



UA Cossatot

2024-25

**STUDENT  
HANDBOOK**

# ***Welcome to UA Cossatot!***



**You may not know it yet, but you have taken the first step in getting a top-flight education and are on your way to a rewarding career.**

**Many people know the name Cossatot as it applies to the beautiful local river, but few know that Cossatot is a Native American word meaning "skull crusher." Our college adopted this name when we opened our doors in 1974. We feel that it is a name that suits our school well because imparting knowledge is what we do best at UA Cossatot.**

**We have come a long way since 1974 – with just 35 students. We now educate more than 1,400 students each semester, helping each student to carve out his or her start to a great future.**

**UA Cossatot is consistently ranked in the top five colleges in Arkansas for graduation rate and affordability. Our college and our faculty routinely win awards for creativity and excellence. This means you are enrolling in a college that supports and guides you all the way through your classroom education while still making it all incredibly inexpensive to attend.**

**Throw in the most creative and affordable textbook program in Arkansas, innovation in industry-certified technical training, a college that ranks in the top five for transfer education and you have the recipe for the perfect college for you!**

**We are glad to welcome you as a part of the "skull crusher" heritage at University of Arkansas Cossatot.**

***Dr. Steve Cole***  
**Chancellor**  
**of UA**  
**Cossatot**

# 2024-25 CATALOG AND STUDENT HANDBOOK

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## Equal Opportunity/Affirmative Action

UA Cossatot is an Equal Opportunity/Affirmative Action Institution in compliance with the Higher Education Act of 1965 and other Civil Rights laws and offers equal opportunity for admission and employment. Employment preference is given to applicants possessing a Career Readiness Certificate (CRC) with all other qualifications being equal. Programs and activities of UAC are provided to all students without regard to race, color, national origin, religion, age, disability, Vietnam era veteran or special disabled veteran status, or sex. Questions or concerns regarding affirmative action can be directed to the Compliance Officer, c/o UA Cossatot, 183 College Drive, De Queen, AR 71832. For Arkansas RELAY Voiced Services call 711 or 800-285-1121.

Faculty and students are responsible for keeping informed regarding the information contained in this Catalog and other official communications issued by the College regarding regulations, policies, and requirements affecting the employee and the student's status at the College. Communication venues include, but are not limited to, UA Cossatot email, USPS, written announcements, oral announcements, web statements, and Blackboard announcements.

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# FALL 2024 ACADEMIC CALENDAR

<b>Term Dates</b>		
<b>Fall 16 Week Term</b>		
<b>Monday</b>	<b>August 19</b>	<b>Courses Begin</b>
<b>Wednesday</b>	<b>August 21</b>	<b>Registration Ends</b>
<b>Friday</b>	<b>August 30</b>	<b>Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certifications</b>
<b>Friday</b>	<b>October 11</b>	<b>Mid-Term Grades Posted</b>
<b>Monday</b>	<b>November 11</b>	<b>Last Day to Withdraw</b>
<b>Monday-Thursday</b>	<b>December 9-12</b>	<b>Final Exams</b>
<b>Thursday</b>	<b>December 12</b>	<b>Courses End</b>
<b>Monday</b>	<b>December 16</b>	<b>All Grades Due</b>
<b>August—September Flex 8 (Flex I)</b>		
<b>Monday</b>	<b>August 19</b>	<b>Courses Begin</b>
<b>Tuesday</b>	<b>August 20</b>	<b>Last Day to Register</b>
<b>Friday</b>	<b>August 23</b>	<b>Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification</b>
<b>Friday</b>	<b>September 13</b>	<b>Mid-Term Grades Due</b>
<b>Monday</b>	<b>September 20</b>	<b>Last Day to Withdraw</b>
<b>Monday-Wednesday</b>	<b>October 7-9</b>	<b>Final Exams</b>
<b>Thursday</b>	<b>October 10</b>	<b>Grades Due @ Noon</b>
<b>October—December Flex 8 (Flex II)</b>		
<b>Monday</b>	<b>October 14</b>	<b>Course Begin/Last Day to Register</b>
<b>Friday</b>	<b>October 18</b>	<b>Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification</b>
<b>Friday</b>	<b>November 8</b>	<b>Mid-Term Grades Due</b>
<b>Monday</b>	<b>November 11</b>	<b>Last Day to Withdraw</b>
<b>Monday-Thursday</b>	<b>December 9-12</b>	<b>Final Exams</b>
<b>Thursday</b>	<b>December 12</b>	<b>Courses End</b>
<b>Monday</b>	<b>December 16</b>	<b>All Grades Due</b>

# FALL 2024 IMPORTANT DATES BY MONTH

August		
Monday	August 5	9, 10, and 11 Month Employees Return to Work
Monday	August 19	First Day of Classes
Friday	August 23	Submit Roster Certification for FLEX I courses
Friday	August 30	10 <sup>th</sup> Class Day/Submit Roster 16 week courses

September		
Monday	September 2	<i>College Closed: Labor Day Holiday</i>
Tuesday	September 3	11 <sup>th</sup> Class Day/ADHE Census Date
Friday	September 6	Last Day to Change "I" Grades from Summer Term
Friday	September 13	Mid-Term Grades due for FLEX I courses
Tuesday	September 17	Fall Pell Disbursement
Friday	September 20	Last Day to Withdraw FLEX I courses
Monday	September 30	Application to Graduate Deadline

October		
Friday	October 11	Mid-Term Grades due for 16 week courses
Friday	October 18	Roster Certifications due for FLEX II courses
Monday-	Oct 21-Nov 1	VIP Spring 2025 Registration for Current Students
Monday	November 4	Spring 2025 Registration for all Students

November		
Friday	November 1	Priority Deadline for Spring Pell And SEOG
Friday	November 8	Mid-Term Grades for FLEX II Courses Due
Monday	November 11	Last day to withdraw 16 week courses/FLEX II courses
Monday-Friday	November 25-29	No Classes. 9, 10, and 11 Month Employees off for Thanksgiving
Thursday-Friday	November 28-29	<i>Campuses Closed: Thanksgiving</i>

December		
TBA	TBA	RN and OTA Graduation/Pinning Ceremony
Monday-Thursday	December 9-	Finals: Follow Special Test Schedule
Friday	December 13	Graduation @ Lockesburg gymnasium (practice 4:30; cccceremony 5:30)
Monday	December	All Grades Due
Tuesday	December	Employee Christmas party
Tuesday	December	9, 10, and 11 Month Faculty Last Work Day for Fall
December 23—January		<i>Campuses Closed</i>



# SPRING 2025 ACADEMIC CALENDAR

Term Dates		
<b>Spring 16 Week Term</b>		
<b>Monday</b>	<b>January 13</b>	<b>Courses Begin</b>
<b>Wednesday</b>	<b>January 15</b>	<b>Registration Ends</b>
<b>Friday</b>	<b>January 24</b>	<b>Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification</b>
<b>Friday</b>	<b>March 7</b>	<b>Mid-Term Grades Due</b>
<b>Monday</b>	<b>April 14</b>	<b>Last Day to Withdraw</b>
<b>Monday-Thursday</b>	<b>May 5-8</b>	<b>Final Exams</b>
<b>Thursday</b>	<b>May 8</b>	<b>Courses End</b>
<b>Monday</b>	<b>May 12</b>	<b>Grades Due</b>
<b>January-March Flex 8 (Flex I)</b>		
<b>Monday</b>	<b>January 13</b>	<b>Courses Begin</b>
<b>Tuesday</b>	<b>January 14</b>	<b>Registration Ends</b>
<b>Friday</b>	<b>January 17</b>	<b>Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification</b>
<b>Friday</b>	<b>February 7</b>	<b>Mid-Term Grades Due</b>
<b>Monday</b>	<b>February 17</b>	<b>Last Day to Withdraw</b>
<b>Monday-Wednesday</b>	<b>March 3-5</b>	<b>Final Exams</b>
<b>Wednesday</b>	<b>March 5</b>	<b>Courses End</b>
<b>Thursday</b>	<b>March 6</b>	<b>Grades Due @Noon</b>
<b>March-May Flex 8 (Flex II)</b>		
<b>Monday</b>	<b>March 10</b>	<b>Courses Begin/Registration Ends</b>
<b>Friday</b>	<b>March 14</b>	<b>Students Last Day to Withdraw and Receive a Refund Faculty Submit Roster Certification</b>
<b>Friday</b>	<b>April 11</b>	<b>Mid-Term Grades Due</b>
<b>Monday</b>	<b>April 14</b>	<b>Last Day to Withdraw</b>
<b>Monday-Thursday</b>	<b>May 5-8</b>	<b>Final Exams</b>
<b>Thursday</b>	<b>May 8</b>	<b>Courses End</b>
<b>Monday</b>	<b>May 12</b>	<b>Grades Due</b>

# SPRING 2025 IMPORTANT DATES BY MONTH

January		
Wednesday	January 1	College Closed: Observance of New Years Day
Thursday-Friday	January 2-3	Campus Closed—Winter Holiday
Monday	January 6	All Employees Return to Campus
Monday	January 13	Courses Begin
Friday	January 17	Roster Certifications for FLEX I courses Due
Monday	January 20	College Closed: Martin Luther King Day
Monday	January 27	Roster Certifications for 16 week Due
Tuesday	January 28	11 <sup>th</sup> Class Day (ADHE Census Date)
Friday	January 31	Last Day to Change Fall “I” Grades

February		
Friday	February 7	Flex I Mid-Term Grades Due
Tuesday	February 11	Spring Pell Disbursement
Friday	February 14	Last Day to Drop Flex I Course
Friday	February 28	Last Day to submit “Application To Graduate”

March		
Saturday	March 1	Scholarship Deadline for upcoming Academic Year
Monday-Wednesday	March 3-5	Finals for FLEX I term
Friday	March 7	16 Week Mid-Term Grades Due
Monday	March 10	FLEX II Courses Begin
Friday	March 14	FLEX II Roster Certifications Due
Monday-Friday	March 24-28	No Classes; 9, 10, and 11 Month Employees off for Spring Break
Monday-Friday	March 31-Apr 11	VIP Registration Summer/Fall 2025

April		
Friday	April 11	Flex II Mid-Term Grades Due
Monday	April 14	All Registration Opens for Summer/Fall 2025 Courses
Friday	April 14	Last Day to Drop 16 Week or FLEX II Course
Tuesday	April 15	Deadline for Summer Pell

May		
Thursday	May 1	Priority Deadline for Fall Pell and SEOG
Monday-Thursday	May 5-8	Finals for 16 week term and FLEX II courses
Friday	May 9	Graduation @ De Queen amphitheater (Practice 5:30; ceremony 6:30)
Monday	May 12	All Grades Due
Friday	May 16	Faculty Last Day for Academic Year
Monday	May 27	College Closed: Memorial Day Holiday

# SUMMER 2025 ACADEMIC CALENDAR

<b>June 4 Week Summer Term</b>		
Monday	June 2	Courses begin
Thursday	June 5	Students Last Day to Drop and Receive 100% Refund Faculty Submit Roster Certifications
Friday	June 6	Census Day
Friday	June 13	Last Day to Drop with a "W"
Wed-Thurs	June 25-26	Finals
Friday	June 27	Grades Due (NOON)
<b>July 4 Week Summer Term</b>		
Monday	June 30	Courses begin
Thursday	July 3	Students Last Day to Drop and Receive 100% Refund Faculty Submit Roster Certifications
Friday	July 11	Last Day to Drop with a "W"
Wed-Thurs	July 23-24	Finals
Friday	July 25	Grades Due (NOON)
<b>Full Summer Term (8 weeks)</b>		
Monday	June 2	Courses begin
Thursday	June 5	Students Last Day to Drop and Receive 100% Refund Faculty Submit Roster Certifications
Friday	June 6	Census Date
Monday	June 30	Last Day to Drop with a "W"
Mon-Wed	July 28-30	Finals
Thursday	July 31	Grades Due (NOON)

<b>June</b>		
Friday	June 20	Summer Pell Disbursement

<b>July</b>		
Friday	July 4	<i>Campus Closed: Independence Day</i>
Monday	July 7	Last day to change "I" grades from Spring semester



# WHO WE ARE

# MISSION

UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.

## CORE VALUES

- We believe in the humanity of each individual, and no one has the right, in word or deed, to lower the existence of another human being.
- We believe each student should have the opportunity to excel to his/her full potential to acquire skills for the workplace and to enrich himself/herself through general education to become more understanding and tolerant of human differences.
- We believe integrity, honesty, perseverance, patience, kindness, justice, and faith in one's personal efforts are hallmarks which the College shall always strive toward and help our students to achieve these values.
- We believe a rural college must be comprehensive in its curriculum and open to the varying academic differences and past experiences of our stakeholders. Through superior service and mastery of teaching, we will help students to help themselves become the individuals they strive to be.

## VISION

UA Cossatot will be a leading community college and the local gateway to higher education and training by providing innovative and creative opportunities to learn, grow, and achieve with a focus on equitable educational opportunities, students and their success, and a commitment to communities and their development.

## PHILOSOPHY OF GENERAL EDUCATION

UA Cossatot enjoys the diversity of its student population and welcomes all students from the region, state, nation, and the world. UA Cossatot believes that general education provides opportunity for students to acquire knowledge and skills necessary for living and working in today's global society. The College has established a required core of general education courses for the Associate of Applied Science degrees, the Associate of Arts and Science degrees, and the Technical Certificates. General education is integrated into teaching each college course so that one or more of these concepts are practiced.

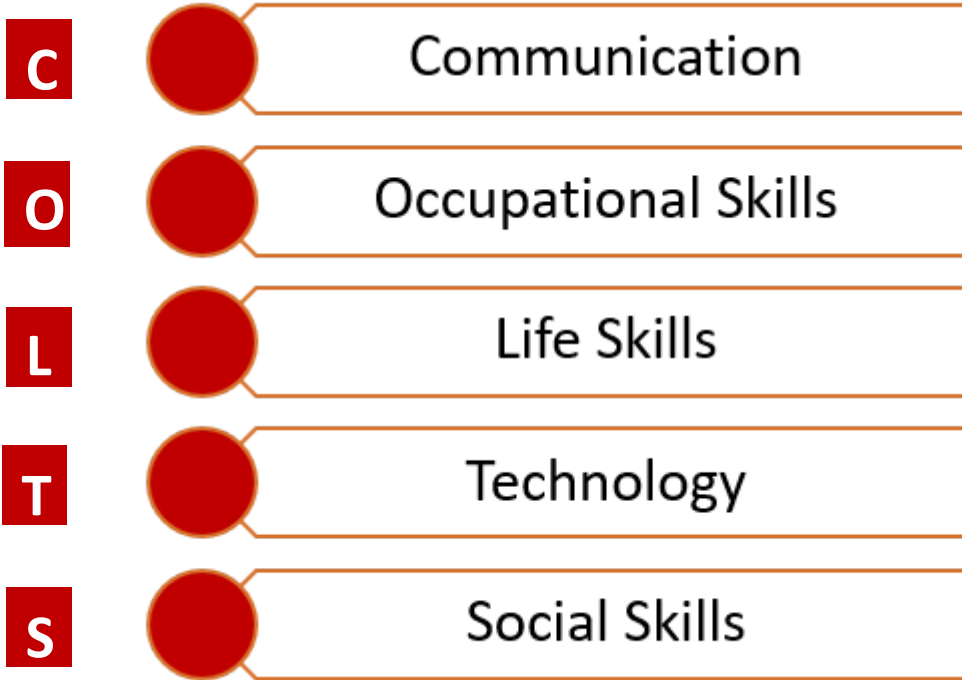
**UAC Fall 2020 IPEDS cohort graduation rate was 48%**

# CORE ABILITIES

The core abilities represent the college learning outcomes (CLOs).

Students who earn an associate degree or Technical Certificate are expected to demonstrate proficiency in the following core abilities:

- Communication: Skills such as reading, writing, speaking, citations, and teamwork.
- Occupational Skills: Safety and employability skills and encompasses pertinent occupation-specific skills for the Skilled and Technical Sciences and Medical Education students, although Professional Studies and General Education may have some as well.
- Life Skills: Leadership, problem solving and critical thinking.
- Technology: Technological skills that students learn, including but not limited to microscopes, computers (hardware, software), calculators, and industry specific tools.
- Social Values: Cultural diversity, social responsibility, public issues, academic integrity, and ethics.



# STUDENT ADMISSION PROCEDURE

1. APPLY: Online at [www.cccua.edu](http://www.cccua.edu) or in person at the DeQueen, Nashville, or Ashdown location.
2. PROVIDE REQUIRED DOCUMENTATION:  
*All required admissions documents may be mailed to UA Cossatot – Admissions, 183 College Drive, DeQueen, Arkansas 71832*
  - High School Transcript/GED Scores – Provide official high school transcript as proof high school graduation or GED scores as proof of completion of GED. International transcripts MUST be certified and translated into English to be considered. GED graduates must provide GED test scores. Students who have earned a bachelor's degree or higher are not required to provide high school transcripts or GED information but must provide official college/university transcripts.
  - Placement Scores – ACCUPLACER, ACT, and SAT are accepted. UA Cossatot Testing Centers administers one ACCUPLACER free of charge after the admissions application has been processed. ACCUPLACER retakes are \$10.00 per section per attempt. Students must email [TestingCenters@cccua.edu](mailto:TestingCenters@cccua.edu) to schedule an appointment for placement testing.
  - Proof of Immunization – Arkansas State law requires proof of two (2) immunizations against measles (rubeola), one (1) immunization against rubella, and one (1) against mumps. Students may go to the local county health office for additional immunizations if needed. Students may also contact the Arkansas Department of Health at 501-661-2169 or visit <https://www.healthy.arkansas.gov/programs-services/topics/immunizations> to claim a medical, philosophical, or religious exemption or to have immunity verified through serum testing documentation. Students born before January 1, 1957, are not required to provide proof of immunization.
  - College Transcripts (if applicable) – Provide official transcripts from all colleges attended, including those where concurrent credit was gained during high school. Students who have graduated with a 4-year degree or higher and submit a college transcript documenting such may have the requirement of an official high school transcript waived. International transcripts MUST be certified and translated into English to be considered.

Additional documentation may be requested such as a copy of a photo id and/or social security card.

The Admissions Packet is considered incomplete, and students will not be eligible for financial aid until ALL the above documents are in the student's file.

## PROGRAMS WITH SPECIAL ADMISSION PROCEDURES

Cosmetology	Emergency Medical Technician	Occupational Therapy Assistant
Physical Therapist Assistant	Practical Nursing	Registered Nursing

## COURSE TRANSFER POLICY

UA Cossatot may accept credit from transfer from other colleges/universities that are accredited by an accrediting agency recognized by the U.S. Department of Education. In order for a course to be eligible for transfer a grade of C or better must have been earned in the course.

## TRANSFER ADMISSION FROM OTHER INSTITUTIONS

Students wishing to enroll at UA Cossatot after attending another institution will be required to provide all admission documents as required by UA Cossatot's admission policy. Students must be in good standing at previous institutions as UA Cossatot honors other institutions' probation/suspension policies; therefore, students on suspension or probation from another institution may not be allowed to enroll at UA Cossatot OR may be allowed to enroll under special circumstances with the approval of the Vice Chancellor for Academic Services. To appeal an academic probation or suspension, submit request in writing to the Vice Chancellor for Academic Services. The transfer institution may or may not grant credit for courses taken at UA Cossatot while the student was on probation or suspension from their institution. Transfer students who have college-level work in reading; English composition, and/or college algebra by a score of 2.0 on a 4.0 scale shall be exempt from providing/taking placement tests for reading, English, and mathematics.

## **TRANSITORY STUDENTS**

Students who are only visiting UA Cossatot for a semester and intend to return to their home institution and are not seeking a degree from UA Cossatot may be allowed to submit unofficial college transcripts with proof of good financial standing in place of official college transcripts.

## **READMITTED STUDENTS**

Students wishing to return to UA Cossatot after an absence of one semester or longer (not including summer terms) must submit a new application for readmission and provide official college transcripts from all colleges attended since last attending UA Cossatot.

## **FELONY ENROLLMENT POLICY**

When a student or applicant has been charged with or convicted of a violent crime or felony, the College reserves the right to place the student's registration on hold pending further review. To address these situations and to fulfill the College's obligation to provide a safe campus, the UAC Police Officers will obtain information from the student regarding the situation and submit said information to the Review Committee.

The existence of a conviction or pending charges may not mean a student will be denied registration privileges; however, failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw admission or to dismiss after enrollment. Each case will be individually evaluated and assessed based on the facts of the conviction.

## **VETERANS PREFERENCE FOR ENROLLMENT**

Students currently serving in the military and those with veteran status who have been honorably discharged will have preference of enrollment when all factors are held equal for classes with limited seating. Current military personnel and honorably discharged veterans will not take precedence over currently enrolled students.

## **PRIOR LEARNING CREDIT**

College credit may be awarded for verifiable prior learning experiences deemed to have outcomes equivalent to college coursework. Some training or licensing is recognized for credit in the National Guide to Educational Credit for Training Programs. Credit will be granted as recommended in the Guide as appropriate to the certificate or degree programs approved for the College.

If the Guide does not identify the specific learning for credit, the student must provide the College with substantial information, through such things as letters from employers, certificates of training, licenses, verifications of job positions, job descriptions, etc., in order to support the request. When seeking such credit, a student will arrange with the Division Chair to take SPD 2002 Portfolio Development. The Division Chair will direct the student as a portfolio is developed detailing the learning experiences for which credit is sought. There is no guarantee that, upon completion of the course, the prior learning credit sought will be granted. In some instances, verification of learning and training are impossible — businesses close, supervisors leave, records are lost. In such cases, it may be possible to test out of a course through special arrangements with the course instructor and Division Chair. A maximum of 15 hours is available for prior learning credit.

## **CREDIT FOR MILITARY EXPERIENCE**

Those students with military experience (MOS and Service Schools) will be evaluated upon presentation of a certified copy of the Discharge Form DD 214 or DD

295 to the Registrar. Credit will be awarded in accordance with recommendations set forth in the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education (ACE).

## **CAREER READINESS CERTIFICATION CREDIT**

- Award 3 semester hours in Technical Mathematics to students who earn any level National Career Readiness Certificate (NCRC) and score at Level 5 or above on Applied Math and Graphic Literacy.
- Award 3 semester hours in Technical Writing to students who earn any level National Career Readiness Certificate (NCRC) and score at Level 5 or above on Workplace Documents



## COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

In accordance with the recommendations of the American Council on Education, UA Cossatot accepts the results of the College Level Examination Program (CLEP), for specific subject exams and grants credit within established limitations. A student must complete at least twelve (12) scheduled hours of college level coursework in residence prior to placing CLEP coursework on UA Cossatot transcript. Contact the Registrar’s office to determine which CLEP exam to take in order to receive credit at UA Cossatot. For consideration to receive disability testing accommodations, contact the Disability Services office.

CLEP EXAM	SCORE	CREDIT GRANTED
CLEP American Government	50	American Government
CLEP American Literature	50	American Literature
CLEP Biology	50	General Biology
CLEP Calculus	60	Calculus I
CLEP Chemistry	50	University Chemistry
CLEP College Algebra	50	College Algebra
CLEP College Composition	50 59	Composition I Composition I + Composition II
CLEP College Mathematics	50	Applied Math (QR)
CLEP English Literature	50	
CLEP Financial Accounting	50	Accounting I
CLEP History of the US I	50	US History I
CLEP History of the US II	50	US History II
CLEP Human Growth & Development	50	Developmental Psychology
CLEP Information Technology	50	NA
CLEP Intro Business Law	50	Business Law
CLEP Intro Psychology	50	General Psychology
CLEP Pre-Calculus	56	Survey of Calculus
CLEP Prin of Microeconomics	50	Microeconomics
CLEP Prin of Macroeconomics	50	Macroeconomics
CLEP Sociology	50	Sociology
CLEP Spanish Level I	50	Spanish I
CLEP Western Civilization I	50	World Civilization I
CLEP Western Civilization II	50	World Civilization II

### CREDIT BY EXAM [Procedure 640-1]

Challenge exams may be completed prior to the student enrolling in the course or at any point during the semester after enrolling in the course. Students who pass the exam will receive credit for the course and will be noted on their transcript as the grade received on the exam.

Taking Exam Prior to Enrolling in Course—

- Determine if a CLEP test is available (Division Chair for General Education can assist or see prior paragraph). If a CLEP exam exists, credit through a challenge exam will not be appropriate. Other institutions are not required to accept credit in transfer from institutional challenge exams. CLEP is a nationally recognized examination.
- If moving forward with a challenge exam, a student contacts academics assistant. If a medical student, the student will be referred to a medical advisor. Vice Chancellor for Academics assistant or medical advisor will work with the student and testing center to schedule a testing time.
- Student goes to the Business Office and pays the fee.
- Student takes receipt to Testing Center and takes exam.
- Exam is graded by UA Cossatot instructor.
- The instructor completes the Course Credit by Examination form indicating the score made on the challenge exam.
- The form is then submitted to the Division Chair, who signs, and submits to the Registrar.
- The Registrar awards credit on the transcript

*Note: transfer institutions do not have to accept credit for classes awarded by challenge exams.*

Challenging course during the semester while enrolled—

*Note: Students enrolled in a course may request to challenge the course at any point during the semester but will remain enrolled in the course and must pay for the course.*

- The instructor sends the exam to the Testing Center and notifies the Testing Center.
- Exam is graded by UA Cossatot instructor.
- Instructor reviews grade with the student. If passing and student wishes to proceed with the grade, grade is entered into Campus Connect and instructor completes form to be scanned into student file.

## **ADVANCED PLACEMENT (AP) CREDIT**

Institutions should award course credit to students who score a three (3) or higher on any Advanced Placement Exam. In order to increase transferability, ACTS courses have been assigned to relevant exams. These courses are outlined in the following section of this policy. This list is maintained by the Department of Higher Education and will be reviewed every five years. The following table outlines the courses that a student should earn credit for if a three (3) or higher on the corresponding AP Exam is earned. Those Advanced Placement exams without a corresponding ACTS course listed below should be awarded at the discretion of the institution.

Institutions are limited in awarding additional course credit for a score of three (3). Institutions will be limited to awarding credit for one corresponding ACTS course listed in the table above to students who score a three (3) on the exam. Institutions may choose to award additional credit for those students who score a four (4) or five (5) on an exam. While transfer institutions are encouraged to accept any additional AP credit awarded, the transfer institution will not be obligated to honor additional credit given beyond the requirement. In order to maintain consistency and high academic standards in the state, no course credit will be awarded for an Advanced Placement test score below a three (3). An institution is not required to award credit for an AP exam if the institution does not offer the corresponding ACTS course.

<b>AP Exam</b>	<b>Min Score</b>	<b>Credit for UA Cossatot Course</b>
<b>English Language and Composition</b>	<b>3</b>	<b>Composition I</b>
<b>English Literature and Composition</b>	<b>3</b>	<b>World Literature I or World Literature II</b>
<b>Psychology</b>	<b>3</b>	<b>General Psychology</b>
<b>Spanish Language and Culture</b>	<b>3</b>	<b>Elem. Spanish I or Elem. Spanish II</b>
<b>US Government and Politics</b>	<b>3</b>	<b>American Government</b>
<b>World History</b>	<b>3</b>	<b>World Civilization I or World Civilization II</b>
<b>US History</b>	<b>3</b>	<b>US History to I or US History II</b>
<b>US Government and Politics</b>	<b>3</b>	<b>State and Local Government</b>
<b>Biology</b>	<b>3</b>	<b>General Biology/Lab</b>
<b>Statistics</b>	<b>3</b>	<b>Intro to Statistics</b>
<b>Calculus AB</b>	<b>3</b>	<b>Survey of Calculus or Calculus I</b>
<b>Art History</b>	<b>3</b>	<b>Introduction to FA: Art</b>
<b>Music Theory</b>	<b>3</b>	<b>Introduction to FA: Music</b>
<b>Macroeconomics</b>	<b>3</b>	<b>Macroeconomics</b>
<b>Microeconomics</b>	<b>3</b>	<b>Microeconomics</b>

## UA COSSATOT PLACEMENT GUIDELINES

**Test scores must be less than 5 years old!**  
**HS GPA must be less than 7 years old (2017 or later)**

**Check test scores FIRST.**  
**If student has appropriate test score, enroll in college-level class.**  
**If test score is not high enough, check GPA.**

	NEXT GEN	ACT	SAT	HS GPA	Student may enroll in:
<b>READING</b>	<b>READING</b>				
	229 or below	16 or below	439 or below		College Reading
	If high school GPA is 3.5 or above, College Reading is not required, regardless of score.				
	230 or above	17 or above	440 or above		No Reading Requirement
<b>WRITING</b>	<b>WRITING</b> <i>Students completing Essential English are required to enroll in Composition I <b>with lab</b> the following semester.</i>				
	243 or below	14 or below	439 or below	below 3.5	Essential English CANNOT enroll in Comp I
	244 - 252	15 - 16	440 - 479	below 3.5	Essential English CANNOT enroll in Comp I
	244 - 252	15 - 16	440 - 479	3.5 or above	Composition I with Lab
	253 - 259	17 - 18	480 - 509	below 3.5	Composition I with Lab
	253 - 259	17 - 18	480 - 509	3.5 or above	Composition I
	260 or above	19 or above	510 or above		Composition I
<b>MATHEMATICS</b>	<b>MATHEMATICS</b> <i>Students completing Pre-Algebra are required to enroll in college level Math <b>with lab</b> the following semester.</i>				
	<b>There are no minimum score requirements for Technical Math or Medical Math.</b>				
	235 or below	15 or below	389 or below	below 3.5	Pre-Algebra
	235 or below	15 or below	389 or below	3.5 or above	Applied Math with Lab
	236 or above	16 or above	420 or above	below 3.5	Pre-Algebra (if College Algebra is required) Applied Math with Lab
	236 or above	16 or above	420 or above	3.5 or above	Applied Math College Algebra with Lab
	263 or above	19 or above	510 or above	3.5 or above	College Algebra
278 or above	21 or above	540 or above		College Algebra	

# HIGH SCHOOL PROGRAMS

## SECONDARY CAREER CENTER

UA Cossatot, in conjunction with area high schools, the De Queen-Mena Educational Cooperative, offers high school students the opportunity to get a head start on a degree and technical career. High school students may enroll in skilled and technical classes that will count as credit toward high school graduation as well as credit toward a certificate of proficiency, technical certificate, or associate degree. To obtain the most current course offerings, contact the high school counselor, Career Coach, or UA Cossatot Director of High School Programs. Students enrolled in Secondary Career Center Programs must maintain a cumulative GPA of 2.5 at UA Cossatot and their high school to continue taking courses at the college.

## CONCURRENT ENROLLMENT

Academically qualified high school students who meet the admission requirements are allowed to enroll in college credit classes as concurrent students. Students may receive credit for the course(s) at the high school they attend, as well as at the college. Contact the high school counselor to ensure the college courses will count for high school credit. To obtain the most current course offerings, contact the high school counselor, Career Coach, or UA Cossatot Director of High School Programs. Students concurrently enrolled must maintain a 2.5 GPA in UA Cossatot classes and on their high school transcript. Failure to achieve a 2.5 GPA will result in the student being barred from enrolling in UA Cossatot classes until after high school graduation.

## ADMISSION REQUIREMENTS FOR HIGH SCHOOL STUDENTS

Students who have completed the eighth grade and meet admission standards of UA Cossatot may be allowed to enroll in concurrent college courses.

Requirements for concurrent enrollment include:

1. Complete UA Cossatot Application
  2. High school transcript showing a cumulative GPA of at least 2.5 on a 4.0 scale.
  3. Placement test (ACT, ACCUPLACER, ASPIRE [9-12 grade score] scores which meet the established minimums
  4. Provide proof of TWO (2) immunizations against measles (rubeola) and ONE (1) immunization against rubella and ONE (1) immunization against mumps.
  5. Student's signature on Concurrent Enrollment form
  6. Payment arrangements of all tuition and fees made with the Business Office
- In order to be accepted for post-secondary admission, concurrent/secondary students will be required to complete a post-secondary application.*

### MINIMUM SCORES FOR CONCURRENT ENROLLMENT

	Communications, Life Sciences, Social Sciences, Fine Arts or Technology classes		Mathematics or Physical Sciences classes		All other classes (ex., Speech, Health, Walking for Fitness, etc.)
TEST	Reading & English/Writing		Reading & Math		Reading
<b>ACCUPLACER</b>	<b>88</b>	<b>89</b>	<b>88</b>	<b>Elem. Alg. 77</b>	<b>88</b>
<b>ACT</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>ASPIRE</b>	<b>428</b>	<b>428</b>	<b>428</b>	<b>432</b>	<b>428</b>
<b>NEXT GEN</b>	<b>253</b>	<b>260</b>	<b>253</b>	<b>QAS 263</b>	<b>253</b>

<b>TUITION CHARGED PER CREDIT HOUR</b>	
<b>In-District (Sevier, Howard &amp; Little River)</b>	<b>\$84</b>
<b>Out-of-District, In-State</b>	<b>\$98</b>
<b>Out-of-State*</b>	<b>\$113</b>
<b>Internet Courses (Out-of-Service-Area)</b>	<b>\$103</b>
<b>LPN to RN Transition</b>	<b>\$98</b>

\* Waiver, if applicable, for citizens of border counties in Oklahoma and Texas.

<sup>1</sup> EMT, LPN, RN, OTA, and PTA fees include any applicable student liability insurance costs, skills testing modules, supply kits, clinical software, and expendable supplies.

<sup>2</sup> 1st three semesters for students in the LPN, RN, OTA, and PTA programs to recoup the cost of tablets for use in clinical settings and for testing.

<sup>3</sup> Welding Supply Kit includes welding hood and gloves and basic tools during the first semester.

<sup>4</sup> \$30 is the standard book rental. The book program will charge the cost-plus tax for any texts, workbooks, or materials that cannot be rented and may be purchased by the student.

<sup>5</sup> Payment Plan fees are applicable for all accounts not paid in full at the beginning of each semester. Late fees may also be applicable for delinquent payments up to \$10 per month.

<sup>6</sup> Application fee will be charged for use of online application software for LPN, OTA, and PTA programs only.

<sup>7</sup> SimLab fee is for all medical program courses that use the Simulation Lab for Clinicals.

<b>REQUIRED Charged per credit hour</b>	
Campus Improvement	\$3
Student Success Initiative	\$3
Critical Maintenance	\$15
Security	\$8
Academic Support	\$11
MIS/Infrastructure	\$10
Enterprise	\$10

<b>PROGRAM/SERVICE SPECIFIC FEES</b>			
Interactive Video Use (per course)	\$50	Internet Course (per course)	\$50
Parking Permit (per semester on campus)	\$5	Parking Fines (per occurrence)	\$30
Materials/Book Fee <sup>4</sup> (per course)	\$30	Student ID Replacement Fee	\$10
Placement Retest (per section)	\$10	Course Challenge Exam (per exam)	\$85
Cosmetology Supply Kit (1st semester)	\$750	Cosmetology Lab (per credit hour)	\$150
Nail Tech Kit (1st semester)	\$500	Esthetician Kit (1st semester)	\$800
ARNEC application fee	\$20	Medical program application fee <sup>6</sup>	\$25
Nursing Orientation (LPN & TRN first semester)	\$200	MED Orientation (OTA/PTA/MLT/ARNEC)	\$100
LPN program <sup>1</sup> (per credit hour)	\$30	RN program <sup>1</sup> (per credit hour)	\$50
TRN program (per credit hour)	\$50	TRN Textbook/ATI (per semester)	\$800
OTA program <sup>1</sup> (per semester)	\$2250	Intro to OTA Course	\$25
PTA program <sup>1</sup> (fall/spring)	\$3000	PTA Program <sup>1</sup> (summer)	\$1500
Clinical Technology Access <sup>2</sup>	\$300	EMT Lab <sup>1</sup> (per course)	\$200
Basic A&P/Med Term Courses	\$45	SimLab (per credit hour) <sup>7</sup>	\$10
Microbiology (per course)	\$100	Science Lab (per course)	\$50
Pipe Welding/Welding <sup>3</sup> (per credit hour)	\$100	Welding Kit <sup>3</sup> (Welding I only)	\$350
Auto/Diesel Tech (per credit hour)	\$25	Industrial Main/Elect. (per credit hour)	\$30
Payment Plan Fee (per semester) <sup>5</sup>	\$35	Success Strategies	\$25
Cybersecurity Program Fee (per credit hour)	\$50	Digital Marketing Simulation Fee (per course)	\$70
Tech Fundamentals (per course)	\$25	Computer/Business Lab (per course)	\$25
Physical Activity Fee (per course)	\$50	Chemistry Lab (per course)	\$15

<b>Meal Plan Options</b>	
<b>Bronze</b>	<b>\$100</b>
<b>Silver</b>	<b>\$200</b>
<b>Gold</b>	<b>\$300</b>
<i>loaded on prepaid card to be used in any Campus Cafe</i>	
Colts Plan (DQ campus only)	<b>\$1500</b>
<b>15 meals per week; 5 days a week for 20 weeks</b>	
<b>Housing Rates</b>	
<b>Fall/Spring Terms</b>	<b>\$2500 per semester</b>
<b>Summer Term</b>	<b>\$1000 per semester</b>
<b>Housing Storage Fee-Summer</b>	<b>\$200</b>

<b>International Student Fee-Fall/Spring</b>	<b>\$700</b>
<b>International Student Fee-Summer</b>	<b>\$100</b>

## SECTION 702 OF THE VETERANS CHOICE ACT

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 (“Choice Act”) requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill®-Active Duty at public institutions of higher learning if the schools charge qualifying veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. These new requirements will ensure that our nation’s recently discharged veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well- deserved education benefits.

VA Cossatot charges in-state tuition and fee amounts to “covered individuals.” A “covered individual” is defined in the Choice Act as:

- A veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active-duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active-duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member’s death in the line of duty following a period of active duty service of 90 days or more. Questions regarding the provisions of Section 702 may be submitted to [Section702.Vbavaco@va.gov](mailto:Section702.Vbavaco@va.gov).

VA will provide updates on its website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

### VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11

G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;

Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## STUDENT ACCOUNT INFORMATION

1. All student accounts must be paid or have concrete payment arrangements made by the first day of classes. Payment arrangements include payment by cash, check, money order, or credit card. The college accepts Visa, MasterCard, and Discover. Payment arrangements also include completed and approved (awarded) financial aid of all types. Those who have not completed and been approved for financial aid by the first day of class either pay in full or set up payment plan arrangements. (See Payment Plan Information below.)
2. All student accounts must be paid in full by the end of the semester. If these accounts become delinquent, they will be turned over for collection. Finance charges and/or collection fees may be assessed on these overdue accounts.
3. Non-sufficient (NSF) check policy – Students who pay their account with a non-sufficient check will be charged a returned check fee by the college. NSF checks must be paid by cash, credit card, or money order, along with the returned check fee within two weeks of the return. Any returned check not paid within that period will be subject to action by the Office of the Prosecuting Attorney. The College reserves the right to refuse future check payments from students who have had a check returned as NSF.
4. Students who owe a balance from a previous semester will be prohibited from enrolling in courses at the College until



the debt is satisfied.

5. Transcripts, degrees, certificates, and grades will not be issued to any student who has an overdue balance at the college.
6. Students with overdue balances are ineligible for work-study, student employment, extra-help, or any other part-time or full-time position with the college until their indebtedness is resolved. The Human Resources Office will check records of all former students who apply for employment at the college to determine if there is any unresolved indebtedness to the college.

## ELECTRONIC OR PAYMENT PLAN OPTIONS AVAILABLE

UA Cossatot offer e-payment and payment plans options to students. These different payment options can be accessed by logging into the Student Workday account and going to the Student Financials tab. Next, access the payment options by clicking the button available and setting up an account with Nelnet. Students can either pay in full, partial, or set up an automatic payment plan. Students must have payment plans set up by the first day of classes of the semester attending. The Automatic Online Payment Plan is for tuition and fees only. Book rental fees attached to a course may be included in the payment plan, but other books and supply costs cannot be charged. Changes to a student's schedule may result in the adjustment of the payment amount.

To participate:

- Students must have a credit card, checking, or savings account. There is a \$35.00 set-up fee per semester to use the Automatic Online Payment Plan through NELNET.
- Payments are normally drafted on the 5<sup>th</sup> of each month through NELNET Enterprises.

Nelnet will allow students to make electronic payments in real time from their checking, savings and/or credit cards. A student may also set up "authorized payers," such as parents, on his/her Nelnet account so that his/her authorized payers can set up payment options.

UA Cossatot offers direct deposit for student refunds. Students wishing to receive refunds may sign up for direct deposit by choosing this option in Student Workday provided by BankMobile.

## INSTITUTIONAL REFUND POLICY

REFUND OF TUITION SCHEDULE	
Regular 16 Week Term	
Through 10 <sup>th</sup> class day	100%
After 10 <sup>th</sup> class day	No refund
8 Week FLEX Term	
Through 4 <sup>th</sup> class day	100%
After 4 <sup>th</sup> class day	No refund
4 Week FLEX Term	
Through the 2 <sup>nd</sup> class day	100%
After the 2 <sup>nd</sup> class day	No refund

- Class days are counted from the first day of class for the current semester. These do not include weekends or holidays.
- Students receiving VA benefits will receive a pro-rata refund based on the total length of the course. This complies with VA Regulations.
- UA Cossatot complies with Arkansas Act 85 for activated military personnel and will adjust accordingly, depending upon the choice of the activated student at the time of his/her withdrawal.
- The Institutional Refund Policy is not available to Cosmetology students due to the unique fee and course structure of the program.
- Refunds of unearned tuition and fees for military students receiving Federal Tuition Assistance will be adjusted accordingly and refunded to the federal government on a proportional basis.

## STUDENT ACCOUNT APPEALS

Students may appeal for a Financial Adjustment on their Student Account for a course or courses if they have a valid reason or issue due to unforeseen circumstances, either medical or extraordinary in nature. Appeals for charges older than two years will not be accepted. Forms for the Student Account Appeal may be obtained from the Business Office and must be returned to the Vice Chancellor for Business Services with the proper back-up documentation to be considered by the Student Account Appeals Committee.

## FINANCIAL AID DEADLINES

**Institutional and Foundation Scholarships** ..... March 1

### Pell Grant:

Fall Semester (Priority Deadline) ..... May 1

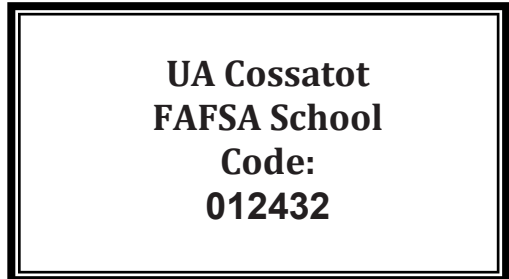
Spring Semester (Priority Deadline) ..... November 1

Summer Semester Deadline ..... September 15

### SEOG:

Fall Semester ..... May 1

Spring Semester ..... November 1



## TITLE IV/PELL GRANT PROGRAM

The Federal Pell Grant Program is designed to assist eligible students in their postsecondary education. The Pell Grant provides a foundation of financial aid to help defray the costs of education. The maximum yearly award is determined by the Department of Education. All undergraduate students may apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula that is applied consistently to all applications.

## LIFETIME ELIGIBILITY FOR FEDERAL PELL GRANT

New regulations effective July 1, 2012, limits the receipt of a Pell Grant to a lifetime limit of up to 6 full-time years (600%) which is equal to 12 full-time semesters. This regulation applies to all institutions that award Federal Pell grant funds: community colleges, vocational schools, and four-year public and private universities. The U.S. Department of Education will track the limits for students' eligibility. The consolidated Appropriations Act, 2012 provided changes to the Federal Pell Grant eligibility and reduced the lifetime limit for students. The bill reduced the number of semester a student is eligible to receive Pell funds from 18 semesters to 12 semesters.

Regardless of the Pell Grant amount (i.e., maximum or minimum Pell eligibility), if a student received the full year amount then he/she has received 100%.

For example, if a student's Pell Grant for the year is \$5,000 and the student receives \$2,500 in fall and \$2,500 in spring, the student has received the entire \$5,000 or 100% for the year.

