

# BOARD POLICIES AND PROCEDURES MANUAL

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# COLLEGE GOVERNANCE

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***Board Policies and  
Procedures  
Manual***

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Governance**  
**POLICY/PROCEDURE: Mission Statement**

**DATE ADOPTED: December 1991**

**DATE REVISED: March 1992, December 1993, Sept. 1994, NUMBER: 1.00**  
**Sept. 1999**

The mission of Ozarka College, a public two-year institution located in north central Arkansas, is to provide its students and other citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education, and cultural opportunities. Ozarka's primary objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive, and fulfilling life in an ever-changing world.

The College is committed to the following general objectives:

1. Through the Associate of Arts program, Ozarka students will gain the general education information, skills, and attitudes which support successful transfer to a four-year college or university.
2. Through the Associate of Applied Science programs, Ozarka students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.
3. Through the Technical Certificate and Certificate of Proficiency programs, Ozarka students will gain the specialized knowledge, skills, and attitudes required for entry level positions in their fields.
4. Through the Adult Education program, adult learners throughout the service area will be able to improve their academic and practical skills and complete a GED.
5. Through the Continuing Education program, citizens of Ozarka's service area will gain

the knowledge and skills they desire for personal improvement or community service.

6. Through the Business and Industry Outreach program, adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.
7. A low teacher-to-student ratio will promote comprehensive learning and understanding.
8. Learners will benefit from ease of access to educational facilities by provision of off-campus sites.
9. Learners will benefit from being able to choose from a variety of technology-supported, distance-education learning opportunities: web-based and telecourse instruction in academic areas, compressed two-way video delivery, and expanded technological access to library and research materials.
10. Expanded financial and scholarship assistance, as well as academic, vocational, and personal guidance and counseling, will help students meet their educational goals.
11. The College will assist educational, civic, social, and cultural endeavors in the service area by offering its facilities and professional staff in support.
12. The College is committed to assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**  
POLICY/PROCEDURE: **Code of Ethics**

DATE ADOPTED: **March 1994**

NUMBER: **1.01**

As a public institution of higher education, Ozarka College is committed to ethical dealings with its constituencies - faculty, staff, administration, businesses, industries, students, and other educational institutions and agencies. We formally adopt the following set of values to guide the direction and operations of the College.

**Integrity**

We demand honesty, courtesy, decency, and fairness in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

**Quality**

We insist that quality education be the guiding principle in all our actions. This means a continual evaluation of our educational product and methods.

**Performance**

We hold ourselves and each other, as individuals and as an institution of higher education, accountable for our results.

**Leadership**

We are a leader, not a follower. We lead by innovation in meeting the changing needs of our constituencies.

**Independence**

We cherish our academic freedom. We recognize that this freedom, used responsibly, fosters the innovation and initiative which makes Ozarka College unique.

**The Individual**

We know that the commitment and contributions of all employees and students will determine our success. Each employee and student must have the opportunity to participate fully, to grow professionally, and to develop to his or her highest potential.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **Name and Authority**

DATE ADOPTED: **March 1994**

NUMBER: **1.10**

REVISED: **May 1998, December 1999**

- A. The Arkansas State Board of Higher Education, under the authority of Act 617 and Act 1244 of 1991 enacted by the Arkansas General Assembly, on July 1, 1991, designated Ozarka Vocational Technical School as a technical college which became part of the Arkansas Technical and Community College System under the coordination of the State Board of Higher Education.
  
- B. The institution shall be known and distinguished by the name of Ozarka College (College). (The original name, Ozarka Technical College, was changed effective July 1, 1999.) The Board of Trustees (Board) of Ozarka College shall be responsible for the administration and operation of the College pursuant to the powers and duties enumerated by Act 1244 of 1991, Act 617 of 1991, and rules and regulations adopted by the State Board and shall be further responsible for the provision of services to meet the two-year postsecondary educational needs of those citizens located within the service area of the College.
  
- C. The College will not discriminate on the basis of race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability in the providing of educational services or in the admission to, employment by, or promotion within the College. The Board shall comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Drug-Free Schools Act; Drug-Free Workplace Act; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act; the Americans with Disabilities Act of 1990; the Family Educational Rights and Privacy Act; the Student Right to Know Act; the Campus Security Act; and all other applicable state and federal laws, rules, and regulations.

**Statements of Assurance  
(AAP/EEO)**

**1. Educational Programs, Activities, and Services (including Training, Retraining, and Employment Development).**

Ozarka College and its Board of Trustees assures that no person shall, on the basis of race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability (including disabled veterans and veterans of the Vietnam Era) be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity, or service provided by Ozarka College. **Ozarka College is an Affirmative Action Educational Institution.**

**2. Employment Practices (including Hiring and Promotions).**

Ozarka College and its Board of Trustees assures that personnel decisions are made without regard to race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability (including disabled veterans and veterans of the Vietnam Era). Guidelines have been established and will be followed in hiring and promotional procedures to ensure that Ozarka College remains within federal Equal Employment Opportunity and Affirmative Action Program guidelines and regulations. Ozarka College also provides an effective system of monitoring hiring procedures for AAP purposes. **Ozarka College is an Equal Opportunity Employer.**

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**  
POLICY/PROCEDURE: **Board of Trustees**

DATE ADOPTED: **March 1994**  
DATE REVISED: **September 2000**

NUMBER: **1.20**

A. Membership

1. Membership. The Board of Trustees shall consist of seven (7) members who shall be appointed by the Governor and subject to the confirmation of the Senate.
2. Term of Office. The term of office of board members shall be seven (7) years. Members missing three consecutive meetings may be removed and replaced by the Governor of the State of Arkansas.
3. Qualifications. Members of the Board shall be qualified electors of the service area of the College and knowledgeable in business, labor, industry, or economic development. No candidate for public office, holder of public office in the state, certified or non-certified employee of a public school district, classified or non-classified employee of any community college, vocational-technical school, or institution of higher learning, or any member of a board of trustees of a school district, community college, or institution of higher learning, or his or her spouse, shall serve as a member of the Board.
4. Vacancies. When a vacancy occurs in the membership of the Board, the President of the College shall so notify the Governor who shall appoint a successor to the person who vacated membership to serve the unexpired term of the person succeeded

B. Officers

At its first regular meeting after July 1 of each odd-numbered year, the Board shall elect from its membership for a two-year term, and until their respective successors have been elected, a Chair, Vice Chair, and a Secretary. The Board may designate a member of the President's staff to serve as an assistant to the Secretary for the purpose of taking and transcribing the minutes of board meetings.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **Meetings and By-Laws of the Board**

DATE ADOPTED: **March 1994**

NUMBER: **1.21**

DATE REVISED: **September 2000**

A. Meetings

1. Regular Meetings. Regular meetings of the Board shall be held quarterly. Each regular meeting shall be held at such time and place as the Chair may designate, with notice concerning the time and place to be mailed to each member of the Board by the President at least twenty (20) days in advance of the meeting date.
2. Special Meetings. Special meetings of the Board may be called by the Chair at his or her discretion or upon the call of not fewer than four (4) members of the Board, with notice concerning the time and place to be provided to each member of the Board at least five (5) days in advance of the meeting date. Notice for emergency meetings shall be as required by the Arkansas Freedom of Information Act.
3. Meetings by Teleconference. Meetings may be by teleconference, provided every party to the meeting and the public can hear what every other party says.
4. Open Meetings. Public notice as required by the Arkansas Freedom of Information Act shall be given of all meetings, including meetings by teleconference.  
A.C.A. 25-19-106
5. By-Laws. The By-laws shall be subject to amendment at any meeting of the Board provided any such proposed change is a matter of the agenda in accordance with the procedures outlined herein. policies and procedures approved by the State Coordinating Board under its authority for the administration and operation of the College shall, where appropriate, become part of the By-laws governing the powers and duties of the Board.

B. Agenda

1. The agenda for a regular or special meeting of the Board shall be prepared by the President in consultation with the Chair. Members of the Board may submit items

to be included on the agenda by notifying the President. All requests for inclusion of a given item on the agenda of a particular meeting should be made no later than seven (7) days prior to the date of the meeting concerned.

2. A copy of the agenda for each regular meeting of the Board and, insofar as is practicable, copies of all reports and other materials to be presented at the regular meeting as a part of the agenda, shall be mailed to each member of the Board at least five (5) days in advance of the meeting. If practicable, a copy of the agenda for special meetings, with reports and other materials to be presented, shall be mailed to each member of the Board at least five (5) days in advance of the special meeting.
3. Any item not on the mailed agenda of a regular or special meeting shall not be considered without the approval of four (4) members of the Board.

#### C. Conduct of Business

1. **Quorum.** A quorum for the conduct of business of the Board shall consist of four (4) members of the Board.
2. **Presiding Officer.** The Chair shall preside at all regular and special meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair the Secretary shall preside.
3. **Power to Vote.** All members of the Board may vote on all matters coming before the Board for consideration, but no member may vote by proxy. It shall require a majority of the members present to take official action on a matter.
4. **Rules of Order.** Except as modified by these By-laws, Roberts Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board and its committees.

#### D. Minutes

The Secretary shall cause to be kept minutes of all meetings of the Board, which shall be filed, indexed, and preserved along with any other papers and documents pertaining to the business and proceedings of the Board. Within twenty (20) days after each meeting of the Board, the Secretary shall cause to be prepared the minutes of the meeting, which shall be mailed to each member of the Board.

E. Open Meetings

All meetings of the Board shall be open to the public unless, consistent with the requirements of the Arkansas Freedom of Information Act, a meeting is closed to the public for the consideration of personnel matters. Should any decision be made during an executive session, the Board must reconvene in public session for official action. A.C.A. 25-19-106.

F. Committees

1. Standing Committees. The Board shall establish an Academic Affairs Committee and a Finance Committee, each to consist of three members chosen by the full board to a two-year term, commencing with the first regular board meeting held after July 1. Each committee shall select a Chair from the membership of the committee to serve a two-year term. The Academic Affairs Committee shall consider matters concerning academic personnel, academic programs, and faculty and student appeals. Any proposal considered by the Academic Affairs Committee with respect to the College academic program shall have first been reviewed by the Faculty Council and/or Curriculum Committee and the Administrative Council. The Finance Committee shall consider matters concerning the budget, audit report review, construction, bond issues, non-academic personnel and staff appeals, contracts, and real and personal property.
2. Special Committees. Special committees may be appointed by the Chair of the Board. Special committees shall cease to exist when their functions have been discharged. However, every special committee shall cease to exist one (1) year after the date of its creation, unless continued by affirmative action of the Board.
3. The agenda for any meeting shall be mailed to each member of the committee at least five (5) days in advance of the committee meeting. Public notice as required by the Arkansas Freedom of Information Act shall be given of all meetings.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **Powers and Duties of the Board**

DATE ADOPTED: **March 1994**

NUMBER: **1.22**

DATE REVISED: **September 2000**

The powers and duties of the Board shall be as follows:

- A. To acquire, hold and transfer real and personal property, to enter into contracts, to institute and defend legal actions and suits, and to exercise such other rights and privileges as may be necessary for the management and administration of the College.
- B. To appoint the President of the College
- C. To determine, with the approval of the State Coordinating Board, the educational program of the College.
- D. To make rules and regulations consistent with Act 1244 of 1991 and consistent with the rules and regulations of the State Coordinating Board as are necessary for the proper administration and operation of the College.
- E. May contract with the State Department of Workforce Education, a non-profit organization, or a local school board within its service area to offer secondary level general academic and vocational-technical courses and programs, and adult literacy courses.
- F. Other powers and duties as provided by Act 1244 of 1991 and as delegated to it by the State Coordinating Board.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **Officers of the College**

DATE ADOPTED: **March 1994**

NUMBER: **1.23**

DATE REVISED: **September 2000**

A. President

The President of the College shall serve at the pleasure of the Board and by delegation of the Board as the Chief Executive Officer. When a vacancy occurs in the office of President, the Board shall initiate a search.

B. Other Officers and Staff

When a vacancy occurs in the teaching and administrative staff, the position shall be filled in accordance with the Board's faculty search, hiring, salary, and promotion policies, and in keeping with all applicable state or federal laws, rules, and regulations.

C. Compensation of Faculty and Staff

The Board may set compensation levels for the teaching and administrative staff, consistent with the provisions of state law, applicable state regulations and the policies of the State Coordinating Board of Higher Education with respect to faculty and administrative salaries and staff professional development.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **College Organization**

DATE ADOPTED: **March 1994**

DATE REVISED: **Sept. 1994 September 2000**

NUMBER: **1.30**

General Organization

The overall responsibility for the operations of the College is assigned to the President and shall be organized to provide adequate development and supervision of its major functional areas. While input is widely solicited, a system of Councils and Standing Committees has been formed to help ensure legal compliance and to provide broad participation and representation in the affairs of the College.

Faculty Council

The Faculty Council will have faculty members appointed by their peers as representatives of the various programs. This Council's standing committees shall each be chaired by a Council member named by the Council as a whole. These committees are advisory on matters involving professional development, curriculum, institutional affairs, technology-enhanced education, and student affairs.

Administrative Council

This council will consist of the President, the three (3) Vice Presidents, the Personnel Officer, Registrar, Director of Continuing Education and Business Outreach, and Director of Computer Services. The purpose of this council is to receive and respond to matters brought before it from the Faculty Council, to advise the president, and to enhance communication among all employees and students at the College. The Administrative Council shall meet on a regular basis to discuss matters relating to general College operations and procedures and Board policy implementation.

General Information

The Faculty Council and its standing committees are advisory to the President and the Administrative Council, and each Council may establish ad hoc committees as required. Each committee shall be responsible for the maintenance of minutes and records of each meeting.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Governance**  
POLICY/PROCEDURE: **Accreditations**

DATE: **March 1994**

NUMBER: **1.40**

REVISED: **January 1997 September 2000**

1. Ozarka College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
2. Ozarka College also has institutional accreditation through the Arkansas State Approving Agency for Veterans.
3. Program approvals and accreditations:

The Practical Nursing Program is approved by the Arkansas State Board of Nursing.

The Automotive Service Technology Program is accredited by the National Automotive Technician Education Foundation (NATEF).

The Banking and Finance Option of the Business Technology Program is approved by the American Institute of Banking.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

The Culinary Arts program is approved by the Arkansas Hospitality Association.

The Certified Nursing Assistant program is approved by the Office of Long-Term Care of the Arkansas Department of Human Services.

The Emergency Medical Technician program is approved by the Arkansas Department of Health, Division of Emergency Medical Services.

The Early Childhood Education program uses the curriculum approved by the National Association for the Education of Young Children.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Governance**

**POLICY/PROCEDURE: Review of Board Policies and Procedures Manual**

**DATE: March 1994**

**NUMBER: 1.50**

**DATE REVISED: September 2000**

The development and review of Board Policies and Procedures is an on-going process by the entire College community. Appropriate action will be immediately taken to ensure that the College is operating as efficiently as possible and within all federal, state, local, and college rules and regulations.

