

# Academic Regulations

## ARKANSAS ASSESSMENT OF GENERAL EDUCATION (AAGE) OR RISING JUNIOR EXAM

All undergraduates in Arkansas public institutions who have earned at least 45 hours of credit toward a degree are required to take the Arkansas Assessment of General Education Exam (AAGE), also known as the Rising Junior Exam.

Students transferring from other Arkansas institutions who have earned 45 or more transferable hours must take the exam during the first available test cycle, unless the student has documentation that the AAGE was completed at another college or university in Arkansas. The only students who are exempt from the AAGE requirement are those transferring at least 61 degree credit hours from out-of-state institutions.

Students who do not meet the AAGE requirement by the last day to register for classes will have their classes canceled for that semester.

Testing Services, 730 Hotz Hall, mails exam registration packets to a student's local address. For more information on the AAGE, contact Testing Services at (479) 575-2824.

(See also "Advanced Composition" on page 43.)

## ACADEMIC HONESTY

*(Campus Council, revised February 6, 1986)*

### Introduction

The University of Arkansas, Fayetteville, presents this policy as part of its effort to maintain the integrity of its academic processes. Academic honesty should be a concern of the entire university community, and a commitment to it must involve students, faculty, and administrators.

Students must understand what academic integrity is and what the most common violations are. With that understanding they must commit themselves to the highest standards for their own, as well as for their peers', academic behavior.

Public support and encouragement of the faculty is a second critical component necessary to strengthen academic integrity on campus. Faculty members must be continually vigilant in the management of their classes, their assignments, and their tests.

Finally, the administration of the University must present to the students standards of academic integrity. Those standards must be part of a publicly recognized, understood, and accepted set of policies and procedures that can be applied consistently and fairly in cases of academic dishonesty.

It is the responsibility of each student, faculty member, and administrator to understand these policies. A lack of understanding is not an adequate defense against a charge of academic dishonesty.

With regard to the application of this policy, the University assures its support of faculty members and other employees of the University who are acting in good faith in the course and scope of their employment and in the performance of their official duties.

This policy is only a part of the University's effort to promote academic integrity in all aspects of its programs. By necessity, this part discusses only prohibited acts and a process of applying sanctions. The ultimate goal, of course, is to provide an atmosphere that will make superfluous the procedures and sanctions that follow.

### Definitions

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at the University of Arkansas. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying, or otherwise obtaining information about an examination not yet administered.
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgement or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all University students to understand the methods of proper attribution and to apply those principles in all materials submitted.
11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any University form or document.

13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

## Procedures

Sanctions for acts of academic dishonesty may be applied in the following ways:

### A. Instructor Action

When an instructor determines or believes that a student in the instructor's class is guilty of academic dishonesty deserving of sanction, the instructor should within five working days follow one of the following: (If the instructor is either a graduate teaching assistant or a temporary faculty member, then a supervising faculty member or the departmental head or chairman may assist in the handling of an academic dishonesty case.)

1. The instructor may determine a grade sanction and within five working days report that sanction along with the essential details of the incident to the judicial coordinator in Student Affairs. There is, under these circumstances, no request for administrative or judicial action. The student sanctioned in this way by an instructor will be notified by Student Affairs and will have five working days from that notification to request a hearing by the All University Judiciary (AUJ) as outlined in Section B below. If the student does not request a hearing within five working days, then it is assumed that the sanction is not contested. The student will be required to have a conference with the judicial coordinator so that the consequences of the action can be made clear.

During the course of the hearing, the student's participation in the affected class should continue so that any action can be reversed without prejudicing the student's academic performance and evaluation. Should the hearing process not support the grading sanction applied by the instructor, then the instructor and student may agree and remedy the sanction with the student proceeding in the class without prejudice. If the instructor and the student cannot so agree, or if the grading sanction cannot be remedied, then the student may appeal via the Academic Appeal Structure for Undergraduate Students.

If the defense of any grade is based on alleged academic dishonesty and the faculty member has not followed the University policy, the ability of the faculty member to defend his or her action may be adversely affected.

2. The instructor may file an incident report form referring the case to the judicial process for determinations of guilt or innocence and the application of sanctions. If the student is determined to be guilty of academic dishonesty, then the instructor may apply a grade sanction in addition to whatever sanctions are applied by the judicial process. While such a case is pending in the judicial process, the student's participation in the affected class should continue to avoid pre-empting the options available after the guilt or innocence is determined. This course of action is appropriate in cases where there is doubt about guilt or innocence or in cases where the offense deserves sanctions beyond the grading system.

### B. Judicial Process

If the instructor chooses to refer the case to the judicial process as outlined in A.2 or if another student, faculty member, or administrator wishes to charge a student with academic dishonesty, the following procedures will be followed:

1. Administrative Action. This would involve the application of a sanction or an admonition or some type of probation following

established guidelines by the judicial coordinator after an incident has been reported by a faculty member, an administrator, or a student. Such action may be appropriate in cases where there is little or no disagreement as to the details of the reported incident. Administrative sanctions may be appealed by any party in the incident to AUJ within three working days of notification of the administrative action.

2. All-University Judiciary (AUJ). This involves applications of sanctions for academic dishonesty after the case has been heard and decided by AUJ. This would be used in contested cases, cases of appeals of instructor or administrative actions, any case involving a student with previous record of academic dishonesty or who previously received a grade sanction for academic dishonesty, and in cases where the sanction could result in suspension or expulsion from the University. The procedures involved in AUJ action are available from Academic Affairs or Student Affairs.

