



COLLEGE CATALOG

2022-2023

U of A

HOPE • TEXARKANA

A University of Arkansas System College

UNIVERSITY OF ARKANSAS
AT HOPE AND TEXARKANA



2022-2023
College Catalog
Volume XXVI

Chancellor's Welcome

Welcome to the University of Arkansas at Hope and Texarkana

It is an honor and a privilege to serve as the 8th chancellor of this remarkable institution. As an institution with campuses in Hope and Texarkana, we are comprehensive and holistic in the services we provide to the communities we serve. Since the college's inception, more than 55 years ago, we have been and will remain steadfast in our commitment to provide excellence through:

- Dedicated and devoted faculty to student success and academic achievement
- Supportive staff to listen and guide our students to the appropriate services
- Relevant content knowledge coupled with practical application
- Affordable tuition, fees, and textbooks
- Access to up-to-date technology and classroom spaces
- Flexible class times to accommodate complex and busy schedules

Upon completing their studies, our students are equipped to transfer to a four-year university or have marketable skills to enter the workforce.

UAHT students are afforded the opportunity to transfer seamlessly to any public university in Arkansas to earn advanced degrees. Moreover, we have transfer agreements with schools inside and outside of Arkansas. On the other hand, some students opt to go directly to work in occupational fields such as business, information technology, health professions, and technical and industrial professions. We even have some students enroll in non-credit courses through workforce development (to start new careers or advance in their current fields) and continuing education for self-fulfillment and self-actualization.

Remember, learning can also occur outside of the classroom, so our students are encouraged to participate in extracurricular and co-curricular activities for personal enrichment and growth. UAHT has a host of student organizations and intramural sports where students can learn about themselves, meet new friends, develop leadership skills, and become more familiar with the college. In addition, through Hempstead Hall, a state-of-the-art events venue, UAHT offers social and cultural activities such as movie nights, plays, cultural programming, and concerts.

Without question, we are committed to working with our students to help ensure their college and life success. UAHT has created academic pathways and entry points to make it easy to navigate the college environment and has taken steps to help eliminate financial barriers. UAHT offers many institutional scholarships and, through the generosity of our donors, offers numerous foundation scholarships to help eliminate the financial burden of our students.

If you have not already, we hope you will soon join the UAHT family. To learn more, visit our website at www.uaht.edu or come by one of our campuses and let us assist you.



Dr. Christine Holt

Chancellor, 870-722-8201, christine.holt@uaht.edu

Student Responsibility

Students are responsible for knowing the information contained in this catalog/handbook. It should be read carefully for rules, regulations, policies, etc. While the College makes every effort to make changes only as revisions to this document, the College reserves the right to make changes to policy contained herein as circumstances may require. The latest version of the college catalog is available online at www.uaht.edu.

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UAHT Academic Calendar

<div>UofA</div> <div>HOPE • TEXARKANA</div> <div>A University of Arkansas System College</div>		ACADEMIC CALENDAR 2022-23						
		FALL 2022		SPRING 2023		SUMMER 2023		
CATEGORY	EVENT	Campus	*Online	Campus	*Online	Campus I	Campus II	*Online
Reporting Day	Full Time Faculty Return to Campus	Aug 10		Jan 3				
Orientation	New student orientation	see schedule						
	Payment due date	Aug. 1	Aug. 1	Dec. 1	Dec. 1	June 1	July 31	June 1
Course Dates	Classes Begin	Aug 24	Aug 24	Jan. 9	Jan. 9	June 5	July 5	June 5
	Census Day	Sept 8	Sept 8	Jan. 24	Jan. 24	June 13	July 13	June 13
	Mid term exams (if given)	Oct 13-14	Oct 13-14	March 2-3	March 2-3			
	Mid term Grades to Registrar	Oct 17	Oct 17	March 6	March 6			
	Last Day to Change Credit to Audit	Oct 27		March 16		June 21	July 19	
	Last Day for withdrawal by student*	Oct 27	Oct 27	March 16	March 16	June 21	July 19	June 21
	Last Day for withdrawal by faculty	Nov 18	Nov 18	April 14	April 14	June 28	Aug 1	Aug 1
	Classes End	Dec. 9		May 2		June 27	July 27	
	Final Exams	Dec. 12-15	Dec 7-9	May 4,5,8,9	April 26-28	June 29	July 31	July 26-27
	Final Grades Due by 2pm	Dec. 16	Dec 13	May 10th	May 5	July 3	Aug. 1	July 31
Textbooks due back to UAHT	Dec. 16		May 10th		July 3	Aug. 1		
Graduation	Graduation	Tuesday, May 16, 2023 at 6pm						
Mini Sessions / Fast Tracks	Fast Track I	August 24-Oct 14		Jan. 9- Mar. 3		na	na	
	Fast Track II	Oct 17- Dec 15		Mar. 6- May 10		na	na	
	May intercession begins			May 11				
	May intercession ends			June 1				
Registration	Registration Opens	April 6, 2022 for fall 2022		Nov. 1, 2022 for spring 23		April 5, 2023 for sum/fall 23		
	Extended Hours Registration until 6pm	August 22-23		January 5-6		na		
	Last Day to Change from Audit to Credit	Sept 7		Jan 23		June 12	July 12	
	Last Day to Enroll or Change Schedule	August 25	Aug 23	Jan 10	Jan. 8	June 5	July 5	June 4
Refunds	Last Day for 100% Refund	Aug 30		Jan 13		June 6	July 6	
	Last Day for 50% Refund-complete withdrawal from classes	Sept 7		Jan 23		NA	NA	
Holidays	Student Holidays	Sept. 5 Labor Day		Jan. 16 M.L.King Jr Day		May 3 no classes		
		Nov. 21-25 Thanksgiving		Mar. 20-24 Spring Break		May 29 Memorial Day		
		Dec. 17- Jan. 8 Christmas		April 7 Good Friday		July 4 Independence Day		
Campus Closed	Closed to Students	Nov. 24-26		March 23-24		Fridays summer (pending)		
		Dec. 21-31, Jan 2						
Calendar last updated 121422	*Online courses originating at PCCUA and UACCB Students are encouraged to read UAHT College Catalog and talk to their advisor about the options and concerns of withdrawing from a course.							

Important Information

In Case of Emergency	911
UAHT Campus Security-Hope Campus	777-8570
UAHT Campus Security-Texarkana Campus	216-2907
Hope Police Department	777-3434
Hope Fire Department	777-2311
Pafford EMS Ambulance	777-3334
Hempstead County Sheriff's Office	777-6727
Wadley Regional Medical Center-Hope	722-3800
Texarkana Campus (fire, ambulance, police)	911

Severe Weather Policy

If severe and unexpected weather conditions should force the University of Arkansas at Hope-Texarkana to close offices and/or cancel classes, the Chancellor will instruct the Department of Institutional Advancement to notify area media which will then broadcast the decision, and the Division of Student Services to send a UAHT Alerts text message to students. This decision will normally be made by 6 a.m. **If students do not hear a media announcement and/or receive a UAHT Alerts text message that the College is closed, classes are canceled, or classes will begin late, they should proceed as usual.** Students should exercise judgment for personal safety regardless of College announcements since U of A Hope- Texarkana administration is unable to review all road conditions throughout the College's service area.

Should a situation arise during the normal workday after students, faculty, and staff have arrived on campus, the Chancellor will announce the decision through normal campus communications such as e-mail in addition to UAHT Alerts text message. If the decision involves the cancellation of evening classes, area media will also broadcast the announcement.

Who to See

FOR	WHO	WHERE	PHONE
ACADEMIC PROBATION/SUSPENSION	KAYLA JONES, PAC PERSONAL INTERVENTION ADVISOR	STUDENT CENTER, SECOND FLOOR (SC 200)	870-722-8124
ACCUPLACER TESTING	STEVEN OGDEN, DIRECTOR OF TESTING & DISABILITY SERVICES	TESTING CENTER, STUDENT CENTER, FIRST FLOOR (SC 107)	870-722-8247
ADA COMPLIANCE	BRIAN BERRY, VICE CHANCELLOR FOR STUDENT SERVICES	STUDENT CENTER, SECOND FLOOR (SC 229)	870-722-8227
ADMISSIONS	LEIGH ANN QUILLIN, DEAN OF ENROLLMENT MANAGEMENT	STUDENT CENTER, FIRST FLOOR (SC 103)	870-722-8174
ADULT EDUCATION	STUDENT SUCCESS CENTER	STUDENT SUCCESS CENTER (SS 107)	870-722-8501
ADVERTISING	CALEY PENNINGTON, GRAPHIC AND WEB DESIGN COORDINATOR	ADMINISTRATION BUILDING (AC 170)	870-722-8243
ADVISING	PURTLE ADVISING CENTER	STUDENT CENTER, SECOND FLOOR (SC 200)	870-722-8124
ARTS, HUMANITIES, & EDUCATION DIVISION	JAN WHATLEY, DEAN	DISTANCE LEARNING CENTER (DL 104)	870-722-8236
ASSOCIATE OF ARTS DEGREE ONLINE	MELANIE DILLARD	SCIENCE & TECHNOLOGY (ST 216)	870-722-8167
AUDIOVISUAL NEEDS	INSTITUTIONAL TECHNOLOGY COORDINATOR	TECHNICAL AND INDUSTRIAL BUILDING (TI 191)	870-722-8295
BOOKSTORE	MARIELLE MCFARLAND	RAPERT LIBRARY COMPLEX	722-8268
BUSINESS, TRADE, AND INDUSTRY DIVISION	JENNIFER TERESA, DEAN	TECHNICAL & INDUSTRIAL, FIRST FLOOR (TI 107)	870-722-8109
CAMPUS CRIMES	CAMPUS SECURITY	CAMPUS SECURITY	870-722-8570 (Hope) 216-2907 (Texarkana) 911 (Emergency)
CAMPUS TOURS	JENNIFER CUNNINGHAM, DIRECTOR STUDENT RELATIONS	STUDENT CENTER, FIRST FLOOR (SC 108)	870-722-8228
CAREER COUNSELING	EMMANUEL DIXON, PAC CAREER ACADEMIC ADVISOR	STUDENT CENTER, SECOND FLOOR (SC 200)	870-722-8119
CAREER PATHWAYS	SONYA THOMAS, DIRECTOR CAREER PATHWAYS	STUDENT SUCCESS CENTER	870-722-8527
CHANGES IN SCHEDULE	PURTLE ADVISING CENTER	STUDENT CENTER, SECOND FLOOR (SC 200)	870-722-8124
CHILD DEVELOPMENT ASSOCIATE PROGRAM	JAN WHATLEY, DEAN	DISTANCE LEARNING (DL 104)	870-722-8236

FOR	WHO	WHERE	PHONE
COLLEGIATE ACADEMY	MIKKI CURTIS, DEAN OF SECONDARY PROGRAMS	RAPERT LIBRARY COMPLEX	870-722-8133
COMMUNITY EDUCATION	AKILI MOSES-ISRAEL	HEMPSTEAD HALL 104	870-722-8102
COMPUTER LABS LIBRARY	LIBRARY	RAPERT LIBRARY COMPLEX	870-722-8250
COUNSELING SERVICES	KAYLA JONES, PERSONAL INTERVENTION ADVISOR	STUDENT CENTER, SECOND FLOOR (SC 205)	870-722-8108
CRIMINAL JUSTICE PROGRAM	MICHAEL COX, DEAN	DISTANCE LEARNING CENTER (DL 213)	870-722-8118
DIESEL TECHNOLOGY PROGRAM	REGINALD ROY, PROGRAM CHAIR	TECHNICAL AND INDUSTRIAL BUILDING (TI 151)	870-722-8110
DISABILITY SERVICES	STEVEN OGDEN, DIRECTOR OF TESTING & DISABILITY SERVICES	TESTING CENTER, STUDENT CENTER, FIRST FLOOR (SC 107)	870-722-8247
DROP/ADD CLASS	PURTLE ADVISING CENTER	STUDENT CENTER, SECOND FLOOR (SC 200)	870-722-8124
EARLY CHILDHOOD EDUCATION PROGRAM	JAN WHATLEY, DEAN	DISTANCE LEARNING (DL 104)	870-722-8236
PAYMENTS	BUSINESS OFFICE	ADMINISTRATION BUILDING (AC 104)	870-722-8213
FINANCIAL AID	MARLA BUSH, DIRECTOR OF FINANCIAL AID	STUDENT CENTER, SECOND FLOOR (SC 213)	870-722-8265
FOUNDATION	ANNA POWELL, INSTITUTIONAL ADVANCEMENT	ADMINISTRATION BUILDING (AC 153)	870-722-8516
FUNERAL SERVICE EDUCATION PROGRAM	BRAD SHEPPARD, PROGRAM CHAIR	SCIENCE AND TECHNOLOGY CENTER (ST 121)	870-722-8206
GRADUATION APPLICATIONS	DIANA DAVIDSON, REGISTRAR	STUDENT CENTER, SECOND FLOOR (SC 226)	870-722-8220
HEMPSTEAD HALL	JOHN GLADDEN, INTERIM DIRECTOR	HEMPSTEAD HALL (HH 103)	870-722-8565
HEATING, VENTILATION, AND AIR CONDITIONING PROGRAM	LEO RATELIFF	TECHNICAL AND INDUSTRIAL BUILDING (TI 107)	870-722-8109
I.D. CARDS	ENROLLMENT SERVICES	STUDENT CENTER (SC 103)	870-722-8524
INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM	CIMMARON MORRIS, PROGRAM CHAIR	TECHNICAL AND INDUSTRIAL BUILDING (TI 121)	870-722-8113
INDUSTRY TRAINING	AKILI MOSES-ISRAEL, DIRECTOR OF INDUSTRY AND CONTINUING EDUCATION	HEMPSTEAD HALL (HH 104)	870-722-8102
INSTITUTIONAL ADVANCEMENT	ANNA POWELL, ASSISTANT TO THE CHANCELLOR FOR INSTITUTIONAL ADVANCEMENT	ADMINISTRATION BUILDING (AC 153)	870-722-8516

FOR	WHO	WHERE	PHONE
INSTITUTIONAL EFFECTIVENESS	DEAN OF INSTITUTIONAL EFFECTIVENESS	ADMINISTRATION BUILDING, (AC 130)	870-722-8209
INSTITUTIONAL PLANNING & RESEARCH	DEAN OF INSTITUTIONAL EFFECTIVENESS	ADMINISTRATION BUILDING, (AC 130)	870-722-8209
IRON HORSE DEPOT-FOUNDATION STORE	ANNA POWELL, INSTITUTIONAL ADVANCEMENT	STUDENT CENTER	870-722-8230
IRON HORSE PANTRY	OFFICE OF STUDENT SERVICES	STUDENT CENTER, SECOND FLOOR (SC 224)	870-722-8108
LIBRARY	MARIELLE MCFARLAND, LIBRARIAN	RAPERT LIBRARY COMPLEX (LB 101)	870-722-8251
MATH AND SOCIAL SCIENCES DIVISION	MICHAEL COX, DEAN	DISTANCE LEARNING CENTER (ST 213)	870-722-8280
MEAL TICKETS	BUSINESS OFFICE	ADMINISTRATION BUILDING	870-722-8213
MEDIA RELATIONS	CASEY CURTIS, COMMUNICATIONS COORDINATOR	ADMINISTRATION BUILDING (AC 153)	870-722-8241
MEETING ROOM SCHEDULING	JOHN GLADDEN	HEMPSTEAD HALL	870-722-8567
PARKING STICKERS	ENROLLMENT OFFICE	STUDENT CENTER, FIRST FLOOR (SC 103)	870-722-8524
POWER PLANT TECHNOLOGY	DON HOLLANGER	TECHNICAL AND INDUSTRIAL BUILDING	870-722-8109
PRACTICAL NURSING PROGRAM	JESSICA SCHROADER	SCIENCE AND TECHNOLOGY CENTER (ST 118)	870-722-8505
RECRUITING	JENNIFER CUNNINGHAM, ENROLLMENT MANAGEMENT	STUDENT CENTER, FIRST FLOOR (SC 108)	870-722-8228
SCHOLARSHIPS	LEIGH ANN QUILLIN, DEAN OF ENROLLMENT MANAGEMENT	STUDENT CENTER, FIRST FLOOR (SC 110)	870-722-8174
SCIENCE & HEALTH PROFESSIONS DIVISION	KAREN DAVIS, DEAN	SCIENCE AND TECHNOLOGY (ST 118)	870-722-8278
SECONDARY CAREER CENTER	MIKKI CURTIS, DEAN OF SECONDARY PROGRAMS	RAPERT LIBRARY COMPLEX	870-722-8133
SECURITY/ EMERGENCIES	SECURITY OFFICER		870-722-8570 (Hope) 216-2907 (Texarkana) 911 (Emergency)
STUDENT ACTIVITIES AND ORGANIZATIONS	DEAN OF STUDENT SERVICES	STUDENT CENTER, SECOND FLOOR (SC 224)	870-722-8108
STUDENT SCHEDULES	PURTLE ADVISING CENTER	STUDENT CENTER SECOND FLOOR (SC 200)	870-722-8124
TEACHING (AS) PROGRAM	JAN WHATLEY	DISTANCE LEARNING (DL) 104	870-722-8236
TECHNICAL AND INDUSTRIAL DIVISION	JENNIFER TERESA, DEAN	TECHNICAL AND INDUSTRIAL BUILDING (TI 107)	870-722-8109

FOR	WHO	WHERE	PHONE
TESTING	STEVEN OGDEN, DIRECTOR OF TESTING & DISABILITY SERVICES	TESTING CENTER, STUDENT CENTER FIRST FLOOR (SC 107)	870-722-8247
TEXARKANA CAMPUS	JOLANE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	TEXARKANA CAMPUS CENTER (TKA 116)	870-216-2901
TEXTBOOKS	LIBRARY MANAGER	RAPERT LIBRARY COMPLEX (LB 106)	870-722-8250
TRANSCRIPTS	DIANA DAVIDSON, REGISTRAR	STUDENT CENTER, SECOND FLOOR (SC 229)	870-722-8220
TUITION AND FEE PAYMENT	BUSINESS OFFICE	ADMINISTRATION BUILDING (AC 104)	870-722-8213
TUTORING	BRYAN SMITH, DIRECTOR OF STUDENT SUPPORT SERVICES	ADMINISTRATION BUILDING (AC 135)	870-722-8248
UA-FAYETTEVILLE DISTANCE EDUCATION PROGRAMS	GLOBAL CAMPUS	UNIVERSITY OF ARKANSAS-FAYETTEVILLE, ARK.	800-952-1165 TOLL FREE
VETERANS AFFAIRS	FINANCIAL AID OFFICE	STUDENT CENTER, SECOND FLOOR (SC 110)	870-722-8264
WEBSITE CONTENT MANAGEMENT/SOCIAL MEDIA	CALEY PENNINGTON, GRAPHIC & WEB DESIGN COORDINATOR	ADMINISTRATION BUILDING (AC 170)	870-722-8243
WELDING TECHNOLOGY PROGRAM	CHARLIE SCOGGINS, PROGRAM CHAIR	TECHNICAL AND INDUSTRIAL BUILDING (TI 181)	870-722-8117
WITHDRAWAL FROM CLASS	PURTLE ADVISING CENTER	STUDENT CENTER, SECOND FLOOR (SC 200)	870-722-8124
WORK STUDY PROGRAM	FINANCIAL AID OFFICE	STUDENT CENTER, SECOND FLOOR (SC 213)	870-722-8264

Who to See (Texarkana Campus)

FOR	WHO	WHERE	PHONE
ACADEMIC PROGRAMS	ACADEMIC DEAN	TEXARKANA PROFESSIONS BUILDING (TKP) 100	870-216-2913
ACCUPLACER TESTING	JASMINE THOMPSON, STUDENT SERVICES SPECIALIST	TEXARKANA CAMPUS CENTER (TKA 100)	870-216-2906
CAMPUS CRIMES	JOLANE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	TEXARKANA ADMISSIONS BUILDING (TKA)	870-216-2913
COMPUTER LABS	JOLANE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	ALL TEXARKANA BUILDINGS	870-612-2900
E-LIBRARY	JOLANE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	TEXARKANA CAMPUS CENTER & TKP FISHBOWL	870-612-2901
ID CARDS	DONNA CARTER, RECEPTIONIST	TEXARKANA CAMPUS CENTER (TKA LOBBY)	870-612-2900
LOST AND FOUND	DONNA CARTER, RECEPTIONIST	TEXARKANA CAMPUS CENTER (TKA LOBBY)	870-612-2900
PARKING STICKERS	DONNA CARTER, RECEPTIONIST	TEXARKANA CAMPUS CENTER (TKA LOBBY)	870-612-2900
ROOM RESERVATIONS	JOLANCE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	TEXARKANA CAMPUS CENTER (TKA 116)	870-474-0021
STUDENT SERVICES	JOLANE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	TEXARKANA CAMPUS CENTER (TKA 101)	870-612-2901
TEXARKANA CAMPUS	JOLANE COOK, EXECUTIVE DEAN TEXARKANA CAMPUS	TEXARKANA CAMPUS CENTER (TKA 116)	870-612-2901
TUTORING	HANNAN DOUGLAS, TRiO SSS EDUCATIONAL SPECIALIST	TEXARKANA CAMPUS CENTER (TKA 107)	870-216-2914

General Information

Equal Opportunity Statement

University of Arkansas at Hope-Texarkana Equal Opportunity Statement

The University of Arkansas at Hope-Texarkana is an equal opportunity college. Discrimination on the basis of race, color, religion, gender, national origin, disability, age, veteran status, or any other category protected by law is prohibited. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer.

2500 South Main Street/P.O. Box 140
Hope, Arkansas 71802-0140
Phone: (870) 777-5722 Fax: (870) 777-5957
www.uaht.edu

Accreditations

- The University of Arkansas Community College at Hope-Texarkana is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 (800) 621-7440 / (312) 263-0456.
- The Associate of Applied Science Degree and Technical Certificate in Paramedic at the University of Arkansas at Hope-Texarkana are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350. www.caahep.org
- The Associate of Applied Science in Funeral Service Education at the University of Arkansas Hope-Texarkana is accredited by the American Board of Funeral Service Education (ABFSE) 992 Mantua Pike, Suite 108; Woodbury Heights, NJ 08097 office (816) 233-3747 www.abfse.org
- The Your Bridge to College Concurrent Credit Program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), PO Box 578, Chapel Hill, NC 27514, www.nacep.org.

Approved by:

- American Heart Association, 909 West Second Street, Little Rock, AR, 72201, (501) 375-9148.
- Arkansas Department of Health by the Office of Emergency Services, 4815 West Markham Street, Little Rock, AR, 72205, (501) 661-2000.
- Arkansas Department of Human Services Division of Medical Services, Office of Long-Term Care, PO Box 8059, Little Rock, AR, 72203-8059, (501) 682-6172.
- Arkansas State Board of Nursing, University Tower Bldg Suite 800, 1123 South University Avenue, Little Rock, AR, 72204, (501) 686-2786.

Membership in:

Arkansas Association for Developmental Education
Arkansas Association of College and University Business Officers
Arkansas Association of Collegiate Registrar's and Admissions Officers
Arkansas Association of Higher Education and Disability
Arkansas Association of Student Financial Aid Administrators
Arkansas Community Colleges
Arkansas Institutional Research Organization
Arkansas Student Affairs Association
Association of Higher Education and Disability
Council for Adult and Experiential Learning
Hempstead County Economic Development Corporation
Hope/Hempstead County Chamber of Commerce
National Alliance of Concurrent Enrollment Partnerships
National Association for Developmental Education
National Association of Student Financial Aid Administrators
National Coalition of Certification Centers
National Council for Marketing and Public Relations
Society for Human Resource Management
Southern Association for Institutional Research
Southwest Arkansas Arts Council
Southwest Association of Student Financial Aid Administrators
Texarkana Chamber of Commerce
National Council for State Authorization Reciprocity Agreements
American Bladesmithing Association of North America

Advisory Committees:

The University of Arkansas Hope-Texarkana uses advisory committees as an essential communication link between the College and the community. Advisory committees provide vital input and help disseminate information to outside agencies and individuals. Advisory committees represent major instructional areas and are comprised of individuals who are experts in their fields and provide a broad spectrum of technical expertise and management.

The principle mission of each committee is to provide advisory function concerning course content, laboratory and shop design, and program development. Advisory committees assure quality and help implement improvement in programs, supporting student recruitment and graduate placement.

UA Hope-Texarkana Profile

History

The University of Arkansas at Hope-Texarkana is located on Arkansas Highway 29, at the southern city limits of Hope, Arkansas. Hope is 30 miles east of Texarkana and 110 miles southwest of Little Rock.

The College is located on a 72-acre site originally obtained by the citizens of the area for Red River Vocational-Technical School, which was established in 1965. Red River operated as a vocational-technical school until June 30, 1991.

On July 1, 1991, Red River Vocational-Technical School officially became Red River Technical College and operated under the guidelines of the Arkansas Department of Higher Education.

In 1995, the Arkansas Legislature passed an act that provided for the merger of state two-year colleges and universities. On March 5, 1996, the citizens of Hempstead County approved a 1/4-cent sales tax to support the expansion of the College. On July 1, 1996, Red River Technical College became a division of the University of Arkansas System and was renamed the University of Arkansas Community College at Hope.

In 2012, the College expanded its operation to include an instructional facility in Texarkana, Arkansas. The Texarkana instructional site encompasses 22 acres and is located at 3501 U of A Way, Texarkana Arkansas.

In 2019, the College expanded its operation to include an instructional facility in Historic Washington, Arkansas. The UAHT James Black School of Bladesmithing and Historic Trades campus is located in Historic Washington State Park at 601 Lawrence Street. The campus consists of the Stephen's House classroom facility, bladesmithing shop, and finishing facility. All facilities embrace the historic character and art of Historic Washington while providing instructional space that uses state-of-the-art equipment and tools.

Mission Statement

The mission of the University of Arkansas Community College Hope-Texarkana is to connect students and community partners to quality academic and technical education, beneficial student support services, customized business and industry training, community development endeavors, and prevailing educational opportunities through exemplary and timely educational technologies, effective content delivery methods, and efficient organizational structures in an environment of integrity and respect that fosters student success, economic improvement, and civic and cultural enrichment.

Institutional Purposes

1. To provide quality university parallel courses on the freshman and sophomore level:
 - 1a. for students who wish to obtain Associate degrees, and
 - 2a. for students who will transfer to another institution.
2. To provide quality occupational courses:
 - 2a. for students who wish to obtain Associate of Applied Science degrees;
 - 2b. for students who wish to obtain Technical Certificates;
 - 2c. for students who wish to gain competence in employable skills; and
 - 2d. for employed workers who wish to upgrade their skills.
3. To provide a general education base for liberal arts and technical education.
4. To provide credit and non-credit continuing education courses.
5. To provide community service activities:
 - 5a. by sponsoring courses to meet the interests of various groups;
 - 5b. by offering facilities and professional staff to promote the civic and cultural life of the service area;
 - 5c. by fostering intellectual and social interaction through participation in community life, and
 - 5d. by providing a culture and environment that encourages lifelong learning for all members of the community.
6. To provide organized academic skills courses designed to improve skills so that success in a program may become possible.

7. To provide students with counseling, financial, and other support services important to their personal growth by recognizing that each student has his or her own needs, interests, and abilities.

The College undertakes, through the above purposes, to foster and support the educational, cultural, and economic development of Southwest Arkansas.

Vision Statement

The University of Arkansas at Hope/Texarkana envisions itself as a twenty-first century model community college. To make our vision a reality the College will reach beyond traditional boundaries so that students can overcome obstacles, achieve dreams and reach their full potential. We will empower a network of diverse and committed individuals to work creatively and collaboratively toward shared principles and the common goal of student success. Our learning environments will be nurturing, accepting, personalized and student-focused. We will vow to the community that we serve to always be attentive to our mission, cohesive in our approach and responsive to changing needs.

As a commitment to our mission and in order to pursue our vision the following core values will serve as the bridge to our future:

Value Statements:

STUDENT-FOCUSED

The University of Arkansas at Hope/Texarkana values students. We are student focused in all that we do and highly committed to reaching beyond boundaries to make positive change in the lives of our students. The College fosters individual growth, encourages personal success and provides educational opportunities in an effort to empower students to lead productive and prosperous lives and achieve their full potential.

DIVERSITY

The University of Arkansas at Hope/Texarkana values diversity. We are a dynamic community of unique and diverse individuals with shared principles and common goals. The College is a cohesive network that works to create a nurturing, accepting and personalized campus that meets the needs of individual students as they strive to overcome obstacles and make their dreams come true.

VERSATILITY

The University of Arkansas at Hope/Texarkana values versatility. We provide opportunity to the populace in southwest Arkansas through the collaborative efforts of a dedicated administration, faculty, and staff. The College is steadfast in its labors to provide quality programs with high educational standards and unwavering in its efforts to train future workforces, to educate individual students and to be responsive to changing societal needs.

QUALITY

The University of Arkansas at Hope/Texarkana values quality. We are success oriented. College employees are hard-working, devoted individuals who are committed to providing quality education and who stand united and are connected through their efforts to make a difference.

Computer Service Policy

Computer Lab Access

UA Hope-Texarkana offers on-campus computer access to currently enrolled students. Computer labs are located in various buildings throughout the campus. Operating hours are posted outside the computer labs at the beginning of each semester.

Community members are provided with limited computer access only in the Rapert Library Complex computer lab (L107). All individuals utilizing UA Hope-Texarkana computer labs must present a valid picture I.D. and adhere to the Computer Services Resource Policy. For more information, contact the Department of Computer Services.

Computer Services Resource Policy

This policy applies to all of the University of Arkansas at Hope-Texarkana community, including students, faculty, administrators, staff, alumni, contract employees, and those who may be granted a guest computer account by the system administrator.

For purposes of this policy, UAHTnet includes all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College.

Any member of the community who violates this policy is subject to disciplinary action and possible legal action under the Federal Electronic Communications Privacy Act. This statement of policy is not meant to be exhaustive. If there is a question about what is/is not considered acceptable use of computer resources, UA Hope-Texarkana Administration is the final authority.

The following conditions apply:

- All computing and networking resources should be used in an efficient, ethical, and legal manner.

- No user may permit another to use his/her computer account.

- Printing e-mail is limited to academic or work-related messages and printing multiple copies is not allowed. Sending e-mail chain letters will not be tolerated as they are considered a federal offense.

- UA Hope-Texarkana will not tolerate use of College facilities for indecent communication of any kind. The laws of the State of Arkansas govern/prohibit the use of any computer-based or telecommunications devices for transmitting obscene, vulgar, profane, lewd, lascivious or indecent language OR to make any suggestion or proposal of an obscene nature OR threaten any illegal or immoral act with the intent to coerce, intimidate, or to harass any person(s). Violation of these may be considered a Class I Misdemeanor.

- Developing programs that could harass other users or damage or alter software will not be tolerated.

- Use of computer resources (e-mail and Web publishing) for commercial purposes is prohibited.

- Use of College computing resources for non-academic chat room activities is prohibited.

- All other rules/regulations listed in the "Computer Services Resource Policy" found in Library Resources, Registrar's Office, and UA Hope-Texarkana Enrollment Management office apply. See the Director of Computer Services for more information. The consequence of violating these policies will be the suspension of a user's privileges, legal action, and/or suspension from the College.

- Activities that will hinder or impend network performance such as streaming entertainment, movies, games, etc. are subject to throttling and blocking.

Ethical Use

Ethical, responsible use of the University of Arkansas at Hope-Texarkana computing resources includes the efficient and productive use of resources. Computers, public terminals, printers, and networks are resources that must be shared equitably.

Academic Honesty

Any use by a student of the College's computer resources in a way that constitutes cheating or plagiarism will be handled in accordance with the procedures published in the College Catalog.

Computer Services' Responsibility

The Computer Services staff will make every effort to ensure the integrity of the computer resources and information stored on the network file server. However, the University of Arkansas at Hope-Texarkana is not responsible for any loss of information.

Network Security

It is the job of Computer Services to ensure the security and integrity of the campus network. It is the right of Computer Services to do so by whatever means necessary, including but not limited to, logging all transactions.