The Trustees will review the existing Board Policies and Procedures Manual, making and approving any additions, deletions, corrections, or other modifications as needed.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Personnel Programs - General**

**DATE: March 1994**

**NUMBER: 2.00**

It is the general policy of Ozarka College to promote effective employee relations. The foundation for an effective personnel program lies in the development, communication, and administration of uniform personnel policies and procedures.

Management personnel are charged with the responsibility of administering personnel policies and procedures consistently and equitably in order for a harmonious and congenial working environment to exist within the College. Managers of College employees shall be mindful that:

1. All individuals employed by the College shall be hired on the basis of ability to perform needed tasks.
2. Individuals shall be assigned duties and responsibilities and will be evaluated on the basis of their performance related to these assignments. Evaluations will be discussed with the individual employee.
3. All employees will be equitably compensated in accordance with established pay practices and procedures which are periodically reviewed by the State and the College.
4. Individuals shall be treated at all times with consideration and respect.
5. Each employee is expected to view his/her work and relationship with the College with a sense of personal responsibility and loyalty.

The policy and procedure statements that follow have been developed to conform with the general policies described above. The President should be advised, using normal administrative channels, if any personnel policy, procedure, or practice appears to violate or compromise these policies.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Employee Recruitment and Selection**

**DATE: March 1994**

**NUMBER: 2.10**

**REVISED: September 1994, December 1999, September 2000**

Ozarka College will make all personnel decisions without regard to race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability. The following guidelines will be used in all hiring for the College to ensure compliance with federal equal employment opportunity and affirmative action regulations and guidelines, and to provide an effective system of monitoring procedures for affirmative action purposes:

1. The employment process begins when an academic or support area needs to fill a vacant position. Requests to fill a position will be made to the President, who will act on each request, either approving or disapproving.
2. When authorization to fill a faculty, administrative, or support staff vacancy is granted, for either a new or vacant position, the requesting supervisor shall, in consultation with the Personnel Officer, prepare the job description which will contain, as a minimum, the following information:
  - a. Title of position
  - b. Position assignment
  - c. Description of position duties
  - d. Date position duties will commence
  - e. Required qualifications
  - f. A list of any person(s), by name and date solicited, to whom notice and applications are to be submitted separate from advertisements.
  - g. Closing date

The job description will be sent to the President for final approval. The personnel officer will then

- a. Prepare a position file
  - b. Advertise the position
  - c. Receive and file in the position file all inquiries, letters, applications, and other material relating to the position
  - d. Request from each applicant the necessary Affirmative Action information.
2. All faculty and administrative staff appointments are required to be advertised and are expected to reach qualified candidates of all races, gender, or handicapped status. All advertisements will carry,

in a distinct type, the phrase "Ozarka College is an Equal Opportunity/Affirmative Action Employer."

3. The Personnel Officer, in the capacity of Affirmative Action Officer, shall review the applications, the candidates recommended for interviews, and all procedures used in the hiring process. The Affirmative Action Officer may direct readvertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines were not followed or no acceptable applicants were found.
4. The President will appoint an interview committee which will review all materials received, determine those candidates who meet stated minimum requirements of the position, and identify applicants to be invited for an interview. The Personnel Officer will schedule interviews. Upon completion of the interviews, the interviewers will recommend to the President one or more candidates for final consideration. The President will authorize an offer of employment to be made to the most qualified applicant. Upon final approval, the applicant will be employed.
5. All costs for interviewing a candidate are to be paid from money budgeted for this purpose. All out-of-state candidates brought to campus for interview will be reimbursed for actual expenses according to College travel regulations and restrictions. If an out-of-state candidate is offered employment and rejects the offer, the College will not reimburse for any interview expenses. It is the responsibility of the interviewer(s) to notify the candidate of this policy prior to invitation to interview.
6. The screening process must take steps to ensure that no overt or subtle discrimination on the basis of race, color, gender, religion, ethnic origin, age, marital status, mental or physical disability, or veteran's status is applied.
7. The procedure for announcing classified positions varies from that of academic staff, faculty, and administration. Applicants for clerical, custodial, and secretarial positions may be solicited locally. However, all other requirements set forth in this policy apply.
8. For each position advertised, the College must maintain records of all inquiries in accordance with the requirements described herein.
9. When vacancies occur which may cause major disruptions in the college operation, an emergency may be declared by the President. The President will then move as expeditiously as possible to fill the position. Every effort will be made to provide for the consideration of equal opportunity and affirmative action while filling the vacancy(s).

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Job Vacancy Posting**

**DATE: March 1994**

**NUMBER: 2.11**

**DATE REVISED: September 2000**

Ozarka College seeks to transfer and promote interested and qualified employees within the College whenever possible. Job posting procedures are used to assure that current College staff are aware of and have the opportunity to be considered for position vacancies and newly created jobs which may provide career advancement and alternatives. All vacancies will be posted for at least three (3) working days.

**A. NON-EXEMPT STAFF JOB POSTING PROCEDURES**

All classified staff vacancies will be posted conspicuously in order to inform employees of such vacancies and permit them to investigate the openings. To be considered for these positions, the employee must follow these procedures:

1. Upon reading the posted vacancy, the interested employee may discuss the position with the Personnel Officer to determine continuing interest.
2. If the employee elects to be considered for the position, he/she shall advise the current supervisor. This will in no way jeopardize the employee's current position.
3. The interested employee shall then advise the Personnel Officer of the desire to be considered for the position.

**B. EXEMPT STAFF VACANCY POSTING PROCEDURES**

As an exempt staff vacancy occurs, a description of the position and a list of the minimum qualifications will be conspicuously posted.

1. Any staff member interested in investigating the position further should contact the Personnel Officer by the deadline to declare interest in discussing the position. This contact shall be made with the knowledge of the employee's current supervisor and shall not jeopardize his/her current position.
2. Upon receipt of all inquiries, the President will review the list of applicants. All qualified internal applicants will be considered for the position vacancy.

**C. AUTHORITY OF THE PRESIDENT**

The President reserves the right to re-structure and/or make employee transfers within the organization when it is determined to be in the best interest of the College. These moves will be in compliance with state and federal guidelines.

## OZARKA COLLEGE

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Faculty Appointments**

DATE: **March 1994**

NUMBER: **2.12**

DATE REVISED: **September 2000**

### A. FACULTY CREDENTIAL DOCUMENTATION, VERIFICATION, AND EVALUATION

All recommendations for appointment to the Ozarka College faculty must be supported by a file containing an application, appropriate material establishing expertise and qualifications, and valid transcript(s). The credentials and qualifications of all faculty must be reviewed by the Vice President for Academic Affairs and recommended to the President for employment. The College will validate faculty credentials.

### B. AUTHORITY TO APPOINT AND REAPPOINT FACULTY

The President, with authority of the Board of Trustees, has final approval of all faculty appointments. The precise terms and conditions concerning each appointment shall be stated in writing on the official College Faculty Contract Form. Evaluation of performance will be an ongoing part of the re-appointment process and will be formalized to the extent that quality instruction is assured.

### C. TYPES AND TERMS OF FACULTY APPOINTMENTS

#### 1. Regular Faculty Appointments

The President makes appointments using guidelines outlined in **BPPM 2.10**. Regular academic year appointments are made for two successive semesters.

#### 2. Adjunct Faculty Appointments

The President, with recommendation of the Vice President for Academic Affairs, makes adjunct appointments to persons who can give substantial contributions of time, expertise, and participation in College programs. Adjunct faculty appointments are not eligible for staff benefits and are executed on a semester by semester basis or other period for special purposes.

### D. CATEGORIES OF FACULTY APPOINTMENTS

1. Technical (180 Contract Days)

Collegiate-level programs which are two (2) years in length, contain a planned, integrated sequence of classroom and laboratory experiences, and which provide intensive training in a field of specialization and include communications, math, social science, and related science and computer applications or fundamentals. All associate of applied science programs are in this area. Other programs may fall in this category.

Faculty in these programs shall hold an associate degree or sixty (60) semester hours in an appropriate bachelor's program, national certification in the discipline, and/or three (3) years of directly related work experience. A bachelor's degree is strongly recommended.

2. Postsecondary Vocational, Non-degree (180 Contract Days)

Programs which do not lead to the awarding of an associate degree; courses are more applied, and the program contains limited requirements in general education or related support courses. Faculty in these programs will have 18 semester hours of postsecondary education in the teaching field or national certification in the discipline or three (3) years of directly related work experience. An associate degree is strongly recommended.

3. Academic (180 Contract Days)

This area includes (1) all courses designed for transfer to a senior institution; (2) general education courses in technical/non-degree programs; and (3) courses in which the majority of students transfer to a senior institution.

Faculty shall hold a master's degree with at least eighteen (18) graduate semester hours in the discipline taught.

4. Adult Education (180 Contract Days)

Programs which provide adults with instruction, including ABE and GED.

Faculty shall hold a bachelor's degree in an appropriate discipline and meet Arkansas teachers certificate requirements. A master's degree is strongly recommended.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Non-Renewal of Faculty Appointments**

**DATE: March 1994**

**NUMBER: 2.13**

**DATE REVISED: September 2000**

Regular Faculty

The action of non-renewal for regular faculty appointments may be taken for disciplinary and performance reasons or for other reasons affecting the need for the position such as declining enrollments in a specific program, reduction in staff because of budgetary constraints, elimination, reduction, or modification of program offerings, etc. The President and/or Vice President for Academic Affairs shall inform faculty members, in writing, of the non-renewal of their appointment by March 15. Included within this written notice shall be a statement of the reason(s) for non-renewal.

Adjunct Faculty

Adjunct faculty appointments are at the convenience of the College on a need basis. The receipt of an adjunct appointment shall in no way obligate the College to renew or continue the appointment beyond the appointment date.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Employee Evaluation**

**DATE: March 1994**

**NUMBER: 2.14**

Employee evaluations are intended to serve as a vehicle for professional development and not as a punitive exercise. The process varies depending on the employee and may include criteria established by the College or is designed to conform to guidelines developed by the state Office of Personnel Management and/or the Department of Higher Education.

Written evaluations will be maintained as long as the person is employed, unless removed by the supervisor or in accordance with a legal/grievance proceeding, and for at least five (5) years after he/she is terminated. Frequency of job evaluations may vary. However, as a minimum, employees should be evaluated prior to the end of the first ninety (90) days of full-time employment and annually thereafter and prior to anniversary hire date.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Personnel Records**

DATE: **March 1994**

NUMBER: **2.15**

DATE REVISED: **October 2000**

**A. MAINTENANCE OF EMPLOYEE INFORMATION AND RECORDS**

1. General Procedures

- a. Information and records compiled and maintained on employees will be limited to that which is for legitimate business purposes and which is required to comply with legal requirements and government regulations.
- b. The Personnel Officer shall be responsible for properly compiling and maintaining personnel records.

2. Procedures for Records Maintenance

The following College personnel forms and records must be compiled and maintained, as appropriate, for all employees. Other information may be included at the direction of the President;

Employment Application  
Resume' for Employment Inquiry  
College Transcripts  
Licenses/Certifications  
Faculty Employment Contracts  
Group Insurance Forms  
Personnel Action Forms (PAF)  
Retirement Forms  
Emergency Care Form  
Personal Career History  
Performance Evaluations  
Letters of Counseling/Discipline  
Unemployment Claims  
Withholding Information  
Time Report Forms  
Exit Interview Form  
Voluntary Payroll Deductions

## Salary Information

### B. RECORDS RETENTION PROCEDURE

The following retention schedules and filing procedures are required where employment records, applications, and personnel folders are maintained:

#### 1. Employee Personnel File

Only information having a permanent or long-term effect on the status of an employee should be retained in the employee's file. It is important to note that all Personnel Action Forms processed during a person's employment should be retained in the individual's personnel file to document employment history. Personnel files of terminated employees will be retained seven (7) years.

#### 2. Employment Applications

##### a. Definition

An employment application is any written request for employment such as a letter of inquiry, resume, or a formal job application.

##### b. Retention Period

The employment application of an applicant who is hired should be filed in the employee's file and retained for seven (7) years after termination of employment.

The application forms of all applicants considered for employment must be maintained for at least six months. At the discretion of the President, applications for employment may be retained for longer than one year.

### C. RELEASE OF EMPLOYEE INFORMATION

All requests for employee information require judicious and consistent handling. Accordingly, the President will be responsible for the release of employee information. The following guidelines for both internal and external release of information have been established:

#### 1. Procedure for the Internal Release of Information

a. Only appropriate management personnel with legitimate "need-to-know" will be allowed to review employee records.

b. The President will determine the legitimacy of the "need-to-know" request and will assure that only relevant information is shown to management.

- c. Such a review of the employee's records will normally take place in the Office of the President, and care will be taken to assure that the file is not altered in any way.
- d. Upon request, an employee has the right to review and copy his/her own information.

2. Procedure for the External Release of Information

The following procedures will be followed in handling external requests for information concerning current and former College employees:

- a. Information will not be given to any person until after his/her identity has been definitely established.
- b. Information will not be given to any person without a legitimate reason for requesting the information.
- c. Persons making requests will be advised to make a written request, or the information may be supplied on a "call back" basis.
- d. If identity has been clearly and definitely established, information may be given in response to a request for reference check. Such information will be limited to verification of employment dates and position(s) held at the College.
- e. Information as to the evaluation of performance will not be released without the written request or permission of the employee and the approval of the President.

3. Release of Information to Outside Organizations and Agencies

The amount and type of information which can be released on any College employee depends on the type of organization requesting the information and its legal rights, jurisdiction, and powers to secure such information. Requests for information from such organizations as the Federal Bureau of Investigation, U.S. Department of Labor, U.S. Internal Revenue Service, Equal Employment Opportunity Commission, or Federal, State, County, and Local courts and Police will be honored only after a subpoena, affidavit, or other legal notice and/or identification has been produced.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Employment Classifications**

**DATE: March 1994**

**NUMBER: 2.16**

**REVISED: September 1994**

All positions at Ozarka College are identified as either ? Classified? or ? Non-Classified.? Classified positions are subdivided into ? Exempt? and ? Non-Exempt,? depending on whether or not the position is covered by the Fair Labor Standards Act (FLSA) of 1983. This law is intended to insure fair compensation for labor and achieves this by establishing the minimum wage, defining overtime, and setting requirements for compensation for all hours an employee is required or permitted to work. Ozarka College began complying with FLSA effective April 15, 1985.

Non-classified

Non-classified employment categories for Ozarka College include the following:

13. Administrative - persons who are engaged in the general administration of the institution and under the direction of the President.
14. Faculty - persons employed under written work agreements outlining specific terms of employment approved by the Ozarka College Board of Trustees and who are directly engaged in teaching. This category includes the librarian.
15. Managerial/Professional - persons who have a specific area of responsibility or who supervise a particular area.

Classified

Classified positions are typically those other than faculty, administrative, or managerial/professional, such as secretarial, clerical, plant maintenance, etc.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Probationary Period for Full-Time Employees**

**DATE: December 1997**

**NUMBER: 2.17**

All new appointments to full-time positions are subject to a 12-month probationary period. During this time, the College or the employee or both may, with proper notice, terminate employment. At the discretion of the President, the probationary period may be extended one or more additional years.

