

# UNIVERSITY OF ARKANSAS AT MONTICELLO

## CONCURRENT ENROLLMENT PROGRAM

### FACULTY HANDBOOK

<http://www.uamont.edu>



This guide has been prepared as a quick reference to assist you as you work with students who are taking courses for concurrent credit.

The University of Arkansas at Monticello is accredited by the Higher Learning Commission and operates under the direction of the Board of Trustees for the University of Arkansas System whose policies are closely followed.

Updated 2021 - 2022

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## Welcome

Welcome to the University of Arkansas at Monticello! We are very pleased to have you as faculty working with the concurrent enrollment program.

The University of Arkansas at Monticello (UAM) was created in 1909 by the Arkansas legislature and joined the University of Arkansas System in 1971. The University offers a variety of majors leading to numerous degrees and certifications.

The associate degrees include an Associate of Applied Science (numerous specific majors), Associate of Arts, and the Associate of Science (numerous specific majors). The baccalaureate degrees include the Bachelor of Arts (numerous specific majors), Bachelor of Applied Science, Bachelor of Science (numerous specific majors), Bachelor of Interdisciplinary Studies, Bachelor of Liberal Arts, Bachelor of Music Education, Bachelor of Social Work, Bachelor of Science in Nursing, and Bachelor of Business Administration. There are also selected master's level programs offered through UAM; as well as technical certificates and certificates of proficiency available through the UAM Colleges of Technology.

The University is fully accredited by the Higher Learning Commission as well as other accrediting bodies for specific academic units.

We want you to have a successful experience with concurrent enrollment. Please contact your high school liaison (typically the high school counselor), or the Director of Concurrent Enrollment on the UAM campus if you need assistance not provided in this guide.

# University Calendar

(Distance education classes, regardless of their location, follow this calendar)

## Fall 2021

August 10-13 (Tues-Fri) - Professional Development for faculty and staff.  
August 18 (Wed) – First day of classes  
August 20 (Fri) - Last day to register or add classes  
September 6 (Mon) - Labor Day Holiday. Offices and classes closed  
October 27 (Wed) - Last day to drop a class or withdraw from the term. Grade(s) will be W.  
November 22-26 (Mon-Fri) – Fall Break. No classes.  
November 25-26 (Thurs-Fri) - Thanksgiving Holiday. Offices and classes closed  
December 2 (Thurs) – Last day of classes  
December 3 (Fri) – Study Day (no classes)  
December 6-9 (Mon-Thurs) - Final exam period  
December 13 (Mon) – Grades due by 10:00 am

## Spring 2022

January 12 (Wed) – First day of classes  
January 14 (Fri) – Last day to register or add classes  
January 17 (Mon) – Martin Luther King Holiday. Offices and classes closed  
March 21-25 (Mon-Fri) – Spring Break  
March 25 (Fri) – Spring Break Friday. All office closed.  
March 30 (Wed) – Last day to drop a class or withdraw from the term. Grade(s) will be W.  
May 2 (Mon) – Last day of classes  
May 3 (Tues) – Study day (no classes)  
May 4-9 (Wed-Mon) – Final Exams  
May 10 (Tues) – Grades due by 10:00 am

Click this link to access the most current University Calendar: [Academic Calendar](#)

## Academic Code Violations

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

1. An instructor who suspects a student is guilty of academic dishonesty within the instructor's class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of academic dishonesty within the instructor's class may take any of the following actions:
  - a. Issue a warning to the student;
  - b. Lower the grade awarded to the student for the paper or test;
  - c. Require the student to retake the test or rewrite the paper;
  - d. Award no credit for the paper or test;
  - e. Award the student a failing grade for the course;
  - f. Other action specified in the course syllabus.

A student who receives any of the above actions who feels this action is unjust may appeal the instructor's decision as addressed in the academic process of appeal. This appeal procedure must begin within ten class days of receiving written or oral notice of the academic code violation. The Office of Academic Affairs conducts the appeals process. If attending the UAM Colleges of Technology at Crossett or McGehee, the appeal process begins with the Assistant Vice Chancellor, then proceeds to the Vice Chancellor, and then to the Academic Appeals Committee. Faculty should complete an Academic Code Violation Form. A copy is found in Appendix A.

## Academic Unit Head/Dean

The University of Arkansas at Monticello is organized by academic units; a Dean manages each unit and is responsible for all of the work of the faculty in that unit.

