

# University of Central Arkansas



UNIVERSITY OF  
**CENTRAL**  
**ARKANSAS**

Administrative Guide  
Concurrent Enrollment

Fall 2020-Spring 2021

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## Welcome to UCA Concurrent Enrollment Program

### CEP Mission Statement

Our mission at the University of Central Arkansas Concurrent Enrollment program is to provide a challenging college-level experience for high school students who have demonstrated their readiness for post-secondary academic work. By expanding educational access to all individuals who meet academic requirements, UCA intends to raise the educational bar in Central Arkansas.

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### CEP Description

Concurrent Enrollment is a cooperative program between participating high schools and the University of Central Arkansas through which high school students may enroll in college level courses prior to graduation. Through Concurrent Enrollment approved high school teachers teach University of Central Arkansas' courses during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as regular University of Central Arkansas courses. The policies and procedures that follow have been established and adopted to ensure consistent quality throughout the program.

All UCA courses offered through Concurrent Enrollment are regular offerings in the departments and colleges of the University of Central Arkansas, and are courses that may be taken by UCA students during their first or second year at the University. University faculty and Concurrent Enrollment administrators work directly with the high schools to ensure that the UCA courses taught in participating schools maintain collegiate standards. Students who register for and successfully complete UCA courses offered through Concurrent Enrollment earn UCA course credit, verified by official University of Central Arkansas transcripts. High school faculty who teach UCA courses must meet the same academic requirements for instructors in the academic departments whose courses they teach. An instructor of a concurrent enrollment course shall have no less than a master's degree that includes at least eighteen (18) hours of completed course work in the subject area of the concurrent enrollment course. The instructor's credentials shall be approved by the academic unit or chief academic officer of the institution of higher education offering the concurrent enrollment course and shall include the relevant credentials and experience necessary to teach from the syllabus approved by the institution of higher education granting the course credit.

### National Alliance of Concurrent Enrollment Partnerships (NACEP)

The University of Central Arkansas is an accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP) and operates in accordance with NACEP Standards. UCA's Concurrent Enrollment Program was accredited in 2012. We are committed to having a quality program that continues to meet all of NACEP Standards.

The National Alliance of Concurrent Enrollment Partnerships is a professional organization for high schools and colleges that advances seamless education through secondary and post-secondary collaborations. NACEP defines concurrent enrollment as Trans-scripted college classes taught by trained high school

teachers for both high school and college credit, at their high school, during the regular school day. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP fosters student success and achievement by supporting standards of excellence that promote program and professional development, accreditation, research and advocacy. NACEP standards are measurable criteria that address quality in concurrent enrollment programs in the areas of curriculum, faculty, student, assessment and program evaluation. The standards promote the implementation of policies and practices to ensure that:

- College courses offered in the high school are of the same quality and rigor as the courses offered on-campus at the sponsoring college or university;
- Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses;
- Instructors teaching college courses through the concurrent enrollment program meet the academic requirements for faculty and instructors teaching in the sponsoring postsecondary institution and are provided discipline-specific professional development; and
- Concurrent enrollment programs display greater accountability through required impact studies, student surveys, and course and program evaluations.

## **Notice of Non-Discrimination**

The University of Central Arkansas, in making decisions regarding employment, student admission, and other functions and operations, adheres to a policy of nondiscrimination and complies with federal regulations and requirements as set forth in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title IV of the 1992 Amendments to the Higher Education Reauthorization Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Vietnam Era Veterans' Readjustment Assistance Act. Persons having questions or seeking information regarding the university's compliance with and implementation of the regulations and requirements should contact:

### **Affirmative Action/Equal Employment Officer**

University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035  
(501) 450-3170

### **Director of Disability Support Services**

Student Health Suite 212  
UCA PO Box 5145  
Conway, AR 72035  
(501) 450-3613

### **Director of Human Resources**

University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035  
(501) 450-3181

### **Warren Readnour**

General Counsel/Compliance Officer  
201 Donaghey, Wingo Hall, Suite #205  
Conway, AR 72035  
(501) 450-5007

## **Code of Conduct**

### **Academic Integrity Policy**

#### **UCA Board of Trustees Policy 709, adopted February 2010**

### **A. Academic Integrity**

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

## B. Academic Misconduct

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the *Random House Webster's Unabridged Dictionary*, 1999 ed.):

- *Cheating*: to cheat is, in an academic context, “to take an examination or test in a dishonest way, as by improper access to answers.” Cheating may also occur in the context of other academic assignments.
- *Plagiarism*: “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” This concept may apply to any kind of intellectual property.
- *Fabrication*: to fabricate is, in this context, “to fake; forge (a document, signature, etc.).” Fabrication is commonly associated with the falsified research findings.

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious.

**Appeals Process:** A student may appeal the charge of academic misconduct and any sanctions or actions taken by the instructor through the procedures, beginning at the department level and proceeding to the university level if necessary.

To view the entire Academic Appeals Process please see the UCA student handbook at the following link:

<http://uca.edu/student/files/2015/08/Student-Handbook-2015-2016.pdf>

Below is the link for UCA's Academic Appeals Process Petition:

<http://uca.edu/registrar/files/2014/11/ACADEMIC-ADJUSTMENTS-AND-APPEALS-COMMITTEE-PETITION.pdf>

## FERPA—Record Disclosure

In general, the University does not disclose personally identifiable information contained in a student's education records unless the student provides written permission for disclosure. FERPA does permit the University, however, to disclose personally identifying information from a student's education records without the student's consent to the following parties:

1. To university officials who have legitimate educational interests. A university official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
2. To other college or university officials of another school in which a student seeks or intends to enroll.
3. To certain governmental officials in order to carry out lawful functions.
4. To appropriate parties in connection with financial aid to the student.
5. To organizations conducting studies concerning predictive tests, student aid programs, and improving instruction.
6. To accrediting organizations
7. To parents of dependent students.

8. To parents of entering freshmen under the age of 21 who violate the university's alcohol or drug policies. (Non-academic information.)
9. To individuals who obtain lawful court orders or subpoenas.
10. To appropriate persons when necessary to protect the health or safety of students or other persons.
11. To State or local authorities to whom disclosure was required by state laws adopted before and after November 19, 1974 in very limited circumstances. Questions concerning the requirements of FERPA should be directed to the university's legal counsel in the President's Office or to the registrar.

## **Sexual Harassment**

Sexual misconduct, including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, by any faculty member, staff member, student, or a third party who is a participant in a university-sponsored program, event, or activity, is a violation of both state and federal law as well as university policy and will not be tolerated at the University of Central Arkansas. Further, the University of Central Arkansas is committed to providing ongoing sexual misconduct primary prevention, awareness, and risk reduction programs and training for the entire UCA community. Sexual misconduct of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. This policy seeks to comply with requirements mandated by the Violence Against Women Reauthorization Act of 2013. The university considers sexual misconduct a very serious issue and shall subject the offender to dismissal and/or other sanctions following the university's investigation and substantiation of the complaint and compliance with due process requirements.

## **Protection of Minors on Campus**

The University of Central Arkansas is strongly committed to maintaining a safe and secure environment for minors (those persons under the age 18). For purposes of this policy, the term "minor" and "children" are used synonymously. This policy sets forth the process to follow in order to protect minors on campus or participating in university-related programs, and to comply with all applicable laws and university policies.

**1. Reporting Suspected Child Maltreatment** Any university employee or volunteer who reasonably suspects or observes child maltreatment should immediately report the following (in the case of a mandated reporter, the following must be reported immediately):

a. Report, as required by Arkansas law, the suspected maltreatment to the Arkansas Child Abuse Hotline at 1-800-482-5964. This hotline is toll-free and is staffed 24 hours per day. (In a non-emergency situation only, report form available at: [http://www.arkansas.gov/reportARchildabuse/report\\_child\\_abuse.html](http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html) may be faxed to 501-618-8952.)

b. Report the suspected maltreatment to the University of Central Arkansas Police Department at 911 or 501-450-3111. This must occur immediately after the hotline report is made. After receiving a report of suspected maltreatment, UCAPD shall promptly coordinate an appropriate response with state officials and local law enforcement. In addition, UCAPD shall notify the appropriate vice president regarding any program, location, or employee involved in the allegations.

Immediate action is necessary in order to protect children present on the University of Central Arkansas campus or participating in university-related programs and is required by law for mandated reporters. Arkansas law prohibits any person from prohibiting or requiring prior permission for any mandated reporter to make a report of suspected maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to civil or criminal liability for making the report. In addition, the university prohibits retaliation against any person who makes a good-faith report of child maltreatment. Policy 418 Protection of Minors on Campus Page 1 of 3 Appendix A to this policy provides information regarding who is a mandated reporter and defines child maltreatment. A mandated reporter who fails to

report child maltreatment may be subject to civil or criminal consequences. Questions regarding mandatory reporting obligations should be directed to the Office of General Counsel.