In addition, a probationary period may be reinstated after more than one year of employment if a full-time employee receives an unsatisfactory job performance evaluation (see **BPPM 2.18**)

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Resignation, Termination, and Dismissal of Employees**

DATE: **December 1997**

NUMBER: **2.18**

Resignations

1. **Classified employees** who resign their employment with Ozarka College are expected to give notice of their resignation at least 10 working days prior to leaving the campus. Failure to give notice may result in forfeiture of accrued annual leave.
2. **Faculty and administrative staff** employed under the provision of a written work agreement are expected to coincide with expiration of that agreement, with notice being given when new work agreements are issued.

Termination

1. Personnel may be terminated for cause when it is determined that the employee's job performance or behavior is below acceptable and customary standards of performance, including, but not limited to, the following reasons: excessive tardiness, excessive absence, inadequate job performance, unwillingness to respond to supervision (insubordination), dishonesty, theft, fraud, reporting for work under the influence of drugs or alcohol, or moral turpitude.
2. When the annual performance evaluation of an **administrative or managerial/professional staff member** indicates unsatisfactory performance, the results will be fully communicated to the employee, and both the employee and the supervisor will attest to the communication by signatures.

As a result of unsatisfactory evaluation, the employee may be terminated at the end of the current work agreement or may be placed on probation for the following school year with future renewal based on the results of three periodic evaluations to be conducted during the year. Should these evaluations indicate a lack of substantial improvement, the employee will be terminated at the end of the work agreement period.

3. When the annual performance evaluation of a **faculty member** indicates unsatisfactory performance, the results will be fully communicated to the employee, and both the employee and the supervisor will attest to the communication by signatures.  
As a result of unsatisfactory evaluation, the faculty member may be terminated or may be placed on probation for the following semester or school year. Should further evaluation indicate a lack of substantial improvement, the faculty member will be terminated at the end of the work agreement period.

4. If during the evaluation period the supervisor determines that a **classified employee**'s overall performance has fallen below the mid-level standards, the employee will be placed on probation. The supervisor must document the below-acceptable performance, and the employee must be informed of the probationary status, which is established at 30 days. During the probationary period, the supervisor will counsel the employee on progress or lack of progress.

At the end of the probationary period, the supervisor will conduct a formal evaluation of the employee. If mid-level standards have not been met, the supervisor and his/her immediate supervisor will decide whether to recommend an extension of probation or termination of the employee. If probation is extended for an additional 30 days, the supervisor will provide and document additional counseling.

At the end of the second probationary period, the supervisor will conduct another formal evaluation of the employee. If mid-level standards of performance have not been met, the employee will be recommended for termination.

5. In the event the College receives an appropriation of State funds in Allotment ? A? below the 100% level, the College reserves the right to lay off or terminate employees to absorb shortfalls in revenue.

To maintain an efficient operation, the College reserves the right to terminate employment in areas which are over-staffed based on budgeted student enrollment.

If the decision is made to phase out a program area, activity, or service provided by the College, the institution reserves the right to terminate employees affected by the phase out.

### Dismissals

1. When it becomes necessary to terminate the employment of **Administrative Personnel (Chief Officers or President)**, the individual will be given written notification stating the date on which that person will be relieved of administrative responsibility, the effective date for termination, and the reason(s) for the action. Such notification will advise the individual of the right to appeal. If this right is exercised, such appeal will be made within 5 working days and in writing to the Board of Trustees, which will review the action and make a recommendation.
2. A request for reassignment of **administrative personnel** may be made, and upon mutual agreement between the individual and the President and/or Board of Trustees, the individual may be assigned to an available position authorized by the legislative act. This action is not subject to procedures followed in the normal employment process.
3. In the event a **faculty member**'s work agreement is not being renewed and conditions of renewal are not stated in the work agreement, the faculty member will be notified in writing by March 15. Such notification will indicate the reason for non-renewal of the work agreement and will advise the faculty member of the right to appeal.



If this right is exercised, a written request for appeal must be filed with the Personnel Officer no later than five (5) working days after receipt of notification of non-renewal. Failure to file within the prescribed time will result in forfeiture of the right to appeal. Within 24 hours following receipt of the written request for appeal, the President will schedule a meeting with the faculty member to take place within a maximum of five (5) working days.

If an agreement cannot be reached, the appeal will be taken to the Board at the next regularly scheduled meeting. The Board will review the appeal and make a final decision.

4. When it becomes necessary to terminate the employment of a **classified or managerial/professional employee**, the employee will be notified in writing, stating the effective date of termination and reasons for the actions. The notice will also advise the employee of the right to appeal the decision to terminate.

If this right is exercised, a written request for appeal must be filed with the President no later than five (5) working days after receipt of notification of termination. Failure to file within the prescribed time will result in forfeiture of the right to appeal. Within 24 hours following receipt of the written request for appeal, the President will schedule a meeting with the employee to take place within a maximum of five (5) working days.

If an agreement cannot be reached, the appeal will be taken to the Board at the next regularly scheduled meeting. The Board will review the appeal and make a final decision.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Compensation and Classification of**  
**Non-Faculty Staff**

**DATE: March 1994**

**NUMBER: 2.20**

Classified personnel are employed and paid in accordance with the College Appropriation Act approved by the Arkansas General Assembly and guidelines established by the Arkansas Department of Higher Education and other agencies of the state concerned with classified personnel.

The Appropriation Act sets the grade for specific positions and the number of such positions that are available to the College. A salary schedule, approved by the General Assembly, determines the pay level of all classified positions and the maximum level of a specific job title.

Each employee may be eligible for a pay increase on his/her anniversary date each year. Pay increases are determined by administrative action, giving consideration to legislative approvals, the availability of funds, and an evaluation of each employee's work performance. A pay increase may also be recommended for an employee who has been promoted to a position which carries a higher classification.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Compensation and Categorization of Faculty**

DATE: **March 1994**

NUMBER: **2.21**

DATE REVISED: **September 2000**

Full-time Faculty

Full-time faculty at Ozarka College are categorized and compensated according to guidelines established and monitored by the Board of Trustees. These guidelines are based, in part, on suggestions from the Arkansas Department of Higher Education, as directed by the General Assembly. Information about salaries is available from the President.

**Evaluation Criteria for Salary Schedule Placement-Current and New Hires**

A. Postsecondary Education

In the evaluation of postsecondary education, the College will be guided by the minimum training and experience requirements for faculty personnel as promulgated by the respective accrediting bodies. In granting credit for various degrees, the degree earned by the faculty member must have a direct relationship to the course content of the subject field in which the faculty member is to teach.

1. A certificate or diploma granted by a postsecondary institution will be counted as one (1) or two (2) years of postsecondary education, depending upon the required length of the program.
2. An associate degree will be counted as two (2) years of postsecondary education.
3. A bachelor's degree will be counted as four (4) years of postsecondary education. Credits earned toward a bachelor's degree may be recognized by granting one (1) year for thirty (30) semester credits or forty-five (45) quarter credits; two (2) years for sixty (60) semester credits or ninety (90) quarter credits; and three (3) years for ninety (90) semester credits or one hundred thirty-five (135) quarter credits. Credit will be granted in one (1) year increments only for credits earned toward a bachelor's degree.
4. A master's degree will be counted as five (5) years of postsecondary education.
5. A specialist's degree will be counted as six (6) years of postsecondary education.

6. A doctorate will be counted as seven (7) years of postsecondary education.

B. Teaching Experience

1. A minimum of two semesters (three quarters) and a maximum of three semesters (four quarters) of full-time teaching will be considered as one (1) year of creditable teaching experience provided that it was in, or directly related to, the subject field or job assignment for which the applicant is being considered. Part-time creditable teaching experience shall be equated to full-time teaching experience on a pro rata basis. The relevancy of the teaching experience to the position for which the applicant is being considered is the most important criteria.
2. Full credit shall be granted for postsecondary teaching experience totally in the subject field. Other teaching experience at this level may be credited on a pro rata basis as the subject matter taught would apply to the faculty member's subject field.
3. One-half (1/2) credit shall be granted for secondary or elementary teaching experience totally in the subject field.
4. Other teaching experience may be credited as appropriate, with documentation and justification demonstrating the relevance of the faculty member's subject field.

C. Work Experience

The criteria for granting work experience credit is the occupational value of the work experience and its relevance to the faculty member's subject field. Creditable work experience over a period of years should indicate that it was progressively more complex and of increasing responsibility. Military work experience may be just as creditable in certain fields of endeavor as civilian experience.

1. Work experience shall be carefully evaluated for its relevance and credit granted accordingly.
2. Twelve (12) calendar months shall be considered as one (1) year in crediting work experience. Part-time creditable work experience shall be equated to full-time work experience on a pro rata basis.

D. Salary Advancement

For a salary increase, a faculty member must meet certain educational and experience requirements. Credits used for advancement must be approved by the President prior to receiving the credit.

Courses must be approved by the President or his/ her designee and credits must be earned subsequent to achieving basic qualifications. College credits must be documented by an official transcript of credits earned for advancement and meet one of the following criteria:

1. Graduate hours directly related to the teaching field which were earned after achieving basic qualifications.
2. Graduate-level college credits in education courses which are directly related to community college instruction or college administration.
3. College credits (undergraduate or graduate) which are directly related to the trade or teaching field for individuals with less than bachelor's degree.
4. Education courses on curriculum design, testing, methods of teaching, etc.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Overtime Policy**

DATE: **March 1994**

NUMBER: **2.22**

DATE REVISED: **September 2000**

The policy regarding overtime at Ozarka College is based on the Federal Fair Labor Standards Act, the Compensatory Time Act 695 of 1981, and the related policy statement developed by the Office of Personnel Management and the Department of Finance and Administration. By definition, compensatory time shall be granted in lieu of payment for overtime hours.

Compensatory time is intended for use only on those rare occasions when it is necessary for an eligible employee to work in excess of the regularly scheduled work week to accomplish specific tasks.

**Specific elements of the policy include:**

1. Compensatory time may be earned only with the prior approval of the appropriate Vice President and the President.
2. All employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of forty hours.
3. Compensatory time must be earned before it can be used.
4. Used compensatory time will be paid at the employee's base hourly rate of pay.
5. Compensatory time may be used in lieu of Sick Leave and should be used until the balance is depleted before using Annual Leave.
6. No employee may accumulate compensatory time in excess of one hundred sixty (160) hours; two hundred forty (240) hours at time-and-a-half.
7. Compensatory time should be used during the calendar year in which it was accrued.
8. Work performed on official holidays will be handled under the standard leave policy.

**Policy procedures include the following:**

1. The employee's immediate supervisor will determine the need for overtime and submit a request for approval of compensatory time to the appropriate Vice President.
2. The Vice President will provide a copy of the form to the President for approval prior to the employee's working the overtime.
3. Complete and accurate records regarding compensatory time earned and used shall be maintained and included as a separate category on the employee's time sheet or leave records.

Any questions regarding this policy or these procedures may be discussed with the appropriate Vice President or the President.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**  
POLICY/PROCEDURE: **Pay Procedures for Emergency Closing  
of College Facilities**

DATE: **March 1994**

NUMBER: **2.23**

Whenever, because of emergency conditions, the President determines that any College facility is closed, full-time employees will be entitled to pay as follows:

1. Faculty

Faculty will receive normal pay for any day, or portion thereof, a facility is closed. Because of the requirement to complete certain instruction for students during a specific semester, instruction missed because of emergency closing of a facility may have to be made up. Under such conditions, faculty members are expected to satisfy such requirements without additional pay.

2. Administrative and Classified Employees

Administrative and classified employees will normally report for work unless notified by the President or their designated supervisor that they should not attempt to come in. Employees who choose not to report for work on such days will be required to take annual leave or, if all annual leave has been exhausted, leave without pay.

See also **BPPM 3.33**.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Quality of Work Life**

**DATE: March 1994**

**NUMBER: 2.30**

**REVISED: December 1999**

Ozarka College recognizes that employees deserve the respect and cooperation of those with whom they work. To this end, the College emphasizes the need for a quality work environment free of harassment and prejudice of any kind. Prejudice can include but is not limited to prejudice against race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability. Employees are prohibited from making statements or taking actions that are potentially offensive and embarrassing to other employees, students, or visitors. Failure to adhere to the normal standards of courtesy and consideration may lead to disciplinary action.

The College will make every effort to provide assurances for a quality work environment as outlined in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

Any experience or observance of harassment or prejudice of any kind at the College must be immediately reported to the Affirmative Action Officer and the President.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Gross Misconduct**

**DATE: March 1994**

**NUMBER: 2.31**

Gross misconduct is that type of serious, improper behavior which the College cannot condone even if a warning was issued. Gross misconduct threatens ongoing College operations, the health and safety of others, or individual health and safety. Gross misconduct may lead to immediate termination without counseling. No list of specific misbehavior can contain all types of misconduct which might occur. The following are just a few examples of behavior which will not be tolerated:

1. Insubordination - refusing to follow supervisor's directions or refusing to perform in the manner which the supervisor requests or directs
2. Mistreatment or endangering safety of others - College employee, student, or visitor
3. Damaging College or Foundation property by serious negligence or a willful act
4. Reporting to work or representing the College under the influence of alcohol and/or drugs or in possession of alcohol or drugs, firearms, or other dangerous devices
5. Commitment of a serious misdemeanor or any felony

## **POLICIES AND PROCEDURES OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Employee Grievance Procedure**

**DATE: March 1994**

**NUMBER: 2.32**

**DATE REVISED: September 2000**

### **GENERAL**

The College seeks to treat each employee fairly. All employees are encouraged to bring to the attention of their immediate supervisor legitimate complaints perceived by them. Supervisors will provide time for such complaint conferences as soon as possible and within one (1) week of notice of the employee complaint at the latest. The intent of these conferences is early and informal discussion of the issue in order to reach a timely and mutual resolution.

An employee who believes that a discussion with the employee's immediate supervisor would be futile may elect to request a complaint conference with a higher line supervisor, which conference will be held as soon as possible and at least within one (1) week of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. Grievances may cover matters such as the application of College policies and practices to the grievant, but the existence or content of the policies may not be grieved.

### **DISCIPLINARY PROCEDURES**

Supervisors are concerned with **preventing** personnel problems from occurring, as well as correcting misconduct or poor performance. Generally, an informal reminder is all that is necessary for an employee to correct a behavioral or job performance problem. However, if informal counseling is unsuccessful in solving a problem, or if the problem is severe, formal disciplinary steps may be necessary. These formal disciplinary steps include, but are not limited to:

- a verbal reprimand
- a verbal reprimand with a letter of warning
- a written reprimand with a letter of warning
- suspension without pay
- termination

If the employee feels that he/she has been treated unfairly, and all attempts for an informal resolution have been exhausted, a grievance may then be filed.

