The academic year includes two regular semesters in the fall and spring and a summer session of three terms. Some courses are also available between semesters during spring interim and winter interim.

The unit of credit is the semester hour. This unit is defined as credit earned for the completion of one hour per week in class for one semester. Two hours or more of laboratory work per week for one semester equal one semester hour of credit. UALR offers night and weekend courses, web-based courses, courses on campus and at various off-campus locations. Admission requirements, fees, and academic performance for night and weekend classes are the same as for day classes. Web-based courses are charged an additional fee.

Continuing education courses are offered as a service to specific professional and vocational groups of the community. These are available on both a credit and non-credit basis.

Degree Requirements

Baccalaureate Degree Requirements

To receive a baccalaureate degree, a student must complete the following requirements:

[NOTE: Academic majors and colleges may specify additional and/or more restrictive requirements.]

- A minimum of 120 hours of which 30 hours must be in residence and 45 must be upper level (3000 level or above). At least 15 upper level hours must be completed in residence. A baccalaureate degree program may require more than 120 semester hours of college credit if prior approval has been granted by the Board of Trustees or it is a requirement of an independent licensing or accrediting body. These required hours must include:
  - Except for majors that must adhere to standards established by national accrediting agencies, majors must have a minimum of 45 hours of upper level credit, at least 12 hours of which, chosen by the student, must come from other departments, and majors will include, as appropriate to the discipline.
  - a communication in the discipline course which covers writing and speaking,
  - a course which covers research methods, ethics, and critical thinking, and
  - instruction on technology within other required courses in the major.
- A minimum of a 2.0 cumulative grade point on all work attempted at the University.
- A minimum of a 2.0 cumulative grade point on all work attempted in the academic major.
- A core curriculum which must include a 3 hour course in U.S. history or U.S. government and a 3 hour course in College Algebra, College Math or higher level math course.
- A major and a minor, a combined major-minor, a double major or a major and an associate degree transferred from another institution in a program not offered at UALR.

Associate Degree Requirements

Except for certain programs as specified elsewhere in this catalog, all students receiving the associate degree (the AA or AS) must successfully complete 60 hours including the following 15 hours of core courses:

- RHET 1311 Composition I
- RHET 1312 Composition II
- SPCH 1300 Speech Communication
- HIST 2311 U.S. History to 1877, or HIST 2312 U.S. History since 1877, or POLS 1310 American National Government
- MATH 1321 Quantitative and Math Reasoning, or MATH 1302 College Algebra

Graduation with an associate degree requires a C average (2.0 cumulative grade point average) on all work attempted at the University; completion of at least 20 hours above the freshman level, unless specified otherwise in the program; and completion of the final 15 hours (excluding credit by examination) in residence. Hours earned as credit by examination are counted as hours toward graduation but are not counted as hours in residence. See “Credit by Examination.”

Courses completed for an associate degree at UALR will be counted toward the appropriate requirements for the baccalaureate degree.

Second Associate Degree

An associate degree may be conferred as a second degree when the first degree is either a baccalaureate or another associate degree, subject to these provisions:

1. The second associate degree must be in a different discipline from the first degree.
2. Students must complete at least 15 credit hours in residence (excluding credit by examination) beyond their first degree.
3. Only credit earned at UALR after completing the first degree will normally apply toward the second degree. However, students in their final semester of studies toward the first degree may complete the course load for that semester with courses applicable to the second degree. Students must file a written statement of their intent to seek a second degree with the Office of Records and Registration at the time of registration.
4. A major must be completed. Courses completed within the previous degree that satisfy requirements for the second major may be accepted as satisfying course requirements, but not as hours toward the second degree. These hours do not count as part of the 30, except as specified in Item 3 above.
5. The core curriculum component in the second associate degree is not required. However, if not taken as a part of another baccalaureate degree, a course in United States history or government (HIST 2311, HIST 2312, or POLS 1310) must be completed. See “U.S. Traditions: United States History or Government Requirement.”

Additional Baccalaureate Degrees

Additional baccalaureate degrees may be conferred subject to these provisions:
1. Students must complete at least 30 credit hours in residence at UALR, including courses completed previously at UALR, but excluding transfer credit, credit-by-examination, experiential credit, and repeated courses.
2. A different major must be completed for each additional baccalaureate degree. Courses completed within the previous degree(s) that satisfy requirements for additional majors may be accepted as satisfying major requirements for additional degree(s), subject to approval by the major department.
3. If not taken as a part of another baccalaureate degree, a course in United States history or government (HIST 2311, HIST 2312, or POLS 1310) must be completed, see “U.S. Traditions: United States History or Government Requirement.” However, other general education requirements are not applicable to additional baccalaureate degrees.
4. A minor is not required.
5. There is no second language proficiency requirement for students seeking additional baccalaureate degrees.