**2. Background Checks** The University of Central Arkansas requires background checks on persons who are assigned certain job duties. All departments with programs or personnel involving care or supervision of minors must review and ascertain whether the department has identified all positions (including part-time and student worker positions) that must be subjected to criminal background checks (including sex offender checks) as part of the hiring process. Questions regarding background checks should be directed to the Office of Human Resources.

**3. Camps and Other Programs, Activities or Locations Involving Minors** Numerous university departments may operate, host programs, or permit third parties to use university facilities involving minors, such as camps. All campus departments should carefully review all operated or hosted programs that include participation by minors or locations that are frequented by minors, to determine whether additional training or protocols may be needed to help prevent child abuse. For example, departments that operate camps or similar on-campus programs should consider whether further training on the prevention of child sexual abuse or additional policies governing staffing patterns and interactions between minors and adults is needed. Departments should prohibit or strictly limit staff from being alone with children, especially in a place that is isolated or not easily visible to others. Departments that operate facilities or locations frequented by children, and where inappropriate actions could occur, should consider whether additional policies or measures are needed. Campus departments that host camps operated by non-university entities should require that contracts with such entities may address such elements as criminal background checks, staffing patterns, training and insurance/liability.

## **Students with Disabilities**

Students with disabilities may be eligible for services and reasonable accommodations at the University of Central Arkansas. In order to request services, students must: Visit Disability Support Services or call (501) 450-3613 and schedule an appointment with a DSS staff member. Complete an application and appropriate release forms. Meet with a DSS counselor for an intake interview. Submit official documentation.

Eligibility is determined based on the information provided in the medical or psychological documentation. DSS counselors will review the documentation to determine if the student meets DSS eligibility criteria. For the purposes of higher education, the Americans with Disabilities Act defines a disability as a significant impairment of one or more major life activities. Major life activities include, but are not limited to: caring for oneself, eating, performing manual tasks, walking, running, seeing, depth perception, hearing, speaking, breathing, digesting, sleeping, moving, learning, and reading.

## **University of Central Arkansas Concurrent Enrollment: Academic Guidelines**

University of Central Arkansas academic guidelines for concurrent enrollment detailed in this document have been developed in the context of—and are intended to be consistent with—guidelines adopted by the Arkansas High Education Coordinating Board (AHECB) and the standards promoted by the National Alliance of Concurrent Enrollment Partnerships (NACEP), of which UCA became a member in 2012.

While differences exist among academic disciplines, consistent policy and practice will be applied so far as possible across all UCA departments offering concurrent enrollment courses.

### **I. Timeframe for Approval of Concurrent Courses and Instructors:**

Planning, approvals, and scheduling for concurrent courses should be completed four months before the course commences.

### **II. Instructor Qualifications and Approval**

#### **A. Qualifications and Resources**

The instructor of record should meet the same minimum qualifications as an instructor at UCA. The instructor will hold at least a Master's degree that includes at least eighteen (18) hours of completed course work in the subject area of the endorsed concurrent enrollment course.

Additional qualifications may be stipulated by departments offering courses; these additional stipulations will be specified before partner schools propose instructors for proposed courses.

Courses cannot be approved without simultaneous approval of an instructor meeting university and department qualifications.

If multiple concurrent course sections are offered by a department—and particularly if those sections are offered in more than one school—the university will, upon recommendation of the department affected, hire a course coordinator for those courses. A course coordinator's compensation will be paid by the Registrar's Office with non-departmental funds or by the department with additional funds transferred to the department's budget (i.e., not with existing department funds). Other support for affected departments may be proposed by such departments (e.g., reassigned time for faculty members) with replacement costs underwritten by the university (i.e., not by existing department funds).

#### **B. Information Needed for Instructor Approval**

Undergraduate transcripts, graduate transcripts, and updated Curriculum Vitae are required for review by departments requested to grant concurrent credit. Other information may be requested by the reviewing department.

All questions about instructor eligibility/qualifications will be referred to the appropriate department chair.

### **III. Course Selection, Design, and Approval**

Every UCA-sanctioned concurrent offering must receive written departmental approval of both the instructor and the course before the course is promised or scheduled.

## **A. Course Identification and Coverage**

Departments will identify courses appropriate for inclusion in the university's concurrent enrollment initiative. Each high school requesting concurrent credit must request a specific UCA course.

High schools requesting a course will be supplied with a current syllabus for the comparable UCA course and with additional course-, program-, or discipline-specific requirements, if any, as stipulated by the department in which a course is housed. From this information, high schools will develop a syllabus that incorporates the required course content and objectives into the high school course curriculum.

Concurrent course proposals will be reviewed by the UCA department upon receipt of an appropriate syllabus and other course material from the requesting high school. These materials must include at least the following information, as relevant: lecture/lab schedule, course objectives, topical coverage, textbook/lab book titles and editions, assessment methods, and grading scale.

Syllabi for any course included in UCA's general education core will explicitly indicate how the course meets the university's general education objectives for the area the course is intended to satisfy. UCA's general education requirements are listed in the Undergraduate Bulletin: <http://uca.edu/ubulletin/>.

Additional information such as examples of examinations and other assignments may also be requested by the reviewing department. All questions about course approval will be referred to the appropriate department chair.

## **B. Course Prerequisites**

As a general rule, courses with college-level prerequisites will not be approved for concurrent credit. Departments may allow exceptions, but these exceptions may be made only after receiving an endorsement of the exception by an appropriate departmental committee (e.g., curriculum, general education) and with the explicit approval of the department chair and the college dean. Written justification must accompany such approvals.

In the event of such exceptions, it is the responsibility of the school/school district to verify students' satisfaction of prerequisite requirements before enrollment in the course.

## **C. Timely Review**

University of Central Arkansas' approval process of high school-based concurrent courses and their instructors will occur in a timely manner.

Within ten business days of receiving a fully documented proposal, the academic department should complete its review of the course and instructor proposal and submit to the Registrar's Office a brief written response.

## **IV. Student Qualifications and Performance**

The university adheres to the enrollment requirements set by the Higher Education Coordinating Board.

In addition, the university requires a high school GPA of 3.0 and junior or senior standing. (Sophomores may be admitted through special permission and principal recommendation.) The university retains the right to add additional criteria to the state's minimum standards.

Students enrolled in high school-based concurrent courses will be accountable for their performance as measured by the grade earned in what UCA has affirmed is a course substantially comparable to an on-campus course.

Any grade earned in a UCA concurrent-credit course will be recorded on the student's UCA transcript unless the student withdraws from the course by the date specified by the University Registrar. This date will be analogous to that specified in UCA's academic calendar but will be calculated based on the high school calendar.

## **V. Accountability and Renewal of CE Partnerships**

Departments will provide high school instructors with training and orientation in course curriculum, assessment criteria, and course philosophy.

Student learning outcomes will be assessed according to the standards specified by individual departments. If an on-campus course uses a common final examination or other common assessment across all sections, then concurrent-enrollment sections of this course will be required to use the common final examination or other common assessment. If an on-campus course does not use a common examination or other common assessment on campus, concurrent-enrollment sections of these courses will not be required to do so. Departments offering courses in which no common assessment is required on campus will specify how outcomes in high school-based concurrent courses will be measured to ensure comparability with on-campus sections of the same courses.

High school instructors will engage in professional development activities including but not limited to attending workshops and seminars, collaborating with post-secondary faculty, participating in site visits, and maintaining ongoing communication with university faculty and administrators. In its guidelines for course delivery, a department may outline curricular initiatives, assessment programs, and/or other professional development activities in which high school instructors must participate. The department may withdraw approval of any instructor who fails to participate in such activities.

To assist UCA department chairs in their oversight responsibilities, students enrolled in high school-based concurrent enrollment courses will be asked to complete an instructor evaluation toward the end of the semester. The results of this evaluation will be provided to the instructor and the chair.

The Office of the Provost will oversee an annual review of the concurrent enrollment program at UCA and submit a written report to the Faculty Senate by August 1st of each year.

## **VI. General Guidelines for Concurrent Credit**

A school/school district may require, for AP courses, that concurrent credit be validated by an AP exam score. If UCA credit is to be validated by an AP score in a course for which UCA currently grants AP credit, the required score must be the same score currently used in UCA's AP credit policy. It is UCA's wish to complement—not to undermine—AP programs developed by its high school partners.

If college credit is based on a combination of the grade in the course and an AP score, the same general policy applies, with this difference: if the student passes the course but fails to achieve the necessary AP score for college credit, NC (no credit) will be recorded as the grade in the course.

Additional stipulations may be requested by schools/school districts as long as they do not violate this policy.

## **Instructor and Course Approval Sequence**

New high schools wishing to participate in Concurrent Enrollment Program must submit a letter to the office of the UCA Provost: 201 Donaghey, Conway, AR 72035 indicating their desire to enter partnership with UCA. The letter should contain information on courses they wish to offer and the number of students expected to enroll. UCA administration will review the request and when a decision has been made the school will be informed. If approved the school will fill out the request for teacher/course form and submit it

to the CEP Coordinator. The following is the process for course and teacher approval. It is important to remember that a course is not approved without the teacher being approved.