### **GRIEVANCE PROCEDURE**

Any College employee shall have the right, at any time within five (5) working days after the incident out of which the grievance arises, to present a grievance. Any such grievance shall be handled in accordance with the following procedure:

1. Any College employee may present a grievance (orally) to his/her supervisor. If the supervisor's response is not given within two (2) work days after the presentation of the grievance, or if the answer is not satisfactory to the complainant, the complainant may proceed with step two.
2. The College employee shall, within three (3) working days thereafter, submit the grievance in written form to the Affirmative Action Officer, with one copy to be presented to his/her immediate supervisor.
3. The Affirmative Action Officer and the grievant shall meet within five (5) working days in an attempt to reconcile the grievance. If, within three (3) working days from the hearing, the grievance is not reconciled, then the grievance may be submitted to the President.
4. In the event the grievant (who must be present at this hearing) is dissatisfied with the decision of the President, then the grievant may, in writing and through the President, petition the Board of Trustees to review the case. The decision rendered by the Board shall be final.
5. Employees who feel they have been subjected to Civil Rights violations may contact the Office of Civil Rights directly.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Personal Appearance**

**DATE: March 1994**

**NUMBER: 2.33**

There are many different work environments at the College. Some jobs require working with the public or students, while other jobs are less visible. It is important that employees maintain a professional standard of dress and grooming that reflects positively on the College.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Employment of Relatives**

**DATE: March 1994**

**NUMBER: 2.34**

The College may employ qualified persons related to another employee. Family members include spouse, parent, child, a brother or sister, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, step-relative or half-relative, and in-laws. No family member may be under the administrative control and direction of another family member, either directly or indirectly. No employee can initiate, participate in, or influence in any way, College decisions regarding a related applicant or employee. Completion of Form F-4 must be completed and approved before hiring a family member.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Whistleblowing Protection**

**DATE: September 2000**

**NUMBER: 2.35**

The policy of Ozarka College regarding the Arkansas Whistle-Blower Act is consistent with Arkansas Code Annotated 21-1-601 through 609.

It is the policy of Ozarka College that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee, in the following situations:

1. If an employee alleges a violation under this Act, and does so in good faith;
2. If an employee alleges a violation under this Act, and does so in good faith, and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
3. If an employee alleges a violation under this Act, and does so in good faith, and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An adverse action is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee's employment, including compensation, job location, rights, immunities, promotions, or privileges.

Good faith is lacking when the employee does not have personal knowledge of the waste or violation or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to one of the employee's superiors or to an appropriate authority, such as

1. A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc;
2. A member, officer, agent, investigator, auditor, representative, or supervisory

employee of the body, agency, or organization; or

3. The office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney's office.

The report by the employee of such waste or violation must be made prior to any adverse action by Ozarka College. Additionally, the report is to be made at a time and in a manner which gives Ozarka College reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that Ozarka College has acted adversely towards him/her because of the allegations, may utilize approved grievance or mediation procedures. The employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the Arkansas Whistle-Blower Act. Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, Ozarka College shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**  
POLICY/PROCEDURE: **Standards of Conduct**

DATE: **March 1994**

NUMBER: **2.40**

DATE REVISED: **September 2000**

As a public institution, the College must conduct its business in a manner which is beyond reproach. The actions of College employees must be, **and must appear to be**, proper.

1. Gifts or Favored Treatment

Employees should not accept a gift from someone not employed by the College nor accept favored treatment from anyone, internal or external to the College. This may give the appearance of impropriety and, depending on the situation, it may, in fact, be illegal. In either case, acceptance of a gift or favor is not appropriate.

2. Confidentiality

As a part of employee responsibility one may be aware of confidential information. It is essential that this information be treated properly and not released to unauthorized persons. Betrayal of this confidence on the part of any employee may result in disciplinary action.

3. Opinion Polls

Employees must not speak as an agent of the College unless it is part of their designated duties. The public may interpret a statement from an employee as an official statement from the College. Also, employees should not conduct or take part in non-College sponsored polls that would seem to show the attitude of the staff or students. Of course, one is not restricted from participating in polls conducted among the general public where the College is not represented. Under normal circumstances, the President is charged with representing the College to the public and, therefore, must approve any statements and/or materials designed for public disclosure.

4. Political Activities

The College is a public body of the State of Arkansas. As such, employees are restricted by law from using a College position or the College name in any form of political persuasion or influence. While acting as a representative of the College, an employee **cannot engage in political activities.**

An employee must not use a College position for political influence or give the impression that he/she is doing so. The political activities listed below are unacceptable to the College and are illegal;

- a. An employee must not give the impression that a political party, a political candidate, a political issue, or a partisan activity has the official or unofficial support of the College.
- b. An employee must not use a position with the College to directly or indirectly influence the voting or political affiliation of co-workers or students.
- c. An employee may not cause any co-worker or student to give time, money, loans, or gifts to the support of any political organization or cause.
- d. An employee cannot engage in any political activity during normally scheduled working hours or any other time while performing assigned College responsibilities.

5. No Solicitation or Distribution

Employees or outside constituencies must not solicit, distribute, or post any unauthorized written or printed material to any employee during working time and on College premises without the express permission of the President. Staff should report all solicitations, distributions, or other transactions to the President or the Vice President for Finance immediately.

6. Conflicts of Interest

As a state public institution, the College is keenly aware of its duty to protect the assets of the taxpayers of Arkansas. The College is required by law to give public notices of certain meetings, to follow a public bidding process in certain cases, and to disclose information which is normally confidential. Because of these duties to the public, employees must exercise extreme care that they conduct themselves in a manner which is proper--and which appears proper.

7. College Assets and Personal Business

Employees will use College assets only while performing assigned duties unless specifically authorized by the President. Employees must not use College assets or employ the College name or other official materials such as the seal, logo, etc., in order to conduct personal business.

8. Outside Employment

While all full-time employees are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update technical skills is to be encouraged. Such employment, however, must not interfere with the discharge of the employee's duties at the College. It is expected that employees will make clear, in all instances, that outside employment is their individual responsibility and that the College is not being represented.

If individual conduct does not meet appropriate standards, corrective action may be necessary. Except for gross misconduct, the first step is normally counseling by the immediate supervisor. For more information see **BPPM 2.32**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Smoking Policy**

**DATE: March 1994**

**NUMBER: 2.41**

**DATE REVISED: October 2000**

Purpose

The College sincerely desires to accommodate the wishes of those who choose to smoke and those who wish to work and learn in a smoke-free environment. With this consideration paramount, the College has adopted the following policy, effective November 1, 2000:

Policy

1. Smoking is prohibited in all buildings unless otherwise designated.
2. Smoking is not allowed in any classrooms, laboratories, or restrooms.
3. Students, employees, and visitors may smoke outside. All trash, such as packaging and extinguished cigarettes, must be deposited in appropriate receptacles. Smoking is not permitted within ten (10) feet of the front doorways of academic or administrative buildings.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Copyright Policy**

DATE: **March 1994**

NUMBER: **2.42**

1. It is the intent of Ozarka College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). This policy represents a sincere effort to observe this law.
2. Employees are prohibited from copying copyrighted work unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.
3. Employees are prohibited from "performing" copyrighted works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110(1),(4), or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.
4. Employees who willfully disregard this policy do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.

**See also BPPM 4.69**

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Payroll**

**DATE: March 1994**

**NUMBER: 2.43**

**DATE REVISED: September 2000**

Time Report Forms

Classified employees must record time worked and use of leave on a Time Report Form for approval by his/her supervisor. Failure to submit a proper Time Report Form when due may result in disciplinary action, and may delay receiving pay. Any failure to accurately record work time, or any falsification of a Time Report Form is grounds for immediate dismissal.

Absence or Lateness

Working hours are set by the College. It is important that an employee be at work on time according to those hours. Tardiness or absence affects co-workers and College services. The immediate supervisor must be notified if an employee is to be late or absent from work. A faculty member who must be late or absent should contact the Vice President for Academic Affairs or designee as soon as possible before a scheduled class so that a substitute can be found. Failure to inform a supervisor may result in denial of leave-pay benefits, and may also result in disciplinary action.

Payroll Procedure

Payroll policies and procedures at the College may vary depending on employment group and type and may be amended by state guidelines. Information regarding pay periods, frequency of pay periods and alternatives may be obtained from the Payroll Officer or the Vice President for Finance.

Payroll Deductions

Certain payroll withholding is required by law and some may be authorized by the employee. The law requires the College to withhold any income taxes, and, in certain circumstances, Social Security. Also under certain circumstances, the College will withhold amounts due to legal garnishment, wage assignments, or qualified domestic relations orders. If eligible, an employee may authorize certain limited payroll deductions. Some of these deductions may be made on a pre-tax basis. Information regarding these deductions is available from the Personnel Officer.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Safety at the College**

DATE: **March 1994**

NUMBER: **2.44**

DATE REVISED: **September 2000**

In order to reduce or eliminate accidents in the workplace, the College has committed several resources to ensure compliance with federal standards and provide a safe workplace for all staff, students, and the public.

1. College Safety Committee

The College Safety Committee is comprised of at least one (1) faculty member, one (1) maintenance staff member, one (1) classified staff member, and one (1) administrator. The committee conducts an annual inspection of all College facilities and reports its findings to the President. The report identifies any unsafe conditions and the steps recommended or taken to eliminate those conditions. The committee is also responsible for certain postings, OSHA reports, and information distribution. The Committee also investigates any incidents in which students or employees have been put at risk because of unsafe conditions on campus.

2. Condition of Premises

Each employee is responsible for the condition of the College premises and is accountable for identifying, correcting, or reporting unsafe conditions in office areas, classrooms, laboratories, work areas, or grounds.

All employees are responsible and accountable for accurately reporting all injuries to the Personnel Officer. This includes injuries to students, visitors, or co-workers. One should report injuries promptly. Late claim reporting can jeopardize the payment of a claim and delay the correction of an unsafe condition.

3. College Vehicles

The safe use of College vehicles is basic to any safety program. Only properly licensed and insured employees approved by the President or the Vice President for Finance are allowed to operate College vehicles.

Employees must report immediately any accident or injury involving a College vehicle.

College vehicles may be used for College business only, unless otherwise authorized by the President. Unauthorized trips for personal reasons or transporting unauthorized persons in a College vehicle is a misuse of College property which may lead to disciplinary action, up to and including termination of employment.

See also **BPPM 3.31** and **3.34**.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**  
POLICY/PROCEDURE: **Communicable Disease Policy**

DATE: **March 1994**

NUMBER: **2.45**

DATE REVISED: **September 2000**

Prevention of disease transmission at work is the responsibility of the College and individual employees. The College will follow the recommendation of the Arkansas State Board of Health when a documented communicable disease that can be transmitted at work occurs.

The College will move quickly to:

1. Obtain reliable evidence of the presence of the disease.
2. Request guidance from the Arkansas State Board of Health.
3. Act on Arkansas State Board of Health recommendations.

In addition, the Occupational Safety and Health Administration (OSHA) has set **Bloodborne Pathogens Standards** which are designed to limit occupational exposure which could result in transmission of bloodborne pathogens which could lead to disease or death. These standards became effective on May 5, 1992 and require the College to develop a plan which must be updated annually.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: College AIDS Education and Prevention**

**DATE: March 1994**

**NUMBER: 2.46**

**DATE REVISED: September 2000**

The Occupational Safety and Health Administration (OSHA) requires the College to provide employees with education about AIDS. As required, this education includes

1. Definition, cause, transmission, and incidence of AIDS.
2. Behaviors that put individuals at risk of exposure to AIDS and precautions that reduce risk.
3. Universal precautions and location of barrier precautions for safely dealing with accidental blood and body fluids at work.
4. College AIDS policy and local AIDS resources.
5. Acceptance of co-workers and students with AIDS.

The law requires all employees (full- and part-time) to participate in this general education program and also requires documentation of their participation. The Ozarka Safety Committee will work to provide this information.

Benefits

HIV infection and AIDS are treated as other life-threatening conditions with regard to medical coverage, insurance, disability, and leave.

Universal Precautions Information - Center for Disease Control (CDC)

An employee may be exposed to a body fluid spill from a co-worker or student while at the College. Because blood and body fluids contaminated with blood are routes of transmission for the AIDS virus called HIV, exposures to these fluids are potential exposures to HIV. In order to prevent the transmission of HIV, the following information will be given to all employees:

1. Universal Precautions guidelines for safely dealing with these accidental exposures (including "handling exposures resulting from spills")
2. Location of barrier precautions
3. Exposure report form
4. Review of College AIDS policy

Consistent with the Arkansas State Board of Health guidelines, Universal Precautions **are required to be used with all** spills of/or accidental exposures to blood or other body fluids. The ACA requires that employees who fail to use required Universal Precautions will be disciplined. In compliance with OSHA, normal College disciplinary procedures will be followed.

#### AIDS and HIV Prevention Training

This policy requires **specialized training** for those groups of employees who are at greater risk of exposure to blood or other body fluids, especially those contaminated with blood, during their work at the College.

#### Availability of HIV Testing

The College will refer individuals who have documented College-related exposures to appropriate counseling designed to assess the need for HIV testing. The Management of Exposures & HIV Testing Guidelines will be applied in all cases of documented exposures at the College. The College will record that this counseling and test information has been offered.

#### Resources

The College will use the Universal Precautions and guidelines that are recommended by the Arkansas State Board of Health as the foundation for AIDS education and training. The Inter-Agency Training Program, in conjunction with the Arkansas Department of Health, provides educational programs concerning HIV and AIDS in the Workplace. Questions about available training programs should be addressed to the College Safety Committee.

#### AIDS and Handicap Law Section 504 of the Federal Rehabilitation Act of 1973

Ozarka College is an Affirmative Action/Equal Opportunity institution and will protect the rights of employees with disabilities including those with AIDS. The College will make reasonable accommodations for employees with disabilities. Any College action for reasonable accommodation will take into consideration the well-being of the affected individual, fellow employees, students, and the College.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Drug and Alcohol Free Workplace**

**DATE: March 1994**

**NUMBER: 2.47**

**DATE REVISED: October 2000**

Pursuant to Public Law 101-226, entitled Drug Free School and Communities Act Amendment of 1989, the College is committed to maintaining a drug and alcohol free workplace for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, and unethical behavior.

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.

2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, Methamphetamine and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the agency in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.

4. Ozarka College must notify the U.S. government agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.

5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the agency will require the employee to successfully finish a drug abuse program at St. Bernard's Regional Behavioral Health in Jonesboro (1-800-800-0496), or another approved private or governmental institution.

6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

7. In addition, employees may not manufacture, distribute, possess, sell, use, or be under the influence of alcohol at a College facility or while conducting official College business.

All employees of Ozarka College must certify that they have received a copy of this agency's policy regarding the maintenance of a drug free workplace and that they realize that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited on this agency's premises. Refusal to formally acknowledge receipt of this policy is grounds for dismissal from the College.

Violations of this policy will be considered gross misconduct and will result in immediate disciplinary action that includes one or more of the following:

- a. A written reprimand with warning
- b. Temporary suspension without pay for College employment
- c. Termination from College employment.

#### Drug and Alcohol Free Awareness Program

The College Safety Committee will be responsible for offering a Drug and Alcohol Free Awareness Program each year to which all paid employees will have access. Topics for this program may include:

1. College Alcohol and Drug Free Workplace policy
2. Safety at work related to controlled substance or drug abuse for employees and students
3. Health effects of controlled substance or drug abuse
4. Community resources for employee rehabilitation from drug or controlled substance abuse.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Sexual Harassment**

**DATE: March 1994**

**NUMBER: 2.48**

It is the policy of Ozarka College that sexual harassment (as defined under 29 CFR Ch XIV, subsection 1504.11, Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985) is intolerable and unconscionable and will not be tolerated. Persons who commit and/or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
2. Submission or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

Procedures

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals than should pursue formal resolution of their complaint. All complaints must be made within five (5) days of the occurrence of the alleged harassment.