UALR Core Curriculum (General Education Requirement)

A student seeking most baccalaureate degrees must complete a total of 44 hours in core courses. Listed below are the required categories, the number of hours required in each category, and the specific courses that will fulfill that requirement. Students majoring in a program of study offered through the Donaghey College of Engineering and Information Technology, as well as select programs within the College of Science and Mathematics, follow a different core.

English /Communications (9 credit hours)

Written and Oral Literacy

(All three of the following courses):
RHET 1311 Composition I
RHET 1312 Composition II
SPCH 1300 Speech Communication

Math (3 credit hours)

MATH 1302 College Algebra
MATH 1321 Quantitative and Mathematical Reasoning

Fine Arts/Humanities (9 credit hours)

Fine Arts

(Two of the following courses-6 credit hours):
ARHA 2305 Introduction to Visual Art
MUHL 2305 Introduction to Music
THEA 2305 Introduction to Theatre and Dance

World Humanities

(One of the following courses-3 credit hours):
ENGL 2337 World Literature
ENGL 2338 World Literature Themes
PHIL 2320 Ethics and Society

Science (8 credit hours)

Lab Science

(Eight hours from the following courses):
ANTH 1415 Physical Anthropology
ASTR 1101 Introduction to Astronomy Laboratory
ASTR 1301 Introduction to Astronomy
BIOL 1400 Evolutionary and Environmental Biology
BIOL 1401 Science of Biology
CHEM 1409 Chemistry and Society
ERSC 1102 Physical Geology Laboratory
ERSC 1103 Historical Geology Laboratory
ERSC 1302 Physical Geology
ERSC 1303 Historical Geology

Social Sciences (15 credit hours)

World History

(Both of the following courses-6 credit hours):
HIST 1311 History of Civilization I
HIST 1312 History of Civilization II

US Traditions

(One of the following courses-3 credit hours):
POLS 1310 American National Government
HIST 2311 US History to 1877
HIST 2312 US History since 1877

Individuals, Cultures, and Society

(Two of the following courses-6 credit hours):
ANTH 2316 Cultural Anthropology
CRJU 2300 Introduction to Criminal Justice
ECON 2301 Survey of Economics
ERSC 2300 Science and Technology in Society
GNST 2300 Introduction to Gender Studies
GEOG 2312 Cultural Geography
MCOM 2330 Mass Media and Society
POLS 2301 Introduction to Political Science
PSYC 2300 Psychology and the Human Experience
RELS 2305 Religious World Views
SOCI 2300 Introduction to Sociology

Core Requirements for Double Majors in the Donaghey College of Engineering and Information Technology

Either core is accepted for a student pursuing a double major with one major in EIT and the other in a different college. However, should the student not complete the double major prior to a baccalaureate degree being awarded, the core required for the degree awarded must be completed. In all instances, program requirements normally satisfied by a core course must be completed whether or not that course satisfies a core requirement for the student. (Approved by the Undergraduate Council 10/13/99- EIT is referred to as CISSE in the original policy.)
**U.S. Traditions: United States History or Government Requirement**

Arkansas law requires that all students who receive an associate or baccalaureate degree successfully complete a course in U.S. history or U.S. government.

This requirement can be met by HIST 2311 U.S. History to 1877, HIST 2312 U.S. History Since 1877, or POLS 1310 American National Government. Other United States history or government courses may also meet this requirement. However, the student should check with an advisor in the Department of History or the Department of Political Science before choosing to meet the requirement with any other course.

**Second Language Requirement**

**B.A. Students**

Students seeking a B.A. degree in any of the following majors are required to complete a 2000-level second language course or demonstrate equivalent proficiency as measured by a competency test. Languages which may be used to meet the second language requirement include French, German, Spanish, American Sign Language, and other languages as approved and arranged through the Department of International and Second Language Studies. Students may meet the requirement in one of the following ways:

1. Successfully completing a 2000-level second language course at UALR and satisfying all the prerequisites for that course.
2. Transferring the equivalent courses from another institutions of higher education.
3. Demonstrating equivalent proficiency on a language test.

**B.S.E. Students**

Students seeking a B.S.E. in Early Childhood Education are required to complete 3 hours of a second language and 3 hours of English as a Second Language.

Students seeking a B.S.E. in Middle Childhood Education are required to complete 6 hours of a second language or English as a Second Language in any combination or level. Students may meet the requirement in one of the following ways:

1. Successfully completing a second language course at UALR and satisfying all the prerequisites for that course.
2. Transferring the equivalent courses from another institution of higher education.
3. Demonstrating equivalent proficiency on a language test.