Fall \$2,500 (50%)	Spring \$2,500 (50%)	=100% Eligibility (2 semesters at full time)
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For example, if a student's Pell Grant for the year is \$5,000 and the student receives \$1,250 in fall and \$1,250 in spring, the student has received 50% for the year.

Fall \$1,250 (25%)	Spring \$1,250 (25%)	=50% Eligibility (2 semesters at part time)
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The 600% total eligibility applies at all schools and colleges. However, once the student has earned a bachelor's degree, he/she is no longer eligible for a Pell Grant even if he/she has not received the entire 600% eligibility. In addition, a student must also meet and maintain satisfactory academic progress standards to remain eligible each year.

Students that have questions about their eligibility should contact their UA Cossatot Financial Aid Office. To read more about Federal Pell grant lifetime limits visit <https://studentaid.gov>



## **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)**

This program makes funds available to qualified students who have the greatest need, as determined by the Financial Aid office. A limited amount of funds is available for this program: therefore, the funds are awarded based on student need. When the money for the program is gone, no more awards can be made from that program for that year.

## **LOANS**

UA Cossatot does not participate in Federal Loan Programs.

## **FEDERAL WORK STUDY**

The Federal Work Study Program is a campus-based program that provides part-time employment for students who have financial need. This program provides employment opportunities to assist students in earning the funds necessary to meet the cost of postsecondary education. The Free Application for Federal Student Aid is required for financial need to be determined. Upon completion of the FAFSA, students may contact the UA Cossatot Financial Aid Office to see which jobs are available for Work Study. The available positions usually consist of employment opportunities in an office or lab on the UA Cossatot campus. Eligibility is restricted to those students having need, as determined by the Financial Aid Office. Hours of work will be determined by each department at the beginning of each academic year. Checks are disbursed on the fifteenth and the last working day of the month.

## **FEDERAL STUDENT AID GUIDE**

For further information in regards to the planning, preparing, and paying for college, please see the *Pay For College* section of our website and link to the Federal Student Aid Guide, or go to <https://studentaid.gov>

## **HOW TO APPLY FOR FINANCIAL AID**

Various types of financial aid are available to students who need assistance to continue their education. A student begins the financial aid process by completing the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. This application is used to provide a standardized objective analysis of the student's and/or his/her family's ability to pay for the education. The student's financial aid package is based on his/her Student Aid Index(SAI) as determined by the Department of Education through the FAFSA, the student's cost of attendance as determined by UA Cossatot, and the student's enrollment status. Students must reapply each year for assistance. Once the FAFSA has been completed, the student will receive a FAFSA Submission Summary, which will be used to determine eligibility for the programs mentioned above. Regardless of the type of financial aid desired (grants, scholarships, or federal work study), all applications and requests for information should be addressed to the Office of Financial Aid at UA Cossatot, 183 College Drive, De Queen, Arkansas 71832. See our website for a list of available grants.

There are several general eligibility requirements that must be met in order to receive federal financial aid. Other sources of aid may also apply these requirements:

1. Evidence of financial need as determined by the federal government.
2. Be a U.S. Citizen or an eligible non-citizen.
3. Have a high school diploma or a High School Equivalency Certificate (GED).
4. Not owe a refund on a federal grant or be in default on a federal educational loan.
5. Be registered with the Selective Service (if required).
6. Meet admissions requirements and have all admission documents on file with Student Services.
7. Enrollment in a certificate or degree program that meets the federal requirements for financial aid.
8. Meet all satisfactory academic standards as stated in the Financial Aid Satisfactory Academic Progress Policy.

*Note:* All financial aid funds received will be credited to the student's account. After all charges to the student's account have been satisfied, remaining funds will be disbursed to the student. Refunds from financial aid awards will be available approximately 14 days after the census date. After initial disbursement dates, student refunds continue to be made as monies are received and are available as determined by the Business Office.

*Note:* High School students enrolled at UA Cossatot are not eligible to receive federal and state financial aid.

# SATISFACTORY ACADEMIC PROGRESS POLICY

Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or technical certificate program at CCCUA. All hours attempted at or transferred into CCCUA will be counted as part of the student's Satisfactory Academic Progress. Academic Progress will be reviewed prior to a student's initial enrollment period and at the end of each semester.

To be in good standing for Financial Aid, a student must:

- Not Exceed Lifetime Eligibility for Pell Grant
- Successfully complete at least 67% of all attempted credit hours.
- Have not received an Associate Degree\* (Refer to Appeal Process on page 3)
- Maintain a 2.00 Cumulative Grade Point Average (CGPA)
- Be on track to complete degree plan within the maximum time frame.

Financial Aid Warning:

Students will be placed on Financial Aid Warning if they do not complete 67% of attempted credit hours and/or do not maintain a 2.00 CGPA. The first semester a student fails to meet SAP, the student will be placed on financial aid warning and may receive financial aid. If the student does not meet SAP the following semester, the student will be placed on Financial Aid Suspension.

How does Financial Aid Warning affect my financial aid? Students may still receive federal (Pell, SEOG and Federal Work-Study) funds. Students are eligible under the Warning status for one semester. At the end of the semester, the student must be in Good Standing.

Financial Aid Suspension:

If you do not attain the required cumulative GPA and/or credit hour completion ratio during your warning period, exceed your maximum credit hour timeframe required to complete your program, or receive all "F" grades or a combination of W's and F's during the semester, you will be placed on Financial Aid Suspension. While on suspension, you are not eligible for financial aid programs. You may attend CCCUA, at your own expense, until you attain the cumulative GPA and cumulative credit hour completion requirement. To regain financial aid eligibility, your record must reflect that you have met these requirements at CCCUA (transferring to another college and transferring back to CCCUA does not remove your suspension status).

Financial Aid Warning and Financial Aid Suspension notifications are emailed to the student's CCCUA email or by mail once academic transcripts are reviewed. Notice of Financial Aid Warning or Suspension may be issued for past semesters based on an evaluation of the student's previous academic transcripts.

How does Financial Aid Suspension affect my financial aid? Students on Financial Aid Suspension are not eligible to receive federal (Pell, SEOG and Federal Work-Study) funding.

How can I be removed from Financial Aid Suspension? Being reinstated to Good Standing once the student's CGPA and overall course completion rate meet the Good Standing minimum standards. Students may be reinstated to Financial Aid Probation status with an approved Financial Aid Appeal.

Financial Aid Probation: Students may be placed on Financial Aid Probation for one payment period after an approved appeal. After Financial Aid Probation, the student must be making SAP or must be successfully following an academic plan.

Maximum Time Frame to Complete Program: Students are expected to complete degree requirements after attempting a certain number of credit hours. The maximum attempted credit hours allowed for degree/certificate completion will be up to 150% of the credit hours needed to complete that type of degree. All credit hours count whether or not the student received aid. All hours attempted including repeated courses, F's, W's, I's, P's, and audits count toward the student's maximum time frame. Students who change their degree and/or majors or who are pursuing a second degree are subject to the maximum number of hours. Changing your degree may suspend your Financial Aid if you cannot mathematically complete the degree within the maximum time frame.

Students must complete the requirements for a degree within the following time frames:

Technical Certificates	60 Credit Hours
LPN Certificate	90 Credit Hours
Associate Degrees	92 Credit Hours
PTA Associate Degree	116 Credit Hours
OTA Associate Degree	128 Credit Hours
LPN to RN Associate Degree	185 Credit Hours
Pipe Welding Certificate	96 Credit Hours

- Transfer Students: Transcripts from previous colleges will be evaluated in the same manner as CCCUA transcripts. Transfer hours accepted toward completion of the student’s program will count as hours attempted and completed. Students must submit completed official transcripts. If a transcript is received with “in progress” grades, the student will be required to submit a second official transcript with completed grades.
- Repeated Courses: Students may repeat a previously passed course once. Students may repeat a failed course until it is passed. All repeated courses will be counted against the maximum number of hours allowed. The highest grade received will be calculated in the student’s CGPA.
- NR = For Institutional and Financial Aid purposes, these students have not passed the course and must repeat the course in order to advance to the next course offered for the student’s program of study.
- Remedial Coursework: Financial Aid will be awarded for up to 30 credit hours of remedial coursework. Remedial courses are not counted in the maximum timeframe allowed for the student’s degree.

## FINANCIAL AID SAP CREDIT HOUR REQUIREMENTS

Semester Hours Attempted	Semester Hours Completed
1-4	3
5-6	4
7	5
8	6
9-10	7
11	8
12-13	9
14	10
15-16	11
17	12
18-19	13
20	14
21	15
23	16

## FINANCIAL AID APPEALS PROCESS

Students whose aid is cancelled may appeal this decision ONLY if there are EXTENUATING circumstances. The appeal should include a statement explaining the request for Financial Aid reinstatement and an explanation of the reasons for the request and what has changed that will now allow the student to be successful in meeting the SAP standards. The Appeal Form and all required supporting documentation must be submitted to the CCCUA Financial Aid Office by the first day of classes for the current semester. Appeal forms are available at the Financial Aid Office, or you can download one from our website

*\*If a student has completed a two-year degree within published credit hours and lacks one semester (15 credit hours) to complete a second degree, the student only needs to provide an Appeal Form, degree audit and explanation of how an additional two-year degree will benefit your educational intent.*

Financial Aid Satisfactory Academic Progress Appeals are reviewed by the Financial Aid Appeals Committee. The committee meets as needed. Their decision is final, and the student will be sent a response to their CCCUA email account or by mail.

## **WITHDRAWAL AND FINANCIAL AID**

Recipients of financial aid, who withdraw before the 60% point in time of the period of enrollment, calculated using calendar days, will be required to return a portion of Title IV funds awarded in accordance with the Higher Education Amendments of 1998. Title IV funds to be refunded include Federal Pell Grant and Federal Supplemental Educational Opportunity Grant, but not Federal Work Study. The calculation of the return of these funds may result in the student owing a balance to the college and/or the federal government. Students who intend to return will have their eligibility evaluated under the applicable satisfactory academic progress policy. For additional information, contact the Financial Aid Office. Students receiving other forms of aid and scholarships will have their refund calculated using UA Cossatot refund policy unless the scholarship/grant stipulates differently.

## **RETURN OF TITLE IV FUNDS**

This requirement applies to students who receive federal student aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, but not Federal Work-Study) and completely terminate enrollment prior to completing 60% of the enrollment period.

Termination of enrollment can be the result of any of the following actions:

- Student initiates an official withdrawal from UA Cossatot
- Student is administratively dropped by instructors from all courses due to non-attendance.
- Student is administratively withdrawn from all courses as a result of disciplinary action.
- Students receiving all F's are considered to have unofficially withdrawn. The drop date is determined by your last day of attendance.

The amount of Title IV aid an institution must refund to the federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. UA Cossatot utilizes software provided by the U.S. Department of Education to calculate the amount of aid that must be refunded, which was initially used to pay institutional charges. The drop date provided by your instructors will be utilized to document the last date of enrollment.

UA Cossatot returns unearned aid used to pay institutional charges in the following order within 45 days of the withdrawal determination:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Other Title IV Programs.

A repayment may also be required of the student when a refund check has been issued to a student from financial aid funds in excess of the amount used to pay institutional charges that the student fails to earn by maintaining enrollment. If the student owes a repayment, the student has 45 days to repay the funding. If the student does not pay the funding within 45 days, UA Cossatot will notify the U.S. Department of Education that the student is in overpayment.

Students are notified by letter if the student owes funding to UA Cossatot or the U.S. Department of Education.

If a student earns more aid than was disbursed, the student may be eligible to receive a post withdrawal disbursement. Students are notified by mail of their eligibility for such a disbursement. A post withdrawal of grant funds is automatically credited to the student's account for outstanding charges.

## **VETERANS AFFAIRS BENEFITS**

UA Cossatot has been approved by federal and state agencies governing Veterans Affairs to provide training to veterans. Veterans and their dependents may be entitled to educational assistance programs from the Department of Veterans Affairs to pay their tuition for the approved training. Veterans should apply for admission to the college and visit the VA representative in the Financial Aid Office prior to enrolling in classes to apply for benefits. To apply for benefits please visit the G.I. Bill® website at [www.benefits.va.gov](http://www.benefits.va.gov). If veterans' benefits are not available at the deadline for payment due each semester, the veteran should make other arrangements to pay the tuition and fees. VA rehab payments must be documented at the time of the deadline, or the veteran will be required to make payment. VA students need to be aware that there is a Military 50% Tuition Waiver that is available to them, and a new waiver must be submitted each semester to receive the discount.

# STATE GRANT PROGRAMS AND SCHOLARSHIPS

Arkansas Department of Higher Education (ADHE) is a state agency that administers the financial aid programs for the State of Arkansas. All applicants are encouraged to locate application requirements, check the status of their ADHE accounts online through the YOUiversal website <https://sams.adhe.edu>

Scholarships and grants include:

- Arkansas Academic Challenge (traditional and non- traditional students)
- Arkansas Workforce Challenge
- AR Future Grant (traditional and non-traditional students)
- Governor's Distinguished Scholarship
- Military Dependents Scholarship (MDS)
- Single Parent Scholarship

## CAREER PATHWAYS

Career Pathways is a grant-funded program that provides financial and instructional assistance to adults with minor children for their educational and career training needs. Career Pathways is need based with its participants falling at or below 250% of the poverty level. Students that are on public assistance may also qualify for the program Career Pathways offers assistance with tuition, fees, books, transportation, and childcare as well as any other required materials for courses. This assistance is available for college, adult education and technical certificate seeking students. *Note:* Career Pathways is funded on a year-to-year basis, so please check with the Career Pathways office at 870- 584-1119 for program availability.

## FOUNDATION AND INSTITUTIONAL SCHOLARSHIPS

UA Cossatot students are eligible to apply for a variety of scholarships through the UA Cossatot Foundation and UA Cossatot as an institution. Scholarships, criteria, application information is available at [www.cccua.edu/scholarships](http://www.cccua.edu/scholarships). The deadline for scholarships is April 1 each year. Early application is recommended.

## ARKANSAS REHABILITATION SERVICES

UA Cossatot cooperates with the Arkansas Rehabilitation Services offices in placing students in approved training programs. Area rehabilitation counselors determine the benefits that students receive from this program. Arkansas Rehabilitation Texarkana office serves the following counties: Howard, Hempstead, Lafayette, Little River, Miller, Nevada, Polk, Pike, and Sevier. Contact the Arkansas Rehabilitation Counselor at 870.773.2807.

## AMERICAN INDIAN

UA Cossatot collaborates with the American Indian Center offices in placing students in approved degree programs. American Indian Center counselors determine the benefits that students receive from this program. Contact the AIC Office 1.800.441.4513 or visit American Indian website at [www.arindianctr.org](http://www.arindianctr.org)

## SINGLE PARENT SCHOLARSHIP

The purpose of the Single Parent Scholarship is to provide supplemental financial assistance to those single parents living in Arkansas who are pursuing a course of instruction that will improve their income-earning potential. Single Parent Scholarships are listed by county. Applications and deadlines are available online at [www.aspsf.org/students\\_spscholarships.html](http://www.aspsf.org/students_spscholarships.html)

## TUITION WAIVERS

- Military Tuition Waiver
- Senior Citizen Waiver
- Out of State Tuition Waiver
- Waiver of Non-Resident Tuition for Native Americans
- UA Cossatot Employee Dependent Waiver and Educational Assistance Plan for UA Cossatot employees

*All Tuition Waiver forms are available in the Financial Aid Office or on the UA Cossatot website. All forms should be completed before the 11th class day of each semester.*



# TEXTBOOK RENTAL PROGRAM

UA Cossatot provides the option to rent course-required textbooks, for a maximum fee of \$30 each per semester, directly from the college.

Prior to the beginning of each semester, dates in which textbooks will be available for rental will be announced and posted at the ERC website [www.youseemore.com/cccu](http://www.youseemore.com/cccu). Textbooks are available a week prior to the first day of class. Pell grants and/or scholarships may be applied to textbook rentals. (Check with Financial Aid to make sure particular scholarships cover textbook rental expenses). Upon course enrollment, textbook rental fees and/or purchases will be charged to the student account. Fees may not show up for certain courses upon enrollment but will be added manually. Students may return rental textbooks without incurring rental fees until the 11th day of class. Opened or used software and/or access codes are not eligible for refund. After the 11th day, students still pay the full rental fee. Students enrolled in a course but opting not to rent the textbook must notify the ERC to ensure the rental fee is removed from their account. Textbook rentals are currently \$30 per textbook, unless otherwise indicated on the expense list at [www.youseemore.com/cccu](http://www.youseemore.com/cccu). (Some courses may require purchase of additional workbooks, software and/or access codes).

The college will ship textbooks with a return label to students who live 60 miles or more from any UA Cossatot campus. Students may return rented textbooks at any point during the semester; however, if returned after the 11th class day, the rental fee is applicable. Students must return textbooks by a specified deadline each semester, which is noted on the rental agreement. After the return deadline passes, students will be charged the full price of the textbook plus a \$20 handling fee. Textbooks will not be accepted after the return deadline. **STUDENTS WILL BE CHARGED THE FULL PRICE OF THE TEXTBOOK FOR NOT RETURNING BY THE DEADLINE OR FOR ANY DAMAGE INCURRED DURING THE RENTAL PERIOD.**

Please direct any questions about the Textbook Program to the Director of Educational Resources at the ERC

## ACADEMIC ADVISING

In order to coordinate services and assist with educational goals, each student at UA Cossatot is assigned an advisor who specializes in a particular area of study. Advisors help guide students to academic completion through individual correspondence and follow up. Students are encouraged to make contact with their advisors each semester.

Students planning to transfer from UA Cossatot to another college should be aware that courses completed at UA Cossatot toward a Certificate, or an Associate of Applied Science Degree are designed for employment purposes and may not transfer to four-year institutions. Students seeking transferable credits should consult with their advisor before enrolling.

Grades of “D” are considered passing, but these courses may not be accepted when transferring to another institution. As a general rule, students planning to transfer to another institution should contact the Registrar’s office of the receiving school to verify transferability of courses prior to taking the course.

## ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) outlines the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for the admissions and degree requirements.

## ADDING COURSES

Students may add courses during the registration period ONLY. VIP registration opens a week prior to general registration allowing currently enrolled students the opportunity to register early. Fall registration is available April through the first day of classes in August. Spring registration is available October through the first day of classes in January. Summer registration is available April through the first day of classes in June. Enrollment in FLEX courses follows a different registration schedule; refer to the Academic Calendar for specific dates. A student may drop a class prior to the Census Date (10<sup>th</sup> class day fall/spring; 4<sup>th</sup> class day summer) without penalty or payment required.

## CREDIT FOR COURSES

UA Cossatot uses the semester credit hour for computation of courses, which is defined as the amount of credit given for one contact hour in class per week for a minimum of 16 weeks (or the equivalent). Some technical courses that consist of predominantly laboratory, hands-on training will contain more class (contact) hours for one semester hour credit. For detailed information about specific courses (including technical and medical courses), see the course descriptions.

Each course number provides specific information about the course. The first number is the academic level such as development (0), freshman (1), or sophomore (2). The final one or two digits of the course number on the right indicates the number of credit hours awarded for the course.

ENGL 10103

ENGL indicates a course in the English department.

First 1 Indicates a first-year or freshman-level course.

3 Indicates 3 credit hours.

## AUDITING COURSES

Auditing a course means a student can take classes but is not graded or awarded credit for the course. Academic exploration and self-enrichment are reasons to audit a course. In order to audit a course, a student must meet the admission requirements and make payment of tuition and fees for the course. Students auditing a course are subject to the same regulations as regular students but do not take examinations. A student may change from credit status to audit status until mid-term of each semester. Students may audit a course after completing it for credit, or they may take a course for credit after previously auditing it.

## COURSE LOAD

Full-time status for fall and spring terms is 15 semester hours, although 12 semester hours is considered full-time for federal financial aid programs. Some scholarships or grants may require additional hours each semester. Most programs of study require more than 12 semester hours per semester to complete a degree within the suggested timeframe. Generally, 19 hours is the maximum load a student may carry during a regular semester. Any student wishing to take more than 19 hours, with the exception of flex terms, must have a cumulative GPA of at least 3.0 and request permission from the Vice Chancellor for Academic Services.

## INSTITUTIONAL CREDIT HOUR POLICY

- **FACE-TO-FACE LECTURE:** direct instruction with an instructor. Institution standards follow 1 credit hour for each 800 minutes of lecture.
- **WEB CONFERENCING COURSE:** equivalent to a face-to-face lecture course but offered via web conference technology. These courses have the same learning outcomes and substantive components of a standard/lecture course with an alternate delivery method. Institution standards follow 1 credit hour for each 800 minutes of lecture.
- **LABORATORY:** instruction with a focus on experiential learning under the direct supervision of a faculty member where the student performs substantive work in a laboratory setting. Institution standards follow 1 credit hour for each 800 minutes of lecture and 1600 minutes of lab instruction for 1 credit hour of lab.
- **FIELDWORK:** describes instruction in a supervised clinical/medical, social work, or school setting where students have an opportunity to apply the theoretical knowledge, they have acquired at an approved off-campus site. Contact time and outside student work must be established and documented.
- **CLINICAL:** courses with a focus on experiential learning under the direct supervision of a faculty member or preceptor where the student performs substantive work in a clinical setting.
- **INTERNSHIP:** applied and supervised learning experience where students gain practical experience following a directed plan of study
- **INDEPENDENT STUDY:** instruction where a faculty member regularly interacts and directs student outcomes with periodic contact. Institution standards follow 1 credit hour for each 800 minutes of contact time/instructional materials.
- **ONLINE COURSE:** courses offered 100% online without any face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard/lecture course with an alternate delivery **method**. Contact time is satisfied by several means which can include but is not limited to a) regular instruction or interaction with a faculty meeting weekly during the duration of the course b) academic engagement through interactive

components, group discussions, virtual group projects. Institution standards follow 1 credit hour for each 800 minutes of contact time/instructional materials.

- **HYBRID COURSE:** courses meeting with split interaction across face-to-face, interactive, independent, or online channels with at least 50% but less than 100% of the course offered in an online format. These courses have the same learning outcomes and substantive components of a standard/lecture course with an alternate delivery method. Institution standards follow 1200 minutes of face-to-face instruction and 1200 minutes of online instruction for a 3-credit hour course. Lab-based hybrid courses follow 2100 minutes of face-to-face instruction and 2100 minutes of online instruction for a 4-credit hour course.
- **FLEX Course:** courses offered outside the standard 15-week semester in which the credit hours offered are the same as the standard semester and the content and learning outcomes are the same as those in the standard semester. These courses meet the total amount of instructional and student work time even if delivered within an accelerated time frame.

## ATTENDANCE REQUIREMENTS

The college recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Non-attendance may impact a student's financial aid. The college requires that instructors take and timely report student attendance.

Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class instructor defines circumstances under which an absence may be excused, and absences are generally an individual matter between the student and instructor. *Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabi or program handbooks.* Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. Students who will be absent from class due to participation in athletics or a college-sponsored activity are responsible for completing all required coursework as provided by the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instructors reserve the right to drop or withdraw students from classes due to lack of attendance at the point that a student has missed 25% of the class. Courses meeting twice a week correlates to 7 days; courses meeting once a week correlates to 4 days; online and summer courses correlate to 4 days. Certain programs may require more stringent attendance requirements.

Students are required to establish initial attendance in physical classes by the second week of class and in virtual classes by making a substantial contribution by the tenth (10<sup>th</sup>) business day of the semester. [fourth (4<sup>th</sup>) day of class for eight (8) week semesters, second (2<sup>nd</sup>) day of class for four (4) week semesters]. The instructor determines a substantial contribution as a homework assignment, a quiz or test, or an appropriately involved discussion board posting.

Students failing to establish initial attendance by the tenth (10<sup>th</sup>) business day of the semester will be reported as "no-shows" by their instructor. [Fourth (4<sup>th</sup>) day of class for eight (8) week semesters, second (2<sup>nd</sup>) day of class for four (4) week semesters.]

Student attendance in virtual classes will be established by weekly substantial contributions as defined above. Students who wish to withdraw from a course must contact Student Services and/or the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript.

## DROPPING COURSES

A student may drop a class prior to the Census Date without penalty or payment required. After the 10<sup>th</sup> class day for the fall/spring semesters and the 4<sup>th</sup> class day for the summer semester, a student must contact Student Services (studentservices@cccua.edu) to complete the withdrawal process. Instructors may withdraw students for lack of attendance, low academic achievement, or inadequate progress without student consent.

Failure to withdraw properly (in writing with signature and date) will result in an "F" being posted on the student's transcript.



## WITHDRAWAL FROM COLLEGE

Students must contact Student Services and/or their advisor to complete a total withdraw from the college. Students withdrawing prior to the last day to withdraw will receive a “W” on their transcript. Failure to officially withdraw will result in an “F” being posted to the student’s transcript. It is also the student’s responsibility to pay the appropriate tuition, fees, and other charges. Information concerning procedures and dates are widely publicized. The Appeals Committee will not consider petitions from students who claim “non-awareness” of withdrawal procedures and deadlines.

## ADMINISTRATIVE REMOVAL

At the discretion of the appropriate Division Chair, and after consultation with the instructor and Vice Chancellor for Academic Services, a student may be removed from a program or course for violating division, program, and/or college policy/procedures. Students who are administratively removed for violating a policy or procedure are responsible for any remaining financial obligation to the school and may be required to repay federal financial aid.

## INCOMPLETE COURSE GRADES

An instructor may assign an “Incomplete grade” (I) if the student requests and extenuating circumstances are present. Division Chairs must approve all incompletes prior to the “I” being assigned. The student must request the “I” grade prior to the last day of withdrawal for the semester. An instructor can initiate an “I” grade request after the last day under special instances and with approval of Vice Chancellor for Academic Services. An “I” grade will be calculated for that semester’s grade point the same as if it were an “F” grade, i.e., zero quality points will be earned. If the “I” grade is remedied within eight weeks after the grade was assigned that semester’s GPA will be revised accordingly. “I” grades may be extended past the eight-week period under extenuating circumstances with the pre-approval of both Division Chair and the Vice Chancellor for Academic Services, but the extension will not exceed one calendar year.

## GRADES

Students may contact their instructors at any time to determine grade standing. 5-week, 12 week, and final grades will be posted. The following grading system is used to evaluate students:

Grade	Range*	Rating	Points	Calc. in GPA
A	90% -100%	Excellent	4	yes
B	80% - 89%	Above Standard	3	yes
C	70% - 79%	Meets Standard	2	yes
D	60% - 69%	Below Standard	1	yes
F	59% and below	Failing	0	yes
I		Incomplet	0	yes
W		Withdrew	N/A	no
NR		Not Recorded	N/A	no
N		No Grade	N/A	no
AU		Audit	N/A	no
TR		Transfer	N/A	no
P		Pass	0	no

\*The following medical programs have higher required grade ranges (EMT; LPN; RN; OTA; PTA)

“W” grades are disregarded when calculating grade point averages. A grade of “AU” indicates that the course has been audited and that no credit was given for the course; this will be indicated by the code on the transcript. A grade of “N” indicates that the credit was earned by work experience, advanced placement, or CLEP.

## CALCULATION OF GPA

A student's grade point average (GPA) is calculated using the quality points earned in the course and the semester hours assigned to that course, in the following formula:

Total Quality Points earned *divided by*  
Total Semester Credit Hours Pursued

Quality points are calculated by multiplying the value of the letter grade assigned for a course (A= 4; B= 3; C= 2; D= 1; F or I= 0) times the credit hours awarded for the course. A grade of "A" in a 3-credit hour course would be equal to 12 quality points (4 x 3=12).

## ACADEMIC PROBATION/SUSPENSION (CP 533)

Students must maintain a cumulative g.p.a. of 2.0 to achieve academic good standing. Failure to maintain a cumulative 2.0 g.p.a. will result in the student being placed on academic probation. If the grade level performance does not improve within the next semester, the student may be placed on suspension for a period of one regular semester. After one regular semester, the student may be eligible for readmission on academic probation. A student will move out of probation when the cumulative g.p.a. is above 2.0. Students may receive approval from the Vice Chancellor for Academics to retake failed courses during a summer term to improve their g.p.a. After 2 semesters of readmission on academic probation, if the student fails to make improvement the student will re-enter academic suspension.

If a concurrent student enters probation, the student may receive approval from the Vice Chancellor of Academics to retake D or F courses during a probationary period in order to improve the g.p.a. and exit suspension status. The probation period will not extend over two semesters for concurrent students. If approved, students must pay full price for course retakes and are not eligible for the concurrent discount. If a concurrent student enters suspension as a secondary student, the student will enter post-secondary on a probationary status.

Some acceptance-based programs require a "C" or better in order to progress in the program of study. Failure to maintain required average may result in program dismissal.

Students on probation or those returning from suspension must work with a success coach from Student Services. The success coach will work closely with the student, advisor, and instructors to develop a plan to support the student and increase the opportunity for success. Plans of action may vary from student to student and may include things such as tutoring sessions, visits to the Student Success Center, meetings with advisor, etc.

Students on suspension or probation from another institution must follow the same guidelines detailed above.

To appeal an academic probation or suspension, the student must submit a typed request similar to that of a formal grade grievance to the Vice Chancellor for Academic Services.

## ACADEMIC CLEMENCY

UA Cossatot allows students to apply for academic clemency in certain situations. Under the provisions of academic clemency, students may petition to have previously earned grades and credits removed from the calculations of their cumulative grade point average. If granted, those forgiven credits will not count towards graduation. Transcripts must contain a student's comprehensive academic record and these courses will show up on that transcript.

In order to qualify for academic clemency:

- A student must not have been enrolled in any institution of higher education for at least three years prior to the request. Having been granted academic clemency at another institution does not disqualify a student requesting academic clemency at UA Cossatot.
- Returning students may petition for clemency upon application for admission or upon enrollment.
- Clemency is granted on a semester-by-semester basis with all grades in a semester being eliminated. In some cases, it may serve a student better to retake some classes in which poor grades were earned, rather than to eliminate all previous credit from that semester.
- Students must submit petitions (available at [www.cccua.edu](http://www.cccua.edu) under Apply & Enroll>>Current Students) for academic clemency to the Vice Chancellor for Academic Services.

Clemency petitions will not be accepted until all admission documentation is complete and there is no outstanding debt.

## CATALOG PRIVILEGE

A student has the option to graduate under the requirements of the catalog in effect at the time of initial enrollment, providing the student has maintained continuous enrollment, and meets all requirements within five (5) years of initial enrollment.

## REVERSE TRANSFER

Students wishing to reverse transfer must meet the catalog requirements that they fall under. If a student is not currently enrolled, the catalog degree plan from when they were enrolled will be used. It is the responsibility of the student to have transcripts from other colleges sent to UAC Cossatot and confirm they wish to reverse transfer.

# GRADUATION INFORMATION

## GRADUATION REQUIREMENTS

Students who complete the requirements of a program of study as prescribed by UA Cossatot and approved by the Arkansas State Department of Higher Education will receive a certificate or a degree. Specific degree information may be found later in the catalog. Graduating students must satisfactorily complete all course with minimum amounts as outlined below completed through UA Cossatot:

Associate Degree: 15 hours  
Technical Certificate: 50% of the degree  
Certificate of Proficiency: 100% of the degree

*Exceptions may be made with approval from the Vice Chancellor for Academic Services.*

Exception: Members of the armed services who are enrolled under the Service-members Opportunity College (SOC) must complete at least 25% of their certificate or degree program requirements through UA Cossatot. Each required course must be passed with at least a "D."

EMT, Practical Nursing, Registered Nursing, OTA, PTA and Medical Assisting programs require at least a "C" and the student's cumulative GPA must be at least 2.0.

Developmental and/or preparatory courses (all GSTD courses) will not be used to fulfill degree requirements or elective course requirements for any diploma or degree. Prospective graduates must complete an "Application to Graduate" by the date listed in the Academic Calendar. It is the student's responsibility to clear outstanding debts to the College prior to graduation.

## HONOR STUDENT DESIGNATIONS

UA Cossatot recognizes students who excel in college-level courses in the following manner.

- Vice Chancellor's List: Full-time students (12 or more hours completed within the semester) who have achieved a 3.5 to 3.99 grade point average for that semester and notification will be sent to area news media.
- Chancellor's List: Full-time students (12 or more hours completed within the semester) who have achieved a 4.0 grade point average for that semester and notification will be sent to area news media.

*Exceptions may apply for programs with restricted admissions which may require under 12 hours during a term.*

The following designations are reserved for graduates of Degree and Technical Certificate programs.

- Cum Laude: Students who have a cumulative grade point average of 3.50 to 3.74
- Magna Cum Laude: Students who have a cumulative grade point average of 3.75 to 3.8
- Summa Cum Laude: Students who have a cumulative grade point average of 3.90 to 4.00

*Developmental courses (GSTD prefix) will not be calculated for the purpose of Honors designation. Certificate of Proficiency programs are not included in these honors.*

# STUDENT ACADEMIC INTEGRITY

UA Cossatot holds academic integrity, respect for ideas, and intellectual property as a valuable component in academic studies. UA Cossatot insists that all students approach their studies and their relationships with faculty, staff and other students honestly. Dishonesty will not be tolerated, and students will be held accountable for violations. Students, faculty, and staff share responsibility with regard to authentic expression of ideas.

Academic Integrity is defined as: a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. Academic dishonesty includes any act that gives an unfair advantage or is damaging to the reputation or performance of the academic community.

The faculty and administration have established and follow procedures that address the student's behavior or, as a last resort, removes the student from the institution. Each member of the College staff adheres rigorously to this policy and its procedures.

Such acts may include, but are not limited to:

- I. Cheating
  - a) Collaborating with or seeking aid from another student during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
  - b) Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
  - c) Substituting for another student or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.
  - d) Copying from the examination or work of another person or source.
  - e) Using unauthorized A.I. (Artificial Intelligence) tools.
- II. Theft or Falsification
  - a) Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings or online resources.
  - b) Submission or use of falsified data.
  - c) Using false statements to obtain additional time or other accommodation.
  - d) Misrepresenting facts (e.g., providing false information to postpone an exam, obtain an extended deadline for an assignment, or even gain an unearned financial benefit)
  - e) Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification involves altering information for use in any academic exercise. Fabrication involves inventing or counterfeiting information for use in any academic exercise.
- III. Multiple Submissions
  - a. Submitting essentially the same written assignment for two courses without authorization
- IV. Abuse of resource materials
  - a) Mutilating, destroying, concealing, or stealing material or property of the institution.
- V. Plagiarism

Plagiarism is defined as the representation of the words or ideas of another as one's own in any academic work. Plagiarism includes:

  - a) Not properly identifying and citing direct quotations
  - b) Failing to include citations for material paraphrased or summarized from any source.
  - c) Omission of a Works Cited or Reference page.
- VI. Any other acts (or attempted acts) that violate the basic standard of academic integrity or helping another to commit an act of academic misconduct.

Instructors reserve the right to determine punishment at the course level. Instructors will submit the completed Academic Integrity Form to the Vice Chancellor of Academics, who holds records of all offenses within the institution. The Vice Chancellor of Academics will then respond to the offense at the institutional level.

Possible disciplinary actions may include:

- A. *Warning*: Instructors reserve the right to give a warning to the student, lower the grade, or assign an F in the course, according to the instructor's discretion and determination of the severity of the offense. When a final exam is involved, the offense automatically moves to the most severe. Instructors may also require the student to complete the

Academic Integrity Course at the Educational Resource Center to address the problem. Instructors must file all offense reports and the disciplinary action with the Office of the Vice Chancellor of Academics.

- B. *Completion of the Academic Integrity Course:* The Vice Chancellor of Academics, on behalf of the institution, may require the student to complete the Academic Integrity Course through the E.R.C. During this the student may be placed on an Academic Integrity Hold by the Vice Chancellor of Academics until requirements are met. The hold will be removed, and the student will be allowed to register once requirements are completed in full.
- C. *Probation:* During probation, a student may still enroll and attend classes and participate in college events and programs; however, organization, department, divisional, or national by-laws or policies may prevent students from participation in a leadership or organizational role. During probation the student may be placed on an Academic Integrity Hold by the Vice Chancellor of Academics. The student must receive approval from the Vice Chancellor of Academics to enroll in courses during the probationary period. Once this period concludes without additional acts of misconduct, the student is returned to good standing with UA Cossatot.
- D. *Suspension:* During the one-year period of suspension, the student is considered not to be in good standing with the College and is not allowed to attend classes or participate in college related events and programs. Once this period concludes without additional acts of misconduct, the student is returned to good standing with the College.
- E. *Expulsion:* The student may not enroll again at any UA Cossatot campus.

## EDUCATIONAL RESOURCE CENTER

The UA Cossatot Educational Resource Center (ERC) is a fully functioning, media-rich, user-friendly resource center striving to enrich the lives of students through active learning. The ERC merges Kimball Library, the tutoring program, the textbook and Open Educational Resource (OER) program, and the UAC Gift Shop into a one-stop student center. Working with faculty, we seek to promote higher education and help students achieve their maximum academic potential.

There is an ERC at each UA Cossatot campus with knowledgeable staff available to assist students during hours of operation. The ERC has several computer stations available for studying and a lounging area with comfortable seating. The ERC offers about 10,000 titles in book and media format, as well as nearly 200 online databases. Students may access databases 24/7 by using their five-digit student ID and 7 or 8-digit birthday as a PIN.

Free tutoring is available at the ERC on all three UAC campuses. Tutors provide one-on-one assistance and group study in academic endeavors, clarify information presented in classes, and help students understand concepts and patterns in course curriculum.

Tutors WILL NOT complete a student's homework, help with take-home or open-book tests, solve assigned homework problems, or offer any assistance without direct student involvement, a show of critical thinking, and cooperation in the learning process. The ERC expects students to assume ultimate responsibility for their own academic performance. The ERC also offers workshops, study groups when possible, and online assistance. Hours vary by semester and are posted at the ERC web page [www.youseemore.com/ccua](http://www.youseemore.com/ccua) and Facebook page [www.facebook.com/UACERC](http://www.facebook.com/UACERC).

Online tutoring is available 24/7 at [www.tutor.com/uacossatot](http://www.tutor.com/uacossatot). Contact the ERC for more information. The ERC offers tutorial videos on its YouTube channel. Tutorial guides are available through the ERC website or directly from <https://libguides.cccua.edu>

General merchandise including Colt gear may be purchased and textbook rentals may be picked up at any campus ERC.

## DISABILITY SERVICES

The United States' Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act establishes that individuals with disabilities have a legal right to equal access to a college education. The ADA defines "disability" as "having a physical or mental impairment that substantially limits one or more of the major life activities." The ADA protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments. An individual with a disability is someone a) with a physical or mental impairment that substantially limits one or more major life activity, b) who has a record of such an impairment, and/or c) who is regarded as having such an impairment. Section 504 prohibits discrimination on the basis of disability against participants in programs receiving federal funds. Campuses are required to be physically and programmatically accessible and to provide reasonable accommodations for students with disabilities to ensure equal access to college offerings. ADA defines reasonable accommodation as: "changes or adjustments in a school site, program, or job that makes it possible for an otherwise qualified student with a disability to perform the duties or tasks required." A student with a disability is to have what is needed so that they may access every activity (or its equivalent) that is available to other students. Colleges are not required to provide personal aides or assistants. Colleges are not expected to provide something that will cause an



“undue hardship” on the college. “Undue hardship” is defined as “action requiring significant difficulty or expense” when considered in light of factors such as: nature and cost of the accommodation in relation to the overall size, resources, nature and structure of the college’s operation. Alternatives which may serve in place of the specific accommodation should be considered.

## **REQUESTING ACADEMIC ACCOMMODATIONS**

Complete a Disability Services Application available at any UAC campus or online at [www.cccua.edu/dss](http://www.cccua.edu/dss) and submit to Disability Services via email at [disabilityservices@cccua.edu](mailto:disabilityservices@cccua.edu), fax at 870.642.5088, or deliver to Student Services at any UAC campus.

Contact Disability Services for a documentation interview and review. The student’s self-report regarding how he or she may be “limited by impairment” serves as primary disability documentation. Observation/interaction with the student serves as secondary documentation. Tertiary documentation from external or third parties such as educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system may be requested.

Once the application and relevant documentation are submitted, it may be necessary to complete an Accommodation Plan. Accommodation Plans are emailed to instructors teaching the courses in which the student is enrolled at the start of every semester. It is the student’s responsibility to contact each instructor regarding their Accommodation Plan. A face-to-face meeting is preferred; however, a phone call or email correspondence may be sufficient. The signed plan must be returned to Disability Services. The instructor and/or student may contact Disability Services at any time throughout the semester with any questions or concerns. Accommodation Plans may also be sent to additional faculty/staff as deemed appropriate.

Accommodation Plans are automatically renewed every consecutive semester that the student enrolls. Students should contact Disability Services to review their Accommodation Plan to ensure it continues to meet their academic needs. A new Disability Services Application must be completed upon re-enrollment if a student does not remain enrolled in consecutive semesters. A student may terminate their Accommodation Plan at any time by submitting a signed written request to Disability Services.

## **DUAL ENROLLMENT/CONCURRENT STUDENTS**

When a student with a disability, functioning under an IEP or 504 plan, is dually enrolled in both high school and college courses, it is the responsibility of the High School to notify the college and provide a copy of the student’s IEP or 504 plan to Disability Services if the student would like to receive accommodations. Disability Services will review the IEP or 504 plan to make modifications appropriate for college as provisions made at the high school level fall under different sets of rules and legislation.

The student will be receiving college credit for the course, therefore grading policies, workload, and attendance policies are non-negotiable. No modifications or reductions of any kind, such as reduction in multiple choice, elimination of essay, reduced assignments, etc. will be permitted. The student is going to earn whatever grade is received and it will be because he or she has demonstrated the same level of mastery and responsibility as any other student in that class receiving the same grade. At the post-secondary level there is not much give in our refusal to jeopardize the academic integrity of coursework by watering down the curriculum or lowering evaluation standards used to assess student achievement, however, we can and will be very flexible when it comes to procedures used to access the accommodations we provide.

The responsibility of requesting academic accommodations typically falls on the student at the post- secondary level; however, we have found that this procedure has not been effective in the past for secondary students. Therefore, the procedures for requesting accommodations have been modified as follows for this demographic of students.

1. Upon enrollment of a secondary student with an IEP or 504 plan into a college course through either the Secondary Career Center or concurrent program, the high school should provide a copy of the IEP or 504 plan to Disability Services or Director of High School Programs.
2. Upon receiving IEP or 504 plan documents, Disability Services will review, make appropriate adjustments for the college curriculum, and create an Accommodation Plan which will take the place of the IEP or 504 plan for the college courses.
3. Once the Accommodation Plan is established, it will be sent via email to the appropriate instructor and the Director of High School Programs who will then forward the Accommodation Plan to the appropriate high school counselor for documentation purposes.

4. Once the instructor receives the Accommodation Plan, he or she will meet with the student to review and sign the plan. Any questions or concerns should be addressed at this time. The Accommodation Plan with all signatures will be sent back to Disability Services to be kept in the students' file for documentation purposes.
5. This procedure will need to be followed every semester a student is dually enrolled.
6. Students planning to attend UA Cossatot following high school graduation must follow normal Disability Services procedures for requesting accommodations. These procedures can be found on the UA Cossatot website at [www.cccua.edu](http://www.cccua.edu) or in the student catalog/handbook.

#### PARENTAL INVOLVEMENT

Educational institutions are bound by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Once a student enrolls in a concurrent or Secondary Career Center course, the FERPA rights transfer to the student, regardless of the age of the student, as they are attending a school beyond the high school level. Based on this, Disability Services WILL NOT communicate in any way with any parent of any student without one of the following:

1. A current signed, dated, and verified FERPA Release form in the student file.
2. Certified copy of court records documenting the legal guardianship of the student awarded to the parent.

#### NON-CREDIT REQUESTING ACCOMMODATIONS

Non-credit students participating in Adult Education, Continuing Education, or Workforce Development programs or services may request accommodations due to a disability by completing an Application for Disability Services for Non-Credit Students and providing relevant documentation.

## **DISABILITY SERVICES GRIEVANCE PROCEDURES**

If a student with a disability and a current accommodation plan finds necessary to file a formal complaint regarding an accommodation or the way in which an accommodation is provided, they should follow the Disability Services grievance process.