**Informal Resolution.** Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a supervisor higher in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice President for Academic Affairs. The person receiving the complaint shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

**Formal Resolution.** If a problem cannot be resolved through informal attempts at conciliation and if the complainant wishes to pursue the matter further, he or she must file a formal complaint with the Vice President for Academic Affairs, in accordance with the Grievance Procedure outlined in **BPPM 2.32**. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

**Sanctions.** If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, disciplinary action appropriate to the severity of the offense will be recommended, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Chemical Right to Know**

**DATE: March 1994**

**NUMBER: 2.49**

In compliance with Act 556 of 1991, Ozarka College Safety Committee provides a written hazardous communication program for its employees. All employees will be given an initial communication program and an up-dated program annually. The College will also provide the hazardous chemical communication program for new employees. Through the program, employees will receive information as needed for each hazardous chemical they might contact in the line of work during normal operating conditions and in foreseeable emergencies.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Holidays**

DATE: **March 1994**

NUMBER: **2.50**

DATE REVISED: **September 2000**

Following state law, classified and administrative staff shall be granted time off to observe the following regularly scheduled legal holidays:

- |     |                              |                                      |
|-----|------------------------------|--------------------------------------|
| 1.  | New Year's Day               | Jan. 1                               |
| 2.  | Lee's/King's Birthday        | 3 <sup>rd</sup> Monday in January    |
| 3.  | George Washington's Birthday | 3 <sup>rd</sup> Monday in February   |
| 4.  | Memorial Day                 | Last Monday in May                   |
| 5.  | Independence Day             | July 4                               |
| 6.  | Labor Day                    | 1st Monday in September              |
| 7.  | Veteran's Day                | November 11                          |
| 8.  | Thanksgiving Day             | 4 <sup>th</sup> Thursday in November |
| 9.  | The Employee's Birthday      | Discretionary                        |
| 10. | Christmas Eve                | December 24                          |
| 11. | Christmas Day                | December 25                          |

The Governor, by Executive Proclamation, may grant additional days in observance of special events or for other reasons at his/her discretion.

Except for the Employee's Birthday, Lee's/King's Birthday, Washington's Birthday, and Veteran's Day, the College will be closed on the above named holidays. These holidays may be taken at any time with prior College approval.

Faculty members will receive all scheduled academic recesses in lieu of holidays.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Annual Leave**

**DATE: March 1994**

**NUMBER: 2.51**

**DATE REVISED: September 2000**

All classified and administrative staff are eligible for annual leave with full pay. Annual leave shall accrue each month in accordance with the following schedule:

<u>Employment</u>	<u>Monthly</u>	<u>Annually</u>
0 –3 years	1 day	12 days
4 - 5 years	1 day, 2 hours	15 days
6 - 12 years	1 day, 4 hours	18 days
13 - 20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

Faculty members will receive all scheduled academic recesses in lieu of annual leave.

Any annual leave in excess of thirty (30) days must be used by December 31 or it will be forfeited by the employee. Employees who are on leave of absence without pay do not accrue annual leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the employee or his/her estate will be paid a lump sum for all unused annual leave up to a maximum of thirty (30) days. Employees transferring between state agencies without a break in service retain all accumulated leave.

The minimum annual leave amount an employee can use is fifteen (15) minutes.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**  
**POLICY/PROCEDURE: Sick Leave**

**DATE: March 1994**

**NUMBER: 2.52**

**DATE REVISED: September 2000**

The College provides protection for those days an employee is unable to work because of health concerns. Sick leave allows for paid time off to care for personal health and the health of an immediate family member.

All classified full-time employees earn sick leave at the rate of eight (8) hours per month, with a maximum accrual of 960 hours. All faculty earn sick leave at the rate of six (6) hours per month based on 9-month, 10-month, or 12-month assignments, with a maximum accrual of 720 hours. In addition, faculty may convert one day per semester and one-half day per summer term (maximum of 3 days per year) into "personal leave" to conduct personal business and other activities as may be required. Hours not used for personal leave during any semester do not carry forward as personal leave but do accumulate as unused sick leave. All other non-classified personnel who are employed for forty (40) hours per week earn sick leave at the rate of eight (8) hours per month based on the length of the contract in months, with a maximum accrual of 960 hours.

Sick Leave may be used by employees because of illness, injury, or for medical, dental, or optical treatment. Sick leave may be granted to employees due to the death or serious illness of a member of the immediate family. Immediate family means father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee.

An employee may be asked to provide medical proof of illness or injury. The minimum sick leave amount a classified employee can use is fifteen (15) minutes. When an employee is unable because of illness or injury to report for work, he or she must notify the immediate supervisor by 9:00 a.m. or within one hour of the usual time to begin to work. Failure to observe this requirement may result in loss of sick pay.

Absence due to illness, except in the case of maternity leave, is charged against earned leave in the following order: (1) earned sick leave, (2) earned annual leave, and (3) leave without pay.

Employees are not paid for unused sick leave when they leave the College.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Catastrophic Leave Bank for Non-Classified  
and Classified Employees**

DATE: **December 1993**

NUMBER: **2.53**

DATE REVISED: **September 2000**

- I. PURPOSE:** This policy establishes a Catastrophic Leave Bank Program to be administered by Ozarka College as authorized by Arkansas Code Annotated (A.C.A.) 21-4-214 and 6-63-602. The Ozarka College Catastrophic Leave Bank Program creates no expectation or promise of continued employment with Ozarka College, and is intended simply to assist employees during medical emergencies.

**CATASTROPHIC LEAVE BANK:** A catastrophic leave bank is a pool of accrued annual and sick leave voluntarily donated by employees which may be approved for use by employees who meet catastrophic illness eligibility requirements.

**II. ELIGIBILITY REQUIREMENTS FOR CATASTROPHIC LEAVE:**

- a. The applicant must be a regular, non-faculty, benefits-eligible, full-time, employee of Ozarka College. A person who works less than full time (forty hours per week) is excluded from this definition and as such is ineligible to participate as a donor or recipient in the Ozarka College Catastrophic Leave Bank Program. Requests for exceptions may be submitted to the Department of Finance and Administration, Office of Personnel Management, for review.
- b. The employee must have been employed by Ozarka College for more than two (2) years in a regular, full-time position.
- c. If the illness or injury is that of an employee and is covered by workers' compensation, the compensation based on catastrophic leave when combined with the weekly workers' compensation benefit received by the employee shall not exceed the compensation being received by the employee at the onset of illness or injury.
- d. The employee has not been disciplined for leave abuse during the past two (2) years.
- e. No employee shall be eligible for approved catastrophic leave in excess of (6) months (1,040 hours) unless it can be ascertained that the employee has been

denied disability retirement or Social Security benefits. However, the employee has the option of reapplying for additional leave at the conclusion of the catastrophic leave period.

- f. No employee shall be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay status as a result of the catastrophic illness.
- g. In no case shall the employee be granted catastrophic leave beyond the date certified by a physician as the date when the employee is able to return to work because the health of either the employee or the qualifying family member has sufficiently improved.
- h. No employee shall be approved for catastrophic leave unless that employee has provided an acceptable medical certificate from a physician (or other individual as provided by A.C.A. 21-4-201 et seq. and 6-63-602) supporting the continued absence and setting forth that the employee is, and will continue to be, unable to perform the employee's duties due to a **catastrophic illness** of the employee or a qualifying family member. Information about the employee's assigned duties shall be made available to the physician and to the Catastrophic Leave Committee.
- i. For purposes of this program, the following definitions apply:

**Catastrophic Illness** means a medical condition of an employee or spouse or parent of the employee or of a child of the employee which may be claimed as a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician that requires an employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, and holiday.

**Prolonged Period of Time** means a continuous period of time (minimum of thirty (30) working days) whereby a medical condition prevents the employee from performing the employee's duties.

**Medical Condition** means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a qualifying family member which cause the employee to be unable to perform their job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other individual as provided in A.C.A. 21-4-201 et seq. Disabilities resulting from the elective surgery do not qualify for catastrophic leave.

**Dependent Child Certification:** Complete the “Dependent Child Certification Form” sign and attach to the catastrophic leave request. If the child was acquired after the most current income tax filing, provide other proof, i.e., birth certificate, adoption order, etc.

**Substantial Loss of Income** means a continuous period of time where the employee will not be compensated by Ozarka College due to a medical condition after the exhaustion of all earned sick, annual, holiday and compensatory leave.

### III. **DONATIONS OF LEAVE TO THE OZARKA COLLEGE CATASTROPHIC LEAVE BANK**

The President of Ozarka College shall screen leave donated by the employees of Ozarka College to ensure that the following criteria are met:

- a. Accrued leave may only be donated to the Ozarka College Catastrophic Leave Bank in one (1) hour increments.
- b. No employee of Ozarka College shall be allowed to donate leave to the Ozarka College Catastrophic Leave Bank if such donation will reduce that employee’s accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating their employment.
- c. Annual and/or sick leave which has been donated to the Ozarka College Catastrophic Leave Bank may not be restored to the employee who donated the leave time.
- d. Approved donations of leave shall be transmitted to the Ozarka College Catastrophic Leave Bank by submitting an approved donor form.

### IV. **OZARKA COLLEGE CATASTROPHIC LEAVE COMMITTEE:**

**Membership:** The Committee shall be comprised of at least five (5) members representing a cross section of the College and appointed by the president of the College. The Committee shall elect a chairperson from the committee membership.

**Responsibility:** The purpose of the Committee will be to review all catastrophic leave requests, ensure that all eligibility requirements are met, and make recommendations to the President of Ozarka College. The Committee shall make determinations of continuing eligibility.

### V. **CATASTROPHIC LEAVE BANK ADMINISTRATION:** The Ozarka College Catastrophic Leave Bank will be administered in accordance with the following guidelines:

- a. Applications for catastrophic leave shall be reviewed on a first filed, first reviewed basis. Approval does not guarantee that a catastrophic leave applicant will receive leave should there be a zero balance in the Ozarka College Catastrophic Leave Bank.
- b. Members of the Committed will review applications from employees for catastrophic leave and make recommendations to the requesting employee's supervisor.
- c. The College President shall review determinations by the Ozarka College Catastrophic Leave Committee.
- d. The College President cannot grant catastrophic leave exceeding that recommended by the Ozarka College Leave Bank Committee; however, the employee may reapply for additional hours.
- e. The College President's decision is final and binding on all parties.
- f. Only eligible employees may participate in the Ozarka College Catastrophic Leave Bank Program.
- g. Catastrophic leave may be granted or donated in one-hour increments only.
- h. Catastrophic leave shall not be awarded retroactively.
- i. Catastrophic leave which would result in a negative balance in the Ozarka College Catastrophic Leave Bank shall not be approved.
- j. Employees on catastrophic leave will continue to accrue leave in accordance with existing state leave policies and will receive the normal state benefits, such as contributions to insurance and retirement. Employees on catastrophic leave will also continue to receive their normal rate of pay. Catastrophic leave will not change an employee's increase eligibility date; however, the award of the next merit salary increase will be delayed beyond the anniversary date for the same number of work days that the employee was on leave without pay and/or catastrophic leave.
- k. In the event that an employee on catastrophic leave is terminated, retires, dies, or returns to work prior to expiration of previously approved catastrophic leave time, all unused catastrophic leave shall be returned to the Ozarka College Catastrophic Leave Bank.
- l. Leave earned while an employee is on catastrophic leave shall, as a condition of voluntary participation in the program, be assigned to the Ozarka College Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply

to such assignment. If an employee is on catastrophic leave for even one day in an accrual period, all leave earned during that period shall be returned to the Ozarka College Catastrophic Leave Bank. Exceptions may be made for employees awarded intermittent leave.

- m. An employee may be dismissed if such employee fails to report to work promptly at the expiration of the period of approved/granted catastrophic leave. Nothing, however, shall prevent Ozarka College from accepting satisfactory reasons provided by the employee, in advance of the date the employee is scheduled to return to work, and from granting leave without pay status to an employee prior to or after the expiration of such catastrophic leave if in the view of the College President such action is warranted. Supervisors should not take disciplinary action for such leave until the application has been formally approved or denied.
- n. Alleged or suspected abuse of the Ozarka College Catastrophic Leave Bank Program shall be investigated, and on a finding of wrongdoing, an employee shall repay all of the leave hours awarded from the Ozarka College Catastrophic Leave Bank and shall be subject to such other disciplinary action as is determined by the College President.

VI. **RECORD KEEPING:** The Ozarka College Catastrophic Leave Bank record keeping procedure will track the following:

- a. The amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation;
- b. The amount of Catastrophic Leave awarded, including the name of the recipient, position number, rate of pay and SSN; and
- c. Any other such data as required by the Director of the Department of Finance and Administration.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**  
POLICY/PROCEDURE: **Family and Medical Leave**

DATE: **March 1994**

NUMBER: **2.54**

DATE REVISED: **September 2000**



The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

### Eligibility

Employees are eligible if they have worked for the College for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

### Reasons For Taking Leave

Unpaid leave will be granted for any of the following reasons:

1. To care for the employee's child after birth, or place for adoption or foster care.
2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform his or her job.

### Requirements

1. The employee ordinarily must provide 30 days' advance notice when the leave is foreseeable.
2. The College may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the College's expense) and a fitness for duty report to return to work.
3. While on FMLA leave, the employee must first use all available sick leave allowance. The employee then has the option of using all or a portion of available vacation days.
4. For the duration of FMLA leave, the College will maintain the employee's health coverage under its group health plan. In addition, as long as the employee is in pay status, vacation and sick leave will continue to accrue.
5. Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
6. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

7. The College will not interfere with, restrain, or deny the exercise of any right provided under FMLA.
8. The College will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
9. The U.S. Department of Labor is authorized to investigate and resolve complaints.

Additional information is available from the Personnel Officer.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Bereavement Leave**

DATE: **March 1994**

NUMBER: **2.55**

A full-time employee may request up to three (3) days of sick leave without loss of pay for the death of a family member as defined in **BPPM 2.52**. Such requests must be approved by the President and shall be deducted from the employee's accumulated sick leave.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Leave of Absence**

DATE: **March 1994**

NUMBER: **2.56**

DATE REVISED: **September 2000**

Occasionally, an employee may need to be absent for an extended period because of illness, disability, or other compelling personal reasons. The details of a leave vary, depending on the nature of the absence. See also **BPPM 2.53, 2.54, and 2.55**.

Maternity Leave

Maternity leave will be treated as any other leave for sickness or disability, except that the employee may elect to take leave without pay without first exhausting any accumulated annual or sick leave.

Leave Without Pay

Under certain conditions, an employee may ask for an unpaid, personal leave of absence without pay. All such leave must be approved in advance by the President and may be granted for a period of one year or less. Leave without pay status will not take effect until all accrued annual leave has been expended.

During a leave of absence the employee must pay all of the monthly group insurance premiums for self and any eligible dependents through the College's extended benefits. Sick and annual leave time do not accrue while on leave of absence.