*Notes: (1) Before these steps begin, UCA departments ordinarily have already determined courses available for Concurrent Enrollment offerings, along with associated guidelines and required professional development for instructors. (2) This outline originally indicated maximum times allowed for review (e.g., "within five business days"); experience has shown, however, that the process works best when UCA departments have the opportunity to review an entire batch of requests together rather than one at a time, rendering the original review timeline unfeasible. (jag | 2011-02-08)*

University of Central Arkansas approval of high school-based concurrent courses and their instructors will generally follow these steps in a timely way:

1. The school/school district identifies a specific UCA course or list of courses that it wishes to offer through a concurrent-enrollment agreement with UCA. (Active UCA undergraduate courses are listed in the *Undergraduate Bulletin*: <http://uca.edu/ubulletin/>. The Lower-Division UCA Core Check Sheet is located in the appendix of this handbook as well as a list of commonly requested courses and their descriptions) The CE Course Request form (<http://uca.edu/registrar/forms/#concurrent>) is submitted to UCA's Registrar's Office, which forwards the request(s) to the appropriate academic department(s).
2. The school/school district reviews the UCA course syllabus and instructor requirements and submits a proposal based on these requirements to the Registrar's Office, which forwards the proposal immediately to the appropriate academic department. Documentation required for course and instructor approvals are as follows:
  - Course: a syllabus that includes at least the following information, as relevant: lecture/lab schedule, course objectives, topical coverage, textbook/lab book titles and editions, assessment methods and grading scale. General education course syllabi will explicitly indicate how the course meets the university's general education objectives for the area the course is intended to satisfy. (UCA's general education requirements and objectives are listed in the *Undergraduate Bulletin*: <http://uca.edu/ubulletin/>)
  - In addition, the requesting school must submit examples of examinations and other assignments. (Additional information may be requested by the reviewing department.)
  - Instructor: undergraduate transcripts, graduate transcripts, and updated Curriculum Vitae. (Other information, including an interview with the proposed instructor, may be requested by the reviewing department.)

When it has received the fully documented proposal(s), the academic department completes its review of the course and instructor proposal and submits to the Registrar's Office a brief written response, including any concerns either about the course itself or about the proposed instructor for the course. If concerns remain and if a conference is deemed appropriate, the Registrar's Office arranges a meeting with a representative of the academic department and appropriate school/school district personnel to resolve remaining issues. Once a resolution is reached, the Registrar's Office coordinates administration of the course with UCA (the academic department, the UCA Office of Admissions, the University Registrar) and with the school/school district.

If the answer is no, the academic department informs the Registrar's Office of its decision (with an explanation of the reasons for the decision), and the Registrar's Office communicates the decision to the school/school district. If the answer is yes, the academic department informs the Registrar's Office of its decision who then communicates the decision to the school/school district.

### **Course Syllabus Guide for High School Instructors**

Courses offered for concurrent credit must meet the same standards as college/university courses taught on the college/university campus.

1. Use an approved college/university course syllabus as a guide.
2. Use the same textbook or a textbook with aligned content and course learning outcomes as approved by the college/university.
3. Adopt the same learning outcomes and assignments as those developed for the course offered on the college/university campus with limited exceptions approved by the college/university.

4. Use the same course standards as those on the college/university campus.
5. Use departmental exams if those exams are used in that course at the college/university.

\*Additional material may be added at the discretion of the faculty member.

- ◆ Instructor's name, College, High School
- ◆ Semester, year, course number, CRN, days and times; location of class
- ◆ Instructor's office hours, office location, and contact information.
- ◆ Brief course description
- ◆ Course objectives and requirements
- ◆ List of required textbooks and other course material
- ◆ Description of all major assignments and examinations with due dates
- ◆ Grading policies
- ◆ Attendance and drop policy
- ◆ The following Academic Integrity statement:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

## **Orientation/Professional Development**

UCA Professional development and yearly in-service is mandatory and normally held in July or early August prior to the beginning of the fall term. In the event you are unable to attend please notify the CE Coordinator of the absence as soon as possible so that arrangements may be made for makeup training. New teachers in the program are required to attend training or meet with the liaison prior to teaching the course.

## **Faculty Liaison**

All CE teachers will be assigned a UCA departmental faculty liaison. The liaison is responsible for providing orientation on course curriculum oversight, grading standards, theory and department philosophy as well as other topics in the content area. They will also make classroom site visits and provide professional development opportunities. Regardless of how many sections a course is taught, the teacher should expect a site visit a minimum of one time during the semester and/or school year. Some departments may require more site visits than others. The site report is for the sole purpose of maintaining the alignment of Concurrent Enrollment sections with its UCA counterpart. The site visits are not shared with school districts or administrators.

Liaisons are also available via email and phone for any concerns, questions or help. Communication of department information may be provided by the liaison via academic notices, correspondences and general information. A list of faculty liaisons and their phone number, campus location and email addresses can be found in the appendix of this handbook.

## **Non-Compliance**

Non-compliance with the instructor expectations including annual professional development or concerns identified from the faculty liaison site visits or end of term course evaluations will result in a conference with the faculty liaison and/or departmental dean. Instructors are provided with the resources and/or support necessary to assist them in meeting the required expectations during semester and/or academic year. An additional follow-up visits and conferences may likely occur during this next academic year. If non-compliance continues UCA will not renew approval of the course for the following academic year.

Non-compliance with course location/classroom arrangements as outlined in the Memorandum of Understanding (MOU) will first be addressed with a verbal notification or email communication from the Concurrent Enrollment Coordinator. If non-compliance continues for a second semester there will be a formal written notification submitted to the high school concurrent coordinator and the high school principal outlining the grievance. If the issue is not corrected after previously stated actions UCA may choose to discontinue the course and/or partnership with the high school. *Note: If non-compliance is a result of non-admittance of students a request for exception will be sent to the Associate Vice President for Enrollment Management.*

### Instructor Extended Absence

In the event a concurrent enrollment faculty member must take an extended leave or illness, the high school must notify the UCA Concurrent Enrollment Coordinator immediately. The absence will be reported to the faculty liaison and/or department chair. The high school is to provide the name and credentials of any instructor who will be substituting for an approved faculty member. The UCA department affected will review the credentials and the school principal notified as to whether the teacher has been approved to teach the CE course. Depending upon the circumstances UCA may offer advice to the school in finding a replacement teacher.

### Evaluation of Instructor

The faculty liaison visits each concurrent credit class as necessary to ensure that partnership collaboration and quality instruction occur. A site visit report is turned into the office of the concurrent enrollment coordinator after each teacher site visit.

Student evaluations of their instructor are received by the University Assessment office and results shared with each department that offers concurrent courses. Instructors are able to see the results approximately two weeks after grades are posted.

### Student Admission and Registration

To participate in the Concurrent Enrollment Program at UCA Students must meet the following requirements and submit documentation to be admitted and enrolled:

1. Transcript showing a cumulative grade point of at least 3.0 on a 4.0 scale
2. An ACT Reading Score of at least 19
  - If taking English, students must ALSO have an ACT English score of at least 19
  - If taking Math, students must ALSO have an ACT Math score of at least 19
3. Must meet all course prerequisites
4. Recommendation of Principal (approval signature on CE application)
  - Junior or senior classification (sophomores may be admitted through special permission and principal recommendation)
5. Students who are enrolled in CE courses will be classified as non-degree seeking students.
6. Students must complete the University of Central Arkansas online application at the following link: <http://uca.edu/registrar/concurrent-enrollment-program/>
7. Complete the Concurrent Enrollment Course Request Form
8. Submit signed Parental Consent/FERPA Form

Test Type	Math	English/Writing	Reading
0 - ACT	19	19	19
Old SAT	460	450	470
Redesigned SAT (March 2016 & Later)	500	26	26
Asset	39	45	43
*Compass	36	80	83
A - Accuplacer	77 / 265	83 / 260	78 / 275
R – Redesigned SAT	500	26	26

\*UCA no longer administers the Compass Test

## Student Admission Packet/ID Cards

After registration is complete and class has begun, new concurrent students will receive a new admission packet including their UCA ID card, username, and password. IT IS IMPORTANT THAT STUDENTS KEEP THIS INFORMATION. The letters are delivered as early as possible in the semester to the high school coordinator for distribution. Students will be able to check their account and email by going to <http://uca.edu/> and clicking on “myUCA” to log on to the system. Students will also be able to check if they are in the correct course, review and print un-official transcripts, complete course evaluations and access final grades using this information. Students in Concurrent Enrollment sections of UCA courses are officially registered as non-degree seeking pre-baccalaureate student. The ID card will enable students to use Torreyson Library and academic programs such as Advising, Writing Center, and Tutoring, etc. If they lose their card it can be replaced but they will be charged a fee.

The UCA I.D. number will be the same throughout the student’s college career should they wish to continue their education at UCA. The card must be surrendered upon request to any official of the university in performance of their duty. The student may request that the official furnish identification. Anyone not possessing a valid I.D. card will be treated as a non-student.