Versions of this policy may be found on the UA Hope-Texarkana Web site under Computer Services or in the UA Hope-Texarkana Library, Registrar's Office, and UA Hope-Texarkana Enrollment Management Office.

Institutional Advancement

The mission of the Department of Institutional Advancement at the University of Arkansas at Hope-Texarkana is to present a positive, consistent image of the College to the public by promoting, communicating, and informing U of A Hope-Texarkana's service area of the opportunities, programs, and services that are available. The Institutional Advancement Office also works to raise private funds to support students and programs.

The Office of Institutional Advancement promotes leadership and involvement among individuals who support the mission and goals of the institution and are willing to volunteer to advance the college. The department concentrates on improving private resource development and enhancing the quality of learning experiences on the U of A Hope-Texarkana campuses.

To successfully promote the College, it is important that the students remain a key part of the department's endeavors. Throughout the academic year, Institutional Advancement personnel may take photographs in classrooms, around campus, and at various College events. These photos allow for the creation of publications such as the College Catalog and campus brochures, as well as television commercials and other forms of publicity. All cooperation and assistance is appreciated as Institutional Advancement staff promotes the College and its students.

If students have an academic or personal achievement to share with others, they are encouraged to contact the Department of Institutional Advancement. It may be possible to feature students' information in news releases that are distributed to area newspapers, radio stations, and television stations.

UAHT Foundation

The UA Hope-Texarkana Foundation is housed under the Institutional Advancement department and is responsible for raising private dollars for the College which may be used for institutional needs including scholarships.

There are currently numerous private scholarships funded by donors from within the community. For more information on these scholarship options, please contact the Office of Financial Aid or visit the College website.

Library

The UA HOPE-TEXARKANA Library, located in the Rapert Library Complex, supports the mission of the College by providing access to and instruction in the use of information resources. Library staff assists students in locating information in electronic, print, and audiovisual formats. Many of the Library's research databases are available to off campus users via password access. Students on the Texarkana Campus may request items from the Library's circulating collection via email. Interlibrary Loan services are available to all library users for items unavailable in the on-campus facility. Library staff will provide information on accessing these resources and services. Further information may be found on the Library Website.

The Library also serves as an information center for the local community. Select services provided to community patrons include: Interlibrary Loan, book/DVD circulation, and Internet access. Please see Policies under Library Information on the Library website. The UAHT Library arranges materials in open stacks, using the Library of Congress (LC)

classification system. The Library also serves as a selective depository of Arkansas State Documents. While the Library welcomes donations of materials, the College reserves the right to process donations in the manner most appropriate to Library and College needs.

Interlibrary Loan

Specializes in obtaining materials (books and articles) that are not owned by the Library. We can obtain nearly anything that has ever been published and this service is provided for UA HOPE-TEXARKANA students, faculty, staff, and community members. When you need an item that's not available in the local collection, request this service in the library.

UA HOPE-TEXARKANA Library Fines:

Library patrons borrowing materials from the UA Hope-Texarkana Library assume responsibility for the intact return of each piece borrowed. (See CIRCULATION POLICY.) Any materials which are returned to the library so significantly damaged as to be unusable by subsequent patrons, in the judgment of the Librarian, or which are lost will be replaced and paid for by the patron who lost or damaged the item. The Librarian will attempt to replace the item with an item in comparable condition that is reasonably priced. On occasion, it may be necessary to replace a used item with a new version; costs will be kept as reasonable as possible for the borrower who is responsible for replacement costs. Items which are a part of multi-volume sets will be handled on an individual basis and a reasonable agreement will be established between Librarian and Borrower. Selected items will incur a flat replacement fee, the fee structure is outlined on the library website at <http://libraryweb.uaht.edu/>. Every attempt will be made by the Library to keep replacement costs as low as possible. In the case of lost materials which patrons find subsequent to payment of fees: fees will be refunded as long as the replacement has not yet been ordered by the library. Once the replacement had been ordered and all fees received, the originally damaged or "lost" item belongs to the patron.

Please note: Non-payment of fees for lost or damaged library materials will result in the non-release of semester grades and/or transcripts until all fees are paid.

Bookstore

The UAHT textbook program provides textbooks through a student rental textbook program. UAHT will acquire required textbooks and offer them for a flat rental fee for all course hours registered. The textbook rental program provides students the opportunity to pay a per credit hour fee to rent textbooks that would otherwise have to be purchased by the student. The goal of the UAHT book program is to provide a predictable cost that students can budget for accordingly.

Consumables required for a course will not be an additional or unanticipated cost for the student taking on-campus classes. Rental fees will be evaluated annually to ensure the lowest possible cost for the student. The UAHT textbook program is located in the Rapert Library Complex.

Food Services

Food services are housed on the first floor of the UA Hope Student Center weekdays. Students can use their Student ID card as a meal card by transferring financial aid on account or by putting cash on the card in the Business Office. At this time, food services are not offered on the Texarkana campus. Food and drink vending machines are located on both campuses.

Student ID Cards

All students are issued an identification card that they are expected to carry at all times and show upon request from a College official. I.D. cards are obtained from the Enrollment Management Office and serve as the student's identification to be presented whenever books are checked out from the library or when textbooks are rented from the Bookstore. A lost card should be reported immediately to the Registrar's Office. A replacement I.D. card will then be made at the cost of \$10.00.

Admission Information

Admissions Policy

The College's admissions policy reflects an institutional philosophy of providing regional educational opportunities for all citizens. Anyone interested in educational advancement may gain admission to the College. College admission does not insure admission to a particular course or program of study. In some instances, students may be required to enroll in basic skills courses before enrolling in certain courses of study. Students seeking admission for the first time should use the following procedure:

1. Complete an application form, which may be obtained in the Enrollment Management Office. If the request is by mail, the address is:

Enrollment Management Office

University of Arkansas Hope-Texarkana

P.O. Box 140 Hope, AR 71802-0140

OR

Complete the Application for Admission online at www.uaht.edu

2. Submit a high school transcript, GED, and official college transcripts from all previously attended colleges.
3. Provide proof of two (2) immunizations against measles, mumps, and rubella (MMR). This requirement is mandatory for those students born after January 1, 1957, who plan to enroll for full-time coursework.
4. Take placement tests. Students enrolling must submit ACT or SAT scores or take the Next Generation ACCUPLACER exam administered at the College. Students must complete all required tests before registering for classes. No transcripts or tests are required for community education courses. The enrollment category of each student will be established initially on the best information available and will be re-evaluated based upon the student's goals, test scores, past performance, and academic progress during each registration period.
5. Be evaluated for the purpose of determining conditional or unconditional admissions status.

Note: Students who do not complete admissions documentation will not receive credit for courses in which they are enrolled.

Required Admission Items List (RAIL)

The RAIL portal is a tool to help students complete and track admission document requirements. Access the RAIL portal at <https://www.uaht.edu/rail-portal/>.

Unconditional Admissions Policy

A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status.

To receive unconditional admissions, the student must have

1. A high school diploma, have successfully completed the high school core curriculum, and a minimum composite score of 15 on the ACT.
2. A minimum composite score of 19 on the ACT.

Conditional Admissions Policy

All students graduating after May 1, 2002, from Arkansas high schools, out-of-state schools, home schooling, or private high schools and GED recipients shall be evaluated for the purpose of determining conditional, unconditional, conditional-prep admissions status. Act 1290 of 1997 (A.C.A. § 6-60-208) requires students to have completed the core curriculum or an equivalent standard for unconditional admission to a college.

Conditional Admission: A student admitted conditionally is a student admitted to an institution with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status.

1. A student seeking an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree who fails to successfully meet standards for unconditional admission will be admitted as a conditional student. The student must complete twelve (12) hours of core academic courses and any necessary remedial courses with a cumulative grade point average of 2.0 within the first 30 semester hours
2. A student seeking an Associate of Applied Science degree who fails to successfully meet standards for unconditional admission will be admitted as a conditional student. The student must complete six (6) hours of core academic courses and six (6) hours of technical courses required for the Associate of Applied Science degree and any necessary remedial courses with a cumulative grade point average of 2.0 within the first 30 semester hours.
3. Students enrolling in non-credit courses, Certificate of Proficiency programs, or Technical Certificate programs are exempt from these requirements.

Students who are admitted conditionally and do not earn a 2.0 grade point average and/or do not complete the required coursework by the end of the 30 semester credit hour time period will be allowed to re-enroll with limited course enrollment until the deficiency is removed.

Transcripts of out-of-state and private in-state school graduates will be evaluated for meeting the standards of unconditional admission. Those students not meeting the requirements will be admitted conditionally.

The Registrar's Office will review applicants' transcripts and scores and inform students of their admissions status prior to enrolling in courses.

Conditional-Prep Admissions

Associate degree seeking students with ACT scores below a 15 (or equivalent alternative placement exam score) in math or reading must successfully complete the College and Career Access Program (CCAP) math and/or or reading courses before they can enroll in the basic skills courses for those subjects. CCAP is a free program provided through UAHT's Adult Education program designed to improve reading, math, and language skills needed for college.

CCAP – College and Career Access Program

Any student with a high school diploma or GED and/or with a score at or below a 14 on the ACT or equivalent in Reading or Math will be required to enroll in the College and Career Access Program (CCAP). CCAP is remediation that is received through the UAHT Adult Education program and is for students who score:

CCAP Reading: ACT 14 or less (or equivalent exam)

CCAP Math: ACT 14 or less (or equivalent exam)

(See Multiple Measures for other placement options)

New students scoring at or below these ranges and whose program of study requires reading or math skills can enroll in CCAP and college courses (co-enroll) as long as they do not duplicate the subject taught.

A student scoring into CCAP Reading only can take the following UAHT courses:

- EDGE (required)
- MATH (if appropriate)
- Technical course (dean approved)

A student scoring into **CCAP Math only** can take the following:

- EDGE (required)
- Introduction to Computers
- Foundations of Composition or Coreq with Comp I or Comp II
- Courses not requiring a Math score

Non-Credit

This category will include those students enrolling in only non-credit continuing education and community service classes.

Transfer Students

Students transferring from another college or university must request that official transcripts of their academic records be sent to the Registrar at the College. All transcripts must be received and evaluated prior to admission in order to facilitate the advising and course selection process. Courses taken at another regionally accredited college will be accepted in transfer with an earned grade of “C” or higher. Courses taken at other colleges that are not members of a regional accrediting body will be evaluated as to their appropriateness for the intended degree, content, and type of credit awarded (semester/quarter hours or clock hours); and credit may be awarded if the course is found to be appropriate. Credit decisions for these types of courses are made in consultation with appropriate instructional staff. Generally, courses taken at foreign universities are not accepted in transfer.

UAHT honors the suspension policy of other institutions; however, students seeking admission as a transfer student who are on academic suspension from another college or university will be considered for admission to UAHT. Admission is not automatic, and Dean of Enrollment Management will evaluate the applicants’ transcripts and past academic history in order to make an admissions decision. Please note that courses taken at UAHT while on academic suspension may not count toward your degree at other colleges and universities. Please check with the institution from which you are seeking a degree to determine the applicable policy.

Military Transfer Credit

University of Arkansas Hope Texarkana awards transfer credit for military training and experience based on American Council of Education (ACE) credit recommendations. Credit will be awarded for any course for which UAHT has a course equivalency.

An official transcript must be provided to UAHT for military credit evaluation. Transcripts of military service can be requested at:

- The [Joint Services Transcript \(JST\)](#) for current and former Army, Navy and Marine Corps, and Coast Guard students.
- The [Community College of the Air Force \(CCAF\)](#) transcript for current and former Air Force students

Arkansas Course Transfer Systems (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

Admissions Appeals Process

A complete denial of enrollment will occur only in those rare instances when a student clearly cannot benefit from courses offered by the College or if the student is on academic suspension. UAHT will consider the student’s educational goals, test scores, past academic performance, and personal interviews in this process.

If a student is denied enrollment and feels he/she has been unfairly evaluated or seeks an exception, the student may petition in writing to the Dean of Enrollment Management. The Admissions Appeals Committee will review the merits of the situation and respond in writing to the student within three (3) working days. Such student petitions must be submitted prior to the end of registration for his/her classes. The decision of the committee is final.

Freshman Assessment and Placement Program at State Colleges and Universities in Arkansas

Arkansas Code Annotated § 6-61-110 states:

All first-time entering freshmen at all state-supported colleges and universities in Arkansas who are admitted in Bachelor degree programs or in Associate degree programs which transfer to the Bachelor degree shall be tested by the admitting institution for purposes of placement in either college-level credit courses in English and mathematics or remedial courses in English composition, reading, and mathematics. Remedial courses shall not provide credit toward a degree. The State Board of Higher Education shall determine the tests to be used, the testing procedures and exemptions, and the minimum scores below which students at all institutions must take remedial courses. The State Board of Higher

Education shall base these decisions on consultation with representatives of the institutions of higher education, analysis of the placement procedures presently used by institutions in Arkansas, statewide placement testing programs in other states, and pilot projects involving testing of entering freshmen at selected institutions in Arkansas.

The mathematics, English composition, and reading placement standards contained in this document implement Section 23 of Act 1101 of 1991. These standards apply to all first-time entering undergraduate students who enroll in baccalaureate degree programs or associate degree transfer programs at state colleges and universities as defined in the Arkansas Higher Education Information System Manual.

Placement Plan

The University of Arkansas Community College at Hope-Texarkana (UAHT) uses placement scores, and in some instances, other measures to enroll students in college coursework. UAHT uses ACT and ACCUPLACER scores to determine students' skill levels in the areas of English, reading and math. UAHT has set college level scores in math, English and reading at an ACT 19 or equivalent across all three areas. Students who do not meet the placement score requirements for enrollment in college credit math, English and reading will be assessed for placement based on Multiple Measures. If students can't be placed in college level courses using placement scores or multiple measures, they will be required to enroll or co-enroll in college remediation coursework or enroll in the on-campus Adult Education courses that provide free instruction in the areas of math and reading (CCAP).

Multiple Measures is the use of measures other than standardized testing for assessment and placement in college-level work. These measures may include high school GPA or a grade in a specific high school course. Math, English and some technical courses allow students to place using Multiple Measures if they do not have a qualifying score on the third-party exam. You can find if a course allows multiple measures by going to the course description list in the catalog.

UAHT has designed its math and English sequential remediation coursework so that students can complete both college composition and college math courses within two semesters. Students who are progressing through the coursework must make a "C" or higher to move to the next level.

UAHT Placement Chart

With the exception of qualifying Multiple Measures, any student enrolling in a course that requires placement scores is required to take the ACT or ACCUPLACER exam. Any student who has taken the ACT test and scored less than 19 on any subject area is required to take the ACCUPLACER exam in that subject area before registering for classes. All first-time freshmen seeking an Associate degree or technical certificate must provide ACT or ACCUPLACER scores prior to enrolling in any courses.

After the first ACCUPLACER exam has been administered, a fee of \$10.00 will be charged for retaking the exam.

The placement charts on the UAHT website at the link below provide a breakdown of ACT and ACCUPLACER score requirements, and Multiple Measures for entry into specific academic skills courses for reading, English, and mathematics and the first college-level courses in English and mathematics. This chart should be used along with the student's Degree Plan.

Note: Any degree-seeking student who is required to take an academic skills course must also take EDGE 1003 College Life Skills. Students not meeting the UAHT placement requirements in math and English must enroll in the appropriate sequential developmental math, reading, and English courses during their first semester in college and each subsequent semester until the English and math requirements are successfully completed. No mathematics course less sophisticated than College Algebra or Quantitative Literacy may be applied toward a Baccalaureate Degree from a public university in Arkansas.

[2022-2023 UAHT Placement Charts](#)

ACCUPLACER Testing

*UAHT Student ACCUPLACER Testing Fee:

First attempt: FREE

Retake Fee: \$10.00

**Non-UAHT Student Testing Fee: \$10.00 per sub-test

* UAHT Student is defined as one who has a current admission application on file with the UAHT Registrar's Office.

**Non-UAHT Student is defined as one who does not have an application for admission on file in the registrar's office or is not willing to complete one prior to testing and/or indicates they are not planning to attend UAHT.

Proctored Exam Fee for Non-UAHT Students

\$25.00 per test.

All fees are payable in the Testing Center in advance of receiving service.

YOUR BRIDGE TO COLLEGE

The University of Arkansas Hope-Texarkana delivers college credit instruction to qualified high school students through a number of options:

1. College courses at area high schools taught by appropriately credentialed instructors from high school faculty
2. College courses on the UAHT campuses taught by UAHT faculty
3. College courses online taught by UAHT faculty
4. College credit awarded through articulation agreements with area high schools

High School Student/Concurrent Enrollment Admissions Policy

In accordance with Act 1097 of the 1991 Arkansas Legislature and the Arkansas Higher Education Coordinating Board Concurrent Enrollment Policy passed in April of 2007, any qualified student enrolled in a public or private high school in the State shall upon request be accepted for enrollment in regular college level courses (excluding academic skills courses) as a non-degree seeking, part-time student subject to general institutional requirements. To qualify, each student must meet the following criteria:

1. The student must complete a UA Hope-Texarkana application for admission and attach an official high school transcript, immunization record showing proof of two (2) immunizations against measles, mumps and rubella (MMR), and college placement test score report showing sub-test scores in reading, English and mathematics.
2. The student must complete a Concurrent High School Enrollment Form and have it signed by the high school principal/guidance counselor and parent/guardian every semester of enrollment.
3. High school students in general education concurrent courses for college credit will be admitted to the college or university as non-degree/certificate seeking students. High school students participating in the Dual Enrollment Pell Pilot Project will be admitted as degree seeking.
4. Students must have scored 19 or better on the ACT Reading sub-test or the comparable Accuplacer reading score to enroll in any general education concurrent enrollment course. ACT Aspire scores may be used when ACT or Accuplacer scores are not available.

*Concurrent enrollment in English courses requires a 19 or better on the ACT English and Reading sub-tests (or comparable Accuplacer score). Concurrent enrollment in Math courses require a 19 or better on the math ACT sub-test (or comparable Accuplacer score).

For more information: Dr. Ashli Dykes, University of Arkansas Hope-Texarkana, 870-722-8267, ashli.dykes@uaht.edu

Secondary Career & Technical Education Center

The UAHT Secondary Career & Technical Education (CTE) Center is an area secondary career center located on U of A Texarkana Campus, Arkansas High School Campus in Texarkana, and the U of A Hope Campus. The Center provides area high school juniors and seniors with the unique opportunity to earn college credit while still in high school at no charge. The center's curriculum serves as an extension of the high school curriculum offerings by providing students with hands-on experiences in a variety of career fields taught by UAHT Faculty. Prospective students apply for admission to the UAHT Secondary Career & Technical Education Center programs through their local high school counselors. For more information, contact the Director of Secondary Programs.

For more information about the Collegiate Academy: Mikki Curtis, Dean of Secondary Programs, 870-722-8133, mikki.curtis@uaht.edu.

[2022-2023 Concurrent and Secondary Career Center Placement Chart](#)

Collegiate Academy

The Collegiate Academy is a joint venture between the Public School Districts of Hope Public Schools and Texarkana Arkansas School District and UAHT. The Collegiate Academy provides academic and career pathways through a three-year curriculum. Students can complete the requirements for a high school diploma and an associate degree simultaneously. The Collegiate Academy is for students who are entering the 10th grade. The Collegiate Academy is located on both the University of Arkansas Hope campus and the University of Arkansas Texarkana campus. For more information, contact the Director of Secondary Programs.

For more information about the Collegiate Academy: Mikki Curtis, Dean of Secondary Programs, 870-722-8133, mikki.curtis@uaht.edu.

International Student Admissions Policy

International students may not officially register for classes until all admissions requirements have been fulfilled. International students must meet the following requirements in addition to the other admissions requirements before an I-20 may be issued.

1. Submit an application for admission to the Enrollment Management Office at least 90 days prior to the start of the semester for which acceptance is requested and have a completed file no later than 30 days prior to the start of the semester.
2. Pay the international student admission application fee of \$50.
3. Submit an official, original copy of the high school transcript with an official English translation. Original copies of other academic records, such as college transcripts, must be provided with English translations.
4. Submit proof of two immunizations against measles, mumps, and rubella (MMR) with English translations. Any foreign-born student must also provide the results of a Tuberculosis Screening. This screening must be done in the United States or Canada within the six months prior to enrollment.
5. All international students should be proficient in the English language prior to enrollment. Students who have taken the Test of English as a Foreign Language (TOEFL) should submit official documentation of their scores. Those with TOEFL scores of 500 or better will be accepted unconditionally (a score of 197 or better on the computer based TOEFL, or 61 on the internet exam). Students may also meet the proof of English language proficiency requirement by providing an IELTS Overall Band score of 5.5, proof of graduation from an Intensive Language Program in the U.S., an ACT score of 19 on the English portion, or proof of completion of English Composition I with a C or better from an accredited U.S. college or university.
6. Submit a copy of immigration documents: passport, I-20 from current school, U.S. Visa, and I-94 (if applicable).
7. Provide a statement verifying sufficient financial support. The cost of attending UAHT (tuition, fees, books, supplies, room and board, transportation, personal and miscellaneous expenses) is approximately \$18,200 U.S. dollars per academic year.
8. An international applicant must purchase health insurance, and present evidence of this, before he or she is eligible to enroll. Such proof must be presented each semester. Healthcare in the U.S. is costly, and the College cannot assume financial responsibility for its students.
9. It is the responsibility of the international student to become familiar with the regulations of the Immigration and Naturalization Service and to assume responsibility for complying with these regulations.
10. Complete I-901 Form. The link to complete the I-901 is:
<https://studyinthestates.dhs.gov/students/prepare/paying-the-i-901-sevis-fee>

Note: UAHT reserves the right to impose additional admissions requirements which are in the best interest of the College without prior notice to prospective international students. UAHT does not provide student housing, transportation to and from the College, or health insurance or medical/dental care.

Prior Learning Assessment

UAHT recognizes that students may acquire college-level knowledge and experience outside the classroom. Prior Learning is a term used by educators to describe learning acquired outside a traditional academic environment. This may have been through work experience, employer training programs, military training and experience, independent study, volunteer or community services, and so on. Prior Learning Assessment (PLA) describes the evaluation of an individual's learning for college credit, certification, and/or advanced standing toward further education or training.

(LearningCounts.org) Such students may earn college credit in a variety of courses by the College Level Examination Program (CLEP), the high school Advanced Placement program, by institutional examinations or relevant assessments, and/or by experiential learning. In each case, the following guidelines apply:

1. A student requesting credit for Prior Learning should contact the Registrar's Office or the appropriate dean prior to registering. To ensure a timely response, petitions for PLA should be made no later than 2 weeks before the beginning of an academic semester. While there is no maximum number of credit hours that can be earned by examination or experience, the UAHT residency requirement for graduation is 25% of required courses. Also refer to UAHT's General Graduation Requirements located in this UAHT College Catalog.
2. The petition will be reviewed by a committee of UAHT faculty from the appropriate division(s). When it is deemed necessary or beneficial, the Vice Chancellor for Academics or the academic dean may also appoint an outside consultant to review the petition. Students who are recommended for institutional examination must score 80% on the examination in order to receive credit. Examinations will be administered and scored by arrangement with the appropriate academic dean and faculty.
3. The committee will return one of the following recommendations: (1) credit will be awarded; (2) approval to sit for institutional examination or relevant assessment; or (3) no credit will be awarded. Committee recommendations and examination results are final. PLA credit may be requested only once per course.
4. Prior Learning credit may be awarded for a comparable college course that has never been attempted and for which a student has satisfied all prerequisites. If CLEP is available for a course, it should be used as the first option.
5. A notation of "CR" (credit) is given for successful testing or approved experience. The "CR" notation is entered on the student's transcript after the student has completed the first semester of residency. Note: Credit hours earned by Prior Learning are not used in calculating the grade point average, are not used in qualifying for financial aid, and do not count toward any residency requirement. Transferability: Transfer institutions may not recognize transcribed courses based on prior experiential learning, except as restricted elective credit. Students are urged to explore known transferability needs prior to applying for PLA credit. Clear advising, publicity, and articulation work will be done to ensure appropriate student decision-making. The College cannot guarantee transferability of PLA credit to other institutions.
6. Certain divisions and programs may have additional requirements or guidelines. Students are advised to consult with the appropriate academic dean early in the petition process.

College Level Examination Program (CLEP)

UAHT accepts College Level Examination Program credit for many core requirements of the Associate of Arts degree. Students should contact the Registrar's Office and present CLEP scores. After a successful CLEP test, a "CR" (credit) notation will be added to the student's transcript at the end of the first semester of residency.

CLEP Exam	Score	Credit Granted
CLEP American Government	50	PLSC 2103 American Government
CLEP American Literature	50	ENGL 2203 American Literature I
CLEP Biology	50	BIOL 1204 Biology
CLEP Calculus	60	MATH 2015 Calculus I
CLEP Chemistry	50	CHEM 1114 Chemistry I
CLEP College Algebra	50	MATH 1053 College Algebra
CLEP College Composition	50	ENGL 1013 Composition I
	59	ENGL 1013 and ENGL 1023 Composition II
CLEP College Mathematics	50	MATH 1153 Quantitative Literacy
CLEP English Literature	50	ENGL 2673 British Literature I
CLEP Financial Accounting	50	ACCT 2103 Accounting I
CLEP History of the US I	50	HIST 2013 US History I
CLEP History of the US II	50	HIST 2023 US History II
CLEP Human Growth and Development	50	PSYC 2313 Developmental Psychology
CLEP Information Technology	50	CISS 1013 Introduction to Computers
CLEP Introductory Business Law	50	BUSS 2203 Business Law
CLEP Introductory Psychology	50	PSYC 2303 General Psychology
CLEP Pre-Calculus	56	MATH 1175 Pre-Calculus
CLEP Principles of Macroeconomics	50	ECON 2003 Macroeconomics
CLEP Principles of Microeconomics	50	ECON 2103 Microeconomics
CLEP Sociology	50	SOCI 2413 Sociology
CLEP Spanish Level 1	50	SPAN 1203 Spanish I and SPAN 1303 Spanish II
CLEP Western Civilizations I	50	HIST 1113 World Civilizations I
CLEP Western Civilizations II	50	HIST 1123 World Civilizations II

Advanced Placement (AP)

UAHT awards credit to students who participate in high school Advanced Placement (AP) programs administered by the College Board Placement Test Program. Students wishing to obtain AP credit must request the College Board to forward the test scores to the College after students have officially enrolled at the College. Credit will be awarded in the courses listed below to students who earn the indicated score on the appropriate AP exam.

AP Exam	Score	Credit Granted
AP Art History	3	ARTS 2003 Art Appreciation
AP Biology	3	BIOL 1204 Biology
AP Calculus AB	3	MATH 2015 Calculus I
AP Calculus BC	3	MATH 2015 Calculus I and 2025 Calculus II
AP Chemistry	3	CHEM 1114 Chemistry I
	4	Chemistry I 1114 and Chemistry II 1124
AP Computer Science A	3	CISS 1013 Introduction to Computers
AP English Language and Composition	3	ENGL 1013 Composition I
	4	ENGL 1013 Composition I and ENGL 1023 Composition II
AP English Literature and Composition	3	ENGL 1013 Composition I
	4	ENGL 1013 Composition I and ENGL 1023 Composition II
AP European History	3	HIST 1123 World Civilizations II
AP Psychology	3	PSYC 2303 General Psychology
	4	PSYC 2303 General Psychology and PSYC 2313 Developmental Psychology
AP Spanish Language and Culture	3	SPAN 1203 Spanish I
	5	SPAN 1203 Spanish I and SPAN 1303 Spanish II
AP Statistics	3	MATH 2003 Elementary Statistics
AP US Government and Politics	3	PLSC 2103 American Government
AP US History	3	HIST 2013 US History I
	4	HIST 2013 and 2023 US History II
AP World History: Modern	3	HIST 1123 World Civilizations II

AP credit is not awarded for a course the student has already completed at the college/university level. AP credit granted at other institutions will be accepted as credit as any other transfer course. The student must have official documentation of the earned scores.

College Catalog

The College Catalog is available on the College website. The catalog should be read carefully concerning rules, regulations, fees, standards of progress, transfer credit, etc. The catalog is subject to revision throughout the academic year, and it is the student's responsibility to be aware of any such changes. For the latest version of the college catalog, visit the college website at www.uaht.edu.

Catalog Privilege

Students must meet the requirements as set forth for graduation in the catalog for the year of first enrollment, as long as enrollment is continuous, unless he or she elects to graduate under the requirements of the catalog in effect at the time of graduation. Students who have continually attended five years or longer and have not completed a certificate or degree may be required to graduate under the catalog in effect at the time of graduation in order to ensure the most relevant course work has been completed.

Classification of Students

Students who have earned fewer than 30 semester hours of credit are freshmen. Students who have earned at least 30 semester hours of credit are sophomores.

Academic Clemency

Act 1000 of 1991 gives institutions of higher education the authority to develop guidelines for the establishment of policies on academic clemency. The following guidelines apply to requests for Academic Clemency at the University of Arkansas Hope-Texarkana.

- Academic clemency may be granted to a returning student who has not been enrolled in any regionally accredited institution of higher education for a minimum period of two years.
- Clemency will not be granted until a student has completed 12 hours of college credit at UAHT with a 2.0 or higher GPA following the two-year break in college studies.
- Students can request clemency for up to three semesters of work (consecutive or nonconsecutive). These semesters are to be determined by the student in consultation with appropriate offices.
- A decision of clemency includes all coursework taken within the semester(s) at UAHT for which clemency is requested; it is not selectively applied to individual courses within a semester. (See Grade Exclusion/Nullification for selective course grade nullification)
- Academic Clemency clears only grades earned for the courses for which clemency is granted. For decisions regarding eligibility for financial aid, the College must still count all prior credits earned and attempted.
- For courses taken at UAHT for which Academic Clemency is applied, the official transcript continues to show all courses taken with the added notation of academic clemency received. Grades and grade points will be shown; however, the credit hours attempted, and cumulative grade points will total zero for the Academic Clemency courses and will not be computed for the overall GPA.
- Any petition for academic clemency must be requested and granted prior to the awarding of a degree. Once the degree is awarded, the record is closed, and the academic clemency policy cannot be invoked. Academic clemency may be approved only once. For purposes of degree requirements, a student who receives clemency must follow the provisions of the College Catalog in effect at the time of re-enrollment.
- If receiving Financial Aid, students should contact the Financial Aid department before applying for Academic Clemency.

All requests for Academic Clemency must be made using the Academic Clemency Petition and submitted to the Vice Chancellor for Academics.

Grade Exclusion/Nullification Policy

UAHT students may select up to 12 credit hours from any UAHT courses in which they earned a grade of “D” or “F” to be nullified (forgiven) from their cumulative grade point average calculation. This policy is intended for students who have changed degree plans and have a D or F in a course(s) that is no longer required under their current degree plan. Nullified course grades will not be used to compute the UAHT GPA. Students may file a Grade Exclusion Petition with the Office of the Registrar to use grade exclusion/nullification indicating which course grade(s) they wish to have excluded from GPA calculation. The petition can be submitted no sooner than census day of the semester directly following the semester in which the grade of D or F was earned. Students may submit the petition in more than one semester, up to the total of 12 allowed credit hours. The petition must be completed and approved prior to graduation. Students who return to UAHT for additional degrees may use grade exclusion only for courses taken after their most recent undergraduate UAHT degree was awarded.

Unlike academic clemency, which wipes a student’s entire transcript before a certain date, grade exclusion/nullification permits students to keep credits for some courses while nullifying grades for others for the sake of raising their GPA. Students considering grade nullification should be aware that many graduate schools, professional schools, employers, or other institutions in considering admission or employment, recalculate the GPA and include all courses attempted. If the cumulative GPA is raised because of grade exclusion, then the recalculated GPA will be lower.

- Nullified courses may not satisfy degree requirements.
- Grade exclusions should not be used to exclude grades of courses that will be retaken towards degree completion.
- Nullified courses and grades remain on UAHT transcripts with a notation that the Grade Exclusion/Nullification has been applied.
- Grade nullifications cannot be removed or applied to another course once the nullification has been posted to the transcript.
- Grade nullifications will not be granted for courses failed because of plagiarism or academic dishonesty.
- Nullified grades will not be used to retroactively award a refund of tuition, fees, or academic honors for previous semesters.
- Nullified courses and hours are counted in calculations of satisfactory progress for financial aid eligibility.
- Grade nullification does not apply to courses taken after degree completion or after a degree has been awarded.