**B.S.W. Students**

Students seeking a B.S.W. degree are required to complete the elementary I and II levels of a second language sequence of courses (Foreign Language 1311 and 1312 or Interpretation 1320 and 1321) or demonstrate equivalent proficiency as measured by a competency test. Languages which may be used to meet the second language requirement include French, German, Spanish, and American Sign Language. Students may meet the requirement in one of the following ways:

1. Successfully completing six hours of an approved sequence of second language courses at UALR.
2. Transferring the equivalent courses from another institution of higher education.
3. Demonstrating equivalent proficiency on a language test.

**Demonstrating Proficiency in a Second Language to Satisfy the Requirements for B.A., B.S.E, and B.S.W. Degrees**

Students who wish to meet second language requirements by demonstrating proficiency should take either the CAPE test or the American Sign Language Proficiency test before enrolling in UALR language courses. These tests are also used to determine placement in the appropriate language courses.

The following students do not need to take the test before enrolling in a language course:

- Students who have already completed UALR second language courses.
- Students who have completed university-level courses for transfer credit in French, German, Spanish, or ASL.
- Students who have never studied French, German, Spanish, or ASL before and are enrolling in first semester courses in these languages.

*Courses in signing systems other than ASL such as manually coded English and conversational sign language will normally not apply. Contact the Department of Counseling, Adult and Rehabilitation Education (CARE) for more information.*

Second language course waivers may be granted to students with verified disabilities, after examination by a special committee. Students seeking such a waiver should contact the Associate Vice Chancellor for Academic Affairs at (501) 569-3204.

**French, German, or Spanish**

Students must take a computerized, multiple-choice test (the F-CAPE, the G-CAPE, or the S-CAPE) coordinated by the Office of Testing Services and Student Life Research.

To demonstrate proficiency in a language other than French, German, or Spanish, students should contact the Department of International and Second Language Studies, Stabler Hall 201 at (501) 569-3272.

**American Sign Language (ASL)**

Students must take a two-part test administered by the Department of Counseling, Adult, and Rehabilitation Education’s (CARE) interpreter education program. The first part of the test is a written multiple choice exam. The second part is an interview with program faculty conducted in American Sign Language. Results of both the written test and interview are shared with the student at the end of the interview. Students should contact the Department of CARE for an appointment.

**Placement and Credit Validation in Second Languages**

Students who have acquired language skills before enrolling at UALR may request a test to find the level at which to enroll. If the final grade in that course is B or greater, the student will be awarded credit for the prerequisites (up to 12 hours).

**English as a Second Language**

Students whose first language is not English may use the following core courses (9 credit hours) to satisfy the second language requirement:

- RHET 1311 Composition I
- RHET 1312 Composition II
- ENGL 2337 World Literature
- ENGL 2338 World Literature Themes
- PHIL 3230 Ethics and Society

**Post-Baccalaureate Students**

All students who have received a bachelor’s degree from a regionally accredited institution, including UALR graduates, and who wish to pursue an additional undergraduate degree or certificate at UALR are required to apply for undergraduate admission to the university by the published deadline. After all admission requirements have been met, these students will be admitted into Post-baccalaureate status. This policy also applies to International students who received an equivalent degree (as determined by UALR) from an institution outside the U.S. and who wish to pursue a 2nd undergraduate degree at UALR.
Course Eligibility Standards and Developmental Course Options

Test scores on the ACT, SAT, and COMPASS serve two purposes. The first as a criteria for admission and second for placement into appropriate courses.

Academic Literacy: RHET 0321

**REQUIRED** for students placing in:
- developmental reading only, OR
- both developmental reading AND writing, OR
- an ACT English score of 13 or less.

**MUST** enroll in RHET 0321 or take RPT

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 or less</td>
<td>ACT Reading</td>
</tr>
<tr>
<td>82 or less</td>
<td>Compass Reading</td>
</tr>
<tr>
<td>82 or less</td>
<td>EOC Compass Reading**</td>
</tr>
<tr>
<td>469 or less</td>
<td>SAT Critical Reading</td>
</tr>
<tr>
<td>13 or less</td>
<td>ACT English</td>
</tr>
<tr>
<td>38 or less</td>
<td>Compass Composition</td>
</tr>
<tr>
<td>359 or less</td>
<td>SAT Writing</td>
</tr>
</tbody>
</table>

EXEMPT from RHET 0321

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>19+</td>
<td>ACT Reading</td>
</tr>
<tr>
<td>83+</td>
<td>Compass Reading</td>
</tr>
<tr>
<td>83+</td>
<td>EOC Compass Reading**</td>
</tr>
<tr>
<td>470+</td>
<td>SAT Critical Reading</td>
</tr>
</tbody>
</table>

Composition Placement: RHET 0310 Composition Fundamentals Linked with RHET 1311

Composition I*

**MUST** enroll in RHET 0310 and 1311* or take CPT if
- any of the scores below are earned, AND
- the student is NOT required to complete Academic Literacy