## Tuition Charges

Concurrent Enrollment allows students a start with their college education at a discounted rate. The cost is \$10.00 per credit hour for each course they take. To determine how much will be charged check the second digit of the course number. (*Example: Charges will be \$30.00 for MATH 2311, PHYS 1410 charges will be \$40.00*) Students will be billed by UCA. The bill will be mailed to the student’s home address after the drop/add deadline given by the Registrar. If the student has an unpaid balance they will not be able to register for other classes or get an official transcript at UCA until their bill is paid.

## Roster Verification

At the beginning of each fall or spring semester and as soon as all students have been enrolled, high school coordinators will be sent a roster of each Concurrent Enrollment course offered at their school. The high school coordinator will contact the teacher of record and have them ensure all students are on their rosters. The high school coordinator will contact the UCA coordinator with any changes or additions required. Roster verification is a “check and balance” process ensuring all students have been enrolled correctly and none missed. Teachers will also be able to view rosters from the UCA Banner System using same sign on instructions listed in the next section titled “End of Semester Grades”.

## End of Semester Grades

The high school instructor is responsible for entering student grades into UCA’s Banner System. Since grade reporting for on campus courses is normally earlier than the high school, UCA has set up a schedule for high schools to post grades for UCA courses. Please see the schedule located on the Academic Calendar at the back of this handbook for grade reporting schedule.

Go to the following link: <https://it.uca.edu/banner/>

- Under the column marked Self-Service Banner (SSB) click on “Production Database”
- Click on “Enter Secure Area”
- Enter your assigned user information and password/pin to sign in.
- Click on “Faculty and Advisors” and another menu will pop up. Click on “Final Grades”. Use the drop-down box to select the term (for yearlong courses select the **FALL** term). Your class schedule will come up with rosters of students. Select the grade from the drop-down menu. For students issued an “F”, the last date of attendance is required. Complete all of the students before you hit the submit button at the bottom of the page.

- All students must be assigned a grade. Concurrent Enrollment students are graded the same as all other UCA students. If a student has left the class (moved, changed classes, etc.) but has failed to officially withdraw from UCA they should be given an “F”.

## GRADES

The grade of a student in any course is determined by the quality of work, the regularity of attendance, and the thoroughness of preparation. Concurrent Enrollment students are graded the same as all other UCA students.

Grades are expressed as letters, with equivalents as follows:

Letter	Grade	GP*
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
W	Withdrawn	N/A**
X	Deferred Credit	N/A**
<del>WP</del>	<del>Withdrawn Passing</del>	<del>N/A**</del>
<del>WF</del>	<del>Withdrawn Failing</del>	<del>0***</del>
CR/NC	Credit/No Credit	N/A**

- \*GP=Grade Points
- \*\*N/A: Hours attempted where W, X, CR/NC, and WP are involved are not used in computing the grade point average
- \*\*\*WF: Is computed in grade point as a F.

**NOTE: WP and WF have been eliminated from grading standards beginning 2017-2018 school year.**

## Credit Hours

The unit of credit at the university is the semester hour. The second digit of the course number indicates the amount of credit. A course numbered 1300 is a freshman course giving three hours of credit.

## Grade Changes/Appeals

All grades, once reported, remain a matter of permanent record. Any appeal or question concerning an assigned grade must be made within one calendar year of the time the grade was awarded, as outlined in the Student Handbook <https://uca.edu/student/student-handbook/>.

## Deferred Credit (Incomplete Grade)

The grade of X is given only if satisfactory completion of the remaining course requirements can result in a passing grade for that semester's work. An X grade is not computed in the grade point average. One calendar year is the maximum time allowed for removal of an X grade except in individual study courses and theses. If one year passes and the X has not been removed, the grade will be changed automatically to an F. An individual instructor may specify a shorter period for removal of an X. The instructor is required to state in writing the requirements for removing the grade of X at the time it is assigned. Failure of the student to meet these requirements may result in the X becoming an F. A student may not re-enroll in a course for which an X is in effect.

## Withdrawing/Dropping A Course

Withdrawing from the high school course at the school DOES NOT remove the student from the University of Central Arkansas class list. To be officially withdrawn from a Concurrent Enrollment course a student must complete a withdrawal form (available from the high school concurrent coordinator or found on the Registrar's webpage under Concurrent Enrollment forms) The form should then be sent to the UCA CE Coordinator.

## Academic Probation, Suspension, Continuation

### IMPORTANT WITHDRAWAL DATES

**After these dates, no withdrawals are permitted and no "W" grades are recorded.**

<b>Fall Semester Courses</b>	Withdraw by date for W grade = November 6, 2020
<b>Spring Semester Courses</b>	Withdraw by date for W grade = April 2, 2021
<b>Full Year Courses</b>	Withdraw by date for W grade = March 18, 2021

Note: All standards with respect to probation, suspension, and continuation are binding and are not, therefore, subject to appeal.

Only courses that count for undergraduate degree credit will be used to compute the grade point average for probation and/or academic suspension consideration.

In addition to the completion of prescribed courses, the student must meet established scholarship standards for continuation in the university.

A student is placed on academic probation whenever their semester grade point average is less than 2.0. A student will be removed from academic probation whenever their semester grade point average reaches or exceeds 2.0 and their cumulative grade point average is at least a 2.0.

A student on academic probation who does not achieve a 2.0 semester grade point average the semester following academic probation and does not meet the minimum cumulative average listed below will be academically suspended. The calculation of GPA hours will include grades A, B, C, D, F, and ~~WF~~.

A student on suspension from the University may apply for readmission under the Schedule of Readmission following academic suspension. A student suspended from UCA who earns academic credit from another accredited college or university during the period of suspension may, if the course is transferable, receive credit for the course at UCA when readmitted. A course is transferable if it is identified as transferable to UCA in the Arkansas Course Transfer System (ACTS) and meets a requirement for a degree at UCA. Courses not part of ACTS may be evaluated by the appropriate academic department chairperson for transferability.

First academic suspension will be for one semester (excluding summer).

## ACTS Transfer Credit System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses among 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](http://acts.adhe.edu/) and selecting Course Transfer. <http://acts.adhe.edu/>.

## Student Course Evaluations

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses in the same way on campus students evaluate their courses. The evaluation process starts on the Monday of the twelfth week of instruction through the end of finals week by logging in to their myUCA account and clicking on the Evals button on the top right.

The CE Program will also conduct an annual survey of alumni who are one-year out of high school and alumni who are four years out of high school at least once every three years.

Students complete their course evaluations through myUCA under the EVALS tab (which appears when evaluation forms are released for completion). Instructors are able to see the results approximately two weeks after grades are posted.

## Transcript Requests

Students may order and pay for official transcripts through their myUCA account. The cost for official transcripts is \$5.00 for each. An un-official transcript may be printed by the student without charge through their myUCA account. **Important Reminder:** Students should wait until grades are posted to request official transcripts. UCA posts on campus grades earlier than most high schools so the student should be advised not to select "hold for grades" or a transcript will be sent when UCA grades are posted.

## Account Holds

UCA uses a system of holds to make sure students complete necessary tasks. Having a hold from student accounts can create difficulty when needing transcripts or registering for future classes. Student Account holds indicate the student owes a balance on their UCA account. The balance owed must be paid before the hold is released to receive grades, or register for class or to be re-admitted.

## Bear Facts Days and Campus Tours

**Bear Facts Day** is a great opportunity for high school seniors to get a glimpse of the University of Central Arkansas. The day begins with registration followed by informational sessions on academic programs. Next, you get the chance to meet student leaders and learn about our registered student organizations at the Bear Fair, and visit one-on-one with our Financial Aid staff. The day concludes with campus and housing tours to showcase our beautiful campus and facilities.

### Bear Necessities

High school juniors have a unique opportunity to get a jump-start on the college selection process at Bear Necessities Day. This day is designed to help students prepare for the college application process and provide tips for selecting a university that best fits individual needs.

Registration for Bear Necessities Day will open [TBD].

**Campus Tours:** All prospective students are invited to check out UCA firsthand to meet faculty, students, and staff while on a walking tour of our beautiful campus.

All tours leave from the Office of Admissions Welcome Center in Bernard Hall. Tours will be available Monday – Friday when classes are in session at 10:00am and 1:00 pm. Tours are also available on the second Saturday of each month at 10:00 am during the spring and fall semesters.

To schedule a campus visit, please notify Admissions at least one week in advance. Contact Admissions at 800-243-8245. Schedule your campus tour online at: <http://www.uca.edu/admissions/tours.php>

### **Academic Programs Available to CE Students**

Getting exposure to the UCA environment is a great way to feel part of our community. All CE students and teachers are invited to spend time exploring opportunities of interest to your class throughout the school year. Please contact the concurrent credit coordinator if your class may be interested in a tour or any of the events and educational opportunities we provide.

### **The Office of Student Success**

UCA provides many resources, services, and personnel to help students successfully complete their education and have the best college experience available. As a UCA Concurrent Enrollment student the Office of Student Success can help you become better prepared academically; achieve your educational goals; and thrive during your collegiate experience.