Any action of AUJ may be appealed within five working days through the Vice Chancellor for Academic Affairs to the Chancellor of the University. If the Chancellor discovers evidence previously unavailable to AUJ, then the Chancellor may explain in writing to the Chair of AUJ and ask that AUJ rehear the case.

## Sanctions

The choice of sanctions in cases of academic dishonesty always involves considerations of the integrity of the educational process of the University. There is no place in that process for academic dishonesty; and if a student is undermining the integrity of that process, then separating that student from the University is the natural sanction. The intent of this policy is to make acts of academic dishonesty clear risks, that is, the sanctions are to be sufficiently heavy to deter academic dishonesty. Thus, the application of a grade sanction as the only sanction is to be very carefully considered and should occur only in unusual cases.

The following are possible sanctions for academic dishonesty:

1. Grading Sanctions. An instructor may apply grading sanctions. Such sanctions may also be recommended by either the judicial coordinator in case of administrative action or by AUJ, but the final decision will be that of the instructor. Grade sanctions may consist of either grades of zero or failing grades on part or all of a submitted assignment or examination, or a lowering of a course grade, or a failing grade. All grade sanctions must be appropriately reported as outlined in the procedures above. A grade sanction may be appealed by the student via the Academic Appeal Structure for Undergraduate Students.
2. Admonition or Probation. These are applied by either administrative action or AUJ action. The types:
  - a. Admonition. This is a firm warning against future violations, filed in the office of the judicial coordinator.
  - b. Conduct Probation. This is a probation imposed for a specified period and constitutes a final warning and a second chance to demonstrate what has been learned and to show improved judgment.
  - c. Personal Probation. This is a probation imposed for a specified period and constitutes a final warning of more severe sanctions. This requires the student to meet periodically with a University official to discuss and explore alternatives to the kind of behavior that resulted in the sanction.
  - d. Disciplinary Probation. This is probation imposed for a specified period and constitutes a warning that affects the student's good standing in the University. Violations of regulations during the period are likely to result in suspension or expulsion. During the period, the student is no longer to hold campus offices, receive honors, or represent the Uni-

versity in extracurricular or intercollegiate activities.

- e. Educative Sanctions. These include a variety of assignments, tasks, or experiences that should make the offender more aware of the nature of the general problem of academic dishonesty. These may be applied in conjunction with any admonition or probation.
3. Suspension. Suspensions for a specified period of time from the University may be recommended by AUJ. Such suspensions may be for the remainder of a semester or for a specified number of semesters. In cases of clearly premeditated cheating or cases where either illegal actions or conspiracy with others is involved, suspension for at least the remaining part of a semester or one full semester must be considered as a sanction. Also, suspension will normally be the minimal sanction in cases where a student is guilty of academic dishonesty for a second time.
4. Expulsion. Expulsion from the University for an indefinite period of time may be recommended by AUJ.

### Implementation and Review

For details of procedures for implementing this policy, contact the Office of the Vice Chancellor for Academic Affairs. This University policy does not preclude the implementation by colleges of policies determined by the Vice Chancellor to be more rigorous.

### TERM PAPER ASSISTANCE

*(Campus Council, March 26, 1987)*

The use of services of term paper assistance companies is a violation of university policies on academic integrity. Student submission of such research or term papers to meet requirements of any class or degree program is expressly prohibited and constitutes academic dishonesty. Any violation of this prohibition will automatically result in both punitive action by the instructor (e.g., the award of a grade of "F" for the course) and a referral of each violation to the All-University Judiciary Committee for its consideration.

### ATTENDANCE

Education at the university level requires active involvement in the learning process. Therefore students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes. Instructors have the responsibility to provide a written policy on student attendance that is tied to course objectives included in a course syllabus. There may be times, however, when illness, family crisis, or University-sponsored activities make full attendance or participation impossible. In these situations students are responsible for making timely arrangements with the instructor to make up work missed. Such arrangements should be made in writing and prior to the absence when possible.

Examples of absences that should be considered excusable include those resulting from the following: 1) illness of the student, 2) serious illness or death of a member of the student's immediate family or other family crisis, 3) University-sponsored activities for which the student's attendance is required by virtue of scholarship or leadership/participation responsibilities, 4) religious observances (see UA Religious Observances policy below), 5) jury duty or subpoena for court appearance, and 6) military duty. The instructor has the right to require that the student provide appropriate documentation for any absence for which the student wishes to be excused.

### RELIGIOUS OBSERVANCES

*(Campus Faculty, November 15, 1995)*

Although Christian religious holidays are reflected to some extent in the academic calendar of the University, holidays of other religious groups are not. When members of other religions seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first week of classes. The Schedule of Classes should inform students of the University calendar of events, including class meeting and final examination dates, so that before they enroll they can take into account their calendar of religious observances. Scheduling should be done with recognition of religious observances where possible. However, faculty members are expected to allow students to make up work scheduled for dates during which they observe the holidays of their religion.

### FINAL EXAMINATION POLICY

*(Campus Council, revised November 16, 1989)*

It is the policy of the University to minimize student participation in extracurricular activities during the final examination period. No meetings, social activities, athletic events, or other extracurricular activities that require student participation will be scheduled on Dead Day or during the final examination period. Any exceptions to this policy must receive prior approval from the Vice Chancellor for Academic Affairs.