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-18</td>
<td>ACT English</td>
</tr>
<tr>
<td>79 or less</td>
<td>Compass Composition</td>
</tr>
<tr>
<td>79 or less</td>
<td>EOC Compass Composition**</td>
</tr>
<tr>
<td>449 or less</td>
<td>SAT Writing</td>
</tr>
</tbody>
</table>

May enroll in RHET 1311

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>19+</td>
<td>ACT English</td>
</tr>
<tr>
<td>80+</td>
<td>Compass Composition</td>
</tr>
<tr>
<td>80+</td>
<td>EOC Compass Composition**</td>
</tr>
<tr>
<td>450+</td>
<td>SAT Writing</td>
</tr>
</tbody>
</table>

**Completed RHET 0321 (Academic Literacy)**

Math Placement

**MUST** enroll in MATH 0321

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 or less</td>
<td>ACT Math</td>
</tr>
<tr>
<td>44 or less</td>
<td>Compass Algebra</td>
</tr>
<tr>
<td>44 or less</td>
<td>EOC Compass Algebra**</td>
</tr>
<tr>
<td>499 or less</td>
<td>SAT Math</td>
</tr>
</tbody>
</table>

May enroll in MATH 1302, 1315, 1321, or take College Algebra MPT to attempt higher placement

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>21+</td>
<td>ACT Math</td>
</tr>
<tr>
<td>45+</td>
<td>Compass Algebra</td>
</tr>
<tr>
<td>45+</td>
<td>EOC Compass Algebra**</td>
</tr>
<tr>
<td>50+</td>
<td>Compass College Algebra</td>
</tr>
<tr>
<td>500+</td>
<td>SAT Math</td>
</tr>
</tbody>
</table>

May enroll in MATH 1303, MATH 1311, or MATH 1342

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>67+</td>
<td>Compass College Algebra</td>
</tr>
</tbody>
</table>

May enroll in MATH 1451

<table>
<thead>
<tr>
<th>Score</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>46+</td>
<td>Compass Trigonometry</td>
</tr>
</tbody>
</table>

**EOC (End of Course) scores reflect Compass tests administered as part of the legislative requirement for developmental courses. EOC scores are valid for credit bearing course placement.**
Regulations

Graduation
- These provisions apply to baccalaureate degrees.
  - Hours earned as credit by examination are counted as hours toward graduation but are not counted as hours in residence. See “Credit by Examination.”
  - A student may elect to graduate under the provisions of the UALR Undergraduate Catalog in effect during any semester in residence at UALR before qualifying for a degree. Students who interrupt their enrollment at UALR for more than five consecutive calendar years must use the catalog current at the time of readmission or later. A student transferring to UALR from regionally accredited four-year institutions, community colleges, or junior colleges with 13 or more hours of accepted credit may graduate under the provisions of a UALR Undergraduate Catalog in effect during any semester of the previous five years in which they were enrolled at the other institution. Note: At no time may a student follow the provisions of a UALR Undergraduate Catalog that is more than five years old at the time of the student’s entry into UALR.
  - A student enrolled at UALR who intends to enroll concurrently or as a transient student at another accredited institution should obtain advance approval.
*Academic majors and colleges may specify more restrictive requirements which supersede these regulations and are detailed in each department section of this catalog.

Commencement Participation
- A senior may participate in commencement exercises prior to the completion of all degree requirements if the student has achieved the following:
  - A cumulative 2.0 grade point on all work attempted at UALR.
  - A cumulative 2.0 Grade point in the academic major and in the academic minor.
  - No more than nine hours remaining to complete degree requirements.
  - Submitted a graduation application following prescribed procedures. See “graduation.”

Academic Policies

Academic Adjustment
- In compliance with federal regulations, it is the policy of UALR to respond to student requests for course accommodation, substitution, and other adjustments because of a documented disability on an individual basis and in a manner that does not result in discrimination. Where requests are complex and not easily handled through the regular course substitution procedures, an established committee will review the case and make a determination.

Students who wish to request academic adjustments because of a disability should consult the academic adjustment procedures, which are printed in the UALR Student Handbook, or contact Disability Resource Center at (501) 569-3143.

Academic Hours
- UALR students are encouraged to spend sufficient time outside of classes to master the subject content of their courses. Academic working hours include the time spent in classes as well as the time spent outside of classes on homework. The number of academic working hours can vary widely from student to student, depending on the preparation and ability of the student, the norms of different academic disciplines, and the expectations of individual faculty members. However, an average academic workload can be estimated from the general thumb rule that at least two hours of homework per hour of classes are necessary for an average student to master subject content with average ('C') grades.

