



CONCURRENT ENROLLMENT PROGRAM

FACULTY HANDBOOK

Revised by Academic Affairs 05.20.26

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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 a doctoral degree.

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

All concurrent enrollment faculty must follow the [UAM calendar dates](#). For an exception, please contact the Director of Concurrent Credit.

To view the full academic calendar, please click this link: [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; the 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 a year. The UAM concurrent enrollment liaison assists with student tests/examinations or other paperwork throughout the semester such as Incomplete Grade forms, Yearlong 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 the 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: <https://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	Elaine Hargraves Assistant Vice Chancellor hargraves@uamont.edu (870) 460-2106

Email

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

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

You will receive an email regarding your email address and initial password.

If you forget your password, you may contact the Office of Information Technology at 870-460-1036 or visit <https://passwordreset.microsoftonline.com/>.

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 UAM Library and is available to the public at this [link](#).

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 the Change of Grade for Student process in Workday. Details for entering grades can be found in [Appendix C](#) at the end of this guide.

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 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

Final grades are entered electronically through [Workday](#), the student database management system. Details for entering grades can be found in [Appendix B](#) at the end of this guide. The final grade reported to UAM must match the grade reported to the high school.

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.

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 liaison for general education courses is the Office of Academic Affairs at the University of Arkansas at Monticello. 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 the Office of Information 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

Interim Grade Policy

Interim grades constitute an unofficial progress report that reflects students' early academic performance which 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. Interim 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 interim 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 \(adhe.edu\)](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 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://www.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.

As proof of course enrollment each semester, a student must sign a class roster with his/her name as it appears on the roster no later than the 10th day of regular UAM classes for that semester.

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 linked 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 A](#).

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 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.

Workday

Workday is the name of the student electronic database system. Final 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 Workday can be found in [Appendix B](#).

Appendix A

COURSE PREFIX, NUMBER, AND NAME (for example ENGL 10103 Composition I)
UNIVERSITY OF ARKANSAS AT MONTICELLO
(Insert Name of) DEPARTMENT/PROGRAM/SCHOOL
(FACE TO FACE) COURSE SYLLABUS
Semester, Year, Time (i.e. Fall 2026 – 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). Faculty members must host a minimum of ten hours per week, with at least eight hours of face-to-face time in faculty offices from Monday through Thursday. The remaining hours may be scheduled face-to-face, virtual, via text, or by phone.]

Course Title and Credit Hours: [i.e. HIST 21103 (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
- Respondus Exam Monitoring [IF APPLICABLE]

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.)

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.

Course Specific Calendar Dates: (List any special dates that would be of concern to any student.)

-

University Important Dates: Please see the Addendum section for dates concerning schedule changes, holidays, drop dates, etc. or the [UAM Calendar](#).

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:

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) 460-1026 Fax: (870) 460-1926
 - Mailing Address: P.O. Box 3600, Monticello, AR 71656
 - Email: 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: henryJ@uamont.edu
- Crossett Campus
 - Location: UAM College of Technology at Crossett
 - Telephone: (870) 364-6414 Fax: (870) 364-5707
 - Mailing Address: 1326 Highway 52 West, Crossett, AR 71635
 - Email: reedd@uamont.edu

Interim Report Policy:

Early semester grades constitute an unofficial interim 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. Interim 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.

Work Required:

- Academic Engagement: (at least 45 hours for a 3-credit course)
 - Example – Participate in online assignments (__ hours)
 - Example --Take quizzes and exams (__ hours)
- Preparation: (at least 90 hours for a 3-credit course)
 - Example -- Read required materials for class (__ hours)
 - Example -- Prepare papers, projects and other assignments(__ hours)
 - Example -- Review notes and study for test (__ hours)
- Overall Total Hour Obligation: (Should be at least 135 hours for a 3-credit course per semester)

Artificial Intelligence Policy: [Insert the AI guidelines for the class. Be detailed with either permitting with explicit faculty consent, not permitting or permitting along with an explanation or guidelines.]