Concurrent Students are welcome to check out “StudentLingo—On-Demand Student Success Workshops found at the following link: <https://www.studentlingo.com/uca>. Topics such as “What it Takes To Be A Successful Student” and “Study Tips & Note-Taking Strategies are available to view at your convenience.

### **Academic Success Center and Tutoring**

We provide individual tutoring services for UCA core courses and upper level mathematics, computer lab and printer, a quiet study area, treadmill desks, Praxis Exam Tutorials and tutoring, and Supplemental Instruction. Located in Torreyson Library Suite 223 – 2nd Floor, call 501-852-0720 for more information. Tutoring hours and further information can be found at <http://www.uca.edu/success/>.

### **Writing Center**

The mission of the UCA Writing Center is to guide students through the composing process for any writing project or oral presentation, for any class, at any stage of the process. Basically, if you write it, we can help you with it. The Writing Center offers a variety of services including one-to-one tutoring, online feedback, help with speeches, and a writer’s hotline.

### **Major’s Fair**

Held in early October in the Student Center Ballroom. Students and teachers are invited to attend the fair from 12:30-3:00 p.m. Representatives from the academic departments will showcase their majors, programs, achievements and other highlights in a fair atmosphere complete with games, door prizes and refreshments.

### **Academic Advising**

The University of Central Arkansas places a high priority on student advising and considers it an integral part of the student’s academic experience. The Academic Advising Center is a team of professionals dedicated primarily to assisting first year students in defining and achieving their academic goals.

The UCA Academic Advising Center is available to meet with Concurrent Students, or answer questions via email or phone. If groups or individuals would like to meet with an academic advisor to ask questions about majors, find out what is involved in the freshman first advising session, etc. please contact the CE Coordinator.

## **Torreyson Library**

The library offers 29 individual study rooms, 24 group study rooms, and 100 desktop PC's. Concurrent students and their teachers have access to the library and online library services with their UCA ID Card.

Library staff will be happy to have individual classes visit for tour to learn all that's offered at Torreyson.

Check out the Library online publication "Library Survival Guide" <http://libguides.uca.edu/survivalguide>

The library continues to work on improving access to library resources both on and off-campus. Beginning the week of 5/15/2017, the library is changing how you log in to resources when you are off-campus. We are transitioning from the Library PIN system to one that uses your myUCA credentials. Following are a few tips from Library staff:

- Off-campus users will need to access databases from the Library web page and will be prompted to login using their myUCA username and password. This is the same information students use to login to their email and other functions on myUCA.
- If the student, doesn't enter their password correctly or is unsure of their password, the system will lock them out after three attempts. The login web site does not let students know that they have been locked out. The student will be locked out for 30 minutes or they can unlock their account at [password.uca.edu](http://password.uca.edu) which is also where they can reset a forgotten password. Keep in mind, students can only reset their password online if they have already set up security questions within the password program. We encourage students to do this before they have a problem. If they have not set up their security questions, students can call the IST Help Desk at 501-450-3117 to reset their password.
- If a number of students are trying and failing to login the system at the same time, our system will think there is a security threat from that IP range and will not allow anyone to login. Everyone will be locked out for an hour. To avoid this, it may be best to have students login in groups instead of the whole class at the same time. Please also remind the students to stop trying to log in after their three attempts. We sometimes see students trying 20+ times to login!
- If students are seeing a page that is not asking for myUCA username and password, they can call the Reference Desk for assistance as there may be an issue with the link on the web site or with the database.

## **University Bookstore**

Making a trip to campus wouldn't be complete if you don't visit the Bookstore, it's located on the first floor of the Student Center. The University Bookstore handles plenty of UCA gear, textbooks, school supplies, gifts, software, and snacks.

## **Humanities Fair**

Held each year in November (National Humanities Month), the Humanities Fair is held at the Brewer-Hegeman Conference Center at UCA. The Humanities Fair is supported in part by a grant from the Arkansas Humanities Council and the National Endowment for the Humanities.

It is open to high school students and their teachers to enable students to experience a typical day attending university humanities courses. Students will have their choice of attending sessions conducted by UCA professors in philosophy, religious studies, history, English, anthropology, African and African American Studies, geography, political science, Latino and Latin American Studies, Asian Studies, and gender studies.

UCA faculty will make presentations exploring the chosen theme to be announced at the beginning of the school year.

Although it is not required, students are encouraged to submit original humanities projects to the Fair's competition. Awards will be presented to highlight excellence and creativity in the areas of Poetry, Short Story, Essay, or Multimedia Presentation. Student projects based on the theme are welcome, as are projects on other topics.

### **The Jewel Moore Nature Reserve**

Jewel Moore Nature Reserve is located on the UCA campus and includes 5 acres of tallgrass prairie and approximately 10 acres of woodland. With over 235 identified species of flora and fauna, JMNR is a gorgeous example of natural preservation in an urban landscape.

Biology Professor Jewel Moore began using the area as an outdoor classroom and study area in 1977 and in 1980 it was designated as the Jewell Moore Nature Reserve.

If you are looking for volunteer service activities for your group, joining us for one of our scheduled work dates. Contact the Biology Department at **501-450-5914** for more information or the concurrent enrollment coordinator at **501-852-7407**.

### **Observatory & Planetarium**

**Observatory—Come see the stars!** The Public is invited to come view the night sky through the Meade 14-inch aperture LX200R GPS telescope. Observatory is located in the front lobby of the Lewis Science Center. **\*\*Observation night is dependent upon the weather\*\***

**Planetarium—**The planetarium is part of the outreach component of the Department of Physics and Astronomy, and as such, it supports astronomy teaching on campus, as well as, offers planetarium shows to school groups and the general public. Programs for school groups are scheduled for Wednesdays and Thursdays at 10:00 a.m. Planetarium programs require approximately one hour, plus 15 minutes for check-in, restroom use, etc.

School groups can call the Department of Physics and Astronomy at 501-450-5900 weekdays between 8:00 A.M. and 4:30 P.M. to arrange field trips to make reservations. Seating is limited to 93. Buses will drop students off at the curved pull-in spot at the east end of the CCCS Building off of Western Avenue.

### **Athletic Events**

Did you know that UCA has 15 individual team sports with approximately 400 student athletes? Did you also know that all Softball, Volleyball, Soccer, Track, Golf, Tennis, and Cross-Country events are FREE of charge! Go to [ucasports.com](http://ucasports.com) to view the full schedule and rosters of your favorite team.

### **College of Fine Arts & Communications**

The College of Fine Arts & Communications offers an exceptional quality in selected disciplines of Art, Music, Theatre and Journalism. Students and teachers are invited to take advantage of this dynamic learning environment.

Every semester the Baum Gallery in McCastlain Hall displays the work of nationally and internationally known artists as well as the BA/BFA Senior Exhibit. The Black Box Gallery in the Schichtl Studio Arts Building hosts a number of student exhibitions rotating every few weeks. These exhibits broaden awareness of the visual arts on campus and provide opportunities for the people in the central Arkansas area and the

state to view and experience the arts.

Many of the Artists in Residence, theatre and music performances are free to the general public while others require advance tickets and reservations at a charge of \$10. All events can be found on the College of Fine Arts & Communication web page at: <http://uca.edu/cfac/>. Go to the department of interest for a list of performances and events.

## UCA Online

- **The Echo**—Read the UCA Student newspaper online at: [Ucaecho.net](http://ucaecho.net)
- **UCA Student Handbook And Daily Planner:** [http://uca.edu/student/dean/student\\_handbook.php](http://uca.edu/student/dean/student_handbook.php)
- **Check out the UCA Concurrent Credit Enrollment and Office of The Registrar's Facebook page:**

<https://www.facebook.com/UCAconcurrentcredit>

<https://www.facebook.com/ucaregofc?ref=hl>

- **YouTube Channel** View videos of Virtual Tours of Campus housing, Campus Shuttle information, Greek Life, Residential Colleges, UCA News & Events, Student Services and even watch behind the scenes of a UCA graduation!