1. Student must schedule an appointment with Disability Services to discuss the complaint. The student will be asked to detail the grounds for the complaint, the sought remedy, and justification of the sought remedy based on valid and current documentation of disability. Disability Services has five business days to review documentation, investigate, and respond to the student.
2. If unsatisfied with the decision of Disability Services, the student may present the complaint to the Vice Chancellor for Academic Services in typed form that must include details of the accommodation issue, sought remedy for the issue, and justification of sought remedy. The Vice Chancellor for Academic Services has five business days to review the written complaint, investigate, and respond in written form.
3. If unsatisfied with the decision of the Vice Chancellor for Academic Services, the student may re-appeal within five business days to the Vice Chancellor for Academic Services who must respond in writing within five business days.
4. If unsatisfied with the decision of the Vice Chancellor for Academic Services, the student may appeal within five business days to the Chancellor who will hear the complaint and render a decision within ten business days.

Formal complaints regarding disability-based discrimination or harassment should follow the grievance procedures for non-grade issues.

# FEDERAL POLICIES

## FERPA

The Family Educational Rights and Privacy Act (FERPA) is the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your educational record within a reasonable time after the College receives a request for access. If you want to review your record, contact the Office of Student Services to make appropriate arrangements.
2. The right to request an amendment of your educational record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Director of Student Services, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The Director will notify you of the decision and advise you regarding appropriate steps should you disagree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your educational 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 has a legitimate educational interest if the school official has “a need to know” information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include college faculty and staff, agents of the institution or who serve on official institutional committees, and representatives of agencies under contract with the College.
4. 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.

UA Cossatot prohibits release of student record information without the student’s expressed, written consent. Schools may disclose, without consent “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must inform eligible students about directory information and allow students a reasonable amount of time to request that the College not disclose directory information about them. To do so, you must complete a “Request for Non-Disclosure of Directory Information” form, which is 36 available from the Office of Student Services. Please note two important details regarding placing a “No Release” on your record:

- UA Cossatot receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Having a “No Release” on your record will preclude release of such information, even to those people.
- A “No Release” applies to all elements of directory information on your record. UA Cossatot does not apply a “No Release” differentially to the various directory information data elements.

Schools must notify eligible students of rights under FERPA. The actual means of notification (letter, catalog, and website) is left to the discretion of the College. For a copy of the Act, more details about your rights, or additional information on College policies related to the Act, please refer to the Office of Student Services or visit the website at [www.cccua.edu/student-life](http://www.cccua.edu/student-life).

Questions concerning FERPA should be referred to the Office of Student Services.

\*Only students should request/submit FERPA waivers allowing access to their records.



# TITLE IX

Title IX of the Education Amendments of 1972 states: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”*

*Implementing Regulations at: 20 U.S.C. § 1681 & 34*

*C.F.R. Part 106*

Title IX protects the college community from sexual discrimination, harassment and misconduct in a school’s education programs and activities. Title IX protects the college community in connection with all academic, educational, extracurricular, athletic and other college programs, whether those programs take place on college property, in college transportation, as a class or training program sponsored by the college, or at another location or elsewhere.

All complaints or concerns about conduct that may violate policy should be submitted to the Title IX Coordinator, Title IX Assistant Coordinator or to a Title IX Deputy located on each campus either in person or by calling 1-800-844-4471. A campus police office can direct any individual to a Title IX campus deputy. Title IX Coordinator--Suzanne Ward, sward@cccua.edu

Title IX Assistant Coordinator--Kelly Plunk, kplunk@cccua.edu

UA Cossatot has a no-tolerance policy regarding retaliation for reporting, providing information, exercising one’s rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of Title IX. Individuals taking part in retaliation, intimidation, threats, coercion, or discrimination, undertaken or attempted either directly or by someone acting on behalf of another, will be subject to immediate disciplinary action.

## *FILING A REPORT WITH LOCAL LAW ENFORCEMENT*

In some instances, sexual misconduct may constitute both a violation of college policy and criminal activity. The college grievance process is not a substitute for instituting legal action. The college encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

### Campus Police Officers

- De Queen – Monte Stringfellow 870-582-5639
- Ashdown – Jason Curtis 870-582-6809
- Nashville – Kisha Jones 870-582-1392

### Local City Police Department

De Queen Police Department

220 N. Second Street, De Queen, AR 71832 870-642-2213 or 911 for emergency

Nashville Police Department

426 Main Street, Nashville, AR 71852

870-845-3434 or 911 for emergency

Ashdown Police Department

745 Locust Avenue, Ashdown, AR 71822

870-898-5640 or 911 for emergency

## *STUDENT AND VISITOR RESPONSIBILITY TO REPORT*

Students and visitors to the college are strongly encouraged to report allegations of discrimination,

harassment, retaliation and sexual misconduct to the Title IX Coordinator, Assistant Coordinator, or a Title IX Deputy. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

#### *MANDATORY EMPLOYEE REPORTING*

In order to enable the college to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct, all employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator, Assistant Coordinator, or a Title IX Deputy. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements.

#### *OFF-CAMPUS CONDUCT*

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the college's attention.

#### *CONFIDENTIALITY*

Subject to the other provisions of this policy and the requirements of the law, every possible effort will be made to ensure that all information received as part of the college's Complaint/Grievance Procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of the college's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

#### *AVAILABILITY OF COUNSELING AND ADVOCACY*

Counseling and other mental health services for victims of sexual assault are available in the community. Students who are victims of sexual assault should immediately contact UA Cossatot Police.

Community mental health agencies, counselors, and psychotherapists in private practice can provide individual and group therapy. Women's shelters or domestic violence and rape crisis programs may assist in making referrals for individual counseling and support groups and identifying non-counseling campus and community resources that may be of additional help and service as a victim advocate upon request.

#### *PREGNANCY AND POSTPARTUM*

Students requesting accommodations for pregnancy or postpartum must follow the Disability Services procedure for requesting academic accommodations.

## **DRUG-FREE SCHOOL POLICY**

Public law 101-226 requires that as a condition of receiving funds of any other form of financial assistance under any Federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Alcoholic beverages, controlled substances/illicit drugs, or persons under the influence are strictly prohibited on school premises. Any violation of this regulation will result in expulsion.

# STATE POLICIES

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## TOBACCO-FREE SCHOOL POLICY

Adhering to ACT 734 of the 2009 General Assembly all UA Cossatot property is a tobacco-free zone. State law provides a fine between \$100 and \$500 for each offense.

## ACT 562

The 2017 General Assembly has approved certain persons to carry concealed firearms on college campuses. Contact UAC Police for the most recent information.

# UA COSSATOT POLICIES

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## SEX OFFENDER NOTIFICATION

In accordance with University of Arkansas System Policy 525.1 and UA Cossatot Policy 535, notification of staff and students of the presence of a registered sex offender will follow these general guidelines.

Campus Notification applies to all offenders required to register under Act 989. The plan will include the following: Offender's name and risk level, scope of notification, date of notification, how the notification took place, names of those who prepared the plan and date the plan was made. Each offender is assigned a risk level assessment for his/her potential to re-offend. This assessment is determined using a procedure by which an offender's history and characteristics are reviewed in order to assign the offender to one of three levels of risk of re-offense, which helps determine the plan of action for the offender's community notification. Students who fail to register as a sex offender with UA Cossatot when required to do so by law will be subject to immediate arrest and expulsion. Information regarding all public notices of level three and level four sex offenders who are registered with UA Cossatot is available on the college website.

### *PROCESS FOR NOTIFICATION*

1. Upon notification by the offender, the level of offense may be confirmed using the Arkansas Crime Information Center (ACIC) website [www.acic.org](http://www.acic.org).
2. A meeting of the Community Notification Committee will be convened within 5 business days of notification by the offender to discuss plans for notification.
3. Notification of staff and/or students will be determined based on the level of the offense.
4. A meeting will be scheduled with the offender and the administrator on the campus to be attended. The administrator will present the written plan of notification and any limitations placed on the offender while attending the college.
5. If notification of staff and/or students is deemed prudent, notification will be given to the campus community within 5 business days of the Community Notification Committee meeting.

### LEVELS OF OFFENSE AND NOTIFICATION PLAN

LEVEL 1: Low risk individuals with no prior history of sexually acting out, strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment. Level 1 Notification: Notification will be given to the UA Campus Police and the Community Notification Committee.

LEVEL 2: Typically, offenders in this category have a history of sexual offending where notification inside the home is insufficient. Community notification requires notice to the offender's known victim preference and those likely to come into contact with the offender. If the level two offender was 18 or older at the time of the crime and the victim was 14 or younger at the time for the crime, this offender should appear on the website information. Level 2 Notification: Notification will be given to the UA Campus Police and the Community Notification Committee. Notification will be given to persons of known victim preference that may likely come in contact with the offender.

LEVEL 3: Typically, offenders in this category have a history of repeat sexual offending, and/or strong antisocial, violent or predatory personality characteristics. These are individuals whose offense and criminal history require notification throughout the community. Level 3 Notification: Notification will be given to the UA Campus Police and the Community Notification Committee. Notification will be given to all people attending classes or working on the campus of attendance. Students and employees will be directed to the ACIC website as well as the local law enforcement website to view a photograph and description of the offender.

LEVEL 4: Sexually Violent Predator refers to a person who has been adjudicated guilty of a sex offense or acquitted on the grounds of mental disease or defect of a sex offense that makes the person likely to engage in predatory sex offenses. The designation indicates that the highest and most visible means of community notification is required. Level 4 Notification: Notification will be given to the UA Campus Police and the Community Notification Committee. Notification will be given to all people attending classes or working on the campus of attendance. Students and employees will be directed to the ACIC website as well as the local law enforcement website to view a photograph and description of the offender.

## **Discrimination, Harassment, Retaliation, & Sexual Misconduct**

UA Cossatot is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment and sexual misconduct are strictly prohibited. (Also, see College Policy 206).

# STUDENT APPEALS & COMPLAINTS

## Non-Grade Issues

UA Cossatot does not tolerate actions by students or staff that interfere with student learning and safety. Students have the right to grieve an action by an employee or another student if the action related to improper conduct includes but is not limited to harassment of any kind, bullying, threatening another individual or the college, or terroristic threats. Complaints for issues unrelated to improper conduct may be made to the appropriate Division Chair or program director who then has the ultimate responsibility to resolve the complaint.

Steps to be used in any complaint Student Handbook and Catalog. Refer to Policy and Procedure 206 for Title IX Complaints.

## Grade Issues

If a student believes an error in a grade has occurred, the student should initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX or part of a medical program, the student should initiate a review of the grade within twenty-four hours of the grade being posted. Steps to be used in a formal, grade related appeal can be found in the Student Handbook and Catalog. The most up-to-date version will always be available online under student life—student policies.

## *STUDENT APPEALS COMMITTEE*

The Student Appeals Committee exists to review and make recommendations regarding matters of student appeals. Members include the Vice Chancellor for Academic Services, Vice Chancellor of Business Services or designee, two Cossatot employees, one chosen by the student and one by the Vice Chancellor for Academic Services, and a Student Ambassador or a designee.

# STUDENT NON-GRADE APPEAL PROCESS

If a student has a complaint regarding processes or practices at UA Cossatot, he or she should discuss such with an instructor, advisor, program director, or Division Chair. Students have the right to grieve an action by an individual if the complaint relates to improper conduct including, but not limited to, harassment of any kind, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person.

If a formal appeal is submitted, as part of due process, the following steps should be used in any formal complaint or appeal, with the exception of a Title IX complaint, which follows Policy and Procedure 206.

1. The student must present the complaint verbally within five business days of the alleged incident to the Division Chair or program director. If the complaint is against a Division Chair, the student shall present the complaint to the Vice Chancellor for Academics. The specific complaint and remedies sought should be included.
2. If unsatisfied with the response, the student must present the complaint in written form within five business days following the response from the Chair or director to the Vice Chancellor of Academics and include the specific appeal/complaint and specific remedies sought. The Vice Chancellor for Academics will organize a hearing by the student appeals committee. The Vice Chancellor for Academics will inform the student of the decision made by the committee immediately following the hearing.

The student should continue required coursework during this process. Any penalties normally assessed during a student's absence will also be applied during the appeals process. This includes, but is not limited to, absences, tardies, late exam penalties, etc.

Accommodations for special needs are determined on an as-needed, individual basis. Interpreters, readers, note-takers, etc., are available to assist in the hearing and appeals process. Please contact Disability Services to request accommodations.

## FORMAL GRADE APPEAL PROCESS

If a student believes an error in a grade has occurred, the student should formally initiate a review of the grade no later than three business days of grade being posted. If the course is a FLEX, the student should initiate a review of the grade within twenty-four hours of the grade being posted.

1. The student should submit the appeal petition form, which is available on the website, within the required timeframe to the Vice Chancellor of Academics. The Vice Chancellor will provide the appeal to the Division Chair and faculty member. The completeness and accuracy of the grade will be reviewed by the Division Chair and faculty. The Division Chair will respond to the student in writing of the appeal status within two business days of receiving the appeal. If the appeal is for a course taught by a Division Chair, the Vice Chancellor for Academics will presume the role of reviewer.
2. If the student is unsatisfied with the response, the student must submit a second appeal petition form to the Vice Chancellor of Academics within two business days of receiving the response. All information from the initial petition must be included. The Vice Chancellor for Academics will organize a hearing by the student appeals committee.
3. At the hearing, the instructor and the student may both make individual presentations, and the Student Appeals Committee may ask questions and seek clarification. The committee will make the final decision, and the Vice Chancellor of Academics will provide the final written decision. In the event of a grade change, the final grade will be recorded by the Registrar as directed by the Vice Chancellor of Academics.

## MEDICAL EDUCATION APPEAL PROCESS

Medical Education programs have specific policies and procedures. Students are required to be compliant to ensure each program meets approving bodies and safety standards. When students are in violation of these policies, disciplinary actions will occur. These actions are specifically outlined in each program student handbook/guide. As a part of due process, a student has a right to appeal program actions taken. The following steps should be used in any formal appeal. The college holds a non-retaliation stance for all parties in the event an appeal is submitted.

1. The student must present the appeal in writing within 24 hours of the discipline or dismissal to the Program Director and Division Chair. The appeal and remedies sought should be included. The appeal will be reviewed by the Medical Education Ad-Hoc committee with a decision rendered.
2. If unsatisfied with the response, the student must present the appeal in writing within 24 hours following the response to the Vice Chancellor for Academic Services and include the specific appeal and remedies sought. The Vice Chancellor for Academics will organize a hearing by the student appeals committee. The Vice Chancellor for Academics will inform the student of the decision made by the committee immediately following the hearing.

\*Interpreters, readers, note-takers, etc., may be requested to assist in the appeals process. Please contact the Disability Services Advisor to request accommodations.

*The student should continue required coursework during this process. Any penalties normally assessed during a student's appeal process will be applied. This includes but is not limited to missed absences, tardiness, late exam penalties, etc. This does not apply to students who have been dismissed due to violation of safety standards.*

## COMMUNITY COMPLAINTS

If an individual has a complaint regarding processes or practices at UA Cossatot, he or she should discuss such with the Vice Chancellor for Academics, Vice Chancellor for Facilities, or Chancellor. Individuals have the right to make a complaint on an action by an individual of the college community or facility of the

college. A complaint may relate to improper conduct of a current UA Cossatot student that is in uniform during the time of the conduct in question which may include, but not limited to, harassment of any kind, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person.

If a formal appeal is submitted, as part of due process, the following steps should be used in any formal complaint or appeal, with the exception of a Title IX complaint, which follows Policy and Procedure 206.

1. The individual must present the complaint verbally or written within five business days of the alleged incident to the Vice Chancellor for Academics, Vice Chancellor for Facilities, or Chancellor. The individual receiving the complaint verbally should document the discussion in full.
2. The College has five business days in which to investigate and respond in written form.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

### Section 1: Introduction

The Student Code of Conduct sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the University of Arkansas Cossatot (“the College”). The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness.

### Section 2: Interpretive Principles

1. The Board of Trustees of the University of Arkansas has designated the Chancellor as the chief executive of the College. The Chancellor is responsible for ensuring that the College applies this Code in an impartial and consistent manner. Student Conduct Administrators are responsible for overseeing the disciplinary proceedings and imposing sanctions for violations of the Code.
2. Nothing in this Code shall be interpreted to abridge the constitutional or statutory rights of any person. To the extent that a provision in this Code is inconsistent with a constitutional or statutory provision, the legal provision will control.
3. This Code and related policies and procedures are not intended to create contractual rights, property rights, or liberty interests.

### Section 3: Applicability of the Code of Conduct

1. Students must follow the Code during the time they are enrolled in the College. The Code shall apply to a Student’s conduct while enrolled in the College, even if the Student withdraws while a disciplinary matter is pending.
2. The Code shall apply to the following:
  - a. Conduct that occurs on Campus;
  - b. Conduct that occurs at a College-Sponsored Activity;
  - c. Conduct that occurs off-campus under one of the following conditions:
    - i. The College exercises substantial control over both the location and the Respondent (including any building leased by the College, owned or controlled by a Student organization that is officially recognized by the College); or
    - ii. The conduct adversely affects the Campus Community or the pursuit of the College’s objectives; and
  - d. Conduct that constitutes Academic Dishonesty regardless of location, even if the Academic Dishonesty is not discovered until after a degree is awarded.
3. If necessary to protect the rights and safety of the Campus Community, the College may suspend any Student charged with a felony in any jurisdiction until the charges are dropped, the case is dismissed, or a judgment of conviction or acquittal is secured. The College must provide an administrative Hearing under Section 10.2 before taking this action, where the issue to be decided is the existence and nature of the charges.
4. If necessary to protect the rights and safety of the campus community, the College may expel any Student who has been convicted of a felony while enrolled. If the Student’s conviction is overturned on appeal, the College shall allow the Student to re-enroll. The College must provide an administrative



Hearing under Section 10.2 before taking this action, where the issue to be decided is the existence and nature of the conviction.

5. The College may discipline Students for the violation of any law involving drugs or alcohol on its property or as part of its activities. A Student who tests positive for a controlled substance while representing the College may be subject to disciplinary action under this Code.
6. A student-athlete who violates team rules may be subjected to disciplinary action in accordance with the policies and procedures of the team and the Department of Athletics. The procedures set forth in this Code, however, will be utilized prior to the imposition of a sanction of expulsion or suspension from the College.
7. *The College's separate Title IX grievance procedures shall apply to alleged conduct that constitutes Sex-based Harassment (including sexual assault) and that falls within the scope of the College's Title IX jurisdiction.*

#### Section 4: Application of the Code of Conduct to Student Organizations

Student organizations and their officers and members, in their capacity as such, are subject to sanctions only upon a showing of actual participation in, or actual authorization or ratification of, a violation of the Code. In making this determination, the College shall consider whether the organization's members were acting in accord with its practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.

#### Section 5: Prohibited Conduct

1. Abuse of Campus Access: Students shall not abuse their access to Campus by engaging in any of the following:
  - a. Unauthorized entry to, or use of, College facilities, property, or resources; or
  - b. Misuse of College or personal property to create a safety hazard, or unauthorized use of safety equipment.
2. Abuse of computer facilities: Abuse of computer facilities and resources is prohibited, namely:
  - a. Unauthorized access or transfer of an electronic file or files;
  - b. Unauthorized use of another individual's identification or password;
  - c. Use of computing facilities and resources to materially interfere with the work of another Student, faculty member, or College Official;
  - d. Sending a large volume of unsolicited emails and other data with the intent to severely impair the functionality of the College's computer network;
  - e. Repeated use of the College network to send unsolicited emails with the primary purpose of proposing a commercial transaction;
  - f. Use of computing facilities and resources to knowingly share copyrighted materials in violation of state or federal law;
  - g. Use of computing facilities and resources to transmit unlawful obscenity or abusive messages; or
  - h. Any violation of the College's policy on using technology resources.
3. Abuse of Student Conduct System: Failure to participate in the proceedings in good faith, including misrepresentations to a Student Conduct Administrator; interference with an orderly Hearing or other proceeding; attempting to discourage another individual from participating in the Student conduct system; attempting to influence the impartiality of a Hearing Officer or panelist prior to, and/or during the course of, a proceeding; influencing or attempting another person to abuse the Student conduct system; and failure to comply with sanctions imposed under the Code.
4. Alcohol Use: Consumption, possession, distribution, manufacture, sale, and serving alcoholic beverages on College premises or at College-Sponsored Activities is prohibited, regardless of age, unless permitted by a College policy.
5. Deception: Deception is deliberately deceiving any College official, faculty member, or administrative officer by knowingly providing false information in connection with the discharge of the person's duties. Deception includes filing false reports or giving false information in connection with a misconduct proceeding. However, a determination regarding responsibility, alone, is not sufficient to conclude that any Party has made a materially false statement in bad faith.
6. Discrimination: Discrimination is taking a materially adverse action against any member of the Campus

Community or visitor, or in connection with any College-Sponsored Activity, through behavior of a biased or prejudicial nature related to an individual's legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status). Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.<sup>1</sup> Discrimination occurs when the adverse action results in an individual suffering less favorable treatment than others because of the protected status or characteristic.

7. Discriminatory Harassment: Discriminatory harassment on the basis of a legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status) is prohibited. *Sex-based harassment (including sexual assault) is a particular type of discrimination that is covered by the College's separate Title IX grievance procedures.* Discriminatory harassment includes unwelcome conduct based on an individual's legally protected status

or characteristic that is sufficiently severe or pervasive that—based on the totality of the circumstances and evaluated subjectively and objectively—denies or limits a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact- specific inquiry that includes consideration of the following:

- i. The degree to which the conduct affected the Complainant's ability to access the College's education program or activity;
  - ii. The type, frequency, and duration of the conduct;
  - iii. The Parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the alleged unwelcome conduct;
  - iv. The location of the conduct, the context in which the conduct occurred, and the control the College has over the Respondent; and
  - v. Other discriminatory harassment in the College's education program or activity.
8. Disorderly Conduct: Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus or at a College- Sponsored Activity. Disorderly conduct includes (but is not limited to) the unauthorized use of electronic or other devices to make an audio or video recording when such a recording is likely to cause injury or distress; large gatherings or excessive noise that disturbs the peace of campus residences or off-campus neighborhoods; and surreptitiously taking pictures of another person in a gym, locker room, or restroom and any violation of Ark. Code Ann. § 5-71-207.
  9. Disruption of College Operations: Disrupting the normal operations of the College, or inciting others to do so, is prohibited. Students shall not intentionally disrupt any of the following activities:
    - a. Teaching or research;
    - b. Administrative functions;
    - c. Disciplinary proceedings;
    - d. Other College-Sponsored Activities (on or off Campus); or
    - e. Other authorized or permissible activities that take place on Campus.
  10. Drug Use: The act or intent to illegally use, possess, sell, distribute, cultivate, or manufacture any state or federally controlled substance or paraphernalia. Inhaling or ingesting any substance that will alter a Student's mental state is also prohibited, unless done pursuant to a valid prescription. The possession and/or use of marijuana (even for medicinal purposes) on campus is prohibited.<sup>3</sup>
  11. Endangering Health, Safety, or Privacy: Intentionally endangering the health, safety, or privacy of others is prohibited, including:
    - a. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals;
    - b. Unnecessarily placing oneself or others in danger of physical harm; or
    - c. Physical assault of another person.
  12. Failure to Comply: Students shall comply with lawful directions from College Officials or law enforcement officers acting in the good faith performance of their duties and shall identify themselves

to these persons when requested to do so.

13. False Reports: Deliberately giving a false report of a crime or emergency to a College Official, including a campus law-enforcement officer.
14. Fire Safety Violation: Misuse or unauthorized use of fire extinguishers, safety equipment, warning devices (including fire alarms, fire equipment, fire chairs, or escape mechanisms and elevators).
15. Forgery: Forgery is the false making or material alteration of a College document, record, or form of identification.
16. Gambling: Gambling for money or other things of value on campus or at College- Sponsored Activity except as permitted by law.
17. Hazing: Students may not engage in hazing or encourage, aid, or assist any person in hazing. In addition, Students shall not knowingly acquiesce in the commission of hazing or fail to report promptly his or her reasonable knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to an appropriate College Official. Hazing means:
  - a. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a student college organization if the volunteer or employee is acting on behalf of, or in the name of, the student college organization, acting alone, or acting with others when the conduct is directed against any other Student and done for the purpose of intimidating the Student attacked by threatening him or her with social or other ostracism or of submitting such Student to ignominy, shame, or disgrace among his or her fellow Students, and acts calculated to produce such results;
  - b. The playing of abusive or truculent tricks on or off the property of the College by one Student, alumnus, or volunteer or employee of a student organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others, upon another Student to frighten or scare him or her;
  - c. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a student college organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others which is directed against any other Student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the Student attacked or to discourage him or her from remaining in that school, college, college, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
  - d. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a student college organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any Student of any such educational institution; or any assault upon any such Student made for the purpose of committing any of the acts, or producing any of the results, to such Student as defined in this section.
  - e. The term "hazing"
    - i. Does not include customary athletic events or similar contests or competitions; and
    - ii. Is limited to those actions taken and situations created in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.
18. Intimidation: Intimidation is physical conduct threatening specific individual(s) with the intent to place those individuals in fear of bodily harm or death and would be so construed by a reasonable person.
19. Obstruction: Impeding the free flow of pedestrian or vehicular traffic on College premises or at College-Sponsored Activities.
20. Stalking (other than stalking as a form of sex-based harassment covered under Title IX): Stalking is (1) a course of conduct committed with an intent to kill, injure, harass, or intimidate another person that (2) places that person in reasonable fear of death of, or serious bodily injury to (3) that person, an immediate family member, a spouse, or an intimate partner of that person or (4) causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.
21. Theft, vandalism, and destruction: Theft, attempted theft, unauthorized possession of College property, vandalism, and destruction of property owned by the College or any other person or group are prohibited.

22. Tobacco Use: The use of any tobacco product is prohibited on campus is prohibited. The tobacco-free environment includes all College property. Electronic cigarettes are also prohibited.
23. True Threats: A true threat is (1) a serious expression of intent to commit an act of unlawful violence against a particular individual or identifiable group, if (2) the individual or group would reasonably fear the threatened violence.
24. Weapons: Possessing, using, or storing firearms, explosives (including fireworks), weapons, or dangerous chemicals on College property or in the course of any College- Sponsored Activity is prohibited. This prohibition extends to stun guns, tasers, brass knuckles, and pocketknives longer than four inches. Exceptions include:
  - a. Weapons possessed by a licensed law enforcement officer and directly related to their current professional position;
  - b. Weapons, replicas, or related items for educational or ceremonial purposes, approved in advance of the event by the Chancellor or Vice Chancellor for Academic Affairs;
  - c. Weapons possessed or used for purposes of authorized firearms competitions sponsored or hosted by the College;
  - d. Firearms locked inside a vehicle; and
  - e. Weapons possessed lawfully under Ark. Code Ann. § 5-73-322 regarding the carrying of concealed handguns on college campuses.
25. Violation of Law: A violation of any Arkansas state and/or federal criminal law is prohibited.
26. Misconduct Abroad: Any Student who undertakes study or represents the College in any foreign country remains subject to this Code. The College retains discretion as it considers appropriate to apply disciplinary action under the Code if a Student violates any law, rule, or regulation in that country or any institution where that Student undertakes study.
27. Retaliation: The College prohibits retaliation as defined definitions. Prohibited retaliation includes (but is not limited to):
  - a. Initiating a disciplinary process against a person for a violation that does not involve sex discrimination but arises out of the same facts and circumstances as a Complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX; or
  - b. Peer retaliation, which is retaliation by a Student against another Student.
28. Incorporation of Other Rules: This Code incorporates all other rules regarding Student conduct contained in College policies. A violation of the rule constitutes a violation of this Code.

#### Section 6: Academic Dishonesty and Classroom Misbehavior

1. Classroom management and behaviors not otherwise in violation of published behavioral rules are under the jurisdiction and responsibility of the faculty member.
2. Violations of College policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Academic Affairs, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Academic Affairs.
3. Academic Dishonesty in any form is prohibited. Subject to more specific rules under policy 532.

#### Section 7: Selection of Decisionmakers

The Student Conduct Administrator shall undertake reasonable efforts to ensure that Hearing Officers and members of a Hearing Panel have received adequate training on conducting a fair Hearing under this Code, free of bias and inappropriate presumptions.

#### Section 8: Administrative Actions

1. Supportive Measures
  - a. The College may, at any time, provide one or more individualized services to a Party that is non-disciplinary, nonpunitive, reasonably available, and without fee or charge to the Party.
  - b. An individualized service offered to a Party shall be designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other Party.
  - c. An individualized service offered to a Party may be designed to protect the safety of all involved Parties

or the College's educational environment, which may include without limitation:

- i. Counseling;
  - ii. Extension of deadlines or other course-related adjustments;
  - iii. Campus escort services;
  - iv. Mutual restrictions on contact between the Parties;
  - v. Modification of class schedules or housing locations;
  - vi. Increased security and monitoring of areas of the College's campus; and
  - vii. Other similar services.
- d. Supportive Measures that burden a Respondent may be imposed only during the pendency of the disciplinary proceedings under this Code, and they must be terminated at the conclusion of those proceedings. These measures must be no more restrictive of the Respondent than is necessary to restore or preserve the Complainant's access to the College's education program or activity. The College shall not impose such measures for punitive or disciplinary reasons.
  - e. For Supportive Measures other than those that burden a Respondent, the College may, as appropriate, modify or terminate Supportive Measures at the conclusion of the disciplinary proceedings or at the conclusion of the informal resolution process, or the College may continue them beyond that point.
  - f. A Complainant or Respondent affected by a decision to provide, deny, modify, or terminate Supportive Measures may seek modification or reversal of the decision by appealing the matter to the Vice Chancellor for Academic Affairs or designee within 3 business days of the Student Conduct Administrator's decision. If the supportive measure burdens the Respondent, the initial opportunity to seek modification or reversal of the College's decision must be provided before the measure is imposed or, if necessary under the circumstances, as soon as possible after the measure has taken effect. The Complainant and Respondent affected by a supportive measure may also seek additional modification or termination of such supportive measure if the circumstances changed materially.
  - g. The College will not disclose information about any supportive measure to persons other than the Complainant or Respondent unless necessary to provide the supportive measure. The College may inform a Party of Supportive Measures provided to or imposed on another Party only if necessary to restore or preserve that Party's access to the education program or activity.

## 2. Emergency Removal

- a. The College may remove a Respondent from its programs or activities on an emergency basis if the College:
  - i. Undertakes an individualized safety and risk analysis;
  - ii. Determines that an immediate threat to the safety of a Student or another individual arising from the allegations of misconduct justifies removal of the accused Student; and
  - iii. Provides the accused Student with notice and an opportunity to challenge the decision immediately following his or her removal.
- b. Within 24 hours of the emergency removal, the College shall provide written notice to the accused Student that explains the College's reasons for removing the accused Student on an emergency basis.
- c. Within 3 business days of the written notice, unless otherwise waived by the removed Student, the College shall convene an interim Hearing before a Student Conduct Administrator to determine whether there is substantial evidence that the removed Respondent poses a risk to the health or safety of any Student or other individual and that the emergency removal of the accused Student is appropriate to mitigate the risk.
- d. At the interim Hearing, the removed Student and the accusing Student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a Hearing to determine responsibility.
- e. An accused Student's waiver of his or her right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or waive of additional rights under the Code.
- f. The decision following the interim Hearing is subject to appeal to the Vice Chancellor for Academic Affairs or designee within 3 business days after the decision. The decision may remain in effect during the pendency of the appeal.

- g. The emergency-removal decision shall remain in effect until a final decision has been made on the pending Complaint or until the Student Conduct Administrator determines that the reason for imposing the emergency-removal decision no longer exists. The decision shall be immediately withdrawn if the Respondent is found not responsible for the charged offense in a final, unappealable decision.

#### Section 9: Student Rights and Responsibilities in Misconduct Proceedings

1. Equal Treatment. The College shall treat the Complainant and Respondent equitably.
2. Notice. A Party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all meetings, investigative interviews, or Hearings with sufficient time for the Party to prepare to participate.
3. Access to Administrative File
  - a. The College shall maintain an Administrative File of all disciplinary proceedings.
  - b. The Parties may have reasonable continuing access to the Administrative File and the ability to review all documents and evidence in the Administrative File by contacting the Student Conduct Administrator to schedule a reasonable date and time for the inspection.
  - c. Individual portions of the Administrative File shall be redacted if confidentiality of the evidence is required by law.
4. Presumption of Innocence. Respondents are presumed innocent. They shall not be deemed guilty of a violation of the Code until (1) a Student or Student organization acknowledges responsibility of a violation of the Code or (2) the conclusion of all disciplinary proceedings during which an institution has established every element of an alleged violation by the Student or Student organization.
5. Notice of allegations. The Respondent shall be afforded sufficient notice of the allegations to enable a meaningful response. The specific notice requirements are described in Section 11.
6. Consideration of Evidence. The College shall make good-faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative. The College will not, however, follow formal rules of evidence or other rules of court. An objective evaluation of the evidence must include both inculpatory and exculpatory evidence, and credibility determinations must not be based on a person's status as a Complainant, Respondent, or witness. However, all evidence (including relevant evidence) of the following types will be excluded, and evidence seeking that evidence will be disallowed as impermissible (i.e., not accessed, considered, disclosed, or otherwise used):
  - a. Evidence that is protected under a privilege as recognized by federal or state law, unless the person holding such a privilege has waived the privilege voluntarily in a manner permitted in Arkansas;
  - b. The College's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party, unless the College obtains the Party's voluntary, written consent for use in the College's disciplinary proceedings;
  - c. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is offered to prove consent with evidence concerning specific incidents of the Complainant's prior sexual conduct with the Respondent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
7. Right to Appeal. A Party may appeal an adverse decision regarding a finding of responsibility to the Vice Chancellor for Academic Affairs or designee, and the decision on appeal shall serve as the final institutional decision on the matter.
8. Standard and Burden of Proof. The burden is on the College—not on the Parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred. The decisionmaker shall not find the Respondent responsible unless the preponderance of the evidence establishes each element of the offense. The decisionmaker shall evaluate relevant evidence for its persuasiveness; if the decisionmaker is not persuaded under the foregoing standard by the evidence that a violation occurred, whatever the quantity the evidence is, the decisionmaker should not determine that a violation occurred.
9. Admission of Responsibility. The Respondent may admit in writing to violating this Code at any time. A

Hearing will then be held to determine an appropriate sanction, unless the Respondent waives such a Hearing and accepts a punishment determined by the Student Conduct Administrator.

10. Nonappearance. The College will not make any negative inferences against a Party solely for the Party's failure to answer questions or otherwise participate in the Student conduct process. However, a Party's failure to participate does not preclude the College from conducting the disciplinary process in that Party's absence.
11. Obligation to Provide Truthful Information. Parties and witnesses shall, to the best of their abilities, provide truthful and accurate information in their written submissions and during investigatory interviews and Hearings.
12. No Retaliation. A Party shall not be subjected to retaliation because he or she exercised the Party's rights under the Code.
13. Weapons. Individuals may not carry a concealed handgun into any disciplinary Hearing, provided that they have been notified at least 24 hours prior to the Hearing, the meeting will last no longer than 9 hours, and the meeting space has been marked with appropriate signage.
14. No Conflicts or Bias. The Student Conduct Administrator shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. A Party may raise a concern regarding a potential conflict or bias with the Chancellor.
15. Extensions of Time. The Parties may obtain reasonable extensions of timeframes on a case-by-cases basis for good cause with written notice to the Parties that includes the reasons for the delay.
16. Role of College Counsel. At all stages of the proceedings, the Student Conduct Administrator, or other administrators may seek advice from the College's Office of General Counsel on questions of law, policy, and procedure. An attorney from the General Counsel's Office may attend proceedings for the purpose of giving such advice.
17. Additional Rights in Cases Involving Non-Academic Violations with the Possibility of Expulsion or Suspension from the College. In cases in which a sanction of expulsion or suspension from the College may be imposed for a violation of the Code the Parties shall have the following additional rights:
  - a. The Parties shall have an equal opportunity to present relevant fact witnesses and other inculpatory and exculpatory evidence. The process shall enable the decision maker to adequately assess the credibility of the Parties and witnesses to the extent credibility is both in dispute and relevant to evaluating one or more allegations.
  - b. A Party shall have a right to be present and advised by an attorney or non-attorney advisor during the Party's investigatory interview, the Hearing to determine responsibility, and the appeal. The advisor may fully participate in the proceedings. A Party may be represented by an advisor until the conclusion of the appellate process. The following principles also apply to advisors:
    - i. An advisor may provide discreet advice to the represented Party during an investigatory interview but may not interfere with the information-gathering process.
    - ii. In cases that do not involve allegations of Sex-based Harassment, the College is not responsible for selecting, training, or arranging for the participation of advisors or for paying a Party's advising costs.
    - iii. The Hearing Officer or Chair of the Hearing Panel may disallow the attendance of a particular advisor if, in the discretion of the Hearing Officer or Chair, such person's presence becomes disruptive or obstructive to the process. Advisors will not be permitted to question a witness in an abusive or threatening manner.
  - c. Both Parties shall receive a written notification of the decision within a reasonable period of time after the Hearing.
  - d. The Parties shall have the right for the disciplinary proceedings to be carried out free from conflicts of interest by ensuring that there is no comingling of administrative or adjudicative roles. During the disciplinary proceedings, there shall be no comingling of the roles of (1) attorney or non-attorney advisor, (2) investigator, (3) adjudicator, and (4) appellate adjudicator. The investigator may, however, present evidence at a Hearing.

#### Section 10: Procedures in Disciplinary Proceedings

1. Procedures that apply to all cases involving an alleged violation of the Code of Conduct (other than



acts of Academic Dishonesty)

- a. Preliminary Procedures
- i. General Requirements. Upon being notified of conduct that may constitute a violation of the Code, the Student Conduct Administrator shall:
  - 1. Notify the Parties of the procedures set forth in this Code;
  - 2. Notify the Parties of the informal resolution process under this Code if available and appropriate;
  - 3. Offer and coordinate Supportive Measures under this Code, as appropriate, to restore or preserve a Party's access to the College's education program or activity;
  - 4. In response to a Complaint, initiate the disciplinary proceedings or informal resolution process set forth in this Code;
  - 5. In the absence of Complaint or informal resolution process, determine whether to initiate a Complaint that complies with the procedures set forth in this Code if necessary to address conduct that may constitute a violation; and
  - 6. Take other appropriate, prompt, and effective steps to ensure that the violation of this Code does not continue or recur within the College's education program or activity, in addition to the remedies provided to an individual Complainant.
- ii. Written Complaint
  - 1. A form for a written Complaint is set forth in Appendix B.
  - 2. The following persons have the right to make a Complaint under this Code, requesting that the College initiate disciplinary proceedings:
    - a. A Complainant;
    - b. A person who has a right to make a Complaint on behalf of a Complainant, such as an authorized legal representative; or
    - c. A third party participating or attempting to participate in the College's education program or activity when the alleged violation of this Code occurred.
  - 3. Complaints submitted orally or submitted by the Student Conduct Administrator shall be memorialized in writing at the time of submission.
  - 4. The Complaint should be submitted as soon as practicable. Unreasonable filing delays could result in the dulling of memories and a loss of relevant evidence and witness testimony. Delays in filing shall not, however, affect the Complainant's eligibility for Supportive Measures from the College.
  - 5. Because the College is bound by its obligation to provide a fundamentally fair process, anonymous Complaints may be filed, but anonymity may limit the College's ability to respond and may preclude disciplinary action.
- iii. Notice of Allegations and Initial Communications to the Parties
  - 1. Upon initiation of the procedures set forth in this Code, the College shall provide written notice to the Parties whose identities are known. This notice shall include:
    - a. A copy of this Code, along with the appendices (which will include Act 470 of 2023 as set forth in Appendix A);
    - b. Sufficient information, available at the time, to allow the Parties to respond to the allegations. Sufficient information includes:
      - i. The identity of the Parties involved in the incident;
      - ii. The date and location of the alleged incident; and
    - iii. The conduct allegedly constituting a violation of the Code, with sufficient time for the Parties to prepare a response before any initial interview;
    - c. A statement that the Respondent is presumed not responsible for the alleged conduct until a determination of whether a violation of the Code occurred is made at the conclusion of the disciplinary proceedings under this Code;
    - d. A statement that, in cases involving allegations of conduct for which a sanction of expulsion or suspension from the College may be imposed, the Parties are entitled to an advisor of their choice during the disciplinary proceedings (*i.e.*, investigatory interview, Hearing, and appeal), and the advisor may be (but is not required to be) an attorney. The statement must be provided no later than 24 hours

before the Respondent may be questioned regarding an alleged violation. The statement shall further explain that: In non-Title IX cases in which a sanction of expulsion or suspension from the College may be imposed, the Party will be responsible for securing an advisor at the Party's own expense;

- a. A statement that the Party is entitled to receive access to the Administrative File;
  - b. A statement that the Code prohibits knowingly making false statements or knowingly submitting false information during the grievance procedure; and
  - c. A statement that retaliation is prohibited.
  2. If, in the course of an investigation, the Student Conduct Administrator decides to investigate additional allegations about the Respondent's conduct toward the Complainant that are not included in the original notice or that are included in a Complaint that is consolidated as set forth in this Code, the Student Conduct Administrator must provide notice of the additional allegations of the Parties whose identities are known.
- iv. Student Conduct Administrator's Screening and Dismissal Decision
1. After receiving a Complaint, the Student Conduct Administrator shall promptly decide two threshold issues: (1) whether the Complaint should be dismissed and (2) whether, in the Student Conduct Administrator's discretion, the allegations could result in a sanction of expulsion or suspension from the College. The Student Conduct Administrator's discretionary decision should be guided by factors such as the severity of the alleged conduct, prior offenses, the impermissible possession of weapons, and the negative impact on the Campus Community. The Student Conduct Administrator shall make this initial determination within 10 business days after the Complaint is filed or as soon as practicable thereafter.
  2. The Student Conduct Administrator shall dismiss a Complaint if:
    - a. The Student Conduct Administrator determines the conduct alleged in the Complaint, even if proven, would not constitute a violation of the Code; provided, however, that before dismissing the Complaint under this paragraph, the Student Conduct Administrator shall make reasonable efforts to clarify the allegations with the Complainant;
    - b. The Code does not apply to the alleged facts under Section 4 (pertaining to applicability of the Code); or
    - c. The alleged conduct constitutes a protected exercise of the Student's Free Speech Rights.
  3. The Student Conduct Administrator may dismiss a Complaint if:
    - a. The College is unable to identify the Respondent after taking reasonable steps to do so;
    - b. The Respondent is not participating in the College's education program or activity; or
    - c. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Student Conduct Administrator determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute a violation of the Code even if proven.
  4. If the Student Conduct Administrator dismisses the Complaint, the investigation shall end immediately. The Student Conduct Administrator shall promptly communicate the basis for the dismissal to the Parties simultaneously. If the dismissal occurs after the Respondent has been notified of the allegations, then the Student Conduct Administrator must also notify the Respondent of the dismissal and the basis for the dismissal promptly following a notification to the Complainant, or simultaneously if notification is in writing.
  5. The Student Conduct Administrator shall notify all Parties that a dismissal may be appealed. Each Party may appeal the matter to the Vice Chancellor of Academic Affairs or designee within 5 business days after the Student Conduct Administrator's dismissal decision. During the appeal of a dismissal decision:
    - a. Each Party shall be notified when an appeal is filed, and the procedures shall be implemented equally for the Parties;
    - b. The College shall ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;
    - c. The College shall ensure that the decisionmaker for the appeal has been appropriately trained;
    - d. The College shall provide the Parties a reasonable and equal opportunity to make a statement in

support of, or challenging, the outcome as follows:

- i. The appealing Party's submission shall consist of a concise written statement as to why the dismissal decision should be reversed; and
  - ii. The other Party may submit a concise counterstatement within 5 business days of receiving the appealing Party's submission; and
  - e. The College shall simultaneously notify the Parties of the result of the appeal and the rationale for the result.
6. Notwithstanding a decision to dismiss the Complaint, the College shall provide Supportive Measures to the Complainant and Respondent as appropriate.
7. If the Student Conduct Administrator decides that the Complaint should not be dismissed but the sanctions will not be expulsion or a suspension from the College, then the Parties shall be notified that the matter will be handled under the procedures set forth in Section 11.2.
- b. Consolidation of Complaints. The Student Conduct Administrator may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, when the allegations arise out of the same facts or circumstances.
- c. Informal Resolution
- i. At any time prior to determining whether a violation of this Code occurred, the College may offer to a Complainant and Respondent an informal resolution process, unless such a process would conflict with federal, state, or local law.
    1. The Student Conduct Administrator has discretion to determine whether it is appropriate to offer an informal resolution process and may decline to offer informal resolution despite one or more of the Parties' wishes.
    2. Circumstances when the Student Conduct Administrator may decline to allow informal resolution include but are not limited to when the College determines that the alleged conduct would present a risk of future harm to others.
  - ii. The College will not require or pressure the Parties to participate in an informal resolution process. The Student Conduct Administrator must obtain the Parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and adjudication of a Complaint as a condition of enrollment or continuing enrollment or exercise of any other right.
  - iii. Before initiation of an informal resolution process, the Student Conduct Administrator must provide the Parties written notice that explains:
    1. The allegations;
    2. The requirements of the informal resolution process;
    3. That, prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and to initiate or resume the College's grievance procedures under this Code;
    4. That the Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Parties from initiating or resuming grievance procedures arising from the same allegations;
    5. The potential terms that may be requested or offered in an informal resolution agreement, where such potential terms include (but are not limited to):<sup>79</sup>
      - a. Restrictions on contact; and
      - b. Restrictions on the Respondent's participation in one or more of the College's programs or activities or attendance of specific events, including restrictions the College could have imposed as remedies or disciplinary sanctions had the College determined that a violation of this Code occurred;
    6. Which records will be maintained and could be shared;
    7. That if the College initiates or resumes the procedures under this Code, the College or a Party must not access, consider, disclose, or otherwise use information, including records, obtained solely through an informal resolution process as part of the investigation or determination of the outcome of the Complaint; and
    8. That, when applicable, and if the College resumes the disciplinary proceedings under this Code, the

informal resolution facilitator could serve as a witness for purposes other than providing information obtained solely through the informal resolution process.