Revised 1/7/2022; Effective immediately

Application for Re-Admission

Students who wish to return to the College after an absence of one academic year or longer (not including summer terms) must submit an Application for Re-Admission.

Attendance

Students are expected to attend all classes regularly and punctually. Only absences for College-sponsored events are universally excused. Students must inform their instructors of such absences prior to the absence. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Excessive absences, as defined by the instructor and described in the syllabus for each class, may be penalized, including withdrawal from or failure of the course. It is students’ responsibility to be informed of the course policies of each instructor.

In some areas, such as Nursing, Funeral Service, CDA, and EMT, certification requirements may necessitate an absentee policy. In these instances, the matter of certification takes precedence over other policies.

Adding Classes

Students desiring to add classes should see their advisor to ensure proper course selection. Classes may be added prior to the end of the third day of a regular semester or prior to the first day of a summer session. Requests for adding classes after these dates must have the approval of the Dean of Student Services, Vice Chancellor for Student Services, or Vice Chancellor for Academics. Approval for these changes will only be granted when there is clearly a compelling extenuating circumstance.

Auditing a Course

A student who is auditing a course may, with the permission of the instructor, change from audit to credit status no later than the 11th day of class. A student may also change from credit to audit status no later than the last day to withdraw from classes for the term.

Withdrawal from Courses

All single course withdrawals should be initiated by the student with her/his course instructor or academic advisor. A student who is completely withdrawing from the College may do so by visiting the Office of the Registrar or Purtle Advising Center. Prior to withdrawing from a class or withdrawing from school, students are strongly encouraged 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 withdraw from a class or to change classes are governed by the following policy:

1. Drops through the official reporting day, whether by the student or 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.
 - 2a. Students withdrawing from a credit course prior to 3:00 p.m. on the official day of the end of the 10th week of the fall or spring semester receive a grade of "W" on their permanent records.
 - 2b. 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 receive a "W" on their permanent records.
 - 2c. Withdrawal privileges are 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, instructors may continue to withdraw students with a grade of "W" based upon non-attendance or other mitigating circumstances.
 - 2d. After the 13th week withdrawals are processed through the offices of either the Vice Chancellor for Academics or the Dean of Student Services. Students must submit a written request to the Vice Chancellor's office detailing the extenuating circumstances that prevent the student from successfully completing the course. Students receiving a grade of "F" for a class are considered to have earned the grade based upon class performance.

Repeating Courses

Any student who has taken a course may repeat the course in order to change the original grade. Both courses with their respective grades will appear on the student's transcript. The highest grade received will be calculated in the student's cumulative GPA.

Minimum Class Size and Cancellation of Classes

The College reserves the right to cancel a class under the following conditions:

1. Fewer than ten (10) students enroll.
2. A qualified instructor is not available.
3. Necessary facilities, equipment, or materials are not available.
4. Reasons that would otherwise make the teaching and learning in the class inefficient or ineffective.

CREDIT FOR COURSES

Credit Hour Definition

UAHT follows the guidance of the Federal Definition of a Credit Hour, Higher Learning Commission Policy, and program accreditation standards as necessary in defining a credit hour. *Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicum, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)*

HLC Policy; Assignment of Credit Hours: The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution. Number FDCR.A.10.020

UAHT definition of a credit hour constitute a formalization of policy in order to ensure compliance with federal and accreditation expectations, as well as to provide consistency throughout the college. Courses can be composed of any combination of elements *and maybe have an equivalent amount of work be given over a different amount of time*. The requirements stated in the policy represent minimums for average students and that some deviation in excess of these requirements may occur.

- Lecture, traditional class: A semester credit hour is earned for approximately fifteen 50-minute sessions of formalized instruction with a normal expectation of two hours of outside study (homework, reading assignments, etc) for each class session. Typically, a three credit hour course meets three times a week for 50 minutes for 15 weeks or equivalent.
- Supervised lab/group activity requiring substantial out of class preparation (science/biology labs): A semester credit hour is earned for fifteen 100-minute sessions of direct formalized instructional time with a normal expectation of one to two hours of outside preparation. Typically, a 1 credit hour lab meets for 100 minutes for 15 weeks or equivalent.
- Supervised group activity requiring little out of class preparation (clinical, internship, shop): A semester credit hour is earned for fifteen 150-minute sessions of supervised contact time. Credit for clinical experiences is determined in accordance with recommendations for a program's specific best practices, accrediting body or applicable state regulation. Typically, a 1 credit hour lab meeting the above definition meets for 150 minutes for 15 weeks or equivalent.

The following are general guidelines for 15 weeks of instruction:

1 semester credit = 12.5 class hours of lecture (750 minutes)/semester

1 semester credit = 25 class hours of science laboratory (1500 minutes)/semester

1 semester credit= 37.5 hours of clinical, internship, shop lab (2250 minutes)/semester

Distance Education

UAHT's credit hour policy for distance education and hybrid courses is consistent with the standards for courses offered through face-to-face instruction, although some or all of course content and faculty-student interaction occurs through one or more forms of distance education.

Distance Education is defined as learning experiences in which the learners are in different physical spaces from the instructor for some portion of the learning experience and uses distance learning technology to transcend these spaces. Distance Education can be synchronous, asynchronous, hybrid, online or a combination. UAHT defines courses as online or hybrid when 50% or more of the course is taught in an online environment.

Synchronous/Asynchronous Online Education

For the purpose of this policy, synchronous distance education courses should be able to reasonably follow the established guidelines set forth in the UAHT Credit Hour Policy Definition since the instructor is working directly with all students at the same time. In asynchronous learning environments, the traditional face-to-face contact time must be redefined and calculated based on the typical time a student spends interacting with *course content*. Faculty must account for 12.5 hours of student contact time in the course for each credit hour. The *UAHT Online Rubric for Online Credit Hour Estimates* should be used by all faculty to justify the credit hours given for each course.

Course Loads

The normal load for a student during a regular term is 15 semester hours. Six (6) hours is considered a maximum load for a summer term. Generally, 18 hours is the maximum load that a student may carry during a regular semester, although certain technical programs may specify more. Any student wishing to take more than the maximum load must receive special permission from the Vice Chancellor for Academics.

Request for Course Overload

Permission must be obtained for a student to register for credit hours over the maximum allowed. With advisor approval, a student may enroll in up to seven (7) credit hours in a summer semester or eighteen (18) credit hours in a fall or spring semester. A student must have a cumulative GPA of 3.00, have successfully completed a minimum of thirty credit hours, and have his/her advisor's approval in order to enroll for this number of credit hours. Enrollment in any number of credit hours above these numbers must be approved by the Vice Chancellor for Academics. A "Request for Course Overload" must be filled out by the student and advisor and approved by the Vice Chancellor for Academics.

Course Length

For each semester hour of credit, classes are required to meet for a minimum of 50 minutes per week for a period of at least 15 weeks plus final testing. Summer session classes will be determined using the above equivalents.

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
X	Incomplete	0 grade points

Grades are provided to students electronically at the end of the semester.

Incomplete Grade Policy

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, complete the incomplete Grade Completion Contract, arrange a method of completing course requirements, and provide proper documentation as to reason for the request. Students receiving an incomplete "I" have no longer than the midpoint of the following regular semester to complete any make-up work. If the work has not been completed by the date indicated on the Incomplete Grade Completion Contract, the "I" becomes an "F," and the student must re-enroll in and successfully complete the entire course in order to receive credit. Incompletes are intended only for emergency reasons and extenuating circumstances which occur at the end of the semester.

Vice Chancellor's List

Students will be placed on the Vice Chancellor's List if they earn a grade point average of 3.25 or higher on 12 or more semester hours completed during a regular semester. All courses attempted will be used in computing the grade point average; however, if a student officially withdraws from a course and is assigned a "W," that course will not be used in computing the grade point average. The Vice Chancellor's List will be released at the end of the fall and spring semesters.

Chancellor's Honor Roll

A student who achieves outstanding academic success at the College is recognized by being placed on the Chancellor's Honor Roll. In order to be named to the Chancellor's Honor Roll, a student must have a grade point average of 3.75 or higher on 12 or more semester hours completed during a regular semester. All courses attempted will be used in computing the grade point average; however, if a student officially withdraws from a course and is assigned a "W," that course will not be used in computing the grade point average. The Chancellor's Honor Roll will be released at the end of the fall and spring semesters.

Academic Probation/Suspension

Students must maintain satisfactory grade levels throughout various stages of their academic progress. Failure to maintain satisfactory grades leads to probation or suspension. Students must have a cumulative grade point average of not less than 1.75 on 22 semester hours attempted or less. A student must have a cumulative grade point average of not less than 2.00 on 23 semester hours attempted or more. A cumulative grade point average of 2.00 is required for graduation. Failure to maintain minimum grade requirements results in students being placed on academic probation. Students on academic probation may enroll in succeeding semesters if they achieve the required minimum grade point average even if

their cumulative grade point average is below the minimum level. Students who achieve the required cumulative grade point average are removed from academic probation.

Students on academic probation who fail to achieve the required minimum grade point average are placed on suspension. Students on academic suspension are not permitted to enroll in the next regular semester following the suspension. Students may enroll in summer sessions to improve their grade point average. In some cases, students can appeal with the Academic Success Appeals Committee. The Academic Appeals Committee consists of Dean of Student Services, Registrar, Personal Intervention Advisor, Assigned Advisor, Director of Financial Aid, and Appointment Faculty Member. More information can be found on the UAHT PAC Webpage at: <https://www.uaht.edu/pac/>.

UAHT RERAIL Program

Failure to maintain minimum grade requirements results in students being placed on academic probation. The UAHT RERAIL Academic Recovery Program is under the direction of UAHT Personal Intervention Advising Coach. It is designed to equip students experiencing academic difficulty with the necessary resources and skills needed to return to good academic standing. Students placed on academic probation or suspension, conditional academic standing, or financial aid denial can receive assistance in designing a plan to get back on track. Professional staff members, referred to as RERAIL coaches, provide an accurate assessment of the student's current academic situation, offer guidance in developing a personally relevant academic plan, and connect the student to other available campus resources. RERAIL participants are required to complete an academic performance assessment (RERAIL Program Intake Survey), develop an academic success plan that will guide goal setting and track goal attainment, and meet with their respective RERAIL coach face-to-face or virtually every week or as required to discuss progress and challenges.

The program utilizes a multi-tier system to align students with their appropriate risk level and support guide.

Social Security Number

Each student is required to submit a Social Security number. However, each student is assigned a student identification number which is used as the I.D. number for them while a UAHT student.

Student Records

The Registrar's Office maintains permanent records of all students, coordinates registration, and furnishes forms required for reporting of grades, attendance, enrollment, and withdrawals from class. The Registrar is the custodian of academic records. UAHT transcripts are stored electronically in the student information system and printed on demand. Transfer transcripts are stored in students' academic file in the Office of the Registrar. Transcripts of matriculated students remain in the permanent academic record.

Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

Catalog Changes

The College reserves the right to change rules, regulations, and/or policies at any time. For the latest version of the college catalog, visit the college website at www.uaht.edu.

Articulation Agreements

UAHT, in association with two-year and four-year colleges and universities in Arkansas, has entered into a number of articulation agreements that will assist students who wish to transfer from one college to another.

The Roger Phillips Transfer Policy-Act 182 of 2009

The Associate of Arts and the Associate of Science degrees have been approved by the Arkansas Department of Higher Education as meeting the transfer criteria set forth in ACT 182 of 2009, commonly known as the Roger Phillips Transfer Act. ACT 182 of 2009 requires an Arkansas four-year public institution of higher education to admit a transfer student to junior status in a baccalaureate degree program if that student has completed the approved Associate of Arts or Associate of Science transfer curriculum.

Further, an Arkansas four-year public institution of higher education receiving a transfer student shall not require additional lower division credits for the transfer student if the additional course is considered a general education lower division course. Finally, ACT 182 of 2009 requires an Arkansas four-year public institution of higher education to accept all hours completed and credits earned for a designated transfer degree upon a student's transfer to a baccalaureate degree program at the four- year public institution of higher education.

Courses with a grade of "D" are not guaranteed to transfer. Institutional policies regarding the transfer of courses with a grade of "D" may vary.

General Graduation Requirements

The University of Arkansas Hope-Texarkana awards Associate Degrees and Technical Certificates to students who comply with the following requirements:

1. Complete all course requirements specified in the program. Transfer students must complete the last 15 hours of work at UAHT or have completed at least 25% of the course requirements at UAHT.
2. Have a cumulative grade point average of 2.0 or above on all work completed including transfer work. The exception is Practical Nursing. A minimum grade of "C" is required in each course. In all other Health Professions courses, the emphasis courses must be completed with a minimum "C" grade in order to successfully complete the program and to sit for board examinations.
3. Obtain a graduation application from the Registrar's Office or complete the application online at <https://www.uaht.edu/admissions/registrars-office/>.
4. Take the completed application to the Registrar's Office or submit it online. The Registrar will review the application to determine if graduation criteria have been met.
5. Fulfill all financial obligations to the College.

The University of Arkansas Hope-Texarkana awards Certificates of Proficiency to students who comply with the following requirements:

1. Complete all semester credit hours of the certificate as a regular student at UAHT. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
2. Certificate of Proficiency candidates must successfully complete all program requirements with a minimum program GPA of 2.0.
3. Obtain a graduation application from the Registrar's Office or complete the application online at <https://www.uaht.edu/admissions/registrars-office/>.
4. Take the completed application to the Registrar's Office or submit it online. The Registrar will review the application to determine if graduation criteria have been met.
5. Fulfill all financial obligations to the College.

Graduation Rates

In accordance with the Student's Right-to-Know and Campus Security Act of 1990, the College's graduation rates are published on the UA Hope-Texarkana website under Consumer Information.

Tuition and Fees

Students must pay tuition and fees in full, have been awarded sufficient financial aid, or have made payment plan arrangements in the Business Office by the payment deadline each semester. Students may be dropped from their classes for failure to make payment arrangements.

Payment Deadlines:

- Fall Semester: August 1, 2022
- Spring semester: December 1, 2022
- Summer 2023 terms: The day before classes begin.

Installment Payment Plans:

Installment Payment Plan options are available to students who wish to make payments towards tuition and fees through periodic payments. The installment payment plan is available for Fall and Spring terms. Depending on the timeframe of the request, a four or seven-installment plan arrangement is available with final payment complete prior to the Early Registration date. Students may contact a Business Office staff member for more information.

Tuition Schedule Per Semester

The following rates will be charged to all students for each credit hour of enrollment.

Hempstead County Residents

Per Credit Hour of Enrollment	\$74.00
Auditing a Course (per credit hour)	\$74.00
Online Classes (per credit hour)	\$119.00

Out-of-County Residents

Per Credit Hour of Enrollment	\$85.00
Auditing a Course (per credit hour)	\$85.00
Online Classes (per credit hour)	\$119.00

Border County Residents

Bowie, Cass, Red River, Marion, Morris, and Titus counties, Texas; McCurtain County, Oklahoma; Caddo, Bossier, Claiborne and Webster parishes, Louisiana

Per Credit Hour of Enrollment	\$85.00
Part-Time Student (per credit hour)	\$85.00
Auditing a Course (per credit hour)	\$85.00
Online Classes (per credit hour)	\$119.00

Out-of-State Residents

Per Credit Hour of Enrollment	\$121.00
Auditing a Course (per credit hour)	\$121.00
Online Classes (per credit hour)	\$119.00

Residency Requirements

An out-of-state resident is defined as a person who has not lived in the State of Arkansas for six (6) consecutive months prior to his/her enrollment.

A Hempstead County resident is defined as a person who has lived in Hempstead County for 90 days prior to enrollment as well as being a resident of the State of Arkansas as defined above.

Fee Schedule Per Semester

Required Fees

Instructional Support Fee (all students; per credit hour)	\$10.00
Student Activity Fee (on-campus students; per credit hour)	\$2.00
Documentation Fee (all students, per registration)	\$5.00
Security Fee (on-campus students; per credit hour)	\$8.00
Facilities Fee (on-campus students; per credit hour)	\$6.00
Parking Fee (on-campus students)	\$10.00
Technology Fee (all students; per credit hour)	\$8.00

Health Professions Courses/Programs Additional Fees

EMT Testing Fee (One Time Only)	\$75.00
Paramedic Testing Fee (One Time Only)	\$140.00
Liability Insurance (PN, CNA, RN, & EMT Paramedic students)/Enrollment)	\$15.00
General Nursing Fee (PN students; each semester)	\$155.00
CNA Program Fee	\$115.00
Practical Nursing ATI exams (each semester)	\$220.00
ARNEC Testing Fee (Fall, Spring & Summer, each semester)	\$235.00
Funeral Service Fee (each semester)	\$125.00
Funeral Service Comprehensive Review Fee (one time only)	\$65.00
EMS Fee-ADH Application and Background Check (each semester)	\$50.00

The educational courses within each program of the Health Professions Division are board examination preparatory. The costs of these exams vary from program to program. Supplies, uniforms, or attire are required and are in addition to the fees listed in the College Catalog. Some of the Health Professions Programs are required by state regulatory bodies to conduct criminal background checks. The costs of required dress, supplies, and background checks will be borne totally by the student. These costs, as well as the liability insurance costs, may vary depending on the provider.

Arts, Humanities, and Education Courses/Programs Additional Fees

A \$232.00 per credit hour Applied Music Fee is required for the following courses:

MUSI 1211 Voice I
MUSI 1221 Voice II
MUSI 1231 Piano I
MUSI 1241 Piano II
MUSI 1251 Guitar I
MUSI 1261 Guitar II

Bladesmithing Historic & Trades Course Fees

A \$300 per course lab fee is required for the following courses:

BLAD 1201 Knifemaking
BLAD 1222 Bladesmithing
BLAD 1411 Damascus Steel
BLAD 1511 Advanced Bladesmithing-Skill Builders

General Tool and Safety

A \$25.00 testing fee will be applied to the following course:

6TAS 1112.

Lab Fees

A \$75.00 per course lab fee is required for the following courses:

Arts, Humanities, and Education

EDCC 2023 Early Childhood Advanced Clinical Practicum

EDUC 2103 K – 12 Educational Technology

Business, Trade, and Industry

CISS 0033 Keyboarding

CISS 1013 Introduction to Computers

DIES 1004 Basic Diesel

DIES 2204 Air Conditioning

ELEC 1104 Basic Electricity

ELEC 1204 Residential Wiring

ELEC 1403 Industrial Motors and Controls

ELEC 1603 Residential Wiring I

GTAS 1112 General Tool & Safety

HVAC 1002 Tubing and Piping

HVAC 1804 Residential Systems

HVAC 1904 Air Conditioning Systems

MACH 1215 Basic Lathe Operations

MACH 1315 Basic Knee Mill Operations

PWRT 2002 Installation Lab

Health Professions

CNAP 1001 Nursing Assistant I

FSED 1181 Clinical I

FSED 1014 Restorative Arts

FSED 1191 Clinical II

EMPT 1004 Emergency Medical Technician

EMSP 1203 EMS Environment

MATP 1003 Medication Assistant Training Theory

NURS 1103 Nursing Concepts I

RNSG 2119 Nursing Process I

Math and Sciences

BIOL 1204 Biology

BIOL 1201 Biology Lab

BIOL 1244 General Botany

BIOL 1254 Zoology

BIOL 2214 Human Anatomy and Physiology

BIOL 2211 Human Anatomy and Physiology I Lab

BIOL 2224 Human Anatomy and Physiology II

BIOL 2221 Human Anatomy and Physiology II Lab

BIOL 2234 Microbiology

CHEM 1004 Introduction Chemistry

CHEM 1111 Chemistry I Lab

CHEM 1114 Chemistry I

CHEM 1124 Chemistry II

GEOL 1004 Physical Geology

PHSC 1021 Physical Science Lab

PHSC 1024 Physical Science

PHYS 1014 General Physics

Welding Lab Fees

A \$130.00 lab fee is required for the following courses:

WELD 1003 Basic Welding

WELD 1104 Pipe & Structural Fitting

WELD 1204 Introduction to Arc Welding

WELD 1306 Position Welding

WELD 1502 TIG Welding

WELD 1503 MIG Welding

WELD 1703 Spray Arc Welding

Program/Service Specific Fees

ACCUPLACER Testing Retake Fee	\$10.00
ACCUPLACER Testing Fee (non-UA Hope-Texarkana Student)	\$10.00 per subtest
EMT Advanced Cardiac Life Support Fee	\$15.00
Clinical and Simulator Fee (PN, RN, & EMS students)	\$150.00
Late Book Return Fee (per book)	\$15.00
Non-Return Book Fee (per book)	\$65.00
Proctored Exam Fee (scheduled outside normal Testing Center hours)	\$25.00 per test
Public Safety Fee	\$5.00
Criminal Background Checks	\$25.00
Non-Credit Courses	varies by course
Physical Activity Fee	\$65.00
Program Examination Fee	varies by program
Program Liability Insurance	\$15.00
Return Check Fee	\$30.00
I.D. Card Replacement Fee	\$10.00
International Student Application Fee	\$50.00

Refund of Registration Fees

Any student who officially withdraws from UA Hope-Texarkana during a fall or spring semester shall be entitled to a refund as follows. Note: "Class days" refers to business days at the College.

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

Any student who drops one or more courses and continues to be enrolled at UA Hope- Texarkana during a fall or spring semester shall be entitled to individual course refunds as follows:

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

Any student who drops a course or officially withdraws from UA Hope-Texarkana during a summer session or other mini-term shall be entitled to an adjustment as follows:

1. One to nine week courses:	
1a. Prior to start of classes	100%
1b. Up to and including two class days	100%
1c. No adjustments after the 3 rd class day	0%

Persons who are enrolled in courses that have been cancelled receive refunds of 100% of the tuition and fees paid.

Members of the military who receive orders which transfer them out of the area for a prolonged period, when such transfer interferes with class attendance, may request a full refund at any time during the semester.

Continuing Education and Community Education Refunds

Continuing Education and Community Service course cancellations by the College will provide 100% refund. After the course has begun, no refunds will be made.

Tuition Waiver Policy

1. Tuition for students age 60 and older is waived for credit courses. Individuals under this policy must pay all miscellaneous fees that may be required. Enrollment with the senior citizen waiver is limited to a “space available” basis. Tuition waivers do not apply to independent study courses, private instruction courses, or competitive admission programs. Examples of competitive admission programs include the Technical Certificate in Practical Nursing and Associate of Applied Science in Nursing.
2. Children of policeman and firemen who are killed or permanently disabled in the line of duty in Arkansas are eligible for waiver of tuition and fees for credit courses only. Benefits are limited to the duration of four (4) years or until the attainment of age twenty-five (25), whichever occurs first.
3. Officers and fire personnel who have completed the Arkansas Law Enforcement or Fire Academy are eligible to receive a 25% discount on tuition.

Section 702 of the Veterans Access, Choice and Accountability Act Tuition Policy

BOARD POLICY

520.7

FEES FOR MEMBERS OF ARMED FORCES AND DEPENDENTS

For the purpose of tuition and fees applicable for all programs of study, including distance learning programs, effective July 1, 2015, all campuses of the University of Arkansas System shall classify a student as an in-state resident, if the student meets any of the following criteria regardless of his or her residence:

1. A veteran who was honorably discharged or released from a period of not less than ninety (90) days of active duty in the military, naval, or air service within three (3) years before the date of enrollment in a program of study,
2. A dependent or spouse of a veteran under paragraph 1.
3. A member of the armed forces.
4. A spouse of a member of the armed forces.
5. A dependent of a member of the active duty armed forces, when the member of the armed forces:
 - 5a. Is stationed in the State of Arkansas pursuant to permanent change of station (PCS) military orders;
 - 5b. Is continuously domiciled in Arkansas for at least six consecutive months before entering active military service and who maintains Arkansas as the permanent home of record while on active military duty, or
 - 5c. Demonstrates a change of bona fide domicile from another state to Arkansas at least twelve consecutive months prior to separation, discharge, or retirement from active military duty. This provision is forfeited if the military person does not return to Arkansas within 36 months after separation, discharge, or retirement from active duty.
6. A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill—Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of Title 38 of the United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 900 days or more.
7. A spouse or child using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. §3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor’s discharge from a period of active duty service of 90 days or more.
8. A Spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §§3311(b)(9)) who lives in the State of Arkansas (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more.
9. A person who initially met the retirements set forth in paragraphs 6, 7, or 8, will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between

courses, semesters, or terms) at the same school even if he or she is outside the 3-year window or enrolls in multiple programs. For purposes of a student who is eligible for in-state tuition solely under sections 6,7, or 8 above, that person must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above in sections 6, 7 or 8 and must be using educational benefits under either chapter 30 or Chapter 33 of Title 38 of the United States Code.

10. A member of the armed forces or “covered individual” as identified in Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

November 20, 2015 (Revised)

May 21, 2015 (Revised)

January 18, 1985 (Revised)

January 1, 1975

¹For the purpose of this policy, dependents are unmarried children who are legal dependents of the military person as defined by the IRS.

Financial Aid

General Information

The University of Arkansas Hope-Texarkana (UAHT) maintains a comprehensive program of financial assistance for students, including grants, scholarships, and federal work study. To be eligible for financial aid, a student must be accepted for admission at UAHT, be enrolled in an approved degree or technical certificate program, and meet all eligibility requirements as outlined in the Satisfactory Academic Progress section of this catalog.

A student is NOT eligible to receive some types of financial aid if the individual has defaulted on a student loan, owes a repayment to any of the federal programs, or does not maintain Satisfactory Academic Progress. For financial aid purposes, a student enrolled in at least twelve (12) credit hours will be considered a full-time student.

All financial aid refund checks are disbursed via mail (US Postal Service).

Financial Aid Application Process (FAFSA)

The Free Application for Federal Student Aid (FAFSA) is the application for all federally funded programs (Pell Grant, Federal Supplemental Educational Opportunity Grant [FSEOG], Federal Work Study [FWS]) and is available online at www.fafsa.ed.gov. Students attending UAHT must list the school code 005732 on their FAFSA application. A student must complete a FAFSA each academic year as most financial aid is not automatically renewed.

Each financial aid recipient is required to complete the FAFSA. The financial aid administrator must receive a valid Institutional Student Information Record (ISIR) for each student before that individual can be considered for Title IV financial aid.

Financial Aid Satisfactory Academic Progress Policy

Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or technical certificate program at UAHT. All hours attempted at or transferred into UAHT will be counted as part of the student's satisfactory Academic Progress. Academic progress will be reviewed prior to a student's initial enrollment period and at the end of each semester (fall, spring, summer).

It is the student's responsibility to stay informed of the college's SAP standards and to monitor his/her own progress. Students seeking financial aid must comply with SAP standards regardless of previous eligibility.

SAP is measured in three areas: Cumulative GPA (CGPA), Credit Hour Requirement, and Maximum Length of Time.

Credit Hour Requirement

Students must complete a minimum of 67% of all credit hours in which they enroll each semester at UAHT. Each credit hour a student enrolls in is considered an "attempted" credit hour for SAP calculations. Credit hours attempted are defined as all classes for which a student receives a passing grade ("A", "B", "C", "D", or "P"), or a "F", "AU", "U", "W", or "I".

Maximum Length of Time

Students are expected to complete degree requirements after attempting a certain number of credit hours. The maximum attempted credit hours allowed for degree/certificate completion will be 150% of the credit needed to complete that type of degree. For example, if an Associate of Arts degree required 60 credit hours for completion, the 150% time frame would allow a student to attempt up to 90 credit hours for that degree (60 credit hours X 150% = 90 credit hours). All credit hours attempted will be considered when determining Maximum Length of Time.

Pell Grant Lifetime Eligibility

The Consolidated Appropriations Act, 2012 (Public Law 112-74) has significantly impacted the Pell Grant Program. Effective July 1, 2012, students are limited to six full years (12 semesters/600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received Pell Grant funding. Students who

have already used 600% of their Pell Grant eligibility will no longer be eligible to receive a Pell Grant. There are no exceptions to this regulation.

You can find more information concerning the Pell Grant Lifetime Eligibility Used at studentaid.ed.gov.

Pell Grant Lifetime Eligibility percentages are based on your annual award at fulltime enrollment status compared to the amount you actually receive in a given year. The amount of aid you received each academic year is divided by the maximum annual award you are eligible for that year and your annual percentage is determined. Percentages from each year is added together to calculate your lifetime eligibility used. Examples: If your annual award is \$5550 and you received \$5550, you received 100% of your award for that year. If your annual award is \$3000 and you received \$2250, you received \$2250 divided by \$3000 or 75% for that year. If your annual award is \$5550 and you received a total of \$2081 that year, you received \$2081 divided by \$5550 or 37.495%. If your annual award is \$5550 and you received a total of \$600 for that year, you received \$600 divided by \$5550 or 10.81%. Your annual percentages are added together to determine your Lifetime Eligibility Used. The maximum is 600%. Once you reach 600% you are terminated from receiving any additional Pell grants.

The UAHT Financial Aid Staff is available to discuss the change in the lifetime Pell Grant eligibility with you or you can view your Pell Grant LEU by logging into www.studentaid.gov.

Good Standing for Financial Aid a student must:

1. Successfully complete at least 67% of all attempted credit hours **AND** Maintain a Cumulative Grade Point Average (CGPA) as indicated in the following chart:
2. Maintain a Cumulative Grade Point Average (CGPA) as indicated in the following chart

<u>Total Number of Credit Hours Attempted</u>	<u>Minimum Credit Hours Attempted/Cumulative GPA</u>
0-22	1.75
23 or more	2.00

3. Attempt no more than 90 credit hours for an associate degree requiring 60 hours.
4. Must be on track to complete degree plan within the maximum time frame.

Financial Aid Warning

The first semester a student does not complete 67% of attempted credit hours and/or does not maintain the required GPA, they will be placed on Financial Aid Warning.

The student may continue to receive most types of financial aid while on Financial Aid Warning. The student has one semester to correct the SAP deficiencies.

The second semester a student fails to meet SAP they will be placed on Financial Aid Suspension and will be ineligible for financial aid.

Financial Aid Probation, Suspension, and Reinstatement

A student will be placed on Financial Aid Suspension if they: Attempt 90 or more credit hours for an associate degree requiring 60 hours; and/or cannot mathematically complete the degree within the maximum time frame; and/or fail to be in Good Standing at the end of the Financial Aid Warning semester; and/or do not successfully complete any credit hour during a semester. A student, who withdraws from total enrollment, or is administratively withdrawn from total enrollment, or receives all failing/non-successful grades (“W”, “F”, “AU”, “U”, “I”, or a mixture of these grades) will be considered not making SAP and will be suspended from financial aid.

Notification of Financial Aid Warning and Financial Aid Suspension will be sent to the student via their UAHT Student email or, in some situations, a letter sent to the mailing address listed with the financial aid office. All students should check their MyUAHT and their UAHT email regularly.

A student who is suspended from financial aid may become eligible to receive financial aid again by fulfilling one of the following conditions:

1. Eliminate all SAP deficiencies by completing the number of credit hours that are lacking, and/or complete enough credit hours to achieve the minimum cumulative GPA, at the student’s own expense.
2. Successfully **APPEAL** the Financial Aid Suspension status by demonstrating documentable, extenuating circumstances for the semester(s) the deficiencies occurred.

Financial Aid SAP Appeal

Students have the right to appeal their financial aid status to the UAHT Financial Aid Appeals Committee. A student with documentable, extenuating circumstances who has been suspended from financial aid may appeal in writing by obtaining a Financial Aid SAP Appeal form from the financial aid office or online from the financial aid webpage. For each semester in which the student did not meet SAP (cumulative GPA and/or credit hour completion rate of at least 67 percent), the student must submit information and documentation explaining why the SAP standards were not met and what has changed that will allow the student to meet SAP in the future. The appeal form and all required supporting documentation must be submitted to the UAHT Financial Aid Office within 30 days from the date the student was notified of his/her deficiencies. The financial aid office will respond in writing within 10 business days from the date the appeal was received.