Academic Offenses
- The most common offenses subject to grade penalty and/or disciplinary action are:
  - Cheating on an examination or quiz: To give or receive, to offer or solicit information on any quiz or examination including (a) copying from another student’s paper; (b) using prepared materials, notes, or texts other than those specifically permitted by the professor during an examination; (c) collaborating with another student during an examination; (d) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of an upcoming examination, or the use of such material; (e) substituting for another person during an examination or allowing such substitution for oneself; (f) bribing a person to obtain examination information.
  - Plagiarism: To adopt and reproduce as one’s own, to appropriate for one’s own use and incorporate in one’s own work without acknowledgment, the ideas of others or passages from their writings and works.
  - Collusion: To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
  - Duplication: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

The university has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent. Academic dishonesty cannot be condoned or tolerated in the University community. Such behavior is considered a student conduct violation and students found responsible of committing an academic offense on the campus, or in connection with an institution-related or sponsored activity, or while representing the university or academic department, will be disciplined by the university.

Academic Probation and Suspension
- Students will be placed on academic probation at the end of a term if their cumulative grade point average (GPA) drops below a 2.0 GPA. Students on academic probation are limited to a maximum of 13 credit hours each semester. Effective fall 2011, freshmen and sophomores with an academic standing of Academic Probation or Probation Continued are required to participate in a special program offered by the Academic Success Center beginning the next semester in which they are enrolled for at least one hour. International Freshmen and International Transfer Students on academic probation will report to the Office of International Student Services. Students under academic probation will report to the Academic Advisor or their coach in Athletics. Non-Degree Seeking Students are exempt from this requirement. A mechanism for waiving the requirement on a case-by-case basis for other students for whom physically reporting to the Academic Success Center is a practical impossibility—for example, students taking all online courses from a great distance from Little Rock—will be implemented.

Suspension (From UALR)
- Suspension occurs after the third successive semester of academic probation. Students who have finished their academic suspension are required to contact the Office of Records and Registration. These students will be placed on academic probation, limited to 13 credit hours per semester while on probation, and placed in a single semester probation status.
This status requires that the student achieve a current term GPA of 2.0 or greater each term until the student’s cumulative GPA is 2.0 or higher. Failure to achieve a term GPA of 2.0 or greater while in a single semester probationary status will result in academic suspension for two full semesters.

Students will remain in the program until their cumulative GPA rises above 2.0 or they are academically suspended (after three consecutive semesters on probation).

Program activities will be tailored to fit the needs of the individual student based on the outcome of the intake assessment and the student will be assigned to a mentor. A contract will be signed by the student and the mentor.

Students needing fewer than 18 credit hours for graduation may request an exemption for the credit hours restriction to their academic advisor or department chairperson. Denial of this request may be appealed to the dean of the college and the provost.

Students admitted with academic deficiencies will be limited to a maximum of 13 credit hours each semester. When a student achieves a current term and cumulative GPA of 2.0 the limitation in hours is removed. If the student fails to obtain the required current term or cumulative GPA then the student is placed on academic probation. Such students will not be subject to academic suspension until the end of the third semester unless they were admitted on a single semester contract basis. A student suspended from UALR who earns academic credit from another accredited college or university during the period of suspension may receive credit for the course at UALR when readmitted if the course is transferable.

Suspension (from an institution other than UALR)

A student under first academic suspension from an accredited college or university may be admitted to UALR and allowed to enroll in probationary status. The student may enroll for a maximum of 7 hours and must attain a cumulative GPA of at least 2.0. Failure to attain the minimum 2.0 GPA in the first semester will result in suspension from UALR.

Advanced Placement Program

Advanced Placement (AP) examinations are administered by selected secondary schools. Students who take AP exams should have official score reports sent directly to the UALR Office of Testing Services for evaluation. You may also contact the College Board at (888) 225-5427 to request scores be released to UALR; the school code for UALR is 6368. A list of AP course eligibility, exemption, or credit by score may be found on the Testing Services and Student Life Research website.

Attendance Requirements

Each faculty member has the prerogative of setting specific attendance requirements for classes. In some courses, active student participation is an integral part of the course, and the instructor may base a portion of the students’ grades on attendance and participation. In general, students are expected to attend class regularly. Students who miss class are responsible for finding out about the material covered, homework assignments, and any announcements or examinations.

On the 10th day of classes, students who have not attended in class will be administratively withdrawn by the instructor. Students may be administratively withdrawn from a class by the instructor for excessive absences during the semester.

Auditing a Course

A student who may enroll in a course, but not participate in the formal assignments of the class nor receive a grade or credit will be considered as auditing the course. Enrollment is entered on the student’s permanent record. Criteria to receive the audit grade may be set forth by the instructor of the course. Auditing is subject to the professor’s approval and the payment of the applicable fees. Auditors may not change their registration to credit after the deadline listed in the academic calendar, which is normally the end of the registration period.

