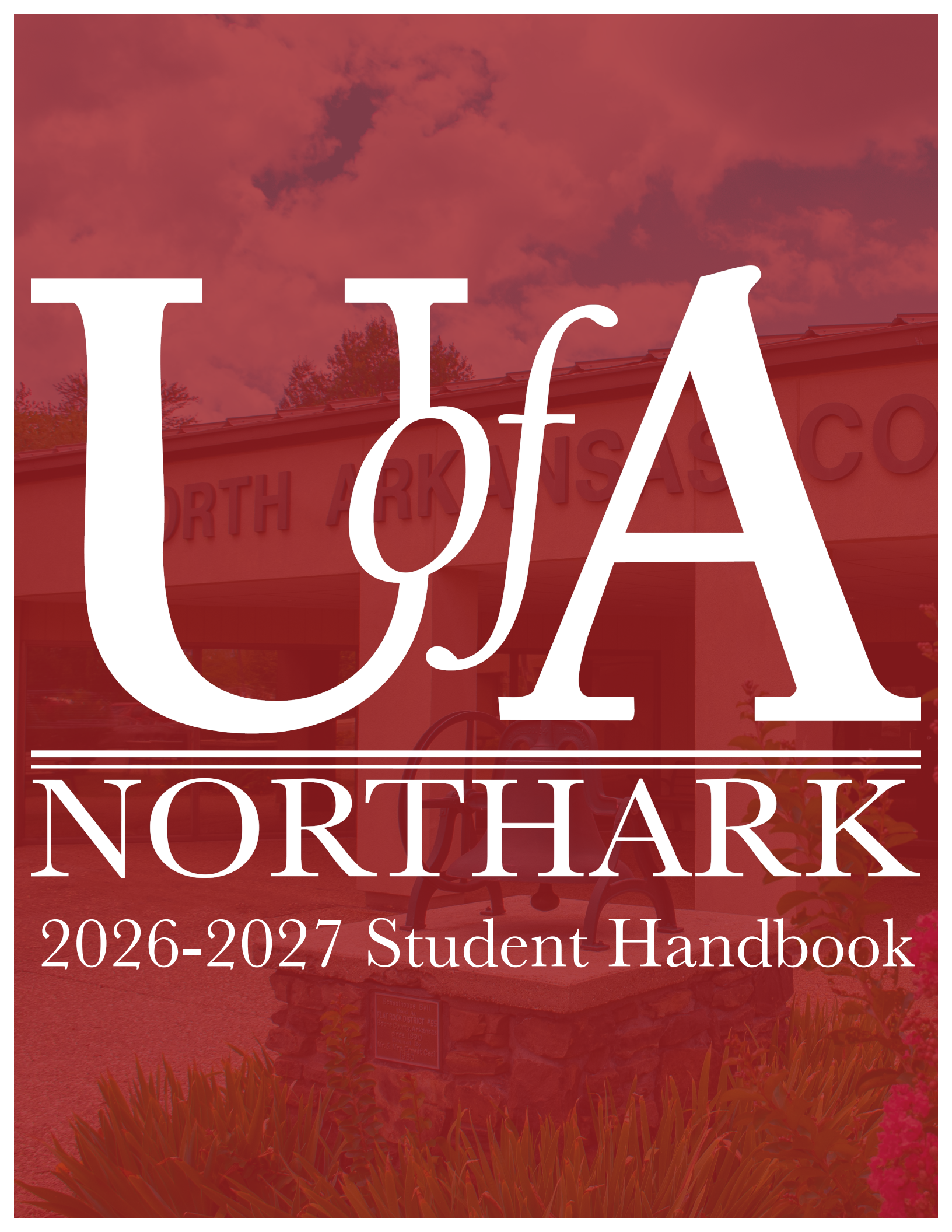




U of A

NORTHARK

2026-2027 Student Handbook

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UofA NORTHARK

North Campus

1320 North Spring Road
Harrison, AR 72601

South Campus

1515 Pioneer Drive
Harrison, AR 72601

Carroll County Center

804 West Freeman
Berryville, AR 72616
www.northark.edu

Message from the Chancellor

Dear Pioneers,

Welcome to UA Northark! Whether you're here to take a single course, pursue a technical program, or earn a transfer degree, I hope your educational journey is challenging, enlightening, and deeply rewarding.

You had many choices when selecting a college, and I want to sincerely thank you for choosing UA Northark. I also encourage you to get involved in campus life — the more you engage with the student community, the more meaningful and memorable your college experience will be.

UA Northark offers state-of-the-art programs across both academic and workforce disciplines. To support your success, we provide a wide range of student services. I encourage you to visit our student services departments — they're here to assist with everything from academic advising and financial aid to connecting you with additional support resources. Our dedicated faculty are also here to help you thrive. Many of them are respected experts in their fields, recognized across the state and region for their knowledge and experience.

I invite you to take part in intramural activities — whether it's kickball, volleyball, cornhole, or ping pong, there's something for everyone. Join one of our many clubs related to your area of study; it's a great way to make friends who share your interests. Some of the most meaningful and lasting friendships are made by working together, sharing the learning experience, and supporting one another along the way.

I also encourage you to attend a Pioneer athletic event. Our student-athletes are preparing for an exciting season, and your support means everything. Check our website for game schedules and come cheer them on! If gaming is more your style, consider joining one of our Esports teams — even if you're new, competing with others will help you grow your skills.

We're constantly evaluating the needs of our community and developing training opportunities that make your education meaningful and valuable. One exciting development this year is the upcoming opening of the Center for Robotics and Manufacturing Innovation (CRMI) on our South Campus. You may even have a chance to take a class in this cutting-edge facility during the academic year — a proud milestone for Northark and our region.

So much is happening across our campuses, and it's a joy to welcome you to UA Northark. The administration, faculty, and staff are excited you're here and proud to call you a Pioneer. Now, step boldly into this new chapter — explore, grow, and achieve.

I look forward to seeing you on campus. Something special is happening in the Ozarks — and it starts right here.

Warm regards,



Dr. Rick Massengale
Chancellor

Policies

UA Northark policies are updated when the UA Northark Board of Visitors updates them throughout the year. For the most current policies, please refer to the Institutional Policies page of the Northark website.

Publication

The provisions of this publication are not to be regarded as a contract between the student and UA Northark. The College reserves the right to change any provision or requirement when such action will serve the interest of the College or its students. The College further reserves the right at any time to ask a student to withdraw when it considers such action to be in the best interest of the College. Policies and procedures set forth by this catalog pertain to all Northark students. Any student falsifying information will not receive credit for that semester.

Mission, Vision, Values

Our mission provides a clear focus for our work. Our values define how we carry out the mission. Our vision demands that we consistently and effectively live up to both.

Change dictates the ability to thrive. Over the years to come Northark must anticipate and understand the environment that will shape education for the future and move swiftly to prepare students for successful careers. The framework below serves as a foundation on which to build and grow.

MISSION

Our Mission declares our purpose as an educational institution and sets the standard against which we weigh our actions and decisions.

UA Northark changes lives by providing high-quality, affordable, accessible education.

VISION

Our Vision is the framework describing what we need to accomplish in order to continue growing.

UA Northark will be a pioneer in providing engaging educational, economic, and cultural opportunities.

VALUES

Our CHAIR Values serve to hold up and support our Mission and Vision, conveying a seat of esteemed importance and dignity for our stakeholders.

C — Community
H — Holistic Education
A — Accountability
I — Innovation
R — Respect

Equal Opportunity/Affirmative Action Statement

UA Northark does not discriminate against any individual on the basis of race, color, sex, religion, ethnic origin, or handicap in any of its programs or activities.

Northark does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

It is the policy of Northark that no student or staff member sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. For more information, please refer to the Title IX section.

North Arkansas College 2026-2027 Academic Calendar

2026 Fall Semester

August 4 (T)	Tuition due by 5:00 p.m.
August 13 (Th)	Faculty & Staff Convocation (all office closed 8:00 am-1:00 pm)
August 17 (M)	2026 Fall semester classes begin
August 21 (F)	Last day to register for 16wk classes
August 25 (T)	Last day to change 16wk classes from audit to credit
August 27 (Th)	Last day to change 1 st 5wk classes from credit to audit
August 28 (F)	Last day to change 1 st 6wks from credit to audit
September 2 (W)	Last day to change 1 st 8wk classes from credit to audit
September 3 (Th)	Last day to change 1 st 9wk classes from credit to audit
September 7 (M)	Labor Day Holiday, no classes, offices closed
September 8 (T)	Classes resume at 8:00 a.m. or earlier
September 9 (W)	Last day to change 1 st 8wk classes from credit to audit
	Last day to change 1 st 10wk classes from credit to audit
September 10 (Th)	Last day to drop 1 st 4wk classes
September 11 (F)	1 st 4wk classes end
September 14 (M)	2 nd 4wk classes start
	1 st 4wk grades due by 9:00 a.m.
September 17 (Th)	Last day to drop 1 st 5wk classes
September 18 (F)	1 st 5wk classes end
	Challenge forms due to Registrar's Office
September 21 (M)	2 nd 5wk classes start
	1 st 5wk grades due by 9:00 a.m.
	Last day to change 16wk classes from credit to audit
	Last day to drop 1 st 6wk classes
September 23 (W)	Deadline for 2026 Fall Independent Studies
September 25 (F)	Last day of 1 st 6wk classes
September 28 (M)	1 st 6wk grades due by 9:00 a.m.
October 1 (Th)	Last day to change 2 nd 5wk classes from credit to audit
October 5 – 9 (M-F)	Mid-term examinations
October 6 (T)	Last day to drop 1 st 8wk classes
October 7 (W)	Last day to drop 2 nd 4wk classes

October 9 (F)	Last day of 1 st 8wk classes
October 12 (M)	2 nd 4wk classes end 3 rd 4wk classes start 1 st 8wk grades due by 9:00 a.m. 2 nd 4wk grades due by 9:00 a.m. All mid-term grades due by 9:00 a.m. 2 nd 8wk classes start
October 20 (T)	Last day to drop 1 st 10wk classes
October 21 (W)	Last day to drop 2 nd 5wk classes
October 23 (F)	1 st 10wk classes end 2 nd 5wk classes end
October 26 (M)	1 st 10wk grades due by 9:00 a.m. 2 nd 5wk grades due by 9:00 a.m. Last day to change 2 nd 8wk classes from credit to audit 3 rd 5wk classes start
November 4 (W)	Last day to drop 3 rd 4wk classes
November 6 (F)	3 rd 4wk classes end
November 9 (M)	3 rd 4wk grades due by 9:00 a.m. 4 th 4wk classes begin
November 13 (F)	Last day to drop 14wk classes
November 20 (F)	Last day to drop 16wk classes Last day to drop 2 nd 8wk classes
November 23-27 (M-F)	Thanksgiving Break, no classes, offices TBA
November 30 (M)	Classes resume at 8:00 a.m. or earlier
December 2 (W)	Last day to drop 4 th 4wk classes
December 4 (F)	3 rd 5wk classes end
December 7 – 11 (M-F)	Finals
December 11 (F)	Last day of semester
December 11 (F)	Graduation & Pinning, 6:00 pm, Pioneer Pavilion
December 14 (M)	Final grades due by 9:00 a.m.
December 14 – January 8 (M-F)	Holiday Break, No classes
December 21 – January 1 (M-F)	College Campus Closed
2026 Winter Intersession	
January 5, 2027 (T)	Tuition due by 5:00 p.m.
December 14 (M)	Winter Intersession classes begin
December 15 (T)	Last day to register for Winter Intersession
January 5, 2027 (T)	Last day to drop Winter Intersession
January 6, 2027 (W)	Last day of Winter Intersession
January 8, 2027 (F)	Winter Intersession grades due.
2027 Spring Semester	
January 4 (M)	College Campus Re-opens
January 5 (T)	Tuition due by 5:00 p.m.
January 7 (Th)	Faculty & Staff Convocation (all offices closed 8:00 am-1:00 pm)
January 11 (M)	2027 Spring semester classes begin

January 15 (F)	Last day to register for classes
January 18 (M)	Martin Luther King, Jr. Holiday, no classes, offices closed
January 19 (T)	Classes resume at 8:00 a.m. or earlier
January 21 (Th)	Last day to change 16wk classes from audit to credit
January 22 (F)	Last day to change 1 st 5wk classes from credit to audit
January 25 (M)	Last day to change 1 st 6wk classes from credit to audit
January 28 (Th)	Challenge forms due to Registrar's Office
February 3 (W)	Last day to change 1 st 8wk classes from credit to audit
February 4 (Th)	Last day to change 1 st 10wk classes from credit to audit
February 5 (F)	Last day to drop 1 st 4wk classes
February 8 (M)	1 st 4wk classes end
	2 nd 4wk classes begin
	1 st 4wk grades due by 9:00 a.m.
February 11 (Th)	Last day to drop 1 st 5wk classes
February 12 (F)	1 st 5wk classes end
February 15 (M)	2 nd 5wk classes begin
	1 st 5wk grades due by 9:00 a.m.
	Last day to change 16wk classes from credit to audit
	Last day to change 1 st 9wk classes from credit to audit
	Last 10wk classes start
February 17 (W)	Deadline for 2027 Spring Independent Studies
February 19 (F)	Last day of 1 st 6wk classes
February 22 (M)	1 st 6wk grades due by 9:00 a.m.
February 25 (Th)	Last day to change 2 nd 5wk classes from credit to audit
March 1 - 5 (M-F)	Mid-term examinations
March 3 (W)	Last day to drop 1 st 8wk classes
	Last day to drop 2 nd 4wk classes
March 5 (F)	2 nd 4wk classes end
	1 st 8wk classes end
March 8 (M)	3 rd 4wk classes begin
	1 st 8wk grades due by 9:00 a.m.
	2 nd 4wk grades due by 9:00 a.m.
	All mid-term grades due by 9:00 a.m.
	2 nd 8wk classes begin
March 12 (F)	Last day to drop 1 st 10wk classes
March 19 (F)	1 st 10wk classes end
	2 nd 5wk classes end
March 22-26 (M-F)	Spring Break, No classes, offices TBA
March 29 (M)	Classes resume at 8:00 a.m. or earlier
	1 st 10wk grades due by 9:00 a.m.
	2 nd 5wk grades due by 9:00 a.m.
	Last day to change 2 nd 8wk classes from credit to audit
April 7 (W)	Last day to drop 3 rd 4wk classes
April 9 (F)	3 rd 4wk classes end

April 12 (M)	3 rd 4wk grades due by 9:00 a.m.
April 23 (F)	4 th 4wk classes begin Last day to drop 16wk classes Last day to drop 2 nd 8wk classes Last day to drop last 10wk classes Last day to drop 4 th 4wk classes
April 29 (Th)	Finals
May 3 – 7 (M-F)	Last day of semester
May 7 (F)	Health Profession Graduation and Pinning, 6:00 pm, Pioneer Pavilion
May 8 (Sa)	Graduation, 10:00 a.m., Pioneer Pavilion
May 10 (M)	Final grades due by 9:00 a.m.
May 14 – July 30	Offices Closed on Fridays
2027 Summer I Session	
May 11 (T)	Tuition due by 5:00 p.m.
May 17 – June 17	5wk session
June 14 (M)	Last day to drop Summer I 5wk session
June 21 (M)	Final grades due by 9:00 a.m.
May 17 – June 24	6wk session
June 21 (M)	Last day to drop Summer I 6wk session
June 28 (M)	Final grades due by 9:00 a.m.
May 17 – July 8	8wk session
July 5 (M)	Independence Holiday observed, no classes, offices closed
July 6 (T)	Classes resume at 8:00 a.m. or earlier
July 12 (M)	Last day to drop Summer I 8wk session
May 17 – July 22	Final grades due by 9:00 a.m.
July 19 (M)	10wk session
July 22 (Th)	Last day to drop Summer I 10wk session
July 26 (M)	Last day of Summer I session
2027 Summer II Session	
June 15 (T)	Tuition due by 5:00 p.m.
June 21 – July 22	5wk session
July 19 (M)	Last day to drop Summer II 5wk session
July 22 (Th)	Last day of Summer II session
July 26 (M)	Final grades due by 9:00am

Academic Advising

UA Northark is committed to nurturing scholastic development by ensuring that students are placed on the correct educational path. All entering students must communicate with an institutional advisor to determine their course of study, obtain a class schedule, and obtain student orientation information and Title IX information. Additional college navigation tools and appropriate resources will also be discussed.

Prior to their first semester, all students must communicate with an institutional advisor. After the initial advising session, the student is assigned an advisor depending upon the selected program of study or progress through college readiness.

All degree-seeking students are required to communicate with an advisor each semester to schedule courses. Students are unable to register themselves for courses and are unable to change their schedule without advisor assistance.

Academic Assessment

UA Northark maintains a procedure to assess student learning and educational outcomes. Assessment is essential to continuous improvement, and therefore a commitment to assessment is deeply embedded in college activities. Assessment applies not only to student learning and educational outcomes but to the College's approach to improvement of institutional effectiveness.

For student learning, Northark is committed to assessment at the general and program level that proceeds from clear goals, involves faculty at all points in the process, and analyzes the assessment results. The College improves its programs or ancillary services or other operations on the basis of those analyses. UA Northark reviews programs regularly and seeks external judgment and benchmarks assessments. UA Northark directs attention to persistence and completion indicators of quality and foci for improvement.

The purpose of academic assessment is to assist in the implementation and monitoring of the Plan for Academic Assessment; to ensure utilization of the results and communication of results to constituencies; and to review and use assessment data to develop and use processes which lead to continuous improvement.

Northark has developed and implemented a plan to assess student academic achievement, approved by the Faculty Senate. That plan describes the role of the faculty as follows: "to clearly identify expectations; to help determine what will be evaluated; to coordinate what is taught or enacted and what is evaluated; to provide the basis for communication among faculty, staff and administrators across the institution about the important learning and operational outcomes; and to supply direction for co-curricular programs." Specifically:

- All instructors state clearly on their syllabi the expected outcomes of student learning and the methods of measuring those outcomes.
- Instructors of multiple-section courses select a set of objectives common to all sections of that class. Instructors may of course specify additional objectives for their individual sections. Such courses have a departmental final, a common core on the final, or a mastery test for all sections.
- All courses, unless specifically granted an exemption by the Assessment Director, have assignments targeted as Embedded Course Assignments (ECA). Faculty members, as subject matter experts, have identified these specific assignments that directly measure their course outcomes. From these outcomes, overall "assessment matrices" linking course outcomes with program outcomes and the general learning outcomes have been created. These matrices and the guided Pathways MAPs (My Academic Plans) are used to create "assessment maps" for each degree, technical certificate, and certificate of proficiency granted by the college. Data from these artifacts are collected at the end of

every semester for use as a direct measure of the effectiveness of instruction toward the Institutional GLOs.