Circumstances for an appeal that will be considered include but are not limited to extenuating circumstances such as unexpected injury or illness of the student or immediate family member, work schedule change, unforeseen daycare or transportation problems, or death of immediate family member. For those students who are appealing because they have exceeded the maximum length of time, in addition to the reasons already listed, the appeals committee would consider classes taken toward a second Associate degree.

If a student’s appeal is approved, he/she will be placed on Financial Aid Probation. While on Financial Aid Probation, the student may receive financial aid for one semester, after which a student must be making SAP or must be successfully following an academic plan.

In order to be eligible for aid for subsequent semesters, the student must meet the terms of the appeal, which may include but are not limited to:

1. Successfully completing all the courses attempted during the semester with NO withdrawals from classes (including withdrawals after the semester’s census date, even if the class has not started) and NO final grades of “F”, “AU”, “U”, or “I”.
2. Maintaining a semester GPA of 2.5 or higher.

In addition, for students who are on Probation due to the maximum length of time rule, they must also:

1. Complete their degree before or by the date listed on their appeal; and
2. Follow the degree plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice. Appeals that are approved are not retroactive to previous semesters.

Transfer Students

Transfer students are required to submit official transcripts from all previously attended accredited post-secondary institutions to the Enrollment Management office before financial aid will be awarded. Transfer hours accepted will be used in calculating the remaining semesters of financial aid eligibility (CGPA, Credit Hour Requirement, and Maximum Length of Time). If a transcript is received with “in progress” grades, a student will be required to submit a second official transcript with completed grades.

Repeated Courses

A student may repeat a course that they successfully passed (with a grade of “A”, “B”, “C”, and “D”) in a previous semester ONE TIME. An Unlimited number of repeated attempts will be allowed for courses the student does not successfully complete. Grades of “F”, “AU”, “U”, “I”, or “W” are not considered a successful completion. All courses that are repeated will be used in the calculation of a student’s SAP length of time status. Repeated courses will be identified on the student’s grade transcript by an asterisk (*). The highest grade received will be calculated in the student’s cumulative GPA.

Pre-College Level Courses

Federal regulation states that as long as a student is admitted into an eligible program at the college, the student can take pre-college level classes and still be eligible for their financial aid, even if the student is taking all remedial classes before taking any regular courses. Students are eligible to receive most types of financial aid funding for up to 30 credit hours in pre-college level coursework. Title IV aid will not be paid to students for pre-college level coursework in excess of the 30 credit hour limit nor will these credit hours be used to determine the student’s enrollment status for Title IV aid.

English as a Second Language courses that are part of a larger eligible program do not count against this 30 credit hour limit. Students seeking multiple Associate Degrees or Certificates are required to submit a Financial Aid Appeal Form and an official degree plan (prepared by the student’s Academic Advisor) to the Financial Aid Office prior to financial aid eligibility being determined.

Note: Students not meeting the ACT or ACCUPLACER requirements in math and English must enroll in the appropriate sequential academic skills math, reading, and/or English course(s) during their first semester in college and each subsequent semester until the requirements are successfully completed.

Return of Title IV Funds Policy

The law specifies how UAHT must determine the amount of Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by the law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans, and Direct PLUS Loans. UAHT participates only in Federal Pell Grants and FSEOGs.

Though your aid is posted to the student’s account at the start of each period, students earn the funds as they complete the payment period. If the student withdraws during the payment period, the amount of Title IV assistance that the student has earned up to that point is determined by a specific formula. If the student received (or your school or parent received on your behalf) less assistance than the amount that they earned, the student may be able to receive those additional funds in the form of a post-withdrawal disbursement. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student. Title IV funds to be returned include Pell Grant and Federal Supplemental Educational Opportunity Grants. Funds will be returned in this order: first Pell Grant and secondly FSEOGs.

In addition, students who withdraw will have all previously awarded aid canceled for any subsequent semesters. Students who intend to return will have their eligibility evaluated under the applicable satisfactory academic progress policy depending on their program of study.

The amount of assistance that a student earns is determined on a pro rata basis. For example, if the student completed 30% of the payment period, they earn 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or 49% of module courses, they earn all the assistance that was scheduled to receive for that payment period.

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. UAHT will automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. UAHT will need the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission to use the post-withdrawal, they will be offered the funds. However, it may be in the student's best interest to allow UAHT to keep the funds to reduce their debt with UAHT. Any credit balance will be refunded to the student within 14 days of the R2T4 calculation.

If the student receives (or your school or parent receive on the student's behalf) excess Title IV program funds that must be returned, UAHT must return a portion of the excess funds equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of their funds, or
2. the entire amount of excess funds.

UAHT must return this amount even if it did not keep the amount of your Title IV program funds. Title IV funds will be returned within 30 days of the date of determination of withdrawal.

If the return of unearned federal assistance causes any portion of your tuition and fees to become unpaid, the College will bill you. In such cases, you will be required to make arrangement with the Vice Chancellor for Finance to pay the balance owed. Any award money you do have to return is considered a federal grant overpayment. You must either repay the amount in full or make satisfactory arrangements with either the College or the U.S. Department of Education to repay the amount. These arrangements must be completed within 45 days of the date the College notifies you of your overpayment status. Failure to make these arrangements will mean that you are not eligible to receive any Title IV Student Financial Aid at any institution of higher education in the United States.

If UAHT is not required to return all of the excess funds, the student may be required to return the remaining amount.

Note: The Return of Title IV Funds Policy is not to be confused with the UAHT Refund Policy.

High School Transcripts

UAHT reserves the right to evaluate high school transcript(s) presented by the student. We may, at any time, request a copy of a high school transcript from the granting high school to validate the student's high school program completion. As provided in the Federal Register (Section 668.16[p]), we may withhold Title IV financial aid if the validity of the high school diploma/transcript is in question. This requirement does not affect students who completed high school in a home-school setting.

Ability-to-Benefit (ATB) Policy

To receive Title IV financial aid at UAHT, a student must be qualified to study at the postsecondary level as required by the Higher Education Amendments of 1992 (Ability-to-Benefit). To meet this qualification, a student must:

1. have a valid high school diploma, OR
2. have passed the General Educational Development (GED) Test

Student Status: Dependent or Independent

The terms "dependent" and "independent" have specific definitions as used for student financial aid.

Check with the UAHT Financial Aid Office if you feel you have special circumstances that might affect your dependency status. There must be justifiable reasons for the financial aid administrator to make any adjustments, and you must provide adequate proof to support those adjustments to your student status and you must provide adequate proof to support those adjustments. The financial aid administrator's decision is final and cannot be appealed to the U.S. Department of Education.

Majors

For financial aid purposes, a student may declare a major during registration periods only. Majors changed at any other time will have no effect on financial aid awards.

Priority Deadlines for Financial Aid

	<u>FALL</u>	<u>SPRING</u>
UAHT Institutional Scholarships	April 15	
FSEOG	July 15	

Federal Programs:

Pell Grant

Pell Grant is a federal student financial aid program designed to assist eligible students in post-secondary education. Its purpose is to provide a foundation of financial aid to help defray the costs of education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula that is applied consistently to all applications. A student must be currently enrolled in an approved degree or technical certificate program and meet all eligibility requirements as outlined in the SAP section of this catalog to be eligible for a Pell Grant. These grants are to be used solely for educational purposes. Contact the UAHT Financial Aid Office concerning deadline dates for the Pell Grant. A completed FAFSA is necessary to determine Pell Grant eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is for undergraduates with exceptional financial need – that is, students with the lowest Expected Family Contribution (EFC) – and gives priority to students who receive Federal Pell Grants. A completed FAFSA is necessary to determine FSEOG eligibility.

Federal Work Study (FWS)

The Federal Work Study Program is a campus-based program that provides part-time employment for UAHT students. To be eligible, a student must demonstrate an unmet need as determined by the Pell Grant index, must be a high school graduate, and must be making satisfactory academic progress. FWS jobs are available on- campus in various departments and off-campus through the America Reads/America Counts programs. FWS students are paid every two weeks. The amount of FWS funds a student is eligible to receive and the number of hours allowed to work will be determined by the Financial Aid office and FWS supervisor. A completed FAFSA is necessary to determine FWS eligibility.

Scholarship Stacking Policy

Act 1180 of 1999 prohibits postsecondary institution from using public funds in a student aid package which exceeds the student's cost of attendance. UAHT follows the Arkansas Department of Higher Education regulations by reducing scholarships amounts which cause awards to exceed cost of attendance. Unless instructed by federal or state regulations, scholarships awarded by UAHT will be reduced first.

UAHT Institutional Scholarships

UAHT recognizes academic achievement by offering four (4) categories of institutional scholarships for graduating high school seniors: Chancellor's, Valedictorian/Salutatorian, Honors, and Bridge. To be considered for a scholarship (excluding Valedictorian/Salutatorian), applicants must have the following on file in the Enrollment Management Office by April 15th (prior to their high school graduation year):

1. A completed UAHT Scholarship Application (available at www.uaht.edu, Enrollment Management Office)
2. A completed UAHT Application for Admission (available at www.uaht.edu, Enrollment Management Office)
3. A copy of all ACT score reports
4. A 7th semester transcript (includes the fall semester of the senior year)
5. OPTIONAL: A Biographical Information Sheet, which allows the University of Arkansas Hope-Texarkana to use the student's name and photograph in press release statements to area newspapers announcing the receipt of the scholarship.

Chancellor's Scholarship

Minimum qualification:	ACT Composite score of 25 or higher
Annual scholarship amount:	\$3,400

Chancellor's Scholarships are available to graduating high school seniors only. The recipient must complete at least twelve (12) credit hours during the fall and spring semesters and maintain a minimum 3.00 cumulative GPA to maintain their eligibility for two consecutive years.

Honors Scholarship

Minimum qualification:	ACT Composite score of 21
Annual scholarship amount:	\$2,400

Honors scholarships are available to graduating high school seniors only. The recipient must complete at least twelve (12) credit hours and during the fall and spring semester and maintain a minimum 2.75 cumulative GPA to meet continuing eligibility requirements for two consecutive years.

Bridge Scholarship

Minimum qualifications:	ACT Composite score of 19
Annual scholarship amount:	\$1000

Bridge scholarships are available to graduating high school seniors only. The recipient must apply for and receive the Arkansas Academic Challenge Scholarship. The recipient must complete at least twelve (12) credit hours during the fall and spring semesters and maintain a minimum 2.75 GPA to meet continuing eligibility for one year.

The awarding of UAHT Scholarships is contingent upon available funding. In the event the number of qualified applicants for a particular scholarship exceeds the number of available awards, the following procedures will be used to determine the recipients:

1. Date scholarship application was received
2. ACT composite scores – ranked highest to lowest
3. ACT scores on individual sub-test – (Reading, English and Mathematic) – using super score method
4. Cumulative high school grade point average – highest to lowest

GED Scholarship

Minimum qualifications are 1) a composite 660 on the (official GED) exam that is less than one year old at the time of application and 2) no previous college experience.

The Scholarship is based on each semester's enrollment as follows:

- | | |
|---|---------|
| 1. Full-time (12 or more credit hours per semester) | \$1,000 |
| 2. Three-quarter time (9-11 credit hours) | \$750 |
| 3. Half-time (6-8 credit hours) | \$500 |

The GED scholarship is renewable for two (2) consecutive years (fall and spring semesters) as long as the recipient maintains a 2.50 cumulative grade point average and successfully completes at least 67% of all credit hours attempted.

UAHT Foundation Scholarships

The Office of Institutional Advancement is responsible for raising private dollars for the College which may be used for any institutional need, including scholarships.

There are currently over 100 private scholarships funded by donors from within the community. For more information on these scholarships, you may contact the Enrollment Management Office or visit our website at www.uaht.edu. You can access the UAHT Foundation Scholarship online application at <http://www.uaht.edu/scholarships/>.

NOTE: THE AWARDING OF ALL UAHT SCHOLARSHIPS IS CONTINGENT UPON AVAILABLE FUNDING.

Important Notice

The University of Arkansas Hope-Texarkana reserves the right to revoke an institutional scholarship from any student enrolled at UAHT or a student who has been awarded an institutional scholarship if the student is found guilty under a state or federal law for the manufacture, distribution, or use of a controlled substance.

Arkansas Department of Higher Education

For more information about Arkansas Department of Higher Education Programs, visit: www.adhe.edu

Other Programs:

Department of Veterans Affairs

UAHT is approved by the Arkansas State Approving Agency for veterans and veterans' beneficiaries who are working on a degree or certificate. Military service veterans and the sons, daughters, wives, husbands, widowers, or widows of deceased or 100% disabled service connected veterans may be eligible to receive benefits from the Department of Veterans Affairs. Contact the financial aid office to determine eligibility, benefits, and/or to receive the appropriate application forms, or apply online at http://www.benefits.va.gov/gibill/get_sarted.asp.

All students must follow the curriculum outlines for their objectives since only specific courses may be applied toward VA certification and graduation.

Student Services

Statement of Student Services

The University of Arkansas Hope-Texarkana strives to provide student services that assist students in achieving their educational objectives. These services include academic advising, enrollment services, financial aid, counseling and guidance, student activities, intramural sports, Career Services, Testing Services, disability services and ADA compliance, and safety and security. The offices providing these services recognize that each student has his or her own needs, interests, and abilities and that services provided must be geared toward allowing each student to grow both personally and educationally.

Statement of TRiO Student Support Services

TRiO Student Support Services (SSS) is a Title IV federal assistance grant program from the U.S. Department of Education designed to enhance the academic success, retention, transfer, and graduation rates of post-secondary students. The program monitors academic progress and provides services for students who are traditionally underrepresented in higher education. Students are eligible for the services if they are first generation college students, economically disadvantaged, physically and/or learning disabled. Some of the specific services offered are academic assistance, survival and study skills, career awareness and planning, transfer advising and trips, tutorial assistance, and cultural enrichment trips and events.

Accidents or Illness

UAHT does not have health services on its campuses. If an accident occurs on campus, a UAHT Incident Report form should be completed and submitted to the Dean of Student Services. If a student is injured on campus, an Injury Report must be completed and submitted to the Vice Chancellor for Student Services.

ADA Student Referral Process

The Vice Chancellor for Student Services serves as the ADA Compliance Officer and the Director of Testing and Disability Services provides disability services. The process of student referral under the Americans with Disabilities Act is as follows:

- The student is referred to Director of Testing and Disability Services.
- The Director of Testing and Disability Services interviews the student, collects forms requesting reasonable accommodations, and requests a release of medical documentation.
- The student's medical documentation is presented to the Director of Testing and Disability Services.
- The Director of Testing and Disability Services, in consultation with the ADA Compliance Officer, makes a final determination upon review of the evidence.
- Notice is given to the student and appropriate instructors as to the final determination of accommodations to be provided.

Counseling and Guidance

The College provides to students the services of guidance and counseling. The purpose of this service is to provide assistance in both academic and personal development during the student's tenure at the institution. The College provides virtual mental health counseling as well as refers students to community agencies for mental health counseling.

Career Pathways Initiative

The Arkansas Career Pathways Initiative is a comprehensive project designed to improve the earning and postsecondary education attainment of Arkansans that are or have been in poverty. The initiative provides funding for two-year colleges to develop career pathways programs that assist custodial parents to earn a marketable educational credential for immediate entry into a high demand occupation. The initiative emphasizes such program components as job readiness skills, basic academic skills preparation/remediation, and post-secondary credentials tied to high demand occupations. Intensive student services are provided for students in the program. The initiative fosters strong connections among two-year colleges, students, community organizations, state agencies, and employers.

Purtle Advising Center

The Purtle Advising Center (PAC) is responsible for advising students in choosing appropriate courses that align with the students' proposed major field of study. Advising is provided by professional advising coaches who take into account academic indicators and cultural, financial, and non-cognitive factors impacting placement, success, persistence, and completion. The PAC also directs students to other related student services.

Academic advising at UAHT is a developmental process which considers students' academic needs, goals, interests, and prior education. Academic advisors promote student success and increase student enrollment and retention by promoting academic programs, and referring students at risk or in need of additional resources with the primary objective to assist with making informed decisions concerning their educational goals.

Purtle Advising Center
uaht.edu/pac/
870 722 8124
PAC@uaht.edu

Testing Center

The UAHT Hope-Texarkana Testing Center provides a wide range of test services, including ACCUPLACER, proctored exams, and the GED. Tests are delivered at both Hope and Texarkana campuses.

Testing Center
uaht.edu/testing/
870-722-8247
steven.ogden@uaht.edu

ACCUPLACER

The UAHT Hope Testing Center offers Accuplacer testing on a regular basis. Accuplacer testing at our Texarkana location is done by appointment only. Testing appointments made at <http://mytest.uaht.edu>. Testing appointments are strongly encouraged to ensure prompt computer access upon arrival to the Testing Center. Students must have a valid photo ID or their UAHT student ID prior to testing.

ACCUPLACER Test Fee Schedule

*UAHT Student ACCUPLACER Testing Fee:

First attempt: FREE

Accuplacer Retake Fee: \$10.00

**Non-UAHT Student Testing Fee: \$10.00 per sub-test

***After Hour Testing Fee: \$25.00

* UAHT Student is defined as one who has a current admission application on file with the UAHT Registrar's Office.

**Non-UAHT Student is defined as one who does not have an application for admission on file in the Registrar's Office or is not willing to complete one prior to testing, and/or indicates they are not planning to attend UAHT.

***Students, either UAHT or non-UAHT, requiring test-proctor services at days/hours outside of normal, scheduled Testing Center hours.

All fees are payable in the Testing Center in advance of receiving service.

Proctored Exams

The UAHT Hope Testing Center can proctor exams for students who have approved accommodations through the UAHT Director of Testing & Disability Services, are taking online courses, or for students who are identified as an Independent Study. UAHT Hope Testing Center is a pre-approved test site for most institutions in Arkansas and several out-of-state institutions. It is the responsibility of the student to contact the UAHT Hope Testing Center to make arrangements for a specific date and time to be tested. Prior to taking an exam, the student is required to present a photo I.D. to the Proctor. The student is also required to come prepared with the necessary supplies to take the exam. Personal items such as cell phones must be stored in a locker at the Hope Campus or in an assigned storage bin at the Texarkana Campus.

Online Course Midterm and/or Final Exams

Students taking online courses that require proctored testing (midterm and/or final exams) need to register at <https://www.registerblast.com/uaht/Exam>.

Online Student Responsibility...

1. It is the student's responsibility to know if a Midterm and/or Final is required and needs to be proctored in the Testing Center.
2. Students must bring valid non-expired photo ID. Acceptable IDs include driver's license, state ID card, passport, school ID, or military ID.
3. The following items are not allowed in the testing room and/or lab: cell phones, purses, backpacks, food, drink, and electronic devices. All prohibited items will be locked in a locker before testing can begin.
4. It is the student's responsibility, not the UAHT Testing Center, to ensure that Midterm and/or Final exams are open at the date and time registered to test.
5. It is the student's responsibility to bring any login information necessary to take the exam, for example, Blackboard login and password.

GED

The General Educational Development (G.E.D) Test is a high school equivalency test that is developed by the American Council on Education, Washington, D.C. The tests of General Education Development provide adults who did not complete high school with an opportunity to earn a high school equivalency diploma. By taking and passing a series of four subjects: Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning, adults demonstrate they have acquired a level of learning that is comparable to that of high school graduates. All Arkansas requirements must be met prior to testing. The GED is administered on a monthly basis at the UAHT Hope Testing Center.

NOCTI

The Student Occupational Competency Achievement Test (SOCAT) is administered by the National Occupational Competency Testing Institute (NOCTI). UAHT uses NOCTI assessments as a tool to facilitate the construction of curricula and establish academic standards. Since NOCTI assessments are created by occupational experts in the specific fields, they provide national standards on which to base program improvement. Scoring reports from NOCTI provide feedback of great benefit to both UAHT and students. Faculty and administrators are able to determine strengths and weaknesses within the program of instruction by using the scoring reports. Data analysis includes scoring in subparts of the assessment; individual scores positioned within school, state and national statistics; mean scores; and standard deviations. The SOCAT (NOCTI) is administered to students in five technical areas the end of their program of study: Industrial Electricity, Industrial Maintenance, Heating and Air Conditioning, Diesel Technology, and Welding. Please contact the UAHT Testing Center for appointments, requests, or questions. Students can find more information at: <http://noctitesting.org>.

NLN PAX

The purpose of the National League for Nursing Pre-Admission Examination (NLN PAX) is to evaluate academic ability in order to identify the most qualified applicants for entrance into Licensed Practical Nursing (LPN) Program. The items are not specific to nursing and there is no prerequisite for nursing-related knowledge. The PAX measures three academic proficiencies: verbal ability, mathematics, and science. Forty

minutes is allowed for each subtest; the total time for the exam is 2 hours but you should plan 2.5-3 hours from arrival at the testing center.

NLN-NACE

All applicants must complete the NACE-1 exam prior to determining eligibility to the ARNEC program. Students may test one time only per application period. Test fees are the responsibility of the applicant at the time of registering for the NACE-1 Test. Test fees are non-refundable. ARNEC applicants may register for the NACE –1 exam at: www.nlnonlinetesting.org.

Tutoring Center

TRiO Student Support Services is a federal program that provides opportunities to students who need assistance with college level classes. The tutoring center has been designated as the location students may meet with their tutor, or it may be used if they need a quiet place to study. There are also other resources available such as laptops, calculators, books, paper, index cards, and graphing paper. The center provides individual, group and supplemental instruction tutoring sessions by appointment. The services provided are designed to aid student retention and enable participants to successfully complete their educational goals. The tutoring center is located in Room 143 of the Administration Complex (AC).

Student Rights Under the Family Education Rights and Privacy Act (FERPA)

Students may choose to complete and submit the form available at this link [Student-Consent-FERPA 5-19-2021](#) to the Office of the Registrar allowing the release of their education records to specified third parties.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. A student at the University of Arkansas Community College at Hope-Texarkana (UAHT) has the following rights with regard to her/his education records:

1. The right to inspect and review the student's education records within 45 days after the day the University of Arkansas Community College at Hope-Texarkana (UAHT) receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask UAHT to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.

If UAHT decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide consent before UAHT discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. That the following information, which is considered to be director information, will be subject to public disclosure unless the student informs the Registrar in writing by September 15 that she/he does not want any or all types of information designated as directory information: the student's name; address; email address, photograph, telephone number; date and place of birth; major field of study; classification by year; number of hours in which the student is enrolled and number of hours completed; participation in officially recognized activities and organizations; dates of attendance including matriculation and withdrawal dates; degrees,

scholarships, honors and awards received, including type and date granted; and the most recent previous educational agency or institution attended.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the UAHT to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education 400 Maryland
Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within UAHT whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions including the National Student Clearinghouse, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Policies and Procedures

Rights and Responsibilities as a Student/Student Code of Conduct

The College expects students to conduct themselves as responsible members of the College community. Students are expected to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary rules of good conduct, to protect private and public property, and to make effective use of their time in pursuing an education. Students are required to observe local, state, and federal laws and abide by College policies and regulations as established in respective College publications. The College reserves the right to approve the time, place, and manner of individual and group activities held on the campus.

The Dean of Student Services will process all matters pertaining to student misconduct. Misconduct will lead to disciplinary action taken against the student. This action may include dismissal from the College. Misconduct includes but is not limited to the following:

1. Misuse of identification cards, furnishing false information to the College, or misuse of College funds;
2. Obstruction or disruption of any College activity, whether academic, social, or administrative;
3. Threats, physical harm, or verbal abuse of any person on College property or at College-sponsored functions;
4. Theft of or damage to any property belonging to the College, its personnel, its students, or its guests;
5. Unauthorized entry into, or use of, any College facility;
6. Violations of rules governing College facilities;
7. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College property or at College-sponsored functions;
8. Use, possession, sale, or distribution of illegal narcotics, drugs, or stimulants;
9. Drunkenness, use, possession, sale or distribution of alcoholic beverages on College property, whether leased or owned, and on the specified premises of College-sponsored off-campus functions;
10. Gambling on College property;
- 11. Smoking or the use of any tobacco products, vaping devices, or e-cigarettes on any college property;**
12. Food and beverages in areas where prohibited.
13. Unauthorized possession or use of explosives/firearms on campus, or use or attempted use of any item as a weapon;
14. Failure to comply with the directions of College officials acting in the performance of their duties;
15. Parking and traffic violations;
16. Any academic dishonesty including, but not limited to, cheating on tests or assigned coursework, and plagiarism;
17. Attending classes when not enrolled;
18. Attending class with and/or creating distractions in the classroom with small children or babies;
19. Leaving children unattended in or on campus property;
20. Failure to ensure the proper accepted conduct of guests, defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student;
21. Participation in hazing or a hazing activity as an individual or as a member of a group;

22. Bringing an animal on the College premises, except for service animals, without appropriate approval;
23. Failure to follow procedures, protocols, directives, and/or instructions of College officials during a health or other emergency;
24. Violation of local, state, or federal law which adversely affects the student's suitability as a member of the college community, or when it appears that the presence of the student on campus interferes with the normal educational functions or endanger the student or threaten to endanger a member of the College community or property.

Reporting Violations

Students, faculty, and staff should report an alleged incident of misconduct to Campus Security or the Dean of Student Services.

Disciplinary Procedures

The student conduct procedures of UAHT, as all activities on a College campus, are designed to be a part of the educational process and normally cover a wide spectrum of disciplinary measures ranging from counseling to dismissal. The Dean of Student Services is charged with the responsibility of initiating student conduct procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made. The student may have an advisor of her/his choice attend the meetings to provide support and guidance, but the advisor may not actively participate in the meeting other than to provide guidance to the student. The Dean will determine whether the evidence (including the information provided in any reports, the parties' written statements, if any, the evidence presented at the meeting, and the testimony of the parties and witnesses) establishes that it is more likely than not that the student committed a violation of UAHT Policy. In other words, the standard of proof will be the preponderance of the evidence.

All allegations of misconduct shall be presented to the accused student in written form sent or delivered to the address listed in the registrar's records. This shall constitute full and adequate notice. However, the College reserves the right to use other reasonable means to notify students. This includes, but is not limited to, the use of the College e-mail system. The failure of a student to provide an address change, a forwarding address, or the refusal or inability to accept the mailed notice shall not constitute good cause for failure to comply with the notification.

The student will be informed by written notice of the finding of responsibility and sanction, if any. If no written notice of appeal is received within the time specified, the finding and sanction shall be final. Student's may appeal the Dean of Student Service's finding and/or sanction using the student conduct appeal process listed below.

The disciplinary actions the College may take include, but are not limited to, the following:

1. **Expulsion:** separation of the student from the College; the student is not eligible for readmission to the College.
2. **Dismissal:** separation of the student from the College for an indefinite period of time.
3. **Suspension:** separation of the student from the College for a definite period of time.
4. **Disciplinary probation:** official warning that the student's conduct is 1) in violation of the rules, regulations, and policies stated in UAHT publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, or dismissal. Disciplinary probation can be imposed for varying periods of time and can include the following:
 - 4a. ineligibility to hold office in College organizations
 - 4b. ineligibility to represent the College in any official function
 - 4c. ineligibility to continue to receive a College-sponsored scholarship, grant, and/or work
 - 4d. placing an informational notice in the student's permanent file
 - 4e. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation
5. **Letter of enrollment block:** a letter stating that the student may not reenter the College without prior approval through the Dean of Student Services if enrollment has been blocked for previous disciplinary problem.
6. **Letter of reprimand:** a written admonition of a student for actions unbecoming to the College community.
7. **Work hours:** hours that a student may be required to work in a specified area of service to the College.
8. **Restrictions:** the withdrawal of specified privileges for a definite period of time.
9. **Restitution:** a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.
10. **Monetary fines:** a fine assessed by the College which is placed on the sanctioned student's account.
11. **Educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term "educational sanctions" specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.

Appeal Process

A student may appeal the Dean of Student Service's finding of responsibility. The appeal should be submitted in writing to the Vice Chancellor for Student Services within 5 days of receipt of the Dean's decision. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery.

The Vice Chancellor for Student Services (VCSS) or his/her designee will decide the appeal. The VCSS or designee shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

Grounds for Appeal: The appeal from the decision of the Dean must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility was made and that could affect the outcome of the matter; or (3) the Dean had a conflict of interest or bias against the student that affected the outcome.

Decision on Appeal: As soon as practicable after receiving the student's written appeal (and ordinarily within approximately 10 days) and conducting any necessary interviews/meetings, the VCSS (or designee) will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the Dean's decision, modify it, or remand for further factual development. The decision of the VCSS (or designee) is final and no further appeals can be made.

Interim Suspension

In certain circumstances, the Dean of Student Services may impose a College suspension prior to the discipline meeting. The interim suspension shall become immediately effective without prior notice.

Interim suspension may be imposed only:

- to ensure the safety and wellbeing of members of the College community or preservation of College property
- to ensure the student's own physical or emotional safety and well-being
- or if student poses a definite threat of disruption of or interference with the normal operations of the College

During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Services may determine to be appropriate.

Response to Drug and Alcohol Abuse and Drug-Free Campus Policy

College regulations specify that the use, possession, or sale of illegal drugs and alcohol is in violation of College policy. Students who are found guilty of violating College policy regarding illegal drugs will be subject to dismissal. Students having drug or alcohol abuse problems or who know or care about someone who is abusing drugs and alcohol will find a variety of sources on campus where assistance is available. Student Services has this information available.

TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT

NOTICE OF NONDISCRIMINATION UNDER TITLE IX

The University of Arkansas Community College at Hope-Texarkana does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*, and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The College's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the College's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

JURISDICTION AND SCOPE

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires UAHT to promptly and reasonably respond to sexual harassment in the College's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or

activity of the College. An education program or activity includes locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at UAHT. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act.

REPORTING

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Brian Berry, Vice Chancellor for Student Services
University of Arkansas Hope - Texarkana
Student Center office 229
P.O. Box 140, Hope, AR 71802-0140
870-722-8227
brian.berry@uaht.edu

A complaint may also be submitted to the Title IX Deputy Coordinators:

Kathryn Hopkins, Human Resource Officer
Title IX Deputy Coordinator for Employees
Administrative Complex office 125
P.O. Box 140, Hope, AR 71802-0140
870-722-8164
kathryn.hopkins@uaht.edu

Dean of Student Services
Title IX Deputy Coordinator for Students
Student Center office 224
P.O. Box 140, Hope, AR 71802-0140
870-722-8108

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at ocr@ed.gov.

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

AMNESTY

UAHT encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The College recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct

or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

The College may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of College policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

FILING REPORT WITH LOCAL LAW ENFORCEMENT

In some instances, sexual harassment may constitute both a violation of this policy and criminal activity. The UAHT grievance process is not a substitute for instituting legal action. **UAHT encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate.** Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

Hope Police Department 312 S. Washington Ste. Hope, AR 71801 870-777-3434	Texarkana Police Department 100 N. Stateline Ave. Texarkana, AR 75504 903-798-3130
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PRESERVING EVIDENCE

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (*i.e.*, bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of sexual assault.

EMPLOYEES' DUTY TO REPORT TO TITLE IX COORDINATOR

In order to enable the College to respond effectively and to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action for failing to do so. There are two categories of employees who are exempt from this requirement: (1) licensed health-care professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

OFF-CAMPUS CONDUCT

Conduct that occurs off campus that is the subject of a formal complaint or report will be evaluated to determine whether the matter falls within the College's jurisdiction under Title IX or should be referred to a different department or official within the College.

