

ENTRANCE REQUIREMENTS

General College Admission

UA Cossatot is an open admission institution offering acceptance to all applicants who have completed high school or attained a GED certificate as long as required admission documents are received. Applicants are not required to meet a qualifying grade point average or minimum standardized test scores.

Admission to the College does not, ensure admission into all programs and/or courses. Students may be required to meet additional admission requirements for certain programs or complete remediation prior to enrollment in certain courses.

Appropriate Committees and/or Departments, in compliance with state and federal mandates and with approval by the Vice Chancellor for Academic Services, establish admission/entrance requirements and procedures for students seeking college credit, adult education, continuing education, and workforce education.

Policy History:

September 10, 2018	January 12, 2015	July 31, 2001
	January 1, 2011	July 30, 2001

16 AND 17 – YEAR – OLD STUDENTS IN ADULT EDUCATION

16 and 17 year old students may enroll in adult education if they meet one or more of the following criteria:

1. Court-ordered (Documentation required)
2. Home-Schooled (Documentation required)
3. Referred from the alternative school program (Waiver required)

Before entering into adult education, the youth along with the parent or guardian will schedule an appointment to meet with the director of the Adult Education Department. The parent or guardian will provide the required documentation. The youth and parent or guardian will sign a contract regarding attendance and rules. A date will be set for the student to begin attending adult education. A copy of the contract and required documentation will be sent to the specified instructor and court representative if warranted.

Procedure History:

June 15, 2016

**ENROLLMENT POLICY: MINIMUM AGE ADULT EDUCATION PRIVATE,
PAROCHIAL OR HOME SCHOOL**

POLICY

Adult education reserves the right to serve only adults 18 years of age or older or limit the number of participants below the age of 18. Under special circumstances, persons 16 years of age or older may be enrolled in adult education programs in accordance with Arkansas Act 1659 of 2001.

Students aged 16 or 17, enrolled in a private, parochial or home school, who desire to enroll in an adult education program, shall meet the following requirements:

1. Students shall apply for enrollment to the adult education program;
2. A student enrolled in a private or parochial school shall provide a letter from the principal or administrator of the private or parochial school to verify enrollment;
3. A student who is home schooled shall provide a notarized copy of the notice of intent to home school that was provided to the superintendent of the local school district as required by §6-15-503;
4. The student and the student's parents, guardians, or persons in loco parentis shall meet with the appropriate staff of the adult education program to discuss academic options open to the student;
5. The student will be administered the A Level T.A.B.E Complete Battery, the student shall score 8.5 or above on each section of the complete battery to enroll;
6. The adult education program shall require, for continued enrollment, a minimum of twenty (20) hours per week of class attendance and instruction. A minimum of ten (10) hours of attendance per week shall be required for any student employed for thirty (30) hours or more each week;
7. The student, the student's parents, guardians, or persons in loco parentis, and the administrative head of the adult education program agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;
8. In the event that a student does not attend class as mandated in this policy or make reasonable progress toward the completion of the adult education curriculum, the student shall re-enroll in either a public, private, parochial or home school within five (5) days from the date the student is released from the adult education program;
9. If a home school student is accepted into an adult education program, the student's parent, guardian or person standing in loco parentis shall send written notification to the local public school superintendent of their intent to participate in the adult education program.

Students aged 16 or above enrolled in a private, parochial or home school who desire to take the General Education Development Tests shall meet the following requirements:

1. Students shall not be required to obtain permission or approval from any official in a public school district before being allowed to take the test;
2. A student enrolled in a private or parochial school shall provide a letter from the principal or administrator of the private or parochial school to verify enrollment;
3. A student enrolled in a home school shall provide a notarized copy of the notice of intent to home school provided to the superintendent of the local school district as required by S 6-15-503.
4. The student will be given the GED Practice Test. If the student passes the test with at least a 410 in each area AND at least a 450 average, then he or she will be referred to take the Official GED Test. If the student fails the GED Practice Test, then he or she will return to the private, parochial, or home school.