- Program/Plan/MAP enrollment, degrees conferred, instructional trends, employment statistics, course enrollment, and course success statistics are compiled and reviewed at the end of every Fall/Spring semester.
- Licensure, certification, and Industry Standard National Exam results are reviewed in applicable areas every year.
- In addition, faculty may participate in assessment in other ways such as:
 - allowing class time for students in randomly selected general education courses to take the Community College Survey of Student Engagement (CCSSE)
 - reviewing assessment results for their division and proposing changes and, if necessary, budget adjustments to enable the changes

Academic Clemency

UA Northark allows students who have performed poorly early in their academic careers to petition the college to have their previously earned grades and credits removed from the calculation of their cumulative grade point averages.

Students interested in petitioning for academic clemency may do so through the Office of the Vice President for Academic Affairs whose decision will be final. To be considered for academic clemency, the student must meet the following criteria:

I. Eligibility:

1. The student must not have been enrolled in any institution of higher education, including Northark, for a period of three consecutive years prior to the term in which Academic Clemency is requested. The request for academic clemency must come in the first semester the student re-enrolls.
2. During the student's previous enrollment, his or her grade point average should not have been higher than a 1.99 in the term or terms for which academic clemency is requested.

II. Stipulations:

1. Academic clemency will be granted only after the student completes 12 hours of credit at UA Northark, with a grade point average of 2.00 or higher.
2. Academic clemency can be granted only once.
3. Academic clemency will cover all credits earned during the term or terms for which it is granted.
4. While grade point averages will not reflect the credits for which the student is granted clemency and while those credits will not count toward graduation, the student's transcript will contain the student's entire academic record.
5. Academic clemency does not restore eligibility for student financial aid, scholarships, or athletic eligibility.

Academic Grievance

If a student has a grievance concerning an instructor or method of instruction, the student should follow the procedure determined by the College.

The procedure students should follow are below:

1. If a student has a complaint about an academic issue, he or she will go to the instructor to file a complaint.
2. If the instructor is unable to resolve the issue, the student will go to the Department Chair or Program Director of the department.
3. If the chair or program director is unable to resolve the issue, the chair will inform the student they have the right to start the grievance process, beginning with submission of a ticket through Northark's Pioneer Portal. After the student completes the basic information on the form and presses Submit, the form will go to the Administrative Assistant to the relevant Academic Administrator, who will then forward it to that administrator and inform the student to make an appointment to discuss the matter further.
4. Should the student be unable to resolve the grievance with the Academic Administrator, he/she may then, within five class days of speaking with the Administrator, request that the grievance go to the Academic Grievance Committee facilitated by the Vice Chancellor of Chancellor Affairs.
5. The decision of the Academic Grievance Committee will be communicated to the student within five days. The decision of the Committee is final.

If the previous procedure is followed all the way up the chain, at each step the faculty, Chair/Director, Dean, VCAA, will inform the student to make an appointment with the next person in the process. The JIRA form will be completed by each person in the chain and the document will be "closed" or forwarded by "Reassign"-ing using the JIRA tool which documents the results of each meeting. When it gets to the Academic Grievance Committee, and a final resolution is determined, it will be marked "Complete". The student will be notified at each step of the outcome.

This helps Northark not only continuously improve the programs and services we offer as a college but also track the results, which is a federal regulation. A direct link to the Pioneer-Portal: <https://northark.atlassian.net/helpcenter/pioneer-portal/>

Academic Integrity

North Arkansas College of the University of Arkansas shall maintain a procedure to ensure academic integrity is defined and supported. The College's commitment to academic achievement is supported by a policy to protect academic integrity that is reported to students through course syllabi. Academic fraud and dishonesty are offenses that may require disciplinary actions and may include but are not limited to the following:

Cheating: Intentionally using or attempting to use unauthorized materials; information; websites or other technology, including ChatGPT and similar technology/bots; or study aids in any academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another person commit an act of academic dishonesty in person, online, and/or via technology. Test tampering: Intentionally gaining access to restricted test booklets, banks, questions, or answers before a test is given, or tampering with questions or answers after a test is taken, or any combination thereof, with or without the use of any form of technology.

Plagiarism: Intentionally or knowingly representing the words and ideas of another as one's own in any academic exercise.

Unauthorized technology use: The use of digital technology such as ChatGPT, Bard, or other AI (artificial intelligence) engines within a classroom environment without instructor permission. Such technologies will be allowed only at the instructor's discretion. The instructor will inform the class as to how, when, and where such technology may be used or whether it is expressly forbidden. Any use of these technologies outside the instructor's direction will constitute a violation of UA Northark's academic integrity policy.

Cases of academic integrity violations by faculty and/or staff are subject to specific disciplinary action based on the severity of the offense.

Students

Cases of cheating and plagiarism at Northark are considered to be serious offenses and students are subject to one or more of the following alternative consequences based on the severity of the offense:

- No credit for the assignment or no opportunity for make-up; or
- Loss of credit and dropped from the course; or
- Permanent suspension from Northark

Students may resolve disciplinary action by following this chain of command in the order given: the instructor, Department Chair or Program Director, Academic Administrator, and the Academic Grievance Committee facilitated by the Vice Chancellor of Chancellor Affairs. The decision of the Academic Grievance Committee is final.

Student violations of academic integrity offenses will be reported on the Pioneer Portal for tracking and aggregating of data for improvements.

Faculty/Staff

Any member of the college community having evidence of faculty or staff violations of academic integrity may submit a complaint using the established grievance process through the Pioneer Portal for tracing violations. Following this process ensures that a formal judgment is made concerning the decision of any disciplinary action. The Department Chair or Program Director will investigate the complaint and provide counseling or action as required for the circumstances, in accordance with established college grievance procedures.

Disciplinary action for faculty/staff violations may consist of verbal warning, written warning, suspension without pay, or dismissal, depending on the severity of the offense.

"Verbal warning" means an oral reprimand or expression of disapproval.

"Written warning" means a written reprimand or expression of disapproval, which should include an explanation of the nature of the misconduct and the specific action to be taken by the faculty member and/or chair to correct the problem, including mentoring, if appropriate, and a statement that further disciplinary action could occur should the problem persist.

"Suspension without pay" means disciplinary suspension without regular salary for a stated period of time.

“Dismissal” means termination of employment.

Faculty/staff may resolve disciplinary action by following Human Resources Policy 2.16
Employee
Grievance.

Academic Probation

To be in good academic standing, all students must carry the required minimum cumulative grade point average as listed below. Students who fail to meet these standards will be placed on academic probation.

Credit Hours Attempted	Minimum Cumulative Grade Point Average
9 - 30	1.50
31 - 45	1.75
46 or above	2.00

1. Students on academic probation, not achieving the minimum cumulative grade point as stated above, shall be suspended for one semester (excluding summer session) except as noted in #2 below. Students placed on academic suspension for the second time shall be suspended for one year. Students placed on academic suspension for the third time shall be suspended for a three-year period or may appeal.
2. Students on academic probation achieving at least a 2.00 grade point average for each semester enrolled will be continued on academic probation until the minimum cumulative grade point is achieved. Any semester a 2.00 is not achieved students will be placed on academic suspension.
3. Students on current academic suspension at another institution will not be permitted to enroll at UA Northark for one semester. Students will enter on academic probation and must achieve the minimum cumulative grade point or be suspended.
4. Northark will not accept for transfer credit hours earned during an academic suspension period.

Any exceptions to the above stated admission standards may be appealed to Academic Student Success Leadership Team consisting of the VCAA, VCSA and Deans.

Administrative Drop Policy by Census Reporting Date

In order to maintain UA Northark compliance with federal and state regulations and to report correct data to the state, the College will process administrative drops for students who have not attended by the census reporting date and for students who have not paid or made arrangements to pay tuition and fees by the census reporting date.

Instructors will complete an electronic form to initiate an administrative drop from a course if a student has not participated in at least one session of a class by the census reporting date, e.g. the end of the eleventh day of classes in a regular term and the end of the fifth day during each

summer term. Instructors teaching online courses will complete the same electronic form to initiate an administrative drop if the student has not fulfilled the initial participation requirements established in the course syllabus. The Registrar's Office personnel will process administrative drops for all students submitted as "non-attending" prior to state or federal reporting or distribution of financial aid awards. Any reinstatements must be approved by the appropriate faculty member.

Admission and Registration

UA Northark's OPEN DOOR admission policy reflects the institution's philosophy of providing educational opportunities for all citizens within the geographic area it serves. However, students may be admitted under special admission requirements.

Students will be evaluated for conditional/unconditional admission in accordance with Arkansas Code 6-60-208, conditional-preparatory (Ability to Benefit), admission and criminal history admission. Additional information may be obtained from the Admissions Office.

The College reserves the right to deny admission, readmission, or course registration to any student who has not complied with college policy or procedures, including the Student Code of Conduct; has a record of misconduct; has been convicted of a felony; has status as a registered sex offender; and/or has been dismissed from a post-secondary institution for disciplinary reasons.

Acceptance to UA Northark does not ensure admission to a particular course or a particular program of study. Students preparing for admission to a Health Profession program should refer to the specific program requirements available at the College's website.

Conditional/Unconditional Admissions

In accordance with Arkansas Code 6-60-208, all first-time entering students graduating after May 1, 2002, from an Arkansas public high school, out-of-state high school, home school, private school, or General Educational Development (GED) program will be evaluated for the purpose of conditional or unconditional admission to UA Northark. Conditionally admitted students must successfully complete the required hours of core academic courses and/or technical courses and any developmental courses by the time they achieve initial classification of sophomore status (30 semester credit hours). Students who do not successfully complete the required core academic courses, technical courses, and/or developmental courses within the designated time frame will be placed on probation and will be limited to enrollment in core academic, technical, or developmental courses that will complete conditional admission requirements.

High School Transcripts

High school transcripts of degree seeking students graduating after May 1, 2002, from an Arkansas public school or an out-of-state high school will be evaluated for meeting high school core curriculum.

- English – 4 units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
- Natural Science – 3 units with labs (Physical Science, Biology, Chemistry or Physics (only one unit may come from Life Science).
- Mathematics – 4 units including Algebra I and II, Geometry and an advanced math course.

- Social Studies – 3 units including American History (not Contemporary American History, 1 of World History (not to include World Culture, World Geography or Global Studies), and at least ½ unit of Civics or American Government.

GED, Home School or Private School Transcripts

Test scores of first-time entering, degree-seeking students who received a GED or are graduates of home schooling or private high schools after May 1, 2002, will be evaluated for conditional or unconditional admission. Students in these categories scoring a composite of 19 on the ACT or equivalent (AccuPlacer/COMPASS – reading) will be admitted unconditionally. Those not meeting the test score requirements will be admitted conditionally.

Conditional Preparatory Admission

Test scores of all first-time entering, degree-seeking students will be evaluated for conditional preparatory admission. Students with an ACT composite score of 14 or below will be re-evaluated with the AccuPlacer equivalent reading score. All students below that score will be admitted as conditional preparatory (Ability to Benefit).

Conditional preparation admitted students shall be required to enroll in a Student Success Program. The program shall require students to:

1. Sign an enrollment agreement outlining the requirements of the program and enrollment consequences for not meeting requirements.
2. Develop an individualized degree plan to be signed by the student and advisor.
3. Attend new student orientation, if offered.
4. Enroll and successfully complete ORT 1002 First-Year Experience.
5. Meet with their academic advisor a minimum of two times (after the initial meeting) each semester.
6. Meet with a financial aid advisor for financial counseling, if receiving aid.
7. Successfully complete all remedial courses during the first 30 hours. Students will have a registration hold and cannot modify their class schedule or register for classes without meeting with their academic advisor.

Students must meet all requirements of the student success contract until they have successfully completed all remedial coursework in the first thirty hours. Students who meet these requirements will be notified of successful completion. Students who do not meet requirements for completion of freshman seminar or meetings with academic advisors and financial aid advisors will be dismissed from the college. Students meeting all requirements other than completion of remedial coursework within the first 30 hours and who are making successful progress will have one (1) additional semester to complete all remedial coursework.

Criminal History Admission

UA Northark strives to provide a safe campus and learning environment. As a part of that effort, the college inquires into an applicant's prior or pending criminal history, including whether the applicant is required to register as a sex offender. When an applicant has been arrested for, charged with, or found responsible for a felony or is required to register as a sex offender, the college reserves the right to place that student's application on hold, pending further review by the Vice Chancellor of Student Affairs, who will review applications for admission and readmission.

Until the review committee approves the applicant, the college shall not act on the application. The Criminal History Committee only determines whether the student's past behavior should render him/her ineligible for admission consideration. The Admissions Office is responsible for evaluation of the applicant's academic and other qualifications.

If the felony and/or sex offender question on the application form is checked yes, the applicant will be sent a letter detailing the additional information needed for the application process.

All Applicants that check yes will be required to submit the following:

- Criminal History Form
- Police Report of Incident(s)
- Court Paperwork from Court decision(s)
- Letter explaining the incident and why the applicant would like to attend UA Northark
- Reference letters (optional)
- Criminal History Check from Arkansas and the state(s) in which the felonies occurred. (Fees may be required to complete this check).

The Arkansas State Check can be completed by contacting:

Arkansas State Police Identification Bureau
#1 State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500
www.asp.state.ar.us

Once all the additional information is received by the Admissions Office, the Criminal History Committee will meet to review the information provided. Only complete applications will be reviewed.

The Criminal History Committee will determine if the applicant is eligible for application to Northark. The committee may also recommend the applicant be admitted with or without special conditions related to major selection, course scheduling, and/or involvement in campus activities.

The decision of the review committee is final. Applicants and appropriate departments will be notified in writing of the decision.

Applicants may not reapply for admission in the same academic year that they were denied by the Criminal History Committee unless there has been a change in their information.

Criminal History Committee Structure

The Vice Chancellor of Student Affairs (or his/her designee) shall chair the committee and serve as a non-voting member. Other representatives may be added at the chair's discretion in order to make an appropriate decision. Directors of the following offices shall appoint standing members as representatives to this committee who shall serve two-year staggered terms:

- Office of Admissions (non-voting member)
- Registrar's Office
- Advising
- Campus Security
- Faculty Member

No member shall serve more than two consecutive terms without rotating off the committee for a minimum of one year as staffing allows.

Advising Center

Advising: it's more than just schedule building!

Although advisors can help you choose your classes and course schedule each semester, their purpose is to help you do so much more than that. Advisors are here to help you build your academic plan and work toward meeting your education and career goals. Advising empowers you to create and achieve those goals while receiving accurate information and guidance throughout the journey.

When to See Your Advisor

- To register for classes for the upcoming semester.
- To explore interests and make a realistic and purposeful decision about your academic, career and life goals.
- To get referrals to campus offices, instructors as well as community organizations and public benefit offerings.
- To get an understanding of the College's academic curricula, degree plans, policies and procedures.
- To add or drop classes.
- To change your major.
- For help in filling out a financial aid appeal.
- For any question or concern you may have. - Advisors have lots of answers and know many people on campus. If an advisor doesn't know an answer, you can count on them to find someone else who might know.

Advising Center Hours

All new and currently enrolled students are required to visit with an advisor to register for classes.

Regular Hours

8 a.m. to 5 p.m. (Monday - Friday) Virtual Appointments Available

8 a.m. to 5 p.m. (Monday - Thursday) in Summer

Other Appointment Hours Available Upon Request

Alcohol and Drug Use Policy

In compliance with the "Drug Free" Workplace Act and the "Drug Free" Schools and Communities Act, UA Northark seeks to maintain an educational and working environment free from the influence of alcohol and unlawful drugs. This policy prohibits the unlawful possession, use, being under the influence of, or distribution of alcohol and illicit drugs (including medical marijuana) by students and employees on any College premises, or in conjunction with any college sponsored activity or event, whether on or off campus. UA Northark enforces these policies and upholds any local, state, and federal regulations in support of substance abuse awareness and enforcement, by imposing and enforcing disciplinary sanctions on students and staff up to and including dismissal. The College may refer violations to the appropriate state and federal authorities for prosecution.

Medical marijuana in any form shall not be had or used on any College campus or owned or leased space, including campus housing, or at any College-sponsored events or activities.

The Arkansas Medical Marijuana Amendment of 2016 (“MMA”) legalized medical use of marijuana under state law for individuals who have a written certification of a qualifying medical condition from a physician and have registered with the Arkansas Department of Health (“qualifying patients”). Marijuana is still illegal under federal law.

The College is subject to and will continue to follow the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The College will also follow applicable state laws and regulations.

Animals on Campus

UA Northark prohibits animals on campus, in classrooms, cafeteria areas, sports facilities, and all other places of public accommodation unless the animal is a legitimate Service Animal, Emotional Support Animal (with appropriate document from the Disabilities Coordinator) or has special permission from the Vice Chancellor of Student Affairs for an educational endeavor. According to the ADA requirements, a service animal is defined as “a dog that is individually trained to do work or perform tasks for a person with a disability.” [ADA Service Animals](#)

Anti-Hazing

The purpose of this policy is to prevent, address, and eliminate all forms of hazing within the UA Northark (UA Northark) community in compliance with the Stop Campus Hazing Act and Arkansas state law. Northark is committed to fostering a safe and educationally productive environment where students can participate in college-affiliated activities and organizations without compromising their health, safety, or welfare.

UA Northark defines hazing as any situation created, action or activity that is reasonably likely to, or is intended to, endanger the physical or mental health of a person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization.

Hazing can be intentional or unintentional and can occur with or without consent. This definition shall apply regardless of location or consent of participants. Hazing also includes “hazing planning or organizing.” Hazing includes, without limitation, behaviors that violate Arkansas Code Annotated § 6-5-201 and The Stop Campus Hazing Act.

Hazing, in any form, is strictly prohibited, whether conducted on or off campus, by individuals or groups affiliated with Northark. The College recognizes that hazing poses significant risks to the physical and psychological well-being of individuals, with potentially irreparable consequences for victims, their families, and the broader College community. Furthermore, hazing constitutes a criminal offense under Arkansas law.

The Stop Campus Hazing Act also requires that all hazing acts be reported within the annual security reports (Cleary Act). The Campus Hazing Transparency Report must be made publicly available on Northark’s website.

To report an incident of hazing, an individual or group should use the Pioneer Portal on the Northark website; at www.northark.edu. Choose “Report”, complete the form, and describe the incident when prompted. An investigation will be conducted, and serious sanctions may be

administered by the Student Code of Conduct Officer using the Student Code of Conduct process. See Student Code of Conduct policy 1300.07. A criminal investigation may be administered by the Campus Police.

The Campus Police may be notified by calling 870-302-5453 if an incident of hazing has occurred. A criminal investigation may be administered by the Campus Police

Arkansas Career Pathways Initiative

UA Northark Career Pathways Initiative (CPI) is a grant funded program for parents who desire to improve their employment opportunities through education and/or training. To qualify you must be the parent or guardian of a child under the age of 21.

CPI can assist with financial barriers such as tuition, childcare, transportation, uniforms, supplies, course related supplies and basic school supplies. CPI will provide academic and professional career counseling, tutoring, referrals to outside assistance agencies and coordination with other UA Northark assistance programs, employability skills, training, and job placement assistance. CPI believes in wrapping its students with total support utilizing all the resources at hand both on campus and in the communities Northark serves.