- iv. The facilitator for the informal resolution process must not be the same person as the investigator or decisionmaker in the College's procedures under this Code. Any person designated by the College to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant and Respondent.
- v. In order to encourage an open exchange of views and maximize the chances of agreement, mediation sessions may not be recorded, unless the Parties agree to a different arrangement.
- vi. Any informal resolution shall be in writing and shall represent the final resolution of the case, unless one of the Parties fails to adhere to the terms of the agreement.
- vii. If the Parties do not agree to an informal resolution, the process is unsuccessful, or informal resolution is not appropriate due to the nature of the Complaint, then the formal disciplinary proceedings will commence or resume.

d. Investigation

- i. After the Student Conduct Administrator provides the Parties with the information described above, the Student Conduct Administrator shall promptly meet with the Complainant and Respondent separately to discuss the following:
  - 1. The allegations in the Complaint, including the Party's version of events, the nature and location of evidence, and the identity of witnesses;
  - 2. Supportive Measures; and
  - 3. The Party's interest in resolving the matter through informal resolution, unless the Student Conduct Administrator determines that informal resolution would be inappropriate under the circumstances.
- ii. A Party and his or her advisor are not permitted to attend interviews other than his or her own interview.
- iii. In addition to meeting with the Parties, the Student Conduct Administrator shall take other investigatory steps, as necessary. Such steps may include:
  - 1. Interviewing witnesses (including expert witnesses, if any) and summarizing such interviews in writing;
  - 2. Visiting, inspecting, and taking photographs of relevant sites;
  - 3. Collecting and preserving relevant evidence (potentially in coordination with law-enforcement agencies); and
  - 4. Obtaining any relevant medical records, provided that the subject of the records has voluntarily authorized the release of the records in writing.
- iv. The investigation shall ordinarily be completed within 30 calendar days after the Complaint is filed or as soon as practicable thereafter.
- e. Investigation by Law Enforcement: Nothing in this Code should be construed as restricting the ability of campus law enforcement to investigate a possible criminal violation. If a law enforcement investigation has been initiated, the College will take reasonable measures to avoid undue interference with the law enforcement investigation. In most cases, the College's investigation will not be halted due to the fact that a parallel law-enforcement investigation has commenced.

**2. Additional procedures in cases involving allegations that could result in a sanction of expulsion or suspension from the College.**

a. Administrative File

- i. At the conclusion of the investigation and at least 7 business days before the Hearing, the Student Conduct Administrator shall remind the Parties of their right to review the Administrative File to the extent allowed by law.
- ii. The Parties shall have an opportunity to respond to the evidence contained in the Administrative File at a live Hearing.

b. Hearing Officer or Hearing Panel

- i. At least 3 business days before the Hearing date, the Student Conduct Administrator shall select a

- Hearing Officer or Hearing Panel and disclose the individuals' identities to the Parties.
- ii. A Party may challenge a Hearing Officer or Hearing Panelist for bias or any conflicts of interest with the potential to undermine the integrity of the disciplinary process. The Chancellor or a designee who is not a factfinder in the case shall promptly resolve the challenge and designate a substitute as appropriate.
- iii. Persons who serve as Hearing Officers or Hearing Panelists may not be the same individuals who investigated the alleged misconduct.
- c. Hearing Procedures
  - i. The Hearing Officer or Hearing Panel may pose questions to the witnesses before affording the Parties an opportunity to ask questions.  
The Hearing Officer or Chair of the Hearing Panel will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the Hearing and decision-making process. The Hearing Officer or Hearing Panel may, in its discretion, choose to call a Student Conduct Administrator for the purpose of explaining the investigation and findings.
  - ii. The Hearing Officer or Hearing Panel must determine whether a proposed question is relevant and not otherwise impermissible prior to the question being posed, and must explain any decision to exclude a question as not relevant. If a decisionmaker determines that a Party's question is relevant and not otherwise impermissible, then the question must be asked except that no questions that are unclear or harassing of the Party being questioned will be permitted.
  - iii. The Hearing Officer or Chair of the Hearing Panel has discretion to determine whether the Parties may present expert witnesses as long as the determination applies equally to both Parties.
  - iv. At the Hearing, the Parties may:
    - 1. Make an opening and closing statement;
    - 2. Present relevant evidence; and
    - 3. Cross-examine adverse witnesses.
  - v. The Respondent may waive the right to be present at a disciplinary proceeding by providing to the Student Conduct Administrator assigned waiver. The waiver shall be signed by the Respondent and the adjudicator. The Student Conduct Administrator shall provide one copy to the Respondent and place another copy in the Administrative File. If the Respondent waives the right to be present at a disciplinary proceeding, the Respondent shall not have the right to appeal the College's initial decision. Hearings may be conducted through a live Hearing with the Parties physically present in the same geographic location. At the College's discretion or upon the request of either Party, it will conduct the live Hearing with the Parties physically present in separate locations with technology enabling the decisionmaker and Parties to simultaneously see and hear the Party or the witness while that person is speaking or communicating in another format
    - i. The College shall create an audio, audiovisual, or transcript of the Hearing.
    - ii. The Parties may pose relevant questions to witnesses under the following conditions:
      - 1. In cases in which a Party is represented by an advisor, the advisor may pose questions to the witness directly.
      - 2. In cases in which a Party is not represented by an advisor, the questions may be asked through the Hearing Officer or Hearing Panel. A Party may not, however, question a witness directly. The Party may tender an initial set of proposed questions prior to the Hearing and propose follow-up questions, including questions challenging credibility, that a Party wants asked of any Party or witness.
    - iii. If a Party does not respond to questions related to their credibility, the decisionmaker must not rely on any statement of that Party that supports that Party's position. The decisionmaker must not draw an inference about whether misconduct occurred based solely on a Party's or witness's refusal to respond to questions related to their credibility.
- d. Written Decision
  - i. As soon as practicable after the Hearing, the Hearing Officer or Chair of the Hearing Panel shall simultaneously distribute to the Parties a written decision of the result that contains the following:
    - 1. A description of the alleged Code violation;

2. Information about the policies and procedures the College used to evaluate the allegations;
  3. The decision maker's evaluation of the relevant evidence and determination of whether a violation occurred;
  4. When the decisionmaker finds that a violation occurred, any disciplinary sanctions the College will impose on the Respondent, and whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the Complainant and, to the extent appropriate, other Students identified by the College to be experiencing the effects of a violation; and
  5. The College's procedures to appeal the result of the disciplinary Hearing;
    - a. If there is a determination that a violation occurred, as appropriate, the Student Conduct Administrator shall provide and implement remedies to a Complainant or other affected person(s) and take other prompt and effective steps to ensure that a violation does not continue or recur within the College's education program or activity.
    - b. The determination regarding responsibility becomes final either on the College providing the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- e. Appeals
- i. A Party may appeal a decision or sanction by submitting a written statement to the Student Conduct Administrator within 25 calendar days of receiving the Hearing Officer or Hearing Panel's written decision. An Appeal Form is available on the college website.
  - ii. An appeal may be initiated after the deadline if the Party shows that new, previously unavailable evidence came to light or that there is a compelling reason for the delay.
  - iii. The appeal shall be heard by the Chancellor or designee.
  - iv. The appeal shall be decided based on the record and without deference to the decision of the Hearing Officer of Hearing Panel.
  - v. A Party may only appeal based on one of the following grounds:
    1. A procedural irregularity that would change the determination of whether a Code violation occurred;
    2. The discovery of new evidence that would change the outcome of the matter and that was not reasonably available at the time the determination of whether a Code violation occurred or dismissal was made;
    3. The Student Conduct Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome of the matter; or
    4. The sanctions are grossly disproportionate to the severity of the offense.
  - vi. The Student Conduct Administrator shall promptly notify the other Party of the appeal and provide a copy of the Party's written statement. The other Party may submit a written counterstatement within 5 business days thereafter.
  - vii. The decision on appeal may uphold the decision, modify it, or remand the matter to the Hearing Officer or Hearing Panel for further factual development.
  - viii. The Chancellor or designee shall inform the Parties of the decision in writing within 5 business days of the last Party's written submission or as soon as practicable thereafter.
- f. Certification of Compliance
- i. At the conclusion of the disciplinary proceedings, the Chancellor or Vice Chancellor of Academic Affairs shall certify the substantial rights of the Complainant and Respondent as established in Act 470 of 2023 have been followed.
  - ii. The certification shall be maintained in the Administrative File.
3. Disciplinary procedures in non-Title IX cases in which neither expulsion nor suspension from the College will be imposed

- a. If the Student Conduct Administrator determines, in his or her discretion at the inception of the case, that a sanction of expulsion or suspension will not be imposed in a non-Title IX case involving an alleged violation of the Code (other than an act of Academic Dishonesty), then the alleged violation of the Code shall be resolved through an administrative Hearing before the Student Conduct Administrator or designee.
  - b. An attorney or non-attorney advisor may not participate at any stage of the disciplinary proceedings.
  - c. The Student Conduct Administrator or designee shall ensure that the Respondent receives:
    - i. Written notice of the charges;
    - ii. An opportunity to inspect the Administrative File;
    - iii. An opportunity to be heard at a meeting with the Student Conduct Administrator or designee;
    - iv. A written decision on whether the Respondent has violated the Code and the sanctions that will be imposed; and
    - v. An opportunity to appeal to the Chancellor or designee, within 5 business days of the decision, based on one of the following grounds:
      1. A procedural irregularity that affected the outcome;
      2. The discovery of new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
      3. The College investigator or decisionmaker had a conflict of interest or bias that affected the outcome; or
      4. The sanctions are grossly disproportionate to the severity of the offense.
    - vi. A reasonably prompt, written decision from the Chancellor regarding the appeal.
    - vii. An opportunity to challenge the involvement of any decisionmaker due to bias or a conflict of interest.
4. Additional or different procedures in cases involving allegations of sex-based harassment (including sexual assault) under Title IX

#### Section 11: Amnesty

The College offers amnesty to anyone who may be hesitant to report a serious incident because of fear that they personally may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct sanctions or records will result.

#### Section 12: Sanctions

1. Sanctions must be reasonable and proportionate to the seriousness of the violation. The Student Conduct Administrator must accurately advise the disciplinary body of sanctions that have been imposed for similar violations in the past in order to ensure consistency and equity across time.
2. A Student's conduct history shall not impact the finding of responsibility, but it may be used as information in determining appropriate sanctions.
3. Ordinarily, sanctions will not be imposed until the resolution of an appeal. However, if it is deemed necessary to protect the welfare of the victim or the College community, the Hearing Officer or Hearing Panel may recommend to the decisionmaker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.
4. Any sanction imposed on a Respondent—including those based on a finding that sex-based harassment occurred—will take on the following forms:
  - a. Verbal warning;
  - b. Written reprimand;
  - c. Probation and/or suspension in abeyance;
  - d. Loss of privileges for a specified period of time;
  - e. Restitution through community service or fine;
  - f. Research assignments;
  - g. A requirement to receive certain training;
  - h. Community service;



- i. Removal from campus housing, including terms for readmission;
  - j. Suspension from the College, including terms for readmission; and/or
  - k. Expulsion from the College
5. The College may withhold a Respondent's degree for a reasonable amount of time to resolve any pending charges under this Code and to make sure that related sanctions are satisfied. The College may also revoke a degree if it is shown by a preponderance of the evidence that it was obtained by any form of Academic Dishonesty.
  6. Student organizations and their officers and members, in their capacity as such, are subject to the same sanctions as other Respondents if a preponderance of the evidence shows actual participation in, or actual authorization or ratification of, a violation of the Code.
    - a. In making this determination, the College shall consider whether the organization's members were acting in accord with the organization's practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.
    - b. The College may impose upon a Student organization any of the sanctions that apply to individuals (including a loss of privileges), suspension for a period of time, or a permanent loss of College recognition.

### Section 13: Confidentiality

1. When conducting an informal resolution process under this Code, implementing disciplinary proceedings, or requiring the Student Conduct Administrator to take other appropriate steps under this Code, the College must not disclose the identity of a Party, witness, or other participant except in the following circumstances:
  - a. When the Party, witness, or other participant has provided prior written consent to disclose their identity;
  - b. When permitted under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, or its implementing regulations, NPRM 34 C.F.R. Part 99;
  - c. As required by law; or
  - d. To carry out the purposes of Title IX, including action taken to address conduct that may constitute sex discrimination under Title IX in the College's program or activity.
2. To protect the privacy of all Parties and in accordance with FERPA, the Hearing will be closed.
3. Educational records related to any aspect of discipline against a Student will not be released by the College without the Student's authorization. This prohibition does not apply to
 

Students in possession of their own educational records. Only exceptions authorized under will be permitted. For instance, the College may release records:

  - a. To comply with a judicial order or a lawfully issued subpoena;
  - b. To inform the Complainant in a case involving allegations of a crime of violence or a non-forcible sex offense of the final results of a related disciplinary Hearing;
  - c. To inform any third party, including other educational institutions, of the final results of a disciplinary proceeding related to a crime or violence or non-forcible sex offense if Respondent is found responsible;
  - d. To any Student's parents:
    - i. If the parents claimed the Student as a dependent on their tax returns; or
    - ii. To inform the parents if the Student is found responsible for an offense related to drugs or alcohol and the Student is under the age of 21 at the time of the disclosure;
  - e. To address a health or safety emergency.
4. For cases involving allegations of Sex-based Harassment under Title IX, the College shall keep confidential the identity of any Complainant, Respondent, and witness, except as permitted by FERPA, required by law, or necessary to conduct any investigation, Hearing, or judicial proceeding arising under the Title IX grievance process.
5. Disclosure of final results to third Parties, if permitted, shall include only the name of the Responsible Student, the violation committed, and any sanction imposed. The disclosure must not include the name of any other Student, including a victim or witness, without the written consent of that other Student.

6. The College may take reasonable steps to protect the privacy of the Parties and witnesses during the pendency of disciplinary proceedings under this Code, but it will not restrict the ability of the Parties to obtain and present evidence, including by speaking to witnesses; consulting with a family member, confidential resource, or advisor; preparing for a Hearing (if one is offered); or otherwise defend their interests.
7. Except as allowed by the Parties' Free Speech Rights, the Parties and their advisors may not disclose information and evidence obtained solely through the process set forth in this Code without authorization.

#### Section 14: Definitions

All of the terms of this Student Code of Conduct have their common dictionary meaning unless otherwise specified. The following terms, however, should be interpreted to have the specific meanings listed below. Any question of interpretation will be determined at the sole discretion of the Vice Chancellor for Academics or designee.

1. "Academic Dishonesty" means an action that violates a rule regarding academic work required to obtain an academic degree or certificate. Examples include, but are not limited to, using unauthorized materials, information, study aids, or artificial-intelligence programs; cheating; plagiarism; forgery; falsification of information; receiving unauthorized assistance on coursework; providing false information to receive an extension to complete work; any violation of a campus, departmental, program, or faculty rules relating to an academic matter that may lead to an unfair academic advantage; or complicity with another individual who has engaged in an act of academic dishonesty.
2. "Administrative File" means all documents and evidence in the College's possession or control that is relevant to an alleged violation of the Code and the College's investigation into the alleged violation.
  - a. The Administrative File does not include privileged documents, internal communications, or communications from non-parties that the College does not intend to introduce as evidence at a disciplinary proceeding.
  - b. The Administrative File includes, without limitation, the following:
    - i. Exculpatory evidence;
    - ii. Statements by an accuser or an accused Student or a Student organization;
    - iii. Third-Party witness statements;
    - iv. Electronically stored information;
    - v. Written communications;
    - vi. Social media posts;
    - vii. Demonstrative evidence;
    - viii. Documents submitted by any participant involved in disciplinary proceedings; and
    - ix. The College's choice of a video recording, an audio recording, or a transcript of any disciplinary Hearing ultimately held on the matter.
3. "Campus" means all land, building, facilities, and other real property owned by or leased to the College.
4. "Campus Community" means all persons affiliated with the College, including Students, faculty, administrators, staff, and volunteers.
5. "Chancellor" means the chief executive officer of the College.
6. "Code" means this Student Code of Conduct.
7. "Complainant" means any member of the Campus Community who alleges that a Respondent violated the Code.
8. "Complaint" means an oral or written request for the College to initiate its procedures to address alleged violations of this Code.
9. "Day" means a calendar day, unless otherwise specified. A "business day" excludes weekends, holidays, and other days when the Campus is closed.
10. "Free Speech Rights" means the expressive rights protected by the First Amendment to the U.S. Constitution, Section 2, Section 6 of the Arkansas Constitution, or an applicable statute.
11. "Hearing" means the forum in which the Respondent is given an opportunity to be heard, following adequate notice,

and which results in a decision concerning responsibility and sanctions.

12. "Hearing Officer" means a single, impartial individual who conducts a Hearing, decides whether a Respondent is responsible for violating the Code, and imposes sanctions.
13. "Hearing Panel" means an impartial body of at least three members convened for the purpose of conducting a Hearing, deciding whether a Respondent is responsible for violating the Code, and imposing sanctions. A Hearing Panel's determination of responsibility shall be made by majority vote.
14. "Parties" means the Complainant(s) and Respondent(s) in a case under the Code. The Complainant and Respondent shall have similar rights regarding the right to be present and participate in disciplinary proceedings, representation by an advisor, access to the Administrative File, and the right to appeal.
15. "Relevant" means related to the allegations of a violation of this Code that are subject to an investigation. Questions are relevant when they seek evidence that may aid in showing whether the violation occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged violation occurred.
16. "Remedies" means measures provided, as appropriate, to a Complainant or any other person the College identifies as having had equal access to the College's program or activity limited or denied by a violation of this Code. The measures are provided to restore or preserve that person's access to the College's education program or activity after the College determines that a violation occurred.
17. "Respondent" means the Student or Student organization accused of violating the Code. When a Complaint alleges that the College's policy or practice discriminates on an unlawful basis, the College is not considered a Respondent.
18. "Responsible Student" means a Respondent determined to have violated this Code.
19. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by a Student, employee, person authorized by the College to provide aid, benefit, or service under the College's program or activity, or the College for the purpose of interfering with any right or privilege secured by this Code or a state or federal law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including an informal resolution process, grievance procedures, and in any other appropriate steps taken by a College in response to an allegation of a violation of this Code.
20. "Sanction" means a consequence or action that is imposed on a Respondent following a determination that the Respondent violated the Code. Sanctions are not designed to be punitive; rather, they are intended to be educational measures that hold Students accountable for their behavior and protect the Campus Community. Sanctions can range from a verbal warning to expulsion or suspension.
21. "Student" means a person who has gained admission to the College.
22. "Student Conduct Administrator" means a College employee who is responsible for the implementation of this Code, including Title IX coordinators, investigators, and decisionmakers.
23. "Student Organization" means any number of persons who have, as a group, engaged in a particular activity and have complied with the formal requirements for official College recognition.
24. "College Official" means any non-Student member of the College administration.
25. "College-Sponsored Activity" means any activity on College premises or at an off-campus location that is initiated or supervised by the College. This definition includes fraternity and sorority organizations, club events, study abroad experiences, sporting events, and riding in College-operated or contracted vehicles—even if such things occur somewhere other than college premises.

## **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

### College Policy 465

- I. General Principles
  - A. The purpose of this policy is to outline the expectations of authorized users and to establish the parameters regarding the acceptable use of IT resources.
  - B. Individuals who are granted user accounts or who use IT resources at the College accept the responsibilities that accompany such access. Each user is expected to use accounts and IT resources for educational, research, or administrative purposes; except as otherwise provided in this policy, activities unrelated to these purposes are prohibited. The use of IT resources in violation of the regulations set forth in this policy will be reviewed through established College procedures for student and employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures.
  - C. The College is committed to intellectual and academic freedom in connection with its IT resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of IT resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of

data, system security mechanisms, the right to personal privacy, and the right of individuals to freedom from intimidation and harassment.

- D. All federal and state laws, as well as general College regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; the Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510 et seq.; the Arkansas Freedom of Information Act, Ark. Code Ann. §§ 25-19-101 et seq.; and state and federal compute fraud statutes, 18 U.S.C. § 1030 and Ark. Code Ann. §§ 5-41-101 et seq. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

## II. Administration of Computing Resources

### A. In General

1. The College, in accordance with state and federal law and the policies of the Cossatot Community College of the University of Arkansas Board of Visitors and the University of Arkansas Board of Trustees, may control access to its information and the devices on which it is stored, manipulated, and transmitted.
2. The College has the responsibility to: (a) develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity and privacy of individual and institutional information, however stored; (b) uphold all copyrights, patents, licensing agreements, and rules of organizations that supply information resources.
3. Responsibility for administering the College's IT resources and for the security of these resources rests with the Department of Information Systems Support (DISS) and units designated in writing by DISS.

### B. Users

1. "Users" includes but is not limited to currently enrolled students; employees; authorized contractors, vendors, and guests; and other authorized users as determined by the College.

### C. System Administrators

1. A systems administrator is any person designated, within any campus unit, to maintain, manage, and provide security for IT resources, including computers, networks, and servers.
2. System administrators shall perform their duties fairly, in cooperation with the user community and College administrators. They shall adhere to this policy and all other pertinent College rules and regulations, shall respect the privacy of users to the greatest extent possible, and shall refer disciplinary matters to appropriate College officials.

### D. Data Collection

No information shall be routinely collected that is not required by system administrators in the direct performance of their duties, such as routine backup for system recovery.

### E. Privacy of Electronic Files

1. Users do not own accounts on IT systems but are granted the privilege of exclusive use of their accounts. Use of IT resources for storage or transmission of data does not alter any ownership interest of the user in that data. Users are entitled to privacy regarding their computer communications and stored data.
2. College officials will access electronic files, including e-mail files, only under one or more of the following conditions:
  - a. The user consents in writing to such access.
  - b. There is a valid search warrant or court order, or a request for electronic records that are open to public inspection under the Arkansas Freedom of Information Act.
  - c. There exists an emergency in which the physical safety and/or well-being of person(s) may be affected, or College property may be damaged or destroyed. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
  - d. There exist reasonable grounds to believe that a violation of law or College policy is occurring or has occurred. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access rests with the Director of DISS, Vice Chancellor, or Chancellor.
  - e. Access is necessary for maintenance of computers, networks, data, and storage systems; to maintain the integrity of the computer, network, or storage system; or to protect the rights or property of the College or other users. Authorized personnel may routinely monitor and log usage data, such as network session connection times and endpoints, CPU and disk utilization for each user, security audit trails, and network loading. In all cases, the privacy rights of users shall be protected to the greatest extent possible.

### F. The Arkansas Freedom of Information Act

1. The electronic files, including e-mail files, of college employees are potentially subject to public inspection and copying under the state Freedom of Information Act ("FOIA"), Ark. Code Ann. §§ 25-19-101 et seq.

The FOIA defines "public records" to include "data compilations in any form, required by law to be kept or otherwise kept, ... which constitute a record of the performance or lack of performance of official functions which are or should be carried out by a public official or employee [or] governmental agency...." Ark. Code Ann. § 25-19-103(1). All records maintained in public offices or by public employees within the scope of their employment are presumed to be

public records. Id. Various exceptions apply. See Ark. Code Ann. § 25-19-105.

#### G. Education Records

1. Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C § 1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. § 25-19-105(b)(2).
2. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

#### III. Use of IT Resources

##### A. In General

This section does not cover every situation involving the proper or improper use of IT resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

##### B. Use Without Authorization Prohibited

1. No one shall (a) connect with or otherwise use any IT resource without proper authorization; (b) assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any IT resource; or (c) misrepresent his or her identity or relationship to the College to obtain access to IT resources.
2. Users shall use only those IT resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.

##### C. Accounts

1. Users shall use their accounts for the purposes for which they are established, as well as personal communications. Accounts and other IT resources shall not be used for personal financial gain or benefit or for benefit of organizations not related to the College, except: (a) in connection with scholarly pursuits, such as faculty publishing activities; or (b) in accordance with College policy on outside consulting for compensation.
2. Users shall not subvert restrictions associated with their accounts, such as quotas and levels of access.
3. No one shall give any password for any College computer or network to any unauthorized person, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
4. When a user is no longer a member of the campus community or is assigned a new position and/or different responsibilities within the College, his or her account and access authorization shall be reviewed. A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

##### D. Devices

1. The college provides access to devices to users for business and educational purposes consistent with the mission of the college. All users agree to comply with all college policies and expectations of acceptable use of all college-owned devices.
2. All college-owned devices will be registered and managed by a centralized device management platform. IT Services will manage all device configuration and security policies using this platform.
3. Users will make no modifications to college-owned devices, including the configuration of hardware or software, without prior approval from DISS.
4. All users of mobile devices must employ reasonable physical security measures. Users are always expected to secure college-owned devices. This includes, but is not limited to, the use of strong passwords, device encryption, and physical control of such devices whenever they contain college data.
5. In the event a device is lost or stolen, the user is required to report this event immediately to DISS and the campus police.
6. Users may be held financially responsible for the loss or physical damage to college-owned devices.

##### E. Security and Related Matters

1. No one shall (a) knowingly endanger or compromise the security of any College computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage, (b) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data.  
(c) modify or reconfigure or attempt to modify or reconfigure any software or hardware of any IT resource, no matter where located, or to interfere with others' legitimate use of any such IT resource.
2. No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor should anyone use IT resources for unauthorized monitoring of electronic communications.
3. No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously

- destructive program, e-mail, or data via any IT resource, regardless of whether demonstrable harm results.
4. Users shall not place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with Part II of this policy. Users who have access to confidential or sensitive information shall disclose it only to the extent authorized by the Family Educational Rights & Privacy Act, the Arkansas Freedom of Information Act, and other applicable laws, and only in connection with official College business.
  5. Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of IT resources and shall not intentionally waste or overload IT resources.
- F. Intellectual Property
- No one shall copy, install, use, or distribute through IT resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, or patent laws or applicable licensing agreements. It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.
- G. User Communications
1. Users assume full responsibility for messages that they transmit through IT resources.
  2. No one shall use IT resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
  3. No one shall use the College's IT resources to: (a) annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient's immediate family; (b) repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; ~~or~~ (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion; (f) Store, display, transmit, or intentionally solicit receipt of material that is or may reasonably be regarded as obscene, sexually explicit, or pornographic, except as such access relates to legitimate college-related academic or research pursuits or as needed to investigate violations of this policy or laws; (g) seek outside employment or participate in commercial activities or other forms of private financial gain; (h) campaign for public office or soliciting political contributions; (i) political lobbying, except for specific employees designated to lobby on behalf of a the UA System or one of its institutions; (j) participate in online gambling, wagering, or betting; (k) More than minimal use for private or personal purposes that interferes with work or job performance or that interferes with the activities of other employees, students, or other authorized users.
  4. Users shall comply with this policy as well as the regulations and policies of any social media platforms and other public forums through which they disseminate messages.
  5. Users shall not (a) initiate or propagate electronic chain letters; (b) engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals; (c) forge communications to make them appear to originate from another person, e.g., spoofing; or (d) engage in resource-intensive activities unrelated to College functions, e.g., online role playing games (RPGs), listening to internet radio stations, connecting to any peer-to-peer file sharing network, etc.
- H. Priority in Use of Computing Facilities
1. In general-access computer labs, or in any other environment in which users must share IT resources, priority shall be given to users engaged in activities directly related to the College's mission, e.g., completing course assignments or engaging in research.
- IV. Enforcement of Sanctions
- A. System administrators are responsible for protecting the system and users from abuse of this policy. Pursuant to this duty, system administrator may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.
  - B. Any violation of this policy may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the DISS or the appropriate academic or administrative unit.
  - C. Any violation of this policy is misconduct for the purposes of the student code of conduct, the College personnel policies and may be punished accordingly.
  - D. Any offense that violates local, state, or federal laws may result in the immediate loss of all privileges and may be referred to the appropriate disciplinary authority and/or law enforcement agencies.

## **COLLEGE STUDENT ID AND EMAIL**

Upon admission to UA Cossatot, students will be issued a student ID number and a student email account.

IDs are issued on each campus by the campus Police Officers.

The campus email account will be used to deliver important information regarding pre-registration, financial aid data, lacking document information, graduation, transfer information, or other information that is vital for the students to know. It is important that you check this email account often for updates.

## **COLLEGE PUBLICATIONS**

Students may access the student handbook on the College's website. It is the student's responsibility to be aware of all information published in the handbook. Unfamiliarity of college procedures is not an excuse for not following procedures. Contact the Office of Student Services for an alternate format.

## **INCLEMENT WEATHER**

In the event that the area weather is so severe the College feels that life and property may be in danger, campuses may close, classes may be canceled, or move to virtual until weather and road conditions improve. We strive to distribute announcements regarding closures to students, faculty, and staff in a timely fashion. Announcements regarding College closings will be made through College social media accounts, over the following radio stations: in De Queen KDQN 92.1 and KTYC 88.5 and in Nashville KMTB 99.5 and KBPU 88.7. The college will use the college's mass notification system to notify all college employees and students regarding campus closures.

## **DEPLOYMENT AND MILITARY DRILL**

Many students choose to serve while pursuing their degrees. UA Cossatot strives to accommodate your continuing service.

Your choice to serve should not negatively affect your academic progress at the UA Cossatot. If you are one of the many students in the National Guard, Reserve, or inactive reserve components, UA Cossatot recognizes that there is a chance you might be mobilized or recalled to active duty or that there may be times when you need to miss class because your drill weekend is extended beyond your control. Students are responsible to keep their course instructor(s) informed of all military- related absences, but per UAC policy, you may be eligible for accommodations in these circumstances.

This section outlines your rights and responsibilities under campus policy and the appropriate steps to follow should you miss class due to military service.

### What happens to my grades/classes if I'm called to active duty during the semester?

In order to receive appropriate credit/grades and avoid negative impacts to their record, students ordered to active duty during the semester are encouraged to officially withdraw from the college following established withdrawal procedures.

If you withdraw from the college due to being ordered to active duty after completing the seventh week and before completing the twelfth week of the semester, you may be entitled to receive credit for one-half of each course in which you have attained a standing of C- or better at the time of withdrawal. Full credit is given if the withdrawal occurs after completing the twelfth week of the semester. For more information, please contact the Vice Chancellor for Academic Services and/or your financial aid representative.

### What if I need to miss class due to Annual Training (AT)?

Per campus policy, Annual Training (AT) and other normal training orders are treated differently from mobilization or recall to active-duty orders. If these orders interfere with your normal progress during the semester, you are encouraged to formally request through your chain of command postponement of your orders until the summer or the end of the semester so that you can complete the courses in which you are enrolled. If your request for postponement is denied, then you may be eligible for credit/grades under the campus policy for military withdrawals.



Students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer, and unless the college has received a verification that such a request was officially denied.

This requirement, however, does not apply if you are called to active duty because of a national emergency or because of the mobilization of the Reserve Forces (including the National Guard).

#### What if I need to miss class due to military obligations like monthly drill?

For members of the National Guard and Reserves, there may be times when you miss a class or two due to a weekday drill or similar military training. If orders are not issued, the student must contact the Vice Chancellor for Academic Services and/or your financial aid representative and bring a signed letter (usually from the unit CO) that specifically outlines the date(s) on which the student was in a military status. The Vice Chancellor for Academic Services, upon verifying the letter, will complete an "Absence Letter Request" and email it directly to the student. The student will then submit the letter to the instructor, either in person or through email.

#### What if I am in a medical program that requires clinical during the week or on the weekend and need to miss class due to military obligations like monthly drill?

Students applying for medical programs with mandatory clinical should visit with their unit CO regarding clinical and monthly drill. Only sixteen hours of clinical time can be missed during the year without making it up. In the event of an emergency (documentation required), the student must immediately re-schedule the clinical with the clinical coordinator. If the coordinator is able to re-schedule the student with another group in their program, the student will pay a fee of ten dollars per hour (\$10.00) for each clinical hour missed. If the coordinator is unable to reschedule with another group in their program, the student will pay a fee of fifteen dollars per hour (\$15.00) for each clinical hour missed. This fee will be paid to the business office, and a receipt will be given to the student. This receipt must be presented to the instructor who will be monitoring the make-up days before the clinical time is made up.

It cannot be emphasized enough that students are responsible for keeping their course instructor(s) informed of all military absences.

## **TESTING CENTERS**

Testing Centers are available on each UA Cossatot campus to provide Accuplacer testing, proctored course testing, and GED exams. Each campus has different schedules, so view the website or contact the campus specific center when making exam plans.

Testing Center Tips:

- Schedule your exam by emailing [testingcenters@cccua.edu](mailto:testingcenters@cccua.edu)
- Bring your UA Cossatot issued Student ID
- Know when your test will be available in the Testing Center
- Know the name of course and instructor
- Testing Center staff will not issue tests 30 minutes before closing for lunch or for the day, so double check center hours and plan accordingly
- Electronic devices are not allowed during exams

## **CAREER SERVICES OFFICE**

The University of Arkansas Cossatot Career Services Office offers a variety of career planning services, resources, and access to information for students, alumni and community members seeking to get better jobs, starting new careers, or re-entering the workforce. Our staff is committed to helping you prepare for career options that match your individual skills, values, interests, and goals. We strive to promote your professional development by offering career support services and resources.

## **CENTER FOR STUDENT SUCCESS (CSS)**

The UA Cossatot Center for Student Success strives to provide college access to all people in Southwest Arkansas. The CSS assists underserved, and nontraditional students achieve success in college. The CSS collaborates with other UA Cossatot organizations to ensure unity across all campuses and support for all students. CSS provides services

emphasizing motivation and personal development. CSS events share cultural appreciation, civic responsibility, and health awareness with UA Cossatot and the service area communities.

Current events and services are found on the CSS Facebook Page "CSSatUAC"

Our mission is to provide a multicultural society through various events and activities and is committed to creating a culture where everyone is respected, appreciated, and valued.

- Services
- Soft Skills and Financial Literacy Training
- SNAP Benefits
- Food Pantry
- Networking Resources
- College Readiness
- Community Resource HUB
- Life Coach Services
- LSWA-Recursos Para Latinos de Southwest Arkansas/ Spanish Resource Page
- Leadership Development

## PROGRAMS

### Student Ambassador Program

A UA Cossatot Student Ambassador is a student who is chosen to be the face of UA Cossatot on campus and in the community. They are an active voice for the UA Cossatot student body. Through a joint effort with Student Services and other Student Ambassadors, they reach out to prospective students, sharing personal UA Cossatot experiences and successes. UA Cossatot Student Ambassadors are hard-working, honest, curious, and adventurous, and have strong communication skills and high academic standards. Scholarships are available to Ambassadors.

<https://www.cccua.edu/student-life/student-organizations.html>

### JAG- Jobs for America's Graduates

JAG is a state-based national non-profit organization dedicated to supporting young people of great promise. JAG is delivering the best results in its 40-year history, while serving youth who face significant challenges, to help them reach economic and academic success. <https://jag.org/>

## STUDENT ORGANIZATIONS

UA Cossatot 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 insight. Active student organizations at the College include:

### PHI THETA KAPPA (PTK)

Phi Theta Kappa is an international honor society recognizing academic achievement at two-year colleges. Phi Theta Kappa not only provides academic recognition but also provides assistance to students transferring to four-year institutions. To be eligible for membership, students must have acquired twelve credit hours with a GPA of 3.5. Members must maintain a GPA of 3.25 to remain in PTK.

### ARKANSAS LICENSED PRACTICAL NURSING ASSOCIATION (ALPNA)

The ALPNA is designed to promote awareness and professionalism among students in the Practical Nursing program. As members of ALPNA, students exchange views with other students in similar programs at other colleges and participate in scheduled activities throughout the year.

### COLLEGIATE FFA

Collegiate FFA empowers values-driven pre-professionals to lead and serve in schools, businesses and communities. Collegiate FFA enhances the collegiate experience through service and engagement to create premier leaders, enable personal growth and ensure career success. To join UAC's Collegiate FFA, students must be attending UA Cossatot and pursuing an agriculture degree.

Being a member of UAC FFA will provide the following for students:

- Scholarship opportunities
- Develop and improve leadership, communication, and networking skills.
- Make a difference in your community through leadership and service.
- Build lasting friendships with your fellow FFA members.

## **STUDENT OCCUPATIONAL THERAPY ASSOCIATION (SOTA)**

SOTA is an organization open to all OTA Program students. Its purpose is to promote community service among its students, as well as enhance communication, interaction, and positive relationships between the OTA students at UA Cossatot and the community while ensuring students display a commitment to their educational duties.

## **STUDENT PHYSICAL THERAPIST ASSISTANT CLUB (SPTAC)**

SPTAC is an organization open to all PTA Program students. Its purpose is to promote community service among its members as well as enhance communication, interaction, and positive relationships between the PTA students at UA Cossatot and the community while ensuring students display a commitment to their educational duties.

## **ROTARACT**

Rotaract clubs bring together people ages 18 and older to exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service. In communities worldwide, Rotary and Rotaract members work side by side to take action through service.

## **INTERCOLLEGIATE ATHLETICS**

UA Cossatot currently provides the opportunity for male and female students to compete in intercollegiate sports including basketball, trapshooting, and soccer. The Colts and Lady Colts compete as members of the National Junior College Athletic Association (NJCAA) and are subject to the associations rules and regulations. Students must complete at least 12 hours of course credit and maintain a 2.0 grade point average to be eligible to compete. Athletes must also agree to and sign a code of conduct, in which they agree to uphold high character and academic discipline throughout their career at UA Cossatot. The teams compete in games and tournaments throughout the respective seasons.

## **STUDENT PARKING ON CAMPUS**

UA Cossatot provides parking on campus for student vehicles. A parking hangtag displayed from the rear-view mirror of vehicles is required for all credit students taking classes on campus. See a campus police officer to obtain a permit. Tickets may be issued to students without proper hangtags.

## **STUDENT HOUSING**

UA Cossatot has a unique housing partnership with the Walker Apartments in DeQueen, Arkansas, to provide housing for students. Apartments will be available first to student athletes, and any remaining apartments will be made available to the general student population on a first come, first serve basis.

## **CAMPUS CAFES & STUDENT MEAL PLANS**

Both the De Queen and Nashville campuses house cafés. Students may purchase meal plan cards to be used in either café. Beginning Fall 2024, the De Queen Campus Café will have available 15 meals per week, Monday through Friday.

<b>Meal Plan Options</b>	
<b>Bronze</b>	<b>\$100</b>
<b>Silver</b>	<b>\$200</b>
<b>Gold</b>	<b>\$300</b>
<i>loaded on prepaid card to be used in any Campus Cafe</i>	
<b>Colts Plan (DQ campus only)</b>	<b>\$1500</b>
<i>15 meals per week; 5 days a week for 20 weeks</i>	

# ASSOCIATE OF ARTS

## 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS	DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	READ 01043 College Reading	3		MATH 03873 Pre-Algebra	3
	ENGL 02493 Essential English	3		MATH 01071 College Algebra Lab -OR- MATH 01301 Applied Math Lab	1
	ENGL 02091 Composition I Lab	1			

GENERAL EDUCATION STATE CORE		HOURS	ASSOCIATE OF ARTS REQUIREMENTS		HOURS
	ENGL 10103 Composition I	3		UNIV 10152 Success Strategies	2
				UNIV 10261 Transfer Seminar	1
	ENGL 10203 Composition II	3		CPSI 10003 Microcomputer Applications -OR- HEAL 10003 Personal and Community Health	3
	ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3		Physical Education Activity	1
	SPCH 10003 Principles of Speech	3		Choose 1 : ECON ENGL (Literature) HIST PSYC SOCI	3
	Choose 1: BIOL 10104 General Biology BIOL 10204 General Botany BIOL 10304 General Zoology BIOL 20004 General Microbiology BIOL 24004 AP I BIOL 20134 Environmental Science	4		Choose 5 courses: BIOL; CHEM; ECON; ENGL; ARHS MUSC; HIST; MATH; PHSC; PLSC; PSYC; SOCI; SPAN	
	Choose 1: PHSC 10004 Physical Science PHSC 11004 Earth Science CHEM 10004 Intro to Chemistry CHEM 14104 University Chemistry	4		1-	3/4
	HIST 11103 World Civilization I -OR- HIST 11203 World Civilization II	3		2-	
	HIST 21103 United States History I -OR- HIST 21203 United States History II	3		3-	
	PLSC 20003 American Government	3		4-	
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3		5-	
	MATH 11003 College Algebra -OR- MATH 11103 Applied Math	3			
<b>GENERAL EDUCATION STATE CORE</b>		<b>35</b>	<b>ASSOCIATE OF ARTS REQUIREMENTS</b>		<b>25-30</b>

**ADVISOR:** Lauren Young

**PROGRAM INFORMATION:** The Associate of Arts (AA) degree is a two-year program made up of general education courses. 18 hours must be directed electives.

This degree is designed to transfer to any Arkansas four-year university. The Arkansas Higher Education Coordinating Board has an approved statewide articulation agreement to aid in transfer. The articulation agreement requires a grade of "C" or better in any transfer courses.

Students should work closely with program advisor to choose electives that satisfy transfer program requirements.

# ASSOCIATE OF GENERAL STUDIES

**60 CREDIT HOURS**

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 10103 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab - OR- MATH 01301 Applied Math Lab	1

ASSOCIATE OF GENERAL STUDIES		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	PLSC 20003 American Government	3
	MATH 11003 College Algebra MATH 11103 Applied Math MATH 21003 Intro to Statistics	3
	Choose 1: ECON—any HIST—any PSYC 11103 General Psychology SOC 10103 Intro to Sociology	3
	Choose 1 SCIENCE: BIOL; CHEM; PHSC	4
	PHED Physical Education Activity	1
	Electives	31
	1-	
	2-	
	3-	
	4-	
	5-	
	6-	
	7-	
	8-	
	9-	
	10-	
<b>TOTAL</b>		<b>60</b>

CERTIFICATE OF GENERAL STUDIES		HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	1 from the below: Fine Arts or Literature	3
	1 from the below: PSYC 11103 General Psychology SOC 10103 Intro to Sociology	3
	1 from the below: MATH 11003 College Algebra MATH 11103 Applied Math MATH 21003 Intro to Statistics	3
	1 from the below: HIST—any PLSC 20003 American Government	3
	Choose 1 SCIENCE: BIOL; CHEM; PHSC	
	Elective	3/4
	Elective	3/4
	Elective	3/4
<b>TOTAL</b>		<b>31</b>

**PROGRAM INFORMATION:** The Associate of General Studies (AGS) degree is particularly well suited for students who have acquired a number of college credits and need or want a degree. The degree can be structured like an Associate of Arts degree for almost complete transfer, may be designed with a business or technical career focus, or can be structured to meet the unique educational needs of the student. Students need not have acquired previous college credit to enter this program.