The Dean approves concurrent enrollment faculty for teaching a concurrent course, evaluates syllabi for each course, and evaluates each faculty member at least once yearly. The Director of Concurrent Enrollment also assists with student tests/examinations or other paperwork throughout the semester such as Incomplete Grade forms, Change of Grade forms, Grade Reports, Enrollment Verification, etc.

Any questions or issues should first be brought to the attention of your local school liaison (high school counselor) and the UAM concurrent enrollment liaison before contacting an academic unit head.

## Child Maltreatment/Mandated Reporter

Act 703, the Child Maltreatment Act, and Act 749, Mandated Reporter Act clearly identifies faculty who come in contact with minor children as having obligations regarding their safety. Each faculty member who teaches a course for concurrent credit must complete the mandated reporter training available online: <http://www.ar.mandatedreporter.org>. This training can also be accessed through your school's professional development training program.

A copy of your certificate of successful completion of mandated reporter training is required to be submitted with your Instructor Approval form and no later than the first day of classes.

## Concurrent Contact Information

The Office of Academic Affairs on the UAM campus is the concurrent enrollment liaison. If you have questions, please contact your local high school liaison (typically the high school counselor) before contacting UAM or the College of Technology in Crossett or McGehee.

Director of Concurrent Enrollment

Bethany Wornick, [haydenb@uamont.edu](mailto:haydenb@uamont.edu), 870-460-1668

Technical Concurrent Enrollment

Crossett campus - Ms. Misty Paschall, [paschall@uamont.edu](mailto:paschall@uamont.edu), 870-460-2004

McGehee campus - Ms. Elaine Hargraves, [hargraves@uamont.edu](mailto:hargraves@uamont.edu), 870-460-2106

## Email

Email is the official means of communication between the University and concurrent faculty.

Each faculty member is provided a UAM email address when his/her required information has been approved. This email address is needed to log into the UAM faculty WeevilNet (student database) system to record grades, last dates of attendance, etc. [Click to connect to WeevilNet](#)

You will receive written notification regarding your email address and initial password.

If you forget your password, you must contact the Office of Information Technology at 870-460-1036 and provide verification so that your password can be reset.

## Evaluation of Instruction by Academic Unit Head/Dean

Concurrent faculty are evaluated annually by the academic unit head/dean of the academic unit or concurrent liaison under which the course falls.

## FERPA (Family Rights and Privacy Act)

The University of Arkansas has established a system-wide policy in compliance with the Family Educational Rights and Privacy Act of 1974" as amended, 20 U.S.C. Section 1232G, and the regulations of the Department of Education, Codified in Part 99 of Title 34 of the Code of Federal Regulations and their disclosure to address student educational records.

The policy is available in the Library and is available to the public. The following is a summary of this policy.

Educational records are defined as any information recorded in any way including, but not limited to, handwriting, print, tape, film, electronic, including computer records, microfilm, which is directly related to a student and is maintained by the University or any of its campuses, or by a person acting for the University except the following:

1. Records made by and kept in the sole possession of a University official or employees, which are not made accessible or revealed to any other person except a temporary substitute for the official or employee;
2. Records of the campus law enforcement unit, but only if education records maintained by the campus are not disclosed to the law enforcement unit, and the law enforcement records are: (1) maintained separately from educational records; (2) maintained solely for law enforcement purposes; and (3) disclosed only to law enforcement officials of the same jurisdiction.

3. Employment records of University employees whose employment is not contingent on the fact that he or she is a student, which are made and maintained in the normal course of business, relate exclusively to the individual in his/her capacity as an employee, and are not available for use for any other purposes;

4. Treatment records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his/her professional or paraprofessional capacity, which are made, maintained or used only in connection with treatment of a student, and are disclosed only to those persons providing the treatment. Treatment does not include remedial educational activities or activities which are part of the program of instruction at the University.

5. Alumni records, which contain information about a student after he or she is no longer in attendance at the University, if the records do not relate to the person as a student.

## Forgot Password

If you forget the password that enables you to read your UAM email or access WeevilNet you must contact the Office of Information Technology on the UAM campus and ask that your password be re-set. Security answers may be required. Phone: 870-460-1036. Website: <https://www.uamont.edu/it/password-help.html>

## Grade Changes

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

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

In the event of a grade error, the faculty member should complete, with proper signatures, a Change of Grade form, a copy is also in Appendix B.