### GRADES AND MARKS

Final grades for course are "A," "B," "C," "D," and "F" [except for courses taken in the School of Architecture]. The grade of "A" is given for outstanding achievement to a relatively small number of excellent scholars. The grade of "B" represents good achievement. The grade of "C" is given for average achievement, and the grade of "D" for poor but passing work. The grade of "F" denotes failure and is given for unsatisfactory work. (No credit is earned for courses in which a grade of "F" is recorded.)

A final grade of "F" shall be assigned to a student who is failing on the basis of work completed but who has not completed all requirements. The instructor may change an "F" so assigned to a passing grade if warranted by satisfactory completion of all requirements. Students who fail to present an acceptable reason for not having completed all course requirements including the final examination will receive the grade they would have received had they failed such requirements.

A mark of "I" may be assigned to a student who has not completed all course requirements, if the work completed is of passing quality. An "I" so assigned may be changed to a grade provided all course requirements have been completed within 12 weeks from the beginning of the next semester of the student's enrollment after receiving the "I." If the instructor does not report the grade within the 12-week period, the "I" shall be changed to an "F." When a mark of "I" is changed to a final grade, the grade points and academic standing are appropriately adjusted on the student's official academic records.

A mark of "AU" (Audit) is given to a student who officially registers in a course for audit purposes (see Registration for Audit).

A mark of "CR" (Credit) is given for a course, for example, practice teaching, certain seminars, certain honors colloquia, and courses where credit is earned by examination which the University allows credit toward a degree, but for which no grade points are earned.

A mark of "S" (Satisfactory) is assigned in courses such as special problems and research when a final grade is inappropriate. The mark "S" is not assigned to courses or work for which credit is given (and thus no grade points are earned for such work). If credit is awarded upon the completion of such work, a grade or mark may be assigned at that time and, if a grade is assigned, grade points will be earned.

A mark of "W" (Withdrawal) will be given for courses from which students withdraw after the first 10 days of the semester and before the drop deadline of the semester.

For numerical evaluation of grades, "A" is assigned 4 points for each semester hour of that grade; "B," 3 points; "C," 2 points; "D," 1 point; and "F," 0 points. "I," "AU," "CR," "S," and "W" marks will not be counted in the grade-point average. Grades of plus and minus are assigned grade-point values in the School of Architecture – see page 101. The grade-point average is computed by dividing the total number of grade points by the total number of credit hours attempted in courses for which grades (rather than marks) are given. Students who utilized grade renewal in retaking courses (prior to Fall Semester, 1986 and after Fall 1996) have only the last grade used in computing grade-point averages.

### **UNDERGRADUATE GRADE FORGIVENESS POLICY**

*(Campus Council, April 11, 1996)*

Under the Grade Forgiveness Policy, a student may improve the undergraduate cumulative GPA by repeating a maximum of two courses (up to nine hours) in which a grade of "D" or "F" was received and requesting that the repeat grade be the only one that is counted in the calculation. Only two such requests are available to any student in his or her undergraduate career. The repeated grade must be in the same course taken at the University of Arkansas, Fayetteville. Only a course in which a grade of "D" or "F" was earned may be repeated under the Forgiveness Policy. Grade Forgiveness may not be used to replace a grade assigned as a result of academic dishonesty. The student must file a written petition to use grade forgiveness indicating which course(s) he/she chooses to grade renew: the petition must be completed and approved prior to graduation. Both attempts at the course will remain on the transcript but only the second will be used to calculate both credit and GPA. The first attempt and the grade earned will be recorded on the transcript with the symbol "R" to denote that it has been repeated. Students considering Grade Forgiveness should be aware that many graduate schools, professional schools, employers or other institutions in considering admission or employment recompute the GPA and include all courses attempted even though a course was repeated. This means that if the cumulative GPA has been raised because of grade renewal, the recomputed GPA will be lower.

### **SEMESTER HONOR ROLL**

The colleges of the University publish, after the close of each semester, an honor roll of the highest ranking students in the college containing the names of not more than 10 percent of the undergraduate students

of each class. Students are eligible for the honor roll if they are carrying at least 12 semester hours normally required for graduation by their college for their respective year. Most colleges refer to this part of the honor roll as the "Dean's List."

In addition, a Chancellor's List is published each semester which recognizes those undergraduate students who achieve a 4.00 grade-point average. Students must also be carrying at least 12 semester hours normally required for graduation to be eligible for the Chancellor's List.

For honor roll eligibility, the 12 semester hours must all be in courses for which grade points are earned.

### **FIRST-RANKED SENIOR SCHOLARS**

A first-ranked senior scholar shall be recognized at the annual Commencement of the University of Arkansas, Fayetteville. The scholar or scholars so recognized must have a cumulative grade-point average of 4.00 on all course work completed at the time selection is made and must have completed all courses required for the baccalaureate degree at the University of Arkansas, Fayetteville, or in a program of study approved by the Director of Honors or other designee in the college in which the student is enrolled. In determining the cumulative grade-point average for the purposes of such awards, grade-renewal is not accepted.

### **SENIOR SCHOLAR**

Since 1941 a key has been awarded to the graduating senior from each undergraduate college who has the highest grade-point average and who has completed at least half of his or her degree work at the University of Arkansas. The keys are awarded during the Honors Banquet.

### **ACADEMIC PROGRESS, SUSPENSION AND DISMISSAL**

A student's academic standing in the University is determined at the end of each term of enrollment (fall, spring or summer) on the basis of the student's cumulative and/or term grade-point average (GPA) and number of hours earned. See the chart below for the required performance levels. The student's academic standing governs his or her reenrollment status and determines any conditions associated with reenrollment or denial of enrollment for a subsequent term. Normally, students will be notified individually by the University of their standing shortly after the end of each term. However, this policy statement is the formal notification to all students of the conditions that determine academic standing and the consequences for each term, regardless of individual notification.