The College cannot guarantee reemployment for employees returning from a leave of absence. It will, however, consider such an employee for job openings suitable to the employee's skills and experience.

Disciplinary Leave Without Pay

Serious violation of school policy or repeated infractions of regulations may result in an employee's being placed on disciplinary leave without pay. This action will be taken only upon written recommendation from the employee's supervisor and with the approval of the President.

During periods of disciplinary leave without pay, the employee will not earn vacation or sick leave but will be eligible to continue participation in the group insurance program if participating prior to the disciplinary action. Total cost of the insurance program will be the responsibility of the employee.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Legally Required Absences**

**DATE: March 1994**

**NUMBER: 2.57**

**DATE REVISED: September 2000**

Voting

The College encourages employees to exercise their voting rights in all national, state, and local elections. The College, therefore, allows one hour in pay status for voting. If additional time is needed to vote, the President may approve up to three (3) more hours in non-paid hours off.

Jury or Witness Service

The College gives full-time employees time off with pay for jury duty required by the courts. If an employee is subpoenaed for legal testimony, he/she will be paid when there is no direct interest in the outcome of the trial. An employee will need a statement from the court to be paid for the period of absence. Full pay is also authorized if the College directs the employee to be present in the courts.

Time off for court appearances of a personal nature must be taken as vacation or time off without pay.

Military Service

A yearly short-term leave of absence may be granted to full-time employees who are members of the National Guard or any Reserve branch of the Armed Forces. An employee must request a short-term military leave by completing an Application for Leave of Absence and including a copy of the military orders. The President must approve the leave. If approved, the employee will be paid during the period of the leave.

A long-term military leave of absence is without pay, and may last up to four years. The President must also approve the application.

An employee who is discharged under honorable conditions and asks for a reinstatement within ninety (90) days of release from active duty will be re-employed in the same or comparable position.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Retirement Benefits**

DATE: **March 1994**

NUMBER: **2.60**

REVISED: **Sept. 1994, September 2000**

The State and the College have a number of retirement benefits and options available to its employees. An informational booklet concerning the retirement system will be provided to each employee by the benefits supervisor. Any changes in coverage, contributions, deductions, and dates of vesting will be communicated to the employee.

Retirement Systems

- A.     **Alternate Retirement Plan**
  - 6% Employee Contribution
  - 10% State Contribution
  
- B.     **Public Employees Retirement System (Grade 17 and below)**
  - 6% Employee Contribution (Optional)
  - 12% State Contribution
  
- C.     **Teachers Retirement System**
  - 6% Employee Contribution (Optional)
  - 12% State Contribution
  
- D.     **Social Security System**

All employees are covered under the Social Security System as of July 1, 1952. Taxes are deducted at the federally-mandated rate on a specific annual Maximum Wage Base. The Maximum Wage Base and/or rate may be changed by law each year.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Insurance Coverage**

**DATE: March 1994**

**NUMBER: 2.61**

**DATE REVISED: September 2000**

The State and the College offer a variety of insurance programs and continually explore new ways to improve and manage employee benefits. The primary goal is to provide all employees with quality health care and other kinds of insurance coverage at a reasonable cost. Specific details regarding all forms of insurance coverage are available from the Personnel Officer. Basic information is included below.

**Group Insurance**

Life Insurance and Hospital and Surgical Insurance are available under a group plan to all employees of Ozarka College except those who normally work less than 1500 hours per year and those whose employment is considered seasonal or temporary. The College automatically makes a contribution, subject to annual amendment, and employees' contributions are made through payroll deduction. The employee contribution to Health Insurance may be placed in a tax-free deferred compensation plan under ARCAP. Also, medical and child care may be included under ARCAP. Employee payments and payment schedule may be obtained from the benefits supervisor. Participation under this plan is voluntary and enrollment must be requested by the employee.

All employees have a basic \$20,000 life policy included in the health plan and are offered an optional amount up to a maximum of \$100,000 at term rates. At age 70 benefits are significantly reduced.

The specific coverage of the Hospitalization and Surgical coverage is contained in the brochure on group insurance. An employee is eligible for insurance on the first (1st) day of the month following employment. If the employee enrolls for insurance on or before the thirty-first (31st) day following the day of eligibility, the employee will be insured on the first (1st) of the month following the date of enrollment and no evidence of insurability is required. However, pre-existing conditions are not covered for twelve (12) months.

The employee must apply for insurance within the first (1st) thirty-one (31) days after employment to be covered on his/her eligibility date.



An employee who retires before reaching age 65 may continue the health insurance coverage in effect at the time of retirement at his or her own expense. Retirees past the age of 65, until they become eligible for Medicare, may continue the health insurance coverage in effect at the time of retirement at his or her own expense.

#### Worker's Compensation

State employees are covered by Worker's Compensation. Coverage is available for job related injuries and illnesses. Financial and medical aid is also available.

#### Unemployment Insurance

In July, 1973, unemployment insurance was extended to State employees with benefits becoming available in April, 1974. Unemployment insurance is designed to assist individuals who become unemployed through no personal fault. To determine eligibility or for further information, the employee should contact the local Employment Security Office directly.

#### Liability Insurance

The College maintains a comprehensive liability insurance policy which protects the College in case of negligence. This applies only "while the employee is acting within the scope of his/her duties for the College." It provides bodily injury and property damage coverage to the injured as well as coverage for legal defense of suit for the College or employee.

#### Long-Term Disability Insurance

In December 1993, long-term disability coverage became available to qualified Ozarka employees. This coverage is designed to assist individuals who suffer a long-term condition which prevents them from carrying out their job responsibilities. To determine eligibility, benefits, and procedures, employees should consult the program booklet.

### **POLICIES AND PROCEDURES OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**  
**POLICY/PROCEDURE: Legislative Budget Request**

**DATE: May 1994**

**NUMBER: 3.00**

**REVISED: September 2000**

The College prepares a legislative budget request as a plan of operation for the legislative funding period. This biennial budget request is the formal College financial document and plan which, after approval by the Board of Trustees, is presented to the Arkansas Department of Higher Education, and ultimately to the Arkansas General Assembly. The end result of this request is the authorized budget legislation approved by the General Assembly. This legislation becomes the basis for the internal budget process.

The legislative budget document contains general narrative addressing the mission and goals of the College. A general history and description of the College are included to assist readers in further understanding the budget request.

The legislative request for capital funding needs addresses new construction, land acquisition, facility repair and rehabilitation, and major equipment acquisition. An introductory summary statement provides information concerning each capital request which is prioritized according to College goals and needs. Data by project are included with pertinent information concerning need, relationship to the strategic plan, other capital improvement projects, impact on space usage, expected contribution to educational services, and cost computations.

The legislative request for operating funds addresses the expenditure estimates by major object and functional categories along with estimated sources of income supporting the educational services of the College.

The biennial budget format is dictated by instructions from the Department of Higher Education. The format and presentation of data may be expected to vary to comply with their instructions as well as to accommodate College management in formulating budget documentation to best present the needs and objectives of the College.

## **POLICIES AND PROCEDURES OZARKA COLLEGE**

<p><b>SUBJECT AREA: Finance and Administration</b> <b>POLICY/PROCEDURE: Annual Internal Budget</b></p>
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DATE: **May 1994**

NUMBER: **3.01**

REVISED: **September 2000**

The College internal budget is prepared on an annual basis. The internal budget is a planning document used to ensure the optimum allocation of College resources for instructional programs and support services. The process necessarily reflects the consummated legislative budget request in regard to state appropriations and legislative intent relative to student fee increases and wage and salary adjustments.

Current budget development procedures utilize a modified base plus concept. Non-recurring expenditure budget adjustments (carry forward, etc.) are excluded from the base year. Increases are provided for added cost arising from expansion, salaries and wages, employee benefits, utilities, leases, and supplies and equipment. Increases are also provided for program improvement or special areas of services which are consistent with the overall College plan considering the established goals and mission.

The budget buildup as well as the final budget composite provides for expenditures by general object category. Current general expenditure objects include salaries/wages, staff benefits, general supplies and expense, unavoidables (utilities and leases), and capital equipment.

Data are solicited from administration on all relevant budget matters. This includes concurrence with approved personnel staffing schedules, fringe benefit programs, exchange of information concerning changes in unavoidable expenses, as well as plans for plant expansion and special program improvement needs. The data are reviewed to ensure compliance with established internal goals and external legislative intent. The expenditure budget must not exceed the established revenue budget which incorporates revenue from student fees, state appropriations, and miscellaneous sources. The appropriations amount is the result of legislative action, while forecasted fees are derived from prior year enrollment and Board-of-Trustees-approved fee schedules.

After the annual budget document is reviewed by College administration, it is presented to the Board of Trustees for approval before forwarding to the Department of Higher Education.

## POLICIES AND PROCEDURES

**OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**

POLICY/PROCEDURE: **Retention of Financial Records**

DATE: **May 1994**

NUMBER: **3.10**

The College will retain all original financial documents for a minimum period of five (5) fiscal years for reference by College financial personnel, state, and federal auditors, and other authorized persons. The five (5) year retention period will start with and include the fiscal year last audited. In regard to grants and contracts, the five (5) year retention period starts when the final financial status report is submitted to the funding agency.

If any litigation, claim, or audit is started before the expiration of the five (5) year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

The current year and previous fiscal year are to be retained on site in the financial area to facilitate rapid retrieval. The files for years prior may be archived.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Accounting System**

DATE: **May 1994**

NUMBER: **3.11**

REVISED: **September 2000**

General Description

The College operates a fund accounting system. Fund Accounting is a manner of organizing and managing the accounting by which resources are classified for financial accounting and reporting. This is in accordance with activities or objectives as specified by donors, regulations, restrictions, or limitations approved by sources outside the institution, or with directions issued by the Board of Trustees.

A fund is a self-balancing group of accounts consisting of assets, liabilities, revenues, expenditures, and a fund balance. Each fund is separated in the financial records of the College and is limited to a specific use. This separation ensures the integrity of the individual funds and provides the necessary fiscal control over each fund group.

A fund group is divided into two types of funds, Restricted and Unrestricted. Restricted funds are those funds that are provided by donors or external agencies for specific purposes, programs, or departments for which these funds may be expended. Unrestricted funds are those funds available to the College for use in general operations and which have not been designated by the Board of Trustees for other purposes.

The College operates the following fund groups:

- I. Current Funds
- II. Loan Funds
- III. Endowment Funds
- IV. Plant Funds
- V. Agency Funds

**I. Current Funds**

The **Current Fund** group accounts for those economic resources which are expendable for the purpose of performing the primary mission of the College and which are not restricted by external sources or designated by the Board of Trustees for other than operating purposes. This fund group contains three (3) basic subgroups.

A. Unrestricted Current Funds (Operations Fund)

The operations fund accounts for the general operation of the College in fulfilling its mission. The operations fund has the following: assets, revenue, expenditures, liabilities, and fund balance.

B. Restricted Current Funds

Restricted Current Funds are those available for financing operations, but which are limited in use by external agencies and other donors to specific purposes, programs, or functions. These funds include, but are not limited to, Sponsored Program Funds and Financial Aid.

C. Auxiliary Enterprise Funds

An Auxiliary Enterprise Fund provides a service either directly or indirectly to students, faculty, or staff. An objective of the Auxiliary Enterprise Fund is to become self-supporting. After an Auxiliary Enterprise Fund becomes self-supporting and excess revenue is generated, this excess can be used to supplement the general operations of the College.

II. **Loan Funds**

Loan Funds account for those resources that are available for loans to students.

III. **Endowment Funds**

Endowment Funds are those funds which, by donor stipulation, require the principal of the gift to remain intact and be invested for the purpose of generating current and future income, which may or may not be restricted as to purpose.

IV. **Plant Funds**

The Plant Fund group accounts for new construction, repair and rehabilitation of existing facilities, retirement of indebtedness, and acquisition of long-term assets.

V. **Agency Funds**

Agency Funds accounts for the resources held by the institution as custodian or fiscal agent for students, faculty organization, or governmental agencies. An Agency Fund consists of only assets and liabilities.

There is also a series of **Holding Accounts**. These include but are not limited to

General Cash Account - for College cash which reflects activity in the General Bank Account.

Depository Clearing - for the collection of revenue sources.

Student Fee Clearing - for the collection of student fees before being distributed to the appropriate revenue accounts.

## Summary

### 1. **Responsibilities**

The Vice President for Finance is charged with the responsibility of completing all financial transactions in accordance with federal and state laws and guidelines and to maintaining adequate records for management and audit purposes. All matters which involve the exchange of funds will ultimately be reflected in accounting records and therefore shall be in compliance with recognized accounting procedures, including those transactions involving external grants.

### 2. **Fee Collection**

All student fees shall be collected, deposited, and accounted for by the Finance Office.

### 3. **Student Financial Aid**

Disbursement of all types of student financial aid shall be made by the Finance Office after proper certification of each student's records.

### 4. **Financial Reports**

All reports reflecting the expenditure of Ozarka College funds from any source, unrestricted or restricted, shall be prepared or transmitted through the Business Office.

### 5. **Payroll**

All payrolls are prepared on a bi-weekly basis according to time sheets or contracts on file. Only those items allowed by the State will be withheld. Checks are disbursed by the Payroll Officer every other Thursday.

6. **Grants and Contracts**

Grants and contracts shall be monitored by the Finance Office to assist in the proper expenditure of those funds and subsequent submission of correct financial reports.

7. **Cash Management**

The Finance Office has the responsibility to ensure that State Treasury and Cash funds are expended in budget categories as allocated by the State Department of Finance and Administration. Available cash funds shall be invested to obtain the highest yield possible.

8. **Audits**

The Finance Office works with and provides information and records as requested by various state auditors. Audits are completed by the Legislative Audit Division of the State of Arkansas.

9. **Fixed Asset Records**

The Finance Office maintains complete inventory records on all equipment owned by the College. Records include date of purchase, vendor, description, cost, and actual location. Any transfer of equipment to another department must first be reported to the Finance Office for inventory control.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Student Tuition and Fees**

DATE ADOPTED: **May 1994**

DATE REVISED: **Sept. 1994, April 1997, September 2000**

NUMBER: **3.20**

**All students, as a condition for completing registration, are required to pay or to make arrangement for payment of all fees and charges assessed at registration.**

Student Tuition and Fees

Tuition and fees are assessed to assist in the funding of a student's cost of education. The Board of Trustees establishes the fee rate schedule each year. The current fees authorized by the Board are:

1. **Tuition** - Tuition is assessed to all students to assist in supporting the cost of providing a student's education.
2. **Late Registration Fee** - This fee is assessed to help cover the extra clerical work involved in changing or adding classes after the normal registration period.
3. **Transcript Fee** - This fee covers the cost of producing and mailing official transcripts. The first copy requested by a student is provided at no cost.
4. **Grade Recording Fee** - This fee is paid by a student who is awarded credit through demonstration of advanced skill in a specific field, rather than by taking and completing a class.
5. **Laboratory Fees** - Students in technical, science, or computer courses are assessed fees to cover the costs of expendable supplies.
6. **Physical Education Fee** - Students in physical education classes are assessed a fee to cover the cost of replacing required equipment.
7. **Testing Fees** - Students taking CLEP tests, placement tests, and LPN or PTA licensure preparatory Assessments at Ozarka College must pay a fee to cover the expense of testing supplies and administration.