## Grades of "I", Incomplete

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

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

## Grading System

The University of Arkansas at Monticello uses the following grading system:

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

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

## Inputting Student Grades

Semester grades are entered electronically through [WeevilNet](#), the student database management system. Details for entering grades can be found in [Appendix E](#), Instructions for WeevilNet found at the end of this guide.

## Faculty Absences

Faculty are expected to meet every scheduled class for the length of time scheduled. If you know you must miss a scheduled class, make arrangements with your immediate supervisor as far in advance as possible so that your class (es) can be covered. In case of emergency or illness, contact your immediate supervisor immediately so that alternative arrangements can be made.

## Last Dates of Attendance

If a student stops attending class, a faculty member is expected to record the last date a student actually attended the class. This date must be included in WeevilNet, the electronic database and should be input as soon as a student stops attending class. At the end of the term, if a student receives a grade of “F”, and no Last Date of Attendance has been entered, the grade will not be accepted.

See “Instructions for WeevilNet,” [Appendix E](#), of this guide for more information.

## Liaisons

Typically, the high school counselor (but it could be the principal or other designee) is the concurrent enrollment liaison for the high school. The high school counselor also coordinates courses for students who take courses through the concurrent enrollment program.

The University of Arkansas at Monticello concurrent enrollment liaison is the Office of Academic Affairs. The liaison for technical courses only is the concurrent enrollment coordinator on the McGehee and/or the Crossett campus.

## Mid-Term Grade Policy

Mid-semester grades are considered to be unofficial progress reports in that, while these grades do indicate the current class standing of the student, they are not permanently recorded on the student's official academic record. Instructors should notify students of their mid-term grades. Midterm grades and absences will be posted on WeevilNet in all sessions longer than six weeks (fall and spring regular session and eight- and six-week sessions). Midterm grades and absences will be posted no later than one week before the drop date in regular fall and spring semesters, and no later than three days before the drop date in eight- and six-week sessions. All students with a "D" or "F" will be reported to Academic Alert.

## Non-Compliance

A faculty member is expected to abide by the policies, procedures and rules of UAM and the concurrent enrollment program at all times. Failure to abide by the policies, procedures and rules may result in immediate dismissal or the faculty member may not teach concurrent credit courses in future semesters.

## Online Support/Assistance

Faculty planning to use Blackboard as a mode of course delivery must set up each course within Blackboard through the Office of Instructional Technology on the UAM campus.

Should you need technical assistance, do not hesitate to contact Instructional Technology. Hours of Operation: 8 a.m. until 4:30 p.m. Monday through Friday. Please email Bryan Fendley [fendley@uamont.edu](mailto:fendley@uamont.edu) or Peyton Miller [millerdp@uamont.edu](mailto:millerdp@uamont.edu). Emails should contain your contact telephone number and enough detail of your problem so that a quick response can be generated. Phone: 870-460-1663

## Security

The University of Arkansas at Monticello has 24-hour campus security, 7 days per week.

University Police Department--8 a.m. – 4:30 p.m. 870-460-1083

University Police Department--EMERGENCY 870-460-1000

## Sexual Harassment Policy

The University of Arkansas at Monticello is committed to creating and maintaining a University community that is free from all forms of sexual harassment and will not tolerate sexual harassment if its employees or students. The University will act promptly to investigate all allegations of sexual harassment and to affect an appropriate remedy when an allegation is determined to be valid.

The full policy regarding [sexual harassment](#) can be found online.

## Student Academic Grievances and Appeals

### Informal Resolution

Undergraduate students who wish to seek further review of an academic action by the University or a University employee (in an official capacity) that the student contends was in violation of written academic policies, or constitutes unfair or unequal application of such policies, should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student's instructor or with the faculty member supervising a course. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.

## **Formal Grievance Process**

This policy applies to undergraduate students enrolled in traditional courses as well as online courses.

For an academically related grievance, the written grievance shall be submitted to the academic unit chair, director, academic dean or assistant vice chancellor (for a technical campus) within 30 days of the incident or problem. If the concern relates to the chair, then the written grievance may be submitted to the dean who may appoint an alternate official to consider the grievance. If the concern relates to the dean or the assistant vice chancellor, then the written grievance may be submitted to the relevant vice chancellor.

A written response will be provided to the student within 30 days of the complaint. The response will describe the result of the investigation and any action taken. This response will be logged with the complaint in the Office of Academic Affairs.