Changes in Enrollment (Course Drop Dates)

A student can drop a course up to the 5th day of classes through the schedule change process. Dropping a course in this time period will not result in a record of the drop on the student’s transcript. From the 6th day through the 41st day of classes, a student wishing to drop a class obtains from the course instructor a signed acknowledgement of the drop and completes the course drop process by submitting the form, to the Office of Records and Registration. Courses cannot be dropped after the 41st day of classes. The cut-off dates in this paragraph refer to the day of classes in a 15-week semester (five days = one week). In shorter semesters the cut-off dates will be adjusted proportionately. See the “Academic Calendar” for course drop dates.

Clemency

Any undergraduate student who has previously attended UALR or its predecessor institutions (Little Rock Junior College or Little Rock University) and whose attendance at UALR or any institution of higher education has been interrupted for a period of at least two years may qualify to request academic clemency providing he or she meets all of the criteria specified below. Under this policy a student may apply to have grades and credits earned at UALR previous to the separation removed from his or her grade point average. Approval of a request for clemency requires the signature of the student’s advisor and the provost. After re-entering UALR following a separation of at least two years from any institution of higher education, a student may request academic clemency at the Office of Records and Registration.

Students may request clemency at the time of re-enrollment. The student shall specify the term(s) for which clemency is desired. The request will be forwarded, along with appropriate permanent record information, to the student’s advisor for approval. The advisor shall forward the request to the provost. Clemency shall cover all credits earned during the term(s) for which clemency is requested. A student who requests and receives academic clemency is ineligible to graduate with honors. The student’s complete record will remain on the transcript with the added notation of academic clemency received.

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 Undergraduate Catalog in effect at the time of re-enrollment.

Course Load and Enrollment Limits

UALR must define enrollment statuses by mandate of the U.S. Department of Education. These definitions are used to determine eligibility for financial aid and scholarships, and are used consistently throughout the campus:

- A full-time undergraduate student must be enrolled for a minimum of 12 credit hours a semester.
- A three-quarter-time undergraduate student must be enrolled in 9 to 11 hours a semester.
- A half-time undergraduate student must be enrolled in 6, 7, or 8 hours a semester.

Undergraduate summer semester enrollment hours include hours from all summer terms. The full-time, three-quarter, and half-time enrollments are the same as fall or spring semesters. Course load definitions for graduate students are different and can be found in the UALR Graduate Catalog.

A student may not enroll for more than 18 credit hours in a regular semester (Fall or Spring) or more than 7 credit hours in a five-week Summer term without prior permission of the person who approves his or her degree plan.
Courses Taken by UALR Students at Other Colleges and Universities

Students may choose to enroll at another regionally accredited academic institution while attending UALR. In order to assure that the credit for coursework to be taken elsewhere meets UALR degree program requirements, students should contact the Office of Transfer Support Services if the course is to count toward core requirements, and contact their major advisor if the course is to count toward major or minor requirements. This should be done prior to taking the coursework.

Credit by Examination

UALR offers students the opportunity to obtain credit through examination in certain courses. There are currently six sources of examination credit:

- Departmental Examination Program (DEP)
- College Level Examination Program (CLEP)
- Excelsior College Examinations (formerly Regents College and ACT-PEP)
- Advanced Placement Program (AP)
- Defense Activity for Non-Traditional Education Support (DANTES)
- International Baccalaureate (IB)

All tests conform to these general regulations:

- Students who successfully test out of a course shall receive credit hours for that course with a credit grade (CR) but no grade points.
- The examination shall be administered at least once per semester and in such a manner as to facilitate access by the student.

Departmental tests and CLEP subject examinations are administered at UALR. Excelsior College Examinations are computer-based tests administered at Pearson VUE Testing Centers. Any prospective, currently enrolled, or continuing student may take these tests.

Students who take CLEP, AP, DANTES, IB or Excelsior College Examinations should have official score reports sent directly to the UALR Office of Testing Services for evaluation. Credit obtained through examination is recorded as approved hours on the student’s official, permanent record without grade or grade points.

Additional information may be obtained from Testing Services by calling (501) 569-3198 or at the website (ualr.edu/testing).

Developmental Courses

If a student does not meet the minimum score for eligibility in math, composition, and/or reading, that student must be enrolled in a developmental course to gain the skills necessary to be successful in those classes. The developmental courses at UALR are MATH 0321 Pre-Core Mathematics I, RHET 0310 Composition Fundamentals, and RHET 0321 Academic Literacy. UALR’s admission policy requires that all developmental courses be completed during a student’s first 42 hours of course work.