CONFIDENTIALITY

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, the College will treat the information obtained or produced as part of the Title IX procedures as confidential. The College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

AVAILABILITY OF COUNSELING AND ADVOCACY

Counseling and other mental health services for victims of sexual assault are available in the community and through UAHT's contracted provider. Employees of the College may be able to seek help through the Employee Assistance Program. Community mental health agencies, such as the Southwest Arkansas Counseling & Mental Health Center and counselors and psychotherapists in private practice in the area can provide individual and group therapy. Committee Against Spouse Abuse (CASA) Women's Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

EDUCATION AND AWARENESS PROGRAMS

UAHT's Title IX Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. Programs are presented regularly throughout the academic year for student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

GRIEVANCE PROCEDURE

These procedures apply to all grievances regarding conduct that may constitute sexual harassment as defined in this policy (including sexual assault) and that falls within the College's Title IX jurisdiction. All other grievances by students, employees, or third parties shall be addressed through other procedures. The College's Title IX grievance process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the complainant's submission of a formal, written complaint to the Title IX Coordinator will initiate the formal grievance process. However, the Title IX Coordinator may also submit a formal complaint under the circumstances described below. The College will respond promptly to all formal complaints of sexual harassment.

BASIC REQUIREMENTS

The College's grievance process shall adhere to the following principles:

- All relevant evidence—including both inculpatory and exculpatory evidence—will be evaluated.
- Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- The Title IX Coordinator, investigator, hearing officers or panel members, decision-makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall not have a conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent.
- The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.
- The time frames for concluding the grievance process shall be reasonably prompt, as set forth in more detail in the procedures below.
- The grievance process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the complainant and the respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.
- Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. The College shall not consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that person's voluntary, written consent to do so for a grievance under this section.
- No party shall be restricted from discussing the allegations under investigation or to gather and present relevant evidence.

- A party whose participation in a hearing, investigative interview, or other meeting shall be provided with a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

INITIAL REPORT/INTAKE PROCESS

Initial Meeting with Complainant: Promptly upon receiving a report of conduct that could potentially be a violation of Title IX, the Title IX Coordinator (or designee) will contact the complainant to schedule an initial meeting to, as applicable:

- Provide a copy of this policy
- Explain the process for filing a formal complaint and provide a copy of the Sexual Harassment Complaint Form on which the complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location, and general nature of the alleged violation of policy
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures, which are available with or without the filing of a formal complaint

If the complainant requests that no further action be taken and/or that no formal complaint be pursued, the Title IX Coordinator (and/or his or her designee) will inform the complainant that retaliation is prohibited and that honoring the complainant's request may limit the College's ability to fully respond to the incident. In the event the complainant stands firm on his or her request that no further action be taken, the Title IX Coordinator will evaluate whether to file a complaint under the criteria set forth below.

FORMAL COMPLAINT PROCESS

Form and Filing of Complaint: The filing of a formal, written complaint initiates the formal grievance process and is available to any person who is participating in (or attempting to participate in) a College educational program or activity. The Title IX Coordinator (or an investigator designated by the Title IX Coordinator) will investigate the allegations in the formal complaint. Formal complaints can be filed in several ways. The complainant may utilize the form provided or may submit the complainant's own document that contains the complainant's signature (either physical or digital) and is filed with the College's Title IX Office by U.S. mail, in person, through the Title IX portal provided for this purpose, or by email. The formal complaint should set forth the allegations and request that the Title IX Office investigate the matter.

Filing by Title IX Coordinator: The Title IX Coordinator may initiate the grievance process, even where the complainant declines to file a formal complaint, if the Coordinator determines that the particular circumstances require the College to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant's wishes with respect to supportive measures and desired response by the College. Where a report is made anonymously and the Title IX Coordinator files the complaint, both the complainant and respondent will receive notice of the allegations with written details and identities of the parties if known.

Consolidation of Formal Complaints: The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Complaint Prior to Resolution: A formal complaint must be dismissed by the Title IX Coordinator if the alleged conduct (1) does not constitute sexual harassment, as defined in this policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. In addition, a

complaint may be dismissed if, at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

Upon dismissal of a formal complaint, for any reason, the Title IX Coordinator will send simultaneous, written notice of and reason(s) for the dismissal to the parties. The dismissal decision may be appealed pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing a grievance through other appropriate campus procedures.

Notice of Formal Complaint: Upon receipt of the formal complaint, the Title IX Coordinator will send simultaneous notifications of the filing of the complaint to the complainant and the respondent (if known). If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known. The initial notice will contain the following:

- The allegations of the complaint that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
- A copy of the Title IX policy
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement informing the parties that they have a right to have one advisor of their choice to assist them throughout the proceedings who may be (but is not required to be) an attorney
- A statement that the parties have the right to inspect and review all evidence collected during the complaint process
- A statement that any party who knowingly makes false statements or submits false information during the grievance process will be subject to disciplinary procedures

Initial Meeting with Respondent: If a formal complaint is filed, the Title IX Coordinator will promptly schedule an initial meeting with the respondent after the written notice of the formal complaint is sent as described above. Prior to the initial meeting, the Title IX Coordinator shall provide a written notice of the date, time, location, participants, and purpose of the meeting, with sufficient time for the party to prepare to participate. During the initial meeting with the respondent, the Title IX Coordinator (or designee) will, as applicable:

- Provide a copy of this policy (if not previously provided)
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Discuss non-retaliation requirements
- Inform of any supportive measures already determined and being provided to the complainant that would directly affect the respondent
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures that can be provided to the respondent

Right to Advisor: Both parties will be advised that they may be accompanied by one advisor/support person to assist them throughout the Title IX process, which can be (but is not required to be) an attorney. The advisor is not allowed to speak or otherwise actively participate during the pre-hearing interviews or meetings. It is the party's responsibility to obtain the services of an advisor, except that the College will make an advisor available to the parties during the hearing to determine responsibility upon request. A party who wants the College to provide an advisor for the determination hearing should make a request within 15 days after the party's filing or receipt of the formal complaint. The advisor's role at the hearing is further explained below.

Emergency Removal: If, after the Behavioral Intervention Team undertakes a safety and risk analysis, the College determines that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, it may remove the respondent from the College's programs or activities. In such instances, the respondent will be provided with a written notice of the reasons for the removal. Within 5 days of receiving the notice, the respondent may challenge the decision by requesting a meeting with the Dean of Student Services.

Administrative leave: Nothing in this policy precludes the College from placing a non-student employee respondent on administrative leave during the pendency of the grievance process.

Supportive Measures: Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. They may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in working or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

The College will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

Informal Resolution: At any time after a formal written complaint is filed but prior to reaching a determination regarding responsibility, the College may facilitate a resolution without a full investigation and adjudication. The complainant and respondent must give their voluntary, written consent to the informal resolution process. The informal resolution process will not be utilized to resolve allegations that an employee sexually harassed a student.

Prior to commencing the informal resolution process, the Title IX Coordinator or designee must provide the parties a written notice that includes the following information:

- Notice of the allegations contained in the formal complaint, including dates, location(s), and identities of the parties
- Any agreed upon resolution reached at the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

COMPREHENSIVE INVESTIGATION

If resolution of the allegations does not proceed through the informal process, the matter will proceed with a comprehensive investigation and resolution through the formal complaint processes. The Title IX Coordinator will be responsible for overseeing the prompt, equitable, and impartial investigation during the formal complaint process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest on the College and not the parties.

Assignment of Investigator: If the Title IX Coordinator's designee is to conduct the investigation, the Title IX Coordinator will forward the complaint to the investigator and share the investigator's name and contact information with the complainant and the respondent.

Conflicts of Interest and Bias: Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest or bias that the person charged with conducting the investigation (including the Title IX coordinator, where applicable) may have. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest or bias exists.

Overview of Investigation: Upon receipt of the formal complaint, the Title IX Coordinator/Investigator (hereinafter “Investigator”) will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form
- Visiting, inspecting, and taking photographs at relevant sites
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies)
- Obtaining any relevant medical records pertaining to treatment of the complainant, provided that the complainant has voluntarily authorized release of the records in writing to the investigator

Inspection and Access to Evidence: The parties may identify to the Investigator any evidence or witnesses they wish to be included as part of the investigation. Both parties will also have equal opportunity to inspect and review any evidence obtained during the investigation. The Investigator will complete the gathering of evidence as soon as practicable, which will ordinarily occur within approximately 30 days after the filing of the formal complaint.

After the gathering of evidence has been completed but prior to completion of the investigative report, the Investigator will provide to each party and party’s advisor, if any, any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence (whether obtained from a party or other source), so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence will be provided in an electronic format or a hard copy. The parties will have 10 calendar days to submit a written response to the evidence, which will be considered by the Investigator prior to completion of the investigative report. The evidence will be made available for the parties to use at the hearing to determine responsibility.

Investigative Report: The investigative report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:

- The dates of the Title IX Coordinator’s initial receipt of a report of alleged sexual harassment against the complainant, intake meeting, and the filing of the formal complaint
- A statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s)
- The names of all known witnesses to the alleged incident(s)
- The dates that the complainant, respondent, and other witnesses were interviewed, along with summaries of the interviews
- Descriptions or summaries of any physical or documentary evidence that was obtained (*e.g.*, text messages, emails, surveillance video footage, photographs)
- Any written statements of the complainant, respondent, or other witnesses
- The response of College personnel and, if applicable, College-level officials, including any supportive measures taken with respect to the complainant and respondent

The Investigator shall provide a draft of the investigative report to the Title IX Coordinator for review before the report becomes final. An electronic or hard-copy version of the final investigative report will be provided to each party (and each party’s advisor) concurrently. The investigative report shall be provided as soon as practicable after the parties have submitted their written responses to the evidence (if any) and at least 10 calendar days prior to the determination hearing. The parties may provide a written response to the investigative report within 5 calendar days after receiving it.

DETERMINATION HEARING

Following the conclusion and distribution of the investigative report, a hearing will be conducted to determine the outcome and resolution of the complaint. The parties and their advisors, if any, will be notified by the Hearing Panel chairperson, or Title IX Coordinator of the date, time and location of the hearing, as set forth in the notice provisions below.

Hearing Panel: Within 3 days of the release of the investigative report to the parties, the Chancellor or his/her designee will appoint three-member Hearing Panel, which shall be composed of at least 2 faculty and/or staff members and may include (but is not required to include) one outside person who is not permanently employed by the College. The Chancellor or his/her designee will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the formal complaint and the investigative report, along with the parties' written responses to the investigative report, to each member of the Hearing Panel.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the complainant and the respondent, setting forth the names of the individuals selected to serve as members of the Hearing Panel. The parties may challenge the participation of any decision-maker based on bias or a conflict of interest by submitting a written objection to the Chancellor or his/her designee within 3 calendar days of receipt of the notice. Any objection must state the specific reason(s) for the objection. The Chancellor or his/her designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of the objection. Any changes in the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Witnesses Lists: Within 5 calendar days of receipt of the notice of the Hearing Panel, both parties may provide to the Chair of the Hearing Panel a list of witnesses, if any, that they propose be called to testify and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party's pre-hearing witness list unless the witness was identified during the investigation. The Hearing Panel reserves the right to call relevant witnesses who may not have been included on a party's witness list.

Notice of the Hearing: Not less than 5 days but not more than 10 days after delivery of the notice of the initial composition of the Hearing Panel, the Chair of the Hearing Panel will provide a separate notice to the complainant, respondent, and any other witnesses whose testimony the Hearing Panel deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide, in its notice to the parties, the names of the witnesses that the Hearing Panel plans to call. The hearing shall be conducted promptly but no sooner than 10 calendar days after release of the investigative report.

Failure to Appear: If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint. As explained below, if a party fails to appear, it is unlikely that the Hearing Panel will consider the non-appearing party's version of events based on another source, such as the formal complaint or a prior statement.

Option for Virtual or Separate Presence: Live hearings may be conducted with either all parties present in the same geographic location or, at the College's discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Panel is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, the College will ensure that all participants are able to simultaneously see and hear the party or witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

Recordings: An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party's request.

Advisor's Role at Hearing: The complainant and respondent may be accompanied by an advisor during the hearing to determine responsibility. A party must identify his or her advisor (if any) at least 5 days prior to the hearing. The advisor's role at the hearing shall consist of (1) providing private advice to the party he/she is supporting and (2) questioning the opposing party and other witnesses. The advisor can be anyone, including an attorney. A party may arrange for the party's advisor of choice to attend the hearing at the party's own expense. Alternatively, the College will select and provide an advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon request. In either scenario, the advisor may only participate in the hearing to the extent allowed under this policy. A party who wants an advisor to be provided by the College should notify the Title IX Coordinator at least 15 days after the filing or receipt of the formal complaint.

Evidentiary Matters and Procedure: The parties, through their advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present other inculpatory or exculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The Chair of the Hearing Panel (acting alone or in consultation with other panelists) will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Panel may, in its discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

Witness Examinations by the Parties: Each party's advisor is permitted to question the opposing party and the other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Panel. The questions may include challenges to credibility. No other questioning or speaking participation by an advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an advisor for the purpose of posing questions to another party or witness. A party not represented by an advisor may, however, submit a list of proposed questions to the Chair of the Hearing Panel and ask that the questions be posed to the opposing party or witness.

The Chair of the Hearing Panel will make determinations regarding relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Panel Chair will provide an explanation of why the question was deemed irrelevant and excluded.

The Panel Chair may disallow the attendance of any advisor if, in the discretion of the Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will be not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. College officials may seek advice from the College's Office of General Counsel on questions of law, policy, and procedure at any time during the process.

Prior Sexual Conduct: Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Confidentiality and Disclosure. To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the grievance process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Decision of the Panel and Standard of Evidence: Following the conclusion of the hearing, the Hearing Panel will confer and determine whether the evidence establishes that it is more likely than not that the respondent committed a violation of this policy. In other words, the standard of proof will be the preponderance of the evidence. This standard applies to

complaints against both students and employees. In reaching the determination, the Hearing Panel will objectively and thoroughly evaluate all relevant evidence, both inculpatory and exculpatory, and reach an independent decision, without deference to the investigative report. The determination of responsibility shall be made by majority vote.

Written Determination of Responsibility: As soon as practicable following the hearing (and ordinarily within 10 days thereafter), the Panel Chair shall complete a report of the decision-maker's findings. The Panel Chair will send simultaneous notification of the decision to both parties and their advisors, where applicable, with the following information:

- Identification of the allegations potentially constituting sexual harassment under the policy
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and the hearing held
- Findings of fact that support the determination
- Conclusions regarding the application of the College's conduct standards to the facts
- A statement and rationale for the result as to each allegation, including a determination as to responsibility using the preponderance of the evidence standard
- Any disciplinary sanctions imposed on respondent
- Whether any remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant (description of remedies is not included)
- Procedures and permissible bases for the parties to appeal

Sanctions: If the Hearing Panel determines that more likely than not the respondent committed a violation of this policy, then the Hearing Panel will determine sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this policy, or both. The range of potential sanctions is set forth in the definitions section of this policy.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this policy. However, if it is deemed necessary to protect the welfare of the victim or the College community, the Hearing Panel may recommend to the decision-maker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

Remedies: Where a determination is made that the respondent was responsible for sexual harassment, the Hearing Panel will determine any final remedies to be provided to the complainant, if any, and the Title IX Coordinator will communicate such decision to the complainant and the respondent to the extent that it affects him/her. Remedies must be provided in all instances in which a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the College's education program or activity. Such remedies may include the same individualized services described above as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

No Retaliation: The Title IX Coordinator will take steps to prevent any harassment of or retaliation against the complainant, the respondent, or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, and providing training for the campus community.

APPEALS

Procedure for Appeals: Both the complainant and the respondent may appeal from (1) the Title IX Coordinator's dismissal of a formal complaint or any allegations therein or (2) the Hearing Panel's determination. The appeal should be submitted in writing to the Title IX Coordinator within 5 days of receipt of the Hearing Panel's decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and without deference to the decision of the Hearing Panel.

The Chancellor or his/her designee will decide the appeal. The Chancellor or designee shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below. The party appealing may use the Appeal Form or the party may submit his/her own written and signed document. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Grounds for Appeal: The appeal from the decision of the Hearing Panel must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; or (3) the Title IX Coordinator, Investigator(s), or Panel Member(s) had a conflict of interest or bias for or against complainants or respondents in general or against an individual complainant or respondent that affected the outcome.

Responses: Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal and which supports or challenges the dismissal or determination. The response should be submitted to the Title IX Coordinator, who shall provide a copy to the decision-maker and the appealing party.

Decision on Appeal: As soon as practicable after receiving the parties' written submissions (and ordinarily within approximately 10 days), the Chancellor (or designee) will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the decision, modify it, or remand for further factual development. The decision-maker on appeal will concurrently notify the complainant and the respondent of the decision, with a written copy provided to the Title IX Coordinator.

Employees: All non-tenure track faculty and staff members of the College without term contracts are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with the College or be construed to prevent or delay the College from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law, UA Board Policy, or College policy.

TIME PERIODS

The College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible.

Any party may request an extension of any deadline by providing the Title IX Coordinator or his or her respective deputies with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

RETALIATION PROHIBITED

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex discrimination of harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

FALSE REPORTS

Willfully making a false report of sexual harassment or submitting false information during these proceedings is a violation of College policy and is a serious offense. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

EXTERNAL REPORTING AGENCIES

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they may have the right to file a complaint directly with the following agencies. Individuals who wish to file complaints with these external agencies should make contact as soon as possible and verify any applicable time limits and deadlines.

Office of Civil Rights (OCR)

U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, TX 75201-6810
Toll Free: 1-800-421-3481
Telephone: 214-661-9600
Fax: 214-661-9587
Email: OCR.Dallas@ed.gov

NSF Grantees Only

National Science Foundation
Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

EFFECTIVE DATE

The College reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the campus community. However, the Policy in force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing, and any appeals.

RETENTION OF RECORDS

For a period of at least seven years, the College will maintain the records of:

- Each sexual harassment investigation, including any determination regarding responsibility, any recordings or transcripts, disciplinary sanctions, and remedies provided to the complainant
- Any appeal and the result therefrom
- Any informal resolution and the result therefrom
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on the College's website.
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, along with documentation of the College's bases for its conclusion that its response was not deliberately indifferent.

Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

DEFINITIONS

Complainant: Any individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. Any person may report sex discrimination, including harassment, whether or not the person reporting is the person alleged to be the victim of discrimination or harassment.

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. If coercion, intimidation, threats, or physical force are used, there is no consent.

If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol or drugs or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.

There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In addition, previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Days: Refers to working days, rather than calendar days, unless otherwise specified.

Domestic Violence: The term includes felony or misdemeanor crimes of violence committed by a current spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a

spouse of the victim under the domestic or family violence laws of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the laws of Arkansas. Under the Arkansas law on domestic abuse, "family or household members" means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who presently or in the past have resided or cohabitated together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together.

Education Program or Activity: Includes locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by an officially recognized student organization.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Party: The complainant or respondent.

Preponderance of the Evidence: A standard of proof where the conclusion is based on facts that are more likely true than not.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sanctions: The determination of sanctions to be imposed against a respondent who is found to have been responsible for violating this policy will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions against students may include, without limitation, expulsion or suspension from the College, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions. Sanctions against employees and other non-students may include, without limitation, a written reprimand, disciplinary probation, suspension, termination, demotion, reassignment, revision of job duties, reduction in pay, exclusion from campus or particular activities, and/or educational sanctions deemed appropriate.

Sexual Assault: The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A nonforcible sex offense includes incest (*i.e.*, the nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (*i.e.*, nonforcible sexual intercourse with a person who is under the statutory age of consent). A forcible sex offense is any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. A forcible sex offense includes:

- **Forcible rape:** the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Forcible sodomy:** Oral or sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity;
- **Sexual assault with an object:** Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.
- **Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.

Sexual Harassment: Sexual harassment is conduct on the basis of sex constituting one of the following:

- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities; or
- (3) Any of the following:
 - (A) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy
 - (B) "Dating violence" as defined in 34 U.S.C. 12291(a)(10) and this policy
 - (C) "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this policy
 - (D) "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this policy

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or deter sexual harassment.

Policy and Procedure on Complaints of Discrimination and Harassment (non-Title IX)

I. Policy Statement

The University of Arkansas Hope-Texarkana is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination. Such an environment is necessary to a healthy learning, working, and living atmosphere. The College expects students, applicants for admission, employees, applicants for employment, affiliates, subcontractors, on-site contractual staff, community members, and visitors to uphold the College's commitment to nondiscrimination and harassment by conducting themselves in manner that is appropriate and consistent with this policy. Accordingly, all acts of discrimination, harassment, and retaliation are prohibited. The College will take prompt and equitable action in response to complaints about such conduct.

II. Policy Scope and Relationship to Title IX

"Discrimination" under this policy refers to action or conduct that (1) is based on race, color, sex, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, gender identity, sexual orientation, or genetic information and (2) materially affects a term or condition of an individual's employment, education, living environment, or participation in a program or activity.

"Harassment" under this policy means detrimental action or a course of conduct that is based on one of the foregoing categories and that is sufficiently serious (*i.e.*, severe and/or pervasive) and objectively offensive to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

Reports and complaints regarding sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should first be made to the Title IX Coordinator under the College's separate policy on sexual assault and harassment. Other forms of discrimination and harassment may be the subject of an initial complaint under this policy. In addition, this policy may be used to address complaints of sexual harassment or assault that may negatively affect the campus community but are dismissed by the Title IX Coordinator based on lack of jurisdiction. In such situations, the appropriate office will have discretion on whether to commence an investigation under this policy.

III. Offices Hearing Complaints

The Department of Human Resources is responsible for investigating complaints of discrimination and harassment against faculty, staff, and administrative employees. The Office of the Dean of Students is responsible for investigating complaints of harassment and discrimination against students. A complaint to the appropriate office, using the Complaint

Form, should be made within 30 days of the act of discrimination or harassment. The time limit may be waived or extended by the Department of Human Resources or the Office of the Dean of Students if good cause is demonstrated.

IV. Investigation

After receiving the complaint, the appropriate office will explore whether the matter can be resolved informally, without disciplinary action or a finding that discrimination or harassment has occurred. If the issue can be resolved informally, no further action will be taken.

If the complaining party chooses to proceed with a formal complaint, the individual against whom the complaint is filed (*i.e.*, the “respondent”) will be instructed to provide a written response to the allegations within 5 working days of the request. The matter will then be investigated promptly.

At the conclusion of the investigation, the investigating office will issue a written determination of responsibility and provide the decision to the complaint and respondent. The determination shall also identify any sanctions or remedies that the investigator believes should be imposed. In the case of employee-respondents, the proposed sanctions and remedies shall serve as a nonbinding recommendation to the appropriate campus administrator.

The institution reserves the right to address, as an administrative matter, conduct that does not constitute a violation of this policy, but nevertheless is inappropriate in a professional work or educational environment.

V. Appeal

If a student-respondent is dissatisfied with the decision, the respondent may request that the Dean of Students convene a hearing. The request for a hearing must be made within 5 working days of the decision. After receiving the request, the Dean of Students will promptly schedule a hearing that generally follows the procedures used for cases of student misconduct.

If an employee-respondent is dissatisfied with the decision, the respondent may appeal the matter to the Chancellor or his/her designee. A respondent who chooses to appeal must, within 5 working days of receiving the decision, deliver a written statement to the Chancellor or designee that concisely explains why the decision should be overturned or modified. The Chancellor or his/her designee may elect to convene a committee to review the allegations, consider the evidence, and make a recommendation; alternatively, the Chancellor or designee may decide the matter in the absence of a committee. The final decision shall be rendered as soon as practicable and ordinarily no later than 10 working days after receiving the written appeal.

VI. Retaliation

It is a violation of this policy to take an action against an individual because that person has opposed any practices forbidden by this policy or because that person has filed a complaint, testified, assisted, or participated in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s opposition, complaint, or participation. Adverse action is retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

VII. Confidentiality

The College requests confidentiality from all parties and witnesses involved in an investigation. During an investigation, it may be necessary for the investigator to provide details to individuals with a legitimate need to know about the allegations. This may include: (1) information provided to respondents to allow them to fully respond to the allegations, (2) information provided to witnesses or other people with whom investigators communicate in order to obtain or verify information; (3) where appropriate, information provided to management during or following an investigation to allow any necessary actions to be taken. In addition, the identity of the investigation participants and the details of the investigation may become known for reasons outside the control of the investigator.

VIII. False Reports

Willfully making a false report of discrimination (including discriminatory harassment) is a violation of College policy and is a serious offense. Any person who willfully makes or participates in making a false report under this policy may be subject to disciplinary action up to and including termination or expulsion.

IX. Training

All new employees should receive training on preventing, reporting, and addressing discrimination (including discriminatory harassment) within 30 days of beginning employment or enrollment. Employees must receive refresher training at least every two years.

X. EEOC and NSF Reporting

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this policy, they may have the right to file a complaint directly with the appropriate agency. The contact information for the EEOC and NSF are as follows:

Equal Employment Opportunity Commission (EEOC)

820 Louisiana St., Suite 200
Little Rock, AR 72201
Toll Free: 1-800-669-4000
Telephone: 501-324-5060
TTY: 800-669-6820
Fax: 501-324-5991

National Science Foundation (NSF)

Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

POLICY ON FREE SPEECH AND EXPRESSIVE ACTIVITIES **IN OUTDOOR AREAS OF CAMPUS**

I. Policy Statement

The University of Arkansas Community College at Hope-Texarkana recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The College recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment),¹¹ violations of law, and violations of College policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

This policy describes the rights of members of the campus community to engage in expressive activities in outdoor areas of campus and provides for procedures and restrictions that are intended to protect the interests of the College and the campus community. To the extent any part of this policy conflicts with Arkansas Act 184 of 2019 (Ark. Code Ann. § 6-60-1005), the provisions of Act 184 will control.

II. Definitions

A. “Expressive activity” means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.

B. “Member of the Campus Community” means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization, or an invited guest of any of the foregoing persons or groups.

C. “Large-scale event” means (1) an event that involves the use of amplified sound; (2) an event that involves the placement of a stage, carts, vehicles, trailers, or multiple tables; or (3) a parade, demonstration, or similar planned event that: (a) can reasonably be expected to attract 50 or more people, including participants and spectators or (b) can reasonably be expected to require additional security, crowd control or other substantial College resources. A “large-scale event” does not include a spontaneous, contemporaneous assembly of members of the campus community.

D. “Non-Member of the Campus Community” or “Non-Member” means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”

E. A “Registered Student Organization” or “RSO” means an organization (including a club) comprised of College students that is registered with the campus office of student services.

F. “Outdoor Area of Campus” means the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed, including grassy areas, walkways, and other similar common areas. “Outdoor Area of Campus” does not include outdoor areas where access by the majority of the campus community is restricted.

III. Applicability of Other Policies

A. Facilities Use

The utilization of campus facilities is generally governed by Board of Trustees Policy 705.1, the University of Arkansas Systemwide Policies and Procedures 715.1, and applicable campus policies on facilities use.

B. Academic Freedom

This Policy shall not be interpreted as limiting, expanding, or otherwise affecting the rights and obligations of faculty as set forth in Board of Trustees Policy 405.1.

IV. Time, Place, and Manner Guidelines

Outdoor areas of campus may be used for expressive activities protected by the First Amendment so long as they meet the requirements set forth below. These requirements will be applied to all expressive activities regardless of the content of the expression or the viewpoints of the speakers or participants:

1. The expressive activity must not violate local ordinances, state laws, federal laws, this policy, or other College policies.
2. The duration of the expressive activity may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.
3. There shall be no obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.
4. The expressive activity must not materially disrupt vehicular traffic, pedestrian traffic, or scheduled College programs or events. A speaker's use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College.
5. The expressive activity must not create unreasonable safety risks.
6. There shall be no alteration, modification, defacement, or destruction to College-owned or College-leased property.
7. Expressive activities are subject to any campus policies on the permissible posting of signage, use of chalk, or other alterations to College structures.
8. The erection of tents or any temporary structures must be inspected for safety and approved by the Dean of Student Services. Construction of other structures is not permitted.
9. The location for the expressive activity must be left in its original condition at the conclusion of the event, and persons are responsible for ensuring that any trash or litter is properly discarded. Any person or entity that causes damage to College-owned or controlled property will be responsible for paying any charges necessary to return the property to its original state. Similarly, reasonable cleaning charges may be assessed.
10. Amplification equipment such as loudspeakers are allowed only with prior permission from the Dean of Student Services. Such requests will be evaluated for the potential disruption of regular College activities or processes.
11. Expression that is obscene, defamatory, or consists of fighting words or threats of physical harm, incites imminent lawless action, or is otherwise not entitled to First Amendment protection is not permitted.
12. Except as provided in other College policies, College property may not be used for the purpose of promoting a commercial enterprise or raising money for projects not connected with a College activity.
13. By making a reservation or using a College space for expressive activity, the organizer agrees to be financially responsible for all costs associated with the use of the space—including (but not limited to) security costs related to invited participants, clean up, and repair of damage to College property. Moreover, if warranted by the nature of the event, the College may require a requestor to obtain appropriate liability or other insurance coverage and/or to indemnify the College, its officials, and employees for any claims pertaining to the use of College grounds.
14. Only official academic and administrative units of the College, College-related foundations and the College alumni association, and registered student organizations with approval of their faculty advisor, are allowed to reserve outdoor spaces during "dead days," any official final examination periods, or the dates of any Official College Commencement activities.
15. Unless officially authorized to do so, no person engaging in expressive activity may represent that the person or organization is speaking on behalf of the College.
16. First priority for use of outdoor spaces shall go to the College's academic and administrative units, and the College reserves the right to modify or cancel reservations accordingly. All uses of the College's outdoor spaces remain subordinate to the College's right to use them at any time to advance the mission of the institution.

V. Expressive Forums and Reservation Requirements

A. Use of Publicly Accessible Outdoor Locations

Members of the Campus Community should make a reservation at least 3 days in advance of any planned use of an Outdoor Area of Campus. Members of the Campus Community must make a reservation for a large-scale event and receive prior approval from the Dean of Student Services at least 3 days in advance of any planned use of an Outdoor area of Campus. Members of the Campus Community, however, may spontaneously and contemporaneously assemble, speak, and distribute literature at outdoor areas of campus without receiving prior approval.

Non-Members of the Campus Community must make a reservation and receive prior approval from Director of Hempstead Hall at least 3 days in advance of any planned use of an Outdoor Area of Campus.

B. Reservation Preference

In instances in which prior permission from the College is not required, persons are still encouraged to contact the Dean of Student Services for scheduling purposes to minimize possible conflicts. Persons with a reserved space will have priority over any other persons seeking to use the area during the scheduled time period for an expressive activity.

C. Reservation Requirement for Other Locations

There are certain additional locations on campus, including certain indoor facilities, that may be made temporarily available to Members or Non-Members of the Campus Community for assemblies, debates, or other expressive activities as designated by the College. The use of such locations may entail security concerns, scheduling conflicts, or resource constraints. Hempstead Hall may be reserved pursuant to its facility-specific policies. Approval of reservations may be conditioned on acceptable security arrangements, insurance, or payment of fees.

Other locations on campus are typically restricted for their intended purpose and cannot be reserved for expressive activities. Examples of such locations vary by campus but generally include the following: libraries, the hallways and classrooms in academic buildings, dormitory rooms, faculty and staff offices, administration buildings, medical treatment facilities, research and computer labs, and athletic fields and facilities.

D. Registered Student Organizations, Organized Demonstrations, and Large-Scale Events

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the College's operations or endanger the safety of others. Accordingly, large-scale events must receive prior approval from the Dean of Student Services at least 3 days in advance of the event or activity.^[2]

The College will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, the College may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies.

This policy does not designate all publicly accessible outdoor locations on campus as traditional public fora.

E. Denials and Revocations

A denial or revocation of permission to engage in an expressive activity shall generally be based on a reason set forth in this policy or other applicable policies of the Board of Trustees or University of Arkansas System. However, no policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

Any decision to deny a reservation for a publicly accessible outdoor location shall be promptly communicated in writing to the requester and shall set forth the basis of the denial. Any such denial must be based on clear, viewpoint-neutral criteria. Anyone aggrieved by the application of these rules may appeal in writing within 10 days to the Vice Chancellor for Student Services or designee.

VI. Sanctions and Enforcement

Violations of this policy by Members of the Campus Community may result in review and sanctions under applicable College policies. Students will be subject to the procedures established in the Code of Student Conduct. Faculty and staff will be subject to the procedures established in applicable employee handbooks. Violations of this policy by other persons may result in removal from campus or arrest. Members and Non-Members of the Campus Community may also lose their privileges to use campus grounds and facilities in the future, in addition to criminal sanctions. Any criminal proceedings are separate from the College's sanctions. The College will enforce this policy in a content-neutral manner.