## **Appeals**

If the student believes the grievance decision is in error, then that person may, within 10 working days after the date of the written decision, appeal the decision to the relevant dean or vice chancellor. The administrator considering the appeal will review the material provided by the student, the grievance decision, any other material which has been assembled regarding the matter, and any applicable university policies and may, at his or her discretion, gather any additional information that will be helpful to a decision, whether in writing or through meeting or consulting with any individuals deemed necessary in the administrator's discretion. The administrator reviewing the appeal shall make a decision, in writing, within 10 working days of receiving the student's grievance, or as soon as possible thereafter. The appeal decision shall be final and filed in the Office of Academic Affairs.

## **External Complaint Resolution**

If a grievance cannot be resolved internally within the university, a student may file a complaint with the Arkansas Division of Higher Education (ADHE), 423 Main Street, Suite 400, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. The form at this link should be used. [Arkansas Division of Higher Education \(adhe.edu\)](http://adhe.edu) ADHE inquiries are limited to courses/degree programs certified by the Arkansas Higher Education Coordinating Board (AHECB) under Ark. Code §6-61-301 and to matters related to the criteria for certification.

Students may also file a complaint with the Higher Learning Commission, which is the university's regional accrediting body, at [Complaint Process | Student Resources \(hlcommission.org\)](http://hlcommission.org) or 1-800-621-7440. This information is provided pursuant to 34 CFR §668.43(b).

## **Grade Mediation Appeal Structure for Undergraduate Students**

If a student questions the fairness or accuracy of a grade, there is recourse through a student grade appeal structure. Disagreements shall be heard that allege the instructor's policy was not applied consistently to all students, differed substantially from the announced policy, or that a policy was not announced. All grievances concerning course grades must be filed within 120 days of the end of the term in which the grade that is being appealed was assigned. The procedures are: The student should first discuss the matter with the instructor involved, doing so as soon as possible after receiving the grade. The instructor should be willing to listen, to provide explanation, and to be receptive to changing the grade if the student provides convincing argument for doing so. The student's questions may be answered satisfactorily during this discussion.

If the student chooses to pursue the grievance and submits an appeal, the student shall take the appeal in written form to the appropriate department chair, dean or assistant vice chancellor of the program in which the course was instructed. The appeal should present the basis of the appeal and merits of the grievance with evidence the student may have to support the appeal. If that person determines the case has no merit, that person will inform the student and the instructor. If the student wishes to pursue the concern, the student can submit documentation to the relevant vice chancellor. If that person believes the complaint may have merit, that person will discuss it with the instructor. In the case that the department chair is the instructor, the student should submit an appeal in written form to the appropriate dean of the school or college in which the course was instructed. In the case that the dean is the instructor, the student should submit an appeal in written form to the vice chancellor for academic affairs.

If the matter remains unresolved, the student may file an appeal with the Academic Appeals Committee composed of faculty and/or academic staff. This committee is appointed by the Assembly. The instructor whose grade is being challenged shall not serve on this committee. The committee will examine available written information on the dispute, will be available to meet with the student and with the instructor, and will meet with others as it sees fit.

If the Academic Appeals Committee majority determines, through its inquiries and deliberations, that the grade should not be changed, the committee should communicate this conclusion to the Office of Academic Affairs or the assistant vice chancellor (for a technical campus). The Office of Academic Affairs or assistant vice chancellor will notify the student of the decision. If the committee majority determines that the grade should be changed, the committee will request that the instructor make the change and provide the instructor with a written explanation. Should the instructor decline, he or she must provide an explanation for refusing in writing to the Committee.

If the Academic Appeals Committee, after considering the instructor's written explanation, concludes it would be unjust to allow the original grade to stand, it may then recommend to the department chair, dean or assistant vice chancellor that the grade be changed. That individual (department chair, dean or assistant vice chancellor) will provide the instructor with a copy of the recommendation and will ask the instructor to implement it. If the instructor continues to decline, the department chair, dean or assistant vice chancellor is then obligated to change the grade, notifying the instructor and the student of this action. If the dean is the instructor of the course, then it would go to the vice chancellor of academic affairs to change the grade.

## **Student Class Attendance**

Regular class attendance is considered an essential part of the students' educational experience and a requirement for adequate evaluation of academic progress. The faculty considers that college students, as mature individuals, will recognize the need for regular attendance and will comply with this requirement.

UAM expects students to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility for making arrangements satisfactory to their instructors regarding all absences, whatever the reason, and are responsible for all materials covered during any absence. Such arrangements should be made prior to an absence whenever it is possible. Faculty members may establish specific attendance requirements, which will be stated in the course syllabus.