Check us out at: <https://www.youtube.com/user/ucentralarkansas/playlists>

- **Academic Success Online Workshops:**

<https://uca.edu/studentsuccess/academic-success-workshops/>

- **Center for Writing and Communication:** <http://uca.edu/cwc/>

- **Career Services**

What Can I Do With My Major? [http://uca.edu/career/what\\_major/](http://uca.edu/career/what_major/)

Four-year career plan: <http://uca.edu/career/four-year-career-plan/>

## Useful Contact Information

Admissions	Phone 501-450-3128 Email <a href="mailto:admissions@uca.edu">admissions@uca.edu</a> <a href="http://www.uca.edu/admissions/">http://www.uca.edu/admissions/</a>
Concurrent Enrollment Coordinator	Phone 501-852-7407 Email <a href="mailto:apaladino3@uca.edu">apaladino3@uca.edu</a>
Concurrent Enrollment Webpage	<a href="http://uca.edu/registrar/concurrent-enrollment-program/">http://uca.edu/registrar/concurrent-enrollment-program/</a>
Financial Aid	Phone 501-450-3140 Email <a href="mailto:finaid@uca.edu">finaid@uca.edu</a> <a href="http://uca.edu/financialaid/">http://uca.edu/financialaid/</a>
Library	Reference Desk 501-450-5224 <a href="http://www.uca.edu/library/">http://www.uca.edu/library/</a>
Registrar's Office	Phone 501-450-5200 Email <a href="mailto:regofc@uca.edu">regofc@uca.edu</a> <a href="http://www.uca.edu/registrar/">http://www.uca.edu/registrar/</a>
Student Accounts	Phone 501-450-5015 Email <a href="mailto:studentaccounts@uca.edu">studentaccounts@uca.edu</a> <a href="http://www.uca.edu/studentaccounts/">http://www.uca.edu/studentaccounts/</a>
Undergraduate Bulletin	<a href="https://uca.edu/ubulletin/">https://uca.edu/ubulletin/</a>
UCA Student Handbook	<a href="https://uca.edu/student/student-handbook/">https://uca.edu/student/student-handbook/</a>
University Information and Assistance	Phone 501-450-5000
Veteran Services Office	Phone 501-852-0735 Email <a href="mailto:veteranservices@uca.edu">veteranservices@uca.edu</a>



## University of Central Arkansas Academic Calendar-Concurrent Enrollment Fall 2020-Spring 2021

### Fall 2020

#### **August 20, Thursday**

Instruction begins on Campus

#### **September 3, Thursday**

Final Date for CE Students to apply for admission and submit enrollments for Fall/yearlong CE Classes

#### **November 6, Friday**

Final date to withdraw from Fall 2020 classes with a W grade. After this date, no withdrawals are permitted and no W grades are recorded.

#### **December 7-11, Monday – Friday**

Final Examinations on UCA Campus  
(Grade Reporting system open)

#### **December 14, Monday – Noon**

**Final grade report due** (UCA Faculty)

#### **December 22, Tuesday**

Last day UCA Campus offices open

#### **December 23, Wednesday-January 3, Sunday**

Christmas/New Year's Break - University Closed

### Spring 2021

#### **January 4, Monday**

Campus offices re-open

#### **January 19, Thursday**

Instruction begins on Campus

#### **February 1, Tuesday**

Final Date for CE Students to apply for admission and submit enrollments for fall CE Classes.

#### **March 18, Thursday**

Final date to withdraw from **full year** CE classes with a W grade. After this date, no withdrawals are permitted and no W grades are recorded.

#### **April 2, Monday**

Final date to withdraw from Spring 2021 classes with a W grade. After this date, no withdrawals are permitted and no W grades are recorded.

#### **May 3-May 7, Monday-Friday**

Final exams – On campus - **CE Grade Reporting system open**

#### **May 11, Tuesday – Noon**

Final grade report due – On Campus

### Course List/Faculty Liaisons Fall 2018-Spring 2019

College and Dean	Discipline	Director/Chair	UCA Class Title	Class Prefix	Liaison/Department Representatives	
<b>College of Education</b> Dr. Victoria Groves-Scott	<b>Teacher Cadet:</b> Teaching & Learning	Michael Mills	Education as a Profession	EDUC 1300	Nykela Jackson	<a href="mailto:njackson@uca.edu">njackson@uca.edu</a>
-						
<b>College of Arts, Humanities, and Social Science</b>  Dr. Tom Williams	Communication	Dr. Donna Stephens	Principles of Communication	COMM 1300	Staci Fritzges	<a href="mailto:stacif@uca.edu">stacif@uca.edu</a>
	Writing	Dr. Donna Stephens	Introduction to College Writing Academic Writing and Research	WRTG 1310 WRTG 1320	Laura Niswonger	<a href="mailto:lniswonger@uca.edu">lniswonger@uca.edu</a>
	Music	Dr. Stephen Plate	Music Appreciation	MUS 2300	Dr. Louis Young	<a href="mailto:louyoung@uca.edu">louyoung@uca.edu</a>
	History	Dr. Wendy Lucas	The Making of America American in the Modern Era Mummies-Mongols: World History I Galileo-Gandhi-World History II	HIST 2301 HIST 2302 HIST 1310 HIST 1320	Dr. Zach Smith	<a href="mailto:zsmith@uca.edu">zsmith@uca.edu</a>
	English	Dr. Ty Hawkins	Introduction to Literature World Literature I	ENGL 1350 ENGL 2305	Dr. Ty Hawkins	<a href="mailto:thawkins@uca.edu">thawkins@uca.edu</a> -
	Language, Linguistics, Literature, & Culture	Dr. Lynn Burley	Elementary Spanish I	SPAN 1310	Dr. Alana Reid	<a href="mailto:areid@uca.edu">areid@uca.edu</a>
-						
<b>College of Natural Sciences and Mathematics</b>  Dr. Stephen Addison	Mathematics	Dr. Ramesh Garimella	College Algebra	MATH 1390	Dr. James Fetterly	<a href="mailto:jfetterly@uca.edu">jfetterly@uca.edu</a>
			Plane Trigonometry	MATH 1392	Dr. Jason Martin	<a href="mailto:jasonm@uca.edu">jasonm@uca.edu</a>
			Calculus Preparation	MATH 1486	Dr. Jason Martin	
			Calculus I	MATH 1496	Dr. Ramesh Garimella	<a href="mailto:rameshg@uca.edu">rameshg@uca.edu</a>
	Elementary Statistics	MATH 2311	Dr. Nesrin Sahin	<a href="mailto:nesrins@uca.edu">nesrins@uca.edu</a>		
Physics	Dr. Carl Frederickson	College Physics I	PHYS 1410	Dr. Carl Frederickson	<a href="mailto:carlf@uca.edu">carlf@uca.edu</a>	
Computer Science	Dr. Emre Celebi	Introduction to Computing	CSCI 1300	Karen Thessing	<a href="mailto:karent@uca.edu">karent@uca.edu</a>	

## Course Descriptions

Following is a list of courses that are commonly requested and/or offered at Central Arkansas High Schools through UCA. Please note any prerequisites that need to be fulfilled before the course may be taken.

Subject	Course	Title	Description	Credits
COMM	1300	Principles of Communication	Study, application, and evaluation of principles of organization, evidence, reasoning, critical thinking, verbal and nonverbal behavior, interpersonal communication, public speaking, and small group interaction in the oral communication setting. The emphasis will be on meeting the individual needs of students through individualized instruction using communication experiences. Fall, spring, summer. [ACTS: SPCH1003]	3
CSCI	1300	Introduction To Computing	A service course for non-majors that introduces the fundamental concepts and terminology of computing, history of computing, social impact of computers, software concepts, problem-solving, introduction to computer operations with popular system software such as Microsoft Office. Basic skills are taught for word processing, electronic spreadsheets, database management systems, and presentation software. Fall, spring. [ACTS: CPSI1003]	3
EDUC	1300	Education as A Profession  <b>Teacher Cadet Program</b>	A required course for education candidates for admission into the teacher education program. The course is designed to help students explore their motivation for teaching; overview the structure of the American public school, both as an institution within itself and as an agency of society; gain a sense of the changing nature of schooling; and understand the UCA teaching program. A field experience is required. Fall, spring, summer.	3
ENGL	2305	World Literature I	Satisfies the Diversity in World Cultures requirement in the lower-division UCA Core as a humanities elective. The purpose of World Literature I is to introduce the student to a variety of literary texts which have greatly influenced culture around the world from ancient times up to the Renaissance. Lecture, discussion, writing. Prerequisite: None. [ACTS: ENGL2113]	3
HIST	2301	The Making of America: US History to 1877	Required for the BA/BS major, history minor, and BSE-Social Studies (history emphasis) major. Satisfies UCA Core American history and government requirement. Provides an understanding of the development of the American people beginning with the age of exploration and culminating with the Civil War/Reconstruction period. Lecture and discussion, critical analysis of documents, and writing. Fall, spring, summer. [ACTS: HIST2113]	3
HIST	2302	America In the Modern Era: US History Since 1877	Required for the BA/BS major, history minor, and BSE-Social Studies (history emphasis) major. Satisfies UCA Core American history and government requirement. This course provides an understanding of the development of the United States since the Civil War/Reconstruction period. Lecture and discussion, emphasizing reading, critical analysis of documents, and writing. Fall, spring, summer. [ACTS: HIST2123]	3
HIST	1310	From Mummies-Mongols: World History from Ancient Times to the Early Modern Period	Satisfies UCA Core, Diversity-Social Science requirement. Required for BA/BS history majors and minors and BSE-Social Studies (history emphasis). Students examine major contributions to the advancement of global civilizations from ancient times to the early modern period (circa 1600). Lecture, discussion, analysis of documents, writing. Fall, spring, summer. [ACTS: HIST1113]	3