Students are invited to see how CPI services can help remove barriers to a better, brighter future. CPI offices are located on South Campus, Room M154, or call 870-391-3153 or <http://www.northark.edu/student-and-community-services/careerpathways/>. If you wish to apply, text APPLY to 870-391-3153.

Athletics

UA Northark has six intercollegiate athletic teams, which are members of the National Junior College Athletic Association and subject to that association's rules and regulations. The Pioneers are the men's basketball and baseball and golf teams. The Lady Pioneers are the women's basketball and softball and golf teams. Admission to UA Northark games is free to UA Northark students, faculty, and staff. Students must complete at least twelve hours of UA Northark course credit and maintain a 2.0 grade point average to compete per the National Junior College Athletic Association.

Bulletin Boards, Flyers, Posters, Handouts and Promotional materials on campus

Personal announcements for students can be posted on campus at the South Campus on the bulletin board near Admissions in the hallway. Announcements can be posted on the North Campus on the bulletin board in the Weldon Stevenson Student Center. Official Northark Student organization flyers, posters, or any materials such as handouts, postcards, promotional items must be approved by the owner of the bulletin board. External community groups or organizations who wish to place flyers or items on campus must obtain approval from the Director of Public Relations before items can be placed on campus.

Career Services

Career Services is a function of academic advisors and can help each student develop a well thought out career path. The Success Coach or your advisor will add value to your educational experience at Northark by helping with choosing a major, planning a career, preparing resumes, finding employment or internships, re-entering the workforce, and preparing you for success. Services will also be offered through classroom presentation, student workshops, job fairs, and community involvement. For more information, contact Emily Akins-Sexton at 870-391-3272 or email her at emily.akers@northark.edu or visit M184.

Children and Minors on Campus

UA Northark is a family friendly college, and we warmly welcome children to our campuses. At UA Northark, we prioritize the safety and well-being of children and minors. To create a secure environment for all, we kindly ask that employees, students, and visitors refrain from leaving children or minors unattended while on campus. This guideline applies to all college buildings, grounds, properties, and personal vehicles while on college property. Generally, common areas are family friendly spaces unless otherwise noted; however, classrooms, lab spaces, residential areas, and athletic spaces are at the discretion of faculty and staff members.

Children and minors brought onto college property or into buildings or grounds used by the College are to be supervised by a parent or other responsible adult at all times.

The College assumes no responsibility for supervision of children or minors of students, staff, faculty, or visitors unless they are enrolled and participating in a college-sponsored event. The College does not assume any liability for injuries to children or minors while they are on college property.

The College's campus and facilities are not generally an appropriate environment for minors unless they are matriculated students or enrolled in a college sponsored program specifically designed for their participation and are appropriately supervised by their parent(s), legal guardian(s) or properly trained responsible adults (hereinafter collectively referred to as guardian).

The following practices apply to any minor on campus who is not participating in a college program or as an enrolled or dually enrolled as a student:

- No minor under the age of 14 may be left alone on campus at any time for any reason.
- The Campus Police Department (CPD) should be notified if a minor, under the age of 14, is left unattended on campus or at a public program or event. The child will be escorted to the CPD office, and an attempt will be made by the CPD to notify the guardian of the child or minor.

Code of Conduct for Educational Loans (Financial Aid)

As required by the Higher Education Opportunity Act, UA Northark adheres to the following Code of Conduct. This Code of Conduct applies to the officers, employees, and agents of the institution.

Code of Conduct Provisions:

1. The institution and its employees are banned from any revenue sharing arrangements with lenders.
2. No officer or employee of the UA Northark financial aid office (or any employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept a gift from a lender, guarantor, or servicers of educational loans. A “gift” is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimus amount.
3. No officer or employee of UA Northark’s financial aid office or employee or agent who otherwise has responsibilities with respect to educational loans, may accept from a lender or an affiliate of any lender any fee, payment or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. UA Northark shall not assign any first-time borrower through award packaging or other methods, to a particular lender. UA Northark shall not refuse to certify or delay certification of any loan based on the borrower’s selection of a particular lender or guaranty agency.
5. UA Northark shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for UA Northark providing concessions or promises regarding providing the lender with a specific number of title IV loans made, insured or guaranteed, a specific loan volume, or preferred lender arrangement.
6. UA Northark shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing. However, certain assistance is permitted such as professional development training for financial aid administrators. Additionally, providing educational counseling materials, financial aid literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing the materials is permitted. Staffing services on a short-term, non-recurring basis to assist UA Northark with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters, federally declared national disasters, or other localized disasters and emergencies identified by the Secretary is allowed.
7. Any employee in the financial aid office at UA Northark, or who otherwise has responsibilities with respect to education loans or other student financial aid at UA Northark, and who serves on an advisory board, commission or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group.

College Store

Welcome to the UA Northark Store! Our store is here to meet all your academic, personal, and campus life needs. We are conveniently located at two locations on campus:

- **South Campus:** Near the Bradley Student Center
- **North Campus:** Room N21

Hours of Operation

- **South Campus (Fall & Spring Semesters):**

- Monday to Thursday: 8:00 a.m. - 5:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.
- **North Campus:**
 - Monday to Friday: 9:00 a.m. - 3:00 p.m.
- **Summer Hours:**
 - **South Campus:** Monday to Thursday: 8:00 a.m. - 4:00 p.m. (Closed on Fridays)
 - **North Campus:** Closed for the summer

Products & Services

We offer a wide variety of products to meet your needs, including:

- Textbooks
- Study aids
- Paper supplies
- Computers and accessories
- Cameras
- Art materials
- Clothing
- Beverages and food items

Payment Methods

We accept the following payment methods for all items, including textbooks and merchandise:

- Cash
- Checks
- Credit Cards
- Debit Cards

Using Financial Aid

Students may use their awarded financial aid for course textbooks and supplies, as long as there is sufficient remaining coverage after tuition and fees are deducted.

Important: A valid photo ID is required when using financial aid for purchases.

Textbook Refunds

Refunds for textbooks are only processed under certain conditions:

- **Class Cancellation:** If a class is canceled by the college.
- **Official Withdrawal:** If you officially withdraw from the class. (See Refund Schedule)
- **Refund Schedule:** Refunds follow the same schedule as Northark's tuition refund policy:
 - **Week 1:** Full Refund
 - **Week 2:** 75% Refund
 - **Week 3:** 50% Refund

Non-Refundable Items:

- Opened electronics
- Opened access codes
- Shrink-wrapped bundles
- Textbooks in non-resalable condition
- Instant Access codes (non-refundable after the college drop dates)

Stay Informed

For the latest updates and announcements from the College Store, follow us on social media:

- Facebook
- Instagram
- Or via email at collegestore@northark.edu

We look forward to serving you! If you have any questions, don't hesitate to reach out.

Computer Labs

IT Services at Northark maintains several computer labs on each campus that are available for student use. All the computers in these labs are equipped with computers, printers, and current software titles. All computer lab computers contain Microsoft Office suite, and some contain Adobe Creative Cloud suite.

Copyright and Fair Use within the Classroom

UA Northark requires that all faculty, staff, and students comply with federal law regarding the use of copyright protected materials, including material for use in the classroom, out of the classroom, in presentations, online, at conferences, and in homework.

Under the Digital Millennium Copyright Act, UA Northark has the responsibility to remove or deny access to websites with copyright violations if the websites are part of the college's network. In this event, it is the producer of the material that is liable for any copyright infringements.

The Copyright Act of 1976 (Revised) clearly defines the rights of ownership for authors and creators of copyrighted materials; however, it does make allowances for "fair use" of copyrighted material for educators under certain circumstances. SECTION 107 states: "Notwithstanding the provisions of section 106 and 106A, the fair use of copyrighted work including such use by reproduction in copies or phono-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors."

Copies of the guidelines published by the Library of Congress are available in the Center for Teaching and Learning. Printed materials such as magazines, news articles, and books that are copyrighted should not be copied. Use of work intended by the publisher as "consumable" (workbooks, exercises, standardized tests, and test booklets not containing written approval within the binding) is prohibited.

Course Audits

Students may audit courses who are officially admitted to the college and pay regular tuition and fees for the course. Those who audit courses will receive a grade of "AU." Students may audit courses only when class enrollment permits.

Students need to consult with the instructor of the courses they want to audit for course work required. A student may change a course from audit to credit through the 8th day of regular, semester-long classes. For shorter-length classes, please check with the Registrar's Office. Students may also change from credit to audit prior to the end of the 10th week of regular, semester-long classes. For shorter-length classes, please check the Academic Calendar or the Registrar's Office. An auditing student may withdraw following normal withdrawal procedures any time during the withdrawal period and receive a grade of "W."

Dean's List

Full-time students completing 15 or more credit hours within a semester with a grade point average of 3.70 or above will be placed on the Dean's List for special scholastic recognition. Part-time students who have completed six hours or more semester hours also become eligible upon completion of 15 cumulative semester hours if they have both semester and cumulative GPA's of 3.70 or above. College Preparatory courses are not considered for eligibility for the Dean's List.

Definition of Credit Hour

At UA Northark, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) 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 trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practical, studio work, another academic work leading toward to the award of credit hours.

Directory Information on Students (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

UA Northark complies with the [Family Educational Rights and Privacy Act](#) (FERPA), which affords eligible students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student's education record within 45 days of the day the College receives a written request for access.
- The right to request an amendment to the student's education record when the student
- believes the record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

- The right to have some control over the disclosure of information from education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of education records containing information directly related to presently enrolled students, former students, or alumni.

The institution, according to the Act, may make public directory information about a student including the following: The student's name, address, telephone number, date and place of birth, major, and field of study, classification by year, number of hours enrolled in and/or completed, degrees and awards, parents' or spouse's name and address, marital status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (including matriculation and withdrawal date), the most recent previous education agency or institution attended, and photograph.

The college may, at its discretion and without a student's written request, release confidential information to the following:

1. College officials having a legitimate educational interest
2. Officials from other institutions in which the student seeks enrollment
3. Federal agencies, such as the Social Security Administration, Immigration, Treasury, Federal Bureau of Investigation, etc.
4. Private or public agencies regarding application for or receipt of financial aid, including guaranteed student loans
5. Organizations conducting studies for education agencies or institutions developing, validating, or administering tests, student aid programs, or educational improvement programs
6. Accrediting organizations
7. Person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse)
8. A court in compliance with a judicial order
9. Others in emergencies affecting the health or safety of the student or other persons.

Students may request to suppress from public disclosure "directory information." To do so, a student must file a form with the Registrar's Office before the end of the first week of classes each semester. This request does not restrict the release of information to the individuals and agencies listed above.

FERPA training is required for all UA Northark employees who deal with student records. Students are responsible for keeping the Registrar's Office informed of their current residence, mailing address and telephone number. Information is updated in myNorthark under User Profile.

Students may file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance
Office US Department of
Education 400 Maryland
Avenue, SW Washington,
DC 20202-8520
(202) 260-3887

Disability Services

1. UA Northark is committed to a policy to ensure that no otherwise qualified individual with a disability is denied access to, excluded from participation in, subjected to discrimination, or denied the benefits of any college program or activity due to disability. The college is committed to full compliance with the Americans with Disabilities Amendment Act of 2008 (ADA), the Rehabilitation Act of 1973 and subsequent state and federal legislation.
2. Academic accommodations for admitted students are coordinated by the disabilities services coordinator (DSC). Students are responsible to disclose disabilities to the DSC, provide appropriate documentation, and follow established procedures to use their accommodation plan. Accommodation plans are developed based on needs and are intended to ensure access to all aspects of the learning community.
3. Students with disabilities are responsible to comply with the Non-Academic Code of Student Conduct even when behaviors that violate the code are symptoms of or are associated with disabilities.

Procedure

1. The need for accommodation is verified by the Disability Coordinator based on documentation and student interviews.
2. Once a disability has been disclosed and substantiated, the student and the Disabilities Coordinator collaborate to develop an individualized Educational Access Plan.
3. Student disability and accommodation records are protected by FERPA.

Section 504/ADA Grievance Procedure

Any UA Northark student who believes that he or she has been subjected to discrimination or harassment on the basis of disability or has been denied access or accommodations required by law may make complaint using this procedure. In general, 504/ADA complaints address the following types of concerns

- Disagreements or denials regarding requested services, accommodations, or modifications to Northark practices or requirements
- Alleged inaccessibility of a Northark program or activity
- Alleged harassment or discrimination on the basis of disability
- Any other alleged violations of the ADA and/or Section 504.

The Section 504/ADA Grievance Procedure does not supersede other Northark policies and procedures.

Informal Resolution

Students may first discuss a concern directly with the staff or faculty member involved to reach an informal resolution or they may choose to contact the DSC for assistance. If the student chooses to use the DSC's assistance, he/she should contact the DSC within 30 days of the event or action giving rise to the student's concern, and the DSC will discuss the issue with the

student and other parties involved within 10 days in an effort to resolve the issue. The DSC will notify the student of the outcome of the informal grievance.

Formal Grievance Procedure

Students who wish to initiate a formal grievance procedure should complete a Feedback Forum form and follow academic or non-academic grievance procedures depending on the nature of the complaint. The DSC or other staff member with knowledge of disability accommodations will be included in discussions concerning grievance resolution and any appeals.

Resources:

Public Law 93-112, The Rehabilitation Act of 1973 (as amended); Public Law 101- 336, The Americans with Disabilities Act of 1990 (as amended).

Distance Education

Aligning with the Federal definition of Distance Education at UA Northark Distance Education means education that uses technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously.

Site-to-Site: Synchronous course delivery from one Northark campus to another satellite campus or partner site.

Live Online: Classes to meet online in a virtual classroom on specific dates and times.

Online: Course delivery entirely through the Internet. A student must not be expected to attend classes on campus.

Hybrid: Any course combination of face-to-face and Internet delivery of coursework where student on-site attendance is required.

Distance education courses are consistent with the standards for courses offered through face-to-face Instruction, although some or all of course content and faculty-student interaction occurs through one.

To ensure Distance Education courses are consistent with the standards of face-to-face instruction, the following procedures are to be followed.

Distance Education faculty will follow the Federal guideline to determine whether a student has never attended or has stopped attending an Online, Live Online, Hybrid, or Site-to-Site course. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. FSAHandbook2017-2018, Volume5, 5-61.

Distance Education faculty must be available to assist their students. Availability could be in the form of email, virtual office hours, video conferencing, chatrooms, in-person meetings, etc.

Faculty of distance education courses must provide a course specific online orientation for their students to give them direction on how the course is structured and will function. Delivery of the orientation may be modified to best suit the type of course: Site-to-Site, Hybrid, Live Online, or Online. A Hybrid course orientation might be different than an online course based

on course expectations. For courses that are exclusively online or completely off-site, the orientation should not require students to come to campus.

Online and Hybrid faculty are expected to provide feedback to students in a timely manner (24 hours for student emails, except on weekends and during official college closures.) If the instructor is unable to respond within this time frame, he or she should post an announcement stating this.

Distance education faculty must use the common Online, Live Online, Hybrid, or Site-to-Site Course Syllabus as well as the corresponding Syllabus Acknowledgment.

Site-to-Site courses should be able to reasonably follow the established guidelines set forth in Northark's Definition of Credit Hour Policy since the instructor is working directly with all students at the same time. In Online and Hybrid learning environments, the traditional face-to-face contact time must be redefined and calculated based on the typical time a student spends interacting with course content. Faculty must account for 12.5 hours of student contact time in the course for each credit hour. The UA Northark Online Rubric for Online Credit Hour Estimates will be used by all faculty to justify the credit hours given for each course.

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) is a federally funded TRIO program serving residents of Arkansas in Baxter, Boone, Carroll, Fulton, Izard, Madison, Marion, Newton, Searcy, Sharp, Stone, and Van Buren counties. EOC is designed to assist persons 19 years of age or older, or high school non-completers of any age, with the process of enrolling or re-enrolling in any college of their choice. Our EOC Academic Advisors will help with college admissions and financial aid applications, scholarship searches, career counseling, and mastering your finances, as well as connections to other area agencies for additional services not provided by EOC (e.g. GED/ABE classes, Veteran Affairs, Career Pathways, etc.). The EOC Advisors travel regularly and can visit with prospective students or agencies anywhere within the 12 county service areas. All EOC services are FREE. The Educational Opportunity Center Office is open Monday - Friday, 8:00 a.m. - 5:00 p.m. after hours and weekends, by appointment only. Call (870) 391-3524 or visit the EOC website at [Educational Opportunity Center | UA Northark](#).

Email as Official Student Communication

To best serve our students, students are informed upon registration that their UA Northark assigned email account is the primary means of communication from the College community and that they will be held responsible for the information in the email. Email is the primary method of communication between students and the College. It is imperative that students understand that information will be communicated to them via their Northark assigned account while they are students.

UA Northark provides students with an email account upon the student's registration to the institution. A UA Northark assigned student email account is the College's official means of communication with all students. Students are responsible for all information sent to them via their college assigned email account. If a student chooses to forward the provided College email account, the student is responsible for all information, including attachments, sent to any other email account.

Part 1. Implementation

All students enrolled in credit bearing coursework will be assigned an official UA Northark e-mail account. Official college communication shall be sent to this student e-mail account, including, but not limited to, campus emergency announcements (closures, delays, evacuations), notification of college-related activities (plays, concerts, student activities, sporting events, etc.) and actions (notification of probation, suspension, disciplinary action, etc.).

Part 2. Student Obligations

Implementation of this student e-mail policy places certain obligations on each student.

Students understand they have been given a college e-mail account by virtue of attending UA Northark.

Students shall adhere to proper and appropriate use of e-mail.

Students shall responsibly manage their e-mail account on a frequent and consistent basis (i.e. archiving attachments, deleting old messages, etc.).

Students understand that the College will have to supplement electronic communication with traditional mail.

Part 3. College Obligations

Implementation of this student e-mail policy places certain obligations on the College and employees. The College will never lease or sell student e-mail address to any advertisers and will take a pro-active approach to blocking unsolicited-bulk e-mail messages that could clutter a student's e-mail account. The College will provide access to computers with Internet capabilities on campus (e.g. open computer labs, LRC lab, etc.).

Part 4. Forwarding of e-mail

The college will not automatically send or forward e-mail message to non-college accounts.

Having email lost because of forwarding does not absolve a student from the responsibilities associated with communication sent to his or her official college e-mail address. The College is not responsible for handling of e-mail by outside vendors or unofficial services.

Part 5. Course-related use of e-mail

Faculty may use a student's official college e-mail as a valid mechanism for communicating with a student.

Part 6. Procedure

Persons wishing to send an e-mail broadcast message to student e-mail accounts shall submit their request to the Vice Chancellor of Student Affairs or designee.