8. **Graduation Fee** - This fee is assessed to cover award printing costs and the cost of caps and gowns.
9. **Arkansas Assessment Fee** - This fee covers the costs of the state-mandated assessment of student academic achievement, in accordance with Arkansas Higher Education Coordinating Board.
10. **Infrastructure/Technology Fee** - This fee is assessed to help cover the costs of continuously upgrading computer services and other technology on the campus.
11. **Drop/Add/Withdraw Fee** - This fee covers some of the costs involved in updating student records to reflect changes in enrollment status and also provides students with an official record of such changes.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Travel and Per Diem**

DATE: **May 1994**

NUMBER: **3.21**

REVISED: **September 2000**

Ozarka College recognizes that travel by various staff members is necessary and/or desirable in order that the College fulfill its mission. The College's basic travel regulations are issued by the State of Arkansas.

1. All travel, for which reimbursement by the College is expected, must be approved at least one (1) working day prior to the proposed travel. Authorization to travel and for reimbursement must be obtained from their immediate supervisor.
  2. No full-time employees shall receive compensation for travel to and from work.
3. Reimbursement for travel in private vehicles is computed at the rate established by the state by using the standard mileage table. Vicinity travel mileage may be claimed within the location visited if substantial and necessary.
  4. Travel reimbursement limitations may be placed into effect at any time by the College.
5. The College abides by the following Arkansas regulations governing travel:
  - a. Fines assessed for traffic violations will be the responsibility of the traveler and will not be reimbursed by the College.
  - b. Meals can only be reimbursed when overnight lodging is required.
  - c. The maximum daily allowance for meals and lodging will conform with the current state policy.
  - d. Reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set by law and the maximum must not be claimed unless actual expenditures for such purposes were actually made. The College does not provide a "per diem," only reimbursement for actual expenses up to the maximum allowance.

- e. Travel expenses incurred in border areas, such as Memphis or Texarkana, are defined as in-state travel.
- f. When privately-owned motor vehicles are used for authorized travel on College business, the owner can claim reimbursement at the approved state rate. The maximum mileage allowed will be determined by the shortest major highway route. Any vicinity mileage claimed should be listed separately from the "to and from" mileage on the **TR-1 Form**. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. The College assumes no responsibility for any maintenance, operational cost, accidents, fines, or tolls incurred by the owner of the vehicle while on official business for the State.
- g. If a privately-owned airplane is used for official business of the College, the rate for reimbursement will be equal to the state rate for automobile travel with mileage to be determined by the shortest major highway route.
- h. College oil company credit cards may be used only for gasoline, oil, and emergency repairs to College vehicles. They may not be used to pay for meals, lodging, or commercial carriers.
- i. Reimbursement will be allowed to pay for necessary local telephone calls on the traveler's room bill, registration fees for workshops, conventions, etc., and taxi fares or limousine service if traveler presents receipts with **TR-1**. No reimbursement will be allowed to any traveler for entertainment, tips, valet services, flowers, laundry, and the like.
- j. For out-of-state travel when traveling by either a privately-owned automobile or a College-owned vehicle, reimbursement for meals and lodging shall be limited to actual expenditures, not to exceed the established state rate provided 350 or more miles are traveled per day. For example, a trip covering 1400 miles allows the traveler to be reimbursed for a maximum of four (4) days while traveling to destination.
- k. Each traveler must complete all claims for travel, and payment will be made only to the traveler who incurred the expense, even though another traveler may have actually paid for the item. A good example involves two College employees sharing a room and only one paying the entire amount. Each person must claim his/her share on the **TR-1**.
- l. All necessary forms and copies must be properly completed or the processing of travel approval or reimbursement will be delayed.
- m. The traveler will be held directly responsible for abuse of any of these provisions. Any questions concerning policy should be directed to the Vice President for Finance.

6. The College is restricted by the State of Arkansas rules and regulations regarding reimbursement of expenses incurred during travel on College business.
7. Authorized representatives of the College may be permitted to travel in response to and on behalf of the College's business in accordance with pertinent laws and regulations. Care shall be exercised that necessary, and approved, travel shall be performed in the most economical and appropriate manner, and pooling of transportation for a number of individuals with similar destinations is required.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**

POLICY/PROCEDURE: **Purchasing**

DATE: **May 1994**

NUMBER: **3.22**

REVISED: **September 2000**

Introduction

~~The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes in an efficient and business-like manner. The following College procedures are to be followed by all College personnel conducting or executing purchasing activities. Compliance is necessary to ensure that appropriate state and federal statutes are not violated.~~

1. **Authorized Officials**

The President and the Vice President for Finance, or their designee(s) are the only employees authorized to obligate funds of the College. The Vice President for Finance serves as the College Purchasing Official.

2. **State Laws and Regulations**

All State laws and resulting regulations apply to the College, and, therefore, procedures for procuring needed services, supplies, and equipment must be in conformity. Bidding requirements vary by the total amount of the purchase and type of procurement.

3. **Purchase Request**

A purchase request must be used to request the purchase of needed supplies, equipment, and services. Employees desiring to review new materials on approval must also complete the purchase request. Ozarka College purchase orders will not be issued "after the fact" if proper approval has not been first obtained, and the employee will be personally responsible for the financial obligation. No purchase requests should be authorized without first determining if sufficient budgetary unit funds are available.

4. **Office Supplies**

The constitution of the State of Arkansas specifically mandates that all office supplies including printing shall be bid by the office of State Purchasing in Little Rock and awarded to vendors who will service the entire state. Because of this, the College receives a considerable discount on needed items, but the delivery time is generally longer than if ordering directly from the manufacturer or a local retailer. Therefore, employees should plan ahead and notify the Finance Office as far in advance as possible for anticipated needs if large quantities are required.

5. **Definition of Equipment**

Any item which costs less than the current approved rate by the State of Arkansas and has a life expectancy of two (2) years or more is classified as equipment. Components that each cost less than the amount allowed by law but make up a set which costs more than the amount allowed by law in total and has a life expectancy of two (2) years or more may be considered equipment.

6. **Petty Cash**

Emergency items which are not listed on Statewide Purchasing Contract, and which cost less than \$25 may be purchased from a local vendor by the employee and later reimbursed through the Petty Cash Fund housed in the Finance Office. Receipts must be presented for reimbursement.

7. **Consultants**

When the services of a person or firm outside the College are needed and the total amount for fees and expenses exceed what is allowed by state law, a Professional Consultant's Services Contract must be completed through the Office of the Vice President for Finance and subsequently approved by the President. Certain contracts must also be approved by State Building Services and/or the Legislative Council. The approval process and timing are complex, and often up to two (2) months is required for the final approval. For those contracts less than what is allowed by state law, a purchase order will suffice. The guidelines for consultants' contracts change periodically; therefore, the Vice President for Finance should be contacted before making any plans which include the services of a consultant.

When in doubt about any purchasing procedures, the employee should check with the Vice President for Finance.

8. **Construction**

Any major construction project requires the approval of the Board of Trustees as well as State Building Services. The President and the Vice President for Finance shall administer progress of the work.

9. **Ordering New Materials**

New materials may be acquired by completing a purchase request and routing it to the Vice President for Finance or designee for processing.

Occasional purchase of materials may be done locally by the instructor or staff member in emergency situations, but may not be done without a previously approved purchase order number and appropriate signatures on a purchase request. Standard office supplies are generally obtainable only through Arkansas State Purchasing and are not to be purchased locally.

10. The Finance Office is not authorized to make purchases for any individual or non-College organization.
11. All expenditures must be within approved budget allocations except for those specifically authorized by the Department of Higher Education.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**  
**POLICY/PROCEDURE: Student Refunds**

**DATE: Sept. 1994**

**NUMBER: 3.23**

**REVISED: September 2000**

Refunds of tuition are normally made according to the following schedules:

Before first class meeting.....	100 percent
First two weeks of semester.....	75 percent
Third and fourth weeks of semester.....	50 percent
After fourth week.....	No refund

Refunds will be made to Federal Financial Aid Programs according to the following priorities: 1) Federal Family Education Loan Program, 2) Arkansas Student Assistantship Grants, 3) Pell Grants.

However, students who are attending Ozarka College for the first time and who are eligible for Title IV financial aid programs may receive a refund of a pro-rata share of their tuition if they withdraw from a class or classes, thereby causing their enrollment status to fall below full-time. The refund is applicable through the tenth week of the first semester in which the students are enrolled. After the first semester of enrollment at Ozarka, all students will be governed by the preceding schedules.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**  
**POLICY/PROCEDURE: Endowment Management**

**DATE: December 1998**

**NUMBER: 3.24**

The Board of Trustees works in cooperation with the Ozarka College Foundation to assure the prudent investment, preservation, and use of any endowment funds accruing to the College's benefit. In keeping with that responsibility, the following policies are established:

16. Acceptance or non-acceptance of any gift or bequest to establish or enhance an endowment requires action by the Board of Trustees. Donors must complete a signed Standard Donor Agreement before such action will be placed on a Board agenda.
17. The Chair and the Secretary of the Board of Trustees (or their designees from among the other members of the Board of Trustees) shall serve on an Investment Committee which also includes two (2) members of the Foundation Board who are knowledgeable about investments and the Chief Fiscal Officer of the College. The President of the College will serve as a non-voting ex officio member of the Committee.
18. The purpose of the Investment Committee will be to develop and manage an investment strategy, acceptable to both the Board of Trustees and the Foundation Board, which appears likely to protect and enhance the value of the endowment.
19. The Board, in consultation with the Foundation Board, may delegate day-to-day responsibility for fund administration to one or more officers of the College.
20. The Board of Trustees shall take no action in regard to the endowment which will result in a personal financial benefit to a member of that Board, the Foundation Board, the Investment Committee, any College employee, or any member of the immediate family of the aforementioned individuals.
21. The College Finance Office will account for all endowment funds, subject to the annual Legislative audit. This Office will maintain accurate records identifying donors, amounts and dates of gifts, purpose of gift, and limits on investments or uses and will prepare and file all required state and federal tax returns.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**

**POLICY/PROCEDURE: Facilities - General**

**DATE: May 1994**

**NUMBER: 3.30**

It shall be the policy of the College to provide adequate facilities for delivery of its educational programs. To further this philosophy it is necessary to maintain a focal point where information pertaining to facilities, property, and equipment will be readily available to assist in decision making regarding this area of responsibility. Data shall include, but not be limited to, acquisition, disposal, transfer, utilization, inventory, and safety, and be under the direction of the Vice President for Finance.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**

POLICY/PROCEDURE: **Safety Officer**

DATE: **May 1994**

NUMBER: **3.31**

REVISED: **September 2000**

It shall be the policy of the College to conform to the provisions of the Occupational Safety and Health Act as they apply to the operations of the College and specifically to maintain a workplace free from hazards that might cause death, serious physical harm, or diseases in connection with work performed.

The Vice President for Finance, in the capacity of Safety Officer, shall have the authority for administration of Safety and Health Regulations as stipulated by the Occupational Safety and Health Act of 1970. It shall be the responsibility of the Safety Officer to ensure that conditions in all College facilities conform and adhere to the conditions established by all appropriate regulatory bodies.

The College Safety Officer shall interpret, or cause to be interpreted, all provisions of applicable regulations and shall be empowered to enforce such regulations in the name of the College.

See also **BPPM 2.44** and **3.34**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Use of College Facilities for Other than  
College Activities**

DATE: **May 1994**

NUMBER: **3.32**

REVISED: **September 2000**

General

College facilities may be used for other than College activities by non-College persons, groups, or organizations when such use is deemed in the best interests of the College and the local community.

Governing Conditions

1. ~~The use for other than a College activity does not interfere with any College activity.~~
2. ~~The use for other than a College activity does not entail the introduction or use of alcoholic beverages in a College facility.~~
3. ~~The person, group, or organization seeking use of a College facility may be asked to reimburse the College for the costs of repairs and losses caused by the use of the facility.~~

Responsibilities

1. ~~The President, or designee, shall authorize the use of College facilities for other than College activities.~~
2. ~~The President, or designee, may prepare and obtain an agreement (when appropriate) covering the use of College facilities.~~
3. ~~The President, or designee, shall determine the appropriate costs, if any, for any non-College use of a facility and collection thereof.~~

Procedure

Reservation of College facilities for certain non-College uses and/or by non-College requesters must be approved by the President, or designee. Approval of the function does not necessarily guarantee that the function can be scheduled at the time and place requested. Space availability will be checked and cleared as soon as possible.

The use of College facilities by outside groups for non-College activities must be in accordance with the overall mission of the College as specified and is subject to approval by the President.

A fee may be required of for-profit users not affiliated with the College. The deposit fee, if required, must be submitted to the Finance Office according to an agreement made at the time the facilities are scheduled.

1. **Liability Insurance**

Ozarka College will not be held responsible for any injuries to outside users. Damage to the property of the College during the use of any facility is the responsibility of the user.

2. **Normal Days and Hours**

College facilities are normally available for use 7:30 a.m. to 9:00 p.m. Monday through Friday, except during some holiday periods. The President may approve other days and times.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Emergency Closing of College Facilities**

DATE: **May 1994**

NUMBER: **3.33**

When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President by taking either of the following actions, depending on the severity of the emergency:

1. Cancellation of Classes - Under this determination, the staff, unless individually advised, is expected to report for and remain on duty. Faculty may be required to make up cancelled classes at a later time.
2. Closing of Facility - Under this determination, the facility will be closed. This determination includes, but is not limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so.

The decision to close or cancel classes will be made only after all available sources of information are researched. After a decision has been made it is important that all concerned students, staff, and faculty be notified as expediently as possible.

In the absence or unavailability of the President, the decision to close or cancel classes will be made in consultation with and in the order of authority of the following:

Vice President for Finance  
Vice President for Academic Affairs  
Vice President for Planning and Assessment

**Closing and cancellation procedures are available for dissemination as appropriate.**

See also **BPPM 2.23**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**

**POLICY/PROCEDURE: Campus Security**

**DATE: May 1994**

**NUMBER: 3.34**

The President has designated the Vice President for Finance as Chief Security Officer. General campus security services and watchman functions are provided during College operational hours. The security/watchman services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others.

Local and state law enforcement personnel are, by invitation, responsible for enforcement of local and state laws on campus. Incidents, including accidents, involving local and state laws are to be referred to the appropriate local authorities for disposition by the Chief Security Officer.

Any event involving campus security, including on-campus accidents which may or may not result in personal injury to person or property, shall be reported to the Chief Security Officer or the President as soon as possible.

See also **BPPM 2.44** and **3.31**.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Guidelines for Law Enforcement Contacts**

DATE: **May 1994**

NUMBER: **3.35**

REVISED: **September 2000**

Purpose

Ozarka College is an educational institution which attempts to serve the many educational needs of its clientele. It is the intention of the College that this process go uninterrupted to the extent possible.