### **ACADEMIC STANDING CHART**

CUMULATIVE HOURS EARNED	GOOD ACADEMIC STANDING	Placed on ACADEMIC WARNING	Continued on ACADEMIC WARNING	SUSPENDED*	DISMISSED**	Continued on ACADEMIC WARNING
	Determine status when	when	when	when	when	Following Suspension and Following Dismissal when
	CUMULATIVE GPA is	CUMULATIVE GPA is	TERM GPA is	TERM GPA is	TERM GPA is	TERM GPA is
0-16 hours	1.50 or higher	Less than 1.50	1.50 or higher	Less than 1.50	Less than 2.00	2.00 or higher
17-32 hours	1.60 or higher	Less than 1.60	1.60 or higher	Less than 1.60	Less than 2.00	2.00 or higher
33-45 hours	1.75 or higher	Less than 1.75	1.75 or higher	Less than 1.75	Less than 2.00	2.00 or higher
46-60 hours	1.90 or higher	Less than 1.90	1.90 or higher	Less than 1.90	Less than 2.00	2.00 or higher
61 hours +	2.00 or higher	Less than 2.00	2.00 or higher	Less than 2.00	Less than 2.00	2.00 or higher

\* No student may be suspended who has not spent the prior term of enrollment on academic warning.

\*\* No student may be dismissed who has not been suspended during a prior term of enrollment.

*Good Standing:* Upon initial admission and during a student's first term of enrollment, except for transfer students, the student is in good standing. (The standing of a transfer student reflects the student's prior record and the status assigned upon admission). A student remains in, or returns to, good academic standing at the end of any term when the cumulative GPA is at or above the required minimum.

*Academic Warning:* When a student's cumulative GPA falls below the minimum required for good standing, the student will be put on academic warning. This status is not recorded on the student's permanent academic record and will not appear on transcripts. A student who enrolls for a term on academic warning may take no more than 12 hours (unless more are approved by the student's adviser and dean). To continue for one or more additional terms on academic warning, the student must earn a term GPA at or above the cumulative GPA required for good standing. The student can remain on academic warning until the cumulative GPA is at or above the required minimum for good standing unless the student becomes subject to academic suspension by failing to earn the required term GPA.

*Academic Suspension:* A student on academic warning who does not earn the minimum required term GPA will be suspended from full-time enrollment. No student may be suspended who has not spent the prior term of enrollment on academic warning. A student on academic suspension has two alternatives: limited enrollment or academic leave of one year from the University.

Students who choose limited enrollment may enroll for up to nine (9) hours of on-campus or Independent Study course work (as approved by the student's adviser and dean) and must earn at least six (6) hours of credit with grades of C or higher in all courses taken. A student who meets these conditions may enroll for a subsequent term on academic warning following suspension.

Students who choose academic leave may apply for readmission one year after the term of the suspension. A student who does not earn credit from another institution will be readmitted on academic warning following suspension. A student who earns credit from another institution(s) during or subsequent to the year of suspension must apply to the University for admission as a transfer student and will be granted academic standing consistent with transfer admission policy and the student's record.

*Academic Warning Following Suspension:* A student on academic warning following suspension may take no more than twelve (12) hours (unless more are approved by the student's adviser and dean) and must earn a term GPA of 2.00 or higher for each term of enrollment until the student's cumulative GPA is at the level required for good standing. Failure to satisfy these requirements will result in dismissal.

*Academic Dismissal:* A student on academic suspension or academic warning following suspension who does not earn a term GPA of 2.00 or higher and satisfy all other requirements associated with his or her status will be dismissed from the University. A student who has been dismissed may be readmitted only upon action of the Academic Standards Committee. Course work taken through Independent Study while under dismissal may be submitted to the committee as evidence of academic competence. If readmitted, the student may receive degree credit for such course work.

*Academic Warning Following Dismissal:* A student who enrolls subsequent to an initial dismissal and following favorable action of the Academic Standards Committee is placed on academic warning following dismissal and may take no more than 12 hours (unless more are approved by the student's adviser and dean) and must earn a term GPA of 2.00 or higher. Failure to satisfy these requirements will result in a second academic dismissal. A second dismissal is for five years, after which a student must apply for readmission to the University and may also apply for Academic Bankruptcy. Individual colleges or programs have the discretion to set academic admission and continuation standards for specific programs that are higher than University standards.

(VCAA 6/8/00)

## REQUIREMENTS FOR GRADUATION

### University Core Requirements (See page 44)

The University of Arkansas has adopted a "State Minimum Core" of 35 semester-credit-hours of general education courses that are required of all baccalaureate degree candidates. This is in compliance with Arkansas Act 98 of 1989 and the subsequent action of the Arkansas State Board of Higher Education. Beginning in the fall semester of 1991, all state institutions of higher education in Arkansas have a 35-hour minimum core requirement with specified hours in each of six academic areas. The University has identified those courses that meet the minimum requirement and they are listed in the table on page 44.

Students should consult the requirements for specific colleges and programs when choosing courses for use in the UA University Core.