Associate of General Studies may be the best option for students planning to transfer to out of state institutions since they will be able to work with the transfer institution to identify transferrable courses and can take them as electives.

# PSYCHOLOGY

## ASSOCIATE OF SCIENCE: 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01301 Applied Math Lab	1

GENERAL EDUCATION STATE CORE		HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103/21203 World Literature I or II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	PLSC 20003 American Government (UCA) ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music (SAU)	3
	HIST 11103/11203 World Civilization I OR II	3
	HIST 21103/ 21203 US History I OR II	3
	MATH 11103 Applied Math	3
	BIOL Biological Science Requirement	4
	PHYS Physical Science Requirement	4
<b>GENERAL EDUCATION STATE CORE</b>		<b>35</b>

AS: PSYCHOLOGY REQUIREMENTS		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	CPSI 10003 Microcomputer Applications	3
	PSYC 11003 General Psychology	3
	SOCI 10103 Introduction to Sociology	3
	PSYC 21003 Developmental Psychology	3
	HEAL 10003 Personal Community Health (UCA) -OR- MATH 21003 Intro to Statistics (SAU)	3
	PSYC 20133 Abnormal Psychology	3
	BIOL 20004 Microbiology	4
<b>AS: PSYCHOLOGY REQUIREMENTS</b>		<b>26</b>

**ADVISOR:** Haley Hadaway

**TRANSFER INFORMATION:** The Associate of Science in Psychology degree is an articulated 2+2 with:

- Southern Arkansas University (SAU)
- University of Central Arkansas (UCA)

# STEM: SCIENCE, TECHNOLOGY, ENGINEERING, MATH

## ASSOCIATE OF SCIENCE: 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	UNIV 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab	1

GENERAL EDUCATION STATE CORE		HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103/21203 World Literature I or II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	PLSC 20003 American Government	3
	HIST 21103/21203 US History I OR II	3
	SOCI 10103 Introduction to Sociology	3
	MATH 11003 College Algebra	3
	BIOL 10104 General Biology	4
	PHSC 10004 Physical Science	4
GENERAL EDUCATION STATE CORE		35

AS: STEM REQUIREMENTS		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
	BIOL/CHEM/MATH/PHSC	3/4
AS: STEM REQUIREMENTS		25

ADVISOR: Crystal Sims

**PROGRAM INFORMATION:** This degree program is for students who want to major in a STEM field. STEM majors include Biology, Chemistry, Engineering, and Math. This degree is also recommended for anyone planning to pursue pre-professional studies, such as pre-med or pre-vet.

### TRANSFER OPTIONS:

- University of Central Arkansas (UCA) to complete a Bachelor of Science in Addiction Studies/Treatment. The second two years may be completed entirely online. Transfer into this program requires substitution of A&P I and A&P II as well as specific directed electives for completion.
- University of Central Arkansas (UCA) to complete Bachelor of Science in Nutrition. Transfer into this program requires substitution of A&P I and A&P II as well as completion of specific directed electives. Interested students should speak with an advisor in order to ensure all classes seamlessly transfer.
- Arkansas State University-Jonesboro to complete Bachelor of Arts in Computer Science; Bachelor of Science in Chemistry; or Bachelor of Arts in Chemistry

# STEM: SCIENCE, TECHNOLOGY, ENGINEERING, MATH COMPUTER SCIENCE/CYBERSECURITY

## ASSOCIATE OF SCIENCE: 62-63 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	UNIV 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab	1

GENERAL EDUCATION STATE CORE		HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103/21203 World Literature I or II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	PLSC 20003 American Government	3
	HIST 21103/21203 US History I OR II	3
	SOCI 10103 Introduction to Sociology	3
	MATH 11003 College Algebra	3
	BIOL 10104 General Biology	4
	PHSC 11004 Earth Science	4
<b>GENERAL EDUCATION STATE CORE</b>		<b>35</b>

AS: STEM REQUIREMENTS		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	CECSC 12103 Introduction to Cybersecurity	3
	CECSC 12403 Programming Fundamentals I	3
	CECSC 11103 Web Technologies	3
	CECSC 22433 Network Security	3
	CECSC 12303 Operating Systems	3
	Discrete Mathematics	3
<b>AS: STEM REQUIREMENTS</b>		<b>21</b>

ELECTIVE: COMPUTER SCIENCE		HOURS
	MATH 2043 Trig and Analytic Geometry	3
	MATH 2054 Calculus I	4
ELECTIVE: CYBERSECURITY		HOURS
	CECSC 21003 System Security	3
	CECSC 12203 Ethics in Cybersecurity	3
<b>ELECTIVE REQUIREMENTS</b>		<b>6-7</b>

Certificate of Proficiency: Cyber Fundamentals		HOURS
	CECSC 12103 Introduction to Cybersecurity	3
	CECSC 11103 Web Technologies	3
	CECSC 12303 Operating Systems	3
	CECSC 12403 Programming Fundamentals I	3
<b>CP: Cyber Fundamentals</b>		<b>12</b>

Technical Certificate: Cyber Fundamentals		HOURS
	CECSC 12103 Introduction to Cybersecurity	3
	CECSC 11103 Web Technologies	3
	CECSC 12303 Operating Systems	3
	CECSC 12403 Programming Fundamentals I	3
	CECSC 12203 Ethics in Cybersecurity	3
	CECSC 22433 Network Security	3
	CECSC 21003 System Security	3
<b>TC: Cyber Fundamentals</b>		<b>21</b>

**ADVISOR:** Crystal Sims

**PROGRAM INFORMATION:** This degree is designed for those who wish to apply for and transfer into a computer science or cybersecurity program at a four-year university. Students may have the opportunity to earn industry credentials, such as ISC2-CC, A+, Network+, and Security+. Students who do not wish to transfer may be prepared to enter the workforce at an entry level position. Students on the Computer Science track may earn the CP: Cybersecurity Fundamentals I as a stackable credential. Students on the Cybersecurity track may earn CPs: Cybersecurity Fundamentals I and II and TC: Cybersecurity Fundamentals as stackable credentials.

**TRANSFER OPTIONS:**

- Arkansas Tech University for Bachelor of Science in Computer Science
- Arkansas Tech University for Bachelor of Science in Cybersecurity
- Southern Arkansas University for Bachelor of Science in Computer Science
- University of Arkansas at Fayetteville for Bachelor of Science in Computer Science
- University of Arkansas at Little Rock for Bachelor of Science in Computer Science
- University of Arkansas at Little Rock for Bachelor of Science in Cybersecurity





# HEALTH SCIENCES

## ASSOCIATE OF SCIENCE: 60-62 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		
	GSTD 0103 College Reading	3
	GSTD 0243 Essential English	3
	GSTD 0201 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		
	GSTD 0383 Pre-Algebra	3
	GSTD 0101 College Algebra Lab	1

GENERAL EDUCATION STATE CORE		
	ENGL 1113 Composition I	3
	ENGL 1123 Composition II	3
	ENGL 2XX3 World Literature	3
	SPCH 1113 Principles of Speech	3
	FA 20X3 Intro to Fine Arts	3
	PSCI 2003 American Government	3
	MATH 1023 College Algebra	3
	PSYC 2003 General Psychology	3
	SOC 2003 Intro to Sociology	3
	CHEM 1014 Introductory Chemistry	4
	BIOL 1014 General Biology	4
GENERAL EDUCATION STATE CORE		35

AS HEALTH SCIENCES REQUIREMENTS		
	SPD 1002 Success Strategies	2
	SPD 1001 Transfer Seminar	1
	BIOL 2064 Anatomy & Physiology I	4
	BIOL 2074 Anatomy & Physiology II	4
	BIOL 2094 General Microbiology	4
AS HEALTH SCIENCES REQUIREMENTS		15

ELECTIVES: WORK WITH ADVISOR TO SELECT 10-12 HOURS FOR DESIRED TRANSFER DEGREE		
	BIOL 2003 Nutrition and Diet	3
	BUS 2003 Microcomputer Applications	3
	CHEM 1024 University Chemistry I	4
	HIST 1X03 World Civilization	3
	HIST 20X3 US History	3
	HS 1403 Personal and Community Health	3
	MATH 2023 Intro to Statistics	3
	PSYC 2033 Developmental Psychology	3
ELECTIVE REQUIREMENTS		10-12

ADVISOR: Crystal Sims

**PROGRAM INFORMATION:** This degree is designed for those who wish to apply for and transfer into health professions programs at Henderson State University, Southern Arkansas University, Texas A&M University – Texarkana, University of Arkansas Fayetteville, University of Arkansas Fort Smith, University of Arkansas for Medical Sciences, and University of Central Arkansas. Students should work with an advisor to select appropriate electives for their specific, intended degree plan at transfer partner institution. Some programs may require additional coursework not offered at UA Cossatot.

### TRANSFER OPTIONS:

- Henderson State University for Bachelor of Science in Nursing
- Southern Arkansas University for Bachelor of Science in Nursing
- Texas A&M University – Texarkana for Bachelor of Science in Nursing
- University of Arkansas Fayetteville for Bachelor of Science in Nursing
- University of Arkansas Fort Smith for Bachelor of Science in Dental Hygiene or Bachelor of Science in Imaging Sciences
- University of Arkansas for Medical Sciences for Bachelor of Science in Dental Hygiene or Bachelor of Science in Medical Technology, or Bachelor of Science in Nursing
- University of Central Arkansas for Bachelor of Science in Communication Science/Disorders or Bachelor of Science in Nursing

# CRIMINAL JUSTICE

## ASSOCIATE OF SCIENCE: 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab OR MATH 01301 Applied Math Lab	1

GENERAL EDUCATION STATE CORE		HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103/21203 World Literature I or II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	PLSC 20003 American Government	3
	HIST 11103/11203 World Civilization I OR II	3
	HIST 21103/ 21203 US History I OR II	3
	MATH 11003 College Algebra -OR- MATH 11103 Applied Math	3
	BIOL 10104 General Biology	4
	PHSC Physical Science or CHEM Chemistry Requirement	4
GENERAL EDUCATION STATE CORE		35

AS: CRIMINAL JUSTICE REQUIREMENTS		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	SPAN 10103 Elementary Spanish I	3
	SOCI 10103 Introduction to Sociology	3
	PSYC 11003 General Psychology	3
	PLSC 21003 State & Local Government	3
	CRJU 10203 Introduction to Criminal Justice	3
	CRJU 25003 Criminal Law	3
	BIOL Biological Science Elective	4
AS: CRIMINAL JUSTICE REQUIREMENTS		25

**ADVISOR:** Lauren Young  
Eligible for ARFuture Grant

**PROGRAM INFORMATION:** This program offers the first two years of general education and criminal justice coursework for a degree in Criminal Justice.

### TRANSFER OPTIONS:

- Southern Arkansas University (SAU) to complete a Bachelor of Science in Criminal Justice
- Arkansas State University (ASU) to complete Bachelor of Arts in Sociology (ASU courses fully online)
- Arkansas State University (ASU) to complete Bachelor of Arts in Criminology (ASU courses fully online)
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- UA Fort Smith to complete Bachelor of Science in Organizational Leadership

# ASSOCIATE OF ARTS: TEACHING

60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
READ 01043 College Reading	3
ENGL 02493 Essential English	3
ENGL 10103 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
MATH 03873 Pre-Algebra	3
MATH 01071 College Algebra Lab OR MATH 01301 Applied Math Lab	1

GENERAL EDUCATION STATE CORE	HOURS
ENGL 10103 Composition I	3
ENGL 10203 Composition II	3
ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3
SPCH 10003 Principles of Speech -OR- ARHS 10003 Intro to Fine Arts: Art (SAU only) -OR- MUSC 10003 Intro to Fine Arts: Music (SAU only)	3
ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
PLSC 20003 American Government	3
HIST 11103 World Civilization I -OR- HIST 11203 World Civilization II	3
HIST 21103 United States History I -OR- HIST 21203 United States History II	3
MATH 11003 College Algebra -OR- MATH 11103 Applied Math	3
BIOL 10104 General Biology	4
Choose 1: PHSC 10004 Physical Science PHSC 11004 Earth Science CHEM 10004 Intro to Chemistry CHEM 14104 University Chemistry	4
<b>GENERAL EDUCATION STATE CORE</b>	<b>35</b>

EDUCATION CORE REQUIREMENTS	HOURS
MATH 20073 Math for Teachers I	3
MATH 20173 Math for Teachers II	3
EDHP 21363 Intro to Education	3
EDHP 21063 Child Growth & Development	3
EDHP 22363 Technology for Teachers	3
<b>TOTAL EDUCATION CORE</b>	<b>15</b>
ELECTIVES	HOURS
UNIV 10152 Success Strategies UNIV 10261 Transfer Seminar	2 1
HIST 10293 Arkansas History	3
PHED Physical Education Activity	1
SOCI10103 Intro to Sociology -OR- EDHP 20203 Intro to Special Education (SAU only)	3
<b>TOTAL ELECTIVES</b>	<b>10</b>

CERTIFICATE OF PROFICIENCY IN TEACHING	9 HOURS
EDHP 21363 Intro to Education	3
EDHP 22363 Technology for Teachers	3
CHOOSE 1: EDHP 21063 Child Growth & Development -OR- MATH 11003 College Algebra -OR- MATH 11103 Applied Math	3

TECHNICAL CERTIFICATE IN TEACHING	31 HOURS
ENGL 10103 Composition I	3
ENGL 10203 Composition II	3
SPCH 10003 Principles of Speech -OR- ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
MATH 11003 College Algebra -OR- MATH 11103 Applied Math	3
BIOL 10104 General Biology	4
EDHP 21363 Intro to Education	3
EDHP 22363 Technology for Teachers	3
EDHP 21063 Child Growth & Development	3
MATH 20073 Math for Teachers I	3
MATH 20173 Math for Teachers II	3

ADVISOR: Dr. Jordan Guillory

PROGRAM INFORMATION: The Associate of Arts in Teaching degree is an articulated 2+2 with public universities across Arkansas and is designed to transfer towards a Bachelor of Science in Education.

# EDUCATION K – 6<sup>TH</sup> GRADE

## TRANSFERS TO HSU/UAM/SAU ASSOCIATE OF SCIENCE: 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
READ 01043 College Reading	3
ENGL 02493 Essential English	3
ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
MATH 03873 Pre-Algebra	3
MATH 01071 College Algebra Lab OR MATH 01301 Applied Math Lab	1

GENERAL EDUCATION STATE CORE	HOURS
ENGL 10103 Composition I	3
ENGL 10203 Composition II	3
ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3
SPCH 10003 Principles of Speech (HSU/UAM)	3
ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music (SAU)	
ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
PLSC 20003 American Government	3
HIST 11103 World Civilization I -OR- HIST 11203 World Civilization II	3
HIST 21103 United States History I -OR- HIST 21203 United States History II	3
MATH 11003 College Algebra -OR- MATH 11103 Applied Math	3
BIOL 10104 General Biology	4
Choose 1: PHSC 10004 Physical Science PHSC 11004 Earth Science CHEM 10004 Intro to Chemistry CHEM 14104 University Chemistry	4
<b>GENERAL EDUCATION STATE CORE</b>	<b>35</b>

AS: EDUCATION K-6 <sup>TH</sup> REQUIREMENTS	HOURS
UNIV 10152 Success Strategies UNIV 10261 Transfer Seminar	2 1
MATH 20073 Math for Teachers I	3
MATH 20173 Math for Teachers II	3
Choose 1: SOC1 10103 Intro to Sociology (HSU/UAM) EDHP 20203 Intro to Special Education (SAU)	3
HIST 10293 Arkansas History	3
EDHP 21363 Intro to Education	3
EDHP 21063 Child Growth & Development	3
EDHP 22363 Technology for Teachers	3
PHED Physical Education Activity	1
<b>AS: EDUCATION K-6<sup>TH</sup> REQUIREMENTS</b>	<b>25</b>

ADVISOR: Dr. Jordan Guillory  
Eligible for ARFuture Grant

### TRANSFER OPTIONS:

- Henderson State University (HSU) to complete the Bachelor of Science in Education.
  - HSU requires completion of MATH 11003 College Algebra.
  - HSU allows the choice between Speech or Fine Arts.
  - A 2.7 cumulative GPA is required for graduation and conditional admission to HSU's program.
- University of Arkansas Monticello (UAM) to complete Bachelor of Science in Education Studies.
  - UAM requires completion of MATH 11003 College Algebra.
  - UAM allows the choice between Speech or Fine Arts.
  - There are no GPA limitations on this degree; it is a non-licensure degree program. In order to obtain a teaching license, PRAXIS exams and the completion of the Master of Arts in Teaching (MAT) degree are required. However, there are opportunities beyond K6 for this degree.
- Southern Arkansas University (SAU) to complete Bachelor of Science in Education.
  - SAU allows completion of MATH 11003 or MATH 11103.
  - SAU requires both Fine Arts-Art and Music.
  - SAU requires Intro to Special Education
  - A minimum cumulative 2.7 GPA on transfer coursework for conditional admission. 3.0 for unconditional admission.
  - Basic skills competencies (i.e. Coursework, GPA, and/or Testing - Accuplacer Next Generation, ACT, CORE, or SAT) are required for unconditional admission. Conditional admission options are provided if not all requirements are met. \*\*Please talk to an advisor about conditional and unconditional admissions requirements.

# MIDDLE SCHOOL EDUCATION

## TRANSFERS TO UALR (ONLINE PROGRAM)

### ASSOCIATE OF SCIENCE: 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab MATH 01301 Applied Math Lab	1

GENERAL EDUCATION STATE CORE		HOURS
	ENGL10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3
	SPCH 10003 Principles of Speech	3
	Intro to Fine Arts Requirement ARHS 10003 -OR- MUSC 10003	3
	PSC I20003 American Government	3
	HIST 11103 World Civilization I	3
	ECON 2X003 Economics	3
	MATH 11003 College Algebra -OR- MATH 11103 Applied Math*	3
	BIOL 10104 General Biology	4
	PHSC 10004 Physical Science	4
<b>GENERAL EDUCATION STATE CORE</b>		<b>35</b>

AS MIDDLE SCHOOL EDHPATION REQUIREMENTS		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar-	1
	EDHP 21363 Intro to Education	3
	EDHP 21073 Child Growth and Development	3
	PHED 11XX1 Physical Education Activity	1
<b>AS MIDDLE SCHOOL EDUCATION REQUIREMENTS</b>		<b>10</b>

RECOMMENDED AND CONCENTRATION AREA ELECTIVES WORK WITH ADVISOR TO SELECT 15 TOTAL HOURS**		HOURS
	EDHP 20203 Introduction to Special Education	3
<b>SOCIAL STUDIES TRACK (9 credit hours)</b>		
	HIST 10293 Arkansas History	3
	HIST 21X03 United States History	3
	HIST 11203 World Civilization II	3
<b>LANGUAGE ARTS TRACK (3 credit hours)</b>		
	ENGL 26503 American Lit I OR ENGL 20103 Creative Writing	3
<b>MATH TRACK (12 credit hours)</b>		
	MATH 21003 Intro to Statistics	3
	MATH 12003 Trig and Analytical Geometry	3
	MATH 26103 Discrete Math	3
	MATH 2053 Survey of Calculus	3
<b>SCIENCE TRACK (8 credit hours)</b>		
	CHEM 14104 University Chemistry I	4
	PHSC 11004 Earth Science	4
<b>AS MIDDLE SCHOOL EDUCATION ELECTIVES</b>		<b>15</b>

ADVISOR: Jordan Guillory [jguillory@cccua.edu](mailto:jguillory@cccua.edu)  
Eligible for ARFuture Grant

\*Math and/or Science concentration requires the completion of MATH 11003 College Algebra. Language Arts and/or Social Studies concentration allows the completion of MATH 11103 Applied Math.

\*\*Select all courses from at least one concentration area. Then choose another concentration area or areas to complete 15 elective hours.

PROGRAM NOTE: A 2.7 cumulative GPA is required for graduation. Successful completion of the PRAXIS CORE exam is required to be eligible to transfer as a candidate in an education program at an Arkansas four-year university.

# MIDDLE SCHOOL EDUCATION TRANSFERS TO SAU ASSOCIATE OF SCIENCE: 60 CREDIT HOURS

DEVELOPMENTAL READING/ENGLISH (if needed)		HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

DEVELOPMENTAL MATHEMATICS (if needed)		HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab OR MATH 01301 Applied Math Lab	1

GENERAL EDUCATION STATE CORE		HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21X03 World Literature	3
	ARHS 10003 Intro to Fine Arts: Art	3
	MUSC 10003 Intro to Fine Arts: Music	3
	PSCI 20003 American Government	3
	HIST 11X03 World Civilization	3
	SOCI 10103 Intro to Sociology	3
	MATH 11003 College Algebra OR MATH 11103 Applied Math*	3
	BIOL 10104 General Biology	4
	PHSC 10004 Physical Science	4
<b>GENERAL EDUCATION STATE CORE</b>		<b>35</b>

AS MIDDLE SCHOOL EDUCATION REQUIREMENTS		HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	EDHP 21363 Intro to Education	3
	EDHP 22363 Technology for Teaching	3
	EDHP 20203 Intro to Special Education	3
<b>AS MIDDLE SCHOOL EDUCATION REQUIREMENTS</b>		<b>12</b>

RECOMMENDED AND CONCENTRATION AREA ELECTIVES WORK WITH ADVISOR TO SELECT 13 TOTAL HOURS**		HOURS
<b>SOCIAL STUDIES TRACK (12 credit hours)</b>		
	HIST 10293 Arkansas History	3
	HIST 11X03 World Civilization	3
	HIST 21103 United States History I	3
	HIST 21203 United States History II	3
<b>LANGUAGE ARTS TRACK (6 credit hours)</b>		
	ENGL 21X03 World Literature	3
	ENGL 26503 American Lit I	3
<b>MATH TRACK (11 credit hours)</b>		
	MATH 12003 Trig and Analytical Geometry	3
	MATH 24005 Calculus I	5
	MATH 20173 Math for Teachers II	3
<b>SCIENCE TRACK (12 credit hours)</b>		
	CHEM 10004 Introductory Chemistry	4
	BIOL 10104 General Botany	4
	PHSC 11004 Earth Science	4
<b>AS MIDDLE SCHOOL EDUCATION ELECTIVES</b>		<b>13</b>

ADVISOR: Jordan Guillory [jguillory@cccua.edu](mailto:jguillory@cccua.edu)  
Eligible for ARFuture Grant

\*Math and/or Science concentration requires the completion of MATH1023 College Algebra. Language Arts and/or Social Studies concentration allows the completion of MATH1113 Applied Math.

\*\*Select all courses from at least one concentration area. If choosing Social Studies or Science, take PHED 1XX1 for the additional credit hour. If choosing Language Arts or Math, select a second concentration area in order to complete 13 elective hours.

PROGRAM NOTE: A 2.7 cumulative GPA is required for graduation. Successful completion of the PRAXIS CORE exam is required to be eligible to transfer as a candidate in an education program at an Arkansas four-year university.

# EMERGENCY MEDICAL TECHNICIAN

## 2024-25 DEGREE PLAN

### Certificate of Proficiency: 8 Credits

	DEVELOPMENTAL COURSES	HOURS
	READ 01043 College Reading	3

	EMT PROGRAM CORE – 8 Credits	HOURS
	EMSC 11058 Emergency Medical Technician	8

**ADVISOR:** Waco Jackson [wjackson@cccua.edu](mailto:wjackson@cccua.edu)  
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**PROGRAM INFORMATION:** The Emergency Medical Technician (EMT) program consists of a 150 hour course. Students must meet all admission requirements for the college, show proficiency in college reading based on placement scores or complete developmental courses, pass a criminal background check, and receive all required immunizations prior to enrollment into the EMT program. Students may enroll in College Reading and the EMT course during the same semester.

To meet the requirements of the Arkansas Department of Health, the EMT program follows a special calendar and class days are different from those followed by students in other programs. Regular class days are 2-3 evenings per week with clinicals at various times and locations. Students are required to be proficient in both cognitive and practical skills to pass this program. Students must maintain an average of 76% in all EMS coursework. Those who fail to maintain a 76% average will be required to repeat the course with a 76% or better to be eligible for graduation.

**GRADING SCALE FOR EMT PROGRAM:** 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

EMT licensure is obtained through the Arkansas Department of Health Section of EMS and certification is obtained through the National Registry of EMTs (NREMT) and must be renewed by completing the following requirements every two (2) years in order to meet re-licensure and/or certification requirements for both levels of EMT for the national and state:

National Continued Competency Requirements (NCCR) as outlined by the National Registry of EMTs

**CAREER OPTIONS:** This course prepares students to sit for both the Arkansas and National Registry EMT examinations. EMT are the entry level for pre-hospital care. This course covers all the skills necessary for the EMT to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. EMT certification must be renewed every two (2) years by obtaining forty (40) hours of CEUs as outlined by the National Registry of EMTs in the NCCR.



# HEALTH PROFESSIONS

## 2024-25 DEGREE PLAN Technical Certificate 32-44 Credits

REQUIRED MED CORE PRE-REQS Also, LPN Pre-Reqs		10/15
UNIV 10061 Medical Education <i>(required for LPN/OTA/PTA/Traditional RN)</i>	1	
Math Requirement: Select One ALHE 12203 Medical Math <i>(required for nursing programs)</i> MATH 11003 College Algebra <i>(required for OTA/PTA)</i>	3	
ALHE 10503 Medical Terminology <i>(required for LPN/OTA/PTA)</i>	3	
ALHE 18003 Basic Anatomy & Physiology <i>(Required for LPN - Completion of AP I/II is also accepted toward LPN)</i>	3/8	
<b>Registered Nursing-ARNEC Pre-Reqs Plus Required MED Core</b>	<b>33</b>	
ENGL 10103 Composition I	3	
ENGL 10203 Composition II	3	
PSYC 11003 General Psychology	3	
PSYC 2033 Developmental Psychology	3	
CPSI 10003 Microcomputer Applications	3	
BIOL 20063 Nutrition & Diet	3	
BIOL 24004 Anatomy & Physiology I	4	
BIOL 24104 Anatomy & Physiology II	4	
BIOL 20004 General Microbiology	4	
<b>Registered Nursing—Traditional Program Pre-Reqs Plus Required MED Core</b>	<b>24</b>	
ENGL 10103 Composition I	3	
ENGL 10203 Composition II	3	
PSYC 11003 General Psychology	3	
BIOL 20063 Nutrition & Diet	3	
BIOL 24004 Anatomy & Physiology I	4	
BIOL 24104 Anatomy & Physiology II	4	
BIOL 20004 General Microbiology	4	

Occupational Therapy Assistant Pre-Reqs Plus Required MED Core		21
ENGL 10103 Composition I	3	
PSYC 21003 Developmental Psychology	3	
SOCI 10103 Intro to Sociology	3	
CPSI 10003 Microcomputer Applications	3	
OTAP 11153 Introduction to OTA	3	
BIOL 24004 Anatomy & Physiology I	4	
BIOL 24104 Anatomy & Physiology II	4	
<b>Physical Therapist Assistant Pre-Reqs Plus Required MED Core</b>	<b>32</b>	
ENGL 10103 Composition I	3	
ENGL 10203 Composition II	3	
PSYC 21003 Developmental Psychology	3	
BIOL 24004 Anatomy & Physiology I	4	
BIOL 24104 Anatomy & Physiology II	4	
CPSI 10003 Microcomputer Applications	3	
PTAP 11102 Concepts of Physical Therapy Profession	2	
PTAP 23003 Pathophysiology	3	
<b>EMT</b>	<b>8</b>	
EMSC 11058 Emergency Medical Technician	8	

The Health Professions Technical Certificate is designed to provide students a basic medical education foundation and offers pathways to various medical education degrees. Some courses may not be transferable to all colleges in Arkansas. Please contact the Division of Medical Education to discuss your specific degree plan and where you are considering transfer.

*Students must complete the required medical core plus minimum of 17 elective hours to complete this certificate but can complete up to 28 hours of electives within this degree plan. This degree plan is designed for students working on pre-reqs for medical programs. A student can take a combination of any classes on this plan. For example, an EMT student would take the 8-hour EMT course, the medical core requirements, and any combination of other courses listed on this plan (ie. Comp I, Nutrition & Diet, Microcomputer Apps, etc).*

# LICENSED PRACTICAL NURSING

## 2024-25 DEGREE PLAN

### Technical Certificate: 60-65 Credits

TERM	DEVELOPMENTAL COURSES	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3

TERM	LPN PRE-REQUISITES – 12-17 Credits	HOURS
	UNIV 10061 Student Success for Med Education	1
	ALHE 12203 Medical Math	3
	ALHE 10503 Medical Terminology	3
	ALHE 18003 Basic Anatomy & Physiology -OR- BIOL 24004/BIOL 24104 Anatomy & Physiology I & II	3 8
<b>Total Pre-Requisites</b>		<b>10-15</b>

TERM	LPN PROGRAM CORE – 48 Credits	HOURS
	PNUR 11061 Nursing I	1
	PNUR 11162 Basic Nursing Principles & Skills	1 2
	PNUR 12066 Medical Surgical Nursing I	6
	PNUR 10064 Pharmacology	4
	PNUR 21066 Maternal /Infant/Pediatric	6
	PNUR 16062 Mental Health	2
	PNUR 12310 Medical Surgical Nursing II	1 0
	PNUR 13067 Medical Surgical Nursing III	7
<b>Total Program Core</b>		<b>48</b>

**ADVISORS:** Christina Cooper [ccooper@cccua.edu](mailto:ccooper@cccua.edu) OR Maressa Foster [mfoster@cccua.edu](mailto:mfoster@cccua.edu)  
Eligible for ARFuture grant

The Practical Nursing program offers two educational formats for students, an 11-month day program on the DeQueen Campus that begins in August and ends in June, and an 18-month evening program on the Nashville Campus that begins in January and ends in June of the following year. The application deadline for the 11-month day program is March 1<sup>st</sup> of each year. The application deadline for the 18-month evening program is August 31<sup>st</sup> of each year. Enrollment is limited. Students not selected must submit a new online application each year.

LPN applicants must meet all college admission and placement requirements, have pre-requisite grades of a C or better, and receive a 60 or higher on entrance exam. Students wishing to enter the day program must have all pre-requisite courses completed by the end of the spring semester. Students wishing to enter the evening program must have all pre-requisite courses completed by the end of the summer semester. Pre-requisite courses include Basic Anatomy & Physiology, Medical Terminology, Medical Math, and Student Success for Medical Education. Students must also complete College Reading and Essential English courses with a “C” or higher or show scores on ACCUPLACER, or ACT indicating proficiency in these areas. Selection is based on entrance exam scores and pre-requisite GPA. Selected students must have immunizations prior to entering the program and pass a background check, as well as random drug screenings throughout the year.

**GRADING SCALE FOR LPN PROGRAM:** 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

Students must receive a grade of “C” (76%) or higher in all required courses, maintain at least a 2.0 GPA, and adhere to the Student Code of Ethics (see LPN Student Guide and the Student Conduct section in the UA Cossatot Academic Catalog). Due to the strenuous nature of nursing and practice-orientation of UA Cossatot, the College reserves the right to determine the eligibility of any student to enroll or continue in the nursing program. This determination is based on, but not limited to, the characteristics required of a clinical nurse. Eligibility determination is made by the faculty’s evaluation of a student’s ability to perform the clinical tasks necessary to complete the clinical and course objectives. These abilities are re-evaluated after each course.

LPN coursework and required general education courses function as prerequisites to the next semester of required courses. Failure to successfully complete any of these courses will prohibit the student from continuing in the program and the student will be administratively withdrawn. Students applying for re-admission must meet with the Academic Advisor to identify reasons for failure to achieve program completion and develop a plan of action for student success during the student’s second attempt. The student will then meet with the Division Chair for final approval and must follow the readmission criteria.

Re-admission into the program will be considered on a space available basis. Re-admission candidates will follow the same requirements and admissions procedures as students who have never attended the LPN program. In addition, readmission candidates must take end of course assessment(s). Students must check off on all skills prior to entering the clinical setting (refresher course fees will apply). A student who fails or leaves the program for any reason may be permitted one opportunity to re-enroll (regardless of which semester).

Students enrolled in the LPN day program are not allowed to take additional course work not directly related to their degree plan program until the final semester. Students may take one (1) pre-requisite toward their RN degree plan. LPN evening program students may take one course during the semester if the student is enrolled in less than 12 hours and is in good academic standing. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more. The hours ascribed to each semester while in the LPN Program are considered by the program to be full time.

Students must have successfully completed all courses with a grade of “C” or better and have an overall accumulative GPA of 2.0. Upon completion, the student’s status will be submitted to the State Board of Nursing declaring that the student wishes to sit for the licensing examination. The student MUST achieve a score at or above the current national passing average on the final comprehensive assessment exam to complete the requirements for the final semester. The student will be allowed to take the final comprehensive exam a total of two times. Should the student not achieve the required score after two attempts, the student will not have completed the requirements for the course and will not graduate or be allowed to sit for the NCLEX-PN. The student will be given an incomplete grade “I” for the final semester until the student can provide documentation of enrollment and completion of the 12-week ATI virtual NCLEX review with a coach. Once the student has followed all recommendations of the coach and the coach releases the student for testing, the student’s final grade will be posted, and transcripts will be released to the ASBN for approval and authorization to test. If the student fails to do so, the student will need to reapply to the program and follow re-admission guidelines.

Due to differences in nursing curriculum in other nursing programs, UA Cossatot will not accept transfer credit or advanced placement for previously taken medical or practical nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

Students must successfully complete all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the State Board of Nursing declaring that the student wishes to sit for the licensing examination. Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the LPN program does NOT automatically enable the student to sit for the NCLEX-PN or obtain licensure. This is determined by the Arkansas State Board of Nursing, or the state in which they apply. Students must read the Arkansas State Board of Nursing Criminal Background Check criteria in the Arkansas Nurse Practice Act ACA §17-87-312, and the Licensing Restrictions based on Criminal Records, Arkansas Code ACA 17-3-102, and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination. These acts can be reviewed at <https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks>.

To meet the requirements of the Arkansas State Board of Nursing, the Practical Nursing programs follow a special calendar and class days are different from those followed by students in other programs. Regular class days will be 5-6 hours each; clinical days will be 8-12 hours each.

#### **TRANSFER OPTIONS:**

- Arkansas Rural Nursing Education Consortium (ARNEC) LPN/LVN to RN Transition Program available at the following locations: University of Arkansas Cossatot-Nashville & De Queen, South Arkansas Community College-EI Dorado, University of Arkansas Community College-Hope & Texarkana, Rich Mountain Community College-Mena.

# REGISTERED NURSING LPN to RN Transition Program 2024-25 DEGREE PLAN Associate of Applied Science: 66 Credits

TERM	DEVELOPMENTAL COURSES	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

TERM	RN PRE-REQUISITES – 33 Credits	HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ALHE 12203 Medical Math	3
	PSYC 11003 General Psychology	3
	PSYC 21003 Developmental Psychology	3
	CPSI 10003 Microcomputer Applications	3
	BIOL 20063 Nutrition and Diet	3
	BIOL 24004 Anatomy & Physiology I	4
	BIOL 24104 Anatomy & Physiology II	4
	BIOL 20004 General Microbiology	4
	<b>Total Pre-Requisites</b>	<b>33</b>

TERM	RN PROGRAM CORE – 33 Credits	HOURS
	NURS 21159 Nursing Process I	9
	NURS 21243 Nursing Practicum I	3
	NURS 21146 Nursing Process II	6
	NURS 22243 Nursing Practicum II	3
	NURS 23158 Nursing Process III	8
	NURS 23243 Nursing Practicum III	3
	NURS 23141 NCLEX-RN Preparation	1
	<b>Total Program Core</b>	<b>33</b>

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Eligible for ARFuture grant

The LPN to RN transition program is a 12-month program that begins in January and ends in December each year. It combines classroom instruction with clinical experiences and offers a new and innovative approach via a nontraditional delivery format of nursing theory through live-streamed video. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 PM and most clinical time will take place on weekends. This program was designed to meet the needs of rural LPNs/LVNs. Colleges participating include: University of Arkansas Cossatot-Nashville and De Queen, South Arkansas Community College-El Dorado, University of Arkansas Community College-Hope and Texarkana, and University of Arkansas Rich Mountain-Mena. All classes are taught in the English language. Students must be able to read, speak, write, and comprehend the English language proficiently. All students who speak English as a second language must pass the Test of English as a Foreign Language (TOEFL). The course of study meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree that prepares them to take the Registered Nurse licensing exam, the NCLEX-RN.

The application deadline is August 31<sup>st</sup> of each year and while all pre-requisite courses must be completed prior to the start of the program in January, applicants may lack only one of the pre-requisite courses at the close of the application process. In order to be considered for admission, applicants must:

- Meet all college admission requirements
- Complete an online application located on the UA Cossatot website as well as additional information located on the website at <http://www.arnec.org>
- Have graduated from a State Board approved practical nursing program or show successful completion of the NCLEX-PN exam
- Possess a valid unencumbered LPN/LVN license
- Complete all pre-requisite courses with a grade of C or better prior to the start of the program
- Have a cumulative pre-requisite GPA of 2.5 on a 4.0 scale
- Submit an official high school transcript or GED and official transcripts from all colleges attended by the end of the application period
- Take the pre-entrance exam
- Undergo a drug screen per admitting institution protocol
- Pay a non-refundable \$20 application fee at the time of application.

**NOTE TO ALL APPLICANTS:** Faculty reserve the right to alter the curriculum and admission policies whenever change is deemed necessary.

Applicants are ranked and selected based on pre-requisite GPA and pre-entrance exam scores. Students selected for admission will receive a letter of acceptance into the program by mid-October and must provide the admitting institution a written letter stating acceptance and intention to enroll in the program. This letter must be uploaded into the Blackboard module you will be enrolled in. In the event the student does not plan to enroll, the student needs to notify the institution so an alternate student may have the slot. Each institution will have an alternate list of students in case a selected student declines his/her acceptance.

Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Current TB Skin Test or Chest X-Ray (if applicable)
- Verification that the Hepatitis B series has been completed/started, or a titer showing immunity, or a signed Waiver Claim Form
- Current flu vaccination
- Current Tdap vaccination (UAC program requirement)
- Verification that the MMR series has been completed/started, or a titer showing immunity (UAC program requirement)
- Verification that the Varicella series has been completed/started, or a titer showing immunity
- Students may lack one prerequisite course at the time of the August 31<sup>st</sup> deadline. This course must be completed by the end of the fall semester before program classes begin
- All required general education courses must be completed by the time nursing courses begin the following January
- Selected applicants must complete and pass a criminal background check. An instruction sheet will be provided to the applicant (approximately \$22.00 cost)

**GRADING SCALE FOR ARNEC PROGRAM:** 90-100 = A; 84-89 = B; 78-83 = C; 70-77 = D (failing); 69 or below = F (failing)  
*\*This program is a consortium of colleges and therefore has a common grading scale approved by the ARNEC board.*

To progress in the nursing curriculum, the student must maintain a 2.0 “C” (on a 4.0 scale) in all general education and nursing classes, including nursing practicum. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress. Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty’s evaluation of the student’s ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal any program ruling to the administration of the admitting institution and should follow that institution’s appeal procedures. Due to differences in nursing curriculum in other nursing programs, the program will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program. If an enrolled program student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution’s requirements for transfer students.

Students must successfully complete all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the State Board of Nursing declaring that the student wishes to sit for the licensing examination. Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the LPN/LVN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN or obtain licensure. This is determined by the Arkansas State Board of Nursing, or the state in which they apply. Students must read the Arkansas State Board of Nursing Criminal Background Check criteria in the Arkansas Nurse Practice Act ACA §17-87-312, and the Licensing Restrictions based on Criminal Records, Arkansas Code ACA 17-3-102, and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination. These acts can be reviewed at <https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks>.

#### **TRANSFER OPTIONS:**

- University of Central Arkansas
- Central Methodist University
- Arkansas Tech University (ATU) MS
- Chamberlain University
- Aspen University
- Henderson University
- John Brown University

**REGISTERED NURSING  
TRADITIONAL  
2024-25 DEGREE PLAN  
Associate of Applied Science: 77 Credits**

	DEVELOPMENTAL COURSES	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

	TRN PRE-REQUISITES	HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ALHE 12203 Medical Math	3
	PSYC 11003 General Psychology	3
	BIOL 20063 Nutrition and Diet	3
	BIOL 24004 Anatomy & Physiology I	4
	BIOL 24104 Anatomy & Physiology II	4
	BIOL 20004 General Microbiology	4
	UNIV 10061 Student Success for Med Education	1
	<b>Total Pre-Requisites</b>	<b>28</b>

	TRN PROGRAM CORE	HOURS
	NURS 21009 TRN Nursing Concepts I	9
	NURS 21006 TRN Clinical Practicum I	6
	NURS 22012 TRN Nursing Concepts II	12
	NURS 22006 TRN Clinical Practicum II	6
	NURS 23110 TRN Nursing Concepts III	10
	NURS 23006 TRN Clinical Practicum III	6
	<b>Total Program Core</b>	<b>49</b>

**ADVISORS:** Christina Cooper [ccooper@cccua.edu](mailto:ccooper@cccua.edu) OR Maressa Foster [mfoster@cccua.edu](mailto:mfoster@cccua.edu)  
Eligible for ARFuture grant

Students must successfully complete all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the State Board of Nursing declaring that the student wishes to sit for the licensing examination. Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the Traditional RN program does NOT automatically enable the student to sit for the NCLEX-RN or obtain licensure. This is determined by the Arkansas State Board of Nursing, or the state in which they apply. Students must read the Arkansas State Board of Nursing Criminal Background Check criteria in the Arkansas Nurse Practice Act ACA §17-87-312, and the Licensing Restrictions based on Criminal Records, Arkansas Code ACA 17-3-102, and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination. These acts can be reviewed at <https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks>.

# OCCUPATIONAL THERAPY ASSISTANT

## 2024-25 DEGREE PLAN

Associate of Applied Science: 77 Credits

DEVELOPMENTAL MATHEMATICS		HOURS
MATH 03873 Pre-Algebra		3
MATH 01071 College Algebra Lab		1

DEVELOPMENTAL ENGLISH/READING		HOURS
READ 01043 College Reading		3
ENGL 02493 Essential English		3
ENGL 02091 Composition I Lab		1

OTA PRE-REQUISITES		HOURS
UNIV 10061 Student Success for MED		1
ENGL 10103 Composition I		3
MATH 11003 College Algebra		3
CPSI 10003 Microcomputer Applications		3
SOCI 10103 Intro to Sociology		3
PSYC 21003 Developmental Psychology		3
ALHE 10503 Medical Terminology		3
BIOL 24004 Anatomy & Physiology I		4
BIOL 24104 Anatomy & Physiology II		4
OTAP 11153 Intro to OTA		3
<b>Total Pre-Requisites</b>		<b>30</b>

OTA PROGRAM CORE		HOURS
OTAP 21104 Therapeutic Activities I		4
OTAP 21004 Human Movement in OT		4
OTAP 22103 Pathophysiology in OT		3
OTAP 23003 Psychosocial OT/Mental Health		3
OTAP 23031 Level I Fieldwork A/Mental Health		1
OTAP 22004 Therapeutic Activities II		4
OTA 22005 Therapeutic Interventions w/Lab		5
OTAP 23133 Management in OT		3
OTAP 23003 Physical Dysfunction in OT		3
OTAP 22201 Level I Fieldwork B/Physical Dysfunction		1
OTAP 21103 Pediatrics in OT		3
OTAP 21101 Level I Fieldwork C/Pediatrics		1
OTAP 24042 Professional Issues in OT		2
OTAP 24004 Level II Fieldwork A (8 weeks)		4
OTAP 24134 Level II Fieldwork B (8 weeks)		4
OTAP 22202 Special Procedures (Summer)		2
<b>Total Program Core</b>		<b>47</b>

Application deadline for the OTA program is March 1st.