Subject	Course	Title	Description	Credits
HIST	1320	From Galileo to Gandhi: World History from the Early Modern Period to the Present	Satisfies UCA Core, Diversity-Social Science requirement. Required for BA/BS history majors and minors and BSE-Social Studies (history emphasis). Students examine development of modern industrial and urban society from the seventeenth century to the present. Lectures, discussion, analysis of documents, writing. Fall, spring, summer. [ACTS: HIST1123]	3
MATH	1390	College Algebra	This course satisfies the general education aims of the university by providing a solid foundation of algebraic concepts. The course includes the study of functions, relations, graphing, and problem solving, and provides a knowledge of how to apply these concepts to real problem situations. Lecture/demonstration format. Prerequisite: MATH ACT of 19 or higher or C or better in UNIV 1340. Fall, spring, summer. [ACTS: MATH1103]	3
MATH	1392	Plane Trigonometry	Coupled with College Algebra (MATH 1390), this course satisfies the prerequisites for Calculus I (MATH 1496) as an alternative to MATH 1580. Topics include angles and triangles and their measure, graphs and applications of trigonometric functions, and inverse trigonometric functions, vectors, polar coordinates, and complex numbers. Lecture/demonstration format. Prerequisite: MATH 1390 or equivalent. Fall, spring, summer. [ACTS: MATH1203]	3
MATH	1486	Calculus Preparation	A conceptual approach to the algebra and trigonometry essential for calculus. Designed for students who plan to study calculus, this course is the preferred prerequisite for Calculus I (MATH 1496) and satisfies the general education requirement in mathematics. Lecture and problem-solving activities. Prerequisite: Math ACT score of 21 or higher; or MATH 1390 with a grade of C or higher; or consent of instructor. [ACTS: MATH1305]	4
MATH	1496	Calculus I	As a prerequisite for nearly all upper-division mathematics, this course is a requirement for majors and minors in mathematics and other majors in the natural sciences and engineering. The content includes the study of limits, continuity, derivatives, integrals, and their applications. Lecture and problem-solving activities. Prerequisites: C or better in MATH 1390 and C or better in MATH 1392, or C or better in MATH 1580, or equivalent. Fall, spring. [ACTS: MATH2405]	4
MUS	2300	Music Appreciation	General education curriculum option for the fine arts requirement. Introduces students to music, its origin and development through recorded and live instrumental and vocal music. Relates to other arts, cultures, literature, and the social sciences. Methods of instruction are lecture and listening to music. Fall, spring, summer.	3
PHYS	1410	College Physics 1	For biology, health science, pre-medical, pre-dental, and other students needing a basic introduction to physics. Forms a two-semester sequence with College Physics 2. Introduces the student to mechanics (kinematics, force, work, energy, momentum, rotational motion, elasticity), fluids, heat, and thermodynamics, mechanical waves, and sound. Lecture and laboratory. Prerequisite: High school trigonometry and grade of C or better in MATH 1390 or equivalent. [ACTS: PHYS2014]	4

Subject	Course	Title	Description	Credits
WRTG	1310	Introduction to College Writing	Part of the lower-division UCA Core (general education) program and required of all students during the first semester they are eligible to enroll. This course introduces students to the writing process, focusing on audience, invention, and arrangement, and will be conducted as a workshop. Prerequisite: ACT score of 20 or higher or completion of UNIV 1300 with a grade of C or higher. Fall, spring, summer. [ACTS: ENGL1013]	3
WRTG	1320	Academic Writing and Research	Part of the lower-division UCA Core (general education) program and required of all students during the first semester they are eligible to enroll. The course introduces students to academic argument based on substantiating, evaluating, and proposing claims. Research strategies are central to the course, which will be conducted as a workshop. Prerequisite. WRTG 1310 with a grade of C or higher. Fall, spring, summer. [ACTS: ENGL1023]	3

## Lower-Division UCA Core Check Sheet, AY 2020–2021

Check sheet updated 2020-05-18

\* Courses identified with an asterisk have prerequisites; consult the *Undergraduate Bulletin* [course pages](#) for details.

† Courses identified with a dagger may be used in the LD UCA Core if required by the student's program of study or with the consent of the advisor and course instructor.

**Breadth Requirements:**

**Fine Arts and Humanities:** Students must take at least one course in the Fine Arts (FA) and one in the Humanities (HUM) to fulfill LD UCA Core requirements.

**Social Science:** All students are required to take six credits of social science. To complete the LD UCA Core in 38 credit hours, students should take, in addition to the Social Science course taken in the Critical Inquiry category, a Social Science course in either the Diversity in World Cultures or the Responsible Living category.

**First-Year Seminar.** During the first year, one course—from the Critical Inquiry, Diversity, or Responsible Living category—must be a First-Year Seminar (FYS). See the online class schedule to find FYS sections; courses that are **always** FYS are noted in this check sheet.

### [1] Critical Inquiry

#### Quantitative – Choose 1

- \_\_\_ MATH 1360 Quantitative Literacy [MATH1113]
- \_\_\_ MATH 1390 College Algebra [MATH1103]
- \_\_\_ MATH 1392 Plane Trigonometry\*† [MATH1203]
- \_\_\_ MATH 1395 Applied Mathematics for Business (was: Business Calculus)\*†
- \_\_\_ MATH 1486 Calculus Preparation (formerly MATH 1580)\*† [MATH1305]
- \_\_\_ MATH 1491 Applied Calculus for the Life Sciences\*†
- \_\_\_ MATH 1496 Calculus I\*† [MATH2405]

#### Physical Science – Choose 1

- \_\_\_ CHEM 1400 Chemistry in Society [CHEM1004]
- \_\_\_ PHYS 1400 Physical Science for General Education [PHSC1004]
- \_\_\_ PHYS 1401 Descriptive Astronomy [PHSC1204]
- \_\_\_ GEOG 1400 Earth Systems Science [PHSC1104]
- \_\_\_ CHEM 1450 College Chemistry I\*† [CHEM1414]
- \_\_\_ CHEM 1402 General Chemistry for Health Sciences\*† [CHEM1214]
- \_\_\_ PHYS 1405 Applied Physics\*†
- \_\_\_ PHYS 1410 College Physics I\*† [PHYS2014]
- \_\_\_ PHYS 1441 University Physics I\*† [PHYS2034]

#### Life Science – Choose 1

- \_\_\_ BIOL 1400 Exploring Concepts in Biology [BIOL1004]
- \_\_\_ BIOL 1401 Exploring Ecology & the Environment [BIOL1004]
- \_\_\_ BIOL 1402 Exploring Human Biology [BIOL1004]
- \_\_\_ BIOL 1410 Human Anatomy & Physiology I† [BIOL2404]
- \_\_\_ BIOL 1440 Principles of Biology I\*† [BIOL1014]

#### American History and Government – Choose 1

- \_\_\_ HIST 2301 The Making of America (was: American Nation I) [HIST2113]
- \_\_\_ HIST 2302 America in the Modern Era (was: American Nation II) [HIST2123]
- \_\_\_ PSCI 1330 US Government & Politics [PLSC2003]

#### Social Science – Choose 1

- \_\_\_ BUAD 2301 College of Business Travel Class for Critical Inquiry (SS)
- \_\_\_ ECON 2320 Principles of Macroeconomics (SS)\* [ECON2103]
- \_\_\_ ECON 2321 Principles of Microeconomics (SS)\* [ECON2203]
- \_\_\_ GEOG 1305 Principles of Geography (SS) [GEOG1103]
- \_\_\_ HIST 2360 A History of England to 1688 (SS)
- \_\_\_ MGMT 2341 Principles of Management (SS)
- \_\_\_ PSCI 1300 Introduction to Political Science (SS)
- \_\_\_ PSCI 1330 US Government & Politics (SS) [PLSC2003] (if used for American History and Government, cannot be used to fulfill the Social Science requirement)
- \_\_\_ PSCI 2300 Introduction to International Relations (SS)
- \_\_\_ PSYC 1300 General Psychology (SS) [PSYC1103]
- \_\_\_ SOC 1300 Principles of Sociology (SS) [SOCL1013]

#### Fine Arts/Humanities – Choose 1

- \_\_\_ AFAM/HIST 1330 African & African-American Studies (HUM)
- \_\_\_ ART 2300 Art Appreciation (FA) [ARTA1003]
- \_\_\_ ENGL 1350 Introduction to Literature (HUM)
- \_\_\_ ENGL 1355 Film & Literature (HUM)
- \_\_\_ ENGL 1373 FYS: Humanities (HUM, FYS)
- \_\_\_ FREN 2320 Intermediate II [FREN2023] / GERM 2320 Intermediate II [GERM2023] / SPAN 2320 Intermediate III / CHIN 2320 Intermediate Chinese II\* (HUM)
- \_\_\_ LALS 2310 Latinos in the United States (HUM)
- \_\_\_ PHIL 1301 Philosophy for Living (HUM) [PHIL1103]
- \_\_\_ PHIL 1373 FYS: Humanities (HUM, FYS)
- \_\_\_ PHIL 2305 Critical Thinking (HUM) [PHIL1003]
- \_\_\_ RELG 1330 Exploring Religion (HUM)
- \_\_\_ THEA 2300 Theatre Appreciation (FA) [DRAM1003]
- \_\_\_ LING 2350 World Languages (HUM)
- \_\_\_ ART 2325 Asian Art Survey† (FA)
- \_\_\_ ART 2335 Art History, Prehistoric to Medieval† (FA) [ARTA2003]

