



CONCURRENT ENROLLMENT PROGRAM
FACULTY HANDBOOK

Revised by Academic Affairs 07.2024

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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. This guide is a quick reference as you assist students taking courses for concurrent credit. The full [UAM Faculty Handbook](#) provides additional information.

The University of Arkansas at Monticello (UAM) is accredited by the [Higher Learning Commission](#) and operates under the direction of the Board of Trustees for the University of Arkansas System.

UAM was founded in 1909 as an agricultural high school by the Arkansas legislature. It subsequently became a two-year college and then a four-year college and joined the University of Arkansas System in 1971.

The University offers a variety of majors leading to numerous credentials ranging from the certificate of proficiency to master's degrees.

We are glad to help you in any way we can and want you to find your experience with concurrent enrollment fulfilling. Please contact your high school liaison (typically the high school counselor) or your UAM concurrent enrollment liaison if you need assistance.

University Calendar

Fall 2024

July 31 (Wed)-Recommended admission application and test score submission deadline
August 13-16 (Tue-Fri)-Professional Development for faculty and staff
August 7 (Wed)-Class rosters for fall and yearlong concurrent classes
August 21 (Wed)-Syllabi for fall and yearlong concurrent classes (submitted to academic unit)
August 21 (Wed)-First day of UAM concurrent classes
August 21 (Wed)-Final admission application and test score submission deadline
August 23 (Fri)-Last day to add classes for concurrent credit
August 28 (Wed)-Last day to drop concurrent credit course WITHOUT a “W” on official college transcript
August 27 (Tue)-Signed student enrollment rosters due
September 2 (Mon)-Labor Day Holiday. Offices and classes closed.
September 25 (Wed)-Progress report grades due by 10:00 am
October 30 (Wed)-Last day to drop concurrent credit course WITH a “W” on official college transcript
November 25-29 (Mon-Fri)-Fall break. No classes.
November 28-29 (Thurs-Fri)-Thanksgiving Holiday. Offices closed.
December 6 (Fri)-Last day of UAM concurrent classes
December 9-12 (Mon-Thurs)-Final exam period
December 16 (Mon)-Final grades due by 10:00 am

Spring 2025

December 27 (Fri)-Recommended admission application and test score submission deadline
January 1 (Wed)-Class rosters for spring concurrent classes
January 8 (Wed)-Syllabi for spring concurrent classes (submitted to academic unit)
January 8 (Wed)-First day of UAM concurrent classes
January 8 (Wed)-Admission application and test score submission deadline
January 10 (Fri)-Last day to add classes for concurrent credit
January 20 (Mon)-Martin Luther King Holiday. Offices and classes closed.
January 23 (Thurs)-Last day to drop concurrent credit course WITHOUT a “W” on official college transcript
January 22 (Wed)-Signed student enrollment rosters due
February 12 (Wed)-Last day to drop yearlong concurrent credit course WITH a “W” on official college transcript
February 12 (Wed)-Progress report grades due by 10:00 am
March 24-28 (Mon – Fri)-Spring Break
March 28 (Fri)-Spring Break Friday. Offices closed.
March 19 (Wed)-Last day to drop concurrent credit course WITH a “W” on official college transcript
April 28 (Mon)-Last day of UAM concurrent classes
April 29 (Tues)-Study Day (no classes)
April 30 - May 5 (Wed-Mon)-Final exam period
May 6 (Tues)-Final grades due by 10:00 am

Click this link to access the full academic calendar: [Academic Calendar](#)

Academic Code Violations

Cheating, which includes plagiarism, is a serious academic violation and involves a student obtaining a test, essay, research paper, presentation, project, quiz, or other course assignment or requirement with the intention of presenting it to the course instructor as one's own work. Plagiarism is any instance in which a student uses the words and/or the ideas of another without proper documentation of the source for those words and/or ideas.

These violations are adjudicated through the academic violation process below:

1. An instructor who suspects that a student is guilty of cheating within the instructor's class must inform the student of this suspicion, present evidence of the violation, and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of cheating within the instructor's class may take any of the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the test or assignment; 3) require the student to retake the test or to re-do the assignment; 4) award no credit for the test or assignment; 5) award the student a failing grade for the course.
3. A student who receives any of the above actions and who believes the action is unjust may appeal the instructor's decision as addressed in the academic appeals process. The student must initiate this process within ten class days of receiving written or oral notice of the action. 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](#).

Academic Unit Head/Dean

The University of Arkansas at Monticello is organized by academic units; a Dean is responsible for overseeing the work of all the faculty in a 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 Credit 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 a Dean.

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 every fall by the first day of classes.

Concurrent Contact Information

The Director of Concurrent Credit is located in the Office of Academic Affairs on UAM's main campus. If you have questions, please contact your local high school liaison (typically the high school counselor) before contacting UAM or the UAM Colleges of Technology.