^[1] "Harassment" means expression that is so severe, pervasive, and subjectively and objectively offensive that it effectively denies access to an educational opportunity or benefit or a professional workplace.

^[2] Students' use of a single table, cart, booth, or similar structure that does not exceed three feet by six feet (3' x 6') is permitted without a reservation at permissible outdoor locations so long as the time, place, and manner guidelines are followed.

Smoking Policy

Smoking is prohibited by students, faculty, staff, and visitors at all times on the UAHT campus and all other state-supported institutions of higher education in Arkansas. UAHT policy further prohibits the use of all tobacco products and e-cigarettes. As outlined by ACT 734, the Clean Air on Campus Act of 2009, and UAHT policy, the term "campus" is all inclusive, meaning all college property, both real and personal, owned or operated by UAHT, including all buildings, grounds and automobiles.

Housing

The College provides no housing facilities.

Parking/Traffic Regulations

Students may park in any of the unrestricted parking spaces. Restricted parking spaces are marked with signs and/or painted spaces. All students, faculty, and staff must display current parking stickers on vehicles parked on campus. Students may obtain parking stickers in the Enrollment management office or the Registrar's Office at the Hope campus and at the Texarkana Campus Center Information Desk at the Texarkana campus; staff and faculty may obtain parking stickers in the Human Resources Office. Parking and traffic violations are subject to fines or other corrective measures.

Parking/Traffic Violations:	FEE:
Exceeding posted speed limit	10.00
No parking permit	10.00
Careless/unsafe driving	25.00
Failure to stop or yield right-of-way	25.00
Parking in visitor parking	5.00
Unauthorized parking in disability parking	50.00
Parking in no parking zone	10.00
Driving or parking on the grass	10.00
Improper parking/outside marked lines	5.00
Parking in fire lane	25.00
Failure to yield to pedestrian in crosswalk	10.00
Blocking driveway/legally parked vehicle	25.00
Parking in reserved lot/space	10.00
Excessive noise from vehicle	10.00

Tools

Many of the Technical and Industrial courses require students to bring a basic set of hand tools to class in order to complete the laboratory components of the course objectives. Students should contact the program instructor to obtain a required tool list for their chosen area of study. Students should refer to the course syllabus for information concerning when they must have the required tools.

Campus Security

Students are encouraged to promptly report crimes or suspicious activities to Campus Security. Should the campus security officer not be available, students should contact the Dean of Student Services or the campus operator. Assistance will be given in contacting the local law enforcement authorities should that be necessary.

The College prepares an Annual Security Report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the UAHT website at <https://www.uaht.edu/about/campus-security/>. This report is prepared in cooperation with local law enforcement agencies, the Administrative Cabinet, and the Vice Chancellor for Student Services.

Each entity provides updated information concerning criminal offenses, the campus Crisis Plan, incident reports, and educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies are included in the report.

Each year, an email notification which provides the website to access this report is sent to all enrolled students, faculty and staff. Copies of the report may also be obtained in the Office of the Dean of Student Services.

Students and members of the College community are urged to follow these recommendations:

To report a non-emergency, contact Campus Security at (870) 722-8570. In an emergency, call 911.

- **Report all crimes to College officials.**
- **Alert campus security about suspicious-looking people or activities**
- **Always let family/friends know where you're going and when you expect to arrive/return**
- **Steer clear of shrubbery, trees or structures that people could hide behind**
- **When walking alone, walk confidently and be aware of your surroundings**
- **If you think you're being followed, find other people immediately**
- **Have keys ready before you get to the car so you don't have to search for them**
- **Keep vehicles locked and don't leave valuables in plain sight**
- **If you have someone that is prohibited, by law, from coming in contact with you, give that information to Campus Security**

Health Professions Students Criminal Background Check

Certain clinical facilities require criminal background checks prior to entry into the clinical rotations. In addition, certain programs require background checks for licensure. Certain criminal convictions may prevent the student from completing the program of study or applying for licensure. Students with any criminal conviction must consult with the director of the program they are majoring in prior to admission. The cost of background checks will be borne by the student.

Student Grievance Policy

Informal Resolution

Students who wish to seek further review of an academic or non-academic decision or action by the College or a College employee (in an official capacity) that the student contends was in violation of written campus policies, or constitutes unfair or unequal application of such policies, should first seek to resolve such concerns through informal discussions. Complaints 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.

Academic decisions are defined as those made by faculty or academic deans and/or involving coursework, courses, or issues inside the classroom not covered by other policies.

Non-academic decisions are defined as those made by staff regarding issues/policies that occur outside the classroom and the scope of academic work such as student services or finance and administration.

Applicability of Policy

This policy applies to all UAHT students. This policy does not apply to matters which are covered by other campus policies or appeal procedures, including, but not limited to, the following:

- grade appeals;
- University of Arkansas On-Line Consortium student academic appeals;
- allegations of discrimination or harassment (including sexual harassment) under the college's non-discrimination policy;
- allegations of failure to provide reasonable accommodations for a disability;
- financial aid;
- enforcement of campus parking regulations;
- ARNEC and Practical Nursing programs which have separate grievance procedures outlined in their respective student handbooks;
- violations of the UAHT Code of Student Conduct.

Matters involving allegations of unlawful harassment (including sexual harassment), discrimination and/or retaliation should be reported to the Title IX Coordinators, and matters involving alleged failure to provide reasonable accommodations for a disability should be reported to the Vice Chancellor for Student Services. Additional information about each of the above policies is available on the college's website and through the Office of the Dean of Student Services.

Furthermore, this grievance process is intended to address alleged violations of college policy with respect to individual students, rather than disagreements with existing policies. Questions regarding the applicability of this grievance policy to a particular issue will be determined by the office of the dean of student services, in consultation with the vice chancellors and other college officials, as necessary.

Examples of matters to which the grievance policy would apply include: incorrect application of the tuition refund policy; noncompliance with the late withdrawal policy; or misapplications of policies listed in the college catalog that are not covered by a specific grievance policy.

Formal Grievance Process

If efforts to resolve a complaint or issue informally are not successful, no later than 30 calendar days following the decision or action that the student seeks to have reviewed, the student may pursue the matter via the grievance policy by putting the grievance in writing, clearly and succinctly stating the facts relating to the grievance and which policies the student contends have been violated or misapplied. The grievance form is available here [Student Grievance Form](#). For an academically related grievance, the written grievance shall be reviewed by the appropriate academic dean who may appoint an alternate official to consider the grievance. If the grievance involves an academic dean, the Vice Chancellor for

Academics will appoint an alternative official to consider the grievance. For a non-academic matter, the grievance will be considered by an administrator with authority over the relevant area. The administrator considering the grievance will review the material provided by the student, and may, at the administrator's discretion, gather any additional information that will be helpful to a decision, whether in writing or through meeting with the student or other persons involved. The administrator reviewing the grievance shall make a decision, in writing, within 14 calendar days after receiving the student's grievance (excluding the day of receipt and holidays when the College is closed), or as soon as possible thereafter. The decision will explain the basis for the decision, remedial steps required, if any, and the procedure for requesting an appeal.

Appeals

If the student believes the grievance decision is in error, then that person may, within 14 calendar days after the date of the written decision, appeal the decision to the Vice Chancellor for Academics (for an academic matter) or to the relevant vice chancellor or a designee (for non-academic matters). 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 college 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 14 calendar days of receiving the student's grievance, or as soon as possible thereafter. The appeal decision shall be final.

External Complaint Resolution

If a grievance cannot be resolved internally within the college, a student may file a complaint with the appropriate authority. Students at the University of Arkansas Community College at Hope-Texarkana, residing in Arkansas or attending from out-of-state, must file complaints in writing with the Arkansas Department of Higher Education (ADHE), 423 Main Street, Suite 400, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. As required by ADHE, the grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. 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 contact the Higher Learning Commission of the North Central Association of Colleges and Schools, which is the college's regional accrediting body, at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, or at inquiry@hlcommission.org or 1-800-621-7440. This information is provided pursuant to 34 CFR § 668.43(b).

Grade Appeals

If a student questions the fairness or accuracy of a grade, there is recourse through the student grade appeal process. An appeal must allege the instructor's policy was not applied consistently or differed substantially from the announced policy, or an error was made in the application of a grade or calculation of a grade. All grievances concerning course grades must be filed within 30 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 matter further and submits an appeal, the student shall take the appeal in written form to the appropriate dean of the division in which the course was instructed. The appeal should present the basis of the appeal and merits of the case with evidence the student may have to support the appeal. If the dean determines the case has no merit, that person will inform the student and the instructor in writing. If that dean believes the appeal may have merit, the dean will discuss it with the instructor in an effort to resolve the matter. In the case that the dean is the instructor, the student should submit the appeal to the Vice Chancellor for Academics. If the Vice Chancellor for Academics is the instructor, the student should submit the appeal to the Vice Chancellor for Student Services.

If the matter remains unresolved, it will be referred to a standing grade appeal committee composed of faculty and staff. This committee will be appointed by the Chancellor. The instructor whose grade is being challenged shall not serve on the

grade appeal 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 deems appropriate.

If the grade appeal committee majority determines, through its inquiries and deliberations, that the grade should not be changed, the committee will communicate this conclusion to the student, the faculty member, the dean and the VCA. If the grade appeals committee majority determines that the grade should be changed, the committee will notify the Vice Chancellor for Academics of their recommendation with a written explanation. The Vice Chancellor for Academics shall review the decision and if they concur, the VCA will instruct the College Registrar to make the grade change and notify the instructor and student of this action. If the Vice Chancellor for Academics determines the committee's recommendation is in error, the VCA will notify the committee, dean, faculty member, and student and provide a written explanation of her/his decision. The VCA's decision is final.

University of Arkansas On-Line Consortium Student Academic Appeal

This policy pertains only to students taking online courses in the UA-Online Consortium. Questions regarding the proper process for online courses should be directed to Director of Distance Education or Vice-Chancellor of Academics. Questions related to grading or other matters of an academic nature should be presented to the student's instructor. If the question or issue is not satisfactorily resolved at this level, the questions should be referred using the clearly defined process established by the University of Arkansas On-line Consortium.

STEP 1: Student should contact the instructor immediately, via email, regarding any academic issues the student has with the instructor, course or grades. The student must attempt contact with the instructor within **10 working days** of the official posting of the final course grade.

STEP 2: If the instructor does not respond within **5 working days** or if the issue is not resolved, the student is to contact their campus Distance Learning Coordinator regarding the issue. The Distance Learning Coordinator will work with the instructor and student in an attempt to help resolve the issue informally.

STEP 3: If the issue is not resolved within **5 working days** of contacting the Distance Learning Coordinator, the student files a formal appeal via the Formal Appeal Form. The student has 30 calendar days from the posting of the final grades to file a formal appeal.

- a. The student completes the Student Academic Appeal Form. This form must include a written explanation of the reason for the appeal and all relevant information regarding the situation in question as well as the proposed solution(s). The form is sent to the Distance Learning Coordinator
- b. The Distance Learning Coordinator will contact the instructor (if at their home campus) or the DL Coordinator at the instructor's home campus regarding the formal appeal.
- c. The DL Coordinator will chair and convene the Appeals Committee and will provide a written recommendation from the committee to the Chief Academic Officer (CAO) of the student's home campus regarding recommendation or non-recommendation for a hearing.
- d. The CAO will review the recommendation and evidence presented by the Distance Learning Coordinator Chair and will make final decision in whether a hearing is warranted. The **CAO** will contact the student within **5 working days** about whether to schedule an appeals hearing.
 - If the CAO determines that no hearing is warranted, the student receives an e-mail letter explaining the decision.
 - If the CAO determines that the request warrants a hearing, the CAO will notify the student and instructor of the date, time, and location of the hearing.
- e. If a hearing is warranted, the Student Academic Appeals Committee will convene, examine evidence about the appeal, listen to the appeal issues, discuss the issue, and establish a solution. (see The Hearing)
- f. The Academic Appeals Committee will make its recommendation about the appeal to the CAO. The CAO from the college of the student's residency will make the final decision about the appeal informed by the Appeals Committee findings.
- g. Once the decision has been made, the **Chief Academic Officer** will inform the student and faculty member of the decision of the Committee. **Findings concerning a Student Academic Appeal are considered final.**

The Hearing

- The chair of the Student Academics Appeal Committee will always be the Distance Learning Coordinator from the home campus of the student making the appeal and the other distance learning coordinators from both campuses.
- Both the faculty member and the student may be accompanied by one person who is not a member of the press. These persons will not be allowed to address the committee.
- The student will have 15 minutes to present his or her case at the formal appeal hearing and the faculty member will have 15 minutes to present his or her position. Both may bring evidences as necessary to support their position. After the presentations, the committee may question either the student or faculty member.
- Following the presentation, the Student Academic Appeal Committee may go into executive session to make a final determination.
- The Committee will provide a written decision of the final solution to the complaint to the Chief Academic Officer who will examine the evidence and make a final decision based on the Committee findings. Once that decision is made, the Chief Academic Officer will inform the student and faculty of the decision outcome and provide a copy to the registrar to be kept in the student's permanent file.
- Because of the time needed to resolve a possible grievance, the Distance Learning Coordinator will retain appropriate course records for at least one semester following the semester just ended.

Registered Student Organizations

The College supports activities outside the classroom that enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students and faculty have the opportunity to become members of several organizations. They may participate in any College activity for which they are eligible. All student organizations have faculty sponsors and are responsible to the Dean of Student Services. Rules for starting new organizations are available in the Dean of Student Services Office. Secret societies are not allowed to be recognized as organizations.

The following organizations are currently active at UAHT:

Arkansas Licensed Practical Nursing Association (ALPNA)

The purpose of the Arkansas Licensed Practical Nursing Association shall be to promote the LPN as an important member of the Health Team, concerned with the Health Standards for all people. Members must be enrolled in the LPN program.

Campus Crusades for Christ (CRU)

Campus Crusades, for Christ is an interdenominational movement for students, with advisors from the staff and faculty and leadership made up of growing Christian students. CRU has a ministry presence in 191 countries. Campus Crusades for Christ's ministry goal is to reach the world's 60 million university students through Christ-centered fellowship, activities and retreats. www.cru.org

Creative Arts Society

The Creative Arts Society was formed for the purpose of giving students an outlet for creative expression in the fine arts. The mission of the organization is to foster an appreciation of the fine arts not only at the college, but also in the community, specifically in the areas of theatre, art, creative writing, and music. Membership is open to all currently enrolled students.

Diesel for Life

The purpose of the Diesel for Life student organization is to expand the participant's occupational goals and awareness by tying together the mechanical and industrial community and the college. The organization continually engages with all students past and present and members of the industrial community.

Emergency Medical Services Club

The purpose of the Emergency Medical Services Club is to foster the advancement of Emergency Medical Services to society through membership in the club; to provide opportunities for keeping abreast of EMS developments and literature, and to aid in bridging the gap between EMS and public enlightenment; to gain ideas of various opportunities for study and work in the field of EMS; and to provide students with information and literature concerning graduate, occupational, and further educational studies.

Funeral Services Club

The purpose of this organization is to build camaraderie among funeral service students, bring attention to the funeral service program within the community by assisting in various community activities, broaden the educational horizons and opportunities provided to the students of the funeral service program, and to represent and assist in the expansion of the funeral service program at UAHT by conducting ourselves in a professional manner at all times and by providing information and program assistance in the local community, throughout the state and beyond.

You must be a UAHT student and must be enrolled in the UAHT Funeral Service Program.

HOLA: Hispanic Outreach and Leadership Association

The purpose of this organization is to promote language, culture and diversity of Hispanic and Latino-based communities and countries. In addition, the organization aims to create a robust and engaging environment where relationships, friendships, and partnerships are made and where student success is a holistic approach through experiences. This organization and its activities are open to all interested students without regard to race, color, sex, creed, religion, national origin, age, physical ability, sexual orientation, or other factors covered by the law.

Information Technology & Robotics Association

The purpose of this organization is to foster camaraderie among students in the Information Technology sciences, promote education and opportunities for the Information Technology students, and promote awareness and means by which members of the community at large may recycle and dispose of electronic waste.

Membership is open to anyone who has an active interest in the activities and is in agreement with the policies of the organization.

Multicultural Society

The purpose of the Multicultural Club is to bring about a better relationship among the students, faculty, and all ethnic groups, along with the enhancement of one's self-image. Also, the purpose is to have a positive effect on the general atmosphere of the College campus, as well as introduce beneficial projects to the College and community as a whole. Membership is open to all currently enrolled students.

Phi Theta Kappa (PTK)

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, lively fellowship of scholars, and stimulation of interest in continuing academic excellence. To become members of Phi Theta Kappa, students must have attained at least 12 credit hours and a cumulative GPA of 3.50.

Student Government Association (SGA)

The Student Government Association is composed of elected representatives of the student body and deals with matters concerning the student body as a whole. SGA is a deliberative planning group which works in close liaison with administrative officials of the College, interpreting official policies to the students and student concern to the administration.

TRiO Student Success Club

In 1998 the TRiO Student Success Club was organized with a purpose designed to encourage and promote group unity, develop leadership skills, and provide academic, cultural and social support and services that will benefit the participants from the first day of enrollment to graduation. The club provides a friendly atmosphere, academic, cultural, and social workshops, cultural trips, fundraising activities and community service opportunities. Participants in the club serve as a resource to assist the TRiO Team in planning events and activities.

Academic Programs

General Education Statement

The University of Arkansas at Hope-Texarkana's general education curriculum is one through which students obtain the depth and breadth of knowledge and the skills and attitudes required for living and working in the diverse and technological society of the 21st century. The general education curriculum is the primary way students demonstrate their ability to think, reason, compute, communicate, understand, and pursue a life of learning and adaptation. The general education curriculum is required in all Associate degree and Technical Certificate programs.

The faculty and staff agree, through a body of courses and educational experiences, to enrich students' lives and serve as an example of life-long learning. In addition, their educational experience should expose students to the importance of academic integrity, the value of a positive attitude and common courtesy, and the necessity of professionalism. Such qualities are the foundations upon which individuals build lives of independence, significance, and value.

With the General Education Statement in mind, the faculty and staff of UA Hope-Texarkana adopt the following statements as evidence of common knowledge and intellectual concepts that every educated person should have. These include the ability to:

1. Conduct research, evaluate sources for credibility, and ethically integrate research into their own work
2. Exhibit critical thinking skills and clear communication of thoughts, views, and ideas through speaking and/or writing
3. Use and comprehend mathematic and scientific concepts and principles to make reasoned conclusions
4. Apply relevant technology to acquire and process knowledge appropriate to the discipline or field
5. Exhibit a broad knowledge and understanding of diverse human perspectives and cultures through history, government, the humanities, and the fine arts

Academic Skills

Note: Students not meeting the ACT, Next Generation ACCUPLACER, or Multiple Measures requirements in math and English must enroll in the appropriate sequential academic skills math, reading, and/or English course(s) during their first semester in college and each subsequent semester until the requirements are successfully completed. Any degree seeking student enrolled under the Student Success Plan must also take EDGE 1003 College Life Skills the first semester of enrollment.

Since general education requirements are in place for technical certificates, students seeking these certificates will be placed in English and math courses according to their placement plan and degree requirements. Students cannot be placed in a course higher than their placement scores indicate without having completed the previous course with a grade of "C or higher. Any student who is inadvertently placed in a course higher than their placement scores indicate will be placed back into the lower level course at the first opportunity.

State Minimum Core Required for Associate of Arts, Associate of Science, and Baccalaureate Degrees

Arkansas Act 98 of 1989 provides that the State Board of Higher Education "shall establish in consultation with the colleges and universities a minimum core of courses which shall apply toward the general education core curriculum requirements for Baccalaureate degree at state-supported institutions." The University of Arkansas at Hope-Texarkana has selected the following minimum core of 35 semester hours: English composition – 6; speech communication – 3; social science – 6; fine arts/humanities – 6; lab science-8; math -3; U.S. history/government-3 Course Requirements Credit Hours

COURSE REQUIREMENTS				CREDIT HOURS
English				6
ENGL	1013	Composition I	ENGL 1103	
ENGL	1023	Composition II	ENGL 1203	
Communication				3
SPCH	1313	Principles of Speech	SPCH 1003	
Mathematics				3
MATH	1053	College Algebra	MATH 1103	
or MATH	1153	Quantitative Literacy	MATH 1113	
Lab Science				8
Natural Science:				
<i>Select 1 course and Lab (4)</i>				
BIOL	1204	Biology	BIOL 1014	
BIOL	1244	General Botany	BIOL 1034	
BIOL	1254	Zoology		
BIOL	2214	Human Anatomy & Physiology I	BIOL 2404	
BIOL	2224	Human Anatomy & Physiology II	BIOL 2414	
BIOL	2234	Microbiology	BIOL 2004	
Physical Science				
<i>Select 1 course and Lab (4)</i>				
CHEM	1114	Chemistry	CHEM 1414	
CHEM	1124	Chemistry II	CHEM 1224	
PHSC	1024	Physical Science	PHSC 1004	
PHYS	2054	University Physics (UAF STEM)	PHYC 2034	
Fine Arts/Humanities				6
<i>Select 2 courses</i>				
ARTS	2003	Art Appreciation	ARTA 1003	
DRAM	2003	Introduction to Theater	DRAM 1003	
ENGL	2023	World Literature I	ENGL 2113	
ENGL	2123	World Literature II	ENGL 2123	
MUSI	2103	Music Appreciation	MUSC 1003	
PHIL	2003	Philosophy	PHIL 1103	

U.S. History/Government			3
<i>Select 1 course</i>			
HIST	2013	U.S. History I	HIST 2113
HIST	2023	U.S. History II	HIST 2123
PLSC	2103	American Government	PLSC 2003
Social Sciences			6
<i>Select 2 courses</i>			
CRJU	1203	Introduction to Criminal Justice	CRJU 1023
GEOG	2203	Introduction to Geography	GEOG 1103
HIST	1113	World Civilizations I	HIST 1113
HIST	1123	World Civilizations II	HIST 1123
PSYC	2303	General Psychology	PSYC 1103
PSYC	2313	Developmental Psychology	PSYC 2103
SOCI	2413	Sociology	SOCI 1013

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

Roger Phillips Transfer Policy-Act 182 of 2009

The Associate of Arts and the Associate of Science degrees have been approved by the Arkansas Department of Higher Education as meeting the transfer criteria set forth in ACT 182 of 2009, commonly known as the Roger Phillips Transfer Act. ACT 182 of 2009 requires an Arkansas four-year public institution of higher education to admit a transfer student to junior status in a baccalaureate degree program if that student has completed the approved Associate of Arts or Associate of Science transfer curriculum.

Further, an Arkansas four-year public institution of higher education receiving a transfer student shall not require additional lower division credits for the transfer student if the additional course is considered a general education lower division course. Finally, ACT 182 of 2009 requires an Arkansas four-year public institution of higher education to accept all hours completed and credits earned for a designated transfer degree upon a student’s transfer to a baccalaureate degree program at the four- year public institution of higher education. Courses with a grade of “D” are not guaranteed to transfer. Institutional policies regarding the transfer of courses with a grade of “D” may vary.

Degree and Certificate Options Explained

Degree and Certificate options are general descriptions of educational programs available to students. Each describes the basic elements required but individual degree and certificate options vary in time and length depending upon the specific option pursued. Academic skills courses may be required based upon placement testing and cannot be used to fulfill degree requirements.

Associate of Arts (AA)

60 credit hours The AA degree allows students to complete collegiate level work that is transferable toward a baccalaureate degree. The degree must include the 35-hour state minimum general education core. Typically, the field of study is not specified in the degree title. Under the Arkansas Course Transfer System, students are guaranteed the transfer of applicable credits and equitable treatment for admission and degree requirements to all public colleges and universities in the state of Arkansas.

Associate of Science (AS)

60 – 62 credit hours The AS allows students to complete a program of collegiate level work with an occupational objective of which the majority of occupational courses and all general education courses are transferable toward a baccalaureate degree. The degree must include the 35-hour state minimum general education core. Typically, the general field of study is specified in the degree title.

Associate of Applied Science (AAS)

60-66 credit hours The AAS degree allows students to complete a program of collegiate level work which is primarily designed for direct employment. Courses should not be assumed to be transferable to other institutions. The program includes a mixture of general education courses and support courses from other related technical disciplines.

Associate of General Studies

The Associate of General Studies degree is a 60 -64 credit hour curriculum composed of 15 core general education credit hours and 45 to 49 hours of collegiate level transfer and/or occupational course work as approved by an academic dean.

Technical Certificate (TC)

21-30 credit hours The TC provides technical training in specific skills and is designed to prepare students for immediate employment. It is usually one year or less in duration.

Certificate of Proficiency (CP)

7-18 credit hours The CP is a program of study that may be stand-alone or part of a technical certificate or associate degree curriculum. Generally, it requires a demonstrated mastery of skills and knowledge.

Certificate of General Studies

31-38 credit hours The CGS recognizes specified general education core courses successfully completed by students.

List of Degrees and Certificates by Major

Associate of General Studies
Bladesmithing, Certificate of Proficiency
Business Administration, Associate of Applied Science
Business Studies, Associate of Science 2+2 TAMUT
Business, Associate of Science Statewide Agreement
Certificate of General Studies
Construction Technology, Certificate of Proficiency
Construction Technology, Technical Certificate
Crime Scene Investigation, Associate of Applied Science
Crime Scene Investigation, Certificate of Proficiency
Crime Scene Investigation, Technical Certificate

Diesel Technology, Associate of Applied Science
Diesel Technology, Certificate of Proficiency Brakes/Power Train Systems
Diesel Technology, Certificate of Proficiency Chassis Systems
Diesel Technology, Certificate of Proficiency Electrical Systems
Diesel Technology, Engine Systems
Diesel Technology, Technical Certificate Advanced
Diesel Technology, Technical Certificate Basic
Early Childhood Education, Associate of Applied Science
Early Childhood Education, Certificate of Proficiency Child Development Associate (CDA)
Early Childhood Education, Technical Certificate
Education, Associate of Science 2+2 SAU K-6
Electromechanical Technology, Associate of Applied Science
Electromechanical Technology, Technical Certificate
Emergency Medical Technician (EMT), Certificate of Proficiency
Emergency Medical Technician, Associate of Applied Sciences Paramedic
Emergency Medical Technician, Technical Certificate Paramedic
Funeral Director, Certificate of Proficiency
Funeral Director, Technical Certificate
Funeral Services, Associate of Applied Sciences
General Business, Certificate of Proficiency
General Business, Technical Certificate
General Education, Associate of Arts
General Education, Associate of Arts 2+2 UALR Social Work
General Education, Associate of Arts 2+2 UAMS BSN Track
General Education, Associate of Arts Criminal Justice Focus
General Education, Associate of Arts Human Services Focus
General Education, Associate of Arts TAMUT BSN Track
General Technology, Associate of Applied Science
Health Professions, Technical Certificate
Heating, Ventilation, Air Conditioning, and Refrigeration Technology, Technical Certificate
Heating, Ventilation, and Air Conditioning, Certificate of Proficiency
Industrial Technology, Certificate of Proficiency Electrical
Industrial Technology, Certificate of Proficiency Mechanical
Information Technology (IT) Technician, Certificate of Proficiency
Information Technology, Associate of Applied Science
Information Technology, Certificate of Proficiency Coding
Information Technology, Certificate of Proficiency Cybersecurity
Information Technology, Technical Certificate
Law Enforcement Administration, Associate of Applied Science
Law Enforcement Administration, Certificate of Proficiency
Law Enforcement Administration, Technical Certificate
Medical Office Assistant, Certificate of Proficiency
Nursing (LPN to RN Transition Program), Associate of Applied Science
Nursing Assistant (CNA), Certificate of Proficiency

Power Generation Technology, Associate of Applied Science
Power Generation Technology, Certificate of Proficiency
Power Generation Technology, Technical Certificate
Practical Nursing (LPN Program), Technical Certificate
Solar Energy Technology, Certificate of Proficiency
Surgical Scrub Technician, Certificate of Proficiency
Teaching Assistant, Certificate of Proficiency
Teaching Assistant, Technical Certificate
Teaching, Associate of Arts 2+2 SAU Middle School/Secondary Education
Teaching, Associate of Arts Statewide Agreement K-6/Middle School
Welding (Basic), Certificate of Proficiency
Welding Technology, Certificate of Proficiency Construction Welding
Welding Technology, Technical Certificate

List of Degrees and Certificates by Type

AA	General Education, Associate of Arts
AA	General Education, Associate of Arts 2+2 UALR Social Work
AA	General Education, Associate of Arts 2+2 UAMS BSN Track
AA	General Education, Associate of Arts Criminal Justice Focus
AA	General Education, Associate of Arts Human Services Focus
AA	General Education, Associate of Arts TAMUT BSN Track
AAS	Business Administration, Associate of Applied Science
AAS	Crime Scene Investigation, Associate of Applied Science
AAS	Diesel Technology, Associate of Applied Science
AAS	Early Childhood Education, Associate of Applied Science
AAS	Electromechanical Technology, Associate of Applied Science
AAS	Emergency Medical Technician, Associate of Applied Sciences Paramedic
AAS	Funeral Services, Associate of Applied Sciences
AAS	General Technology, Associate of Applied Science
AAS	Information Technology, Associate of Applied Science
AAS	Law Enforcement Administration, Associate of Applied Science
AAS	Nursing (LPN to RN Transition Program), Associate of Applied Science
AAS	Power Generation Technology, Associate of Applied Science
AAT	Teaching, Associate of Arts 2+2 SAU Middle School/Secondary Education
AAT	Teaching, Associate of Arts Statewide Agreement K-6/Middle School
AGS	Associate of General Studies
AS	Business Studies, Associate of Science 2+2 TAMUT
AS	Business, Associate of Science Statewide Agreement
AS	Education, Associate of Science 2+2 SAU K-6
CGS	Certificate of General Studies
CP	Bladesmithing, Certificate of Proficiency
CP	Crime Scene Investigation, Certificate of Proficiency
CP	Diesel Technology, Certificate of Proficiency Brakes/Power Train Systems

CP	Diesel Technology, Certificate of Proficiency Chassis Systems
CP	Diesel Technology, Certificate of Proficiency Electrical Systems
CP	Diesel Technology, Engine Systems
CP	Early Childhood Education, Certificate of Proficiency Child Development Associate (CDA)
CP	Emergency Medical Technician (EMT), Certificate of Proficiency
CP	Funeral Director, Certificate of Proficiency
CP	General Business, Certificate of Proficiency
CP	Heating, Ventilation, and Air Conditioning, Certificate of Proficiency
CP	Industrial Technology, Certificate of Proficiency Electrical
CP	Industrial Technology, Certificate of Proficiency Mechanical
CP	Information Technology (IT) Technician, Certificate of Proficiency
CP	Information Technology, Certificate of Proficiency Coding
CP	Law Enforcement Administration, Certificate of Proficiency
CP	Medical Office Assistant, Certificate of Proficiency
CP	Nursing Assistant (CNA), Certificate of Proficiency
CP	Power Generation Technology, Certificate of Proficiency
CP	Solar Energy Technology, Certificate of Proficiency
CP	Surgical Scrub Technician, Certificate of Proficiency
CP	Teaching Assistant, Certificate of Proficiency
CP	Welding (Basic), Certificate of Proficiency
CP	Welding Technology, Certificate of Proficiency Construction Welding
CP	Construction Technology, Certificate of Proficiency
CP	Information Technology, Certificate of Proficiency Cybersecurity
TC	Construction Technology, Technical Certificate
TC	Crime Scene Investigation, Technical Certificate
TC	Diesel Technology, Technical Certificate Advanced
TC	Diesel Technology, Technical Certificate Basic
TC	Early Childhood Education, Technical Certificate
TC	Electromechanical Technology, Technical Certificate
TC	Emergency Medical Technician, Technical Certificate Paramedic
TC	Funeral Director, Technical Certificate
TC	General Business, Technical Certificate
TC	Health Professions, Technical Certificate
TC	Heating, Ventilation, Air Conditioning, and Refrigeration Technology, Technical Certificate
TC	Information Technology, Technical Certificate
TC	Law Enforcement Administration, Technical Certificate
TC	Power Generation Technology, Technical Certificate
TC	Practical Nursing (LPN Program), Technical Certificate
TC	Teaching Assistant, Technical Certificate
TC	Welding Technology, Technical Certificate

Recommended Courses of Study and Degree Requirements

Recommended courses of study given as examples on the following pages are merely guides; if followed in the proper sequence, the student should complete the program of study in the suggested time frame. If the student is required to take academic skills courses, or in some cases begins the program of study in the spring semester, the student may not complete the course of study in the suggested time frame. Every effort will be made in the counseling sessions to approve an appropriate schedule designed to meet the needs of each individual student.