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**Fine Arts/Humanities, cont.**

- \_\_\_ ART 2336 Art History, Renaissance to Modern† (FA) [ARTA2103]
- \_\_\_ HONC 1310 Honors Core I† (HUM)

### [2] Effective Communication

#### Writing Foundation – Choose 1

*Writing Foundation must be taken upon initial enrollment unless the student has already met the requirement or remediation is required.*

- \_\_\_ WRTG 1310 Introduction to College Writing [ENGL1013]
- \_\_\_ HONC 1310 Honors Core I†

#### Research and Writing – Choose 1

- \_\_\_ WRTG 1320 Academic Writing & Research [ENGL1023]
- \_\_\_ ENGL 1320 Interdisciplinary Writing & Research [ENGL1023]
- \_\_\_ HONC 1320 Honors Core II†

#### Oral Communication – Choose 1

- \_\_\_ COMM 1300 Principles of Communication [SPCH1003]
- \_\_\_ MGMT 2301 Business Communication [BUSI2013]
- \_\_\_ MKTG 2376 Business Innovation & Creativity†

### [3] Diversity

#### Diversity in Creative Works – Choose 1

- \_\_\_ COMM 1305 Communication, Culture, & the Arts (FA)
- \_\_\_ CRWR 2310 Introduction to Creative Writing (FA) [ENGL2013]
- \_\_\_ ENGL 2370 Introduction to Fiction (HUM)
- \_\_\_ ENGL 2380 Introduction to Poetry (HUM)
- \_\_\_ ENGL 2390 Introduction to Drama (HUM)
- \_\_\_ FILM 2300 Film Appreciation (FA)
- \_\_\_ MUS 2300 Music Appreciation (FA) [MUSC1003]
- \_\_\_ WLAN 2315 Cultural Studies (HUM)
- \_\_\_ WRTG 1374 FYS: Diversity in Creative Works (FA, FYS)
- \_\_\_ HONC 2320 Honors Core IV† (FA)
- \_\_\_ MUS 1340 Introduction to Music Literature† (FA)

#### Diversity in World Cultures – Choose 1

- \_\_\_ ANTH 1302 Introduction to Anthropology (SS) [ANTH1013]
- \_\_\_ BUAD 2302 College of Business Travel Class for Diversity in World Cultures (SS)
- \_\_\_ ECON 2310 Global Environment of Business (SS)
- \_\_\_ ENGL 2305 World Literature I (HUM) [ENGL2113]
- \_\_\_ ENGL 2306 World Literature II (HUM) [ENGL2123]
- \_\_\_ ENGL 2320 Asian Literature (HUM)
- \_\_\_ GEOG 1300 Geography of World Regions (SS) [GEOG2103]

**Diversity in World Cultures, cont.**

- \_\_\_ GEOG 1320 Human Geography (SS) [GEOG1113]
- \_\_\_ HBST 1377 Study Abroad Seminar (health and behavioral sciences)
- \_\_\_ HIST 1310 Mummies–Mongols: World History I (SS) [HIST1113]
- \_\_\_ HIST 1320 Galileo–Gandhi: World History II (SS) [HIST1123]
- \_\_\_ HIST 1375 FYS: Diversity in World Cultures (SS, FYS)
- \_\_\_ HIST 1399 A History of Today: The World Since 1945 (HUM)
- \_\_\_ HIST 2310 Introduction to Asian History (HUM)
- \_\_\_ LALS 2300 Latin American Cultures (HUM)
- \_\_\_ LING 1310 Language, Culture, & Society (SS)
- \_\_\_ PHIL 1330 World Philosophies (HUM)
- \_\_\_ PHIL 1375 FYS: Diversity in World Cultures (HUM, FYS)
- \_\_\_ RELG 1320 World Religions (HUM)
- \_\_\_ WLAN 2325 Issues of Cultural Identity in the African Diaspora (HUM)
- \_\_\_ HONC 2310 Honors Core III† (HUM)

### [4] Responsible Living – Choose 1

- \_\_\_ ACAD 1300 Journeys to Success
- \_\_\_ BUAD 2303 College of Business Travel Class for Responsible Living (SS)
- \_\_\_ COMM 1306 Communication & Civic Engagement
- \_\_\_ ECON 1310 Modern Political Economy (SS)
- \_\_\_ EDUC 2330 Topics in Social Justice in Teaching & Learning (SS)
- \_\_\_ ENGL 1345 Introduction to Literature & Social Responsibility (HUM)
- \_\_\_ EXSS 1320 Foundations of Wellness
- \_\_\_ FACS 2341 Lifespan Development†
- \_\_\_ FACS 2351 Family Relations†
- \_\_\_ FINA 2330 Personal Finance (SS)
- \_\_\_ HLTH 1320 Essentials of Health & Wellness
- \_\_\_ HLTH 2320 Mental Health (SS)
- \_\_\_ HIST 1376 FYS: Historical Perspectives on Responsible Living (HUM, FYS)
- \_\_\_ MCOM 1300 Media & Society
- \_\_\_ NUTR 1300 Foundations of Nutrition†
- \_\_\_ PHIL 2325 Contemporary Moral Problems (HUM)
- \_\_\_ PHIL 2360 Gender, Race, & Class (HUM)
- \_\_\_ PSCI 2315 Introduction to Political Theory (SS)
- \_\_\_ SOC 2325 Social Problems (SS) [SOC12013]
- \_\_\_ USCH 1300 On Expertise (HUM, FYS)
- \_\_\_ WRTG 2325 Introduction to Rhetoric
- \_\_\_ HONC 1320 Honors Core II† (SS)
- \_\_\_ HONC 2310 Honors Core III† (HUM)

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UNIVERSITY OF  
**CENTRAL**  
**ARKANSAS**  
Student Information

## Parental Consent Form Concurrent Enrollment 2020-2021

UCA Registrar's Office-Harrin Hall 222-B  
201 Donaghey Avenue

Student Name \_\_\_\_\_ Date Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

UCA Student ID or Social: \_\_\_\_\_

Student's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian

1. I am the parent or legal guardian of the above named student. I hereby consent to his/her enrollment in the University of Central Arkansas Concurrent Enrollment Program.
2. I acknowledge that my student will be subject to adhere to all rules, regulations and policies of University of Central Arkansas.
3. The tuition cost for Concurrent Enrollment is \$10.00 per credit hour for each course he/she takes. To determine how much will be charged check the second digit of the course number. (Example: Charges will be \$30.00 for MATH 2311, PHYS 1410 charges will be \$40.00) Students will be billed by UCA. The bill will be mailed to the student's home address after the drop/add deadline. An e-bill may also be sent to the student UCA email account. Failure to pay for the course will result in late fees and a "student accounts hold". Students who have holds will not be allowed to enroll in future courses or be able to view or request transcripts for the courses they have previously taken until such time as the fees are paid.
4. An academic record from this course(s) will be a permanent part of my student's collegiate record and maintained in the UCA Registrar's Office.
5. Under the Family Educational Rights and Privacy Act (FERPA) I will not have access to the academic records of my student without his/her written consent.
6. I understand that should it be necessary that my student to withdraw from a concurrent credit course, it is my student's responsibility to follow all UCA guidelines for withdrawal. I understand that withdrawal from the high school class does not automatically withdraw student from the UCA course and I will still owe the fees associated with the course.

**I have read and understand the above policies and requirements:**

\_\_\_\_\_  
Please Print Name Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature (required)

\_\_\_\_\_  
Date



# UCA REGISTRAR CONCURRENT ENROLLMENT DROP FORM

## For High School Concurrent Students 2020-2021

To drop a UCA Concurrent Credit course, you should complete, sign, and date the form below. The form should then be given to your concurrent credit coordinator and/or faxed or scanned to:

**Attention: Concurrent Enrollment Coordinator**  
**PHONE: (501) 852-7407 FAX: (501) 450-5734**  
**Email: apaladino3@uca.edu**

**\*If a drop form is not completed at all or is not completed by the following dates,  
Your college Transcript will show a grade of "F".**

**Fall Courses**

Withdraw by date for "W" Grade

November 6, 2020

**Spring Courses**

Withdraw by date for "W"

April 2, 2021

**Year Long Courses**

Withdraw by date for "Grade"

March 18, 2020

**\*The drop is NOT official until the form is completed and processed by the Registrar's Office.**

**Student Name:** \_\_\_\_\_ **High School:** \_\_\_\_\_

**UCA Student ID Number:** \_\_\_\_\_ **or Date of Birth:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

Please circle:    **Fall Course**                      **Spring Course**                      **Year Long Course**

**Reason for dropping course:** \_\_\_\_\_

**Assigned drop grade from instructor will be:**    **W**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Instructor Signature Date

**FOR OFFICE USE ONLY**  
**UCA Registrar:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
  
**Course Number:** \_\_\_\_\_ **Course CRN:** \_\_\_\_\_