INFORMATION/RATIONALE

This Act allows persons aged 16 or 17 who are enrolled in private, parochial, or home school to enroll in adult education programs after certain provisions have been met.

PROCEDURE HISTORY:

June 15, 2016

VETERAN 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 precedent over currently enrolled students.

PROCEDURE HISTORY:

June 15, 2016

FELONY/VIOLENT CRIME REVIEW POLICY AND PROCEDURES

When a student or applicant has been charged with or convicted of a violent crime or felony, UA Cossatot 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. Review Committee consists of the Vice Chancellor of Academics, Director of Student Services, and Behavioral Intervention Team Chair. Additional members of the Behavior Intervention Team may be requested to assist as needed.

PROCEDURES

The following will be asked on the UAC Application for Admission and on the UAC Annual Student Information Update:

Are you currently charged with or have you ever been convicted of a violent crime or felony?

Yes No

The existence of a conviction or pending charges does not necessarily 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.

Factors considered include (but are not limited to): the nature and seriousness of the offense; the circumstances under which the offense occurred; the age of the applicant when the offense was committed; whether the offense was an isolated or repeated incident; the length of time that has passed since the offense; past employment and history of academic or disciplinary misconduct; evidence of successful rehabilitation; and the accuracy of the information provided by the student in the application process. Unresolved criminal charges in the background check or failure to provide additional documentation as required may necessitate postponement of the Review Committee’s final decision pending the outcome of the matter.

PROCESS

1. Upon receipt of an application or update with the “Yes” box checked, Student Services places the student on VIOL (define VIOL) registration hold pending further review.
2. SIS Administrator sends weekly reports of new students who have indicated they are currently charged with or have been convicted of a violent crime or felony to Committee Chair for tracking purposes.
3. Committee Chair sends a notification letter to the student and forwards student information to the UAC Police Officers.

4. UAC Police Officers gather appropriate information to present to the Review Committee. Officers contact the student to complete a mandatory interview, which may be completed by phone or in person.
5. At the conclusion of the interview, it is at the discretion of the Officer to request additional information based on the nature and seriousness of the offense, length of time that has passed since the offense, circumstances under which the offense occurred, instinct/intuition, etc. Examples of additional documentation include, but are not limited to: a certified copy of court documents related the conviction; a criminal history check (fee paid by the applicant) through the Arkansas State Police; and evidence of successful rehabilitation.
6. UAC Police Officers submit all information gathered to the Review Committee to determine the student's eligibility to enroll in classes at UAC.
7. The student will receive written notification of the decision of the Review Committee within ten (10) business days.

OUTCOMES

1. Student is granted permission to register for classes and VIOL registration hold is removed.
2. Student is granted permission to register for classes on a probationary status. Requirements of probationary status will be determined on a case by case basis by the Review Committee. VIOL registration hold remains. Student must notify UAC Police with any updates regarding pending charges and must see the Director of Student Services to enroll each semester. All students with charges pending will be on probationary status if allowed to register for classes.
3. Student is denied permission to register for classes. VIOL registration hold remains indefinitely.

DUE PROCESS

Students dissatisfied with the outcome determined by the Review Committee may follow the following grievance procedures:

1. Within five (5) business days of notification of the decision outcome, the student must present a written letter to the Review Committee explaining why he/she should be allowed to enroll in classes at UA Cossatot, along with any supporting documentation.
2. The Review Committee has five (5) business days in which to review the letter and documentation and request any additional documentation.
3. Upon receiving any requested additional documentation, the Review Committee has five (5) business days to reach a decision and notify the student in writing of the outcome.

4. If dissatisfied with the result, an appeal may be filed within five (5) business days to the Chancellor, who will hear the complaint and render a decision within ten (10) business days. The Chancellor's decision is final.

PROCEDURE HISTORY:

June 15, 2016