**** UA System AI Guidelines Policy/Framework:** The University of Arkansas (UA) System Policy 285.2 Section III references the Acceptable Use of AI in Teaching and Learning. The UA system encourages the appropriate use of AI in all aspects of teaching and learning to prepare students for the modern workforce. Faculty may incorporate AI tools to enhance instruction, assessment, and student engagement where pedagogically appropriate. This policy also recognizes that faculty members and institutions are best positioned to determine the appropriate use of AI and other tools in their classrooms. Students may use AI tools only as permitted by course, program, or institutional policies. Faculty should clearly communicate expectations regarding AI use in coursework in their course syllabi. Students unauthorized use of AI to generate or assist in graded work constitutes a violation of academic integrity.

Explanation of Grading Policy: (insert your grading policy)

Grade Assignment:

-

Grading Scale:

- A= 90—100
- B= 80 — 89
- C= 70 — 79
- D= 60 — 69
- F= 59 and below

Respondus Exam Monitoring [IF APPLICABLE INCLUDE, IF NOT THEN REMOVE]

This course requires the use of Respondus LockDown Browser and Respondus Monitor for online assessments. LockDown Browser is a custom browser that locks down the testing environment within our Blackboard Learning Management System. When LockDown Browser is required for an online exam, students are unable to print, copy, visit other websites, or access other applications. Respondus Monitor is an online proctoring solution that adds webcam and video analytics to LockDown Browser. Respondus Monitor is a "companion product" for LockDown Browser and cannot be used without it.

You will not be able to access the exam with a standard internet browser. Watch this [short video](#) to get a basic understanding of what LockDown Browser and Respondus Monitor (the webcam feature) are. A student [Quick Start Guide \(PDF\)](#) is also available. The cost to download Respondus Lockdown Browser for students is free.

Students will be required to purchase their own subscription for Respondus Monitor, valid for 12 months for all courses and exams that use Respondus Monitor at their institution. The price is \$15.00 for 12 months. Payment is made the first time an exam requires the use of Respondus Monitor. Credit cards, debit cards, and PayPal are the only accepted methods of payment.

A web camera will also be required to take exams that have Respondus Monitor enabled. A web camera may be already built into your computer, or it can be the type that plugs into your computer with a USB cable. Web cameras are not provided to students. If you do not own a web camera, you will need to purchase one for the duration of the course, borrow one for the duration of the course, or use a computer that already has a web camera for the duration of the course.

Here is the link to download LockDown Browser: University of Arkansas – Monticello
<https://download.respondus.com/lockdown/download.php?id=581739676>

If you're unable to pay for Respondus Monitor, there are a few steps you can take to seek assistance:

- **Contact Your Institution:** Reach out to your school's administration or financial aid office. They may have funds available to assist students with necessary educational expenses like Respondus Monitor.
- **Discuss with Your Instructor:** Let your instructor know about your situation. They may be able to provide alternatives or work with you to find a solution.
- **Respondus Support:** If you encounter technical issues or need help with Respondus Lockdown Browser or Respondus Monitor, you can start a live chat session from within the application itself. [The average wait time for an agent is less than 30 seconds.](#)
- **Check for Institutional Policies:** Some institutions may have policies in place to assist students who cannot afford the cost of proctoring services. It's worth checking if your institution offers any such support.
- **Technical Troubleshooting:** If the issue is technical rather than financial, there are [troubleshooting guides and support available](#) to help you resolve common issues.
- **System Requirements for Respondus Lockdown Browser and Monitor**
 - Windows: 11 and 10 [Details](#)
 - Mac: macOS 10.15 to 14.0+
 - iOS: 12.0+ (iPad only). Must have compatible LMS integration. [Details](#)
 - Chromebook: [Details](#)
 - Web camera (internal or external) & microphone
 - A broadband internet connection that is strong and stable

Finally, when taking an online exam, follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should also be free of distractions and interruptions.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Check to ensure your equipment (laptop, web camera, etc.) is working properly and address any issues before starting the exam
- Turn off all mobile devices, phones, etc., and don't have them within reach.
- Clear your area of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Remember, communication is key. Please do not hesitate to reach out for help if you're facing financial difficulties that impact your ability to pay for educational resources.

