

Institutional Policies and Procedures

Each institution's complete college catalog can be found on the respective web page for the campus. The campus web sites are as follows:

Phillips Community College of the University of Arkansas – www.pccua.edu

University of Arkansas Community College at Batesville – www.uaccb.edu

University of Arkansas Community College at Hope – www.uacch.edu

Tuition Refund Policy

All three institutions adhere to the University of Arkansas System tuition refund policy.

NOTE: "Class days" refers to business days at the College.

For fall/spring terms:

1. Up to and including five class days-100% refund
2. From the 6th - 10th class day-50% refund
3. The 11th class day and after - No refund

For summer terms:

1. Up to and including five class days - 100% refund
2. The 6th class day and after – No refund

Grades and Withdrawals

Phillips Community College of the University of Arkansas

Grading System

Each student will receive at mid-term an evaluation of progress in each course. Mid-term grades are for student information only and are not placed on the permanent record. At the end of the semester the student will receive final grades based upon the following system:

A - 4 quality points **B** - 3 quality points **C** - 2 quality points

D - 1 quality point **F** - 0 quality point

EW -Withdrawn by faculty due to excessive absence

I -Incomplete work to be made up within sixty days following close of current semester

W -Withdraw

S -Students working up to potential in individualized (self-pacing) courses may receive a grade of "S" for satisfactory progress.

AU -Audit

S/U -Non-credit courses will be given a grade of "S" for satisfactory, or a grade of "U" for unsatisfactory.

Checking Grades Online The PCCUA Homepage (www.pccua.edu) gives students access to information about their student accounts, financial aid, grades*, degree audits, and transcripts*. This information can be accessed using a web browser and going to the PCCUA Homepage at www.pccua.edu.

On the homepage, choose the “Student” link and then on the student page choose “Student Academic Information” (close to the bottom on the left). You will then be required to enter your student identification number and a PIN number (this is your birth date). For example, 01151997. Once you have connected to the Student Information System, you may change the PIN number to a number that only you will know. If you change your number and forget it, you will have to call the Registrar’s Office (Ext. 1336, 1337, 1150 or 1138) to have it reset.

*unofficial copies

Withdrawal

A student who withdraws from the college in the course of the regular semester or summer term must do so officially at the Office of Admissions. Official withdrawal must be made in person or by written statement from the student. The student’s I.D. card must be submitted at the time of withdrawal.

Consultation with a dean is compulsory for all students who withdraw from a course. Failure to do so will result in the recording of failing grades in the course(s) for which the student is registered.

University of Arkansas Community College at Batesville

Grades and Grade Points

UACCB’s grading policy reflects the quality of performance and achievement of competency by students who complete one or more credit courses. Faculty are responsible for determining and assigning both grades and status based upon objective appraisal and evaluation of the student’s performance. Grading standards are provided to students in writing at the beginning of each course in the course syllabus. The College uses the following four-point grading scale:

GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failure	0

A student’s grade point average is determined by dividing the total number of quality points by the total number of credit hours attempted. All course work completed with assigned grades of “A,” “B,” “C,” “D,” or “F” are to be considered in calculating the cumulative GPA.

For those students who retake courses, only the latter grade is calculated into the cumulative GPA and hours earned for the students. The first grade of the course will, however, still appear on the student’s transcripts.

Basic skills courses are taken for non-degree credit, although the grade is calculated into the cumulative GPA. Credit awarded does not count toward certificate or degree completion, but does count toward Title IV financial aid eligibility.

Transfer courses are not calculated into a student’s cumulative GPA.

NOTE: Nursing and Allied Health students must make a minimum grade of 76 in **each major unit of study** taken in each course of study in order to advance within their respective programs.

Grade Status Codes

In addition to course grades of “A,” “B,” “C,” “D,” and “F,” students may receive the following grade status designations.

STATUS CODES	DESCRIPTION	QUALITY POINTS
I	Incomplete	0
W	Withdrawn	0
AU*	Audit	0
CR	Verified Competency	0

*Must be declared no later than the first week of class and may not qualify for financial aid.

Incomplete (I): The grade “I” should only be assigned when a student has not completed a significant component of a course (i.e. an exam, paper or project) and the student has a valid rationale for this failure.

A student receiving an “I” must meet with his/her instructor and contractually make arrangements to complete the course requirements no later than the end of the next regular semester (fall or spring). The student should maintain a copy of this contract for reference. The instructor, division chair and the Director of Student Information/Registrar will also keep copies of the contract.

Faculty members will submit the grade by the end of the next regular semester following the one in which the “I” designation was received. The College will change the “I” designation to a grade of “F” if a grade is not assigned within the specified time period.

A student may petition for an extension not to exceed one year because of extenuating circumstances. A written request by the student must be submitted to and approved by the Vice Chancellor for Learning and Student Services. Students may not re-register to take a course for which an “I” designation has been received until the grade designation has been changed.