### Freshman Composition

Every undergraduate student at the University of Arkansas is required to submit six hours of freshman composition for graduation. Freshman English courses taken at other universities will satisfy this requirement only if they are courses in composition. Students whose ACT scores in English are 18 or below must enroll in the sequence of courses ENGL 0003, ENGL 1013, and ENGL 1023. Students whose ACT scores in English are between 19 and 27 should enroll in ENGL 1013-1023. Students with English ACT scores of 28 or above may enroll in Honors English (1013H-1023H) or regular English (1013-1023). Students with English ACT scores of 30 or above may take 1013H-1023H or elect exemption. Students electing exemption must fill out forms in the English Department office. Some programs require credit in composition, and students should confer with their advisers before choosing exemption.

### American History and Civil Government

Under Arkansas law, no undergraduate degree may be granted to any student who has not passed a college course in American history and civil government. Courses offered by the University of Arkansas, any one of which will meet this requirement, are HIST 2003 (History of the American People to 1877), HIST 1013 (History of the American People, 1877 to Present), and PLSC 2003 (American National Government).

### Advanced Composition

Every undergraduate student at the University of Arkansas is also required to take and pass ENGL 2003, a three-hour course in composition, unless exemption can be gained in one of the following ways: (1) by demonstrating a satisfactory writing ability on the Advanced Composition Exemption Examination, (2) by completing ENGL 1013 (Essay Writing), or (3) by achieving a grade of "A" or "B" in ENGL 1013 and a grade of "A" in ENGL 1023 in courses taken at the University of Arkansas, Fayetteville.

ENGL 2003 will not count as part of the total number of hours required for a degree in the College of Engineering or School of Architecture or the Food, Human Nutritional Hospitality curriculum in the School of Human Environmental Sciences in the College of Agricultural, Food and Life Sciences.

Students must satisfy the requirement of ENGL 1013 and ENGL 1023 and complete 30 credit hours before taking the Advanced Composition Exemption Exam. The exam must be taken before the student has acquired 96 credit hours. The English requirement applies to all transfer students regardless of nonfreshman composition courses taken at other schools. The examination must be taken by junior and senior transfer students at the time they enter the University of Arkansas.

Students not gaining exemption from ENGL 2003 must register for the course before the last semester of their senior year.

Continued on page 45 . . .

### University Core (State Minimum Core)<sup>1</sup>

Areas	Minimum Hours	University Courses	Areas	Minimum Hours	University Courses
English	6	ENGL 1013, Composition I ENGL 1023, Composition II			PHIL 3103, Ethics and the Professions
Mathematics <sup>2</sup>	3	MATH 1203, College Algebra Any higher-level mathematics course required by major			c) Humanities: CLST 1003, Intro Classical Studies: Greece CLST 1013 Intro Classical Studies: Rome ENGL 2113, English Lit to 1798 ENGL 2123, English Lit 1798 to Present HUMN 1114H, Roots/Cultures to 500 CE HUMN 1124H, Equilibrium of Cultures, 500 to 1600 WLIT 1113, World Lit I WLIT 1123, World Lit II
Science <sup>3</sup> (Students admitted under this catalog or later are required to take corresponding lecture/lab combinations as listed.)	8	ASTR 2003/2001L, Survey of the Universe BIOL 1543/1541L, Principles of Biology BOTY 1613/1611L, Plant Biology CHEM 1023/1021L, Basic Chem/Health Science CHEM 1053/1051L, Chem in Modern World CHEM 1074/1071L, Fundamentals of Chemistry CHEM 1103/1101L, University Chemistry I CHEM 1123/1121L, University Chemistry II CHEM 1213/1211L, Chemistry for Majors I/Lab CHEM 1223/1221L, Chemistry for Majors II/ Lab GEOL 1113/1111L, General Geology GEOL 1133/1131L, Environmental Geology PHYS 1023/1021L, Physics and Human Affairs PHYS 1044, Phys for Architects I PHYS 1054, Phys for Architects II PHYS 2013/2011L, College Physics I PHYS 2033/2031L, College Physics II PHYS 2054, Univ Physics I PHYS 2074, Univ Physics II ZOOL 1613/1611L, Principles of Zoology ZOOL 2213/2211L, Human Physiology ZOOL 2443/2441L, Human Anatomy			d) Humanities: Any Foreign Language 2003 <sup>5</sup> HUMN 2003, Intro to Gender Studies
Fine Arts, Humanities <sup>4</sup> (Select 3 hours each from two of these four categories)	6	a) Fine Arts: ARCH 1003, Architecture Lecture ARHS 1003, Art Lecture ARTS 1003, Art Studio COMM 1003, Film Lecture DANC 1003, Basic/Movement & Dance DRAM 1003, Theater Lecture HUMN 1003 Introduction to the Arts and Aesthetics LARC 1003, Basic Course in the Arts: The American Landscape MLIT 1003, Music Lecture b) Humanities: PHIL 2003, Intro to Philosophy PHIL 2103, Intro to Ethics PHIL 2203, Logic	U.S. History	3	HIST 2003, History of Amer. People or Government to 1877 HIST 2013, History of Amer. People 1877 to Present PLSC 2003, American National Government
			Social Sciences <sup>6</sup> (Select from at least two different fields of study)	9	AGEC 1103, Prin of Agri Micro-economics AGEC 2103, Prin of Agri Macro-economics ANTH 1023, Intro to Cultural Anth ECON 2013, Prin of Macroeconomics ECON 2023, Prin of Microeconomics ECON 2143, Basic Economics: Theory & Practice GEOG 1123, Human Geography GEOG 2023, Economic Geography GEOG 2103, Emerging Nations GEOG 2203, Developed Nations HESC 1403, Life Span Development HESC 2413, Family Relations HIST 1113H, Honors World Civilization I HIST 1123H, Honors World Civilization II HIST 2003, History of Amer. People to 1877 <sup>7</sup> HIST 2013, History of Amer. People 1877 to Present <sup>7</sup> PLSC 2003, American National Government <sup>7</sup> PLSC 2013, Intro to Comparative Politics PLSC 2203, State & Local Gov PSYC 2003, General Psychology RSOC 2603, Rural Sociology SOC 2013, General Sociology SOC 2033, Social Problems WCIV 1003, Western Civilization I WCIV 1013, Western Civilization II

Footnotes are on page 45.