ADDENDUM COURSE SYLLABUS (Fall 2026)

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://uamont.teamdynamix.com/TDClient/33/Portal/Home/?ToUrl=>

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/>

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:

- 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>
- UAM Counseling Center - Gibson University Center, Suite 201, (870) 460-1554
- Mainline Behavioral Health Services – Gibson University Center, Suite 201, (870) 224-0109

The Center for Writing and Communication (Writing Center):

- Memorial Classroom Building, Room 312, (870) 460-1678

- 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 UAM Library is open during regular service hours.
- UAM Taylor Library hours of operation (<https://www.uamont.edu/academics/library/index.html>)

Tutoring Center:

- Student Success Center, Suite 203, (870) 460-1454
- All students have access to free tutoring services. Students are encouraged to make an appointment.
- Schedule for a Tutor (<https://www.uamont.edu/life/student-services/testing/tutoring.html>)
- Monday-Thursday from 1 p.m. to 4 p.m. in the Student Success Center Room 203 (subject to availability)
- Monday-Thursday from 6 p.m. to 10 p.m. in the UAM Library Sandra Campbell Room (subject to availability)
- Sunday from 2 p.m. to 6 p.m. in the UAM Library Sandra Campbell Room (subject to availability)
- Online tutoring sessions are available by arranging a time with a tutor and choosing online.

Math Tutorial Lab:

- Math and Science Center, (870) 460-1016
- Free one-on-one tutoring is available for any mathematics class. Help with MyMathLab is available.
- Math tutoring is in A23 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 Person of Concern Form (<https://www.uamont.edu/life/health-and-wellness/counseling/index.html>) 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](https://www.uamont.edu/students.html) is located under Students on the UAM Webpage (<https://www.uamont.edu/students.html>).
 - Academic Conduct Code Violation (page 26)
 - Classroom Behavior/Disruption Policy (page 27)
 - Academic Standing & Suspension (page 28)

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 B

INSTRUCTIONS FOR WORKDAY

To Enter Interim (Progress Report) Grades

If you have any issues submitting interim grades, please contact Keith Chambliss calling (870) 460 - 1335 or emailing "chamblissk@uamont.edu".

Assign Student Interim Grade

SR

This quick reference guide (QRG) provides instructions on how to assign a student an interim grade as a faculty member in Workday. Interim grades are commonly referred to as mid-term grades.

To assign a student an interim grade for a course section, complete the following steps.

ASSIGN INTERIM GRADE

From the Workday Home page:

1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



3. In the Academic Period textbox type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter.

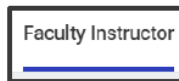
A screenshot of the 'Faculty Instructor for Faculty Teaching & Advising' window. The 'Academic Period' field is active, showing a search for 'UAF Fall 2025'. Below the field, a list of search results is displayed, including 'UAF Fall 2025 (08/18/2025-12/12/2025)' and 'UAF Fall 1 2025 (08/18/2025-10/07/2025)'. The results are listed with checkboxes next to them.

4. Select the desired Academic Period or Periods.

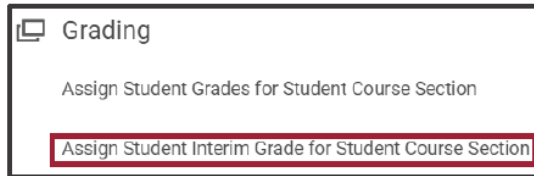


Note: To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Select the **Faculty Instructor** tab.



7. Under **Grading** select **Assign Student Interim Grade for Student Course Section**.



8. Click into the **Student Course Section** field and select **My Assigned Course Sections** from the dropdown list.

A screenshot of the 'Student Course Section' field. The dropdown menu is open, showing 'My Assigned Course Sections' as the selected option. The field is labeled 'Student Course Section' and has a search bar.

Assign Student Interim Grade

SR

9. Select the appropriate **Academic Period** from the dropdown list.
10. Select the appropriate **Course** from the dropdown list.

Student Course Section *

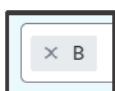
×

HIS 2053-001 - Arkansas History

11. Click **OK**.
12. Click the **Add Row** button on the first student's row.



13. Select the appropriate **Interim Grade** for the student.



14. Optional – Edit the **Interim Grade Date** if needed.
15. Repeat steps nine through eleven for each student in the course.



Note: Multiple Interim Grades can be entered for a student as needed. For example, if a program, scholarship, or student organization requires grade updates at various points during the semester, they can be recorded here with corresponding dates for tracking and reference.



