

ACADEMIC POLICIES

Student Classification

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours are classified as freshmen; students with 30+ hours are classified as sophomores; students that have previously completed an Associates degree and continue to enroll at ASU-Beebe will be classified as "unclassified".

Registration

Courses are offered in fall, spring, 8-week, intersession, and summer sessions. Registration dates and times are published at <http://www.asub.edu>. Registration will be permitted only at scheduled times. Most registration is done through Campus Connect on the website.

Student Academic Load

The maximum academic load shall not exceed eighteen hours per semester in fall or spring, seven hours for a summer term, or nine hours for an eight-week term, without recommendation of the advisor and special approval tion o he nd1533 To

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

1. The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the student must have completed at least sixty percent of the academic semester. Each instructor may set a higher completion level requirement for his/her individual course.
3. At the time of the incomplete request, the student must have a grade of "C" or better in the course.
4. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
5. The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

A student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Request to Complete Course" form outlining specific work required for course completion and expected date of completion. Incomplete status is not granted until the appropriate division chair and the Vice Chancellor for Academic Affairs approve.

Students must complete all required work by the end of the following fall or spring term. Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student's transcript. The one term completion requirement is a maximum time period; instructors may require a shorter time period for satisfactory completion of the course.

Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.

Auditing Courses

Students are permitted to audit courses at Arkansas State University-Beebe. Audit students will pay the regular fee as indicated under the section on Fees and Expenses. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term. Students have until the published deadline each term to declare audit for a course. For the exact audit declaration date, please refer to the current university calendar.

Auditing students are expected to meet all requirements for a course (including attendance) other than taking examinations and completing formal written papers. Students not completing these requirements may be dropped from the course with a "W" at the discretion of the instructor. The names of those persons registered to audit a course will appear on the class roster, and at the end of the grading period the instructor will determine whether the audit designation should be entered on the student's permanent record or whether a "W" should be entered instead.

Some restrictions may apply.

Attendance Policy

Arkansas State University-Beebe has a class attendance policy which requires each student to meet a prescribed number of classes during each course. Failure to do so may affect grades and may result in the student being dropped from the class with a failing grade recorded immediately. This policy is explained in detail in the current student handbook and should be explained in each course syllabus.

Once a student has registered for courses at ASU-Beebe, failure to attend class does not constitute withdrawal. Students must follow the proper procedures for withdrawing from the semester.

Grading System

Letter grades are used to indicate the following qualities:

- A = Excellent
- B = Good
- C = Average
- D = Below Average
- F = Failure
- I = Incomplete

W = Withdrawn
AU= Audit
S = Satisfactory
U = Unsatisfactory

Midterm and final grades are made available to students through Campus Connect each semester.

Grade Points and Grade Point Averages

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average. Intermediate algebra is the only developmental education class that is counted in grade point average calculations because it is a requirement for some AAS degrees. Grades in all other developmental classes are not counted in computing the grade point average. To check your grade point average, check your unofficial transcript on Campus Connect.

Repetition of Courses

Students may repeat up to 18 credit hours and have only the last grade earned count in computing the cumulative grade point average, although all grades will remain on the permanent record. If the student wishes to count the first grade, he/she may appeal to the Admissions and Credits Committee. Credit hours may be applied only once toward graduation requirements.

The "Repetition of Courses" policy applies only to coursework repeated at the institution where the course was initially taken or to coursework taken last at ASU-Beebe. The maximum number of 18 semester hours will include coursework repeated at all accredited institutions.

Developmental courses are not included in this policy.

Academic Distinction

Academic achievement is recognized in the following ways at Arkansas State University-Beebe:

1. A Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA with at least 15 credit hours each semester. (Students on the Chancellor's List are eligible to participate in the Honors program the following semester.)
2. An Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 15 credit hours each semester with a GPA of 3.5 to 3.99.
3. Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receive a scholastic achievement certificate from the University.
4. At Spring Commencement, two sophomores from each division are honored for academic leadership and achievement. Also, the Outstanding Citizenship Award is presented to a sophomore male and to a sophomore female student on the basis of outstanding citizenship.
5. Students in the Honors Program who complete all requirements will have "Graduate of the Arkansas State University-Beebe Honors Program" on their transcripts.
6. Graduates with a 3.75 or better GPA will be recognized at commencement.