Student Responsibility

While the College makes every effort to make changes only as revisions to the degree plans, the College reserves the right to make changes to curriculum contained herein as circumstances may require. The latest versions of all degree plans are available online at www.uaht.edu.

BLADESMITHING

Bladesmithing, Certificate of Proficiency

The purpose of the program and its designated offsite location is to promote and protect the art of bladesmithing and the Bowie Knife crafted by James Black in 1831 in Historic Washington. The certificate can be used to develop the craft of bladesmithing or as a component of the AAS in General Technology.

[Bladesmithing, Certificate of Proficiency](#)

BUSINESS

General Business, Certificate of Proficiency

The Certificate of Proficiency in General Business is designed to prepare students for entry level work in most office settings. This certificate is also embedded in the Technical Certificate in General Business, Associate of Applied Science Business Administration, Technical Certificate in Funeral Director, and Associate of Applied Science Funeral Services.

[General Business, Certificate of Proficiency Degree Plan](#)

General Business, Technical Certificate

The Certificate of Proficiency in General Business is designed to prepare students for entry level work in most office settings. Coursework is transferable into the AAS Business Administration degree.

[General Business, Technical Certificate Degree Plan](#)

Business Administration, Associate of Applied Science

This program provides students with the education and technical skills necessary to succeed in the business workplace. The program prepares graduates to assume positions in management and upgrades the skills and knowledge of those currently employed. The Certificate of Proficiency and Technical Certificate in General Business are embedded in this degree.

[Business Administration, Associate of Applied Science Degree Plan](#)

Business, Associate of Science Statewide Agreement

This sequence of courses is designed to fulfill the requirements for transfer of the first two years of study for the Bachelor of Business Administration degree at most four-year colleges in Arkansas.

[Business, Associate of Science Statewide Agreement Degree Plan](#)

Business Studies, Associate of Science 2+2 TAMUT

The sequence of courses is designed to fulfill the requirements of the first two years of study for the Bachelor of Business Administration degree at Texas A&M University-Texarkana.

[Business Studies, Associate of Science 2+2 TAMUT Degree Plan](#)

CONSTRUCTION TECHNOLOGY

Construction Technology, Certificate of Proficiency

The purpose of the program is to introduce students to basic construction such as construction safety, electrical, carpentry, and masonry work. Students will gain knowledge to the field for entry-level employment. Construction Technology, Certificate of Proficiency is embedded in Construction Technology, Technical Certificate

Pending approval effective Spring 2023

[Construction Technology, Certificate of Proficiency Degree Plan](#)

Construction Technology, Technical Certificate

The purpose of the program is to further develop the student's construction skillset and to introduce additional concepts in welding, plumbing, residential heating and air conditioning repair, and electrical wiring. Students will gain knowledge to obtain mid-level employment. This certificate can also be a component of the AAS in General Technology.

Pending approval effective Spring 2023

[Construction Technology, Technical Certificate Degree Plan](#)

CRIMINAL JUSTICE

General Education, Associate of Arts Criminal Justice Focus

This sequence of courses has been designed for students who wish to earn an Associate's degree and then transfer into a bachelor's program majoring in criminal justice.

Courses with a grade of "D" are not guaranteed to transfer. Institutional policies regarding the transfer of courses with a grade of "D" may vary. Arkansas Law Enforcement Training Academy (ALET) certifications will substitute for the following courses in the AA and AAS Criminal Justice programs:

CRJU 1203 Introduction to Criminal Justice
CRJU 1323 Criminal Investigations
CRJU 1403 Arkansas Criminal Law

[General Education, Associate of Arts Criminal Justice Focus Degree Plan](#)

U of A System Criminal Justice Institute Partnership Programs

Crime Scene Investigation, Certificate of Proficiency

This is a partnership program between UAHT and the Criminal Justice Institute. Officers enrolled in this program of study will complete coursework from both institutions that leads to a Certificate in the field of Crime Scene Investigation. This certificate is embedded in the Crime Scene Investigation, Technical Certificate.

[Crime Scene Investigation, Certificate of Proficiency Degree Plan](#)

Crime Scene Investigation, Technical Certificate

This is a partnership program between UAHT and the Criminal Justice Institute. Officers enrolled in this program of study will complete coursework from both institutions that leads to a Technical Certificate in the field of Crime Scene Investigation. This technical certificate is also embedded in the AAS in Crime Scene Investigation.

[Crime Scene Investigation, Technical Certificate Degree Plan](#)

Crime Scene Investigation, Associate of Applied Science

This is a partnership program between UAHT and the Criminal Justice Institute. Officers enrolled in this program of study will complete coursework from both institutions that leads to an associate degree in the field of Crime Scene Investigation. The certificate of proficiency and technical certificate of Crime Scene Investigation are embedded in the AAS in Crime Scene Investigation.

[Crime Scene Investigation, Associate of Applied Science Degree Plan](#)

Law Enforcement Administration, Certificate of Proficiency

This is a partnership program between UAHT and the Criminal Justice Institute. Officers enrolled in this program of study will complete coursework from both institutions that leads to a certificate in the field of Law Enforcement Administration. This certificate is embedded in the Law Enforcement Administration, Technical Certificate.

[Law Enforcement Administration, Certificate of Proficiency Degree Plan](#)

Law Enforcement Administration, Technical Certificate
This is a partnership program between UAHT and the Criminal Justice Institute. Officers enrolled in this program of study will complete coursework from both institutions that leads to a technical certificate in the field of Law Enforcement Administration. This Technical Certificate is also embedded in the AAS in Law Enforcement Administration.
Law Enforcement Administration, Technical Certificate Degree Plan
Law Enforcement Administration, Associate of Applied Science
This is a partnership program between UAHT and the Criminal Justice Institute. Officers enrolled in this program of study will complete coursework from both institutions that leads to an associate degree in the field of Law Enforcement Administration. The certificate of proficiency and technical certificate of Law Enforcement Administration are embedded in the AAS Law Enforcement Administration.
Law Enforcement Administration, Associate of Applied Science Degree Plan

DIESEL TECHNOLOGY

Diesel Technology, Certificate of Proficiency Engine Systems

The purpose of the program is to provide students with the knowledge of basic diesel repair, engine systems, and diesel engines within a short time frame. This program is designed to prepare students for entry-level employment. This certificate can be stand-alone credential or be used to work towards a technical certificate or the Associate of Applied Science in Diesel Technology.

[Diesel Technology, Certificate of Proficiency Engine Systems Degree Plan](#)

Diesel Technology, Certificate of Proficiency Brakes/Power Train Systems

The purpose of the program is to provide students with the knowledge of brakes and hydraulics as well as power trains, clutches, and air conditioning within a short time frame. This program is designed to prepare students for entry-level employment. This certificate can be stand-alone credential or be used to work towards a technical certificate or the Associate of Applied Science in Diesel Technology.

[Diesel Technology, Certificate of Proficiency Brakes/Power Train Systems Degree Plan](#)

Diesel Technology, Certificate of Proficiency Chassis Systems

The purpose of the program is to provide students with the knowledge of basic diesel repair, suspension, steering, and troubleshooting and inspection within a short time frame. This program is designed to prepare students for entry-level employment. This certificate can be stand-alone credential or be used to work towards a technical certificate or the Associate of Applied Science in Diesel Technology.

[Diesel Technology, Certificate of Proficiency Chassis Systems Degree Plan](#)

Diesel Technology, Certificate of Proficiency Electrical Systems

The purpose of the program is to provide students with the knowledge of diesel electrical systems, fuel systems, and diesel electronics within a short time frame. This program is designed to prepare students for entry-level employment. This certificate can be stand-alone credential or be used to work towards a technical certificate or the Associate of Applied Science in Diesel Technology.

[Diesel Technology, Certificate of Proficiency Electrical Systems Degree Plan](#)

Diesel Technology, Technical Certificate Basic

This degree program allows a student to become proficient in any two selected areas of diesel technology. Students will receive 2 certificates of proficiency along with their technical certificate.

[Diesel Technology, Technical Certificate Basic Degree Plan](#)

Diesel Technology, Technical Certificate Advanced

This degree program allows a student to become proficient in all areas of diesel technology. The Diesel Technology Program provides the student with the necessary mid-level skills and theory to enter either the medium/heavy duty truck or construction equipment service/repair fields. Students will receive 4 certificate of proficiency and a basic technical certificate upon completion.

<u>Diesel Technology, Technical Certificate Advanced Degree Plan</u>
Diesel Technology, Associate of Applied Science
<p>This degree program allows a student to become proficient in all areas of diesel technology. In addition, students will develop math, English and communication skills that will increase their employability and management skills. The Diesel Technology Program provides the student with the necessary mid-level skills and theory to enter either the medium/heavy duty truck or construction equipment service/repair fields. Students will receive 4 certificates of proficiency and 2 technical certificates throughout the program of student.</p>
<u>Diesel Technology, Associate of Applied Science Degree Plan</u>
<p>The Diesel Technology certificates of proficiency and basic technical certificate can be applied toward an Associate of Applied Science in General Technology.</p>

EARLY CHILDHOOD (DAY CARE PROFESSIONAL)

Early Childhood Education, Certificate of Proficiency Child Development Associate (CDA)

Child Development Associate coursework is intended to prepare the student for the final CDA Council Assessment to qualify for a Child Development Credential. The credential is awarded by the Council for Early Childhood Professional Recognition in Washington, D.C. The purpose of this course is to prepare the student with the knowledge and skills needed to fulfill the student's 120-hour coursework requirements for the CDA Assessment Application. Entrance requirements for CDA training are:

1. Age 18 years or older.
2. High school diploma or equivalent.
3. Successful completion of Child Care Orientation Training (CCOT EDCC 1001) before or during the semester.
4. Candidate should ideally have 480 hours of experience or be employed or volunteering at an approved childcare facility while in CDA training. (480 hours of experience are required of the individual before applying for assessment by the Council for Early Childhood Professional Recognition). The CDA Certificate of Proficiency is awarded to those students who satisfactorily complete the CDA course requirements.

[Early Childhood Education, Certificate of Proficiency Child Development Associate \(CDA\) Degree Plan](#)

The Certificate of Proficiency in CDA is also embedded in the Technical Certificate and Associate of Applied Science in Early Childhood Education.

Early Childhood Education, Technical Certificate

The Technical Certificate in Early Childhood offers a pathway for students who plan to work in a childcare facility. This certificate option is important to keep students vested and motivated and will encourage them to continue their educational journey. The Technical Certificate includes the CDA coursework and is embedded in the AAS in Early Childhood.

[Early Childhood Education, Technical Certificate Degree Plan](#)

Early Childhood Education, Associate of Applied Science

The Associate of Applied Science in Early Childhood Education degree is a 60-credit hour program that prepares students for a career in childcare work and program management. This degree includes the CDA coursework that allows students to earn a Certificate of Proficiency Child Development Associate and a Technical Certificate in Early Childhood Education.

[Early Childhood Education, Associate of Applied Science Degree Plan](#)

EDUCATION

Teaching, Associate of Arts Statewide Agreement K-6/Middle School

The Associate of Arts in Teaching Statewide Agreement K-6/Middle School Education degree is a 62-64 credit hour program designed for education majors to transfer seamlessly into a teacher prep program to select Arkansas public four-year universities.

[Teaching, Associate of Arts Statewide Agreement K-6/Middle School Degree Plan](#)

Teaching Assistant, Certificate of Proficiency

The Certificate of Proficiency in Teaching Assistant offers a pathway for students who wish to work as a teacher's assistant, paraprofessional, or substitute teacher while attending school. The course work will provide students the basic educational skills to work in school districts and assist them in passing the paraprofessional exam. This certificate option is important to keep students vested and motivated and will encourage them to continue their educational journey.

[Teaching Assistant, Certificate of Proficiency Degree Plan](#)

Teaching Assistant, Technical Certificate

The Technical Certificate in Teaching Assistant offers a pathway for students who wish to work as a teacher's assistant, paraprofessional, or substitute teacher while attending school. The course work will provide students the basic educational skills to work in school districts and assist them in passing the paraprofessional exam. This certificate option is important to keep students vested and motivated and will encourage them to continue their educational journey.

[Teaching Assistant, Technical Certificate Degree Plan](#)

Education, Associate of Science 2+2 SAU K-6

The Associate of Science in Education degree is designed specifically for education majors who plan to transfer into SAU's elementary education program.

[Education, Associate of Science 2+2 SAU K-6 Degree Plan](#)

Teaching, Associate of Arts 2+2 SAU Middle School/Secondary Education

The Associate of Arts in Teaching 2+2 SAU Middle School/Secondary Education degree is designed specifically for education majors who plan to transfer into SAU's middle school/secondary education program.

[Teaching, Associate of Arts 2+2 SAU Middle School/Secondary Education Degree Plan](#)

Electromechanical Technology

Industrial Technology, Certificate of Proficiency Electrical

The purpose of the program is to introduce students to basic electrical theory and residential wiring by use of the National Electric Code Handbook. This program is designed to help students gain entry level employment. This certificate of proficiency is also a part of the Technical Certificate in Electromechanical Technology and the AAS in Electromechanical Technology.

[Industrial Technology, Certificate of Proficiency Electrical](#)

Industrial Technology, Certificate of Proficiency Mechanical

The purpose of the program is to introduce students to basic safety, blueprint readings, basic mechanical skills such as shaft alignments, bearing replacements, and preventative maintenance. This program is designed to help students gain entry level employment. This certificate of proficiency is also a part of the Technical Certificate in Electromechanical Technology and the AAS in Electromechanical Technology.

[Industrial Technology, Certificate of Proficiency Mechanical](#)

Electromechanical Technology, Technical Certificate

The Technical Certificate in Electromechanical Technology merges critical coursework in the fields of Industrial Multi-Craft Maintenance and Industrial Electricity and prepares students for jobs in these areas. This technical certificate consists of two stackable certificates of proficiency, electrical and mechanical and is a part of the AAS in Electromechanical Technology degree.

[Electromechanical Technology, Technical Certificate](#)

Electromechanical Technology, Associate of Applied Science

The AAS Electromechanical Technology degree prepares students in a variety of technical skillsets such as electronics, fluid power, and mechanical systems to gain employment. This program enables students to gain understanding about programmable control logics, motors, drives, hydraulics systems along with developing competency in math, science and communication skills that give them the best opportunities for employment. This AAS has two stackable certificates of proficiency in electrical and mechanical and a technical certificate in Electromechanical Technology.

[Electromechanical Technology, Associate of Applied Science](#)

EMERGENCY MEDICAL SERVICES

Emergency Medical Technician (EMT), Certificate of Proficiency

The Emergency Medical Technician Certificate of Proficiency is designed to prepare students for the basic EMT certification administered by the Arkansas Health Department. The course includes anatomy, dealing with trauma, splinting, use of spine boards, bandaging, emergency care of patients, and emphasis on emergency intervention at a basic level.

Students are required to be Health Care Provider CPR certified through program completion.

Students must be 18 years of age or older at time of program completion. Please consult with the program advisor if you are under the age of 23. If you have been convicted of a crime, please see the program advisor to determine eligibility. Students must be able to lift, move and perform practical skills.

[Emergency Medical Technician \(EMT\), Certificate of Proficiency Degree Plan](#)

The EMT Certificate of Proficiency can also be found on the Technical Certificate in Health Professions.

Emergency Medical Technician, Technical Certificate Paramedic

The Emergency Medical Technician Technical Certificate Paramedic provides training to an EMT that enables him/her to provide more sophisticated care above the EMT life support level in the pre-hospital setting and in various other medical facility environments such as Emergency Department or Intensive Care Unit. Paramedics receive enhanced studies which enable them to carry out Advanced Life Support (ALS) procedures. This program is conducted through classroom, clinical, and on-line instruction. Students must have online access to complete this program. This can be done through the college.

Students seeking admission into the Paramedic Program must meet the following requirements prior to program application:

- Be 18 years or older.
- Be certified as an Arkansas EMT (see instructor if test results are pending).
- Have certification in American Heart Association HCP CPR.
- Score minimally 19 on the ACT or equivalent placement scores (Comp I ready)
- Score minimally 19 on the ACT or equivalent placement scores (comp I ready) or successfully complete the appropriate English placement course.
- Score minimally 16 on the ACT or equivalent placement scores or successfully complete the appropriate math placement course.
- Submit a completed UAHT Paramedic application by December 1st. Applications are accepted from August 1 to December 1 of each year. Applications submitted after this deadline will be considered if space is available.

Submit all additional application paperwork by December 1. All application paperwork must be turned in by the deadline in order to be considered. The program director must have the following on file in order for the application to be complete:

- Paramedic Program application
- College placement scores
- College transcript or transcript from EMT-Basic program
- Copy of EMT-Basic certification *
- Copy of AHA/BLS/CPR Card
- Complete interview process
- Complete a drug screening

*If a student is in the process of testing, they will be allowed to enter the program, but must show proof of licensure by the census day of the first semester. If the student cannot show proof of licensure they will be removed from the program and will be eligible to re-apply for the next cohort.

All applicants are notified by email or telephone if he or she gained entrance into the program. If the number of applicants is greater than the number of positions, students will be required to take a comprehensive EMT Basic exam. Students will be ranked based on scores from this examination and completion of any coursework leading toward the AAS Paramedic degree.

<u>Emergency Medical Technician, Technical Certificate Paramedic Degree Plan</u>
Emergency Medical Technician, Associate of Applied Sciences Paramedic
The Emergency Medical Technician, Associate of Applied Sciences Paramedic provides training to an EMT that enables him/her to provide more sophisticated care above the EMT life support level in the pre-hospital setting and in various other medical facility environments such as Emergency Department or Intensive Care Unit. Paramedics receive enhanced studies which enable them to carry out Advanced Life Support (ALS) procedures.
<u>Emergency Medical Technician, Associate of Applied Sciences Paramedic Degree Plan</u>

FUNERAL SERVICES

Funeral Director, Certificate of Proficiency

The Funeral Director, Certificate of Proficiency is designed to prepare the student for employment in funeral service and is designed to meet state or professional needs. It is not accredited by the American Board of Funeral Service Education and students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE Accredited program is required.

[Funeral Director, Certificate of Proficiency Degree Plan](#)

Funeral Director, Technical Certificate

The Funeral Director Technical Certificate is designed to meet the prerequisites for licensure and employment in funeral service as a Funeral Director in the State of Texas. This academic program is designed to meet specific state or professional needs and is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE Accredited program is required. The TC in Funeral Directing is offered as on-line and face-to-face coursework.

[Funeral Director, Technical Certificate Degree Plan](#)

Funeral Services, Associate of Applied Sciences

The Funeral Services Associate of Applied Science degree meets current curriculum standards as set forth by the American Board of Funeral Service Education and is designed to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. The Associate of Applied Science in Funeral Service Education at the University of Arkansas Hope-Texarkana is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org.

Learning Outcomes

Upon completion of the UAHT Funeral Service Education Program, graduates will be able to:

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services and ceremonies.
7. Describe the requirements and procedures for burial, cremation and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Traditional and Online Courses

Students may complete the program in a traditional or online format. Please see the Funeral Service Program Handbook for additional information and requirements.

Clinical Requirements

Students must complete embalming and funeral directing clinical requirements as listed in the Funeral Service Program Clinical Manual.

UAHT Funeral Service program assesses the achievement of the Learning Outcomes both in courses and in measurements such as licensing exam pass rates and graduation and employment rates.

PROGRAM INFORMATION - University of Arkansas

NATIONAL BOARD STATISTICS - University of Arkansas

Accreditation

Program Accredited by ABFSE: Associate of Applied Science - Funeral Service Education

Initial Accreditation: 1997/Last comprehensive review 2018/Next comprehensive review 2025

Re-accreditation: April 2018 for a period of 7 years

Most recent Accreditation decision: June 2021 COA approved the delivery of the accredited program via distance education.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE- accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

Admission Requirements

The following will be required for acceptance into the funeral service program:

1. UA HOPE-TEXARKANA application for admission
2. Funeral Service Program Application
3. Graduation from an accredited four-year high school or its recognized equivalent, or a minimum of nine (9) semester hours (or the equivalent) of post-secondary coursework exclusive of developmental courses from a regionally accredited institution and a minimum 2.0 grade point average.
4. Placement scores for placement in appropriate English and Math courses
5. Official copy of college transcript—if applicable
6. Official high school transcript, GED or college transcript MUST be received directly from the institution from which the credits were received.

Note: Students not meeting the ACT or equivalent placement score requirements in math and English must enroll in the appropriate sequential academic skills in math, reading, and/or English course(s) during their first semester in college and each subsequent semester until the requirements are successfully completed. Any degree seeking students enrolled under the Student Success Plan must also take EDGE 1003 College Life Skills the first semester of enrollment.

Admission to the College does not guarantee enrollment into the Funeral Service Education courses. It is the responsibility of the applicant to make sure that the requirements, as stated above, are satisfied and documentation is received in both the registrar and the funeral service education offices.

Upon receipt of ALL of the above requirements, the student shall receive notification of receipt of admissions documents.

Other Information Regarding Transfer Requirements

- Any course(s) with a prefix of FSED (or its equivalent) must have been taken within the past one (1) year to be accepted for transfer.
- A grade of “C” or higher is required for transfer courses.
- The course for transfer must be comparable to the course required for the funeral service program. (The name of the course can be different, but the course description must be similar to that of the course for transfer). The credit hour requirements must be the same for courses accepted for transfer.
- Courses that do not meet the above requirements must be retaken.
- Transferees from another funeral service program must not be on academic probation or suspension at that institution. A letter of good standing must be submitted.

Program Requirements and Progression

A student will not be allowed to progress to any FSED funeral service “core” course found in the second fall and second spring semesters until the first fall and first spring semester courses of the program are satisfactorily completed.

A minimum cumulative grade point average of 2.0 is expected at the end of each semester to remain in funeral service education courses. A grade of “C” or higher is required in any course with an FSED prefix or the course must be repeated. A student who receives a final grade of less than “C” in any Funeral Service core course during the program or who withdraws from a course cannot progress and will be suspended from the program.

At the completion of the two semesters of clinical rotation, the student is required to prove technical competence in embalming via direct observation by the program director or qualified UA HOPE-TEXARKANA faculty. There are specific requirements related to this clinical and are discussed in detail in Clinical I and Clinical II.

Students who seek readmission to the Funeral Service program and are in good standing with the program may be granted admission into the next program if readmission is sought the following program year. Students may be granted credit for previous classes completed successfully. Students waiting more than one year to return will not be granted credit for classes taken and must compete with other students for readmission into that year's program.

The UA HOPE-TEXARKANA Funeral Service program follows ethical practices in all student matters to include advertisement, recruitment, admissions, student and program requirements.

FSED 1003 Funeral Service Chemistry and FSED 1013 Funeral Service Anatomy are not considered "core" courses and are taken during the first year.

The AAS in Funeral Services consists of stackable credentials including two certificates of proficiency in General Business and Funeral Director and one Technical Certificate in Funeral Director.

[Funeral Services, Associate of Applied Sciences Degree Plan](#)

GENERAL EDUCATION

General Education, Associate of Arts

This sequence of courses has been designed for students who wish to earn an associate degree and then transfer into a baccalaureate program at a 4-year university. The Associate of Arts and the Associate of Science degrees have been approved by the Arkansas Department of Higher Education as meeting the transfer criteria set forth in ACT 182 of 2009, commonly known as the Roger Phillips Transfer Act. ACT 182 of 2009 requires an Arkansas four-year public institution of higher education to admit a transfer student to junior status in a baccalaureate degree program if that student has completed the approved Associate of Arts or Associate of Science transfer curriculum.

Further, an Arkansas four-year public institution of higher education receiving a transfer student shall not require additional lower division credits for the transfer student if the additional course is considered a general education lower division course. Finally, ACT 182 of 2009 requires an Arkansas four-year public institution of higher education to accept all hours completed and credits earned for a designated transfer degree upon a student's transfer to a baccalaureate degree program at the four- year public institution of higher education.

Courses with a grade of "D" are not guaranteed to transfer. Institutional policies regarding the transfer of courses with a grade of "D" may vary.

The AA in General Education also has Certificate of General Studies embedded for students to earn.

[General Education, Associate of Arts Degree Plan](#)

General Education, Associate of Arts 2+2 UALR Social Work

See Human Services

General Education, Associate of Arts 2+2 UAMS BSN Track

See Nursing

General Education, Associate of Arts Human Services Focus

See Human Services

General Education, Associate of Arts TAMUT BSN Track

See Nursing

General Studies

Certificate of General Studies

This certificate is designed to provide students with the first year of general education courses that can then be used towards an Associate or bachelor's degree.

[Certificate of General Studies Degree Plan](#)

Associate in General Studies

The Associate of General Studies degree is designed for a student that has completed a sufficient number of hours to graduate with an associate degree, but not within any one degree plan. Not designed for transfer.

[Associate in General Studies Degree Plan](#)

GENERAL TECHNOLOGY

General Technology, Associate of Applied Science

The Associate in Applied Science General Technology degree offers students in the technical and industrial fields the opportunity to design a program of study to meet their individual needs. The General Technology degree prepares students for various positions in the workplace for which combined and specialized programs may not exist. Students select one or more major technical areas and then select technical electives that allow the student to customize their degree. Student graduating with this degree often graduate with multiple certificates or technical certificates plus have math, science and communication skills that give them the best opportunities for employment.

[General Technology, Associate of Applied Science Degree Plan](#)

HEALTH PROFESSIONS

Emergency Medical Technician (EMT), Certificate of Proficiency

See heading Emergency Medical Services

[Emergency Medical Technician \(EMT\), Certificate of Proficiency](#)

Nursing Assistant (CNA), Certificate of Proficiency

The Certified Nursing Assistant Certificate of Proficiency provides courses of instruction and experience that are taught following the Arkansas Long Term Care Facility Nursing Assistant Training Curriculum to prepare students for the CNA licensure exam.

Students with criminal convictions, misdemeanors, crimes listed in Long Term Care Employment Clearance Registry, recently engaged in drug-related behavior, or in the last two years been in chemical or alcohol dependency program must contact the Program Director prior to application to the program. Due to clinical placement requirements, the student criminal record may be reason for rejection or withdrawal of admission. A current American Heart Association CPR certification and current health card (TB Skin Test) is required prior to clinical experience. A flu vaccine may be required during flu season. To complete clinical hours some weekend hours will be required. *Must take MEDL 1001 HCP CPR & First Aid or have a current CPR certification for Certificate of Proficiency.*

Students can also continue the coursework and earn a Technical Certificate in Health Professions.

[Nursing Assistant \(CNA\), Certificate of Proficiency](#)

Medical Office Assistant, Certificate of Proficiency

The Medical Office Assistant, Certificate of Proficiency provides courses to prepare students to work in a medical office setting. Students can also continue the coursework and earn a Technical Certificate in Health Professions.

[Medical Office Assistant, Certificate of Proficiency](#)

Medical Lab Technician Phlebotomy, Concentration in Medical Lab

The concentration in Medical Lab is designed to create an entry-level employment opportunity in Phlebotomy. Program courses include off-campus clinical rotations. After completion of MEDL 1333 Phlebotomy course, students can take the certification exam through the National Healthcare Association to become a certified Phlebotomy Technician. Graduation does not guarantee certification or employment as a Medical Lab Technician. Students can also continue the coursework and earn a Technical Certificate in Health Professions.

[Medical Lab Technician Phlebotomy, Concentration in Medical Lab](#)

Surgical Scrub Technician, Certificate of Proficiency

The Certificate of Proficiency in Surgical Scrub Technician is designed to create additional specialized employment opportunities to those currently licensed as an LPN, LVN, or RN.

[Surgical Scrub Technician, Certificate of Proficiency Degree Plan](#)

Health Professions, Technical Certificate
The Technical Certificate Health Professions is designed to create an entry-level employment opportunity in the areas of Nursing Assistant, Phlebotomy, Medical Office and Emergency Medical Technician. It is created for students who are seeking a career in the health professions area.
Health Professions, Technical Certificate Degree Plan

HEATING, VENTILATION, & AIR CONDITIONING

Heating, Ventilation, and Air Conditioning, Certificate of Proficiency

The purpose of the program is to provide students with the knowledge of basic electrical theory, tubing and piping in HVAC systems, residential units, and residential systems. This program is designed to help students gain entry level employment.

[Heating, Ventilation, and Air Conditioning, Certificate of Proficiency Degree Plan](#)

Heating, Ventilation, Air Conditioning, and Refrigeration Technology, Technical Certificate

The degree is a continuance of the Certificate of Proficiency in HVAC skillset to include motor and controls, schematics, and air properties. This program is designed to help students obtain mid-level employment.

[Heating, Ventilation, Air Conditioning, and Refrigeration Technology, Technical Certificate Degree Plan](#)

The HVAC certificate of proficiency and technical certificate can be applied toward an Associate of Applied Science in General Technology.

HUMAN SERVICES

General Education, Associate of Arts Human Services Focus

This sequence of courses has been designed for students who wish to earn an associate's degree and then transfer into a bachelor's program in the field of human services.

[General Education, Associate of Arts Human Services Focus Degree Plan](#)

General Education, Associate of Arts 2+2 UALR Social Work

This sequence of courses has been designed for students who wish to earn an associate degree and then transfer into the Bachelor of Social Work program at the University of Arkansas at Little Rock.

[General Education, Associate of Arts 2+2 UALR Social Work Degree Plan](#)

Industrial Technology

Industrial Technology, Certificate of Proficiency Electrical

The purpose of the program is to introduce students to basic electrical theory and residential wiring by use of the National Electric Code Handbook. This program is designed to help students gain entry level employment. This certificate of proficiency is also a part of the Technical Certificate in Electromechanical Technology and the AAS in Electromechanical Technology.

[Industrial Technology, Certificate of Proficiency Electrical](#)

Industrial Technology, Certificate of Proficiency Mechanical

The purpose of the program is to introduce students to basic safety, blueprint readings, basic mechanical skills such as shaft alignments, bearing replacements, and preventative maintenance. This program is designed to help students gain entry level employment. This certificate of proficiency is also a part of the Technical Certificate in Electromechanical Technology and the AAS in Electromechanical Technology.

[Industrial Technology, Certificate of Proficiency Mechanical](#)

INFORMATION TECHNOLOGY/COMPUTER & INFORMATION SCIENCE

Information Technology, Certificate of Proficiency, Coding

The Certificate of Proficiency in Coding is a component of the Associate of Applied Science Degree in Information Technology. This program prepares students for data entry and entry level coders.

[Information Technology, Certificate of Proficiency, Coding Degree Plan](#)

Information Technology, Certificate of Proficiency, IT Technician

The Certificate of Proficiency in IT Technician is a component of the Associate of Applied Science Degree in Information Technology. The courses prepare students to take the CompTIA A+ certification exam. This certification is the industry standard for establishing a career in IT and is the preferred qualifying credential for technical support and IT operational roles.

[Information Technology, Certificate of Proficiency, IT Technician](#)

Information Technology, Certificate of Proficiency, Cybersecurity

The Certificate of Proficiency in Cybersecurity is a component of the Associate of Applied Science Degree in Information Technology. This qualifies the student for entry level cyber security employment.

[Information Technology, Certificate of Proficiency, Cybersecurity](#)

Information Technology, Technical Certificate

The Certificate of Proficiency in Information Technology is a component of the Associate of Applied Science Degree in Information Technology. This option qualifies students for entry level computer technicians beyond the IT Technician.