Part 7. Privacy of e-mail

UA Northark uses various methods to protect the security of its computer and network resources and of its users' accounts. Users should be aware that any electronic communications and datautilizing college-owned computer and network resources may be disclosed under the College, state, and federal laws and regulations or for appropriate college business needs.

Emergency Alerts

MyNortharkAlerts is a mobile phone and email messaging system is in place to alert students and staff of college emergencies, closings, and important announcements. Your cell phone must be able to accept text messages to receive mobile alerts. If your phone does not accept text messages, you can still receive the alerts via e-mail. To sign up or unsubscribe from MyNortharkAlerts, visit www.northark.edu and click on "MyNortharkAlerts" at the top of the page.

Emergency Conditions

In the event of a weather emergency or natural disaster, warnings will be issued over the public address systems and MyNortharkAlerts text messages. In the event of a fire, alarms will be activated throughout all buildings. Students should follow the published evacuation procedures and routes shown on the area emergency procedure plan.

Emergency Procedures

An emergency procedures plan is located in each classroom. Topics covered include first aid/accidents, fire/explosions, hazardous materials, bomb threats, violent or criminal behavior, natural disasters, and evacuation procedures. Students and staff should consult these plans in order to be prepared in the event of an emergency.

Enrolling in Classes

Students are required to enroll during the period designated for that purpose. A student may not attend any class until individual registration is complete.

Students permitted to enter courses after classes have begun will be responsible for all work prior to their entrance. Registration is not officially completed until all admission materials are received and approved, registration forms and course enrollment completed, and applicable tuition and fees paid by the payment deadline.

Change of Schedule (Add/Drop)

Students officially enrolled may drop courses through the extended registration deadline. Failure to complete the established procedure will nullify either action. Additional fee charges or reduction may result. The deadline for adding courses or changing courses or sections is provided in the Academic Calendar.

A student may drop a higher-level course and add a lower-level course in the same division or vice versa through the fourth week of classes provided permission is granted by the appropriate instructor(s).

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, some repayments may be required.

Financial Aid and Scholarships

UA Northark maintains a comprehensive program of financial aid for students. Northark has been approved by both state and federal agencies to participate in a variety of financial aid programs. Financial assistance consists of scholarships, grants, loans, and/or part-time employment, which may be offered to students in various combinations, depending upon need and requests. The family and student are expected to make maximum effort to contribute toward student educational expenses. To be eligible for financial aid, a student must be accepted for admission and meet all eligibility requirements. All financial aid and scholarship

checks are disbursed by the Student Accounts Office. A schedule of disbursement dates can be found on the Northark website. The Financial Aid Office, in accordance with the College's equal education opportunity policy, administers all awards. Application forms and specific details may be obtained from the Financial Aid Office.

Application Procedure

Applicants must use the Free Application for Federal Student Aid (FAFSA) and list UA Northark federal school code (012261) to receive the information. There is no fee for the application. Students must reapply for financial aid each year, as aid is not automatically renewed. Applicants may complete the FAFSA on the web at www.studentaid.ed.gov beginning in October.

In addition to completing the FAFSA, an applicant must complete an Application for Admission, any other requested Admissions documents, and any FAFSA supporting documentation, if required. If the applicant has ever attended another post-secondary institution(s), an official transcript must be sent to the Registrar's Office. Once all of the requested information is received, processing will begin by the Financial Aid Office. Once completed, students will be notified of eligibility.

All applications should be filed as soon after October 1 as possible to ensure receipt by the priority date of August 1st for fall. Applications for grant aid (other than Federal Pell Grant) received after the priority date will be considered only if money is available from the respective program.

Eligibility for Financial Aid

To receive financial aid, students must:

1. Be a U.S. citizen or an eligible non-citizen with a valid social security number
2. Have a high school diploma/GED
3. Enroll in an eligible program as a degree/certificate-seeking student
4. Maintain satisfactory academic progress
5. Not owe a repayment on a federal student grant and not be in default on a federal student loan

Federal Programs

1. Federal Pell Grant

A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. To determine if an applicant is eligible financially, the U.S. Department of Education uses a standard formula established by Congress. No eligible student will be denied a Pell Grant. Applicants must complete the FAFSA.

2. Federal Supplemental Educational Opportunity Grant (SEOG)

A Federal SEOG does not have to be repaid. These grants are federally funded with each school receiving a fixed amount each year. Funds are awarded to a limited number of undergraduate students with exceptional need. Applicants must complete the FAFSA.

3. Federal Work-Study Program

Federal Work Study provides part-time employment to students who have financial need. Students should contact the Financial Aid Office to determine eligibility and for placement procedures. Applicants must complete the FAFSA.

4. Federal Direct Loan (subsidized)

Beginning July 1, 2010, all Federal Direct Loans will be issued through the Direct Loan Program. To apply for a Federal Student Loan all students must complete the current

year FAFSA, an entrance interview, and a Master Promissory Note. Federal Direct Loans are assessed an origination fee, and borrowers should refer to the promissory note for details since terms and interest rates may vary according to the date the loan was disbursed. The Federal Direct Loan authorizes loans up to \$3,500 per year for freshman and \$4,500 per year for sophomores. Students must be enrolled on at least a half-time basis and repayment of principal and interest begins no later than six months after the student leaves school or ceases to be at least a half-time student. The amount of the monthly payment will be based on the total amount borrowed.

5. Federal Direct Loan (unsubsidized)

The Federal Unsubsidized Loans have the same deferments, interest rates, and application process as the subsidized Loan. Independent students may be eligible for up to an additional \$6,000 unsubsidized loan per year. Dependent students may be eligible for up to an additional \$2000 unsubsidized loan per year. However, the student does not have to be financially eligible for the loan and must either pay the interest while in school or have it capitalized for repayment with the loan principal.

State Programs

The state of Arkansas offers a number of financial aid opportunities. Students wishing to apply for state aid should complete the SAMS application at <https://sams.adhe.edu/>

Here is a partial list of state aid programs:

1. Arkansas Challenge Scholarship

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.

2. Arkansas Future Grant (ArFuture)

Arkansas Future (ArFuture), is the newest state grant program. The purpose of this grant is to increase the education and skills of Arkansas's workforce in an affordable manner. The grant applies to students enrolled in Science, Technology, Engineering and Math (STEM) or regional high demand areas of study. The grant may cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions for eligible students. The grant is available on a first come, first serve basis.

3. Arkansas Workforce Challenge

The Workforce Challenge Scholarship was created in the 2017 legislative session and is funded by lottery revenue. The purpose of the scholarship is for workforce training in high demand areas of healthcare, information technology, and industry. Classes are not limited to credit-bearing programs. Some non-credit, workforce-training classes may also be eligible.

For a complete list of state programs, visit <https://sams.adhe.edu/>.

Satisfactory Academic Progress Policy

The complete Satisfactory Progress Policy is located in the Student Policies section.

Return of Title IV Funds

The complete Return to Title IV policy is located in the Student Policies section.

Scholarships

UA Northark offers several institutional and private scholarships each year. Specific scholarship criteria can be found on the Northark scholarship webpage at <https://www.northark.edu/scholarships/>

Scholarships (Institutional) Academic Scholarships

Pioneer Excellence Scholarship
Pioneer Distinguished Scholarship
Pioneer Achievement Scholarship
Pioneer Merit Scholarship
Pioneer Out of State Scholarship

Athletic Scholarships

Basketball scholarships are awarded on the basis of demonstrated athletic ability and scholastic achievement as determined by the coaches and the Director of Athletics.

Workforce Investment Act Scholarships (WIA)

The WIA Program provides classroom training scholarships. Funds are limited and federal eligibility guidelines must be met. To inquire about eligibility, visit the Arkansas Workforce Center or call (870) 741-6874.

General Learning Outcomes

Faculty shall determine a set of General Learning Outcomes (GLOs) that will be assessed in all academic programs. These learning outcomes shall be integrated and aligned, with a mature, faculty-led academic assessment process championed by the Academic Assessment Team (AAT), requiring on-going college-wide departmental and program assessment. UA Northark's common outcomes for student learning, which are identified as six GLOs shall be widely recognized and promoted through the use of common syllabi throughout departments.

Each instructional department links its courses to the College's GLOs, which are assessed through embedded assessments and collected every semester. Results of assessment are presented to academic leaders on an annual basis in order to address gaps, which informs the departmental action plans for the following year. At the beginning of every academic semester, the AVPAA and the Vice President of Academic Affairs meet with the AAT to review assessment results and plan intervention with the program Directors, Department Chairs, and individual faculty members where appropriate. From the assessment results, chairs and program directors inform faculty on areas in which to design and develop their departmental annual plan, which aligns with the strategic plan on a micro level for student success in each department based on assessment results. The departmental action plan may involve curricular changes, additions, or deletions as well as changes within course content or teaching and learning strategies. If there are curricular revisions, the departmental curriculum committee initiates the change, which flows to the college-wide Curriculum Committee.

Golden Age Tuition Waiver

When any person sixty (60) years of age or older is admitted and enrolls as a student in any state-supported institution of higher learning in this state, the board of trustees of the institution or other appropriate institutional officials shall waive all the general student fee

charges for each student on a space-available basis in existing classes. Tuition and mandatory fees will be waived only for courses organized to grant credit and recognized by the Department of Higher Education for credit.

<https://law.justia.com/codes/arkansas/2010/title-6/subtitle-5/chapter-60/subchapter-2/6-60-204>

1. Students sixty years of age or older, may be eligible for the Golden Age Tuition Waiver. Qualified students requesting the waiver may register three business days prior to the start of the term.
2. To use the waiver, students must present proof of age.
3. The Registrar's Office provides a list to the Student Account's Office prior to each payment deadline identifying students 60 and over.
4. Student Accounts Office applies the Golden Age Award to each student's account.
5. The waiver does not cover textbooks, class supplies, or course-related fees.

Grade Changes Other Than Incomplete

Any grade change other than an Incomplete ("I") must be completed within the first two weeks of the following semester, excluding summer sessions. After this date any change must be documented, and the documentation approved by the Vice Chancellor of Chancellor Affairs and submitted to the Registrar's Office for the change to be processed. The only basis for a grade change will be an error in calculation or recording. A grade that has been allowed to stand unchallenged for a period of five years is considered final.

1. A student who feels that their grade has been calculated or recorded incorrectly contacts the instructor.
2. If a correction is necessary, the instructor obtains a grade change form from the Office of the Registrar.
3. The change must be approved by the Department Chair/Program Director, AVPAA, and Vice Chancellor of Chancellor Affairs and the form returned to the Office of the Registrar so that the student's transcript can be corrected.

Grades and Grading

UA Northark uses the following grading symbols:

A	Excellent
B	Good
C	Average
D	Lowest Passing Grade
F	Failing
I	Incomplete
IC	In Progress Catastrophic
IP	In Progress
AU	Audit (Denotes a student who registers and participates in a course in the usual manner but does not desire credit. The choice is indicated when registering.)

W	Withdrawal
P	Passing (Denotes satisfactory achievement in a course where completion of work is all that is needed. Credits are earned but have no impact on GPA.)
NC	No Credit (Denotes no credit earned. Has no impact on GPA.)
CR	Credit (denotes credit earned through exit testing, competency testing or for prior learning)

Faculty will post midterm grades electronically to Student information system (SIS) for students to review. Instructors must post percentage midterm grades for all students enrolled for concurrent college and high school credit, as these grades will be reflected as nine-week grades on high school report cards.

Faculty will post final grades electronically to SIS for students to review. For official transcripts, students should contact the Registrar's Office.

Graduation

UA Northark students may complete graduation requirements at the end of fall, spring, and summer terms; however, the College conducts one commencement ceremony at the end of the spring semester of each year. Graduation candidates must submit an application for graduation and a completed electronic degree audit to the Registrar's Office by the deadlines listed in the College Catalog.

To qualify as a degree or certificate graduate from UA Northark, a student must:

1. Complete all course requirements as outlined in the UA Northark's appropriate catalog.
2. Achieve a 2.00 cumulative GPA (unless specified otherwise on degree plan).
3. Complete at least 25% of program requirements from UA Northark according to State requirements.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment or any subsequent issue while continuously enrolled but must complete all degree requirements and apply for graduation within four (4) years of the catalog selected.

The College automatically awards degrees or certificates without student graduation application when the Registrar's Office can confirm eligibility. To ensure degrees or certificates are confirmed and awarded, the student should make application for graduation by the proper deadlines.

Potential graduates must make graduation application to the Registrar's Office by November 1 for fall graduation, March 1 for spring graduation or for potential summer graduates wishing to participate in the spring commencement, and June 1 for summer graduation. Students must indicate on the graduation application if they want to participate in the Commencement.

The Registrar's Office will conduct an official degree audit and notify the student of graduation completion and/or of missing graduation requirements via official UA Northark student email.

Caps and gowns will be ordered by the Registrar's Office and picked up by the students. Diplomas will be mailed to students.

Honors Program

Mission Statement

UA Northark's Honors Program is designed to enrich the educational experience of students who have demonstrated exceptional academic or leadership potential. The program provides a learning community for outstanding students to develop skills in effective communication, critical thinking, independent learning, and community service. The Honors Program will assist the growth of students both academically and personally to ensure their continued success in college and beyond.

Vision

UA Northark's Honors Program will offer uniquely creative, stimulating, and collaborative learning opportunities for students who have demonstrated exceptional academic or leadership potential.

Entrance Pathways

Students may enter the Honors Program Learning Community through any one of the following paths:

1. An ACT Composite score of 21 or higher
2. A High School Cumulative GPA of 3.25 or higher
3. A minimum of 12 completed college credits with a Cumulative 3.5 GPA or higher
4. Accuplacer scores: Reading 102, Writing 104, Math 116
5. A recommendation from an Advisor or Faculty member at UA Northark and Permission from the Honors Program Advisor

Honors Program Expectations

Completion of the Honors Program requires students to take a minimum of 15 hours from the list of available honors courses with a Cumulative 3.25 GPA. One of the courses selected must be Philosophy 1103 (Critical Thinking).

Students who do not complete the Honors Program but take at least 9 hours of Honors courses with a Cumulative 3.25 GPA will qualify for a gold cord at graduation.

Inclement Weather

UA Northark will be open for normal business operations during its posted hours of operation unless announced otherwise.

College closing or opening decisions due to inclement weather:

The President in consultation with Cabinet members will decide if the College will be open or closed for evening classes.

Closing or opening decisions due to inclement weather for leased facilities/community events):

The Vice Chancellor of Institutional Advancement in consultation with Cabinet will decide if the College will be open or close for individuals and/or groups who have leased areas for events.

If UA Northark closes, the Director of Public Relations will announce the closing immediately on MyNortharkAlerts emergency notification messaging service (sign up on the UA Northark home page). The announcement will be shared on UA Northark's website, Facebook and Twitter.

Day classes (occurring before 5 pm)

For day classes occurring before 5 p.m., UA Northark follows the decision of Harrison and Berryville School Districts. If Harrison School District is closed, the Harrison campuses close as well. If Berryville School District closes, UA Northark follows that decision for the Carroll County Center. UA Northark will make a good faith effort to announce the decision before 6:00 AM each morning. When classes are cancelled, offices are closed.

Evening Classes (occurring after 5 pm)

To accommodate students who commute long distances to campus, UA Northark will announce a decision about evening classes by 3:00P.M. to allow adequate time for travel to evening courses. Afternoon classes that begin before 5:00P.M. and end after 5:00P.M. will be handled individually. The instructor will notify students if the class is cancelled. When classes are cancelled, offices are closed.

Campus Events and Public Leased Events

Campus events and leased events scheduled in College facilities by the public will follow a separate decision process and will be announced on UA Northark's home page,

<https://www.northark.edu/>

When classes are cancelled, offices are closed. Even when the College is not closed, students, faculty, and staff should use personal discretion regarding their travel decisions.

Students should contact their instructor to notify them they cannot attend class and make any necessary arrangements regarding assignments. Employees should contact their immediate supervisor to notify them they cannot attend work.

Closing announcements will be issued in the following order:

- Text alert and email via MyNortharkAlerts (visit the home page at www.northark.edu to sign up or to check/update your information)
- UA Northark website homepage at <https://www.northark.edu/>
- UA Northark Official Facebook page
- UA Northark Official Twitter page
- KY3 television station and Ozarks Dynacom 102.9 radio station.

Incomplete Grade

An instructor will not assign a grade of Incomplete ("I") unless the student has completed approximately 80% of the course but has not been able, because of illness or other reason beyond his/her control, to finish the work assigned in the course. The student must contact the instructor to request an Incomplete ("I") and arrange for completing the course. A student has one semester (excluding summer session) to make up an incomplete grade. The instructor determines the requirements for making up the "I." If the student does not fulfill the requirements for completion, the grade becomes an "F." Exceptions to this policy may be made for catastrophic, institutional wide circumstances with the approval of the President or his/her

designee. A grade of “IC” may be used instead of “I” under catastrophic circumstances. If the student does not fulfill the requirements for completion, an “IC” becomes a “W.”

The “I” or “IC” grade is recorded with final grades and submitted to the Registrar’s Office. The instructor may extend the time frame by notifying the Registrar’s Office in writing of a later date. The instructor must complete and submit a “grade change form” to change an “I” or “IC” incomplete grade to the earned grade prior to the deadline.

Learning Resource Center - Library, Tutoring and Testing Center

The Learning Resource Center (LRC) includes Library, Testing Center and Tutoring Services in one location. It serves students as well as the Harrison community and is the study and research center for the College. The LRC has a wide range of materials and services available to meet the needs of its users. LRC staff members are available for one-on-one assistance in a variety of ways. These services include:

- Tutoring in Mathematics, Writing, English, Science, and other subjects
- Use of computer lab and printers
- Within the limitations of software licensing agreements, student-usable versions of all software taught on campus are available, including Adobe Creative Suite.
- Use of laptops, Wi-Fi and wireless printing
- Items & equipment available for checkout include laptops, mobile hot spots, graphing calculators, books, DVDs, graphic novels, etc.
- Individual and group study areas are available to reserve.
- Academic, career, social and financial literacy-based workshops and activities
- Access to public benefits

LRC staff members are available to offer one-on-one assistance in using Library resources, whether print, audio-visual, or electronic. The Library of Congress classification system is used for print collections, and a single online catalog provides simultaneous searching of resources. The online catalog is located here: <https://www.northark.edu/learning-resource-center/>.

The combined print collection is approximately 10,000 volumes, and access to several e-book collections is also provided. Students and faculty are encouraged to use the Inter-Library loan services for research materials not available locally.

The LRC subscribes to several online databases that have replaced physical periodicals. Students can search on virtually any topic within these databases. There are thousands of periodicals covered, with many full text options. The UA Northark LRC also offers off-campus access for students and faculty to most of the subscription databases through the LRC tab on the Student Sharepoint Site. Any authorized user of the Northark computer network may access online library materials on-campus.

The LRC is open Monday - Friday. Please call (870) 391-3368 for more information.