Monticello Campus	Crossett Campus	McGehee Campus
Bethany Wornick Director of Concurrent Credit haydenb@uamont.edu 870-460-1668	Dawn Reed Assistant Vice Chancellor reedd@uamont.edu (870) 460-2030	Melinda Miller Counselor millerm@uamont.edu (870) 460-2128

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. Website:

<https://www.uamont.edu/it/password-help.html>

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.

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](#).

Grades of "I", Incomplete

A student may receive an incomplete, "I," when warranted by circumstances out of the control of the student (i.e. serious illness, death in the family) that make completion of course requirements impossible by the conclusion of the semester. The student must have completed all course work for at least two-thirds of the semester and must be passing the course at the time of the event leading to the request. The awarding of an Incomplete is at the discretion of the instructor after the student has made the request. An instructor will not award an Incomplete unless a student has made such a request. The option must be discussed between the instructor and student, concluding in a written agreement outlining the specific requirements remaining to be satisfied for completion of the course. The Incomplete Course Completion Form ([Appendix A](#)) 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 of "I" will be posted on 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 instructor will set the deadline for completion of all work, not to exceed one calendar year. Failure to complete course requirements by the deadline will automatically result in the replacement of 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:

<u>Grade</u>	<u>Meaning of Grade</u>	<u>Value in Grade Points</u>
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 C](#), 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 C](#), 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.

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 or Payton Miller millerdp@uamont.edu for assistance. Emails should contain your contact telephone number and enough detail of your problem so that a quick response can be generated. Phone: 870-460-1620

Progress Report Grades Policy

Early semester grades constitute an unofficial progress report in that they indicate early student performance that can be built upon or remedied. These early semester grades are not permanently recorded on the student's official transcript. Faculty should notify and consult with students about their early-semester grades, and these grades will be posted in the student information system for all fall and spring undergraduate classes lasting longer than six weeks. Progress reports will be posted no later than the end of week five during fall and spring semesters for full semester courses, and no later than three days before the drop date in shorter sessions.

By necessity, faculty will need to begin assessing student work as early as the first week of a class. Grades posted will be A, B, C, D, or F. Other grades, such as I, are not informative and do not allow for the necessary guidance to facilitate student success. All students with a "D" or "F" on their progress report will automatically be reported to Academic Alert.

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 \(adhe.edu\)](https://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 \(hlcommission.org\)](https://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 by submitting a drop form to the UAM concurrent enrollment liaison.

The UAM concurrent enrollment liaison or designee will submit the drop 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 through Blackboard. Students should be encouraged to complete the evaluations as honestly and openly as possible. Additional evaluations may be completed at the request of the Unit Head or immediate supervisor.

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, whitingm@uamont.edu 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 B](#).

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 C](#).

Appendix A

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 B

UNIVERSITY OF ARKANSAS AT MONTICELLO
(Insert Name of) DEPARTMENT/PROGRAM/SCHOOL
(FACE TO FACE) COURSE SYLLABUS
Semester, Year, Time (i.e. Fall 2024 – 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 21213 (ACTS Equivalent # HIST 2113) American History II, 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

arrangements 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:

Progress Report Policy:

Early semester grades constitute an unofficial progress report in that they indicate early student performance that can be built upon or remedied. These early semester grades are not permanently recorded on the student’s official transcript. Faculty should notify and consult with students about their early-semester grades, and these grades will be posted in the student information system for all fall and spring undergraduate classes lasting longer than six weeks. Progress reports will be posted no later than the end of week five during fall and spring semesters for full semester courses, and no later than three days before the drop date in shorter sessions.

By necessity, faculty will need to begin assessing student work as early as the first week of a class. Grades posted will be A, B, C, D, or F. Other grades, such as I, are not informative and do not allow for the necessary guidance to facilitate student success. All students with a "D" or "F" on their progress report will automatically be reported to Academic Alert.

Method of Delivering Assignments: (when applicable)

Example: Please submit work as a PDF document sent to Blackboard. Use Times New Roman, 12-point font with 1” side margins. All submissions should be titled with your last and first name and course title (e.g., Smith, Joe EDHP 22333). Be sure to have anti-virus software installed on your computer and update it regularly.

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:

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

Artificial Intelligence Policy:

Explanation of Grading Policy:

Grade Assignment:

Grading Scale:

A= 90—100

B= 80 — 89
C= 70 — 79
D= 60 — 69
F= 59 and below

UNIVERSITY OF ARKANSAS AT MONTICELLO ADDENDUM COURSE SYLLABUS (Fall 2024)

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. Technical Support: UAM-ITHelp@uamont.edu

Frequently asked questions by online students: <https://www.uamont.edu/academics/distance-ed-faq.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/>. Technical Support: UAM-ITHelp@uamont.edu

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:

Gibson University Center, Suite 201, (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/health-and-wellness/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 – Ms. Mary Whiting

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

McGehee Campus – Ms. Melinda Miller

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: MillerM@uamont.edu

Crossett Campus – Ms. Dawn Reed

Location: UAM College of Technology at Crossett

Telephone: (870) 364-6414

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

Email: reedd@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.