Academic Clemency

Academic clemency is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a prolonged separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions. Students must apply for clemency before the first day of classes of the semester they are re-entering.

In addition to the loss of grades and credits, students also forfeit the use of previous placement scores and prerequisites already completed.

Requirements to be satisfied by a student prior to requesting academic clemency are as follows:

1. Separation from all academic institutions for at least three years and then,
2. Formal application filed with the University Registrar.

Upon approval by the University Registrar, the student will be granted academic clemency. The student's permanent record will remain a record of all work; however, the student will forfeit the use (for degree purposes at Arkansas State University-Beebe) of any college or university credit earned prior to the three years separation indicated above. The date of the clemency will coincide with the date of re-entry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted - (date of fresh start)."

Academic Probation and Suspension

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. The student will be removed from academic probation at the close of any enrollment period for which the student's cumulative grade point average is 2.00 or above.

A student will be suspended for poor scholarship when:

1. The student has attempted 30 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.25.
2. The student has attempted 45 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.45.
3. The student has attempted 60 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.65.

A student who has been suspended for poor scholarship may be readmitted after an absence of one academic semester. The student may petition for immediate readmission by:

1. Obtaining a petition form and a current transcript from the Registrar's Office.
2. Submitting the completed petition and the transcript to the Admissions and Credits Committee. Students may be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Transfer students that are in suspension status from their previous institution are subject to ASU-Beebe's academic suspension policy.

Academic Integrity

Cheating in any form—may result in the student being dropped from the class with an "F" and/or being suspended from the University. This includes, but is not limited to plagiarism, turning in assignments prepared by others, or unauthorized possession of exams. Students who feel they have been unfairly accused of cheating may appeal to the Division Chair and the Vice Chancellor for Academic Affairs. At the discretion of the Vice Chancellor, a description of the incident may be placed in the student's file in the Registrar's Office. Violators may be reported to the Vice Chancellor for Student Services for possible disciplinary action.

Arkansas Assessment of General Education (AAGE)

All students seeking the Associate of Arts degree or the Associate of Science degree are required to take the Arkansas Assessment of General Education (AAGE) upon completion of forty-five (45) hours of work (not counting developmental courses). Information and schedules for this test are available in the Office of Academic Affairs and will be publicized in advance of each testing session. Failure to take this test may delay students' further registration or their transfer to another state institution.

Application for Graduation

Students requesting consideration for graduation must complete an Application for Graduation prior to the published deadline for each semester or term. Applications are available at http://www.asub.edu/academic_programs/support/university_records_and_research/ or in the Office of the Registrar.

In certain situations the advisor or Division Chair may allow a substitution for a program requirement. The University Registrar must be informed of this request prior to conferring the student's degree or certificate. Final approval of substitutions rests with the Vice Chancellor for Academic Affairs.

The appropriate degree or certificate will be conferred once all academic requirements have been met and all obligations to the University have been completed. **There is no charge for applying for graduation.**

Graduation Requirements

Graduation requirements for students seeking a degree or certificate include:

1. Successful completion of all program requirements with a minimum cumulative grade point average of 2.00.
2. A student must complete a minimum of 15 semester credit hours in residency.
3. Satisfaction of all financial obligations to the University.

If continuously enrolled, students may graduate under the ASU-Beebe catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment. Students who have been out of school no more than five years and can finish their program with no more than twelve hours may continue under the catalog under which they originally entered.

Requesting an Official Transcript

Official transcript requests must be made by the student in person, in writing, or electronically via Campus Connect. Transcripts are provided free of charge unless ten or more are ordered at one time. A charge of \$1.00 each is required when ten or more transcripts are requested. Transcripts will not be issued if the student has past due financial obligations to the University. For more information about obtaining an official transcript, visit http://www.asub.edu/academic_programs/support/university_records_and_research/ Unofficial transcripts may be viewed and printed on Campus Connect.