To Enter Final Grades

If you have any issues inputting final grades, please reach out to Keith Chambliss by calling (870) 460 - 1335 or emailing "chamblissk@uamont.edu"

Enter Grades

SR

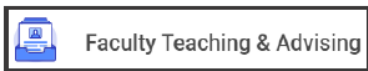
This quick reference guide (QRG) provides instructions on how to enter final grades for a course section as a faculty member in Workday. Grade entry access is based on Academic Period Date Controls, so if you do not see the option to enter grades, it is likely too early, or the deadline has passed. Check the academic calendar or contact your registrar with questions.

To enter final grades for a course section, complete the following steps.

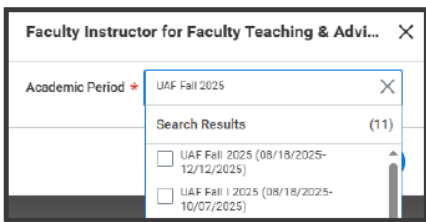
ASSIGN FINAL GRADE

From the Workday Home page:

1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



3. In the Academic Period textbox type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter.

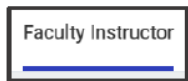


4. Select the desired Academic Period or Periods.

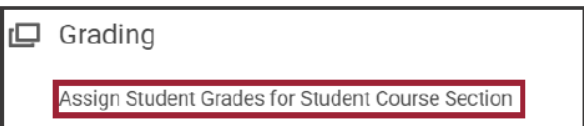


Note: To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

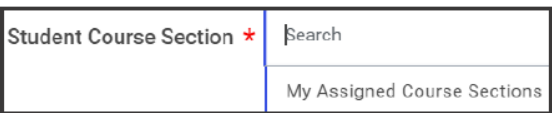
5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Select the **Faculty Instructor** tab.



7. Under **Grading** select **Assign Student Grades for Student Course Section**.



8. Click into the **Student Course Section** field and select **My Assigned Course Sections** from the dropdown list.



9. Select the appropriate **Academic Period** from the dropdown list.

Enter Grades

SR

10. Select the appropriate **Course Section** from the dropdown list.

Student Course Section *	x HIS 2053-001 - Arkansas History
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11. Click **OK**.

12. Select the appropriate **Final Grade** for each student from the dropdown list.

Student	Student ID	Final Grade
Aleece, Aaron	100046	x A



Note: If an incomplete grade is assigned, a date must be entered as a deadline for the incomplete grade. The selected date should be when the student is required to complete the course.

13. Click **Submit**.

14. Check **Confirm**.

Confirm *	☒
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15. Click **OK**.

16. Click **Done**.

Change Grade for Student

This quick reference guide (QRG) provides instructions on how to change a student's final grade in Workday. Faculty will only be able to modify grades until the deadline for grades to be posted for that term. If the final grade has not yet been submitted, please reference the QRG Faculty: Assign Student Final Grade for more information on how to submit grades.

To change a student's final grade, complete the following steps.

CHANGE GRADE FOR STUDENT

From the Workday Home page:

1. Type and select 'Change Grade for Student' in the search bar.
2. If not automatically populated, select the appropriate **Institution** from the dropdown list.
3. Select or enter the **Academic Period by Calendar**. This will be the Academic Period the course was during.
4. Select the **Course Section** from the dropdown list. This could take a few moments to load.
5. Select the **Registration** or student from the dropdown list.



Note: If there are no students or the student you are searching for is not listed, confirm you submitted final grades for the course section before contacting your institution's support staff.

Academic Period by Calendar *

x

UACCB Fall 1 2024 (08/19/2024-10/11/2024)

6. Click **OK**.
7. Select a **Revised Grade** from the dropdown list.

Revised Grade *

x

B

8. Optional – Enter a **Grade Note**.
9. Optional – If the Revised Grade is an "F" you will be given the option to enter a **Last Date of Attendance**.

Last Date of Attendance

MM/DD/YYYY

📅

10. Select the **Grade Change Reason** from the dropdown list.

☐ Calculation Error
 ☐ Data Entry Error
 ☐ Other



Note: If "Other" is selected you will be required to enter a Comment. If any other option is selected the Comment box is optional.

11. Click **OK**.



Note: When you submit this request, it will then route to your Academic Dean for approval before being processed by the Registrar's Office.



Figure 1