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

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

How do I Drop or Withdraw from UAM?

You *must* submit your request through [UAM Forms | Dynamic Forms - a Next Gen Web Solutions product.](https://uamont.dynamicforms.com/UserDashboard/UserPortal) (<https://uamont.dynamicforms.com/UserDashboard/UserPortal>)

Drop/Withdrawal requests made through email or phone or paper copies will not be accepted.

In order to drop a class, you will need to:

- Log into MY UAM
- Select UAM Forms
- Select Academic Affairs from the options given
- Select “Fill out form” next to the Drop Form link from the menu
- Include all the class and enrollment information required on the form
- Complete the electronic signature
- Click the Submit Changes button at the bottom of the page
- Follow up with your advisor to ensure the form has been submitted and received

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/StudentHandbook.pdf>.

Academic Conduct Code Violation (page 16)

Classroom Behavior/Disruption Policy (page 17)

Academic Standing & Suspension (page 18)

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).

Updated 07/15/2024

Appendix C

INSTRUCTIONS FOR WEEVILNET To Enter Final Grades

Log into WeevilNet and navigate to the following path:

Main Menu>Self Service> Faculty Center> My Schedule

Navigation path: **Main Menu** > Self Service > Faculty Center > My Schedule

ORACLE

son

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

My Schedule

Fall 2023 | Univ of Arkansas Monticello

Select display option

Show All Classes Show Enrolled Classes Only

My Exam Schedule

Icon Legend | Class Roster | Grade Roster | Learning Management

My Teaching Schedule > Fall 2023 > Univ of Arkansas Monticello

Personalize View All [Print] [Calendar]							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	First
[Icon]	NURS 4473-90 (1520)	NURSING RESEARCH (Lecture)	17	TBA	Internet	Aug 16, 2023-Oct 5, 2023	1 of 1

View Weekly Teaching Schedule | Go to top

Once here, click the “**Grade Roster**” icon on the appropriate class, if you have multiple classes.

Icon Legend | Class Roster | Grade Roster | Learning Management

My Teaching Schedule > Fall 2023 > Univ of Arkansas Monticello

Personalize View All [Print] [Calendar]							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	First
[Icon]	NURS 4473-90 (1520)	NURSING RESEARCH (Lecture)	17	TBA	Internet	Aug 16, 2023-Oct 5, 2023	1 of 1

Now that you have the roster opened, you will need to verify that the “**Final Grade**” roster is selected on the left. You will then assign grades to each student. If students have stopped attending, post a Last Date of Attendance by clicking the “Post Last Day of Attendance” icon to the right of that student.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Faculty Center ▾ > My Schedule

ORACLE

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Grade Roster

⚠ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

Fall 2023 | Eight Week - First | Univ of Arkansas Monticello | Undergraduate

Change Class

NURS 4473 - 90 (1520)
NURSING RESEARCH (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Internet	Tamisha Gatewood-Henderson	08/16/2023 - 10/05/2023

Display Options

*Grade Roster Type: Mid-Term Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Not Reviewed

Save

Personalize | Find | View All | First 1-17 of 17 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Date of Attendance	Post Last Day Attendance
<input type="checkbox"/>	1				GRD	Nursing - Pending Nursing Major (BSN)	Senior		Post Last Day Attendance
<input type="checkbox"/>	2				GRD	Nursing - Pending Nursing Major (BSN)	Senior		Post Last Day Attendance

If you enter a LDA (last date of attendance) by mistake, please contact Ann Leggett in the Registrar’s Office for assistance with modifying or removing the LDA.

Email: LeggettP@uamont.edu

Registrar’s Office Phone: (870) 460 - 1034

Once you have input grades on each student in the roster and posted any last dates of attendance, you will then need to change the Approval Status from “Not Reviewed” to “Approved” and click **Save**.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

Fall 2023 | Eight Week - First | Univ of Arkansas Monticello | Undergraduate

Change Class

NURS 4473 - 90 (1520)
NURSING RESEARCH (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Internet	Tamisha Gatewood-Henderson	08/16/2023 - 10/05/2023

Display Options

*Grade Roster Type Mid-Term Grade

Display Unassigned Roster Grade Only

Grade Roster Actions

*Approval Status Not Reviewed

Save

If you have any issues in submitting and approving grades, please contact Keith Chambliss.

Email: ChamblissK@uamont.edu

Phone: (870) 460 – 1335