Testing Center

The UA Northark Testing Center (also known as Certification Center) offers secure testing for both paper tests and computer-based tests for students and professionals. Everyone who works in the Testing Center is a Certified Test Proctor. Proctors are certified through each testing

company as well through an internal training program. Security cameras are installed at every test station and monitored by proctors.

The Testing Center is open Monday - Friday, and appointments are strongly preferred. Testers are encouraged to arrive a few minutes before their scheduled testing time to allow sufficient time to check-in. Walk-ins are accepted only if there is a station available for testing.

The Testing Center offers the following services:

- Student testing for makeup testing and online classes
- Accuplacer placement exams
- CLEP (College Level Examination Program) testing
- Work Keys testing
- Professional testing such as Praxis (teaching certification), Pearson Vue (i.e. GED and EMT), and Kryterion (Microsoft exams), and many others. Call the Testing Center for a full list.
- Distance learning exams
- Respondus Monitor & Lockdown Browser assistance

Due to security issues, the Testing Center restricts items students and other testing candidates can have in the testing room. A list of restricted items will be emailed to students/testing candidates when appointments are set.

For more information or to make an appointment, please call the Testing Center at 870-391-3533.

Loitering

UA Northark is not a place of unrestricted public access. Our campuses are intended for the use of students, faculty, staff, guests of the College, hosting community events, and for participation in authorized on-campus activities.

Non-students are welcome as visitors on the campuses of UA Northark for legitimate reasons; however, loitering on campus is not allowed as defined under Arkansas Code (A.C.A. 5- 71-213). <https://law.justia.com/codes/arkansas/2020/title-5/subtitle-6/chapter-71/subchapter-2/section-5-71-213/>

The definition of a person who commits the offense of loitering is defined in A.C.A. 5-71-213. Under Arkansas law, loitering is a Class C misdemeanor.

To help safeguard the educational and work environment of the College, if an employee or student suspects a person or persons of loitering on one of UA Northark Campuses, the Campus Police Department should be contacted immediately.

Lost and Found

Contact the Campus Front Desk to report lost property, turn in found property or to claim missing property. The Campus Front Desk is located near the main entrance on both the North and South campuses and can be reached by dialing (870)-743-3000.

Military Student Emergency Mobilization

When a student is placed on an emergency military mobilization status, UA Northark will provide accommodations that are more liberal and individualized than normal operating policies including but not limited to:

- Consideration of full tuition refunds
 - Withdrawal after established deadlines
 - Release from financial aid penalties.
1. The student or his/her designee presents an official copy of activation orders to the Registrar as soon as possible after receipt of the orders.
 2. The student selects one of the following options:
 - a. Student accepts a grade of Incomplete (I) at the end of the semester. The student commits to completing the course requirements upon return from active duty. No refund of tuition and required fees under this option. The normal time for completing "I" grades will be extended through the end of the first 16-week semester (fall or spring) in which the student enrolls following his/her return from active duty.
 - b. Instructor assigns an appropriate final grade if he/she determines the student has satisfactorily completed a substantial portion of coursework and has demonstrated sufficient mastery of the course material. No refund of tuition and required fees under this option.
 - c. Student drops all courses for the semester with no grades recorded on his/her transcript. Student receives a full refund of tuitions and required fees. Student must drop all current courses in order to use this option.

New Student Orientation

All students at UA Northark are required to complete a New Student Orientation (NSO). This requirement is designed to enhance student success and improve program completion.

New UA Northark students will be registered for the course and notified about the required New Student Orientation (NSO) in their first advising session.

NSO is offered as an online option for students to complete with at least an 80% grade prior to the beginning of classes each semester. The curriculum includes, but is not limited to, college navigation (departments, supportive services such as student food bank, tutoring, etc.). Important deadlines, graduation requirements, unplanned pregnancy prevention information, UA Northark HELP services, VA Services, Disability Services, and technology navigation are included in the curriculum.

Students who do not complete the NSO with at least a grade of 80% prior to classes receive a Student Hold on their student account and are not allowed to register for the next semester until the NSO has been completed and the hold removed.

Annual Division/Departmental Action Plans (DAP) evaluations, Continuous Quality Improvement (CQI) Cycle, and student focus groups drive the NSO process and content modifications.

Non-Academic Grievance

Non-Academic Grievances: Students and other stake holders will be afforded an avenue to express non-academic grievances.

Non-Academic Grievances:

Any student who believes an injustice or a violation of state, federal, or college policies, laws or regulations has occurred should try to resolve the problem through informal consultation with the individuals indicated below, in order, before filing a formal grievance.

- Individual or staff member involved
- Appropriate supervisor of the staff member involved
- Appropriate Chair of the staff member involved

If the student has been unable to resolve the issue, the student may file a formal grievance within five business days by completing the electronic Feedback Forum form located on the website homepage. This completed form is submitted to the appropriate department head for a final attempt at a resolution. If no resolution can be obtained, the issue is presented to the Institutional Standards and Appeals Committee.

The Institutional Standards and Appeals Committee, whose decision is final, will notify the student within five business days of their decision.

Non-Academic Grievance Tracking:

All formal grievances will be tracked through the electronic Feedback Forum and used annually to evaluate and analyze for trends and areas for improvement. These identified areas will be used to prepare Departmental Annual Plans and improvement strategies.

Title IX Non-Discrimination and Anti-Harassment

Policy Statement

To ensure UA Northark provides an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, and sexual violence, it is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities, and also prohibit retaliation for asserting claims of sex discrimination

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a school function.

Title IX Statement

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

References

Title IX is a portion of the Education Amendments of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. sections 1681 through 1688

Procedure

The College has designated the following Title IX Coordinators to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

DESIGNATED TITLE IX COORDINATOR

Lead Coordinator: Tavonda Brown, Vice Chancellor Student Affairs
South Campus Room 184C, Harrison, AR 72601
(870)391-3331 tbrown@northark.edu

Title IX - Roles and Responsibilities

A. Title IX Coordinator

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College community in understanding that sex discrimination and sexual harassment are prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; and (3) ensure that faculty, staff, and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment. The deputy Title IX Coordinator is also responsible for implementing the Complaint Resolution Procedures.

B. Deans, Department Chairs, and Directors

It is the responsibility of deans, department chairs, and directors (i.e., those that formally supervise other employees) to:

- inform employees under their direction or supervision of this policy
- notify the Title IX Coordinator or deputy Coordinator promptly if they receive reports, witness, or otherwise learn of complaints of sex discrimination and sexual harassment
- implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. Employees

It is the responsibility of all employees to review this policy and comply with it.

D. Students

It is the responsibility of all students to review this policy and comply with it.

E. The College

When the College is aware that a member of the College community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The College will act in accordance with its Complaint Resolution Procedures.

TITLE IX COMPLAINT PROCEDURES

I. Making a Complaint

- *Employees* All College employees have a duty to report sex discrimination and sexual harassment to the Title IX Coordinator or deputy Coordinator.

- *Students and Other Persons* Students who wish to report sex discrimination or sexual harassment should file a complaint with the Title IX Coordinator or deputy Title IX Coordinator. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section II above.
 - *Conduct that Constitutes a Crime* Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities.
 - *Protecting the Complainant* Pending final outcome of an investigation, the College will take steps to protect the complainant of an alleged sex offense from any further harassment or retaliation. This may include allowing the complainant to change his or her academic situation if options to do so are reasonably available.
- A. Timing - The College encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.
 - B. Investigation and Confidentiality - All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.
 - C. Resolution - If a complaint of sex discrimination or sexual harassment is found to be substantiated, the College will take appropriate corrective action. Students, faculty, and staff found to be in violation of this policy will be subject to discipline up to and including termination, expulsion, or other appropriate institutional sanctions; affiliates and program participants may be removed from the College programs and/or prevented from returning to campus.
 - D. Bad Faith Complaints - While the College encourages all good faith complaints of sex discrimination and sexual harassment, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

II. Retaliation

It is a violation of this policy to retaliate against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation of (including testifying as a witness to) such complaint.

III. Vendors, Contractors, and Third Parties

This policy and the Complaint Resolution Procedures apply to the conduct of vendors, contractors, and third parties. If a member of the College community believes that he or she has been subjected to sex discrimination or sexual harassment by a vendor, contractor, or third party, the person should make a complaint in the manner set forth in Section V above. The College will respond to the complaint as appropriate, given the nature of its relationship to the vendor, contractor, or third party.

IV. Academic Freedom

While the College is committed to the principles of free inquiry and free expression, sex discrimination and sexual harassment are neither legally protected expression nor the proper exercise of academic freedom.

TITLE IX COMPLAINT RESOLUTION PROCEDURES

I. General Principles

A. Administration

The Title IX Coordinator and/or deputy Coordinator shall have responsibility for administering these complaint resolution procedures.

B. Fairness and Impartiality

The Title IX Coordinator shall discharge his or her obligations under these complaint resolution procedures fairly and impartially.

II. Investigation and Resolution of the Complaint

A. Commencement of the Investigation

Once a complaint is made, the Title IX Coordinator (or deputy Coordinator) will commence an investigation of it as soon as practicable, but not later than seven (7) business days after the complaint is made. In certain narrow circumstances, the Title IX Coordinator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

B. The Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Title IX Coordinator or deputy Coordinator will review the evidence presented and, depending upon the circumstances, may interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

C. Non-Attorney Support Person

During the investigation process, both the complainant and respondent may ask a non-attorney support person from the College community to accompany him or her. The support person must be a member of the College community and cannot be a potential witness. In cases involving multiple complainants or respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process.

Nursing Mothers Room

UA Northark maintains a lactation room in order to help women balance their need to return to school or work after childbirth and their need to provide for their infants. The Nursing Mothers Room provides a clean, secure, private environment for women who need to collect breast milk during school or work hours. Mothers may make reservations to use the Nursing Mothers Room at the receptionist's desk at the sundial entrance to the South Campus.

Parking

In accordance with A.C.A. 25-17-307 and the Board of Trustees, UA Northark has the authority to establish rules and regulations for the registration, operation, and parking of all vehicles including fines and penalties. The established rules and regulations are binding on all employees, students and all others utilizing any and all lands owned or controlled by the College.

UA Northark Police Department will recommend, oversee, and enforce approved and established rules and regulations regarding registration, operation, and parking of all vehicles on all lands and property controlled by the College.

Established rules and regulations under A.C.A. 25-17-307 include limiting the rate of speed, prohibited parking, the charges of fines or penalties, instituting a system of motor vehicle registration, and removing vehicles parked in violation.

Established rules, regulations, and procedures for enforcement are reviewed and approved by the Board of Trustees, filed with the Secretary of State, and published annually for review.

Personal Counseling

Advisors are available to make outside referrals to:

- Free Crisis Counseling & Therapy Hotline
- Community Resources
- Learning Disability Resources

Advising Center Hours

Regular Hours:

8:00 am to 5:00 pm (Monday-Friday)

Other Appointment Hours Available Upon Request

Advising appointments may be scheduled by calling 870-391-3115 or by visiting the Advising Center. Please contact the Advising Center for additional information or assistance.

UA Northark realizes that there is more to life than college. Everyone encounters personal problems once in a while. The following is a list of counseling agencies in the community:

IF YOU ARE CONSIDERING SUICIDE:

Suicide Hotline- 800-273-8255 or text HOME to 741741

MENTAL HEALTH COUNSELING:

- ARISA Health 870-204-7488
<https://www.ozarkguidance.org/about-us/our-locations/>

SUPPORT GROUPS:

- AA - <http://www.nwarkaa.org/harrison/> 870-754-7387 or 870-688-8352
- Al-Anon/Alateen - www.arkansasalanon.org
- Celebrate Recovery Groups - www.celebraterecovery.com 870-741-2351
- NA - www.arscna.org 1-800-467-7195
- Recovery Center of the Ozarks 870-280-8089 -- <https://rcozarks.org/>

Placement Test Requirements

In accordance with Arkansas law, first time, degree-seeking students are tested in Math, English, and Reading and are placed in classes based on test scores and other criteria. UA Northark adopts appropriate placement measures which are supported by student success data. UA Northark develops an institutional placement plan for Arkansas Higher Education Coordinating Board. The College accepts ACT, Accuplacer, COMPASS and ASSET scores for placement purposes. In addition, high school GPA and duration from last mathematics and English courses are also considered. Northark requires that full-time, degree-seeking students who are placed into college preparatory classes register for those classes upon initial enrollment at the college.

Students interested in taking the ACCUPLACER placement exam should contact the Northark Certification Center for further information or to schedule a testing appointment.

UA Northark is a designated regional testing center for the ACT. The examination is administered on specified national testing dates throughout the year with residual testing available for those unable to take the examination on the scheduled days. Information and registration forms regarding the ACT may be obtained from a high school counselor or from the Advising or Admissions Office at UA Northark.

Below is the Placement Guide for placing students in classes based on test scores and other criteria.

Placement Guide 2026					Note: Test scores and GPA are valid for 5 years					High School Concurrent Enrollment			
										(All Concurrent Courses Require College Level Reading)			
English Placement		ACT		Next Generation Accuplacer		High School		ACT/NG Accuplacer		(4 semester ↑)			
Requires (English/Writing & Reading) OR (High School GPA)		English	with Reading	Writing	with Reading	GPA	Eng/Write	Reading	Math/QAS	HS GPA			
English Composition I	ENGL 1013	19 ↑	&	19 ↑	255 ↑	&	255 ↑	3.5 ↑	19/255 ↑	19/255 ↑	NA	3.5 ↑	
ALP English	ENGL 1013 & CP 0913	16 - 18	&/or ↑	16 - 18	242 - 254	&/or ↑	242 - 254	3.0 - 3.4	NA	NA	NA	NA	
Introduction to Language	CP 0816	15 ↓	&/or	15 ↓	241 ↓	&/or	241 ↓	2.9 ↓	NA	NA	NA	NA	
Mathematics Placement		MMI	ACT	NGA	HS	Math Progression		MMI		ACT/NGA	HS GPA		
Requires (MMI) & (Reading or HS GPA)		Reading	Reading	Reading	GPA	For Alternate Placement		MMI or	Math/QAS	Reading	4 semester ↑		
Pre-Calculus	MAT 1305	1,000 ↑	NA	NA	NA	Completed CA → Calculus I w/Trig co-req		1,000 ↑	21/255 ↑	19/255 ↑	3.5 ↑		
College Algebra	MAT 1223	1,000 ↑	NA	NA	NA	Careers Math → QR or Enhanced CA		1,000 ↑	21/255 ↑	19/255 ↑	3.5 ↑		
Enhanced College Algebra	MAT 1223 & CP 0223	500 - 999	NA	NA	NA	Found. of Math (AorB) → QR or Enhanced CA		NA	NA	NA	NA		
Quantitative Reasoning	MAT 1213	800 ↑	19 ↑	255 ↑	3.5 ↑	Found. of Math (C) → Enhanced QR		800 ↑	19/249 ↑	19/255 ↑	3.5 ↑		
Enhanced Quantitative Reasoning	MAT 1213 & CP 0213	400 - 799	19 ↑	255 ↑	3.5 ↑			NA	NA	NA	NA		
Applied Algebra for Careers & Tech	MAT 1123	700 ↑	NA	NA	NA	Glossary		NA	NA	NA	NA		
Careers Math	MAT 1013	NA	NA	NA	NA	NGA = Next Generation Accuplacer		NA	NA	NA	NA		
Foundations of Mathematics	CP 0923	399 ↓	NA	NA	NA	MMI = Multiple Measures Index (Math)		NA	NA	NA	NA		
						QAS = Quantitative, Algebra, Statistics		NA	NA	NA	NA		
						MAT 1305 = MAT 1223 & MAT 1233		MMI	ACT	NGA	HS GPA		
						Enhanced QR can be coreq with ALP		Reading	Reading	Reading	(4 semester ↑)		
College Chemistry I	CHEM 1415	1,000 ↑	19 ↑	255 ↑	3.5 ↑	CP 0923 (A, B) or Math 1013 (C) = 800 MMI		1,000 ↑	19 ↑	255 ↑	3.5 ↑		
Fundamentals of Chemistry	CHEM 1214	800 ↑	19 ↑	255 ↑	3.5 ↑	CP 0923 (C) = 700 MMI		800 ↑	19 ↑	255 ↑	3.5 ↑		
Fundamentals of Physical Science	PHSC 1004	800 ↑	19 ↑	255 ↑	3.5 ↑	ALP English (C) = 19/255 Reading		800 ↑	19 ↑	255 ↑	3.5 ↑		
BIOL, GEOL, or other PHSC	Any course not specified	700 ↑	19 ↑	255 ↑	3.5 ↑	CP 0816 (C) = 16/242 Reading		700 ↑	19 ↑	255 ↑	3.5 ↑		
Enhanced Science (corequisite)	CP 0232 with course	Apt Score	16 - 18	242 - 254	3.0 - 3.4	↑ = Or above ↓ = Or below		NA	NA	NA	NA		

Prior Learning

UA Northark provides opportunity for students to earn credit for learning that has occurred outside of the traditional college classroom. The purpose is to accelerate the time by which students accumulate credits towards the acquisition of a certificate or degree such that the awarding of the certificate or degree is accomplished in a shorter timeframe. Credit may be earned through a variety of ways. A maximum of 30 semester hours may be awarded for

experiential learning or work experience in a degree program according to AHECB Section 3.10, Appendix B.

Prior learning will be transcript after 12 credit hours with a 2.0 GPA. A crosswalk will identify minimum scores needed for transcribing credit. A few examples of prior learning that may be evaluated include:

- Departmental Challenge Assessments
- Prior Learning Assessments of Portfolios
- Advanced Placement-students may take an advanced placement course and earn a successful score on the related AP exam; students can earn college credit or advanced placement. Corporate or military-sponsored training and development programs
- Courses and certifications offered by industry or professional organizations
- Standardized testing such as CLEP
- DANTES exams

The recognition, evaluation of prior learning and awarding of college level credit shall be:

- structured to validate both the education level, rigor, and quality of learning
- be in compliance with HLC and program accreditation
- communicated through all college publications and accessible to all prospective and admitted students
- in the best interest of the student and recorded on their transcript
- applied towards specific courses offered within a degree or certification program at UA Northark
 - CR Grade is not applied to GPA, but the Challenge score is applied to the GPA
 - Students will have an opportunity to take it one time; the instructor will decide if the student is eligible to take the exam again.
 - Students may opt to Challenge up until the Friday before classes starting.
 - Students can gain a maximum of 30 SCH or 50% of credential
- Monitored and evaluated for continuous improvement

Evaluation of prior learning can be awarded using the following criteria:

- Departmental challenge tests are developed by faculty subject experts. Content of the exam should meet the existing course outcomes. Definition of successful completion should be stated and communicated to the student prior to the exam in collaboration of the faculty subject expert and the Testing Center.
- Academic department subject matter experts, designated by the Department chair, will be responsible for providing the rubric used to score a written challenge exam by the Testing Center. Performance-based assessments will be evaluated by the course faculty member via the testing center administration.
- Courses or certifications from industry or professional organizations may be evaluated by the dean, director, or department chair based upon alignment of course outcomes and course content
- AP and CLEP exams will be recorded by the Registrar's Office.