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Eligible for ARFuture grant

Grading Scale for OTA: 90-100 = A; 80-89 = B; 76-79 = C; 70-75 = D (failing); 69 or below = F

Occupational Therapy (OT) is a healthcare field that works to help individuals to maximize their function in the performance of their every-day activities. This career allows individuals to make a lasting difference in helping people to regain their independence and get back to enjoying life to the fullest. The Certified Occupational Therapy Assistant (COTA), under the supervision of an Occupational Therapist, provides rehabilitative services to individuals with physical, mental, emotional, and developmental disabilities.

The Occupational Therapy Assistant (OTA) Program at UA Cossatot combines classroom instruction with clinical (fieldwork) experiences. The program consists of two portions which include the general education core and the OTA program courses. Course structure in the curriculum of the OTA program is custom designed to maintain compliance with the standards as established by the American Occupational Therapy Association and ACOTE. The hallmark of the OTA program is the students' ongoing involvement in the experiential and service learning that occurs throughout the program. Students successfully completing the OTA program are awarded an Associate of Applied Science degree (AAS) in Occupational Therapy.

The OTA program is limited to 16 students each year. Applicants will be ranked according to required general education course GPA, pre-entrance exam scores, interview score, profession material review score, and three (3) letters of recommendation. UA Cossatot and the Occupational Therapy Assistant Program will not discriminate in the selection of students to the OTA program. Students not accepted into the upcoming class are encouraged to re-apply prior to the next application deadline.

Accreditation

The associate-degree-level Occupational Therapy Assistant Program at UA Cossatot is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE can be reached by phone c/o AOTA at (301) 652-AOTA or through their webpage [www.acoteonline.org](http://www.acoteonline.org). The UA Cossatot OTA Program was reaccredited in 2018-2019 for a 10-year accreditation period.

Upon completion of the OTA program, graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA) and will be eligible to be licensed in the state they desire to practice in. All states require a license to practice as a COTA; state licenses are based at least in part on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Please visit the OTA Program webpage at <https://www.cccua.edu/programs-of-study/medical-education> for additional information on the application requirements, access to application materials, and specifics on the requirements for progression and graduation from the program.

**TRANSFER OPTIONS:**

- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- ASU Jonesboro to complete Bachelor of Applied Science in Organizational Studies
- University of Cincinnati to complete Bachelor of Science Health Sciences Pre Occupational Therapy
- Central Methodist University to complete Bachelor of Occupational Therapy



# PHYSICAL THERAPIST ASSISTANT 2024-25 DEGREE PLAN

Associate of Applied Science: 77 Credits

PTA PRE-REQUISITES	HOURS
ENGL 10103 Composition I	3
ENGL 10203 Composition II	3
MATH 11003 College Algebra	3
ALHE 10503 Medical Terminology	3
BIOL 24004 Anatomy & Physiology I	4
BIOL 24104 Anatomy & Physiology II	4
PSYC 21003 Developmental Psychology	3
CPSI 10003 Microcomputer Applications	3
PTAP 11102 Concepts of Physical Therapy	2
PTAP 23003 Pathophysiology	3
UNIV 10061 Student Success for Medical	1
<b>Total Pre-Requisites</b>	<b>32</b>

PTA PROGRAM CORE	HOURS
PTAP 23104 Movement Science	4
PTAP 22003 Basic Patient Care Skills	3
PTAP 22103 Orthopedic Conditions	3
PTAP 23202 Administration & Management	2
PTAP 23002 Therapeutic Agents I	2
PTAP 24004 Therapeutic Exercise	4
PTAP 24003 Data Collection	3
PTAP 24103 Rehab Techniques	3
PTAP 23102 Therapeutic Agents II	2
PTAP 24002 Clinical Neurology	2
PTAP 24202 Clinical Practicum I	2
PTAP 25104 Neurorehabilitation	4
PTAP 25204 Clinical Practicum II	4
PTAP 25003 PTA Seminar	3
PTAP 26204 Clinical Practicum III	4
<b>Total Program Core</b>	<b>45</b>

Advisors: Maressa Foster [mfoster@cccua.edu](mailto:mfoster@cccua.edu)

Christina Cooper [ccooper@cccua.edu](mailto:ccooper@cccua.edu)

#### Accreditation Status:

The Physical Therapist Assistant Program at UA Cossatot is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100 Alexandria, VA 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 870-584- 1497 or email [jsanderson@cccua.edu](mailto:jsanderson@cccua.edu).

#### GENERAL INFORMATION

Physical Therapy is a field dedicated to improvement of function and is one of the fastest growing career fields in the United States. The Physical Therapist Assistant (PTA), under the supervision of a Physical Therapist, provides rehabilitative services to individuals with orthopedic, neurologic, medically complex, and developmental conditions. The Physical Therapist Assistant (PTA) Program at UA Cossatot combines classroom instruction with clinical experiences. The program consists of two portions of which include the general education core courses and the PTA technical program courses. Students successfully completing the PTA program are awarded an Associate of Applied Science degree (AAS).

The PTA program is limited to 16 students each year. UA Cossatot and the Physical Therapist Assistant Program will not discriminate on the basis of sex, race, color, national origin, religion, disability, or age in the selection of students to the PTA Program. Students not accepted into the upcoming class are encouraged to re-apply prior to the application deadline. Note that a felony conviction may affect a graduate's ability to sit for the National Physical Therapy Examination or attain state licensure.

For admissions criteria and the application process, please visit the website below.

[www.cccua.edu/programs-of-study/medical-education](http://www.cccua.edu/programs-of-study/medical-education)

# AGRICULTURE

## 2024-25 DEGREE PLAN

**Associate of Science: 60-63 Credits**  
**Technical Certificate\*: 27 Credits**

	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab	1

	AGRICULTURE CORE	HOURS
	UNIV 10152 Success Strategies*	2
	UNIV 10261 Transfer Seminar	1
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103 or 21203 World Literature I or II	3
	SPCH 10003 Principles of Speech	3
	PLSC 20003 American Government	3
	MATH 11003 College Algebra*	3
	ANSC 10034 Introduction to Animal Science*	4
	HORT 11104 Principles of Horticulture*	4
	ANSC 15004 Animal Nutrition*	4
	CSES 16004 Soil Science*	4
	AGEC 20703 Agriculture Economics*	3
	FORE 11003 Forestry*	3
	BIOL 10104 General Biology	4
<b>TOTAL</b>		<b>47</b>

	AGRI BUSINESS CONCENTRATION	HOURS
	ACCT 20003 Accounting Principles I	3
	ACCT 20103 Accounting Principles II	3
	ECON 21003 Macroeconomics -OR- ECON 22003 Microeconomics	3
	CHEM 10004 Introductory Chemistry -OR- CHEM 14104 University Chemistry	4
<b>TOTAL</b>		<b>13</b>

	AGRI EDUCATION CONCENTRATION	HOURS
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	EDHP 21363 Introduction to Education	3
	EDHP 22363 Technology for Teaching	3
	CHEM 10004 Introductory Chemistry -OR- CHEM 14104 University Chemistry	4
<b>TOTAL</b>		<b>13</b>

	AGRI SCIENCE CONCENTRATION	HOURS
	CHEM 14104 University Chemistry	4

CHOOSE 3:		
	NREM 19033 Natural Resources & Conservation	3
	BIOL 10204 General Botany	4
	BIOL 10304 General Zoology	4
	BIOL 20134 Environmental Science	4
	BIOL 20004 General Microbiology	4
	PHSC 10004 Physical Science	4
	CHEM 10004 Intro to Chemistry	4
	AGRI 20004 Introduction to GIS in Agriculture	4
<b>TOTAL</b>		<b>15/16</b>

	CERTIFICATE OF PROFICIENCY: GIS IN AGRI	HOURS
	AGRI 20004 Introduction to GIS in Agriculture	3
	<b>CHOOSE 1:</b>	
	CSES 16004 Soil Science	
	NREM 19033 Natural Resources & Conservation	
	FORE 11003 Forestry	
	BIOL 10204 General Botany	
	BIOL 20004 General Microbiology	
	BIOL 20134 Environmental Science	
		<b>3/4</b>
<b>TOTAL</b>		<b>7/8</b>

**Program Advisor: Kelli Harris**  
[kharris@cccua.edu](mailto:kharris@cccua.edu)

**TRANSFER OPTIONS:**

**University of Arkansas, Fayetteville**

- Associate of Science Agriculture Education to Bachelor of Science in Agricultural, Food, and Life Sciences with major in Agricultural Education, Communication, and Technology with concentration in Agricultural Education
- Associate of Science Agriculture Business to Bachelor of Science in Agricultural, Food, and Life Sciences with major in Agriculture Business, concentration in Agriculture Business Management and Marketing

**Arkansas State University-Jonesboro**

- Bachelor of Science in Agriculture—Agricultural Studies
- Bachelor of Science in Agriculture—Animal Science
- Bachelor of Science in Agriculture—Agricultural Business
- Associate of Science in Agriculture Science to Bachelor of Science in Agriculture—Plant & Soil Science

**Southern Arkansas University, Magnolia**

- Bachelor of Science in Agriculture Business

# NATURAL RESOURCES

## 2024-25 DEGREE PLAN Associate of Science: 60 Credits

GRADE	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

GRADE	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab	1

GRADE	GENERAL EDUCATION STATE CORE	HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	MATH 11003 College Algebra	3
	HIST 21103 US History I -OR- HIST 21203 US History II -OR- PLSC 20003 American Govt	3
	BIOL 10204 General Botany	4
	CHEM 14104 University Chemistry I	4
		3
	SOCI 10103 Introduction to Sociology	
	ECON 22003 Microeconomics	3
	<b>GENERAL EDUCATION STATE CORE</b>	<b>35</b>

GRADE	AS: NATURAL RESOURCES REQUIREMENTS	HOURS
	UNIV 10152 Success Strategies	2
	UNIV 10261 Transfer Seminar	1
	NREM 19033 Natural Resources & Conservation	3
	FORE 11003 Forestry	3
	CSES 16004 Soil Science	4
	AGRI 20004 Intro to GIS in Agriculture	3
	CHOOSE 2: CRJU 10203 Intro to Criminal Justice HIST 10293 Arkansas History HIST 11103 World Civilization I HIST 11203 World Civilization II	6
	MATH 12003 Trig & Analytic Geometry	3
	<b>AS: NATURAL RESOURCES REQUIREMENTS</b>	<b>25</b>

ADVISOR: Kelli Harris [kharris@cccua.edu](mailto:kharris@cccua.edu)

Eligible for ARFuture Grant [ADHE Scholarship Application Management System - Scholarship - ARFUTURE](#)

**PROGRAM INFORMATION:** This program offers the first two years of general and content specific courses to transfer to a four-year institution for degree completion. This degree is suited for students who plan to pursue careers in Forestry or Wildlife Management.

### TRANSFER OPTIONS:

- University of Arkansas at Monticello (UAM) to complete a Bachelor of Science in Natural Resources.
- University of Arkansas at Monticello (UAM) to complete Bachelor of Science Wildlife Management
- Arkansas Tech University (ATU) to complete a Bachelor of Professional Studies.
- UA Fort Smith to complete Bachelor of Science in Organizational Leadership

# BUSINESS

## 2024-25 DEGREE PLAN Associate of Science: 65 Credits

	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab	1

	GENERAL EDUCATION STATE CORE	HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103 World Literature I -OR- ENGL 21203 World Literature II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	HIST 11103 World Civilization I -OR- HIST 11203 World Civilization II	3
	Choose 1: HIST 21103 United States History I HIST 21203 United States History II PLSC 20003 American Govt	3
	SOCI 10103 Introduction to Sociology	3
	MATH 11003 College Algebra	3
	Choose 1: BIOL 10104 General Biology BIOL 10204 General Botany BIOL 10304 General Zoology BIOL 20004 General Microbiology BIOL 24004 AP I BIOL 20134 Environmental Science	4
	PHSC 10004 Physical Science –OR– PHSC 11004 Earth Science	4
	<b>GENERAL EDUCATION STATE CORE</b>	<b>35</b>

	AS: BUSINESS REQUIREMENTS	HOURS
	UNIV 10152 Success Strategies	2
	MATH 21003 Introduction to Statistics	3
	MATH 22003 Survey of Calculus	3
	ECON 21003 Macroeconomics	3
	ECON 22003 Microeconomics	3
	ACCT 20003 Accounting Principles I	3
	ACCT 20103 Accounting Principles II	3
	CPSI 10003 Microcomputer Applications	3
	BUSI 10103 Intro to Business -OR- BUSI 20103 Business Communications	3
	BLAW 20003 Legal Environment of Business	3
	UNIV 10261 Transfer Seminar	1
	<b>AS: BUSINESS REQUIREMENTS</b>	<b>30</b>

**CAREER OPTIONS:** The Associate of Science in Business degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. This degree is suited for students who plan to pursue careers in Business related fields such as: Accounting, Business Administration, Management, or Marketing.

**TRANSFER OPTIONS:**

- University of Arkansas at Fort Smith
- University of Arkansas at Little Rock
- University of Arkansas at Monticello to complete Bachelor of Business Administration (BUS1313 Directed Elective)
- University of Arkansas at Pine Bluff
- University of Central Arkansas (BUS2023 Directed Elective)
- Texas A&M University at Texarkana
- Arkansas State University at Jonesboro
- Arkansas Tech University
- Henderson State University Administration (BUS2023 Directed Elective)
- Southern Arkansas University (BUS1313 Directed Elective)
- Franklin University

**BUSINESS**  
**UNIVERSITY OF ARKANSAS-FAYETTEVILLE TRANSFER**  
**2024-25 DEGREE PLAN**  
**Associate of Science: 62 Credits**

	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1

	DEVELOPMENTAL MATHEMATICS (if needed)	HOURS
	MATH 03873 Pre-Algebra	3
	MATH 01071 College Algebra Lab	1

	GENERAL EDUCATION STATE CORE	HOURS
	ENGL 10103 Composition I	3
	ENGL 10203 Composition II	3
	ENGL 21103/21203 World Literature I or II	3
	SPCH 10003 Principles of Speech	3
	ARHS 10003 Intro to Fine Arts: Art -OR- MUSC 10003 Intro to Fine Arts: Music	3
	HIST 21103 United States History I OR- HIST 21203 United States History II	3
	SOCI 10103 Introduction to Sociology	3
	MATH 11003 College Algebra	3
	Choose 1: BIOL 10104 General Biology BIOL 10204 General Botany BIOL 10304 General Zoology BIOL 20004 General Microbiology BIOL 24004 AP I BIOL 20134 Environmental Science	4
	PHSC 10004 Physical Science -OR- PHSC 11004 Earth Science	4
	ECON 21003 Macroeconomics	3
	<b>GENERAL EDUCATION STATE CORE</b>	<b>35</b>

	AS: BUSINESS REQUIREMENTS	HOURS
	ACCT 20003 Accounting Principles I	3
	ACCT 20103 Accounting Principles II	3
	BUSI 10103 Introduction to Business	3
	BINS 20143 Spreadsheets	3
	BLAW 20003 Legal Environment of Business	3
	ECON 22003 Microeconomics	3
	MATH 21003 Introduction to Statistics	3
	MATH 22003 Survey of Calculus	3
	MGMT 20153 Principles of Management	3
	<b>TOTAL HOURS: BUSINESS REQUIREMENTS</b>	<b>27</b>

**PROGRAM INFORMATION:** This degree is designed for students preparing to transfer to the University of Arkansas Walton School of Business in Fayetteville to obtain a baccalaureate degree in a business field.

**CAREER OPTIONS:** The Associate of Science in Business degree is designed to transfer and therefore completion of the degree alone does not qualify students for any specific career; however, completion of an associate degree will improve overall employability and will make students eligible for employment opportunities that require an associate level degree. This degree is suited for students who plan to pursue careers in Business related fields such as: Accounting, Business Administration, Management, or Marketing.

**TRANSFER OPTIONS:**

- University of Arkansas Sam Walton School of Business at Fayetteville to complete a Bachelor of Science Business Administration.

# GENERAL BUSINESS

## Non-Transfer

Associate of Applied Science: 60 Credits

Technical Certificates: 26 Credits Each

Certificates of Proficiency: 12 Credits Each

AAS GENERAL BUSINESS REQUIREMENTS	
UNIV 10152 Success Strategies	2
CPSI 10003 Microcomputer Apps	3
ENGL 10103 Composition I	3
MATH 11103 Applied Math	3
ECON 21003 Macroeconomics -OR- ECON 22003 Microeconomics	3
BUSI 14083 Professional Ethics	3
BLAW 20003 Legal Environment of Business	3
ACCT 20003 Accounting I	3
ACCT 20103 Accounting II	3
ACCT 21443 Quickbooks	3
BUSI 20103 Business Communications	3
BUSI 10103 Introduction to Business	3
MGMT 20153 Principles of Management	3
MGMT 28163 Entrepreneurship	3
MGMT 15003 Human Resource Management	3
DMPR 11053 Introduction to Digital Marketing	3
BINS 20143 Spreadsheets	3
MKTG 22253 Marketing	3
MKTG 21253 Social Media Marketing	3
MKTG 22253 Marketing Analytics	3
UNIV 10161 Career Seminar	1
<b>TOTAL</b>	<b>60</b>

TECHNICAL CERTIFICATE – ACCOUNTING	
*UNIV 10152 Success Strategies	2
*CPSI 10003 Microcomputer Apps	3
ENGL 10103 Composition I	3
MATH 11103 Applied Math	3
*BUSI 10103 Introduction to Business	3
*ACCT 20003 Accounting I	3
ACCT 20103 Accounting II	3
ACCT 21443 Quickbooks	3
BUSI 20103 Business Comm	3
<b>TOTAL</b>	<b>26</b>

TECHNICAL CERTIFICATE – BUSINESS MANAGEMENT	
*UNIV 10152 Success Strategies	2
*CPSI 10003 Microcomputer Apps	3
ENGL 10103 Composition I	3
MATH 11103 Applied Math	3
*BUSI 10103 Introduction to Business	3
*MGMT 20153 Principles of Mgmt	3
*MGMT 28163 Entrepreneurship	3
MGMT 15003 Human Resource Management	3
BUSI 20103 Business Comm	3
<b>TOTAL</b>	<b>26</b>

TECHNICAL CERTIFICATE – DIGITAL MEDIA AND MARKETING	
*UNIV 10152 Success Strategies	2
*CPSI 10003 Microcomputer Apps	3
ENGL 10103 Composition I	3
MATH 11103 Applied Math	3
*DMPR 11053 Intro to Digital Marketing	3
*MKTG 22253 Marketing	3
MKTG 21253 Social Media Mktg	3
MKTG 22253 Marketing Analytics	3
MNGT 28163 Entrepreneurship	3
<b>TOTAL</b>	<b>26</b>

\*Indicates courses that are part of the certificate of proficiency.

ADVISOR: Tiana Kelly [kelly@cccua.edu](mailto:kelly@cccua.edu)

Eligible for ARFuture Grant [ADHE Scholarship Application Management System - Scholarship - ARFUTURE](#)

PROGRAM INFORMATION: This program is designed for students to earn certificates of proficiency and technical certificates in Accounting, Business Management, and Digital Media and Marketing, which is embedded in the Associate of Applied Science in General Business degree. This degree encompasses three concentration areas, so the students may ensure employability. Some courses have minimum score and/or prerequisite requirements prior to enrollment.

CAREER OPTIONS: The Certificate of Proficiency in Accounting provides students with a basic knowledge of accounting, and the Technical Certificate provides students with entry level bookkeeping skills. Students completing the certificate will have a working knowledge of the elementary accounting cycle and how to keep a set of books using a computer. The Certificate of Proficiency and Technical Certificate in Business Management provides students with entry level management skills. Students completing the Certificate of Proficiency will have a basic knowledge of general management. Students completing the Technical Certificate will have a working knowledge of management concepts and practices and graduates will be ready for immediate employment. Certificates in Digital Media and Marketing will introduce students to basic marketing concepts across different forms of digital communication. The Associate of Applied Science in General Business is designed for students who seek occupational, technical, and vocational skills primarily for employment or advancement.

The below score requirements apply to all technical programs unless stated otherwise:

Score Requirements			
Subject	Next Gen	ACT	Accuplacer
Reading	230	17	78
Writing	255	17	83
Math	240	17	30

**\* Workplace Writing is required if Reading and Writing scores are lower than required scores. Student must score above in both areas to test out of Workplace Writing.**

**\*\*If Math scores are lower than the required score, Technical Math is required. Reading scores are required for Technical Math. If Reading scores are below what is required, Workplace Writing is a co-req to Technical Math.**

# AUTOMOTIVE & DIESEL SERVICE TECHNOLOGY

## 2024-25 DEGREE PLAN

Technical Certificate: 31 Credits

Certificates of Proficiency: 8 to 12 Credits Each

TECHNICAL CERTIFICATE	HOURS
<i>TECH 11163 Workplace Writing*</i>	3
<i>MATH 10103 Technical Math**</i>	3
TECH 12073 Technical Success Strategies	3
DIEL 10044 Brake Systems	4
DIEL 17004 Steering & Suspension	4
DIEL 11004 Climate Control	4
DIEL 13034 Engine Repair	4
DIEL 22006 Engine Performance	6
DIEL 14006 Electrical Systems	6

CERTIFICATES OF PROFICIENCY	HOURS
<b>Brakes, Suspension, &amp; Steering – 8 Credits</b>	
DIEL 10044 Brake Systems	4
DIEL 17004 Steering & Suspension	4
<b>Electrical Systems and Engine Performance – 12 Credits</b>	
DIEL 22006 Engine Performance	6
DIEL 14006 Electrical Systems	6
<b>Engine Repair &amp; Climate Control – 8 Credits</b>	
DIEL 13034 Engine Repair	4
DIEL 11004 Climate Control	4

ADVISOR: Tiana Kelly [tkelly@cccua.edu](mailto:tkelly@cccua.edu)

Eligible for ARFuture Grant [ADHE Scholarship Application Management System - Scholarship - ARFUTURE](#)

**PROGRAM INFORMATION:** This program combines the study of Automotive Technology and Diesel Technology allowing students a broad area of study to increase employment opportunities.

**CAREER OPTIONS:** This program is designed to prepare students for employment in the fields of automotive and diesel technology and encourage them to become entrepreneurs. The automotive and diesel technical skills learned in this program are transferrable to aeronautical, military, and engineering service fields. Students are strongly encouraged to complete the Associate of Applied Science in General Technology.



# GENERAL TECHNOLOGY INDUSTRIAL MAINTENANCE PATHWAY

## 2024-25 DEGREE PLAN Associate of Applied Science: 60 Credits

REQUIRED ACADEMIC CORE		
	TECH 12074 Technical Success Strategies	4
	TECH 11163 Workplace Writing (or higher)	3
	MATH 10103 Technical Math (or higher)	3
	CPSI 10003 Microcomputer Applications	3
	Choose 1: ECON/HIST/PLSC/PSYC/SOCI/SPAN	3
Academic Core Requirements		16

INDUSTRIAL MAINTENANCE REQUIREMENTS		
	TECH 12064 Technical Fundamentals	4
	AMST 14004 Basic Electricity	4
	AMST 11004 Hydraulics/Pneumatics	4
	AMST 10004 Mechanical Devices/Systems I	4
	AMST 20004 Mechanical Devices/Systems II	4
	AMST 14004 Industrial Motor Controls	4
	AMST 13004 Programmable Logic Controls (PLCs)I	4
	AMST 24004 Industrial Wiring w/NEC	4
	AMST 26004 Programmable Logic Controls (PLCs) with Instrumentation II	4
	WELD 23464 Welding I – SMAW I	4
	WELD 23564 Welding II – SMAW II	4
Industrial Maintenance Requirements		44

Certificate of Proficiency: Hydraulics/Pneumatics		
	TECH 12064 Technical Fundamentals	4
	AMST 11004 Hydraulics/Pneumatics	4
	AMST 10004 Mechanical Devices I –OR- AMST 20004 Mechanical Devices II	4

Certificate of Proficiency: Mechanical Devices		
	TECH 12064 Technical Fundamentals	4
	AMST 10004 Mechanical Devices/Systems I	4
	AMST 20004 Mechanical Devices/Systems II	4

Certificate of Proficiency: SMAW Welding		
	TECH 12064 Technical Fundamentals	4
	WELD 23464 Welding I – SMAW I	4
	WELD 23564 Welding II – SMAW II	4

Technical Certificate: Industrial Technology		
	TECH 12074 Technical Success Strategies	4
	TECH 11163 Workplace Writing (or higher)	3
	MATH 10103 Technical Math (or higher)	3
	TECH 12064 Technical Fundamentals	4
	AMST 14004 Basic Electricity	4
	AMST 11004 Hydraulics/Pneumatics	4
	AMST 10004 Mechanical Devices/Systems I	4
	AMST 20004 Mechanical Devices/Systems II	4
	WELD 23464 Welding I – SMAW I	4
	WELD 23564 Welding II – SMAW II	4

Technical Certificate: Industrial Electricity		
	TECH 12074 Technical Success Strategies	4
	TECH 11163 Workplace Writing (or higher)	3
	MATH 10103 Technical Math (or higher)	3
	TECH 12064 Technical Fundamentals	4
	AMST 14004 Basic Electricity	4
	AMST 14004 Industrial Motor Controls	4
	AMST 13004 Programmable Logic Controls (PLCs)I	4
	AMST 24004 Industrial Wiring w/NEC	4
	AMST 26004 Programmable Logic Controls (PLCs) with Instrumentation II	4

Certificate of Proficiency: Industrial Motor Controls		
	TECH 12064 Technical Fundamentals	4
	AMST 14004 Basic Electricity	4
	AMST 14004 Industrial Motor Controls	4

Certificate of Proficiency: Programmable Controls		
	TECH 12064 Technical Fundamentals	4
	AMST 14004 Basic Electricity	4
	AMST 14004 Industrial Motor Controls	4
	AMST 13004 Programmable Logic Controls (PLCs)I	4
	AMST 26004 Programmable Logic Controls (PLCs) with Instrumentation II	4

ADVISOR: Tiana Kelly [tkelly@ccua.edu](mailto:tkelly@ccua.edu)

Eligible for ARFuture Grant [ADHE Scholarship Application Management System - Scholarship - ARFUTURE](#)

**PROGRAM INFORMATION:** This degree was co-designed with local manufacturers to ensure the curriculum is relevant and up to date. While in the program, students will earn stackable credentials; Certificates of Proficiency in Mechanical Devices, Hydraulics and Pneumatics, Industrial Motor Controls, Programmable Controls, and Welding will lead to Technical Certificates in Industrial Technology and Industrial Electricity. All hours will apply toward the Associate of Applied Science in General Technology degree. Students will gain the skills needed to perform duties required in industrial maintenance settings. After the successful completion of the Industrial Fundamentals course, which follows the NCCER curriculum, students will have the opportunity to earn a nationally recognized industry certification.

**CAREER OPTIONS:** Industrial Technology provides students with the skills needed to perform general duties required in entry-level maintenance or production jobs with greatly increased employment opportunity. The skillsets learned in the Industrial Electricity certificate may be applied toward a career in industrial electricity or in support of a multi-craft degree.

# GENERAL TECHNOLOGY GENERAL AND PIPE WELDING PATHWAY

## 2024-25 DEGREE PLAN Associate of Applied Science: 72 Credits

REQUIRED ACADEMIC CORE		
	TECH 12074 Technical Success Strategies	4
	TECH 11163 Workplace Writing (or higher)	3
	MATH 10103 Technical Math (or higher)	3
	CPSI 10003 Microcomputer Applications	3
	Choose 1: ECON/HIST/PLSC/PSYC/SOCI/SPAN	3
Academic Core Requirements		16

GENERAL AND PIPE WELDING REQUIREMENTS		
	TECH 12064 Technical Fundamentals	4
	WELD 23464 Welding I – SMAW I	4
	WELD 23564 Welding II – SMAW II	4
	WELD 23667 Welding III – MIG (GMAW)	7
	WELD 23767 Welding IV – TIG (GTAW)	7
	WELD 22064 Pipe Welding-FCAW	4
	WELD 21164 Pipe Welding-GMAW	4
	WELD 24064 Pipe Welding-GTAW-Low Alloy and Stainless Steel	4
	WELD 23064 Pipe Welding-GTAW-Carbon Steel	4
	WELD 21067 Pipe Welding-SMAW	7
	WELD 22167 Pipe Welding-SMAW-Stainless Steel	7
Industrial Maintenance Requirements		56

Certificate of Proficiency: SMAW Welding		
	TECH 12064 Technical Fundamentals	4
	WELD 23464 Welding I – SMAW I	4
	WELD 23564 Welding II – SMAW II	4

Certificate of Proficiency: TIG (GTAW) Welding		
	TECH 12064 Technical Fundamentals	4
	WELD 23767 Welding IV – TIG (GTAW)	7

Certificate of Proficiency: SMAW Pipe Welding		
	WELD 21067 Pipe Welding--SMAW	7

Certificate of Proficiency: GMAW/FCAW Pipe Welding		
	WELD 22064 Pipe Welding-FCAW	4
	WELD 21164 Pipe Welding-GMAW	4

Technical Certificate: Welding Technology		
	TECH 11163 Workplace Writing*	3
	MATH 10103 Technical Math**	3
	TECH 12074 Technical Success Strategies	4
	TECH 12064 Technical Fundamentals	4
	WELD 23464 Welding I – SMAW I	4
	WELD 23564 Welding II – SMAW II	4
	WELD 23667 Welding III – MIG (GMAW)	7
	WELD 23767 Welding IV – TIG (GTAW)	7

Technical Certificate: Pipe Welding Technology		
	TECH 11163 Workplace Writing*	3
	MATH 10103 Technical Math**	3
	TECH 12074 Technical Success Strategies	4
	WELD 22064 Pipe Welding-FCAW	4
	WELD 21164 Pipe Welding-GMAW	4
	WELD 24064 Pipe Welding-GTAW-Low Alloy and Stainless Steel	4
	WELD 23064 Pipe Welding-GTAW-Carbon Steel	4
	WELD 21067 Pipe Welding-SMAW	7
	WELD 22167 Pipe Welding-SMAW-Stainless Steel	7

Certificate of Proficiency: MIG (GMAW) Welding		
	TECH 12064 Technical Fundamentals	4
	WELD 23667 Welding III – MIG (GMAW)	7

Certificate of Proficiency: GTAW Pipe Welding		
	WELD 24064 Pipe Welding-GTAW-Low Alloy and Stainless Steel	4
	WELD 23064 Pipe Welding-GTAW-Carbon Steel	4

Certificate of Proficiency: SMAW Stainless Steel Pipe Welding		
	WELD 22167 Pipe Welding-SMAW-Stainless Steel	7

ADVISOR: Tiana Kelly [tkelly@cccua.edu](mailto:tkelly@cccua.edu)

Eligible for ARFuture Grant [ADHE Scholarship Application Management System - Scholarship - ARFUTURE](#)

**PROGRAM INFORMATION:** Students must complete a Technical Certificate in Welding Technology prior to entering the Pipe Welding Certificate program. National Center for Construction Education and Research (NCCER) curriculum will be used for instruction toward both NCCER accreditation and American Welding certification; additional work experience may be necessary depending on the level of proficiency in various forms of welding developed during instruction.

**CAREER OPTIONS:** The Technical Certificates and Certificates of Proficiency focus on welding processes designed to develop the skills necessary for entry into industrial and commercial welding employment. Pipe Welding is an advanced welding program designed to prepare graduates for employment in pipe welding related jobs and/or higher paying jobs in general welding positions.

# GENERAL TECHNOLOGY COSMETOLOGY PATHWAY

## 2024-25 DEGREE PLAN Associate of Applied Science: 61 Credits

AAS GENERAL TECHNOLOGY COSMO REQUIREMENTS	
UNIV 10152 Success Strategies	2
CPSI 10003 Microcomputer Apps	3
TECH 11163 Workplace Writing (or higher)	3
MATH 11103 Applied Math	3
ACCT 20003 Accounting I	3
MKTG 22253 Marketing	3
MKTG 21253 Social Media Marketing	3
UNIV 10161 Career Seminar	1
COSM 11116 Cosmetology (Fall)	16
COSM 12116 Cosmetology (Spring)	16
COSM 21038 Cosmetology (Summer)	8
<b>TOTAL</b>	<b>61</b>

<b>Technical Certificate: Cosmetology</b>	<b>40</b>
COSM 11116 Cosmetology (Fall)	
COSM 12116 Cosmetology (Spring)	
COSM 21038 Cosmetology (Summer)	

**PROGRAM INFORMATION:** The Cosmetology program is designed to provide students with the theoretical and practical instruction required as a pre-requisite to qualify for licensure examination by the Arkansas State Board of Cosmetology. Eligibility for the Cosmetology program requires either a high school diploma or GED. Enrollment is limited to full-time only; part-time enrollment is not permitted. Daily attendance is mandatory. Students must enroll in three consecutive semesters (including summer term). Eligible students are accepted on a first come/first serve basis. Special payment requirements and semester calendars exist. Students may transfer up to 600 clock hours from other cosmetology programs into the UA Cossatot program. Students lacking enough hours for program completion after three semesters of enrollment will be considered for an additional semester on a case-by-case basis, permitting seats are available. Additional hours will be charged at \$10 per clock hour.

Score Requirements			
Subject	Next Gen	ACT	Accuplacer
Reading	225	15	57
Writing	244	15	71
Math	Math is embedded into the program curriculum		

**Students not meeting minimum score in Reading or Writing must complete developmental courses prior to entering the program.**

# NAIL TECHNICIAN/ESTHETICIAN 2024-25 DEGREE PLAN

**Technical Certificate: 16 Credits/600 Clock Hours**

<b>Certificate of Proficiency: Nail Technician</b>	<b>HOURS</b>
<b>COSM 22106 Nail Technician</b>	<b>16 Credit Hours 600 Clock Hours</b>
<b>Certificate of Proficiency: Esthetician</b>	<b>HOURS</b>
<b>COSM 23106 Esthetician</b>	<b>16 Credit Hours 600 Clock Hours</b>

**PROGRAM INFORMATION:** The goal of the Nail Technician/Manicure program is to provide students with the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to qualify for licensure examination by the Arkansas State Board of Cosmetology. Eligibility for the program requires either a high school diploma or GED. This program should be completed in one semester (600 clock hours). Enrollment is limited to full-time only; part-time enrollment is not permitted. Daily attendance is mandatory. Eligible students are accepted on a first come/first serve basis. Students lacking enough hours for program completion after one semester of enrollment will be considered for an additional semester on a case-by-case basis, permitting seats are available. Additional hours will be charged a \$10 per clock hour.

The Esthetician program prepares students to enter the world of skin care by teaching the required skills for success in a competitive industry. Students will develop communication skills, professional behavior, and the core skills of working in or building a spa business. At the end of the 600-clock hour program, students will be qualified to take the licensure examination by the Arkansas State Board of Cosmetology. Eligibility for the program requires either a high school diploma or GED. This program should be completed in one semester. Enrollment is limited to full-time only; part-time enrollment is not permitted. Daily attendance is mandatory. Eligible students are accepted on a first come/first serve basis. Students lacking enough hours for program completion after one semester of enrollment will be considered for an additional semester on a case-by-case basis, permitting seats are available. Additional hours will be charged at \$10 per clock hour.

The Nail Technician and Esthetician programs are only offered in the fall and spring semesters.

Score Requirements			
Subject	Next Gen	ACT	Accuplacer
Reading	225	15	57
Writing	244	15	71
Math	Math is embedded into the program curriculum		

**Students not meeting minimum score in Reading or Writing must complete developmental courses prior to entering the program.**

# CRIMINAL JUSTICE INSTITUTE LAW ENFORCEMENT ADMINISTRATION

Associate of Applied Science: 60 Credit Hours

Technical Certificate: 27 Credit Hours

Certificate of Proficiency: 13 Credit Hours

This program is a University of Arkansas System Criminal Justice Institute Partnership Program. Officers enrolled in this program of study will obtain thirty-three to thirty-six degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

Location	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1
<b>CERTIFICATE OF PROFICIENCY</b>		<b>13 HOURS</b>
Officers enrolled in this program of study will obtain 10 degree hours by attending advanced courses presented by the CJI and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.		
UAC	ENGL 10103 Composition I	3
CJI	Law Enforcement Administration and Management	5
CJI	Law Enforcement Communication	2
CJI	Law Enforcement Certification	3
<b>TECHNICAL CERTIFICATE</b>		<b>27 HOURS</b>
Officers enrolled in this program of study will obtain 15 degree hours by attending advanced courses presented by the CJI and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.		
Certificate of Proficiency coursework plus the below:		
UAC	ENGL 10203 Composition II	3
UAC	CPSI 10003 Microcomputer Applications	3
UAC	MATH 11003 College Algebra OR MATH 11103 Applied Math	3
CJI	Advanced Law Enforcement Special Topics (75 contact hours)	5
<b>ASSOCIATE OF APPLIED SCIENCE</b>		<b>60 HOURS</b>
Officers enrolled in this program of study will obtain 30 degree hours by attending advanced courses presented by the CJI and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.		
Certificate of Proficiency and Technical Certificate coursework plus the below:		
CJI	School of Law Enforcement Supervision (140 contact hours)	9
CJI	Professional Standards in Law Enforcement	3
CJI	Legal Aspects of Law Enforcement	3
UAC	18 credit hours from the below: CRJU 10203 Introduction to Criminal Justice PLSC 20003 American Government (recommended) PSYC 11003 General Psychology SOC1 10103 Sociology SPCH 10003 Principles of Speech HIST 11103 World Civilization I OR HIST 11203 World Civilization II	18

Information can be found at: <https://www.cji.edu/cji-programs/higher-education-degree-program/>

# CRIMINAL JUSTICE INSTITUTE CRIME SCIENCE INVESTIGATION

Associate of Applied Science: 60 Credit Hours

Technical Certificate: 31 Credit Hours

Certificate of Proficiency: 15 Credit Hours

This program is a University of Arkansas System Criminal Justice Institute Partnership Program. Officers enrolled in this program of study will obtain thirty-three to thirty-six degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

Location	DEVELOPMENTAL READING/ENGLISH (if needed)	HOURS
	READ 01043 College Reading	3
	ENGL 02493 Essential English	3
	ENGL 02091 Composition I Lab	1
<b>CERTIFICATE OF PROFICIENCY</b>		<b>15 HOURS</b>
Officers enrolled in this program of study will obtain 12 degree hours by attending advanced courses presented by the CJI and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.		
UAC	ENGL 10103 Composition I	3
CJI	Crime Scene Technician Certificate Program (135 contact hours)	9
CJI	Law Enforcement Certification	3
<b>TECHNICAL CERTIFICATE</b>		<b>31 HOURS</b>
Officers enrolled in this program of study will obtain 22 degree hours by attending advanced courses presented by the CJI and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.		
Certificate of Proficiency coursework (15 hours) plus the below:		
UAC	CPSI 10003 Microcomputer Applications	3
UAC	MATH 11003 College Algebra OR MATH 11103 Applied Math	3
CJI	Crime Scene Special Topics (150 contact hours)	10
<b>ASSOCIATE OF APPLIED SCIENCE</b>		<b>60 HOURS</b>
Officers enrolled in this program of study will obtain 30 degree hours by attending advanced courses presented by the CJI and completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.		
Certificate of Proficiency and Technical Certificate (31 hours) coursework plus the below:		
CJI	Advanced Crime Scene Technician Certificate (63 contact hours)	4
CJI	Advanced Crime Scene Special Topics	4
UAC	ENGL 10203 Composition II	3
UAC	18 credit hours from the below: BUSI 10103 Introduction to Business CRJU 10203 Introduction to Criminal Justice PLSC 20003 American Government (recommended) PSYC 11003 General Psychology SOC 10103 Sociology SPCH 10003 Principles of Speech HIST 11103 World Civilization I OR HIST 11203 World Civilization II	18

Information can be found at: <https://www.cji.edu/cji-programs/higher-education-degree-program/>



# COURSE DESCRIPTIONS

# COURSE DESCRIPTIONS

In the course descriptions that follow, an indication of when the course is normally offered may be found immediately after the course number. The following codes are used: F denotes Fall semester; S denotes Spring semester; OD denotes On Demand. Any courses offered through UA Cossatot may be delivered via Internet instruction.

## STUDENT SUCCESS

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### UNIV 10152 Success Strategies (F, S)

A course designed to increase students' success in college by assisting students in obtaining the knowledge and skills necessary to reach their educational objectives. This course is to be taken the first semester. (2 SCH)

### UNIV 10161 Career Seminar (F, S)

This course is designed to help students prepare for the workforce. Topics include resume and cover letter writing, interview skills, and professionalism in the workplace. This course is for AAS majors only. It should be taken during a student's last semester. (1 SCH)

### UNIV 10261 Transfer Seminar (F, S)

This course is designed to help students prepare to transfer to a four-year university. It should be taken the student's next to last semester. Topics include preparing a college application, transferring financial aid and scholarships, finding housing, applying for scholarships, and financial planning. (1 SCH)

### UNIV 10061 Student Success for Medical Education

This course is designed to increase student success in medical education programs by providing necessary preparatory knowledge and skill to reach their educational goals. During this course students are introduced to the following medical education programs: Nursing Programs (including PN and RN), Occupational Therapy Assistant Program, Physical Therapist Assistant Program and pending approval, Medical Laboratory Technology. Other topics include strategies to improve success in medical education programs, compliance, understanding policies, basic knowledge of Microsoft Office, Blackboard Learning Management System, student accounts, professional communication, and email access.

### TECH 12074 Technical Success Strategies

This course is designed for students seeking a technical degree and/or certificate. Students enrolled in this course will take a comprehensive approach to career planning. This course focuses on soft skills, work values, and learning styles for success in college and the workforce. Students will also learn about the importance of financial literacy.

### TECH 12064 Technical Fundamentals

This course will focus on NCCER's Core Curriculum and how it applies to industry. Topics will include safety, industrial math, hand tools, power tools, blueprint reading, rigging, communication skills, employability skills, and material handling. Upon successful completion of this course, the student will receive the NCCER Blue Card, which is an industry recognized certification.