## **Student Drop/Withdrawal from a Course**

Any student who wishes to drop or withdraw from a course for which he/she is enrolled for concurrent credit must do so by the date indicated on the University Calendar located near the front of this Faculty Handbook.

The student should discuss with his/her faculty member his/her intent to drop/withdraw. The faculty member should direct the student to his/her high school counselor for proper completion of paperwork.

The high school liaison will communicate via email the student's intent to drop/withdraw, the student's full name, course name, and the reason why to the UAM liaison.

The UAM liaison or designee will complete the necessary drop/withdrawal form, attach a copy of the email to the form, and deliver the form to the UAM Registrar's office.

## Student Evaluation of Instruction

Student evaluations of courses/faculty are completed each fall and each spring semester for every course. Additional evaluations may be completed at the request of the Unit Head or immediate supervisor.

Course evaluations by students are completed just prior to the end of each fall or spring semester. Students should be encouraged to complete the evaluations as honestly and openly as possible.

## Students with Disabilities

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services related to their campus:

Monticello: Office of Special Student Services Ms. Mary Whiting, <a href="mailto:whitingm@uamont.edu">whitingm@uamont.edu</a>	870-460-1226
McGehee: Office of Special Student Services representative on campus	870-222-5360
Crossett: Office of Special Student Services representative on campus	870-364-6414

Please note that accommodations provided in a postsecondary setting provide a student with equal access to programs and activities and may differ from modifications provided in secondary education.

## Syllabi

Each faculty member is required to prepare, regularly revise, and distribute to students *and* the University of Arkansas at Monticello concurrent enrollment liaison *and* immediate supervisor a course syllabus for each course he/she teaches *prior to the first scheduled day* of each class. The syllabus should contain, as a minimum, the following information:

1. Course identification
2. Course prerequisites
3. Text(s) and supplemental books and materials
4. Professor's name
5. Office hours
6. Statement of special policies such as attendance, absenteeism, cheating, plagiarism
7. Special dates of concern to the course
8. Goals and objectives of the course
9. Content outline with schedule or sequencing plus required readings
10. Special projects, assignments, field trips, etc. **NOTE:** If students *will not* be excused from activities such as non-university sanctioned field trips, it must be so stated.
11. Provisions for tests and evaluations
12. Thorough explanation of grading policy including final and mid-term grade postings
13. Statement indicating availability of services for students with disabilities
14. Statement on disruptive behavior: The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of other.

A syllabus should fully disclose the faculty member's expectations and requirements of the students enrolled in the course.

A template for a syllabus for a face-to-face course is included as [Appendix D](#).

## Taylor Library and Technology Center

The Taylor Library has a number of electronic databases that can be accessed at all times from any computer with internet access.

Library tours and workshops can be arranged by contacting the Library Director, [Dan Boice](#) at 870-460-1480.

General Hours of Operation: [Library Hours](#).

Monday – Thursday 7:30 a.m. until 10 p.m.

Friday 7:30 a.m. until 4:30 p.m.

Saturday Closed

Sunday 2 p.m. until 10 p.m.

## WeevilNet

WeevilNet is the name of the student electronic database system. Semester grades are entered from this location as well as a faculty member can see his/her roster and enter last dates of attendance. Details for maneuvering WeevilNet can be found in [Appendix E](#).

# Appendix A

## ACADEMIC CODE VIOLATION

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Instructor \_\_\_\_\_ Course Name & Number \_\_\_\_\_  
(Ex. ENGL1013 46)

It is the judgment of this instructor that this student is guilty of:

\_\_\_\_\_ Cheating \_\_\_\_\_ Plagiarism \_\_\_\_\_ Other (Describe)

The following action has been taken:

- \_\_\_\_\_ 1) A warning was issued to the student.
- \_\_\_\_\_ 2) A lower grade has been awarded to the student for the paper or test.
- \_\_\_\_\_ 3) The student is required to retake the test or rewrite the paper.
- \_\_\_\_\_ 4) No credit is awarded for the paper or test.

After consultation with the Dean, if necessary, the following action has been taken:

- \_\_\_\_\_ 5) The student has been withdrawn from the course.
- \_\_\_\_\_ 6) The student has been awarded a failing grade for the course.