**Footnotes for the State Minimum Core on page 44:**

- 1 Arkansas Common Course Index for "State Minimum Core". Listed below are courses that have been indexed in the Arkansas Common Course Index System (ACCIS). The University Course number is listed first followed by the ACCIS number. English: ENGL 1013-ENGL 1301, ENGL 1023-ENGL 1302. Science: BIOL 1543/1541L-BIOL 1408, BOTY 1613/1611L-BIOL 1411, CHEM 1103/1101L-CHEM1411, CHEM 1123/1121L-CHEM 1412, GEOL 1113/1111L-GEOL 1403, GEOL 1133/1131L-GEOL 1404, PHYS 2013/2011L-PHYS 1403, PHYS 2033/2013L-PHYS 1404, PHYS 2054, PHYS 2425, PHYS 2074, PHYS 2426, ZOO 1613/1611L-BIOL 1413. Fine/Arts: ARHS 1003-ARTS 1301, DRAM 1003-DRAM 1310, HUMN 1003-HUMA 1301, MLIT 1003-MUSI 1306, PHIL 2003-PHIL1301, PHIL 2103-PHIL 2306, PHIL 2203-PHIL 2301, ENGL 2113-ENGL 2322, ENGL 2123-ENGL 2323, WLIT 1113-ENGL 2332, WLIT 1123-ENGL 2333. U.S. History: HIST 2003-HIST 1301, HIST 2013-HIST 1302, PLSC 2003-POLS 1302. Social Sciences: ANTH 1023-ANTH 2351, ECON 2013-ECON2301, ECON 2023-ECON 2302, GEOG 1123-GEOG 1301, HIST 2003-HIST 1301, HIST 2013-HIST 1302, PLSC 2003-POLS 1302, PSYC 2003-PSYC 2301, SOCI 2013-SOCI 1301, SOCI 2033-SOCI 2303, WCIV 1003-HIST 2311, WCIV 1013-HIST 2312
- 2 Some students majoring in math, engineering, science and business may be required to take a higher math as part of the State Minimum Core.
- 3 Some students majoring in math, engineering, science, education and health-related professions may be required to take higher or specific science courses as part of the State Minimum Core.
- 4 Some students majoring in engineering may be required to take either six hours of humanities or social sciences at the junior/senior level or substitute an additional six hours of higher math and/or additional science as part of the State Minimum Core.
- 5 Students may choose any intermediate-level foreign language course numbered 2003. See Foreign Languages.
- 6 Some students majoring in engineering may be required to take either six hours of humanities or social sciences at the junior/senior level or substitute an additional six hours of higher math and/or additional science as part of the State Minimum Core.
- 7 If not selected to meet the first three hours of the social sciences requirement.

*Continued from page 43 . . .*

The examination will be graded in the following categories: (1) pass, (2) fail, and (3) borderline. The students whose papers are in the third category (borderline) will be eligible to submit a second writing sample at the regularly scheduled Junior English Exemption Exam in the following semester. Students who take and do not pass the Exemption Exam must take ENGL 2003. Students who meet the Advanced Composition Requirement also will have met the writing requirement of the Rising Junior Exam (AAGE). See page 39.

**Residence**

The full senior year must be completed in residence except that a senior who has already met the minimum residency requirement will be permitted to earn not more than 12 of the last 30 hours in extension or correspondence courses or in residence at another accredited institution granting the baccalaureate degree. No more than six of these 12 hours may be correspondence courses. The minimum residence requirement is 36 weeks and 30 semester hours. Residency for the senior year is defined as a period during which the student must be enrolled in courses offered on the campus in Fayetteville. This is intended to provide adequate contact with the University and its faculty for each student who is awarded a degree. Colleges and departments have the authority to prescribe residence requirements that exceed those described here.

**Minimum Credit Hours**

All students awarded a baccalaureate degree must have a minimum of 124 credit hours. Individual programs may require additional hours.

**Minimum Grade-Point Average**

No student will be allowed to graduate if the student has "D" grades in more than 25 percent of all credit earned in this institution and presented to meet the requirements for a degree. No student will be allowed to graduate if on warning.

**Application for Graduation**

Students who plan to graduate must file an official application to do so. Applications should be filed for the term in which degree requirements will be completed. A graduation fee will be required at the time of application.

Students intending on completing requirements during the spring semester should file their applications by the priority consideration deadline published in the schedule of classes. This will help ensure their names will be listed in the commencement program and receive priority when diplomas are mailed.

Students completing requirements during fall or summer terms must file an application by the deadlines established for those terms.

A student who fails to complete the degree during the intended semester must renew the application and pay a renewal fee for the term in which the degree requirements will be completed.

**Other Graduation Requirements**

Individual colleges and schools may have special graduation requirements, in addition to degree program requirements. Consult the college or school section in this catalog for statements of additional requirements.