### UNIV 11001 Service Learning (OD)

A course designed to allow students to perform approved community service activities for credit. This course may be taken more than once, with consent of advisor. (1 SCH)

### SPD 2002 Portfolio Development (OD)

This course is designed to assist students seeking credit for non-military prior learning. Students are required to write a detailed description of the learning experience for which credit is being sought and to provide verifiable documentation of such experience. There is no guarantee that this course or credit granted under this program will transfer to any other institution. The student's advisor must be consulted prior to enrolling in the course. A limit of 15 semester credit hours may be given for prior learning. (2 SCH)



## **ENGLISH/READING/COMMUNICATION**

### **GSTD 01043 College Reading**

This course is an advanced study of appropriate strategies to improve reading comprehension and vocabulary, focusing on skills that build on solid reading and writing skills. This course must be passed with a C or higher to enroll in ENGL 1123 Composition II. This course is required for students who have an ACT Reading score of 18 or below, ACCUPLACER Reading score of 87 or below or Next Gen ACCUPLACER score of 262 or below. With ACT Reading score of 17-18. With ACCUPLACER Reading score of 78-87, or Next Gen ACCUPLACER score of 250-262, the student may co-enroll in ENGL 10103 Composition I. (3 SCH)

### **GSTD 02493 Essential English**

This course is an intensive study of English skills, such as grammar, punctuation, and mechanics through the study and focus of writing skills and writing skills improvement for success in upper-level English courses and other disciplines. This course is required for students who have an ACT English score of 14 or below, ACCUPLACER Writing score of 75 or below, or Next Gen ACCUPLACER Writing score of 249 or below. Students must receive a grade of C or higher in order to enroll in ENGL 1113 Composition I. Students who have completed Essential English must co-enroll in ENGL 10103 Composition I/ENGL 02091 Composition Lab. (3 SCH)

### **GSTD 02091 Composition Lab**

*This course is for students who have an ACT English score of 15-18, ACCUPLACER Writing score of 76-93, or Next Gen ACCUPLACER score of 250-275.*

This is a lab class designed to supplement ENGL 10103 Composition I and must be taken concurrently with Composition I with the same instructor so that faculty can answer any questions the student might have concerning Composition I lecture. Students continue to develop skills in reading, writing, and grammar in the lab. (1 SCH—2 contact hours)

### **ENGL 10103 Composition I (F, S)**

*Prerequisite: ENGL 02493 Essential English with a C or higher and/or READ 01043 College Reading; or appropriate placement scores.*

*Corequisite: ENGL 02091 Comp I Lab and/or READ 01043 College Reading with appropriate placement scores.*

This course is an exploration into the writing process, concentrating on the development of content, rhetorical style, advanced research techniques, correct formatting and documentation, and emphasizing writing in multiple disciplines. (3 SCH)

### **ENGL 10203 Composition II (F, S)**

*Prerequisite: ENGL 10103 Composition I with a C or higher and READ 01043 College Reading with a C or higher; or appropriate placement score.*

This course is an advanced study of writing with an emphasis on rhetorical and critical styles. Requirements include vocabulary development, analytical reading in poetry, fiction, and drama, and correct formatting and documentation. (3 SCH)

### **ENGL 21103 World Literature I (F)**

*Prerequisite: ENGL 10203 Composition II with a C or higher*

This course provides a study of world masterpieces to 1650 including: the ancient world, the Middle Ages, and the Renaissance. (3 SCH)

### **ENGL 21203 World Literature II (S)**

*Prerequisite: ENGL 10203 Composition II with a C or higher*

This course provides a study of world masterpieces since 1650 including: Neoclassicism and Romanticism; Realism and Naturalism; and modern and contemporary works. (3 SCH)

### **ENGL 20083 Genres in Literature (OD)**

*Prerequisite: ENGL 10203 Composition II with a C or higher or permission from the instructor.*

The course is a study of a specific genre in literature that explores the functionality of a chosen genre such as its effects on literature and how the specific genre has been created and recreated throughout literature to provide a lasting impact on the literary community. Each course will have a specific genre of study that will be chosen by the course instructor. Possible topics include, but are not limited to, Greek Literature, Shakespearean Literature, Southern Literature, Gothic Literature, Romantic Literature, Drama, Vampire Literature, or a specific author study. (3 SCH)

### ENGL 26503 American Literature I (OD)

*Prerequisite: ENGL 10203 Composition II with a C or higher*

This course covers Colonial American literature through the Romantic period. Emphasizes the development of American literature as a unique form of literature affected by the Age of Neoclassicism, and the Age of Enlightenment. (3 SCH)

### ENGL 20103 Creative Writing (OD)

*Prerequisite: ENGL 10103 Composition I with a C or higher*

This course teaches the development of writing skills by exploring the different genres of writing, emphasizing creative writing techniques used in short stories, mystery stories, children's books, screen plays, and poetry. (3 SCH)

### TECH 11163 Workplace Writing

This course focuses on technical writing for the workplace while reviewing foundational reading and writing skills. Students will participate in assignments that focus on the technical writing and communication they will need upon entering the workforce. This course is specifically designed for students who are earning an AAS degree and/or technical certificate within the Skilled and Technical Science division. It is UAC specific and will not transfer to another institution, nor will it transfer for any other degree outside of the Professional and Technical Programs division.

*Students earning any level of National Career Readiness Certificate (NCRC) and score at Level 5 or above on Workplace Documents may receive 3 credit hours for Workplace Writing.*

### SPCH 10003 Principles of Speech (F, S)

This course teaches theory and practice of communication in interpersonal, small group, and public speaking emphasizing proficiency in speech organization, delivery, and critical thinking/listening applications. (3 SCH)

## MATHEMATICS

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### MATH 03873 Pre-Algebra

This course is designed to build basic mathematics skills, such as fractions, decimals, percents, basic geometry, algebraic expressions, and linear equations. This course is required for students who have an ACT Math score of 15 or below, ACCUPLACER Arithmetic score of 75 or below, or Elementary Algebra score of 25 or below, or NextGen ACCUPLACER Arithmetic score of 235 or below. Students who have completed Pre-Algebra must co-enroll in College Algebra/College Algebra lab (3 SCH)

### MATH 01301 Applied Math Lab

This is a lab class to supplement Applied Math. It must be taken concurrently with Applied Math with the same instructor, so that faculty can answer any questions the students might have concerning the assignments given in Applied Math.

### MATH 11103 Applied Math (F, S)

*Prerequisites: MATH 03873 Pre-Algebra with a C or higher or appropriate placement scores.*

Applied Math is a course aimed at providing students with mathematical understanding and skills to be productive workers, discerning consumers, and informed citizens. This course will emphasize four mathematical stands which are: personal, state and national finance, statistics and probability, mathematical modeling, and quantities and measurement. *This course does not meet the math requirement for STEM degrees.*

### MATH 01071 College Algebra Lab

*Corequisite: MATH 11003 College Algebra*

This course is for students who have an ACT Math score of 16-18, ACCUPLACER Elementary Algebra score of 25 or below, or Next Gen ACCUPLACER QAS score of 263-262.

This is a lab class designed to supplement College Algebra. It must be taken concurrently with College Algebra with the same instructor, so that faculty can answer any questions the students might have concerning the assignments given in College Algebra. (1 SCH – 2 contact hours)

### MATH 11003 College Algebra (F, S)

*Prerequisite: MATH 03873 Pre-Algebra with C or higher OR appropriate placement scores. Corequisite: MATH 01071 College Algebra Lab.*

This course is a study of algebraic processes in inequalities and equations of quadratic and higher degree, functions and inverses, complex numbers, probability, determinants, matrices, and the binomial theorem. (3 SCH)

MATH 21003 Introduction to Statistics (F, S)

*Prerequisite: Pre-Algebra with a C or higher*

This is an introductory course in probability and statistics that includes descriptive statistics, probability and application, random variables, and inference with special emphasis on Statistical Process Control (SPC) techniques. (3 SCH)

MATH 12003 Trigonometry and Analytic Geometry (S) *Prerequisite: College Algebra with a C or higher.*

This course is a study of right triangles, trig functions, inverses, identities and trigonometric equations and their applications. This course expands on concepts learned in College Algebra. (3 SCH)

MATH 22003 Survey of Calculus (F,S)

*Prerequisite: College Algebra with a C or higher*

This course will explore topics in polynomial calculus including limits, differentiation, exponential and logarithmic functions, and integration with an emphasis on applications. This course will not meet the requirements for Calculus I (3 SCH)

MATH 24005 Calculus I (OD)

*Prerequisite: Trigonometry and Analytic Geometry with a C or higher or Survey of Calculus with a C or higher*

This course introduces students to advanced analysis techniques based on operations with functions. The main topics of calculus will be covered, including limits, differentiation, and integration. Emphasis will be given to theory and applications of the topics covered. (4 SCH)

MATH 26103 Discrete Mathematics

MATH 20073 Math for Teachers I (F)

*Prerequisites: Completion of Applied Math or College Algebra*

A study of numeration systems with an emphasis on problem-solving, number theory, and critical thinking. Approaches to teaching mathematics relevant to the elementary grades and the use of manipulatives in the classroom will be used. Topics include sets, number theory, and properties of natural numbers, integers, rational, and real number systems. For Elementary Education majors.

MATH 20173 Math for Teachers II (S)

*Prerequisites: Completion of Applied Math or College Algebra*

Geometry for Elementary Teachers is designed to relate the concepts of sound mathematical pedagogy, as reflected in the *Principles and Standards of School Mathematics* from NCTM to the elementary/middle school classroom teacher. The emphasis of the course is to introduce classroom techniques that make possible student understanding of mathematical concepts. Manipulatives will be used. Topics include geometry terminology, 2-D and 3-D shapes, symmetry, transformations, measurement, statistics, and probability.

MATH 10103 Technical Mathematics

This course will develop and/or review mathematical skills with emphasis on problem solving related to the technical fields. (3 SCH)

*Students earning any level of National Career Readiness Certificate (NCRC) and score at Level 5 or above on Applied Math and Graphic Literacy may receive 3 credit hours for Technical Math*

ALHE 12203 Medical Math

Provides instruction in how to properly and safely calculate medication dosages using dimensional analysis. Topics include interpretation of drug labels, syringe types, conversions, reconstitution of medications, mixing medications, IV flow rates, drip rates, interpretation of physician orders as well as the Six Rights of Medication administration and military time. (3 SCH)

## **BIOLOGICAL SCIENCES**

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### **BIOL 10104 General Biology (F,S)**

This course is a study of the principles of biology. It provides the foundation for other advanced courses in the biological sciences and includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. This course is appropriate for biology and health science majors, as well as general education. Lab required. (4 SCH – 3 Lecture/2 Lab)

### **BIOL 10204 General Botany (F,S)**

This course is a scientific study of the principles of botany. It provides the foundation for other advanced courses in the biological sciences and includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of plant reproduction photosynthesis, ecology, and genetics are included. Appropriate for biology majors. Lab required. (4 SCH – 3 Lecture/2 Lab)

### **BIOL 10504 General Zoology (F)**

This course provides an introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, and animal phyla. Course designed for biology majors but may also be taken for general education. Lab required. (4 SCH—3 Lecture/2 Lab)

### **BIOL 24004 Anatomy and Physiology I\* (F, S)**

*Prerequisite: ACT Score of 19 in Reading & 19 in Science or equivalent scores; OR completion of Basic A&P; OR completion of LPN program.*

The first in a two-course series dealing with the structures and functions that make up the body. This course covers anatomical terms, biochemistry, cells, histology, integumentary system, skeletal system, muscular system, and nervous system. (4 SCH – 3 Lecture/2Lab)

### **BIOL 24004 Anatomy and Physiology II\* (F, S)**

*Prerequisite: Anatomy and Physiology I with a C or higher.*

The continuation of BIOL 2064. This course covers the endocrine system, cardiovascular system, lymphatics and immunity, respiratory system, digestive system, nutrition and metabolism, urinary system, fluid and electrolyte balance, and human reproduction. (4 SCH – 3 Lecture/2Lab)

*\*Anatomy and Physiology I & II must be taken at the same institution in order to guarantee transfer to other Arkansas colleges or universities.*

### **BIOL 20004 General Microbiology (F, S campus alternates)**

*Prerequisite: General Biology OR Basic Human Anatomy and Physiology OR completion of the LPN program.*

A lecture and laboratory introduction to the classification, morphology, metabolism, and general characteristics of microorganisms, with an emphasis on pathogens. (4 SCH – 3 Lecture/2 Lab)

### **BIOL 20063 Nutrition and Diet (F, S)**

The fundamental principles of human nutrition and diet; emphasizes normal nutrition as a basis for making diet adaptations in disease (3 SCH)

### **BIOL 20134 Environmental Science (OD)**

A lecture and laboratory course designed to introduce the relationship between humans and the environment. Topics covered include nutrient cycles, energy flow, population dynamics, air and water pollution, and global warming. (4 SCH – 3 Lecture/2 Lab).

## **CHEMISTRY**

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### **CHEM 10004 Introductory Chemistry (F)**

*Prerequisite: Pre-Algebra or appropriate placement scores.*

This is a survey course introducing Chemistry as it applies to the real world. This course includes basic topics of scientific method, measurement, state of matter, atomic structure, periodic table, chemical properties, and chemical reactions.

Appropriate for general education. Lab required. (4 SCH – 3 Lecture/2 Lab)

### **CHEM 14104 University Chemistry I (S)**

This course is an Algebra-based chemistry course applicable for chemistry and other science majors and pre-professional students. This is the first course of a two- course sequence. Course content provides a foundation for work in advanced chemistry and related sciences. The course includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Lab is required and included in course class periods. Successful completion of Introductory Chemistry is strongly recommended prior to enrollment. (4 SCH – 3 Lecture/2 Lab)

## **PHYSICAL SCIENCE**

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### **PHSC 11004 Earth Science (F)**

This course is an introduction to the basic concepts of Earth sciences, including Earth structure and processes, earthquakes, volcanoes, glaciers, plate tectonics, weather patterns, oceans, rocks and minerals, fossils, history of the Earth, and the scientific method. (4 SCH – 3 Lecture/2 Lab)

### **PHSC 10004 Physical Science (F, S)**

*Prerequisite: Pre-Algebra with a C or higher or appropriate placement scores*

This course presents the understanding of the facts, methods, and significance of the physical sciences. The course includes topics in physics, chemistry, weather, earth science, and astronomy. (4 SCH – 3 Lecture/2 Lab)

## **CRIMINAL JUSTICE**

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### **CRJU 10203 Introduction to Criminal Justice (F, S)**

*Prerequisite: College Reading with a C or higher or appropriate placement scores; Essential English with a C or higher or appropriate placement score*

This course acquaints the student with the general organization, dynamics, and concepts affecting the theory, practice and administration of the criminal justice system. The course prepares students to meet the requirements of the basic levels of state and national certification. (3 SCH)

### **CRJU 25003 Criminal Law (S)**

*Prerequisite: College Reading with a C or appropriate placement scores*

This course introduces the student to common crimes, the statutory and case basis for those crimes, defenses to crimes, the necessary acts and intent, vicarious liability, inchoate crimes and the sources of criminal law. (3 SCH)

## **FINE ARTS**

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### **ARHS 10003 Introduction to Fine Arts: Art (F, S)**

This course is an introductory survey of visual arts. It includes an exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures, and the history of art. (3 SCH)

### **MUSC 10003 Introduction to Fine Arts: Music (F, S)**

This course is an introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, and an introduction to major musical instruments. (3 SCH)

## **HEALTH AND PHYSICAL EDUCATION**

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### **HEAL 10003 Personal and Community Health (F, S)**

This course is a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. (3 SCH)

PHED 11101 Walking for Fitness  
PHED 11201 Basketball  
PHED 11301 Soccer  
PHED 11401 Shooting Sports

## **HISTORY**

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HIST 10293 Arkansas History (F, S)

This course includes a survey of the history of Arkansas from its discovery and exploration by Europeans to its eventual colonization and development by the United States of America. Emphasis will be given to how Arkansas and its people compare to the nation, especially in the areas of economy, religion, society, and their accomplishments. (3 SCH)

HIST 11103 World Civilizations I (F in class; S online)

This course covers the beginnings of civilization from Mesopotamia through 17th century Europe and the Age of Enlightenment. (3 SCH)

HIST 11203 World Civilizations II (F online; S in class)

This course begins with the Protestant Reformation in Europe through the 21st century modern world. (3 SCH)

HIST 21103 United States History I (F in class; S online)

This course introduces students to the major social, political, economic, cultural, intellectual, and diplomatic trends that created, shaped, and influenced the United States from its beginnings through the end of Reconstruction (1876). Emphasis will be placed on the interaction of these factors, the problems posed, and the various responses made to them, and how these factors have created the modern United States. (3 SCH)

HIST 21203 United States History II (F online; S in class)

This course is designed to help the student become familiar with the patterns of growth, development, and maturing of the modern American nation, from 1877 to the present day. Emphasis is placed on the social, political, diplomatic, and related forces of the 20th Century, which took the United States to its current position as a world leader. 3 SCH)

## **POLITICAL SCIENCE**

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PLSC 20003 American Government (F, S)

This course introduces the student to the systems and structures that make up the government of the United States. Emphasis is placed on the following topic areas and their influence on this nation's governmental and political life: the Constitution; the Congress; the Presidency; the Federal Judiciary; public opinion and the media; political parties and elections; and the growing visibility and importance of state and local governments. (3 SCH)

PLSC 21003 State and Local Government (F)

This is a survey of government in the fifty states with a special application to Arkansas, with an emphasis on intergovernmental relationships; problems of the executive, legislative, and judiciary; politics and elections; local and metropolitan government. (3 SCH)

PLSC 26003 Texas Government (OD)

*Prerequisite: Comp I with a C or higher.*

This course will study the Texas Constitution and government, emphasizing political institutions including political parties, interest groups, the legislature, the governor, bureaucracy, judiciary, local government, and the impact of the federal government on state activities. Designed to meet the requirements for a Texas government course. (3 SCH)

## **FOREIGN LANGUAGE**

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SPAN 10103 Elementary Spanish I (F, S)

Spanish I is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (3 SCH)

## **PSYCHOLOGY**

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### **PSYC 11003 General Psychology (F, S)**

This course is an overview of major topics in modern psychology, the scientific study of behavior and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. (3 SCH)

### **PSYC 21003 Developmental Psychology (F, S)**

This is a survey course covering the processes and domains of human development from conception through the whole lifespan. (3 SCH)

### **PSYC 20133 Abnormal Psychology (F, S)**

This course studies the origin, identification, treatment, and social implications of abnormal behavior, emphasizing etiology (origin), symptoms, and diagnosis of specific mental illnesses according to DSM-V-TR criteria. Topics include obsessions, compulsions, addictions, stress, phobias, anxiety, depression, Schizophrenia, personality disorders, senility, amnesia, multiple personality, sexual difficulties, eating disorders, learning disabilities, childhood behavioral problems, and more. (3 SCH)

## **SOCIOLOGY**

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### **SOCI 10103 Introduction to Sociology (F, S)**

This course is an introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. (3 SCH)

### **SOCI 20363 Sociology of Marriage and Family (OD)**

This course provides a sociological study of marriage, family, and kinship both cross-culturally and within American society. Additional social phenomena examined include socialization, sexuality, sex roles, mate selection, love relationships, types of marriages, marital conflict and interaction, and others. (3 SCH)

## **AGRICULTURE**

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### **ANSC 10034 Introduction to Animal Science (F)**

This course will focus on the importance of animal and poultry production and management of livestock, poultry, and their products. (4 SCH – 3 Lecture/2 Lab)

### **ANSC 10034 Animal Nutrition (S)**

*Prerequisite: Animal Science*

This course introduces principles of animal nutrition, composition, as well as the digestibility of feeds, balanced rations, and the feeding of farm animals. (4 SCH – 3 Lecture/2 Lab)

### **AGEC 20703 Agriculture Economics (F)**

Agriculture economics is an introduction to the field of agricultural business and economics. The course will stress the US and world food system with linkages among financial institutions, world markets, the macro economy, farms, agribusinesses, and the environment.

### **AGRI 20004 Intro to GIS in Agriculture**

This course is an introduction to the methods, technical application, and theory underlying the use of geographic information science in agriculture. Students will use applications of analysis of spatial data using ArcGIS tools in data collection, remote sensing, map design, on-line mapping, accessing geospatial data, spatial analysis including basic spatial statistics, analysis of spatial distributions and patterning.

### **HORT 11104 Principles of Horticulture (S)**

Basic principles underlying the propagation, production and handling of horticultural crops are taught in this course. Topics of discussion will range from indoor houseplants to commercial production of fruit and nut trees, vines, and berries. (4 SCH–3 Lecture/2 Lab)

### CSES 16004 Soil Science (F)

This course covers the classification and properties of soils – physical, biological, and chemical. It will cover the effects on soils by fertilizers and other treatments, planned or unplanned. (4 SCH – 3 Lecture/2 Lab)

### NREM 19033 Natural Resources & Conservation (S)

This course will study the conservation and multiple uses of renewable natural resources, including water, forest, range, wildlife and recreation, history of forest and range use, and its present status. (3 SCH)

### FORE 11003 Forestry (F)

This course will examine basic forestry definitions, historical factors in U.S. forest history, forest flora and fauna, forest management, the relationship between forest resources and human uses, and case studies. The Forestry lab provides students with hands-on application of forestry principles with or without having access to forest resources. The course will involve learning techniques for measuring forest resources; identification procedures for soils, trees and climate; and research techniques of current forestry concerns, such as urban forestry and deforestation. (3 SCH)

## **AUTOMOTIVE & DIESEL TECHNOLOGY**

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### DIEL 10044 Brake Systems

This course provides the student with a basic understanding of wheel bearing diagnosis and service, parking brake service, and adjustments to brake systems for automotive and diesel vehicles. In addition, students will understand the system components and servicing of hydraulic, power-assist, and air brake units on a diesel vehicle. Students will learn how to test and replace electrical components of the brake system and design, test, and replace the power assist units on current automobiles and medium/heavy-duty vehicles. Furthermore, students will be able to diagnose, inspect, measure, and repair disc and drum brake systems. (4 SCH – 3 Lecture/3 Lab)

### DIEL 17004 Steering and Suspension

This course focuses on frame construction, suspension systems, wheels and tires, basic alignment angles, and alignment procedures of automotive and diesel vehicles. The diagnosis, repair, or adjustment of steering systems is covered in this course, in addition to a basic knowledge of wheels, tires, and bearings. (4 SCH – 3 Lecture/3 Lab)

### DIEL 11004 Climate Control

This course is a study of the theory of refrigeration, the refrigerant cycle, and the basic components of a typical automotive and diesel air conditioning system. Students will also study the heating systems. (4 SCH – 3 Lecture/3 Lab)

### DIEL 13034 Engine Repair

The course will cover basic engine diagnosis using various engine mechanical testers and diagnostic flow charts. It will acquaint students with lubrication system service, including oil and filter changing. Additionally, students will understand how to inspect, diagnose and service the cooling system and know how to properly flush and recycle antifreeze. Students will also perform cylinder head inspection, valve train diagnosis, engine block diagnosis, and transmission diagnosis and replacement. (4 SCH – 3 Lecture/3 Lab)

### DIEL 22006 Engine Performance

This course covers computerized engine controls and their diagnosis and repair using scan tools and other testers that are common to automotive and diesel repair. The student will utilize basic test instruments, such as handheld testers and console oscilloscopes, in testing the condition of the engine and electronic ignition systems, including distributor-less ignition systems. This course will also cover diagnosis, testing, and repair of the fuel, air induction, and exhaust systems. The student will develop diagnostic skills by testing and servicing these systems utilizing manufacturing service manuals and data from the Mitchell information system. Lastly, this course covers the soft skills needed when entering the workforce as identified by business and industry. (6 SCH – 3 Lecture/9 Lab)

### DIEL 14006 Electrical Systems

This course is designed to acquaint the student with basic electrical test instruments and give them an understanding of Ohm's Law and electron flow. The student will learn how to diagnose and repair lighting systems using manufacturer wiring diagrams and diagnostic flow charts. Students will also learn about the battery design and charging of 12-volt automobile



systems and 24-volt diesel systems. Furthermore, this course will cover the diagnosis and repair of motor-driven accessories in addition to heated glass systems, electric locks and seats, ignition systems, cruise controls, sound systems, and warning devices. (6 SCH – 3 Lecture/9 Lab)

## **BUSINESS**

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### **ACCT 20003 Accounting Principles I**

This course provides an introduction to financial accounting principles and concepts to include measurement, recording and evaluation of basic business transactions. Students will learn to analyze, journalize, and post transactions, including adjusting and closing entries and the preparation and composition of the Income Statement, Equity Statement, Balance Sheet, and Statement of Cash Flows. This course will emphasize the use of accounting information for business management. The recognized set of accounting standards known as Generally Accepted Accounting Principles (GAAP) will be emphasized throughout the course. (3 SCH)

### **ACCT 20103 Accounting Principles II**

*Prerequisite: Completion of Accounting Principles I with a C or better*

This course is a continuation of Accounting Principles I, with special emphasis given to GAAP recording and reporting, and partnership and corporate equity transactions. Financial statement analysis, incremental analysis and capital budgeting, and cost-volume-profit will also be covered in this course. The course also introduces students to managerial accounting concepts, including job order and process costing, and budget planning and control. (3 SCH)

### **ACCT 21443 Quickbooks**

*Prerequisite: Accounting Principles I with a C or better.*

This course focuses on mastering the fundamental tasks performed in QuickBooks®, reinforcing concepts students learned in Accounting I. Students will acquire hands-on experience in QuickBooks®, performing tasks such as setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, and creating and customizing reports useful in making business decisions.

### **CPSI 10003 Micro Computer Applications**

This course will give students the basic skills required to operate word processors and spreadsheets. Students will be exposed to presentation software and database software. Students will learn the basics of database software. Students will learn the basics of email and internet interaction. Students will also be introduced to integrated software packages and their use in the business world. The course will use the current Microsoft software as its teaching platform and MyITLab for assignment submission. \*\*Due to the changing nature of technology, UA Cossatot will accept this course via transfer only if taken within the previous 5 years for Business programs. If a student stops out and returns under a new degree plan or changes to new degree plan this course must be retaken if not taken within the previous 5 years. (3 SCH)

### **BINS 20143 Spreadsheets**

This course is designed for the advanced spreadsheet student. The course includes construction of spreadsheets, formatting, editing, saving, and printing. Students will learn to use queries, formulas, tables, reports, and problem-solving techniques to reach decisions. Course includes learning how to import, export, and download data. (3 SCH)

### **BUSI 10103 Introduction to Business**

A basic course in the fundamentals of business. This course provides an understanding of the realistic problems and practices of business and offers a survey of several business areas. (3 SCH)

### **BUSI 14083 Professional Ethics**

Introduction to Professional ethics, codes of conduct and ethical dilemmas. Develops the importance of critical assessment of situations that are ethically ambiguous or contain ethical dilemmas. Introduces corporate social responsibility (CSR) and governance from local and international perspectives, as they relate to business and politics, industrial pollution, environmental policy, and institutional investor participation. Ethical administration and moral responsibility of corporations is studied.

### BUSI 20103 Business Communications

*Prerequisite: Composition I with a C or higher*

This course covers the principles of effective oral and written communications. In this course students learn how to effectively communicate in business with an emphasis on verbal/nonverbal skills, writing skills, reading skills, listening skills, visual communications and employment skills involved in effective business communications.

### BLAW 20003 Legal Environment of Business

This course revolves around the basics of contract law, i.e., offer and acceptance, capacity, agreement, consideration, legality, form, defects in agreement, breach, and remedies. Sources of the law, torts, crimes, administrative law, courts, and court procedures are also examined. The application of these concepts to both personal and business problems is emphasized.

### MGMT 28163 Entrepreneurship

Provides an understanding of innovation and entrepreneurship. The course modules will include Design Thinking, Entrepreneurship and Growth and Leadership. The goal of the course is to equip students with an innovative and entrepreneurial mindset and its related core skills to do something new for their society, economy and their own career.

### MGMT 20153 Principles of Management

Concepts, principles, and practices necessary to manage effectively an organization in a dynamic environment.

### MGMT 15003 Human Resource Management

Examines key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations. This course will equip the students with the knowledge, elements, and activities of human resource management as a strategic partner in managing today's organizations.

### MKTG 20003 Marketing

Introduces the conceptual framework of Marketing. Students will learn how to create value and gain loyal customers. Including today's marketing fundamentals, retailing, and wholesaling systems, and marketing functions (price, place, promotion, and product) to accomplish value-added exchange in a global economy. This includes segmentation, targeting, and positioning to create a competitive advantage. This course helps students understand how to create value and gain loyal customers.

### MKTG 21253 Social Media Marketing

In this course you will learn how to create a social media strategy that achieves desired goals. Students will learn about different platforms, the array of interactions available, and get hands-on experience creating a social media advertising campaign.

### MKTG 22253 Marketing Analytics

Covers the best tools to collect, understand, communicate and gain insights from data in the realm of digital marketing. There is a heavy emphasis on practical learning with opportunities to gain hands on experience with spreadsheets and Google Analytics to analyzing and identifying elements of an A/B test.

### DMPR 11053 Introduction to Digital Media

Introduction to Digital Media provides an essential foundation for the student interested in interactive media and web-design. Using industry standard photographic editing, web design, animation, and presentation software students will create a basic composite digital media presentation.

### ECON 21003 Macroeconomics

*Prerequisite: College Reading with a C or higher or appropriate placement score*

Topics include methods of economics, performance measures of the economic system, interest rates, inflation, employment, monetary, and fiscal policy.

### ECON 22003 Microeconomics

*Prerequisite: College Reading with a C or higher or appropriate placement score.*

This course is an introduction to microeconomic analysis, concentrating on consumer choice, firm production and pricing in different market structures, resource demand, the public sector, and externalities.

## **CYBERSECURITY**

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### CEC 11103 Web Technologies

#### CEC 11033 Intro to Cybersecurity

This course introduces the cybersecurity discipline and the crosscutting concepts related to cybersecurity, which includes design principles, cryptography basics, organizational risk management, and privacy concepts.

#### CEC 10103 Ethics in Cybersecurity

This course is a survey of ethics and its applications to the computing and information technology professions. Topics such as professional codes of ethics and the responsibilities that they place on technology professionals, and the background and complications of ethical aspects of the real-world professional environment will be covered.

#### CEC 12303 Operating Systems

This course is designed to help broaden understanding of operating systems that manage all software and hardware components of a computer. The course will provide an understanding of basic tasks such as files, memory, process management, and peripherals. A focus will be on acquiring the skills necessary to install, configure, and maintain a computer operating system. The course will also cover the basics of scripting, networking, and cloud technologies as well as gaining insights into virtualization and multi-OS deployments within corporate environments.

#### CEC 12403 Programming Fundamentals I

*Prerequisite: College Algebra*

This course provides students with an understanding of practical programming and how those skills can be used in real-world scenarios. It also provides hands-on coding exercises using commonly used data structures, writing custom functions, and reading and writing to files.

## **EDUCATION**

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### EDHP 21363 Introduction to Education (F, S)

*Prerequisite: Essential English; College Reading with C or higher; or placement scores into Comp I*

A survey course designed to help students evaluate the teaching profession as a career choice. Topics include motives for teaching, the job market, global forces affecting education, history, and philosophy of education, ethics and legal issues, social and political forces, governance and finance, teacher effectiveness and current trends in education. Heavy emphasis on the research base underlying teaching. This course includes at least 30 hours of observation in various grade levels (K-12) and in a variety of subject areas in local public schools. A journal is developed for the experience. (3 SCH)

### EDHP 22363 Technology for Teaching (F, S)

This course provides students with an overview of the technology that can enhance teaching and learning. Students will learn basic multi-media approaches and uses of various emerging technologies in the educational setting. This course is designed for those entering the teaching profession at all levels. (3 SCH)

### EDHP 20203 Introduction to Special Education

*Prerequisite: Introduction to Education*

This course is a study of the theoretical approaches concerning the young child (preschool through grade 12) with special needs in the inclusive classroom. The course will include focus on children with mild disabilities and specific learning characteristics and problems including cognitive, language, and communication, and academic, social and behavioral development of at risk and disabled children. (3 SCH)

### EDHP 21073 Child Growth and Development (F, S)

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside the US. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. (3 SCH)

## **COSMETOLOGY**

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### **COSM 11116 Cosmetology (Fall)**

This course is in conjunction with Cosmetology (Spring) and Cosmetology (Summer) is designed to provide the basic manipulative skills and knowledge necessary to obtain an Arkansas Cosmetology license, maintain judgements, proper work habits, ethics, and desirable attitudes necessary to obtain licensure. The student will apply the knowledge and skills necessary with an emphasis placed on the quality of services provided as well as developing salon quality procedures. Formal training includes classroom study, demonstrations and practical work and could include the following subject matter: proper safety and sanitation procedures, hygiene, communication skills, hair care, shampooing, haircutting, wet and thermal hair styling, hair color application and color theory, chemical texture, natural nail care and manicuring, nail extensions, pedicuring, hand, arm and facial massage, scalp and facial treatments, cosmetic application, eyebrow arching and waxing, cleaning and styling wigs and artificial hairpieces, basic electricity, chemistry, anatomy and physiology as it applies to cosmetology and a strong focus on entrepreneurship. (16 SCH) 600 clock hours

### **COSM 12116 Cosmetology (Spring)**

This course is in conjunction with Cosmetology (Fall) and Cosmetology (Summer) is designed to provide the basic manipulative skills and knowledge necessary to obtain an Arkansas Cosmetology license, maintain judgements, proper work habits, ethics and desirable attitudes necessary to obtain licensure. The student will apply the knowledge and skills necessary with an emphasis placed on the quality of services provided as well as developing salon quality procedures. Formal training includes classroom study, demonstrations and practical work and could include the following subject matter: proper safety and sanitation procedures, hygiene, communication skills, hair care, shampooing, haircutting, wet and thermal hair styling, hair color application and color theory, chemical texture, natural nail care and manicuring, nail extensions, pedicuring, hand, arm and facial massage, scalp and facial treatments, cosmetic application, eyebrow arching and waxing, cleaning and styling wigs and artificial hairpieces, basic electricity, chemistry, anatomy and physiology as it applies to cosmetology and a strong focus on entrepreneurship. (16 SCH) 600 clock hours

### **COSM 21038 Cosmetology (Summer)**

This course is in conjunction with COS 1116 Cosmetology (Fall) and COS 1216 Cosmetology (Spring) is designed to provide the basic manipulative skills and knowledge necessary to obtain an Arkansas Cosmetology license, maintain judgements, proper work habits, ethics and desirable attitudes necessary to obtain licensure. The student will apply the knowledge and skills necessary with an emphasis placed on the quality of services provided as well as developing salon quality procedures. Formal training includes classroom study, demonstrations and practical work and could include the following subject matter: proper safety and sanitation procedures, hygiene, communication skills, hair care, shampooing, haircutting, wet and thermal hair styling, hair color application and color theory, chemical texture, natural nail care and manicuring, nail extensions, pedicuring, hand, arm and facial massage, scalp and facial treatments, cosmetic application, eyebrow arching and waxing, cleaning and styling wigs and artificial hairpieces, basic electricity, chemistry, anatomy and physiology as it applies to cosmetology and a strong focus on entrepreneurship.(8 SCH) 300 clock hours

Cosmetology A, B, C, D are designed for students in need of partial credits. See program information for more details.  
Cosmetology A (4); Cosmetology B (8); Cosmetology C (12); Cosmetology D (16)

### **COSM 22106 Nail Technician**

The primary purpose of the Manicuring course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain an Arkansas manicuring/nail technician license and for entry- level positions as a nail technician or related career avenue. Formal training includes classroom study as well as demonstrations and practical work in the following areas: salon safety and sanitation, professional image and client relations, basic nail care, manicures and pedicures, nail diseases and disorders, anatomy and physiology, artificial nail applications and extensions, salon business, Arkansas law, rules, and regulations (16 SCH) 600 clock hours.

### **COSM 23106 Esthetician**

The Esthetics program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure in the state of Arkansas and for competency in entry-level positions in Esthetics or a related career field. Formal training includes classroom study as well as demonstrations and practical work in the following areas: salon safety and sanitation, professional image and client relations, basic skin care, facial treatments, electricity, machines and related equipment, chemistry, anatomy and physiology, hair removal, eyelash extensions, cosmetics and makeup application, salon business, Arkansas law, rules and regulations (16 SCH) 600 clock hours.

## **INDUSTRIAL MAINTENANCE**

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*Prerequisite Courses for Industrial Courses: Technical Fundamentals; Basic Electricity; Technical Math; and Workplace Writing. Courses must be completed with a C or better before enrolling in additional courses.*

### **AMST 15004 Basic Electricity**

Key content developed from NCCER curriculum using Modules: (26101-17) Orientation to the Electrical Trade, (26102-17) Electrical Safety, (26103-17) Introduction to Electrical Circuits, (26104-17) Electrical Theory, (26110-17) Basic Electrical Construction Drawings, (26111-17) Residential Electrical Services, and (26112-17) Electrical Test Equipment. Lab-Volt lab manual (provided)

### **AMST 14004 Industrial Motor Controls**

This course will focus on electrical controls such as switches, sensors, push buttons, relays, motor starters and PLC's and how they are used to control industrial motors and equipment. AC and DC drives are also included in this study.

### **AMST 10004 Mechanical Devices and Systems I**

This course is very hands-on oriented and will utilize NCCER curriculum, Industrial Maintenance Mechanic Levels I, II & III. Modules covered: 32205-07 Identify, Install, and Maintain Valves, 32303-08 Installing Bearings, 32304-08 Installing Couplings, 32306-08 Conventional Alignment, 32307-08 Installing Belt and Chain Drives, 32308-08 Installing Mechanical Seals, 32305-08 Setting Baseplates and Pre-alignment, 32103-07 Fasteners and Anchors, 32105-07 Gaskets and Packing, 32108-07 Pumps and Drivers, 32109-07 Valves, 32207-07 Introduction to Bearings, 32110-07 Introduction to Test Instruments, 32302-08 Precision Measuring Tools, and 32113-07 Lubrication.

### **AMST 20004 Mechanical Devices and Systems II**

This course is very hands-on oriented and will utilize NCCER curriculum, Industrial Maintenance Mechanic Level III using modules: 32301-08 Advanced Trade Math (Embedded), 32302-08 Precision Measuring Tools, 32303-08 Installing Bearings, 32304-08 Installing Couplings, 32305-08 Setting Baseplates and Pre-alignment, 32306-08 Conventional Alignment, 32307-08 Installing Belt and Chain Drives, and 32308-08 Installing Mechanical Seals (4 SCH – 6 contact hours).

### **AMST 11004 Hydraulics/Pneumatics**

Pneumatics training will be performed using industry (Tyson's) developed curriculum in conjunction with their pneumatic trainers supported by NCCER's Millwright Level 4 curriculum, including; Module 15407-08 Basic Pneumatic Systems, Module 15408-08 Troubleshooting and Repairing Pneumatic Equipment, and the math used to calculate. Hydraulics will be taught utilizing Amatrol curriculum in conjunction with their hydraulic trainers and supported by NCCER's Millwright Level 4 curriculum. Subject content will include NCCER's Module 15409-08 Basic Hydraulic Systems, Module 15410-08 Troubleshooting and Repairing Hydraulic Equipment, and the math used to calculate.

### **AMST 13004 Programmable Logic Controls (PLC's) I**

This course is designed to give the student the basic knowledge of Programmable Logic Controllers (PLC's) and how they are used to control industrial equipment and systems. Allen Bradley PLC's and software are utilized in this course.

Prerequisite/Corequisite: MAIN 1504, MAIN 1404 (4 SCH – 6 contact hours).

### **AMST 26004 Programmable Logic Controls (PLCs) with Instrumentation II**

This course is an advanced version of MAIN 1304. The student will learn to troubleshoot problems associated with industrial equipment utilizing PLC's. The student will be able to write and install programs on lab equipment to perform a variety of operations utilizing Allen Bradley PLC's software.

### **AMST 24044 Industrial Wiring with National Electrical Code (NEC)**

Key content developed from NCCER curriculum using Modules: (26105-17) Introduction to the National Electrical Code, (26106-17) Device Boxes, (26107-17) Hand Bending, (26108-17) Raceways and Fittings, and (26109-17) Conductors.

## **WELDING**

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### **WELD 23464 Welding I — SMAW**

Principles and procedures for oxy-acetylene welding and cutting, theory and application of basic Shielded Metal Arc Welding (SMAW); electrodes and running of beads in all positions. Practical application of oxy-acetylene welding, cutting, brazing, setting up SMAW equipment. Safety emphasized. (4 SCH – 2 Lecture/6 Lab)

### **WELD 23564 Welding II — SMAW**

Covers the practical application of Shielded Metal Arc Welding equipment by welding in horizontal, vertical, and overhead positions. Safety practices are emphasized. (4 SCH – 2 Lecture/6 Lab)

### **WELD 23668 Welding III — MIG**

Applications of Gas Metal Arc Welding (MIG) and the introduction of nonferrous metals. Discussion of fundamentals of metallurgy related to welded metals where residual stresses are heat treated to relieve the locked-up stresses. Safety practices are emphasized. (7 SCH – 6 Lecture/3 Lab)

### **WELD 23767 Welding IV — TIG**

Topics covered include the practical applications of Tungsten Inert Gas Welding (TIG). A study of ferrous and non-ferrous material properties, material classifications, and disadvantages related to the TIG welding process. Safety practices are emphasized. (7 SCH – 6 Lecture/3 Lab)

**STUDENTS MUST COMPLETE THE TECHNICAL CERTIFICATE IN WELDING TECHNOLOGY PRIOR TO ENROLLMENT IN THE PIPE WELDING CERTIFICATE PROGRAM.**

### **WELD 21067 Pipe Welding (SMAW)**

(Module ID 29301-10) Explains how to set up SMAW equipment for open-root V-groove welds and how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions.

### **WELD 21164 Pipe Welding (GMAW-Carbon Steel Pipe)**

(Module ID 29302-10) Explains how to set up GMAW equipment for open-root V-groove welds and how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW equipment on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions.

### **WELD 22064 Pipe Welding (FCAW)**

(Module ID 29303-10) Explains how to set up FCAW equipment for open-root V-groove welds and how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with FCAW equipment on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions.

### **WELD 23064 Pipe Welding (GTAW-Carbon Steel Pipe)**

(Module ID 29304-10) Explains how to set up GTAW equipment for open-root V-groove welds and how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GTAW equipment on pipe in the 2G, 5G, and 6G positions.

### **WELD 24064 Pipe Welding (GTAW-Low Alloy and Stainless Steel)**

(Module ID 29305-10) Explains how to set up GTAW equipment for open-root V-groove welds on low-alloy and stainless-steel pipe and how to prepare for and make open-root V-groove welds on low-alloy and stainless-steel pipe. Provides procedures for making open-root V-groove welds with GTAW equipment on low-alloy and stainless-steel pipe in the 2G, 5G, and 6G positions.

### **WELD 22167 Pipe Welding (SMAW-Stainless Steel)**

(Module ID 29306-10) Explains stainless steel metallurgy; how to select SMAW electrodes for stainless steel welds; and how to weld different types of stainless steels. Covers safety issues associated with welding on stainless steels; how to prepare weld coupons; and how to set up SMAW equipment for welding stainless steel. Provides procedures for making open-root V-groove welds with GTAW equipment on stainless steel plates in the 1G, 2G, 3G, and 4G positions. Includes procedures for making open-root V-groove welds with GTAW equipment on stainless steel pipe in the 1G-ROTATED, 2G, 5G, and 6G positions.

## **MEDICAL EDUCATION**

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### **ALHE 10503 Medical Terminology**

This course provides the student with a solid foundation in the knowledge and usage of medical terms. Emphasis is placed on definitions, spelling, pronunciation, and correct use of terms in a medical environment. (3 SCH)

### **AHLE 18003 Basic Human Anatomy & Physiology**

This non-transferrable course is intended for students who have a need for basic studies in the functional aspects of the organ systems of the human body. Students seeking an AAS in OTA or PTA who do not score a 19 in Reading and Science on the ACT must take this course prior to enrolling in A&P I. All LPN majors must take this course. (3 SCH)

## **EMERGENCY MEDICAL TECHNICIAN (EMT)**

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### **EMSC 11058 Emergency Medical Technician**

*Corequisite: College Reading with a C or higher or appropriate placement scores.*

This course is a 150-hour course that prepares students to sit for the Arkansas and National EMT examinations and contains both lecture and hands-on teaching. (8 SCH)

## **LICENSED PRACTICAL NURSING (LPN)**

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*NOTE: LPN courses are taught in a specific order. Prior courses are prerequisites.*

### **PNUR 11061 Nursing I**

Includes strategies to help students succeed in a practical nursing program. The online portion will be used as an introduction to the history of nursing, legal, and ethical aspects of nursing, communication, and professional roles and leadership in practical nursing. The Nurse Practice Act will be explored. (1 SCH.)

### **PNUR 11162 Basic Nursing Principles and Skills**

Includes the nursing process/critical thinking, vital signs, physical assessment, documentation, life span development, cultural & ethnic considerations, and procedures & skills needed to care for patients. (12 SCH)

### **PNUR 11086 Basic Skills Remediation (Re-admission Students Only)**

Includes remediation on procedures & skills needed to care for patients. This course is designed for students who are re-entering the PN program and must show proficiency in skills previously taught in Basic Nursing Principles and Skills. Additional prerequisite: Successful completion of Basic Nursing Principles and Skills with a C or better. (6 SCH)

### **PNUR 10064 Pharmacology**

Includes history and demonstration of drugs. Proper techniques as well as electrolytes, nutritional concepts and mathematics skills are also taught. (4 SCH)

### **PNUR 12066 Medical Surgical Nursing I**

Includes nursing care, health promotion, and changes associated with the older adult. Also includes aspects of home health, long term care, rehabilitation, and hospice care. (6 SCH)

### **PNUR 12310 Medical Surgical Nursing II**

Includes nursing care of patients with acute and chronic problems. Also includes IV therapy and pharmacological measures associated with each disease process. (10 SCH)

### **PNUR 13067 Medical Surgical Nursing III**

A continuation of Medical Surgical Nursing II. (7 SCH)

### **PNUR 16062 Mental Health**

Includes nursing care of common conditions of mental illness and the care of patients suffering from abnormal mental and emotional responses. (2 SCH)

### **PNUR 21066 Maternal/Infant/Pediatric**

Includes principles and practice of nursing care for prenatal, labor, delivery, postpartum, neonatal and pediatric nursing. Also includes health promotion, at risk, and special needs. (6 SCH)



## **REGISTERED NURSING (LPN to RN)**

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### **NURS 21159 Nursing Process I**

Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards.