Students may not take any developmental course at UALR more than twice. A student is considered to have taken a developmental course if he or she receives a grade of NC or W for the course. Students who have failed to pass a particular developmental course twice should speak to their advisors or the department offering the course to explore other options for covering the material. A student is not considered to have taken a developmental course if he or she has been granted academic clemency since that time.

Developmental Courses and GPA

Grades from developmental courses will not be computed into a student’s official grade point average (GPA). Credit hours earned from developmental courses do not count towards the minimum required for the student’s degree.

Final Examinations

Final examinations must be taken at the time scheduled. Makeup examinations may be given to students who, because of unforeseeable circumstances involving illness, accident, or serious family emergency, were unable to take the regular examination. Such exams will be given only on the approval of the instructor and the department chairperson.

Grade Changes

All grade changes must be approved by the department chairperson under whose jurisdiction the course was taught. Forms for securing that approval are available in the departmental offices. Grades cannot be changed after a student graduates from UALR.

A final course grade may not be changed on the basis of a second final examination or additional course work undertaken or completed after a student’s final course grade has been reported by the instructor to the Office of Records and Registration.

Students at UALR have the right to appeal any grade that they feel was undeserved. The formal process through which a student can appeal a decision on a final grade is described in detail in the “Grade Appeals” section of the UALR Student Handbook, which is available in the Office of Educational and Student Services, Dean of Students, website.

Grades and Grading System

Grade reports are made available on-line to each student at the end of each semester in residence by accessing BOSS. If written confirmation is needed, contact the Office of Records and Registration.

<table>
<thead>
<tr>
<th>Permanent letter grades</th>
<th>Point Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Superior work</td>
<td>4</td>
</tr>
<tr>
<td>B – Good work, above average</td>
<td>3</td>
</tr>
<tr>
<td>C – Average work</td>
<td>2</td>
</tr>
<tr>
<td>D – Passing work, below average</td>
<td>1</td>
</tr>
<tr>
<td>F – Failing work</td>
<td>0</td>
</tr>
<tr>
<td>I – Incomplete</td>
<td></td>
</tr>
<tr>
<td>CR – Credit</td>
<td></td>
</tr>
<tr>
<td>NC – No credit</td>
<td></td>
</tr>
<tr>
<td>IP – In progress (Graduate Only)</td>
<td></td>
</tr>
</tbody>
</table>

Administrative Symbols:

- AU-Audit
- MG-Missing Grade
- W- Withdrawal

Students may take one course each semester on a CR/NC basis with instructor approval arranged at the time of registration. The selection of courses is limited to electives. Courses in which a department requires CR/NC grading are not included in this limitation.

The designation “I,” or incomplete, is appropriate where the instructor deems that circumstances beyond the student’s control prevented timely completion of course requirements. The designation normally is given by the instructor only after consultation with the student and after the student has been informed in writing; additionally, a copy of the written notice is filed with the department chairperson regarding work to be completed and the completion date.

The work must be completed and the “I” converted by the instructor to the appropriate grade within 90 days for undergraduate courses and within one year for graduate courses from the time the “I” was recorded. Failure to do so will result in the “I” being administratively changed to an “F.”

A request to extend the deadline to complete an “I” must be completed by the instructor and forwarded to the Office of Records and Registration prior to the 90-day expiration date. The request must include a specific date by which all course work will be completed.
Graduation

Students must apply for fall, spring, or summer terms to be considered for graduation for that term. Refer to the Office of Records and Registration website for exact dates. If the student does not meet the original expected term graduation date, he or she must reapply.

To be included in the Fall or Spring Commencement Program, all fall or spring applicants must submit their application online. The application for graduation is completed by going to the secure portion of BOSS.

- Go to BOSS and log in.
- Once you log in select “Student Services” and select “Student Request Menu” to complete the online application.

Program printing deadlines will not enable the University to include the names of students submitting applications after the deadline. Please refer to BOSS for more information.

Students pursuing a double major must submit two graduation applications.

Graduation Term

In order to be awarded a degree in the term of graduation, a student must complete all requirements and obligations no later than the date grades are due as listed in the “Academic Calendar” section of this catalog. This includes but is not limited to grades of I, MG, and IP.

Students failing to meet this deadline must reapply for graduation and will be awarded their UALR degree the following term, provided all requirements have been met. Note: Undergraduate students are not charged a graduation fee.

In order to be awarded a degree in the term of graduation, a student must complete all requirements and obligations no later than the date grades are due as listed in the “Academic Calendar” section of this catalog. This includes but is not limited to grades of I, MG, and IP. Students failing to meet this deadline must reapply for graduation and will be awarded their UALR degree the following term, provided all requirements have been met.