Students should follow the steps below in order to receive credit for prior learning:

- Students who desire to receive prior learning credit must enroll in course prior to challenging.

- Students who desire credit for prior learning should contact the UA Northark Testing Center to complete the Application for Prior Learning Credit to determine whether there is an assessment in the Testing Center for faculty to grant credit for individual courses.
- If the faculty member believes the student has demonstrated mastery for the course outcomes in the form of a challenge examination through knowledge base, they will approve the Application for Prior Learning Assessment Credit initiated by the student,
- with scores completed by the Testing Center and approved by the course faculty member who will forward the application to the appropriate Dean of the Division, and then to the Registrar's Office for the recording of the credit.
- If there is a demonstration of skills, techniques, or any other project-based assessment, the faculty member will assess the student performance for granting course credit after the student applies directly to the course faculty member for skills demonstration only. The Application for Prior Credit form will be submitted to the course faculty member for arrangements to assess.
- If there is a combination of knowledge-based in the form of a written assessment plus a skills-based demonstration, the student will begin the application process with the Testing Center and then proceed to the skills demonstration with the faculty member as stated above.
- The Application for Prior Learning Assessment Credit will be completed by the appropriate levels including the Testing Center, the course faculty member, the dean of the division, and forwarded to the Registrar for recording.
- Students will present all required documents as listed on the application to the Testing Center or the course faculty member for review.
- Students pay a fee of \$50.00 per credit hour for any awarded credit plus a non-refundable processing fee of \$20. If the student does not pass the assessment to receive the course credit, they will still pay the processing fee.
- No processing fee for documentation of certification, AP & CLEP

Repeat Courses

UA Northark allows students to repeat courses for various reasons. The highest grade achieved in the course will be used for the GPA calculation and graduation evaluations.

The highest grade will be used for GPA calculation and graduation evaluations. Audits will be excluded from graduation evaluations.

Although UA Northark allows course repeats, financial aid and/or VA benefits may not fund the repeat of a course. Students are encouraged to consult the appropriate office for more information.

Specific programs may not allow course repeats in GPA calculations when determining program eligibility. For example, health professions programs may limit the number of times a student may repeat a course. Students should be familiar with the program requirements before attempting to repeat a course.

Return to Title IV Funds

When a student withdraws from UA Northark, he or she may no longer be eligible for the full amount of Title IV funds (Pell, SEOG, Federal Student Loans, Federal Work Study) that the student was originally scheduled to receive. In this event, the amount of Federal funds earned must be determined. Under Section 484B of the Higher Education Act, if the amount disbursed is greater than the amount earned, unearned funds must be returned.

<http://ifap.ed.gov/qahome/qaassessments/returntivfunds.html>

1. The amount of Title IV aid the student must return is determined by the Federal Formula for Return of Title IV Funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.
2. If a student withdraws prior to completing 60% of the enrollment period, a repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal College Work Study) for which the student qualified by the percentage of time during the term that the student was enrolled. The date used in the calculation is either the date of the complete withdrawal or the date issued by the instructor if a failing grade is earned for non-attendance. If a date cannot be determined, midpoint of the semester is used (50%).
3. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e. that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the college and the student according to the portion of disbursed aid that could have been used to cover college charges and the portion that could have been disbursed directly to the student once college charges were covered. UA Northark will distribute the unearned aid back to the Title IV program as specified by law. The student will be billed for the amount the student owed to the Title IV programs and any amount due to the college resulting from the return of Title IV funds used to cover college charges.

Satisfactory Academic Progress for Title IV Financial Aid

In order to be eligible for Title IV Federal Aid, federal guidelines require students to maintain Satisfactory Academic Progress (SAP) while pursuing approved degree and/or certificate programs at UA Northark. Regulations require progress be measured with both qualitative and quantitative measures, as well as time to completion. SAP will be checked prior to the initial enrollment period and again at the end of each payment period for students enrolled in programs lasting one year or less. Only courses required for a student's chosen degree plan are eligible for Federal Aid. Other courses will not be considered in calculating eligibility, should a student choose to enroll in them. Rules are applied uniformly to all students whether or not aid has been previously received. SAP is calculated based on your chosen degree plan at the time of file completion. Students are responsible for ensuring that their Major Code is correct with the Advising Office.

Satisfactory Academic Progress Standards

- Qualitative (Grade Point Average) Students must have earned a 2.0 GPA.

- Quantitative (Pace of Progress) Students must complete at least 67% of all attempted hours.
Pace Examples (Multiply all attempted hours by 0.67)

3 Attempted Hours - 2 Minimum Completion Requirement
 6 Attempted Hours - 4 Minimum Completion Requirement
 9 Attempted Hours - 6 Minimum Completion Requirement
 12 Attempted Hours - 8 Minimum Completion Requirement
 15 Attempted Hours - 10 Minimum Completion Requirement

Clock Hour Programs

Academic progress for students enrolled in a clock hour program will be reviewed at the completion of each payment period.

Financial Aid Suspension

Students who do not meet SAP will be placed on Suspension from Title IV Aid. Any student that withdraws from all classes or completes the semester with a zero GPA will be suspended for their next term of enrollment. If suspended because of GPA or minimum completion, a student must complete a semester with his/her own finances and meet SAP to regain eligibility. If a student has exceeded the 150% timeframe or academic progress reflects the inability to complete a program within the timeframe, the student will be suspended and the only option for reinstatement of aid is to appeal the suspension.

How to Appeal

Students who are placed on Financial Aid Suspension that can demonstrate and provide documentation of unusual or mitigating circumstances, such as serious illness or death of a close family member, may appeal. The Suspension Appeals Committee will review appeals and their decision is final. If denied, the student will be notified by email; if reinstated, eligible Title IV Aid will be added to the student's account and they will receive an Award Notification. The student will be responsible for all charges if the appeal is denied.

Examples of mitigating circumstances and appropriate documentation could be:

- Significant trauma or injury to the student, physical illness, or mental health issues (doctor's note, copy of admission and/or discharge paperwork, or other official medical forms that support your case).
- Serious illness or injury to a dependent of the student that required extended recovery time (doctor's note, copy of admission and/or discharge paperwork, or other official medical forms that support your case).
- Death of a family member during the semester (copy of death certificate or obituary)
- Program Change (certificate to degree) – must include copy of Admission Status Change Form

The following documentation MUST be included with an appeal:

- Statement of Explanation that includes the following:
 - Explanation of the extenuating circumstances that prevented the student from achieving academic success during the student's ENTIRE academic history
 - Explanation of the changes that have occurred which will allow the student to meet the SAP Standards in future semesters
 - Estimated graduation date (if unknown, contact the Advising Office at 870-391-3115 to talk to an advisor)
- Academic Progress Plan: Can be printed from myNorthark (Academics, Student Planning, My Progress). For assistance with the Academic Progress Plan contact the Advising Office (870-391-3115).

- Academic Transcript(s). An unofficial copy of the student's Northark transcript from their myNorthark account (Academics, Unofficial Transcript) or request an unofficial copy from the Registrar's Office.

The following documentation is RECOMMENDED to be included with an appeal:

- Supporting Documentation: Documentation that supports the student's unusual situation (examples include but are not limited to memorial flyer or obituary, letter or bill from doctor, statement from individuals with knowledge of the situation).

All appeals should be emailed to jbutterfield@northark.edu. Please note that all appeal documents must come in the same email, preferably in pdf format. Documents submitted in subsequent emails will not be included for the SAP Appeal Committee to review.

By submitting an appeal, the student acknowledges the following:

- I understand that I must meet SAP requirements to maintain eligibility for federal financial aid.
- I understand that even if I provide a personal statement and documentation to support my appeal it may still be denied by the SAP Committee.
- I understand that I will be notified by email if my federal financial aid SAP appeal is denied.
- I understand that if I do not attend a semester I am registered for and DO NOT drop the classes before the first day of class, I will owe money to the college; and if I drop all classes after attendance, I may owe money to the college.
- I understand that federal financial aid suspension does not necessarily affect enrollment in classes.
- I understand that if my appeal is not granted, I am responsible for charges on my student account.
- I understand that if my appeal form is not legible it may be denied.

Security

UA Northark has an established procedure for students to report criminal actions or other campus emergencies (In accordance with Public Law 101-542, the Crime Awareness and Campus Security Act). All campus emergencies and thefts are to be reported to the Campus Police Department (B104). They may be contacted at (870) 391-3559. Incident report forms may be picked up at the Campus Police Department, the switchboard on either campus or in Student Services.

Smoking /Tobacco Use Policy

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes by students, faculty, staff, contractors, and visitors, are prohibited on all property owned or operated by UA Northark.

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, are always prohibited:

- On and within all property, including buildings, grounds, and athletic facilities owned, or operated by UA Northark.

- On and within all vehicles on college property, and on and within all College vehicles at any location.

The College prohibits campus-controlled advertising, as well as the sale or free sampling of tobacco or smoking-related products on campus.

All those attending public events such as conferences, meetings, public lectures, social events, cultural events, and sporting events using College facilities shall be required to abide by this policy; organizers shall communicate this policy to attendees and shall enforce the policy.

- A. All UA Northark students, faculty, staff, contractors, and visitors to campus are expected to comply with this policy and state law. Members of the campus community are empowered to respectfully inform others about the policy to enhance awareness and encourage compliance and may report violations to the Campus Police.
- B. Smoking on College property: pursuant to state law, persons smoking on property owned or operated by the College may be issued a citation by UA Northark Campus Police.
- C. Other violations: persons engaging in other use of tobacco products or electronic cigarettes in violation of this policy will be subject to the following:
 - a. Students will be referred to the College's student disciplinary process.
 - b. Employees will be referred to their respective units for progressive discipline.
 - c. Contractors will be referred to their respective employers for appropriate action.
 - d. Visitors will be required to leave the campus; failure to cooperate may lead to a citation or arrest.
- D. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall not be discriminated or retaliated against in any manner.

Solicitation & Fundraising

UA Northark reserves the right to regulate, approve, or prohibit all internal or external soliciting or fundraising activities conducted in regard to the College or any college related organization.

Fundraising activities or requests to solicit in or around campus facilities, from both internal and external constituents, will be administered by the Institutional Advancement Office, South Campus.

Student Accounts

South Campus M182
870-391-3292

North Campus Front Desk 870-391-3385

Students may transact account payments at either of the cashier stations. Students may login to myNorthark to view account details or contact our office to discuss their account transactions. A student ID # is required for all account inquiries.

Credit and Payment Policy

Students who register for classes at UA Northark are required to pay all related tuition and fees or have made allowable payment arrangements by the posted deadline. Any tentative enrollment will be voided if payment arrangements are not made by this deadline. Allowable payment arrangements include - cash, check, and credit or debit card, awarded financial aid, approved online payment plans, or written non-revocable payment commitments from approved third-party entities.

Charges to awarded financial aid require that (1) the application has been filed, (2) eligibility has been determined, (3) any selected data has been verified, and (4) the actual award has been processed. Any awarded financial aid will be used to first satisfy any account balance before the residual, if any, is remitted to the student.

The following procedure will be applied to students who are awarded financial aid (institutional awards and scholarships) and also have written non-revocable payment commitments from an approved third-party entity (State, Federal or other approved entity), or certain timed installment payment agreements (Nelnet e-Cashier):

- Financial aid will be processed in the order and by designated commitment of aid received.
- Financial aid will be used as designated to first satisfy any account balance before the residual, if any, is remitted to the student.
- As payment commitments from third-party entities are received, the funds will be applied to account balances as designated, with the residual, if any, reimbursed to the student.

Any timed installment payment arrangement (online Nelnet e-Cashier payment plan) will require full payment within ninety (90) days from the start of the Fall and Spring semesters and prior to the start of classes of the Summer I, Summer II, and any offered mini terms. Timed installment payment arrangements will include an application fee, possible processing fees, potential delinquent payment fees, and acceptance of possible collection costs. You may contact Nelnet at 1-800-609-8056 if you have any questions regarding your online payment plan.

Students electing any qualified payment arrangement agree to the stipulation that upon any arrangement default or delinquent account status, UA Northark may deny future enrollment and/or refuse to release any transcriptions and records until the debt is satisfied.

Course textbooks and supplies obtained from the UA Northark Bookstore may only be charged to awarded financial aid with adequate remaining coverage after any tuition and fee charges or to written, non-revocable payment commitments from approved third-party entities. Approved third-party Bookstore purchases will not be eligible for any timed installment payment arrangement. Please allow approximately seventy-two (72) hours for approved third-party payment commitments to be processed and available for Bookstore charges.

Delinquent Accounts and Collection Policy

UA Northark may deny future enrollment and/or refuse to release any transcripts and records until any delinquent account balance or debt to the college is satisfied. Delinquent accounts may also be subject to additional charges, including late fees, processing fees, collections costs, and attorney fees.

Additionally, UA Northark may pursue delinquent account collection through in- house efforts, public collection agencies, and/or garnishment of an individual's Arkansas State Income Tax Refund, as allowed by Arkansas Code § 26-36-301.

Disputed Charges Adjustments

Disputed or incorrect employee or student account charges may not be waived, reversed, or reduced by any College personnel without written documentation describing the situation and the reason for the waiver or reduction. Such documentation must include the approval of the vice president.

Drop for Non-Payment

Students who register for classes at UA Northark are required to pay all related tuition and fees or to have made allowable payment arrangements by the published deadline. Any tentative enrollment will be voided if full payment or payment arrangements are not made by this published date.

Payment arrangements include awarded financial aid, written, non-revocable payment commitments from approved third-party entities or approved online payment plans.

Student Disbursements

Student disbursements are available via direct deposit. Sign up conveniently on Northark's website or contact Student Accounts for details.

Student Activities

The UA Northark staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. Northark faculty and staff work with students to present activities and programs appropriate to the students' needs. Assistance and guidance will be provided to groups wishing to organize clubs and organizations appropriate to a community college.

Student Code of Conduct

Student Conduct (Non-academic)

Student behaviors and acts which adversely affect the realization of the mission, vision, and values of UA Northark or the opportunity of all members of the College community to pursue educational goals in a learning environment conducive to intellectual and educational development are subject to disciplinary measures. The College assumes that, by the act of registering, the student agrees to obey all rules and regulations set forth by the College. The administration reserves the right to deny participation in the internal life of the College community to any individual or group. Students do not have the right to invade the privacy of others, to damage the property of others, to disrupt the regular and essential operation of the College, or to interfere with the rights of others. The jurisdiction and discipline of the College shall apply to conduct that occurs on property owned, occupied, or used by the College; while a student is attending or participating in any College related activity; or in any location if the conduct adversely affects the student's suitability as a member of the College community or is detrimental to the interests of the institution.

Enforcement and Reporting of Student Conduct Violations

The Vice Chancellor of Student Affairs is the College's officer for student discipline. Any administrator, officer, faculty, or staff member of the College is authorized to direct students to cease any activities that disrupt the orderly operations of the College or are in direct violation of college policies and/or procedures. Any UA Northark employee or student may report in writing, using the customer service feedback form potential violations to the Vice Chancellor of Student Affairs to determine if these actions rise to the level of a conduct violation and if disciplinary action is appropriate. In situations that demand immediate attention, such as an individual who is a danger to self or others, an initial verbal report followed by a written report to the Vice Chancellor of Student Affairs is sufficient. Conduct violation complaints may be submitted for an individual student, group, or organization which disrupts orderly operations. Violators of public law may be referred to civil authorities for appropriate action and may also be subject to disciplinary action by the College.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though the conduct in question may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of enrollment even if the conduct is not discovered until after a degree is awarded. Standards for conduct shall apply even if the student withdraws from the College while a disciplinary matter is pending.

Student Conduct Code (Non-academic)

Student conduct violations, whether intentional or unintentional, include but are not limited to the following:

1. Deliberate disobedience or failure to comply with directions of College officials acting in proper performance of their duties, including but not limited to, requests to show identification, to desist from specified activities, to leave the classroom or other area and/or campus, or to answer a summons for inquiry into possible violations or for disciplinary action.
2. Conduct that abuses, threatens, harasses, intimidates, discriminates against, or endangers the physical or emotional health or safety of any person on College premises, through College sponsored social media, or at any College-sponsored event or activity.
3. Violations of the UA Northark Sexual Harassment Policy and/or other parts of the College's Title IX Policy.
4. Obstruction or disruption of teaching, administration, disciplinary proceedings, or other College activities, including public service functions and other authorized activities of the College.
5. Individual or group conduct, which is disorderly, violent, threatening, noisy, lewd, indecent, or obscene or which unreasonably disturbs other groups or individuals on College-owned or controlled property or at College-sponsored events.
6. Misuse or misappropriation of College-owned or controlled property or the property of any member of the College community including theft or unauthorized borrowing; unauthorized entry or use of College facilities; unauthorized possession, duplication, or use of keys to any College premises or vehicles; or deliberate destruction, damage, or defacing of College-owned or controlled property or the property of any member of the College community on campus.
7. Interfering with College safety policies, equipment, and/or measures including removal, damage, or unauthorized tampering with or activation of fire, safety, or any emergency warning equipment; intentionally making false reports of emergencies.

8. Carrying or using fireworks, explosives, dangerous chemicals, or other arms classed as weapons (except as in compliance with Arkansas Concealed and Carry laws [Acts 562 and 859] when effective) on College-owned or controlled property, including inside vehicles, or at College sponsored events.
9. Authorized activity, event, or travel. Possessing, distributing, manufacturing, or selling alcohol or other drugs on College property or at College authorized activities.
10. Violations of the College Tobacco Free Campus Policy.
11. Use of cellular phones, pagers, other electronic devices, and/or social media in a manner that causes disruption in the classroom, library, or within any College-owned or operated facilities.
12. Photographing individuals in secured areas such as lavatories or locker rooms or any photographing of individuals against their will.
13. Violations of the College Technology Acceptable Use Policy.
14. Dishonesty including falsely claiming to represent the College or a registered student organization of the College; theft, alteration or forgery of College documents, records, or evidence of identification or use of same with intent to defraud; passing insufficient funds checks or fraudulent money orders in payment of any financial obligation to the College; knowingly providing false information to College officials or falsely reporting violations or retaliation against any individual who reports a violation or participates in the investigation of a violation.
15. Unauthorized gambling in any form on College property or at a College-sanctioned event.
16. Violations of published College policies, rules, and regulations including but not limited to parking, posting, distribution of literature, or commercial solicitation.

Determination of Probable Cause

Any member of the College community may file a complaint against any student for misconduct by completing the Customer Service Feedback Form. Any complaint should be submitted as soon as possible after the event takes place, preferably within five (5) working days. The Vice Chancellor of Student Affairs will make an initial determination as to whether there is sufficient basis to indicate that a student conduct violation may have occurred. The Vice Chancellor of Student Affairs or his/her designee may informally interview the complainant and/or other witnesses or request additional information from the complainant. In the event that the Vice Chancellor of Student Affairs determines that there are sufficient grounds to indicate that a student conduct violation has occurred, disciplinary proceedings will be initiated.