### **NURS 21243 Nursing Practicum I**

Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence-based practice, quality improvement, and professional standards in a variety of healthcare settings.

### **NURS 21146 Nursing Process II**

Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. This course also includes the Arkansas state mandate on "Child Maltreatment" involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act § 12- 18-101 et seq.

### **NURS 22243 Nursing Practicum II**

Applies concepts learned in Process II to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.

### **NURS 23158 Nursing Process III**

This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will learn the foundational knowledge to care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, acute care, and advanced pharmacological concepts.

### **NURS 23243 Nursing Practicum III**

This course applies concepts learned in Nursing Process III to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings.

### **NURS 23141 NCLEX-RN Preparation**

This online course provides a comprehensive review taught during the program in preparation for taking the NCLEX-RN

## **REGISTERED NURSING (TRN)**

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### **NURS 21009 Nursing Concepts I**

This course provides for the acquisition of fundamental concepts of client-centered care by the registered nurse including health promotion and maintenance, physiological and psychosocial integrity, safe and effective care, communication, collaboration, and clinical judgment. An introduction to the nursing process, the role of the registered nurse, basic legal and ethical issues, and the use of electronic medical records is provided. Basic Pharmacology is introduced with an emphasis on medication administration. Safety, clinical reasoning, and client teaching concepts are stressed to reduce preventable errors and promote positive client outcomes. Core concepts include critical thinking, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.

### **NURS 21006 Clinical Practicum I**

This course is designed to provide opportunities to apply knowledge acquired in Nursing Concepts I. Focus is on safe and quality care to culturally diverse adult clients in hospitals, outpatient centers, clinics, and skilled care facilities. Simulated lab practice and return demonstration of related skills in addition to clinical experiences are utilized in this course. Core concepts include critical thinking, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.



### NURS 22012 Nursing Concepts II

This course is designed to provide opportunities to apply the knowledge acquired in Nursing Concepts I, to provide safe and quality care to culturally diverse acute unstable adult clients in hospitals. Advanced Pharmacology is introduced with an emphasis placed on generic names, therapeutic actions, indications/uses, side effects, adverse reactions, and nursing implications of medication administration.

### NURS 22006 Clinical Practicum II

This course is designed to provide opportunities to apply the knowledge acquired in Nursing Concepts II to provide safe and quality care to culturally diverse acute unstable adult clients in hospitals. Simulation is utilized in addition to clinical experiences in this course. Core concepts include critical thinking, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.

### NURS 23110 Nursing Concepts III

This course provides for the acquisition of knowledge related to the nursing care by the registered nurse of the childbearing family during ante-partum, intrapartum and postpartum periods, pediatric clients experiencing normal development and alterations in body systems and adult clients experiencing mental health conditions. The nursing process is utilized to address diverse client needs. Safety, clinical reasoning, and client teaching concepts are stressed to reduce preventable errors and promote positive client outcomes. Core concepts include critical thinking, client safety, the nursing process, communication, ethical/legal issues, cultural concepts, community resources, assessment techniques, nutritional needs, delegation, prioritization, and collaboration.

### NURS 23006 Clinical Practicum III

This course is designed to provide opportunities to apply knowledge acquired in Nursing Concepts I & II to provide safe and quality care to culturally diverse childbearing families, pediatric clients, outpatient centers, clinics, and pediatric health facilities. In addition, students will continue to broaden their medical surgical knowledge to mental health clients in hospitals, clinics, and mental health facilities. The course also provides for the application of knowledge in community, leadership, and role development. Simulation is utilized in addition to clinical experiences in this course.

## **OCCUPATIONAL THERAPY ASSISTANT**

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### OTAP 11153 Introduction to Occupational Therapy

This course will introduce occupational therapy including historical development and philosophy. Topics include occupations in work, self-care, and play/leisure throughout the life span; education and function; occupational therapy personnel; current and emerging practice areas; national and state credentialing requirements; the Occupational Therapy Practice Framework, Standards of Practice, and the Occupational Therapy Code of Ethics. Additional topics include developing an understanding of professionalism and professional behaviors. (3 SCH)

*NOTE: OTA program courses are taught in a specific order. Prior courses are prerequisites.*

### OTAP 21104 Therapeutic Activities I

This course will focus on introducing activities as occupation used as therapeutic interventions in occupational therapy with emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of activities. Students will be able to demonstrate an introductory understanding of appropriate techniques for planning, selecting, and implementing occupations or activities to meet the needs of specific populations; demonstrate facilitation of engagement in occupations to enhance occupational performance for various practice settings. (4 SCH)

### OTAP 21004 Human Movement in OT

This course involves the study of musculoskeletal anatomy/posture and the analysis of movement based on anatomical and mechanical principles in the context of occupational performance. Emphasis is on the elements of body function (sensory, neuromuscular, psychological, respiratory, and cardiovascular) and body structures (organs, skin, muscles, bones, limbs, and other anatomical features) during desired occupations as related to the Occupational Therapy Practice Framework: Domain and Process, 4th Edition (OTPF-4). Lab provides hands-on experience in the study of human body function and body structures. (4 SCH)

### OTAP 21103 Pediatrics in OT

This course is the study of human development from birth through adolescence with emphasis on occupational performance.

Topics include frames of reference, assessment/evaluation tools and techniques, theory and application, and intervention strategies specific to this population. (3SCH)

#### OTAP 21101 Pediatric Level I Fieldwork C

Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in settings serving children or adolescents with developmental challenges. Students are supervised by clinical educators or faculty at health care, education, or community settings. (1 SCH)

#### OTAP 22203 Physical Dysfunction in OT

This course is the study of physical dysfunction and how it affects the occupational and psychosocial performance of the adult and geriatric population, and an introduction of how physical dysfunction, occupational and psychosocial performances affect the pediatric and adolescent population. Critical thinking for the identification of client problem lists, goals, and interventions are encouraged through the examination of case studies with a variety of diagnoses and populations. (3 SCH)

#### OTAP 22205 Therapeutic Interventions

Students in this course will study principles of occupational therapy, assessments in occupational therapy (in coordination with the OT), and development of treatment intervention strategies for occupational therapy clients. They will get hands-on lab experience to integrate “learning by doing” of techniques. Emphasis is on the clinical skills required for the Occupational Therapy Assistant’s role in the OT process. (5 SCH)

#### OTAP 22103 Pathophysiology in OT

This course is the study of etiology, symptomatology, and management of diseases, conditions, and injuries across the lifespan encountered in occupational therapy treatment settings. Topics include the effects of trauma, disease, and congenital conditions on the physical and psychological domains of occupational behavior. (3SCH)

#### OTAP 22004 Therapeutic Activities II

Continuation of OTAP 21104 - This course will focus on an intermediate level of activities used as therapeutic interventions in occupational therapy with emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of activities. Students will be able to demonstrate appropriate techniques for planning, selecting, and implementing occupations or activities to meet the needs of specific populations; demonstrate facilitation of engagement in occupations to enhance occupational performance for various practice settings. Students will also be able to discover emerging practice areas such as community wellness and occupational health. (4 SCH)

#### OTAP 22201 Physical Dysfunction Level I Fieldwork B

This course is a health-related work-based learning experience that enables the student to advance their ability to apply specialized occupational theory, skills, and concepts in settings serving children, adults, and geriatrics. Students are supervised by clinical instructors or faculty in healthcare, educational, or community settings. (1 SCH)

#### OTAP 23133 Management in OT

This course will examine basic management skills and explore the role of the occupational therapy assistant in health care delivery. Topics include ethical principles in the workplace, health care team role delineation, documentation, funding, reimbursement systems, and management in a variety of situations using scholarly research to support decision making. (3 SCH)

#### OTAP 23003 Psychosocial OT/Mental Health

This course will examine the occupational therapy process in relation to individuals with psychosocial challenges. Topics include assessment/evaluation tools and techniques, frames of reference, group processes and group dynamics, psychiatric diagnosis based on the current Diagnostic and Statistical Manual, effective documentation skills, and intervention strategies specific to this population. (3 SCH)

#### OTAP 23031 Mental Health Level I Fieldwork A

Health-related work-based learning experience that enables the student to begin to apply specialized occupational theory, skills, and concepts in settings serving individuals with psychosocial challenges. Students are supervised by clinical instructors or faculty at health care, education, or community settings. (1 SCH)

### OTAP 24004 Level II Fieldwork A

A minimum of 8 weeks of supervised work-based experience applying occupational therapy theory, skills, and concepts to direct patient/client care, generally at a clinical site. Students will apply the occupational therapy process, with reference to the OTPF Domains and Process, 4th Edition, while developing and practicing the skills of an entry-level OTA. Clinical experiences are unpaid external learning experiences. This is the first of two capstone experiences which provide an opportunity for students to apply all previous coursework. (4 SCH)

### OTAP 24134 Level II Fieldwork B

A minimum of 8 weeks of supervised work based clinical experience applying occupational therapy theory, skills, and concepts to direct patient/client care, generally at a clinical site. Students will apply the occupational therapy process with reference to the OTPF Domains and Process, 4th Edition while developing and practicing the skills of an entry-level OTA. Clinical experiences are unpaid external learning experiences. This is the second of two capstone experiences which provide an opportunity for students to apply all previous coursework. (4SCH)

### OTAP 24042 Professional Issues in OT

This online course is designed to complement Level II Fieldwork by creating a discussion forum addressing events, skills, and knowledge related to the practice environment. The role of agencies and associations that support and regulate occupational therapy practice will also be examined. Topics include licensure and certifications, test-taking strategies for certification exams, and development of a professional portfolio. (2 SCH)

### OTAP 22202 Special Procedures

This course focuses special considerations within occupational therapy intervention including the occupational therapy management of neurological diseases/conditions, physical agent modalities, and additional aspects of complicated intervention strategies.

## **PHYSICAL THERAPIST ASSISTANT**

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### PTAP 11102 Concepts of Physical Therapy Profession

This course introduces the student to the physical therapy profession including the history of physical therapy from World War I and the polio epidemic to the present as well as the role of the physical therapist and physical therapist assistant. During this course, students are introduced to varying physical therapy settings and observations of physical therapists and physical therapist assistants. Other topics include the legal, ethical, professional and regulatory aspects of physical practice including, but not limited to, HIPAA regulations and informed consent. Basic introduction of evidence-based practice research will be presented as well. Medical literature research is required. Students will benefit from having a basic understanding of computer navigation, Microsoft Word, PowerPoint, and Adobe PDF prior to enrolling in this course.

### PTAP 23003 Pathophysiology for Physical Therapist Assistants

*Prerequisites: BIOL 24004 Anatomy and Physiology I, BIOL 24104 Anatomy and Physiology II, and ALHE 10503 Medical Terminology*

*Prerequisite or Co-requisite: PTA 11102*

This course will study disease pathophysiology, etiology, clinical signs and symptoms of many diseases, disorders and injuries seen in physical therapy. All body symptoms will be examined with emphasis on the cardiopulmonary, musculoskeletal, neurological and integumentary systems. Medical and surgical management of these diseases, disorders and injuries will be presented. Medical literature research is required.

### PTAP 23104/L Movement Science

A study of musculoskeletal anatomy, biomechanics of the human body, and the analysis of movement based on anatomical and mechanical principles. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes, axes of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular contraction affects movements, posture, and gait. Emphasis is given to the application of these principles in understanding movement and performance.

### PTAP 22003/L Basic Patient Care Skills

This course introduces students to findings in the health record, basic patient care skills, body mechanics, and patient functional mobility. This course will further introduce the student to handwashing, personal protective equipment, aseptic principles and assistive devices.

#### PTAP 22103 Orthopedic Conditions

This course focuses on common orthopedic conditions, mechanisms of injury, surgical approaches, medical management, contraindications, precautions, and physical therapy interventions and implications.

#### PTAP 23202 Administration and Management for Physical Therapist Assistants

This course focuses on professional issues and behaviors related to clinical practice. It also addresses the administration and management of physical therapy practice and begins to prepare the student for a successful transition into the workforce. Additionally, this course also includes the Arkansas state mandate on “Child Maltreatment” involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act, § 12-18-101 et seq.

#### PTAP 23002 Therapeutic Agents I

This course introduces the use of biophysical agents and massage to including indications, application, precautions, and contraindications.

#### PTAP 24004/L Therapeutic Exercise

This course focuses on patient care interventions related to application of therapeutic exercise (extremity, spinal, osteoarthritis / rheumatoid arthritis, OB/GYN, pulmonary, cardiovascular, endurance), and range of motion exercises, stretching exercises, peripheral joint mobilization, resistive exercises, effective oral and written communication.

#### PTAP 24003/L Data Collections

This course focuses on the aspects of collecting data for objective measurements. Professional communication, especially interview skills, and the clinical application of special tests, manual muscle testing, sensory testing, goniometric measurements and the gait cycle.

#### PTA 24103/L Rehabilitation Techniques

This course addresses physical therapy interventions such as cardiopulmonary rehabilitation, airway clearance, wound care/debridement, environmental assessments, wheelchair management, aquatics, amputation/residual limb care and prosthetics, and pelvic floor dysfunction. Communication techniques for patient, family, healthcare team, and supervising physical therapist are also addressed.

#### PTAP 23102 Therapeutic Agents II

This course continues to explore biophysical agents including indications, application, precautions, and contraindications.

#### PTAP 24002 Clinical Neurology

This course provides and in depth understanding of the neuroanatomical structures of the nervous system, their responsibilities, and the clinical applications thereof. Students are introduced to nervous system dysfunctions and disorders.

#### PTAP 24202 Clinical Practicum I

Integrated clinical education experience focusing on professionalism, appropriate client relationship, appropriate PT/PTA relationship, patient safety, manual muscle testing, goniometric measurements, therapeutic exercise, anthropometrics, therapeutic modalities, ethical and legal practice and documentation.

#### PTAP 25104/L Neurorehabilitation

This course focuses on the function of the nervous system, including the normal motor development, motor control and motor learning through the lifespan. It also addresses the physical therapy management of neurological diseases/conditions. The home and community environmental barriers are addressed with those patients who have limitations in their functional status.

#### PTAP 25204 Clinical Practicum II

The first full-time intensive clinical education experience providing students with additional opportunities to refine skills including, but not limited to professionalism, manual muscle testing, goniometric measurements, therapeutic exercise, anthropometrics, therapeutic modalities, gait training, assessment, neurologic interventions, ethical and legal practice and documentation.

#### PTAP 25003 PTA Seminar

This course serves as a systematic study of PTA treatment implementation, professionalism for the physical therapist assistant, interprofessional practice, and collaboration. Coursework includes National Physical Therapy Examination preparation, processes to obtain licensure as a physical therapist assistant, resume preparation, and creation of a professional planning portfolio.

#### PTAP 26204 Clinical Practicum III

The terminal full-time clinical education experience providing students with continued opportunities to refine skills including, but not limited to professionalism, manual muscle testing, goniometric measurements, therapeutic exercise, anthropometrics, therapeutic modalities, gait training, assessment, neurologic interventions, ethical and legal practice and documentation.



# CAMPUS MAPS

## CAMPUS MAPS

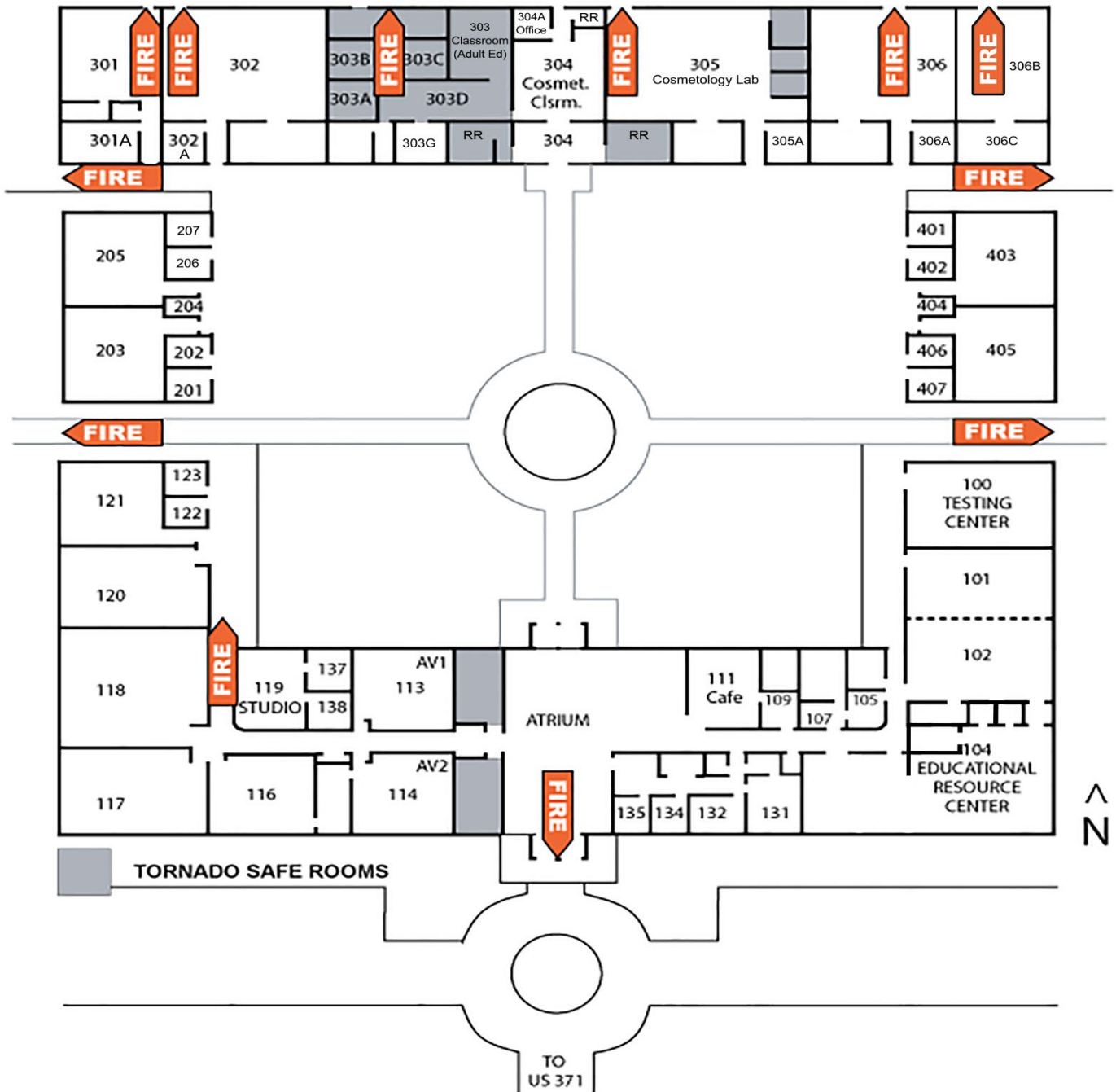
Welding

# UA Cossatot Ashdown Campus 1411 N. Constitution Ave.



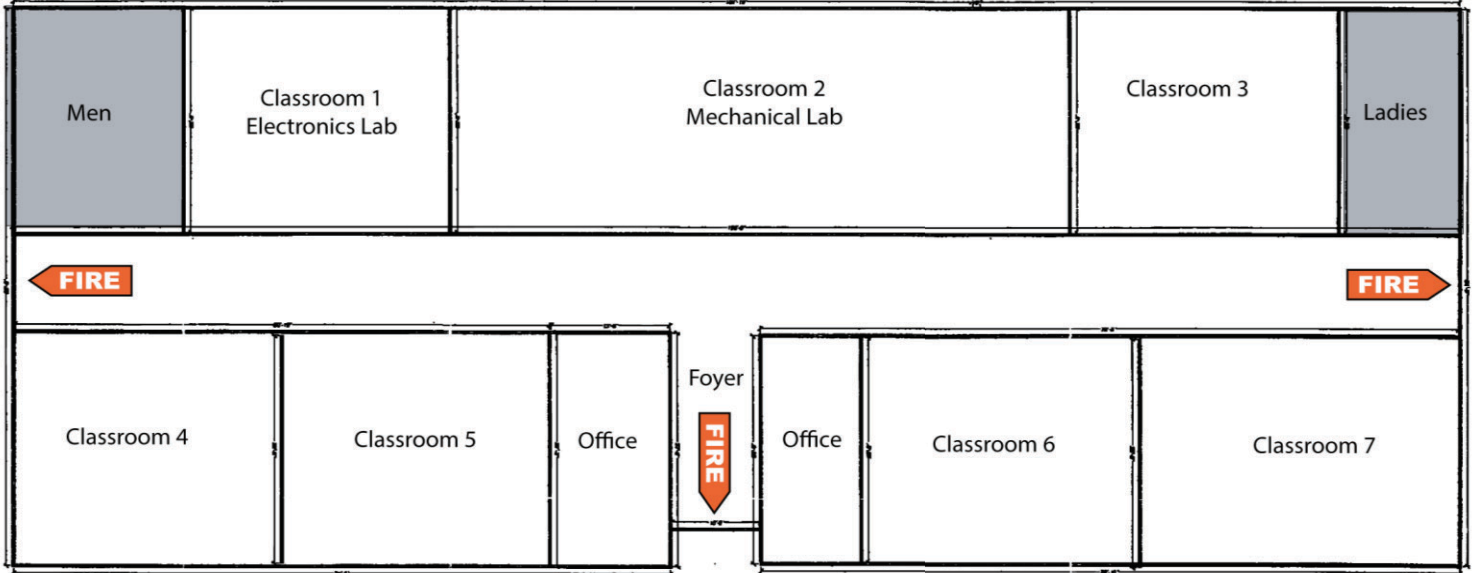
# UA Cossatot - Nashville Campus

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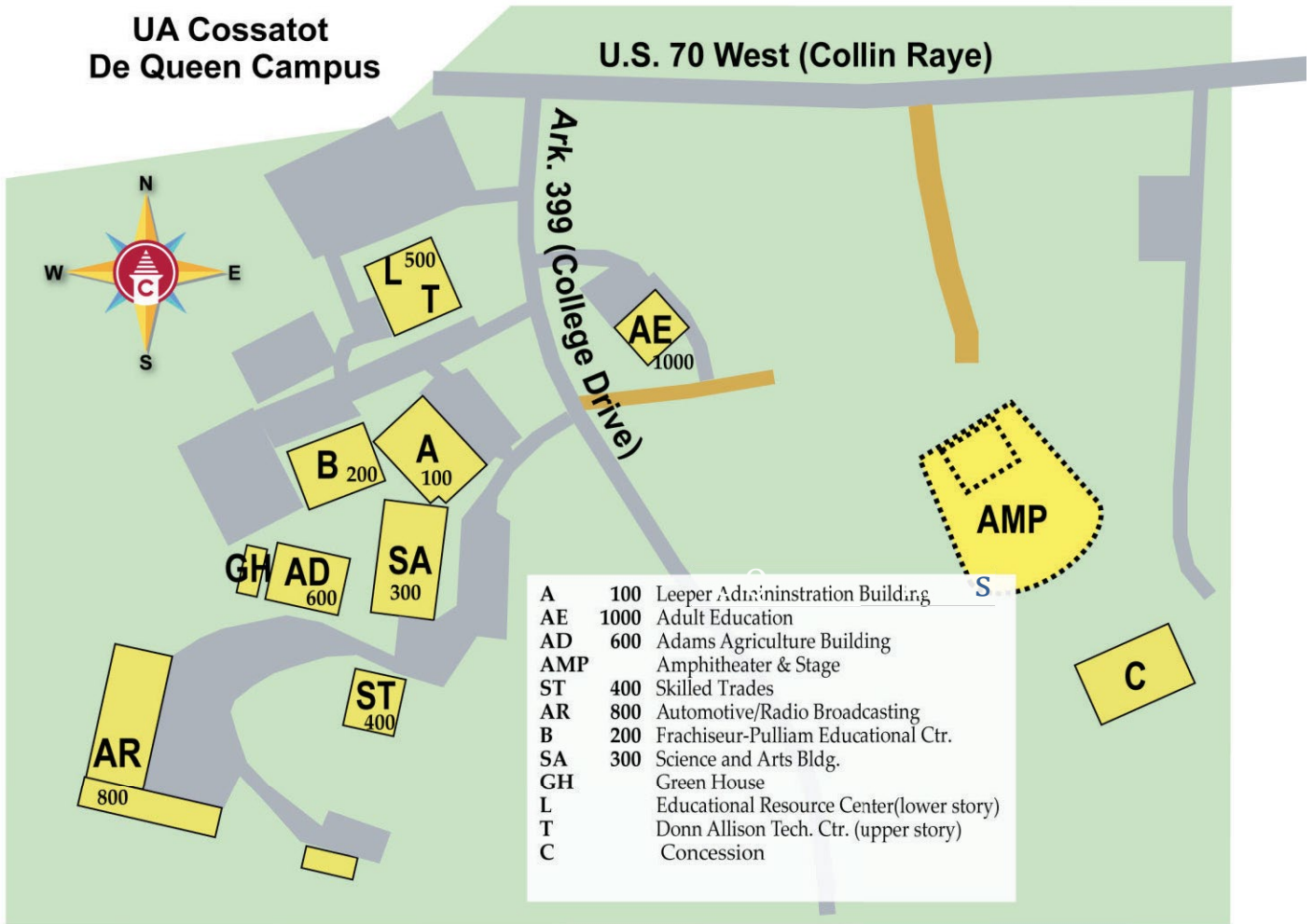


 TORNADO SAFE ROOMS

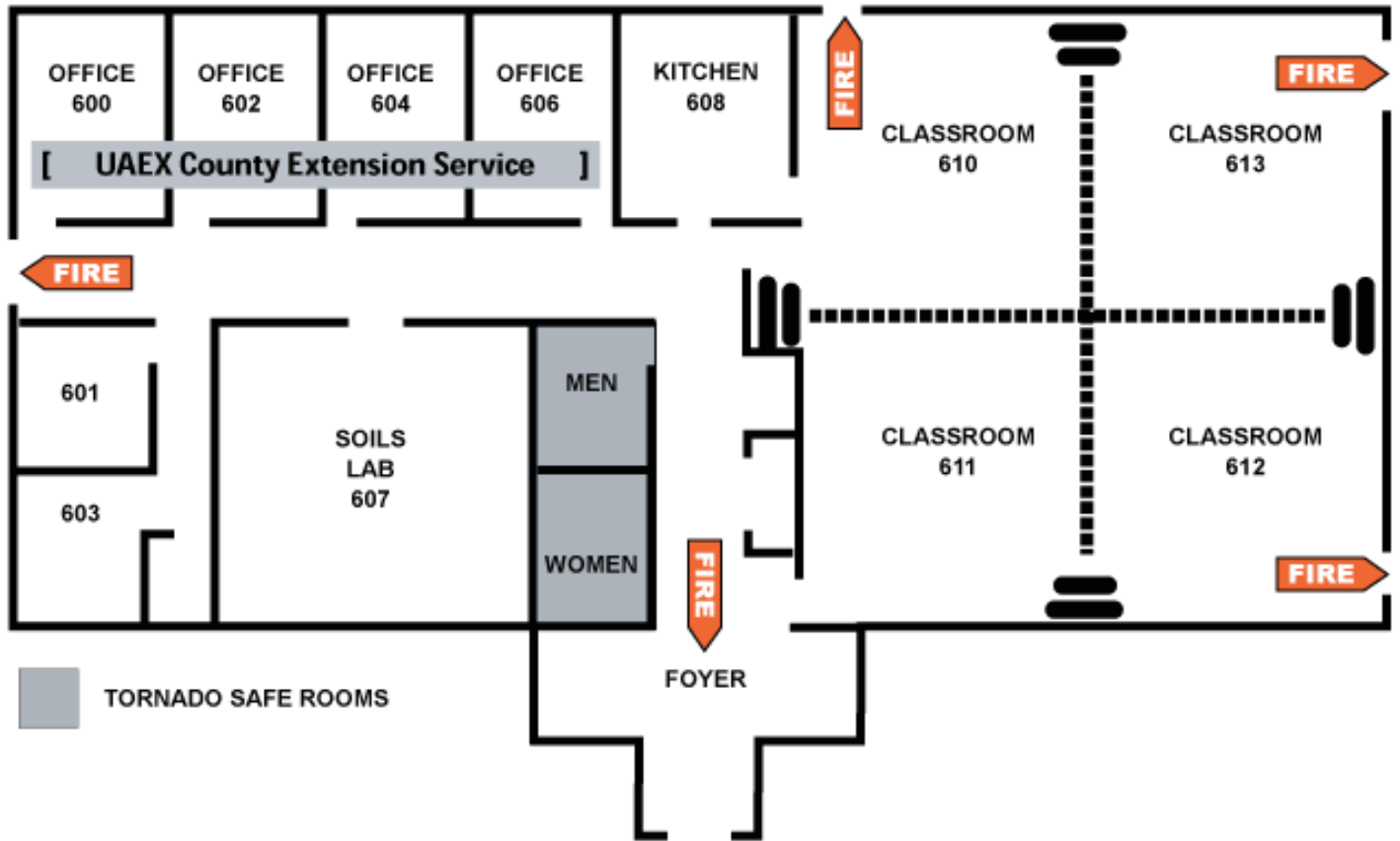


**UA Cossatot  
De Queen Campus**

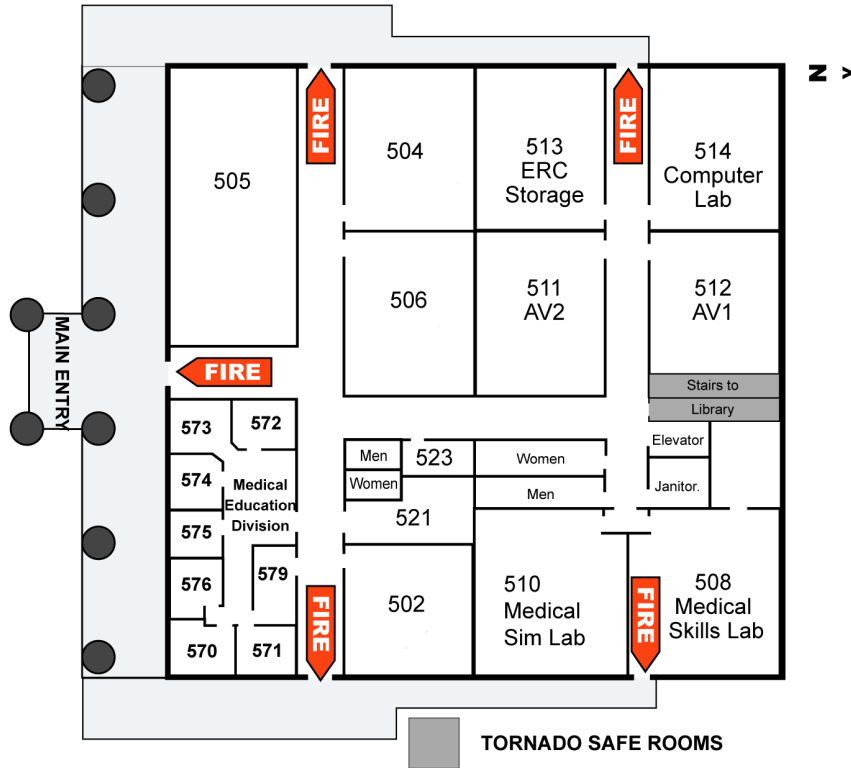
**U.S. 70 West (Collin Raye)**



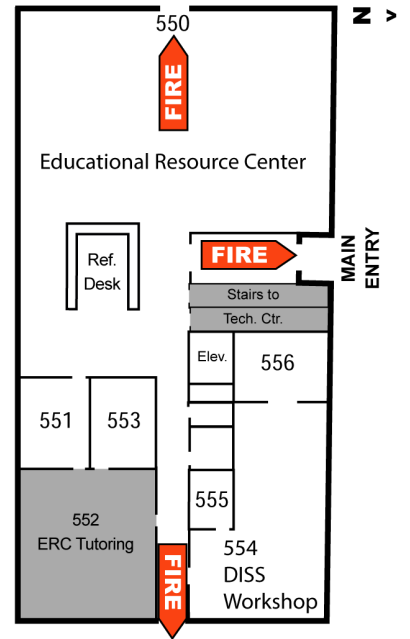
A	100	Leeper Administration Bldg.
AE	1000	Adult Education
AD	600	Adams Agriculture Building
AMP		Amphitheater & Stage
ST	400	Skilled Trades
AR	800	Automotive/Radio Broadcasting
B	200	Franchiseur-Pulliam Educational Ctr.
SA	300	Science and Arts Bldg.
GH		Green House
L		Educational Resource Center(lower story)
T		Donn Allison Tech. Ctr. (upper story)
C		Concession



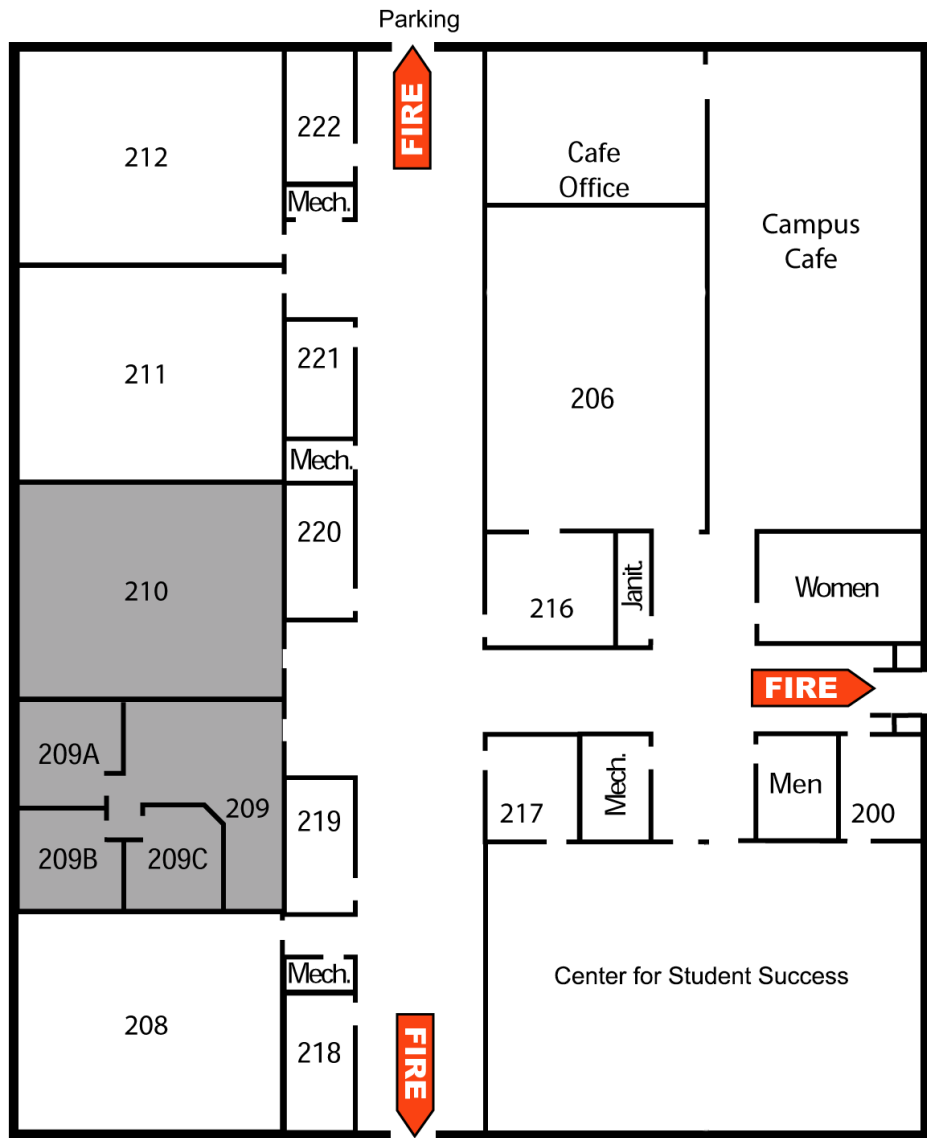
**UA Cossatot- De Queen  
Allison Technology Center (upper level)**



**Kimball  
Educational Resource Center (lower level)**

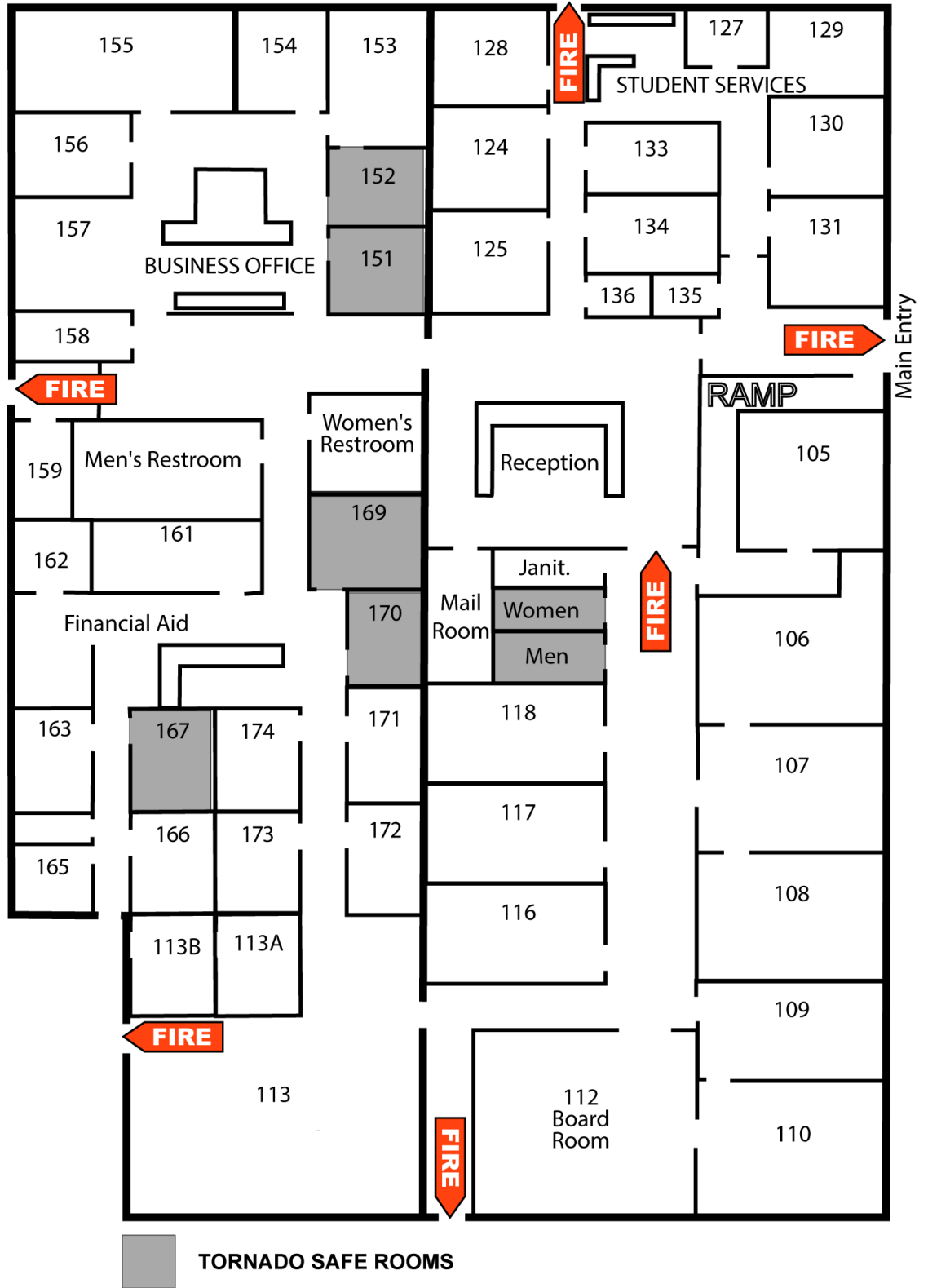


# UA Cossatot- De Queen Franchiseur-Pulliam Educational Center

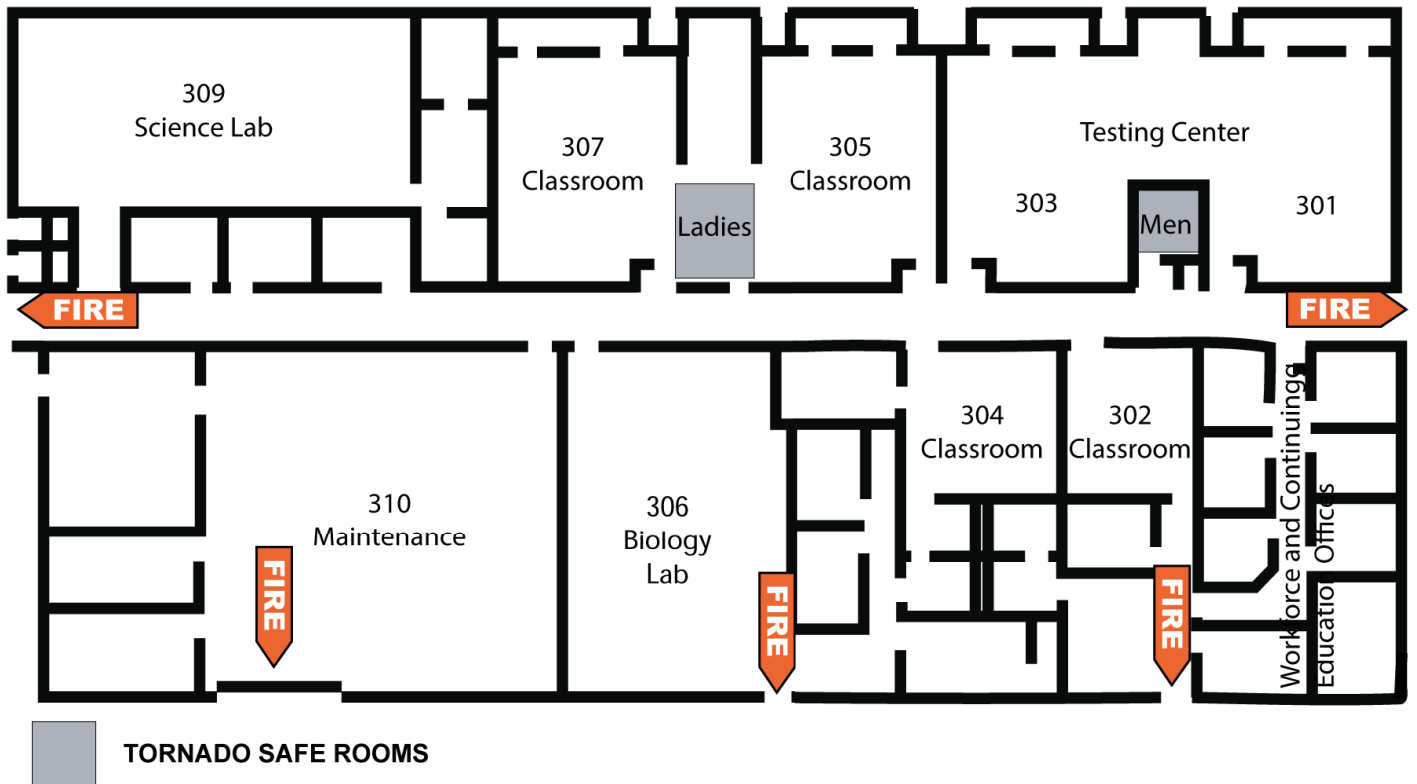


 TORNADO SAFE ROOMS

# UA Cossatot - De Queen Leeper Administration Building



## UA Cossatot- De Queen Science and Arts Building



**UA Cossatot- De Queen  
Skilled Trades Building**



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# UA Cossatot- De Queen Automotive/Radio Broadcasting Building