After flagrant and repeated actions by the student, the following action has been taken:

- \_\_\_\_\_ 1) The student has been dismissed from the University by the Vice Chancellor for Academic Affairs.
- \_\_\_\_\_ 2) Other (describe) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Instructor Signature/Date

\_\_\_\_\_  
Dean Signature/Date

\_\_\_\_\_  
Vice Chancellor for Academic Affairs/Date

*For Academic Affairs Office Use Only:*

\_\_\_\_\_ Number of previous documented code violations

**Appendix B**

**Change of Grade  
University of Arkansas at Monticello**

STUDENT \_\_\_\_\_ ID # \_\_\_\_\_

COURSE ID and SECTION: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ SEMESTER/TERM: \_\_\_\_\_

\_\_\_\_\_

This student was given a grade of \_\_\_\_\_. The correct grade is \_\_\_\_\_.

REASON FOR CHANGE:

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_  
Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

*INSTRUCTOR SHOULD PROVIDE STUDENT A COPY*

APPROVED BY:

\_\_\_\_\_  
Signature of Unit Head \_\_\_\_\_ Date \_\_\_\_\_

*UNIT SHOULD RETAIN A COPY*

\_\_\_\_\_  
Vice Chancellor for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

ACCEPTED BY:

\_\_\_\_\_  
Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Scanned by \_\_\_\_\_

## Appendix C

### UAM INCOMPLETE COURSE COMPLETION PLAN

*This form must be completed by the instructor **before** a grade of "I" can be given.*

Student Name: \_\_\_\_\_ Student I.D. \_\_\_\_\_

Course Number & Name \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**REASON FOR INCOMPLETE:**

**WORK REQUIRED TO REMOVE INCOMPLETE:** *(Provide specific information. What is required?)*

Reports, term papers, exam, etc. If exam(s) are required, copies similar to the exam to be taken by this student must be filed with the Dean.

Date when work is due (maximum of 1 year from present): \_\_\_\_\_

INSTRUCTOR SIGNATURE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

or

DATE MAILED TO STUDENT: \_\_\_\_\_

DEAN SIGNATURE: \_\_\_\_\_

*The student should receive a copy, the instructor should retain the original copy, and a copy should be placed in the department file. Once a grade has been assigned, the form must be signed by the instructor and the Dean and sent to the Vice Chancellor for his/her signature and then forwarded to the Registrar's Office.*

**INSTRUCTOR OF RECORD:**

Please complete the following when all required course work has been completed and no later than one year from the date the "I" was recorded.

All required course work completed (date) \_\_\_\_\_. I recommend the grade of \_\_\_\_\_ to replace the "I" previously recorded.

Course work not completed (date) \_\_\_\_\_ I recommend the grade of **F** to replace the "I" previously recorded.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor

\_\_\_\_\_  
Date

*Send form to Registrar's Office when complete.*

## Appendix D

UNIVERSITY OF ARKANSAS AT MONTICELLO  
(Insert Name of) DEPARTMENT/PROGRAM/SCHOOL  
(FACE TO FACE) COURSE SYLLABUS  
Semester, Year, Time (i.e. Fall 2021 – MWF 8:10 a.m.)

**Instructor Name:**

**Instructor Location of Office:**

**Instructor Phone:** Give the complete extension: 870-460-XXXX.

**Instructor Email Address:**

**Office Hours:** (Do NOT put “see office door” on any syllabus. (i.e. 10-11 MWF, 2-3 TT ). Other times by appointment.) Page 69 of the University Faculty Handbook defines office hours as 10 per week with one hour in the morning and one hour in the afternoon.)

**Course Title and Credit Hours:** (i.e. HIST 2213 (ACTS Equivalent # HIST 2113) American History I, 3 credit hours)

**Prerequisites:** If there are no pre-requisites, type in “NONE.”

**Required textbooks, workbooks, supplementary materials: Include name of textbook, author, publisher, edition, and ISBN number.**

Online bookstore: [UAM Bookstore](#)

**Blackboard Supplemental Student Success Support:**

This course also has a Blackboard Supplemental Resource Component to support your success. Please regularly check the course component on Blackboard for announcements, supplemental resources, notes, class discussions, etc.

**Course Description:** (May be copied from the University catalog.)

**Student Learning Outcomes:** By the conclusion of the course you should be able to:

**Course Assignments/Assessments:** (List all assignments including homework, projects, reports, etc. and include due dates. List quizzes, examinations, any graded projects, etc. Specify if quizzes and/or examinations are open or closed book, if test/examination is timed, proctored, or has other special requirements. If a team project is required, it should be mentioned here with details provided below.)