Disciplinary Process

All charges shall be presented to the accused student in written form by registered or certified mail or hand-delivered summons to attend a hearing with the Vice Chancellor of Student Affairs and one additional College official. At this hearing, the Vice Chancellor of Student Affairs will review with the student the allegations contained in the complaint, the possible sanctions that may be imposed, and the rights and responsibilities of the student under this procedure.

The charged student will be provided the opportunity to respond to the allegations and to present any evidence he/she may desire. The complainant and/or the accused student has the right to be assisted by an advisor. The advisor must be a member of the Northark community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his/her own information; therefore, advisors are not permitted to speak or to

participate directly during the meeting. Delays to the meeting will not be allowed due to scheduling conflicts with the advisor.

Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Vice Chancellor of Student Affairs. The Vice Chancellor of Student Affairs' determination shall be made on the basis of whether it is more likely than not that the accused student has committed a student conduct violation. Formal rules of process, procedure, and or/technical rules of evidence such as are applied in criminal or civil court are not used in student disciplinary proceedings. All disciplinary proceedings may be subject to audio recording. Any such recordings are the property of UA Northark and may not be duplicated. The student involved in the proceeding will be permitted to review recordings upon request and under the supervision of a College official.

In the event that the accused student neglects, refuses, or fails to attend the hearing, the Vice Chancellor of Student Affairs will make a determination based on the information available at the time. Failure to attend this hearing will not presume responsibility or non-responsibility.

If the Vice Chancellor of Student Affairs subsequently determines that a sanction is warranted, the student will be notified in writing. All written notices will be hand-delivered or sent by registered mail to the address of the student as it appears on the official College records.

Disciplinary Sanctions on Individuals

Sanctions are designed to promote the College's educational missions, to promote safety or to deter students from behavior which harms, harasses, or threatens people or property. Disciplinary sanctions will draw upon the experience and professional judgment of faculty, staff, and administrators, and on a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Code of Student Conduct will be correlated to the seriousness of the offense, the student's attitude, the effect of the misconduct on the College environment, the student's record of misconduct, and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may vary. Possible disciplinary sanctions include but are not limited to:

- Letter of warning that a student conduct violation has occurred, and future violations will be dealt with more severely.
- Disciplinary probation which prohibits the student from representing the College or participating in student activities and subjects the student to immediate suspension if found to have committed any additional student conduction violation/s during the period of probation.
- Restitution of College property, denial of certain privileges, or restriction of activities.
- Suspension which interrupts the student's educational activities at the College for a definite, stated period of time.
- Dismissal which interrupts and terminates the student's educational activities at the College for a definite, stated period of time.
- Expulsion which is permanent termination of enrollment at the College. The Vice Chancellor of Student Affairs may review the action at a later time, not less than two (2) years after the date of expulsion.

Imposed sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Student Conduct Code, including harassment and other discriminatory behavior, may violate various local, state, and federal laws.

Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the College community or the educational processes, a College administrative official may immediately suspend or alter the rights of the student pending a meeting with the Vice Chancellor of Student Affairs. The decision to suspend or alter rights will be based on whether the continued presence of the student on the College campus or College-controlled property reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any College property or College function. Except in extraordinary circumstances the meeting with the Vice Chancellor of Student Affairs shall be scheduled within two (2) working days.

Disciplinary Sanctions on Groups or Organizations

The following sanctions may be imposed upon groups or organizations:

- Any of the individual sanctions which may be appropriate.
- Loss of selected rights and privileges for a specified period of time.
- Deactivation of the group or organization including loss of all privileges and College recognition for a specified period of time.

Disciplinary Records

For more information about disciplinary records, please refer to the Student Disciplinary Records policy.

Appeals Process

A decision of sanction imposed by the Vice Chancellor of Student Affairs may be appealed by the accused student or complainant to the Institutional Standards and Appeals Committee within ten (10) working days of the decision. Appeals shall be made by completing the Institutional Standards and Appeals Appeal Form. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the hearing with the Vice Chancellor of Student Affairs and supporting documents for one or more of the following purposes:

- a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the appealing party a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the decision regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a student conduct violation has occurred.
- c. To determine whether the sanction(s) imposed were appropriate for the student conduct violation which the student was found to have committed.
- d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original conduct hearing.

The appeal should outline specifically the grounds for the appeal using one or more of the purposes listed above.

If an appeal is upheld by the Institutional Standards and Appeals Committee (ISA), the original decision may be reversed, and the sanctions dismissed, or the decision may stand, and new sanctions may be imposed. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. The respondent shall be entitled to a written decision of the case from the Institutional Standards and Appeals Committee (ISA) within ten (10) working days following the appeals hearing.

Student Disciplinary Records

A student transcript records only information of an academic nature and disciplinary action which denies the student the privilege of continuing in or returning to the College. Other discipline records are kept for five (5) years by the College. The College will abide by all federal and state regulations regarding the privacy of student records and comply with the Family Education Rights and Privacy Act of 1974 regarding access procedures.

Student Financial Aid Programs

UA Northark participates in federal and state student aid programs and complies with regulations governing the various programs. Financial Aid records are retained by UA Northark for as long as necessary to conduct business, to meet legal requirements, to support audits, and to comply with government regulations.

Application Procedure

Applicants must use the Free Application for Federal Student Aid (FAFSA) and list the UA Northark school code (012261) as a school to receive the information. There is no fee for the application process and the forms are available in the Financial Aid Office beginning in October. Students must reapply for financial aid each year, as aid is not automatically renewed. Applicants may complete the FAFSA on the WEB at <https://studentaid.gov/>

In addition to completing the FAFSA, an applicant must complete an Application for Admission, and any FAFSA supporting documentation, if required. If the applicant has ever attended another postsecondary institution(s), an official transcript must be sent to the Registrar's Office. Once all of the requested information is received, processing will begin by the Financial Aid Office. The student will then receive an award notification letter and a copy of the policy on satisfactory academic progress.

All applications should be filed as soon after October 1 as possible to ensure receipt by the priority date of August 1st. Applications for grant aid (other than Federal Pell Grant) received after the priority date will be considered only if money is available from the respective program.

Students interested in applying for loans during the summer session(s), MUST contact the Financial Aid Office. However, students who borrowed the maximum amounts during the previous fall/spring semesters will not have any eligibility during the summer.

Student Health and Insurance

Students are responsible for their own health and accident insurance coverage while enrolled at UA Northark. A student group health insurance plan is not offered to students through the institution. Enrolled students may have access to health insurance coverage through a student health insurance policy provided by private insurance companies.

In the case of non-emergency accidents or illness, students will be referred to their own physicians or a local health care facility. In an emergency situation, students who have been involved in accidents or are extremely ill will be transported to North Arkansas Regional Medical Center or the most appropriate health care facility. Students will be responsible for all medical expenses incurred during medical emergency and non-emergency situations. All on-campus medical emergency and non-emergency incidents must be reported to the Vice Chancellor of Student Affairs' Office.

Students with pre-existing medical conditions that require special procedures or contacts with relatives or local medical personnel should provide the disabilities coordinator with pertinent, up-to-date information concerning the health issue. Examples of health issues that may need to be reported are seizures, heart problems, and fainting issues.

Students are responsible for their own medications. Institutional personnel will not be responsible for keeping or administering prescription or non-prescription drugs. Non-prescription drugs will not be distributed or dispensed for student use.

PROCEDURE FOR REPORTING STUDENT ACCIDENT:

When an accident occurs on campus or on a college sponsored trip or activity, seek or arrange immediate medical attention (depending on the situation - 911, emergency room or doctor's clinic).

If there is an accident in any college commons area or classroom, the Instructor or College employee should fill-out a detailed Incident Report and distribute one to the VC of Finance and Administration, one to the VC of Academic Affairs and one to the VC of Student Affairs.

If there is an accident in a specialized health or technical education area or laboratory. The Instructor or College employee should fill out a detailed Incident Report, send one copy to the VC of Finance & Administration, a second copy to the Student Accounts Supervisor, a third copy to the VC of Academics and a fourth copy to the VC of Student Affairs. The VCSA Administrative Assistant will then initiate any specialized insurance coverage forms and processes.

Student Identification Card

All UA Northark students are eligible to receive a student identification card. The student ID card enables students to check out books from UA Northark libraries and to obtain free admission to the Northark basketball games, other designated UA Northark events, and discounts at some restaurants in the Harrison area. Student ID cards are available free of charge in the Admissions Office. Lost or damaged ID cards may be replaced for a fee of \$5.00 and payable in the Student Accounts Office, M182.

Student Involuntary Medical Leave

UA Northark is committed to ensuring equality of educational opportunity while fostering an environment that promotes education, service, and the growth and safety of all members of its community. College officials may become aware of a student who is suffering from a medical or psychological disorder and presents a direct threat to the health or safety of others.

The College may involuntarily withdraw a student from classes or require conditions for continued enrolment when, as a result of a medical condition, one of the following transpires:

- The student significantly disrupts the activities of the college community; or
- The student poses a direct threat to the health or safety of the student or others; or
- The student demonstrates evidence of significant impairment such that s/he is not qualified to participate in the academic life of the college and is unable to make an independent determination that a voluntary leave is needed.

Procedure

- In the circumstances described above, the Vice Chancellor of Student Affairs or designee, in consultation with appropriate medical, psychological, or academic resources, may involuntarily withdraw a student from his or her classes or place conditions on the student's continued enrollment. This decision must be based on an assessment about 1) the probability, nature, duration and severity of the disruption, threat or impairment; and 2) whether reasonable modifications of policies, practices or procedures can mitigate the risks of allowing the student to remain enrolled.
- Under certain circumstances and either before or after making a decision to involuntarily withdraw the student, the Vice Chancellor of Student Affairs or designee may mandate that the student undergo a psychological or medical assessment to assist in evaluating the student's ability to participate successfully in college life.
- The Vice Chancellor of Student Affairs or designee's determination regarding involuntary withdrawal and the reasons supporting that determination will be shared in written form with the student. The written notification shall include a determination regarding the length of separation from the college and describe the conditions under which the student may seek to return.
- A student may appeal an involuntary withdrawal determination to the Institutional Standards of Appeals Committee, whose decision is the final decision of the college.
- Students involuntarily withdrawn from classes will receive a "W" for all courses attempted during that semester. The W will be reflected on the student's official transcript.
- Students who are involuntarily withdrawn are subject to the College's Refund Policy in the same manner as students who voluntarily withdraw from the college.
- UA Northark maintains a Satisfactory Academic Progress (SAP) requirement, and a Return of Federal Title IV Funds requirement, both of which are mandated by federal financial aid regulations. A withdrawing student must consult with the Office of Financial Aid to determine the effect of withdrawal on financial aid under these policies.
- A student who is granted a medical withdrawal will have a hold placed upon his or her registration by the Dean's office, pending a successful request to return to the college.
- Students seeking reinstatement to the college after involuntary withdrawal must follow the same procedure outlined for students seeking reinstatement after withdrawal.
- All records concerning involuntary withdrawal will be kept separately from the student's academic record in accordance with college policy on the confidentiality of student records.
- A student who is subject to the involuntary withdrawal procedure may also be adjudicated for his or her conduct pursuant to the Student Code of Conduct.

Student Load

As defined by the Arkansas Department of Higher Education, the amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.

- A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction.
- A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 500 minutes or 25 hours of laboratory instruction: and
- Clinical, practicum, internship, or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction.

UA Northark defines student load as a semester hour earned when students satisfactorily complete course work to which they devote the equivalent of one hour per week in class and the equivalent of two hours per week out of class for approximately fifteen weeks.

In laboratory courses it is necessary to spend more time for each semester hour of credit. The normal academic course load of UA Northark is 15 semester hours fall or spring semesters. No more than ten semester hours will be allowed during any single summer term. According to Federal Financial Aid eligibility, twelve hours or more is considered a full-time student load and 18 hours is the maximum load, although some technical areas may require more. Students outside these technical areas who wish to take more than 18 hours in a regular semester or more than 10 hours in either summer term, or 15 hours for both terms, must obtain written permission from the Chair/Program Director and AVCAA.

Student Messages

The college does not provide a message service for students. Messages or telephone calls will not be reported to students except in the case of extreme emergency. Callers will be required to state the nature of the emergency.

Student Organizations

Get involved while you are learning at UA Northark. Student organizations join people together, create an opportunity for developing new ideas, discover hidden talents, cultivate interpersonal skills, and provide a way to accomplish collectively what cannot be done individually. Many alumni recall their involvement in a student organization as a memorable and valuable part of their collegiate experience.

Membership in student organizations is open to currently enrolled students at UA Northark without regard to race, religion, or national origin. The Vice Chancellor of Student Affairs has the responsibility of ensuring that anti-discrimination policies are observed by all campus organizations. When any student group wishes to engage in a sustained program and/or use College facilities on a regular basis, an annual registration of the group as an official student

organization is required. Once officially recognized, an organization is entitled to all rights and privileges afforded other UA Northark organizations.

For more information about becoming an officially recognized UA Northark student organization, please contact Emily Akins-Sexton at 870-391-3272 or emily.akinssexton@northark.edu.

Student Leaders

The student leader and treasurer of a student organization must be a current UA Northark student. These offices may not be held by the same person simultaneously.

Campus Advisors

Each student organization must have a campus advisor who is a current full-time staff, faculty or administrative professional at UA Northark.

Operational Documents

Each student organization's current operational documents (i.e. constitution/bylaws) and logo must be on file with the Office of Student Activities.

Registration and Renewal

Students are eligible to form new student organizations by following the procedures set forth by the Student Organization Advisors Handbook and the UA Northark Student

Handbook.

Final approval for any new student organization will be determined by the Vice Chancellor of Student Affairs. All existing student organizations must register each academic year with Student Services in order to maintain official recognition.

Policy Compliance

Organizations recognized by the College must follow all college policies and procedures.

For a list of the currently registered student clubs and organizations, please check the Northark website at <https://www.northark.edu/clubs-and-organizations/>

Student Record Holds

Students with records placed on hold for academic and/or student services reasons are not permitted to complete the following actions pending removal of the hold:

- a. Make online schedule changes
- b. Enroll in classes in subsequent semesters
- c. Obtain a transcript or other academic record

Exceptions: In the event of extenuating circumstances beyond the control of the student, exceptions may be granted by the Vice Chancellor of Academic Affairs, the Vice Chancellor of Student Affairs, or the Vice President of Finance and Administration.

Student Success

UA Northark recognizes that student success is the responsibility of both the institution and the student. Northark supports well-coordinated student and instructional services to foster student success through implementation of core matriculation services, including assessment and course placement, orientation, coaching/advising, and other educational planning services

with the goal of providing students with the supportive services necessary to assist them to achieve their educational goal and complete their identified course of study.

UA Northark uses the Student Success Committee, Strategic Planning Process, COI Cycle and GADIE to determine student success initiatives. Student success initiatives will be planned, implemented, evaluated, and communicated through DAPs, College Council, divisional/departmental meetings, and other avenues for college-wide communication.

Students Right to Know

UA Northark shall comply with The Student Right-to-Know Act of 1990.

The following information on the graduation rates of our cohorts of full-time, first-time, degree-seeking undergraduates, and student athletes that have received financial aid shall be posted and/or publicly available.

Student body diversity, student retention rates and completion/graduation rates (for the general student population and student athletes receiving athletically related aid) shall be included in the reporting.

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes.

To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

UA Northark, acting in compliance with the Student Right to Know Act, posts the following information on the graduation rates of our cohorts of full-time, first-time, degree seeking undergraduates, and student athletes that have received financial aid. The graduation rates show the graduation/completion status of students who enrolled for whom 150% of the normal time-to-completion of a two-year, undergraduate degree has elapsed.

Student Body Diversity (NPEC, Summary of HEA Institutional Disclosure Requirements, reference number 8)

Brief Description: Institutions must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients.

Retention Rates (NPEC, Summary of HEA Institutional Disclosure Requirements, reference number 24)

Brief Description: Institutions must make available to current and prospective students the retention rate of certificate- or degree-seeking, first-time, undergraduate students as reported to IPEDS.

Completion/Graduation Rates (NPEC, Summary of HEA Institutional Disclosure Requirements, reference number 25)

Brief Description: Each institution must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, fulltime, undergraduate students. The HEOA (Sec. 488(a) (3)) added a provision requiring that the completion or graduation rates must be disaggregated by gender, major racial and ethnic subgroup (as defined in IPEDS), recipients of a Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant, and students who did not receive either a Pell Grant or a subsidized Stafford Loan.

Completion/Graduation Rates for Students Receiving Athletically Related Aid (NPEC, Summary of HEA Institutional Disclosure Requirements, reference number 26)

Brief Description: Each institution must produce by July 1 each year a report that is provided to a prospective student athlete and the student's parents, high school guidance counselor, and coach at the time the institution offers athletically related student aid. The report must contain the number of students, by race and gender, who attended the institution in the prior year; the number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross-country and track combined, and all other sports combined); the completion or graduation rate, and if applicable, the transfer-out rate, of the certificate- or degree-seeking first-time, full-time undergraduates, categorized by race and gender for the most recently completing class; the completion or graduation rate, and if applicable, the transfer-out rate, of the certificate- or degree-seeking first-time, full-time undergraduates who received athletically related student aid, categorized by race and gender within sport. (These data need not be disclosed for a category in which the number of students is five or fewer.); average completion or graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender; and average completion or graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport.

Student Transcript

Official transcripts are provided on request from students in good financial standing with the College. Official transcript requests must be made by the student in writing or electronically. Official transcripts will not be issued if the student has past due financial obligations to the college. Unofficial transcripts may be viewed and/or printed via the UA Northark student information system.

Transcript Release Forms are available in the Registrar's Office and on the UA Northark web site. Transcripts are electronically sent or mailed within 24 hours of receipt except at the end of a term in which the process is dependent upon final grade submission.

Official or unofficial transcripts request are not processed until all financial obligations to the college are fulfilled.

[Transcript Request Form](#)

Technology Use

Acceptable Technology Use Policy

The use of UA Northark's information systems, including computers, network services, and all forms of Internet/intranet access, is primarily for educational related activities and business, for achieving the mission and goals of the college, and must adhere to applicable state and federal laws and standards. For related state and federal laws see Procedure. Northark's information systems shall not be used to express a personal political opinion to an elected official. Further, the information systems shall not be used to engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity. Failure to abide by the standards and laws or the circumventing of security on the local network or the use of Northark's technology services to disrupt or circumvent the security of other networks on the Internet will result in disciplinary action.

Disciplinary procedure:

1st offense = written/verbal warning,

2nd offense = loss of use of information system(s),

3rd offense = academic sanctions/employment termination and/or legal action

Depending on the severity of the offense, one or more of these actions may be taken on any single offense.

UA Northark will follow the policies, standards and best practices set forth by Arkansas Legislative Audit, Arkansas State Cyber Security Office (SCSO), Arkansas state legislation, and Federal legislation.