Honors

Chancellor’s and Dean’s List

Names of students whose academic performances have been superior are recorded on the Chancellor’s and the Dean’s Lists. This recognition is also noted on the student’s grade report and on official transcripts. This status will be granted at the end of each semester in which the following qualifications have been met:

Chancellor’s List

- At least nine hours for credit with a grade of A, B, C, or CR
- At least a 3.9 grade point average for the semester
- No D, F, I, or NC grades on the semester grade report

Dean’s List

- At least nine hours for credit with a grade of A, B, C, or CR
- At least a 3.5 grade point average for the semester
- No D, F, I, or NC grades on the semester grade report

Departmental Honors

Several departments at UALR offer honors programs to exceptional students. Admission to an honors program is generally tied to the student’s grade point average and year standing and may require nomination by a faculty member. Such programs are distinct from graduation with honors; in addition to meeting and maintaining a certain grade point average, qualifying students take a special curriculum in the major. Requirements may include advanced study, seminars, or a research project and presentation. Departmental honors are posted on the student’s academic transcript at graduation. Contact individual departments for more information.

Graduation Honors

Graduation honors are calculated on all academic work including all UALR credit courses, all repeated courses and all work completed at all other institutions, whether accepted as transfer credit at UALR or not.

The bachelor’s degree with honors will be conferred upon candidates who graduate and earn a minimum cumulative grade point on all courses taken (both transfer courses and credit courses at UALR) as follows:

- Summa cum laude: minimum grade point average of 3.90
- Magna cum laude: minimum grade point average of 3.70
- Cum laude: minimum grade point average of 3.50

A minimum of 30 hours in residence at UALR is required to qualify for a degree with honors. A student qualifies for honors based on the grade point average on all hours, including repeated courses at UALR and including transfer hours whether or not accepted for credit.

All academic work, including transfer courses and repeated courses, is included in the final calculation for honors. Some courses from institutions outside of the U.S. are calculated in the admissions process on a pass/not pass basis. In order for a student to be considered for honors, all credentials from institutions outside of the U.S. must be evaluated to determine an A, B, or C equivalency.

The associate degree with honors will be conferred upon candidates who at graduation have earned a minimum cumulative grade point on all college work (both transfer and residence credit) of 3.70. The recipient must have met all requirements for graduation with an associate degree and must not have completed more than 83 credit hours. A UALR student can be awarded graduation honors only once. Students who graduate from another college or university and pursue a second undergraduate degree at UALR are not eligible for honors. University and departmental honors (but not awards) may be posted on the academic transcript.

Repeated Courses

If an undergraduate student repeats a course for credit, only the last grade will be computed into the cumulative grade point average. (The earlier grade will remain on the transcript with an “E” indicating exclusion from the grade point average.)

If there have been any changes in course numbers or titles, the student must first obtain the approval of the chairperson of the department offering the course to be assured it is an identical course.

All grades for repeated courses are included in calculations for graduation honors. Once a degree has been awarded, repeated courses will not be accepted.

Student Classifications

Level

- Freshman: a student who has satisfactorily completed fewer than 30 credit hours.
- Sophomore: a student who has satisfactorily completed at least 30 credit hours and fewer than 60 credit hours.
- Junior: a student who has satisfactorily completed at least 60 credit hours and fewer than 90 credit hours.
- Senior: a student who has satisfactorily completed at least 90 credit hours.

Status

- Regular: a student who is admitted as a degree candidate.
- Temporary: a student who is admitted as non-degree seeking. See “Admissions” page for additional classifications.
- Transient: a student who is admitted for one semester or summer and who is in good standing at his or her primary institution.
- Post-baccalaureate: a student who has already earned a baccalaureate degree and is enrolled in undergraduate work for credit.
**Student Email**

Student email accounts are created within 24 hours of class registration and are an official means of communication between the University and the student. Important University-related information will be sent to individual email accounts. Students are responsible for regularly reading email messages. Types of communication include but are not limited to: financial aid information, inclement weather closings, e-bills and payment deadlines, registration information, and library notices. The UALR email system can be accessed through your MyUALR portal or at my.ualr.edu/.

**Transcripts**

Transcript requests require three days of processing regardless of how you submit your request.

You can submit a signed transcript request in one of the following ways:

1. **Online**:
   - Log into your BOSS account
   - Read through the Important Dates page and click the Click here to continue… link
   - Select Student Services
   - Select Student Records
   - Select Request an Official Academic Transcript
   - Follow the onscreen instructions to order your transcript. You cannot request that a transcript be held until a degree is awarded using this method.

2. **By mail**:
   - University of Arkansas at Little Rock
   - Attn: Office of Records and Registration
   - 2801 South University Avenue
   - Little Rock, AR 72204-1099
   - By fax: (501) 569-8168
   - By email: records@ualr.edu
   - (Form must be signed and attached to email)

3. **In person** by visiting Student Services Center 218