**Special Dates of Concern:** List any special dates that would be of concern to any student.

**UAM Attendance Policy:**

Regular class attendance is considered an essential part of the student’s educational experience and a requirement for adequate evaluation of academic progress. The faculty considers that college students, as mature individuals, will recognize the need for regular attendance and will comply with this requirement.

UAM expects students to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility for making arrangements satisfactory to their instructors regarding all absences, whatever the reason, and are responsible for all materials covered during any absence. Such arrangement should be made prior to an absence whenever it is possible. Students absent from two consecutive or a total of three

class meetings will be reported to Academic Alert unless they have notified the instructor of a justifiable reason for the absences and made plans to make up all materials covered. (Disclaimer: Faculty members may submit an Academic Alert report on any student identified as at risk at any time.) Faculty members may establish other specific attendance requirements, which will be stated in the course syllabus.

## **Course-specific Attendance Policy/Participation Requirements:**

### **Midterm Grade Policy:**

Mid-semester grades are considered to be unofficial progress reports in that, while these grades do indicate the current class standing of the student, they are not permanently recorded on the student's official academic record. Instructors should notify students of their mid-semester grades.

Midterm grades and absences will be posted on WeevilNet in all sessions longer than six weeks (fall and spring regular session and eight- and six-week sessions). Midterm grades and absences will be posted no later than one week before the drop date in regular fall and spring semesters, and no later than three days before the drop date in eight- and six-week sessions. All students with a "D" or "F" will be reported to Academic Alert.

Regardless of the reasons for a student lack of participation, a faculty member may determine that the student cannot complete the course requirements or demonstrate the expected student learning outcomes within the timeframe of the course. The faculty member may recommend that the student withdraw, award the student a failing grade (at end of term) or, if warranted, assign the student an Incomplete.

### **Work Required:**

#### **Academic Engagement:**

**Example** -- Attend class

**Example** -- Take quizzes and exams

#### **Preparation:**

**Example** -- Read required materials for class

**Example** -- Prepare papers, projects and other assignments

**Example** -- Review notes and study for test

#### **Overall Total Obligation:**

Should be at least 135 hours for a 3 credit course per semester

### **Explanation of Grading Policy: Grade Assignment:**

#### Grading Scale:

A= 90—100

B= 80 — 89

C= 70 — 79

D= 60 — 69

F= 59 and below

## **TECHNICAL SUPPORT INFORMATION**

### **Blackboard Assistance:**

Contact the Office of Information Technology (IT) during regular business hours, Monday-Friday from 8:00 a.m. to 4:30 p.m., at (870) 460-1036.

Help Link: <https://www.uamont.edu/it/blackboard.html>

### **Email Assistance:**

Contact the Office of Information Technology (IT) during regular business hours, Monday-Friday from 8:00 a.m. to 4:30 p.m., at (870) 460-1036. The IT website also provides answers to frequently asked questions.

Website: <https://www.uamont.edu/it/>

## **STUDENT SUPPORT SERVICES**

### **Academic Alert System:**

UAM is committed to your academic success. To help, UAM has developed an academic alert system to connect you with campus resources when needed. Faculty and staff members contribute directly to the academic alert system by submitting concerns about students who are exhibiting behaviors that will make it difficult for them to succeed. If an alert is submitted for you, you will receive an email or call from a professional academic advisor. Please respond to the contact you receive. If you have any questions about the academic alert system, you may call the Office of Academic Advising at (870) 460-1633.

### **Career Services:**

Student Success Center, Suite 201, (870) 460-1454

Career Counseling is available to each student to assist and prepare for academic and career success, help make sound career decisions based on an evaluation of their goals, interests, abilities, and values, and to research possible career choices. Students can also research pre- and post-graduate career opportunities.

### **Counseling Services:**

Student Success Center, Room 204D, (870) 460-1554

As a student you may experience a range of issues that can cause barriers to learning. Mental health concerns or stressful events may lead to diminished academic performance. Counseling services are available to assist you with addressing these and other concerns that you may be experiencing. You can learn more about confidential mental health services available on campus via the UAM Counseling Services website at <https://www.uamont.edu/life/counseling/index.html>

### **The Center for Writing and Communication:**

Taylor Library, Room 203, (870) 460-1378

The Center for Writing and Communication (CWC) is a free service to UAM students and is designed to assist writers of any level or major, on assignments from all disciplines and genres, and at all stages of the writing process. Website: <https://www.uamont.edu/academics/arts-humanities/writing-center.html>

### **Library Services:**

The computer section in the Library is open during regular Library hours. Go to the Taylor Library website for hours of operation: <https://www.uamont.edu/academics/library/index.html>

**Student Special Services:**

Any student with a documented disability should contact the Office of Student Special Services.