[Arkansas Legislative Audit Information Systems Best Practices](#)

Samples of Federal legislation:

[FERPA](#)

[HIPAA](#)

[Title 17 \(Copyright\)](#)

[PCI Data Security Standards](#)

Access Control

Access to information systems will only be provided to users based on business requirements, job function, responsibilities, need-to-know and least privilege.

- Requests for access will be formally documented and appropriately approved.
- Application and service accounts must only be used by the components requiring authentication.

Standards shall be documented in accordance with NIST 800-53 Moderate and any applicable local, state, and federal laws and regulations.

Student information system security workbooks, network equipment security reports, and reports on administrative access in Active Directory are kept and generated by IT Services.

- The security access workbooks are provided to each department head for review. Active
- Directory reports and network security reports are reviewed by IT Services.
- After the review period, department heads report any changes that need to be made.

IT Services will make those changes during the action period

Access Security

IT Services will keep workbooks on and develop reports for access security. This data will be shared annually with the leader in each department for review.

Student information system security workbooks, network equipment security reports, and reports on administrative access in Active Directory are kept and generated by IT Services. The security workbooks are provided to each department head for review. Active Directory reports and network security reports are reviewed by IT Services. After the review period, department heads report any changes that need to be made. IT Services will make those changes during the action period.

Cyber Incident Response

- Northark shall report all cybersecurity incidents to local, state, and federal agencies as required by law.
- Procedures shall be created to facilitate the implementation of the Cyber Incident Response and the Business Continuity Plan.
- Illegal or life-threatening incidents shall be reported to Campus Police (870-715-7553 or 870-302-5453) and/or 911.
- Suspected or confirmed cybersecurity incidents shall be reported to IT Services at 870-391-3555 or itservices@northark.edu
 - The Director of IT Services (ITS) along with other appropriate personnel shall undertake reasonable immediate efforts to identify and halt any potential unauthorized access to the College's systems and/or data repositories.
 - Such efforts shall not include reformatting, deletion, and/or restoration of systems that may have the effect of limiting the College from discovering the scope and nature of the breach or from identifying what data may have been accessed, viewed, copied, or transferred from the College by unauthorized parties.
 - Actions that might delete relevant information or limit the College from discovering the scope and nature of the breach shall be undertaken only after backups of all relevant systems have been preserved.
 - ITS shall preserve all log files, if available, including (but not limited to) firewall, VPN, email, network, client, web, server and intrusion detection systems logs, and other documentation or evidence demonstrating the scope and nature of the breach.

If it is determined that reasonable immediate efforts have failed to halt potential unauthorized access to the College's systems and data repositories, or those efforts are unable to discover with certainty that the College's systems and/or data repositories have been secured, then the ITS Director and Cabinet will be notified.

Cybersecurity

- UA Northark shall abide by all local, state, and federal cybersecurity laws and regulations.
- UA Northark will meet cyber security requirements by implementing its other related policies and their procedures including, but not limited to, the Access Security, Cyber Incident Response, Training and Awareness, and Acceptable Technology Use policies

- This policy along with other required policies shall be submitted to the State Cyber Security Office for approval on each even-numbered year by October 1.
- Examples of laws that will be followed include (but are not limited to) FERPA, HIPAA, GLBA, and Arkansas State Act 504

Email

UA Northark is the owner of all UA Northark email accounts. Email content is legally discoverable and may be used as evidence. There is no presumption of confidentiality or privileged communication. The email system is intended for legitimate business purposes. Employees may not forward their UA Northark email to a personal email account. Use of email is subject to the Technology Use policy.

Email is subject to limitations on recipient volume. Exceeding that limit will cause the user to be in "email jail." If a user needs to send a large volume of email, they should contact IT Services at least one hour before needing to send.

Sending of personal emails, chain letters, junk mail, jokes, and executables is inappropriate. All messages distributed via the email system are UA Northark's property. If one maintains a personal email address, that email should not be forwarded to or accessed from one's UA Northark email account.

When an employee is hired and an email account is created, ITS will notify that employee in writing of the Email Policy.

Upon employee exit, access to the employee's email account will be removed.

When a student enrolls and an email account is created, ITS will notify that student in writing of the Email Policy.

Upon student exit, access to the student's email account will be removed.

Wireless Access

Wireless access to the Internet and local network services will be provided, managed, and regulated by the IT Services division to ensure fair and efficient allocation and a level of security that protects the information stored on the college's local area network resources. Attempts to circumvent access and security of these resources may result in disciplinary action.

Wireless access will be regulated based on two primary categories: public access, and Northark owned wireless devices.

1. UA Northark WiFi - public access to the internet will be provided as a courtesy to visitors, students, and staff on each of UA Northark's campuses. This access is strictly controlled and only basic access to the Internet is allowed. The access is limited by restricting bandwidth, ports allowed and is directed outside the UA Northark Local Area Network.
2. UA Northark Devices - access in this category is restricted only to wireless devices that are owned by UA Northark. Only members of IT Services are allowed to configure the wireless system and device for this level of access.

Access points not authorized by IT Services will be located, disconnected, and removed upon discovery.

Timely Warning Policy

When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community and determine if a timely warning needs to be issued to all staff and students. The college must provide timely warnings in a way that is likely to reach every member of the campus community. Additionally, in the event that a situation arises, either on or off campus, that poses a significant danger to the health or safety of the campus community (e.g. weather, disease outbreak) that constitutes an ongoing or continuing threat, Public Relations will issue a campus-wide "Timely Warning," which will be distributed through MyNortharkAlerts. MyNortharkAlerts is Northark's emergency notification mobile messaging system. Depending on the particular circumstances of the issue, a PA system announcement may notify individuals in buildings on campus. Other types of communications include: MyNortharkAlerts text and email, message on college website at www.northark.edu and posts to social media (Facebook & Twitter). When the threat no longer exists, Public Relations will send an "All Clear" or similar message to inform the campus community as per the Clery Act.

Each semester, currently enrolled students are automatically entered into the MyNortharkAlerts emergency alert system and can unsubscribe at any time, by replying "stop". Parents and the public may register to receive emergency notifications by clicking the MyNortharkAlerts icon located on the home page of www.northark.edu.

Title IX Rights of Pregnant and Parenting Students

UA Northark is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs, and activities, hiring, leave policies, employment policies, and health insurance coverage. UA Northark hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy related conditions and new parents.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when leave began.

This generally means that pregnant students should be treated by Northark the same way as someone who has temporary disability and will be given opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete

grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, UA Northark will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and or cohort-model programs, medically necessary leaves are sufficient cause to permit students to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Northark's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipates the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

DEFINITIONS

- a. Caretaking: caring for and providing for the needs of a child.
- b. Medical Necessity: a determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interest.
- c. Parenting: the raising of a child by the child's parents in the reasonably immediate postpartum period.
- d. Pregnancy and Pregnancy Related Conditions: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.
- e. Pregnancy Discrimination: includes treating an individual affected by pregnancy or a pregnancy related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or accommodations.
- f. Pregnant Student/Birth Parent: refers to the student who is or was pregnant. This policy and its pregnancy related protections apply to all pregnant persons, regardless of gender identity or expression. Reasonable Accommodations: (for purposes of this policy) changes in the academic environment or typical operations that enable pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy equal benefits of Northark.

REASONABLE ACCOMMODATION OF STUDENTS AFFECTED BY PREGNANCY, CHILDBIRTH, OR RELATED CONDITIONS

- a. UA Northark and its faculty, staff, and other employees will not require students to limit their studies as the result of pregnancy or pregnancy related conditions.

- b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
- c. Students with pregnancy related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so they will not be disadvantaged in their courses of study or research and may seek assistance from the Title IX office.
- d. No artificial deadlines or time limitations will be imposed on requests for accommodations, but Northark is limited in its ability to impact or implement accommodations retroactively.
- e. Reasonable accommodations may include, but are not limited to:
 - 1. Providing accommodations requested by a pregnant student to protect the health and safety of the student and or pregnancy (such as allowing the student to maintain a safe distance from hazardous substances).
 - 2. Making modifications to the physical environment (such as seating).
 - 3. Providing mobility support.
 - 4. Extending deadlines and /or allowing the student to make up tests or assignments missed for pregnancy related absences.
 - 5. Offering remote learning options.
 - 6. Excusing medically necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department, or division).
 - 7. Granting leave per UA Northark's medical leave policy or implementing incomplete grades that will be resumed at a future date.
 - 8. Allowing breastfeeding students reasonable time and space to pump breastmilk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program.

Pregnant students cannot be channeled into an alternative program or school against their wishes.

MODIFIED ACADEMIC RESPONSIBILITIES FOR PARENTING STUDENTS

- a. Students with parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster care child may request an academic modification period by medical necessity or extraordinary parenting responsibilities.
- b. During the modification period, the student's academic requirements will be adjusted, and deadlines postponed as appropriate, in collaboration among the Title IX office, the student's academic advisor, and the appropriate academic department(s).
- c. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Title IX office to determine appropriate academic accommodations requests. The Title IX office will communicate all requests under this policy to students' academic advisors and coordinate accommodation related efforts with the advisors unless the students specifically request that their advisors be excluded. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, lab hours, examinations, or other requirements, and/or to reduce their overall course load, as appropriate once authorization is received from the Title IX office. If for any reason, parenting students are not able to work with their advisors/faculty members to obtain appropriate modifications, students should alert

the Title IX office as soon as possible, and the office will help facilitate needed accommodations and modifications.

- d. In timed degree, certification or credentialing programs, students who seek modifications upon the birth or placement of their child will be allowed an extension based on medical necessity to prepare for and take preliminary and qualifying examinations, and normative time to degree while in candidacy, to the extent those deadlines are controlled by UA Northark. Longer extensions may be granted in extenuating circumstances.
- e. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.
- f. While receiving academic accommodations, students will remain registered and retain benefits accordingly.

LEAVE OF ABSENCE

- a. As long as students can maintain appropriate academic progress, faculty, staff, or other UA Northark employees will not require them to take a leave of absence or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
- b. Enrolled students may elect to take a leave of absence with medical documentation because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
- c. Students taking a leave of absence under this policy will provide notice of intent to take leave 30 calendar days prior to initiation of leave, or as soon as practicable.
- d. Intermittent leave may be taken with the advance approval of the Title IX office and students' academic department(s) when medically necessary.
- e. Students who elect to take leave under this policy may register under an (inactive/on leave, etc. status) to continue their eligibility for certain benefits.
- f. To the extent possible UA Northark will take reasonable steps to ensure that upon return from leave, students will be reinstated to their program in the same status as when the leave began, with no tuition penalty.
- g. Continuation of students' scholarship, fellowship, or similar UA Northark sponsored funding during the leave term will depend on the student's registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar Northark supported funding by exercising their rights under this policy.
- h. The Title IX office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

RETALIATION AND HARASSMENT

- a. Harassment of any member of the UA Northark community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.
- b. Faculty, staff, and other UA Northark employees are prohibited from interfering with students' right to leave, seek reasonable accommodation, or otherwise exercise their rights under this policy.
- c. Faculty, staff, and other UA Northark employees are prohibited from retaliating against students for exercising the rights articulated by this policy. Including imposing or threatening to impose negative educational outcomes because students request leave or accommodation, file a complaint, or otherwise their rights under this policy.

TRIO Student Support Services

TRIO Student Support Services (TRIO-SSS) is a federal grant funded to serve 200 low income, first generation or disabled Northark students. SSS enhances the academic success and enriches the college experience of its participants. These participants enjoy the following enhanced or otherwise unavailable services:

- Scheduled one-on-one tutoring
- Assigned advisors who help chart each participant's path to graduation and beyond
- Assistance with course selection and scheduling
- Walk in advising appointments available
- Financial information to help participants retain funding through graduation
- Personal finance information to help participants avoid student debt
- Equipment borrowing and reserved computer lab
- Free printing in the SSS Lab
- Cultural activities and trips to area universities
- Students Supporting Students student organization
- Helpful workshops and seminars
- Special online resources
- Support navigating college offices and resources.

UA Northark's TRIO-SSS project is funded by a grant from the U.S. Department of Education. Students who would like to become a part of TRIO-SSS should contact Rose Sims, 870-391-3314, rose.sims@northark.edu or visit M185.

Use of Artificial Intelligence

UA Northark is committed to the ethical, responsible, and transparent use of artificial intelligence (AI) across its academic, operational, and administrative functions. Recognizing AI's potential to enhance education, research, and institutional efficiency, the college embraces its use while ensuring it aligns with its mission and values.

This policy, supported by detailed procedures, provides guidance for students, faculty, and staff on the responsible integration of AI. The associated procedures establish rules and guidelines to ensure that AI technologies at Northark enhance learning, research, and operations while upholding academic integrity, privacy, and ethical considerations.

Review the entire AI policy [here](#).

Veterans Benefits and Transition Act of 2018

The VA School Certifying Official for Military Educational Benefits is located in the Advising Center on the South Campus of UA Northark. Contact information is 870-391-3115 or information may be found at <https://www.northark.edu/veteran-benefits>. The School Certifying Official may be considered a liaison for all VA students to the services provided by the college. UA Northark is approved annually to provide education and training to Service Members of the United States of America Armed Forces, Veterans, and qualifying veteran's dependents, that have earned an education benefit. Military Education Benefits include Tuition Assistance, the Montgomery GI Bill® (chapters 30 & 1606), Post 9/11 GI Bill® (chapter 33), Survivors and

Dependents Assistance (chapter 35), and VA Vocational Readiness and Employment (chapter 31). All service members and/or dependents can contact the U.S. Department of Veterans Affairs Regional Office in Muskogee, OK for information regarding their qualification for these programs by calling 1-888-442-4551 or visit <https://www.va.gov/education/how-to-apply/>.

Standards of Progress for VA Students

Evaluation of progress of VA students will be conducted according to the school's evaluation policy schedule. Students with a minimum academic average of 2.0 will be considered making satisfactory progress until the next scheduled evaluation. See the UA Northark policy for academic probation, suspension, and readmittance.

Suspension/Withdrawn/Termination of VA Students

If the student fails to meet UA Northark's minimum requirements in either academics or attendance, the school's certifying official will submit a change in certification of classes, VA 22-1999b, accordingly.

Reinstatement of VA Student's Education Benefits

Once a VA student is meeting the minimum standards of progress according to UA Northark policy, the school's certifying official will submit a certification of classes, VA 22-1999.

Prior Credit for VA Students

According to UA Northark policy, an evaluation of previous education and training will be conducted, appropriate credit granted by the Office of Registrar, if applicable, the student's duration in the program of study will be shortened proportionately. The school's certifying official will note in VA ONCE® and notify the student that prior credit is being given for the eligible programs.

Visitors to the College

The college welcomes visitors, guests, and prospective students to visit the campus. However, to ensure safety, visitors may not be in shops, laboratories, or other hazardous areas (as defined by the college or individual college personnel) at any time unless they are escorted by a member of the college staff for brief business visits. Visitors must have instructor approval prior to visiting classrooms or laboratories. Visitors to UA Northark's campuses are subject to the same standards of conduct as UA Northark students; violation may result in visitors being denied access to UA Northark campuses, services, and events.

Withdrawing from Class(es)

To support students in their educational goals for successful completion of coursework, North Arkansas College of the University of Arkansas expects students to attend/participate in enrolled courses. Withdrawal from courses may be student-initiated or administratively initiated. Regardless of course delivery mode, active engagement in a course requires regular and punctual class attendance/ participation.

In order to be successful, students should expect to attend/participate in at least 85% of all class hours and assignments scheduled for a course. In the case of online courses, excessive absences will be measured by course participation. A student who does not meet the 85% standard is considered to be excessively absent and may be administratively withdrawn from a

course. Excessive absenteeism may also result in failing grades, academic probation, or suspension and loss of financial aid.

UA Northark will follow Federal guidelines to determine whether a student has never attended or has stopped attending an online or blended course.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course related question. (FSA Handbook 2017-2018, Volume 5, 5-61)

Examples of academic attendance in online/blended courses include contributing to an online discussion or text chat session; submitting an assignment; completing exercises; taking a quiz or exam; completing a tutorial; and communicating with a faculty member to ask a course related question.

Student's requirement for attendance:

A student is responsible for coming to class prepared, completing any missed work in the case of absences, and knowing the dates and places of required course examinations. Attendance and tardiness are primarily a student-teacher-class relationship, but the College has a concern for the fulfillment of such obligations by the student. Excessive absences may lead to withdrawal from the course with a grade of "W."

Regardless of the reason for absence, students are expected to contact their instructors prior to a class meeting regarding any expected absence, or within 24 hours after the class meeting in case of an emergency, just as they would contact an employer regarding any absence from their job.

Faculty's responsibility regarding attendance:

In each course syllabus the instructor will specify written attendance requirements that may affect students' final grades. Students are responsible for any material covered in class during their absence. It is the student's responsibility to know the requirements and comply. Faculty and students will work together to mitigate the impact of absences of those students who miss class while officially representing the College (in the case of, e.g., varsity sports, student organization activities, or course/program-sanctioned events).

Student-initiated withdrawal:

Students who wish to withdraw from/drop a class must come to the advising office or send an email to the advising office using the student's UA Northark email address. In the email, students must include their name, student ID number, class(es) to be dropped (including section numbers), the reason for the drop, and a good phone number so their advisor can call them if any issues arise. It is the intent of UA Northark to assist its students, where and when appropriate and possible, in their efforts to continue their education. Students may therefore be asked about the circumstances leading to their withdrawal, in order to determine if the motivation for leaving is something UA Northark's staff and community may be able to assist with in the hope of allowing students to continue their studies. While not every issue is one that can be resolved in this way, student honesty in this process is essential.

Students dropping from a class prior to the withdrawal deadline date listed on the academic calendar in the front of the College Catalog will receive a grade of "W." Students dropping a

class that differs in length from the 15-week regular semester or a five-week summer session will have the same percentage of time to withdraw with a grade of “W.” A student’s failure to drop classes that he or she does not intend to complete may result in the assigning of an “F” grades and the placing of a hold on the student’s transcript. Without the instructor’s written permission, students may not be reinstated into a class from which they have officially withdrawn. No reinstatement may be made after the final examination period has begun.

Financial aid recipients should take note that withdrawing from some or all classes may partially reduce or revoke financial aid and could result in a significant account balance due. If financial aid residual has already been received, some repayment by the student may be required.

Administratively initiated withdrawal:

Program withdrawal: Students may be administratively withdrawn from an academic program to which they have been admitted for failure to progress in the sequenced courses or for policy violations as outlined in the program-specific policy manuals. For program withdrawal, only program-specific courses (e.g., NURS, PN, MLT) will be processed for withdrawal. Faculty must be able to provide, upon request, handbook/policy documentation supporting any administrative drop. Attendance, participation, and grade records may be necessary for administrative drop.

For withdrawal dates and deadlines, students should consult the academic calendar online, in the UA Northark Catalog, or in the Student Handbook.