Withdrawal (W): A “W” is assigned for a student-initiated withdrawal during the period printed in the Academic Calendar in this catalog. A student must provide formal notification to the Director of Student Information/Registrar by completing a “Course Drop” form or complete a “Withdrawal” form. This process must be initiated by the student’s advisor. **Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grades.**

Audit (AU): “Audit” means enrollment in a course for no grade or credit. A student must declare intent to audit by the end of the first week of classes of the semester he/she intends to audit. Auditing students will be required to pay the same tuition and fees as assessed for a class taken for credit.

Verified Competency (CR): The Verified Competency designation is used to indicate a status for which recognition is earned, but no grade is assigned. A “CR” will be recorded to document competencies demonstrated via test-out, credit-for-experience, College Level Examination Program (CLEP), Advanced Placement (AP) options, and transfer course work from other colleges.

Dropping a Class

Any student wishing to drop courses from his/her schedule must initiate the process through his/her faculty advisor. Students can obtain a drop form from their advisor or the Office of Student Services. In order to complete the transaction, the drop form must be signed by the student and the faculty advisor; the student must pay the appropriate fee, if necessary; and the student must submit the drop form to the Office of the Director of Student Information/Registrar. Failure to complete this entire process will nullify the action.

Students may drop courses from their schedules up to the late registration deadline without incurring any fees. After the late registration deadline, a drop/add fee per transaction will be assessed.

Students who wish to drop a class or completely withdraw from college are governed by the following policies:

- Courses dropped and withdrawals completed prior to the 12th class day in a regular term or the 6th class day in a summer term will not be recorded on the student’s transcript.
- Students officially dropping a credit course from the 12th class day through the published deadline will receive a grade of “W” on their permanent transcript.
- After the published deadline, an “F” will be recorded for students who stop attending class. The Vice Chancellor for Learning and Student Services must approve exceptions to this policy.

Withdrawal from the College

A student who wishes to withdraw from College (all classes) during a term must complete a **Student Withdrawal form prior to the Last Date to Withdraw from the College**. Students should initiate this process by contacting their Faculty Advisor. The student will not be officially withdrawn until the form has been received in the Director of Student Information/Registrar’s Office. There is no fee for complete student withdrawal.

When an emergency or other special circumstance makes it impossible for the student to withdraw in person, the student may correspond with the Office of Student Services or their faculty advisor to make other arrangements.

Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s).

University of Arkansas Community College at Hope Grades and Grade Points

The College uses the following system for grading and for computing the grade point average (GPA): $\text{Total Hours Attempted} / \text{Total Grade Points Earned} = \text{Grade Point Average}$.

Grades that count toward the GPA (counted in hours attempted):

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Passing	1 grade point
F	Failing	0 grade points

Grades that do not count toward the GPA (not counted in hours attempted):

AU	Audited	0 grade points
P	Pass	0 grade points
U	Unsatisfactory	0 grade points
W	Withdraw	0 grade points
I	Incomplete	0 grade points

Incompletes "I" are for emergencies near the end of the semester. An incomplete grade is assigned if, due to personal illness or other emergencies, a student is unable to complete required coursework by the end of the semester. It is the student's responsibility to contact the instructor, arrange a method of completing course requirements, and provide proper documentation as to reason for the request. Students receiving an incomplete "I" have until the midpoint of the following regular semester to complete any make-up work. If the work has not been completed, the "I" becomes an "F." Incompletes are not intended as grade replacements for students who are failing for non-emergency reasons.

Grades will be distributed only to the individual student in person or by mail at the end of the semester. A student may authorize in writing that their grades be distributed to an appointed designee. **It is the policy of the College that grades are not posted.**

Withdrawal from Courses

All withdrawals from class must be made in the Enrollment Services Office. Prior to dropping a class or withdrawing from school, students are required to see their advisor in order to determine the consequences of that withdrawal. **Failure to attend classes is not the same as officially withdrawing from classes.** Students wishing to drop a class or to change classes are governed by the following policy:

1. Withdrawals through the official reporting day, whether by the student or by the instructor for non-attendance, are not recorded on the student's permanent records.
2. Withdrawals after the official reporting day are conducted in the following manner:
 - a. Students withdrawing from a credit course prior to 3:00 p.m. on Friday of the 10th week of the fall or spring semester will receive a grade of "W" on their permanent records.
 - b. Students withdrawing from a credit course prior to 3:00 p.m. on Thursday of the third week of the summer session during which they are enrolled will receive a "W" on their permanent records.
 - c. The withdrawal privilege will be suspended at the end of the 10th week of each semester and the end of the third week of each summer session. After the 10th week and until the 13th week, an instructor may continue to drop students with a grade of "W" based on non-attendance or other mitigating circumstances. Instructors may drop students after the 13th week with a grade of "W" with the permission of the Vice Chancellor for Academics or the Vice Chancellor for

Student Services based on extenuating circumstances that could prevent the student from successfully completing the course. Students receiving the grade of “F” for a class are considered to have earned the grade based on class performance.