[Information Technology, Technical Certificate Degree Plan](#)

Information Technology, Associate of Applied Science

The Associate of Applied Science degree is a four-semester program composed of 60 college credit hours designed for students who plan to seek employment in the information technology field upon graduation. Possible employment opportunities are computer operator, data processor, technical/software support specialists, and help desk technician. The AAS in Information Technology has 4 stackable certificates including certificate in proficiency in Coding, Cybersecurity, and IT as well as a Technical Certificate in IT.

[Information Technology, Associate of Applied Science Degree Plan](#)

Practical Nursing (LPN Program), Technical Certificate

The Practical Nursing Technical Certificate provides an educational curriculum approved by the Arkansas State Board of Nursing to allow students to be eligible to take the licensure exam for Practical Nurses.

The goal of the Practical Nursing Program is to provide entry-level knowledge, skills, and employment skills for the graduate nurse. Specific entrance requirements, progression, attendance, criminal background checks, drug screening, and grading policies apply to the Practical Nursing Certificate Program. Due to clinical placement requirements, the student criminal record may be reason for rejection or withdrawal of admission. Contact the Program Director for further information.

Note: There is a special application and deadline for this program.

The **HOPE** Practical Nursing Program applications are available March 1 through May 1. Deadline for application into the program is May 1. Courses taken in the Spring of application year will be considered in the application process. Entrance into the program is based on space availability, time of prerequisite completion, total entrance score, and criminal background clearance. All applicants must complete an entrance exam before May 1st of the application year. The entrance exam will be at the expense of the applicant. Applicant will receive a total entrance score using the 4 prerequisite course GPA x10 plus the entrance exam score. Students taking Human A&P I and II can potentially increase total GPA points for this application due to extra credit hours in those courses. Applicants will be ranked and selected based on their total entrance scores. Specific entrance policies are available in the program brochure.

A current American Heart Association CPR certification and current health card (TB Skin Test) is required prior to clinical experience. NURS courses do not follow the typical college schedule. In order to provide a variety of learning experiences, students are scheduled clinical rotations at health care agencies throughout the surrounding area. Clinical hours include day, evening, night, and weekend rotations.

The **Texarkana** Practical Nursing Program applications are available September 1 through November 1. Deadline for application into the program is November 1. Courses taken in the Fall of application year will be considered in the application process. Entrance into the program is based on space availability, time of prerequisite completion, total entrance score, and criminal background clearance. All applicants must complete an entrance exam before November 1st of the application year. The entrance exam will be at the expense of the applicant. Applicant will receive a total entrance score using the 4 prerequisite course GPA x10 plus the entrance exam score. Applicants will be ranked and selected based on their total entrance scores. Specific entrance policies are available in the program brochure.

A current American Heart Association CPR certification and current health card (TB Skin Test) is required prior to clinical experience. NURS courses do not follow the typical college schedule. In order to provide a variety of learning experiences, students are scheduled clinical rotations at health care agencies throughout the surrounding area. Clinical hours include day, evening, night, and weekend rotations.

Readmission: Students seeking readmission or transfer are allowed only one (1) readmission. This one (1) readmission counts admissions from all nursing programs (RN or LPN). Students may have up to two (2) nursing program admissions total. Readmission is contingent upon available space. All requests for readmission are reviewed by the nursing faculty. Readmitted students must complete all nursing course work from the beginning of the program. Students with recorded disciplinary actions will not be considered for readmission.

Students whose score is less than 19 Reading on ACT or comparable placement test scores must have successful completion of remediation (Comp I ready by scores or coursework).

[Practical Nursing \(LPN Program\), Technical Certificate Degree Plan](#)

Nursing (LPN to RN Transition Program), Associate of Applied Science

The Associate of Applied Science Degree in Nursing, Arkansas Rural Nursing Education Consortium LPN/LPTN/LVN to RN Transition provides an educational curriculum approved by the Arkansas State Board of Nursing to prepare students to be eligible to take the licensure exam for Registered Nurses.

Note: There is a special application and deadline for this program.

All students admitted to the Arkansas Rural Nursing Education Consortium LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312, (provided in course syllabi each semester) and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination.

This program is a 12-month program that combines classroom instruction with clinical experiences. Eight LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. Nursing lectures are scheduled two evenings a week from 3:30 –8:30 and clinical time approximately every other weekend. This program meets the requirements of the Arkansas State Board of Nursing.

Graduates of the program receive an Associate of Applied Science Degree and are eligible to take the NCLEX- RN (the Registered Nurse licensing examination). Due to the strenuous nature of the curriculum, faculty will admit students based on the students' ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

For complete program information go to <http://www.arnec.org/>

[Nursing \(LPN to RN Transition Program\), Associate of Applied Science Degree Plan](#)

General Education, Associate of Arts TAMUT BSN Track

This degree is designed for easy transfer into the TAMUT BSN program in Texarkana, TX.

[General Education, Associate of Arts TAMUT BSN Track Degree Plan](#)

General Education, Associate of Arts 2 + 2 UAMS BSN Track

This degree is designed for easy transfer into the UAMS BSN program in Little Rock.

[General Education, Associate of Arts 2 + 2 UAMS BSN Track Degree Plan](#)

POWER TECHNOLOGIES

Power Generation Technology, Certificate of Proficiency

The Certificate of Proficiency in Power Plant Technology is an employment ready certificate or can be applied as a component of the Associate of Applied Science Degree in Power Plant. This option gives students the basic knowledge of the power industry.

[Power Generation Technology, Certificate of Proficiency Degree Plan](#)

Solar Energy Technology, Certificate of Proficiency

The Certificate of Proficiency in Solar Technology is an employment ready certificate or can be applied as a component of the Associate of Applied Science Degree in Power Plant. This option gives students the basic knowledge of the solar panel installation.

[Solar Energy Technology, Certificate of Proficiency](#)

Power Generation Technology, Technical Certificate

The Technical Certificate in Power Plant Technology is an employment ready certificate or can be applied as a component of the Associate of Applied Science Degree in Power Plant. This option takes thirty-one credit hours of study and qualifies students for entry level positions in the power industry.

[Power Generation Technology, Technical Certificate Degree Plan](#)

Power Generation Technology, Associate of Applied Science

This program is designed to give students the opportunity to explore renewable and non-renewable energy sources to gain entry-level employment in the operation of facilities where steam and/or electricity is generated, such as power plants, wind or solar facilities, food processing plants, paper mills, and tire/rubber product manufacturers. Graduates will master the theories and responsibilities of plant operations and the technical skills required along with developing competency in math, science and communication skills that give them the best opportunities for employment. The AAS in Power Generation Technology has 3 stackable certificates in Power Generation Technology and Solar Energy Technology.

[Power Generation Technology, Associate of Applied Science](#)

WELDING

Welding (Basic), Certificate of Proficiency

This program is designed for those students wishing to develop basic welding skills and safety in a relatively short time frame. This program will help students gain entry level employment skills.

[Welding \(Basic\), Certificate of Proficiency Degree Plan](#)

Welding Technology, Certificate of Proficiency Construction Welding

This program is designed for those students wishing to develop basic construction welding skills in various positions and blueprint reading skills in a relatively short time frame. This program will help students gain entry level employment skills.

[Welding Technology, Certificate of Proficiency Construction Welding Degree Plan](#)

Welding Technology, Technical Certificate

The Welding Technology Certificate Program allows students to develop skills to meet certain certification test standards for both structural and high-pressure vessel welding. Students will also be prepared to assume positions that require an understanding of fabrication and layout. This program will help students gain mid-level employment skills. The Welding Technology certificate of proficiency and technical certificate can be applied toward an Associate of Applied Science in General Technology.

[Welding Technology, Technical Certificate Degree Plan](#)

Industry Training and Continuing Education

Continuing education and community education classes are offered throughout the year at the college. These classes are organized to serve the comprehensive educational needs of the community. Recognizing that the educational needs of any individual are not only academic and career oriented, but also cultural and vocational. The staff designs and provides non-credit and credit courses, workshops, seminars, and activities which offer opportunities for employment and enrichment needs.

Contract training is provided to area employers and designed to meet their specific performance needs.

Short term training includes, but is not limited to:

Industrial Operations and Maintenance Training OSHA 10

NCCER Core Computer Software Supervision

HCP CPR

CPR, First Aid and AED for individuals and companies

See www.uaht.edu to view the latest community education schedule, or call (870)- 722-8102. For additional information on continuing or customized training, call (870)-722-8162.

Refund Policy

Continuing education and community education course cancellations by the College will provide 100% refund. After the course has begun, no refunds will be made.

Course Descriptions

Course Descriptions

“I” indicates fall semester; “II” indicates spring semester; “S” indicates summer terms. Courses may be offered in semesters not listed if there is a demand.

Numbers in parentheses follow each course description. The first number identifies the required number of lecture hours per week for a regular semester. The second number identifies the required number of lab hours per week for a regular semester. The third number identifies the amount of student semester credit hours (SSCH) awarded for the course. For example, a listing of “HIST 1113 World Civilizations I (3,0,3)” would mean that it meets in class for three hours per week for a regular semester (15 weeks), has no lab, and is awarded three SSCH.

Courses with descriptions followed by “offered on demand” generally will be offered each semester there is sufficient interest to merit it.

The Arkansas Course Transfer System (ACTS) course index number is indicated at the end of the course description for applicable courses. Courses not having an ACTS number may also transfer. Please consult the receiving institution for complete transfer information.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

Note: The College reserves the right to cancel a class under the following conditions: fewer than ten (10) students enroll; a qualified instructor is not available; necessary facilities, equipment, or materials are not available; or a reasons that would otherwise make the teaching and learning in the class inefficient or ineffective.

[2022-2023 Course Descriptions](#)

Governance, Staff, and Faculty

U of A Board of Trustees

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College Officers

Christine Holt (2021).....	Chancellor
D.B.A, University of Missouri-St. Louis; J.D. Cleveland State University; M.A. East Carolina University; B.A. Capital University	
Brian Berry (2014)	Vice Chancellor for Student Services
M.Ed., Loyola University of Chicago; B.S., Arkansas Tech University	
Laura Clark (1994)	Vice Chancellor for Academics
M.N.Sc., University of Arkansas for Medical Sciences; B.S.N., Henderson State University; Registered Nurse	
Cindy Lance (1998).....	Vice Chancellor of Finance & Administration
M.B.A. University of Arkansas - Little Rock; B.B.A., Southern Arkansas University	

Academic Deans

Michael Cox (2012).....	Dean of Math and Social Sciences
M.A., B.A., Arkansas Tech University	
Karen Davis (1997)	Dean of Science and Health Professions
M.Ed., University of Arkansas; B.S., Trevacca Nazarene College; A.A., John A. Guppton College; Licensed Funeral Director; Licensed Embalmer	

Jennifer Teresa (2013)Dean of Business, Trade, & Industry
M.B.A & B.S., Texas A&M University - Texarkana; AAS Power Plant Technology, University of Arkansas Hope -
Texarkana

Jan Whatley (2005)..... Dean of Arts, Humanities, and Education
A.A.S, Texas A&M University - Texarkana; B.A., Henderson State University; A.A., University of Arkansas Hope -
Texarkana

Faculty

Chris Bachers (2012).....English
M.A. Texas A&M University - Texarkana

Jonathan M. Barton (2020?).....Emergency Medical Services, Science
A.A.S, University of Arkansas Hope – Texarkana, RN, A.D.N. Arkansas State University Three Rivers, Registered Nurse,
Paramedic

Ashley Berry (2017)Nursing
R.N. A.A.S. Nursing, A.A. University Arkansas Hope – Texarkana, Registered Nurse

Cindia Bullock (2017).....Nursing
R.N. A.A.S Nursing, A.A, University of Arkansas Hope – Texarkana, Registered Nurse

Lisa Butler (2014).....Science
M.Ed., Southern Arkansas University; B.S., Ouachita Baptist University

Tonya Clark (2019).....Nursing
A.S. Nursing, Southern Arkansas University, Registered Nurse

Melanie Dillard (2008)Math/Distance Delivery Coordinator
M.S.E., B.S.E. Southern Arkansas University

Dr. Ashli Dykes (2011)English
Ph.D., Louisiana State University, M.L.A.,B.A., Henderson State University

Danny Engledowl (2022)..... Electricity
BS Electrical Engineering Louisiana Tech University Ruston, LA; Security Engineering Officer and Basic Special Agent
Training Program, Diplomatic Security Training Center Dunn Loring, VA; Criminal Investigator Training Program,
Federal Law Enforcement Training Center Glynco, GA; Certified Law Enforcement Officer, Arkansas Law Enforcement
Training Academy, Camden; Certified Fire/Arson Investigator, Arkansas Fire Training Academy Camden

Glenda Formby (2008)Basic Skills Literacy
M.S. E., B.S.E., Henderson State University

Brittni Hardie.....Computer Science
B.S., A.A.Information Technology University of Arkansas-Monticello

Don Hollanger (2020).....Power Technology
B.S. Agriculture, ASU Jonesboro.

Jonathan Johnson (2021).....Math
M.S., B.S., University of Central Arkansas

Edward Lamb (2016).....Business
M.S. Texas A&M University - Texarkana; Chartered Financial Institute, UK.

Bob McFarland.....Welding
B.S. Business Marketing, University of Phoenix

Cimarron Morris...Industrial Maintenance
A.A.S. General Technology, University of Arkansas Hope-Texarkana, Technical Certificate Welding, University of Arkansas Hope-Texarkana

Godwin Okeh (2021)...Science
M.Ed Secondary Education (Science) University of Arkansas, Little Rock; M.Ed Learning Systems Technology University of Arkansas, Little Rock; B.Sc Zoology University of Ibadan, Nigeria

Pamela Scott Vanhook(2021).....Nursing
L.P.N., Concorde Career Institute, Arlington, TX

Rachel Parson (2010)Business Technology
M.S.O.M., University of Arkansas; M.A. Queens University of Charlotte, B.A.A.S. Texas A&M University - Texarkana

Gabrielle Patterson (2020).....History
B.A. History, Louisiana State University; M.A. History Native American/Early America, University of Nebraska at Kearney; M.Ed Community College Leadership, University of Arkansas.

Tommy Rider (2022).....Secondary Career Center Health Faculty
M.B.A., Texas A&M University-Texarkana, A.A.S., Texarkana College, Registered Nurse

Reginald Roy (2013)Diesel Technology
A.A.S. General Technology and Technical Certificate Welding, University of Arkansas Hope-Texarkana; Auto and Diesel Certificate, Red River Technical College; Auto and Diesel Certificate, Nashville Auto College, Nashville TN

Jessica Schroader.....PN Program Director & ARNEC Program Chair
B.S.N. Arkansas Tech University, Registered Nurse

Charlie Scoggins (1980).....Welding
A.S. General Studies, Arkansas State University; Welding Certificate, Red River Vocational-Technical School; AWS Certification

Bradley Sheppard (2017).....Funeral Service Program Director
M.Ed., University of Arkansas Little Rock; B.A., Ouachita Baptist University, A.A.S., Arkansas State University

Karen Steed (2016)Math & Science
M.S.E. & B.S.E Henderson State University, National Board Certified Teacher

Carol Stepp (2021).....Nursing
BSN, Walden University, AAS, Texarkana College, Registered Nurse

Nicol Sutherland (2017)Information Technology
B.P.S., Arkansas Tech university, A.A.S., University of Arkansas Hope – Texarkana; M.A. Interdisciplinary Studies w/conc. In Management of Information Systems & Psychology, Western New Mexico University

Hollis Thompson (2021)English
M.A., Stephen F. Austin State University; B.S. Texas A&M University-Texarkana

Agnes Tirrito (2021).....	English
M.S.I.S., Texas A&M University; B.A. Newman University; B.S., East Texas State University	
Lynnlee Vance (2016)	Math
M.E. Southern Arkansas University; B.S. Howard Payne University	
Leslie Walker (2019).....	Science
M.S.I.S., Texas A&M University-Texarkana, B.S., A.A. Texarkana College	
Chylynda E. Whitfield (2018).....	Social Sciences
M.S.S., University of Mississippi (Oxford, MS), B.S., University of Mississippi-Oxford	
Mark A. Wilcox (2015).....	Paramedic Program Director
B.S., University of Arkansas School for Medical Science; A.A.S, University of Arkansas Hope – Texarkana, Paramedic	
Adult Education	
Charles George (2015)	Adult Education Director
M. E. University of Arkansas Little Rock, AR; B.A. Arkansas College-Lyon	
Terry Bradford (2015).....	SNAP .Adult Education
M.S., University of Arkansas; B.S., Southern Illinois University; A.S. Community College of the Air Force Montgomery	
Billy Gardner.....	SNAP Adult Education
M.S. Texas A&M University - Texarkana	
Kim May (2015).....	Adult Education
M.E. University of Arkansas; B.A. Henderson State University	
Minnie Randall (2015)	Adult Education
B.S.E. Southern Arkansas University; Adult Ed. Endorsement University of Arkansas Little Rock	
Gloria Ward (2015).....	WAGE Coordinator
M. ED. University of Arkansas Little Rock, B.S., A.S Southern Arkansas University	
Pam Warren (2015)	WAGE Coordinator
M.S. Texas A&M University - Texarkana; M.Ed., University of Arkansas Little Rock, B.S. Grambling State University	
Academic Staff	
Joshua Bates (2021).....	Library Technical Assistant
B.S., Arkansas State University	
Sheree Ferguson (2020).....	Administrative Specialist to the Vice Chancellor of Academics
Steffina Toliver (2021).....	Administrative Specialist to the Dean of Business, Trade, & Industry
A.A.S., University of Arkansas Hope-Texarkana	
Marielle McFarland (2005)	Library Director
M.L.S., University of North Texas; B.A., Steven F. Austin University; A.A., Blinn College	
Tara Powell (1998)	Library Technical Assistant
A.A.S., University of Arkansas Hope-Texarkana	

Chloe Russell (2019).....Administrative Specialist to the Dean of Arts & Humanities
A.A., University of Arkansas Hope - Texarkana

Chancellor's Office Staff

Naomi GanadoExecutive Assistant to the Chancellor
B.A., Texas A& M-Texarkana

Finance and Administration Staff

Sandra Aultman (2021)Purchasing Technician
A.A., Southern Technical College

Genie Clem (2022).....Associate Vice Chancellor of Finance & Administration
M.S., M.S.A., B.G.S., Texas A&M University-Texarkana, A.A., Texarkana College

Heather Easterling (2016).....Assistant Business Office Manager
C.P., University of Arkansas Hope-Texarkana

Cathryn Looney (2019).....Student Accounts & Billing
B.S., Fashion Merchandising, University of Arkansas

Terra Newsom (2014).....Administrative Specialist
A.A.S., University of Arkansas Hope-Texarkana

Cindy Phillips (1996)Fiscal Support-Accounts Payable
A.A.S., T.C., University of Arkansas Hope-Texarkana

Katy Pickens (2020).....Controller
B.B.A., Henderson State University

Hempstead Hall Staff

Katherine Daniels (2020).....Technical Coordinator Hempstead Hall
A.A., University of Arkansas Hope-Texarkana

John Gladden (2015).....Interim Director of Hempstead Hall
B.A. University of Arkansas Monticello

Akili MosesIsrael (2019).....Director of Industry Outreach. Community Education, & Kids' College
B.A., California State University-East Bay.

Racie Poindexter (2021).....Administrative Assistant

Human Resources Staff

Kathryn Hopkins (2007).....Human Resources Director
B.S., Henderson State University

Wendy Jones (2017).....Administrative Specialist
A.A.S., University of Arkansas Hope-Texarkana

Jeanette Nance (2018)Payroll Technician

Information Technology Staff

Charles Jordan (1996).....Director of Information Technology
A.A.S., University of Texas at Arlington

Paul Patton (1998)Telecommunications Technician
CISCO Certificate of Proficiency, University of Arkansas Hope-Texarkana

Marcos Santiago.....Telecommunications Specialist
A.A.S., University of Arkansas Hope-Texarkana

Douglas Sloan.....Network Support Analyst
B.S., Texas A&M-Texarkana, A.S., Texas State Technical College-Marshall

Kory Taylor (2022).....Computer Support Technician
A.S., National Park College

Institutional Advancement Staff

Anna Powell (2016).....Institutional Advancement and Foundation Director
B.A. University of Central Arkansas

Casey Curtis (2003).....Communication & External Affairs Coordinator
B.B.A., Southern Arkansas University

Caley Pennington (2019).....Graphic and Web Design Coordinator
M.F.A., University of South Carolina-Columbia, B.F.A., University of Central Arkansas

Institutional Effectiveness

John Hollis (1995)Dean of Institutional Effectiveness/Title III Project Director
J.D., University of Arkansas; M.A., B.A., Baylor University

Physical Plant Staff

John Pierson (2018)Physical Plant Director
T.C., University of Arkansas Hope-Texarkana

Bruce Stapp (1995).....Grounds Maintenance

Gene Ward (1998)Building Maintenance

Leo Rateliff (2016).....Skilled Tradesman
A.A., University of Arkansas Hope - Texarkana

Advising Staff

Emmanuel Dixon (2021).....Career Advising Coach
M.Aa, B.A., Southern Arkansas University

Misty Hughes (2009)Title III Activity Director/Director of Advising
M.E., Southern Arkansas University; B.A., University of Arkansas at Little Rock; A.A., University of Arkansas Hope-Texarkana

Aimee Hooker (2018).....Transfer Advising Coach/Transfer Advisor
B.S., Central Baptist College

Kayla Jones (2019).....Personal Intervention Coach
B.S.H.S., Henderson State University

Ginger Russell (2019).....Title III Administrative Assistant
A.S., University of Arkansas Hope-Texarkana

Student Services Staff

Shawna Bittle (2019).....Educational Specialist TRiO Student Services
B. A., Henderson State University

Ne'Shay Brown (2017).....TRiO Upward Bound Curriculum Coordinator
M.Ed., B.S. Southern Arkansas University

Marla Bush (2021)..... Director of Financial Aid
B.A.S. East Texas Baptist University

Donna Carter (2012).....Administrative Specialist UA Texarkana

Kimberly Cole (2018).....Administrative Specialist Financial Aid

Jolane Cook (1999).....Executive Dean Texarkana Campus
M.P.A., Texas A&M University; B.A., Hendrix College

Jennifer Cunningham (2018).....Director of Student Relations
M.S., B.A., Henderson State University

Diana Davidson (2000).....Registrar
M. Ed., B.S.E., University of Arkansas; A.A., University of Arkansas Hope-Texarkana

Yajahira Dominguez (2021).....TRiO Student Support Services Administrative Specialist
A.A., University of Arkansas Hope-Texarkana

Brandi Eller (2021).....Career Coach
B.A. Southern Arkansas University

Annie Flowers (2021).....Career Coach
B.S., Southern Arkansas University

Valarie Flowers (2018).....Administrative Specialist Enrollment
A.A., University of Arkansas Hope-Texarkana

Keosha Gulley (2018).....TRiO Upward Bound Student Development Coordinator
M.B.A., University of Phoenix, B.A., University of Arkansas-Little Rock
Grant

Tristen Jones (2021).....Career Coach
B.A. Southern Arkansas University

Bernice McDonald (2002)Administrative Specialist Student Services
A.A., A.A.S. Business Technology, Office Systems Technical Certificate, University of Arkansas Hope-Texarkana

Karen O'Dell (2001).....Counselor, Career Pathways Initiative
B.S.E., University of Arkansas - Fayetteville

Steven Ogden (2009).....Director of Testing & Disabilities
M.Ed., B.S. Southern Arkansas University, Magnolia

Leigh Quillin (1994).....Dean of Enrollment Management
M.S., Henderson State University; B.G.S., East Texas State University

Bryan Smith (2018).....Director of TRiO Student Support Services
M.S., B.S., Henderson State University

Sonya Thomas (2007).....Director of Career Pathways
M.Ed., Learning Systems Technology, University of Arkansas Little Rock, M.S., College Student Personnel, B.S.,
Southern Arkansas University

Jasmine Thompson (2022).....Student Services Specialist

Kyla Walker (1993).....Financial Aid Officer
Office Systems Technical Certificate, University of Arkansas Hope-Texarkana

Linda Waller (2008)Counselor/Student Advisor, Career Pathways Initiative
M.S.E. Ouachita Baptist University, B.S.E., Henderson State University

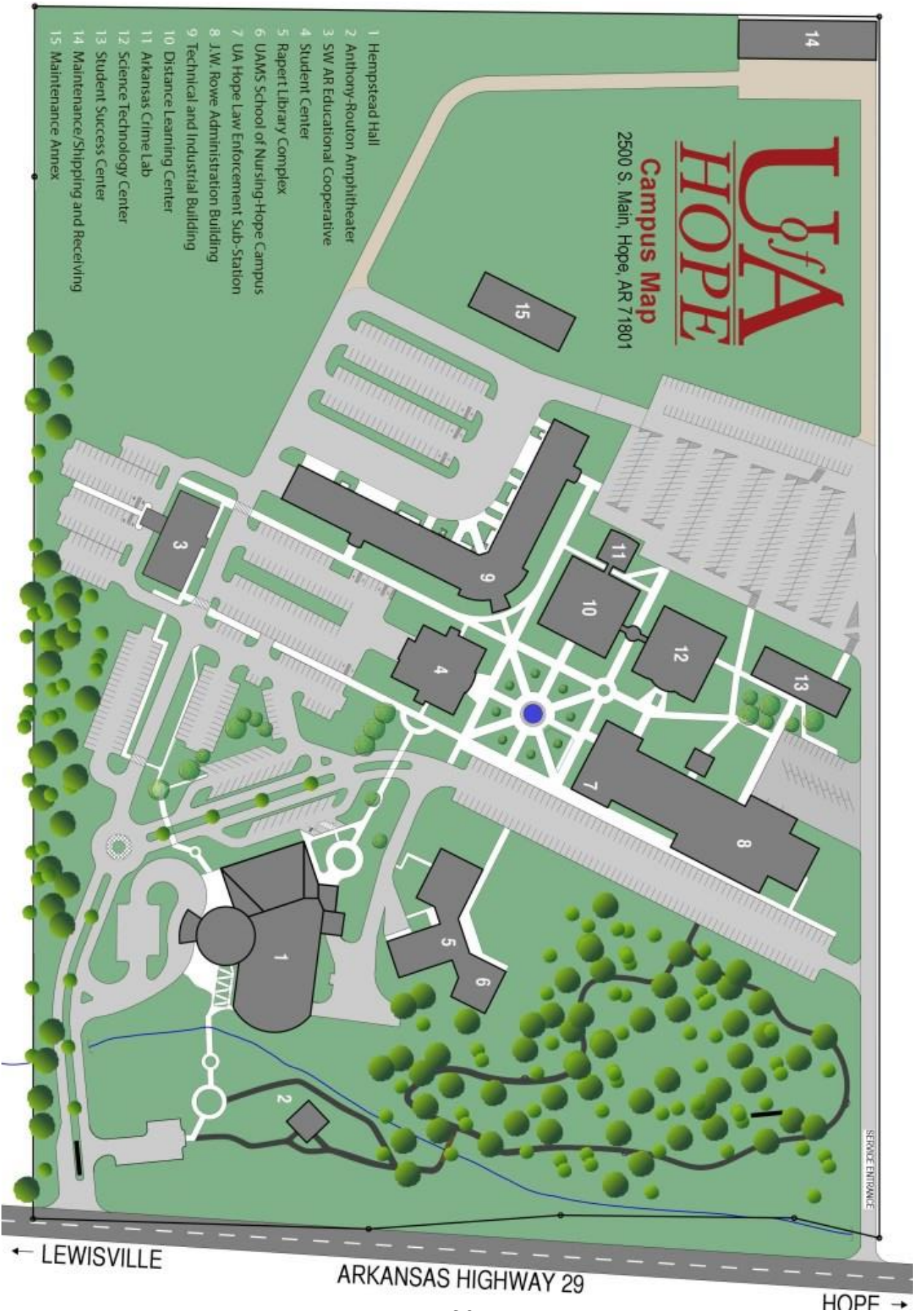
Nicole Woods (2014)Director of TRiO Upward Bound
Ed.D., Benedictine University, M.Ed., B.B.A., Southern Arkansas University

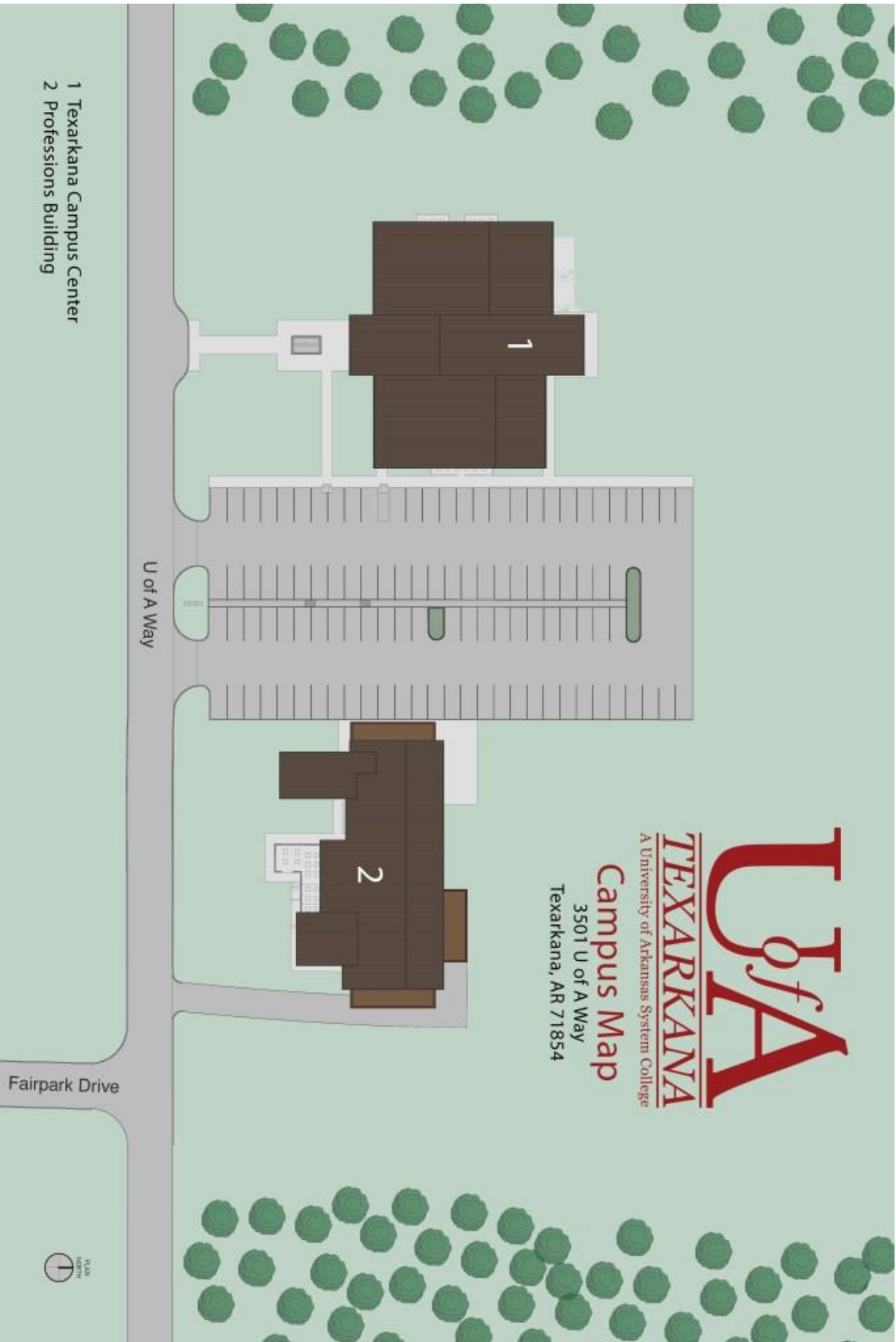
Emeriti

Johnny Rapert.....Chancellor Emeritus
University of Arkansas Community College at Hope, 1988-1999

J.W. RoweDirector Emeritus
Red River Vocational-Technical School, 1965-1987

Campus Maps





COLLEGE CATALOG



Hope Campus:

2500 South Main
Hope, AR 71801

Texarkana Campus:

3501 U of A Way
Texarkana, AR 71854

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