**Monticello Campus**

Location: Student Success Center, Room 101G

Telephone: (870) 460-1226 / TDD: (870) 460-1626 Fax: (870) 460-1926

Mailing Address: P.O. Box 3600, Monticello, AR 71656

Email: [whitingm@uamont.edu](mailto:whitingm@uamont.edu)

**McGehee Campus**

Location: UAM College of Technology at McGehee

Telephone: (870) 222-5360/Fax: (870) 222-1105

Mailing Address: P.O. Box 747, McGehee, AR 71654

Email: [anderson-allen@uamont.edu](mailto:anderson-allen@uamont.edu)

**Crossett Campus**

Location: UAM College of Technology at Crossett

Telephone: (870) 364-6414

Mailing Address: 1326 Highway 52 West, Crossett, AR 71635

Email: [paschall@uamont.edu](mailto:paschall@uamont.edu)

**Tutoring Center:**

Student Success Center, Suite 203, (870) 460-1454

All students have access to free tutoring services. Drop-ins are welcomed or students can make an appointment. Tutoring Schedules are available to pick up. Night tutoring is available Monday-

Thursday from 6:00 p.m. to 8:30 p.m.

**Math Tutorial Lab:**

Math and Science Center, (870) 460-1016

Free one-on-one tutoring is available for any mathematics class. Help with ALEKS, WebAssign, and MyMathLab is available. Math tutoring is located in the A-Wing of the Science Center.

**University Behavior Intervention Team:**

The Behavior Intervention Team's (UBIT) purpose is to promote a safe and productive learning, living, and working environment by addressing the needs of students, faculty, and staff. If you or a classmate are in need of help, please submit a concern at

[https://publicdocs.maxient.com/reportingform.php?UnivofArkansasMonticello&layout\\_id=10](https://publicdocs.maxient.com/reportingform.php?UnivofArkansasMonticello&layout_id=10) or call

(870) 460-1110 or (870) 460-1554 during regular business hours.

**In case of emergency or after office hours please call 911.**

**IMPORTANT POLICIES****Student Handbook:**

Each student is responsible for reading the student handbook including the rules and policies regarding conduct codes and academic dishonesty. The Student Handbook is located at the following link: <https://www.uamont.edu/life/pdfs/student-handbook.pdf>

**University Policy on Concealed Weapons:**

Possession, discharge, or other use of any weapon is prohibited on the grounds or in the buildings of any campus, division, unit or other area controlled by the University of Arkansas System, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Ark. Code Ann. § 5-73-322(g).

## Appendix E

### INSTRUCTIONS FOR WEEVILNET How to Record Grades, Enter Last Dates of Attendance, etc.

<https://weevilnetcs.uamont.cloud/>

Self Service

Faculty Center

Grade Roster

A grade roster will have been created for each of your classes. (If not, there will be a message to contact the Registrar.)

The green “change class” button can be pressed to bring up a list of all your classes. Click the Grade Roster icon, which appears to be a person standing in front of a yellow pad, to bring up the class for which grades are to be entered.

Enter a grade for each student. Remember to enter a last date of attendance for any grades of I, F, or W.

To enter a last date of attendance for students with grades of W, enter the date through the class roster.

To enter a last date of attendance for students with grades of F or I, click the “POST LAST DATE OF ATTENDANCE” button (a screen like the one below will pop up), enter the date in the last date of attendance box, and click OK.

**My Grade Rosters**

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**Last Date of Attendance**

Class Section Information	
Term	
Subject	
Class Nbr	Class information
Description	
Catalog Nbr	Class information
Section	

**Last Day of Attendance**

Last Date of Attendance

**NOTE: Typing the last date in the last date of attendance box on the grade roster and clicking save WILL NOT save the last date of attendance in the system. You must click the “POST LAST DATE OF ATTENDANCE” button.**

After entering all grades for the class, review them.

If a grade is missing, it will not be possible to approve the roster.

You must approve your grades. This is done by changing the status from “Not Reviewed or Ready to Review” to “Approved.”

Once the status is changed to Approved, then save.

Be sure that grades are entered and approved for all your classes by the stated deadline.

The registrar’s office cannot post grades to transcripts if they do not have a status of Approved.