**Degree Program Requirements**

A student's degree program requirements are normally those specified in the catalog for the student's first year of enrollment. Students may choose to meet the program requirements specified in a catalog for a later year. Students may be required to meet degree program requirements incorporated into the curriculum at a level beyond that at which the student is enrolled.

Students who transfer from institutions with articulation agreements with the University may also be allowed to meet the University program requirements in effect during their first year of enrollment in those institutions, subject to the time limits described below and the availability of course work. Students who transfer to a different degree program may be required to meet the program requirements specified in the catalog for the year of entry into that program. Students who are not enrolled for a period of two years or longer may be required to reenter under program requirements in the current catalog. Students who wish to be granted a degree on the basis of requirements specified in a catalog more than seven years old may be required to petition the college or school to be allowed to do so.

Students are expected to keep themselves informed regarding program requirements and changes.

**GRADUATION HONORS**

The faculty of each college will recommend for graduation with honors or with high honors those students it considers to be eligible for such distinction under its own regulations with the following general restrictions:

1. A student to be eligible for graduation honors must have completed at least one-half of his or her degree work at the University of Arkansas.
2. No student shall be eligible for graduation honors whose cumulative grade-point average is below 3.125.
3. A college should not be expected to recommend more than 10

percent of its graduating class for graduation honors except under unusual circumstances.

4. It is recommended that in determining graduation honors the faculty consider the whole of a student's record but give greater weight to the last half of the record than to the first half.

### ADDITIONAL BACHELOR'S DEGREE

A person with a bachelor's degree from the University of Arkansas, or from any other institution, may not receive another bachelor's degree without completing in residence at least 30 hours of additional, not necessarily subsequent, courses selected from the courses leading to a degree for which the person is a candidate.

More than 30 hours of coursework may be required. In addition to the college or school requirements, the candidate must also meet all University requirements as stated in the catalog, including graduation and core requirements, except when coursework for the first degree satisfies requirements for the second.

### GRADUATION RATES

In accordance with the Student Right-To-Know and Campus Security Act of 1990, the following is a summary of the institution's six-year graduation rates:

#### Fall 1996 Graduating, Bachelor, Degree-Seeking Freshmen

	Men	Women	Overall
Total Graduates	448	548	996
Percent of Total	42%	50%	46%

#### Fall 1996 Graduating Student Athletes Who Received Athletically Related Aid

Percent of Total: 42%

### ANNUAL NOTICE OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student's education records, with some exceptions under the Act, within 45 days of the day the University receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The appendix to Universitywide Administrative Memorandum 515.1 provides a list of the types and locations of education records, the custodian of those records, and copying fees for each individual campus. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. A sample form, which may be used in making this request, is contained in the appendix to Universitywide Administrative Memorandum 515.1.

If the University decides not to amend the record as requested

by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing and is also contained in the Universitywide Administrative Memorandum 515.1

3. The right to withhold consent of disclosure of directory information, which information: the student's name; address; telephone number; date and place of birth-; religious preference; major field of study; classification by year; number of hours in which enrolled and number completed; parent's or spouse's names and addresses; marital status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance including matriculation and withdrawal dates; degrees, scholarships, honors, and awards received, including type and date granted; most recent previous education agency or institution attended; and photograph.

This information will be subject to public disclosure unless the student informs the Registrar's Office in writing each semester that he or she does not want his information designated as directory information. To prevent publication of name in the printed student directory, written notice must reach the Registrar's Office by August 31 of the Fall semester

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.

Upon request, the University also discloses education records without consent to officials for another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

6. University wide Administrative Memorandum 515.1 is available on request in the main library on campus.

### PHOTOGRAPHIC AND VIDEO IMAGES

The University is proud to publish and display photographic and video images of UA students, their activities and accomplishments. Any student who does not wish to be represented in such photographic and video images by the University should notify the Office of the Registrar, Hunt 146, in writing before the end of the first week of classes each semester. The request will be honored for all publications and communications undertaken during the remainder of any semester when notification has been received.

## WAIVER OF ACADEMIC POLICIES

The Academic Standards Committee, composed of faculty and students, serves as a referral body for matters of probation, suspension, dismissal, and other rules and regulations related to academic progress and graduation. Petitions for waiver of academic rules and information on the petitioning process may be obtained at the offices of the academic deans or the Registrar. Petitioners should note petitioning deadlines.

## STUDENT ACADEMIC APPEALS AND COMPLAINTS

There are two kinds of procedures for undergraduate students to pursue with complaints of an academic nature. Refer to the *Student Handbook* for appeals structures for other grievances.

### Grade Appeal Structure for Undergraduate Students

If a student questions the fairness or accuracy of a grade there is recourse through a student grade appeal structure. Disagreements shall be heard that allege the instructor's policy was not applied consistently to all students, differed substantially from the announced policy, or that a policy was not announced. All grievances concerning course grades must be filed within one calendar year of the end of the term in which the grade that is being appealed was assigned. The procedures are:

1. The student should first discuss the matter with the instructor involved, doing so as soon as possible after receiving the grade. The instructor should be willing to listen, to provide explanation, and to be receptive to changing the grade if the student provides convincing argument for doing so. The student's questions may be answered satisfactorily during this discussion.
2. If the student chooses to pursue the grievance, the student shall take the appeal in written form to the appropriate department chairperson. That person, if she or he believes the complaint may have merit, will discuss it with the instructor.
3. If the matter remains unresolved, it will be referred to an ad hoc committee composed of the entire faculty of the instructor's department. The committee will examine available written information on the dispute, will be available for meetings with the student and with the instructor, and will meet with others as it sees fit.
4. If the faculty committee, through its inquiries and deliberations, determines that the grade should be changed, it will request that the instructor make the change and provide the instructor with a written explanation. Should the instructor decline, he or she must provide an explanation for refusing.
5. If the faculty committee, after considering the instructor's explanation, concludes it would be unjust to allow the original grade to stand, it may then recommend to the department chairperson that the grade be changed. That individual will provide the instructor with a copy of the recommendation and will ask the instructor to implement it. If the instructor continues to decline, the chairperson is then obligated to change the grade, notifying the instructor and the student of this action. Only the chairperson has the authority to effect a grade change over the objection of the instructor who assigned the original grade, and only after the foregoing procedures have been followed. If the faculty committee determines that the grade should not be changed, it should communicate this conclusion to the student, the faculty member, and the chair.

### Student Complaint Procedure

This procedure is designed to give all students a means by which an academically related complaint against an instructor other than that which is solely concerned with a grade (covered by the previous section) may be reviewed and acted upon in such a way as to protect the

rights of both the student and the instructor. The procedure must be initiated within one calendar year of the occurrence of the cause for the complaint.

*Guidelines:* All committee discussions or hearings shall be private. Furthermore, every effort shall be made to protect any person against discrimination as a result of statements or actions made in this procedure, but fraudulent or intentionally deceptive statements and/or allegations shall be considered an extremely serious violation of the procedures and could result in a recommendation for grave disciplinary measures. Nothing in this procedure may violate policies stated under "Appointments, Promotions, Tenure, Non-reappointment, and Dismissals" in the Faculty Handbook.

*Definitions of Terms:* **Student** – Under this procedure, a student is any person who has been formally admitted to the University of Arkansas and who is or was enrolled as an undergraduate student at the time the alleged grievance occurred. (A separate procedure exists for graduate students.) **Decision** – A decision will include a review of the issues, a determination about the validity of the complaint, the reasons for the determination, and any recommendations. A decision will be stated in writing. **Working Days** – Working days refer to Monday through Friday, excluding official University holidays.

*Procedures:* The normal course for a student or a group of students with an academically related complaint concerning an instructor is to go first to that instructor, although the student or group may appeal to the instructor's chairperson, supervisor, or dean in an attempt to resolve the problem informally and amicably. However, if a student has a complaint regarding academic concerns not covered under the "Academic Appeal Structure" and, for whatever reason, does not wish or is unable to resolve the issue informally, the student is entitled to have the issue considered under the following normal procedures.

1. The student will submit a written complaint with supporting information to the Vice Chair of the Campus Council or to the Chair of the Student Panel or to the Chair of the Faculty Panel (as described in Paragraph 4 below). These three persons will comprise a Contact Committee, with the Vice Chair of the Campus Council as coordinator, and will be responsible for the initial review of the student's complaint. If the Contact Committee, without any preliminary investigation, agrees unanimously that a particular complaint is not subject to these procedure or should not be pursued, the student will be notified in writing. No further action will be taken under these procedures unless the student files within five working days a written request for a preliminary investigation by the Contact Committee or for an investigation by a Hearing Committee; this request will be honored, and the instructor shall be informed immediately about the filing of the complaint, the nature of the complaint, and the initiation of the investigation. Deliberate and cautious discretion will be used to preserve a student's anonymity (if possible, depending upon the nature of the complaint) and to protect the faculty member from presumptive suspicion.
2. If through lack of unanimous agreement or as a result of the student's request the Contact Committee pursues the complaint, the Committee will initiate the preliminary investigation.

The preliminary investigation should be completed within fifteen working days, if possible, from the date the request is received. After the investigation, the Contact Committee has a choice of two alternatives:

- a. It will make a determination regarding the complaint and will notify in writing both parties; or
- b. It will determine that a Hearing Committee should be appointed and that a more thorough investigation should be conducted. Both parties will be advised of this determination and of who has been appointed to serve on the Hearing Committee.

3. If the Contact Committee has made a determination regarding resolution of the complaint and if either party is not satisfied with this determination, that party has a prerogative of requesting and having a Hearing Committee appointed to investigate the matter further.
4. Members of a Hearing Committee will be selected from two panels of 15 persons each: one of students, chosen by ASG; and one of faculty members, chosen by the Faculty Committee on Committees. The Chair of the Student Panel will be selected by the ASG President, and the Chair of the Faculty Panel will be selected by the Chair of the Campus Faculty.
5. When an investigation by a Hearing Committee becomes necessary, the Committee will be appointed immediately by the Contact Committee. The Hearing Committee will be composed of three students and of four faculty members, chosen to avoid obvious bias or partiality. The coordinator of the Contact Committee will call the initial meeting of the Hearing Committee to conduct an election of a chairperson from among the four faculty members and to review general information and results of any preliminary investigation.
6. Either party to the dispute may ask another member of the University community to attend the hearings and may ask any member of the University community to provide relevant information. At the end of its investigation, which, if possible, should be completed within 20 working days after its first meeting, the Hearing Committee will submit its decision to both parties.
7. If the decision is not acceptable to either the student or the instructor, that person may appeal in writing to the Vice Chancellor for Academic Affairs of the University. The Vice Chancellor for Academic Affairs will review the Hearing Committee's written report and will forward a written recommendation to the student, the instructor, and the Chairperson of the Hearing Committee.