Policy

- ~~1. Any individual who identifies himself or herself over the telephone as representing law enforcement and requesting information should be required to give name, title, and department for College verification. No information will be given over the phone before verification is made.~~
- ~~2. An officer who comes to the campus requesting to see a student should provide proper and official identification.~~
- ~~3. Classes should be disrupted as little as possible, and respect should be given to the student's rights to confidentiality. Unless an emergency exists, the officer should wait in the office of the Vice President for Academic Affairs while the student is summoned to that office by College staff.~~
- ~~4. Under all circumstances the officer should make arrival to the campus known to College officials.~~

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**

**POLICY/PROCEDURE: Parking Regulations**

**DATE: May 1994**

**NUMBER: 3.36**

**REVISED: September 2000**

Ozarka College is an open-parking campus. Exceptions to this rule are:

- A. No Parking Zones
- B. Loading Zones
- C. Service Areas
- D. Reserved Spaces for Visitors
- E. Handicapped Spaces

Vehicles should be parked within designated parking boundaries and in no case overlap into or onto a roadway or crosswalk. Parking in any manner as to impede the normal flow of vehicular or pedestrian traffic is not allowed.

Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of vehicular or pedestrian traffic or creating an unsafe condition will be issued a parking violation ticket and may be towed away at the owner's expense.

In all instances, respect for the rights of others should be exercised.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**  
POLICY/PROCEDURE: **Loan of College Property**

DATE: **May 1994**

NUMBER: **3.40**

In rare instances it may be appropriate to grant individuals and/or groups use of College equipment or physical property for non-College activities. In those events, it must be properly checked out and authorized.

College staff must request use of equipment or physical property through their immediate supervisor for approval by the Vice President for Finance or the President.

Community groups or individuals must sign the Equipment Checkout List and complete a Property Loan Request and be approved by the Vice President for Finance or the President.

Any individual or group who is loaned temporary use of College property will be required to reimburse the College for any loss or damage to the property borrowed. Amount to be reimbursed will be determined by the replacement cost at current market value as determined by the Vice President for Finance.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Finance and Administration**

**POLICY/PROCEDURE: Disposal of College Property**

**DATE: May 1994**

**NUMBER: 3.41**

The College must follow certain guidelines for disposal of all property from inventory. The Finance Office, according to the State Accounting Procedures Manual, processes inventory release forms. Any equipment or property that is to be sold or that has been lost, stolen, or destroyed should be reported to the Finance Office.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Finance and Administration**

POLICY/PROCEDURE: **Keys**

DATE: **May 1994**

NUMBER: **3.42**

REVISED: **September 2000**

Staff will be issued appropriate keys for the buildings to which they need access. If additional keys are needed, staff may make request to the Vice President for Finance.

All keys must be returned upon resignation or termination of employment during the exit interview as a condition of receiving any final pay.

Unauthorized duplication of keys by any employee will result in disciplinary proceedings.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Principles to Guide Curriculum Reform  
and Development**

DATE: **May 1994**

NUMBER: **4.00**

REVISED: **September 2000**

To enable the College to offer occupational, technical, and transfer education supportive of the rapidly changing needs of its students and area employers, the College will be guided by the following principles in the review and reform of current curricula and development of new curricula.

**PRINCIPLES FOR DEGREE AND CERTIFICATE PROGRAMS**

1. Certificate and degree curricula will follow guidelines set forth by the College and, to the extent possible, those established by the National Council for Occupational Education, the American Association of Community Colleges, and the Commission on Institution of Higher Education of the North Central Association of Colleges and Schools.

2. Degree programs will be based on recognized academic disciplines.
3. Certificate programs will be occupationally specific and will have their own objectives. They are not necessarily one-half of an A.A.S. program.
4. Degree and Certificate curricula will be developed using specific objectives and performance standards, recognizing that the College is an open-access institution.
5. Ozarka provides core classes to instill general education knowledge, skills, and attitudes which are then reinforced throughout the academic and technical curriculum. The goal of general education is to give students the ability to:
  - a. Communicate accurately and convincingly in written, spoken, and nonverbal forms;
  - b. Apply perspective, collect relevant information, and weigh evidence to develop solutions to the problems and complexities of life;
  - c. Understand physical and cultural history as shaping the present and pointing to the future;
  - d. Discover and modify ideas, drawing on the best that humanity has produced;
  - e. Apply higher-level mathematical reasoning and the scientific method to solve both physical and social problems;
  - f. Use technology to discover, organize, and manage knowledge for academic, personal, and vocational purposes; and
  - g. Recognize and appreciate global multicultural viewpoints.

The general education core requirements are consistent with Ozarka's mission to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive, and fulfilling life in an ever-changing world. Requirements vary from 6 to 44 hours, depending on whether a student is in a technical certificate program, an Associate of Applied Science degree program, or an Associate of Arts degree program.

6. Certificate programs will incorporate a general education curriculum designed to provide each student proficiency in communication skills and mathematics.

7. A.A.S. programs will incorporate one or more technical specialties. The courses included in each technical specialty should be designed to provide the technical foundation of knowledge and skills within a specific field needed to become gainfully employed in that occupation and to continue learning in that field.
8. Certificate and Degree programs should incorporate a reasonable amount of flexibility in allowing the College to meet unique needs.
9. Certificate and A.A.S. Degree programs should allow for the incorporation of the needs of the workplace in the development and implementation of the curriculum.
10. Acceptance into a Degree program presumes proficiency in basic academic abilities and technical skills at a level commensurate with college-level study.
11. Acceptance into a Certificate program presumes proficiency in the skills of reading, writing, and computation appropriate to the occupational program.
12. Programs should be designed to encourage articulation with other institutions and their programs both upon entry and upon exit from Ozarka College.

#### **PRINCIPLES FOR CERTIFICATES OF PROFICIENCY AND SPECIAL SHORT COURSES**

13. For courses to be offered for academic credit, they must be related to the basic mission of Ozarka College.
14. Certificates of Proficiency are awarded for planned sequences of credit courses, totaling 7 to 16 credits that train students for specific occupations.

#### **PRINCIPLES FOR CONTINUING EDUCATION**

15. Courses which are not directly related to the basic mission of the College may be offered on a continuing education or community service basis and not for academic credit.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Guidelines for Degree and Certificate Programs**

DATE: **May 1994**

NUMBER: **4.01**

REVISED: **September 2000**

General curriculum guidelines provide a basic framework for the development of all College degree and certificate programs.

To comply with the requirements of **BPPM 4.00** the following standards are established for the Technical Certificate, the Associate of Applied Science Degree, and the Associate of Arts Degree:

	<u>T.C.</u> <u>Credits</u>	<u>A.A.S.</u> <u>Credits</u>	<u>A.A.</u> <u>Credits</u>
<b>General Education</b>			
English/Speech	3	6	9
Mathematics	3	3	3
Social Sciences	0	3	15
Life/Physical Sciences	0	0	8
Humanities	0	0	7
Computer Science	0	3	0
Physical Education	0	0	2
<b>Subtotal, General Education</b>	<u>6</u>	<u>15</u>	<u>44</u>
<b>Technical or Transfer Education</b>			
Specialty Curriculum	24-30	45-57	18
<b>TOTAL CREDIT HOURS</b>	<u>30-36</u>	<u>60-72</u>	<u>62</u>

The Technical Certificate in Practical Nursing requires a total of 56 credits in order to meet the requirements of the Arkansas State Board of Nursing. This program requires three semesters for completion. Other Technical Certificate programs require two semesters.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Developmental Education Program**

DATE: **May 1994**

NUMBER: **4.02**

REVISED: **September 2000**

Purpose

The **Developmental Education Program** includes courses and services to develop and refine basic academic skills such as reading, writing, communication, mathematics, and problem solving. Basic academic skill courses, tutoring, and work in the Learning Laboratory strengthen academically deficient students to prepare them to meet general education course entry requirements.

Policy

The College assumes within its mission the responsibility to offer basic academic skills instruction and services designed to assist students in gaining the skills and knowledge to succeed in their program of study and enter the job market or pursue further higher education. When a student demonstrates through diagnostic testing or classroom performance that he or she does not possess the basic skills and knowledge necessary to complete the desired course or program successfully, that student will be enrolled in a developmental education course or courses. In some cases, students may be advised to complete preparatory work in the Learning Laboratory before entering into formal coursework.

Procedures

Services provided include diagnostic testing and assessment, tutoring, computer-aided instruction, academic advisement, financial aid counseling, and career counseling. The College identifies academically deficient students through testing or assessment and recommends their proper placement into courses that will best prepare them to pursue and successfully complete their program of study. Tutorial services and computer-aided instruction are provided in the basic skills subject areas. Academic advisement is available to students to ensure appropriate course placement. Financial aid counseling is provided to students to ensure their understanding of becoming a financial aid recipient. The College provides career counseling to potential students and to current students to assist them in making program and career choices that are realistic and congruent with their interests and aptitudes.

Developmental education courses carry no credit and meet no requirements of the Associate of Arts degree or any baccalaureate degree. Completion of a specific course may, however, satisfy a requirement for a certificate or Associate of Applied Science program. Students should consult the Ozarka catalog and their academic advisors for specific program requirements. Developmental education courses are provided through traditional classroom instruction, individualized instruction, and computer-aided instruction.

Developmental education instruction contributes to the credits and courses for determining student status for most financial aid programs.

See also **BPPM 4.10** on Institutional and Student Assessment.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Program Review and Development**

DATE: **May 1994**

NUMBER: **4.03**

REVISED: **September 2000**

Ozarka College shall abide by all rules and regulations as set forth by the State of Arkansas and the Arkansas Higher Education Coordinating Board as they relate to program review and development.

Arkansas Code Annotated (ACA) of 1987 6-61-208 charges Arkansas Higher Education Coordinating Board with the responsibility to "request, receive, evaluate, and approve proposals for all new units of instruction, research, and public service, consistent with established role and scope designations."

Under section (2)(B) of ACA 6-61-208, the AHECB is not required to consider every program modification or initiation, but must establish a system whereby program modifications of all types may be monitored and under which the term new unit of instruction, research, or public service is explicated. These criteria are under constant scrutiny and review. Criteria in effect at the time of program proposal submission will be followed.

State law requires that the AHECB consider no new program proposal that has not been formally approved by the President and Board of Trustees. Compliance is ensured by a comprehensive review by the Faculty Council/Curriculum Committee, the President, and the Academic Affairs Committee of the Board prior to submission to the full Board.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Maintenance of Master Course Inventory**

DATE: **May 1994**

NUMBER: **4.04**

REVISED: **September 2000**

The College master course inventory is the official list of all courses offered by the College. The inventory defines the courses for which students may register and for which grades are recorded on student records. The master course inventory is maintained by the Registrar.

Procedures

1. Adding degree-credit, general education, and transitional education courses to the course inventory is accomplished through the Curriculum Committee and the Faculty Council. Any person proposing a new course or program must submit to the Curriculum Committee a proposal which includes course objectives, a topical outline, suggested texts, and suggested instructional materials, along with a rationale for the course. If a course is approved by that body, it is then submitted to the Faculty Council for approval. The proposal then goes to the Vice President for Academic Affairs for presentation to the Administrative Council, which determines if the proposed course or program is feasible in terms of cost and staffing. If the course is authorized, the Registrar then adds it to the master course inventory.

2. **Agency Determined Programs (ADP) Courses**

ADP courses are those in which the content and structure of the course are determined primarily in response to external agencies. They can be single courses or a sequence of several courses, leading to a specific outcome. ADP courses are added to the course inventory in the same manner as described above.

3. **Course Syllabi**

~~A syllabus is a design for teaching. Sound and thorough preplanning promotes confidence. One of the greatest obstacles to effective teaching is a lack of clarity of purpose for any course. The function of syllabus preparation is to aid faculty in crystallizing plans for what to teach and how to teach it. Properly constructed, a syllabus is a guide which aids the student in achieving selected learning objectives. The major divisions of a syllabus will include the following:~~

1. Identifying material: course title, course number, location, semester, instructor, college phone number, and college fax number.
2. Office hours, office location, email address (can be obtained from Director of Computer Services), and Ozarka's web page address or the course web page address.
3. Course description: the description found in Ozarka's Catalog.
4. Rationale: why the class is being offered, why such classes exist.
5. Prerequisites: what courses must be taken or skills mastered to succeed in this class. If there are no prerequisites, this should be stated.
6. Textbook and other required materials.
7. Student outcomes: the concepts, skills, knowledge, etc., students should have after successful completion of this course.
8. Methods of instruction: how information will be presented, e.g., lecture, discussion, hands-on activities, etc.
9. Evaluation: how the grade is determined.
10. Grading scale. College grading should reflect the quality of performance and achievement of competency by students who complete one or more courses. Although Ozarka College does not required fixed grade percentages in individual classes, equitable grading requires certain rough proportions which should, in normal cases, approximate the normal grade curves. See **BPPM 4.20 and 4.31**.
11. Academic dishonesty policy. See **BPPM 4.34**.
12. Make-up policy. See **BPPM 4.35**.
13. Attendance policy. See **BPPM 4.33**.
14. Disability clause.
15. Special needs.
16. Important dates: test dates, assignment due dates, drop dates, withdraw dates, college breaks, etc. should be listed.

Providing a schedule of daily assignments, material to be covered, tests, deadlines for reports, papers, projects, etc., as an addendum, would be helpful if the course lends itself to such a schedule.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Program Evaluation**

DATE: **May 1994**

NUMBER: **4.05**

REVISED: **January 1997, May 1998, Sept. 2000, May 2001**

Purpose

The purpose of program evaluation is to provide accountability measures for the instructional process of the College and to improve the quality and productivity of technical and transfer education offered by the College in fulfillment of its mission.

Scope

Program evaluation primarily serves the internal need of the College to assess its instructional process. It also assists, however, in meeting the requirements of external agencies (such as programmatic accrediting agencies, AHECB, and NCA) for evaluation. To the extent possible, internal evaluation procedures will support and assist with evaluation by external agencies, with the College integrating as many requirements as possible to minimize data collection and reporting.

Program evaluation offers opportunities for faculty, staff, and administrators to participate in the improvement of education offered at the College. For College administrators, the system identifies perceived strengths as well as areas needing improvement within programs, thus enhancing effective planning and resource allocation.

Annual in-depth evaluation of every program is neither possible nor necessary. The College will instead concentrate efforts where attention is most needed, avoiding unnecessary evaluation of programs which are basically effective. Each program will, however, undergo comprehensive review in keeping with an established schedule.

Procedure

**Review Criteria**

Each instructional program will be evaluated regularly by the Vice President for Academic Affairs using fourteen specified criteria and focusing on the fall and spring semesters. Data necessary for evaluation will be collected throughout the school year beginning at least three years in advance of scheduled program review.



The screening criteria follow:

22. Faculty Credentials - All faculty must meet the same credentialing requirements whether they are part-time, full-time, on-campus, or off-campus. All relevant degrees must have been earned from accredited institutions of higher education. Persons teaching in a Certificate of Proficiency or Technical Certificate program should have at least an associate degree or certification by a national credentialing organization in the trade or profession. Persons teaching in an Associate of Applied Science degree program should have at least a bachelor's degree. Persons teaching in the Associate of Arts degree program (or teaching transferable courses within any technical program) should have at least a master's degree. The only exceptions should be for persons providing laboratory or clinical instruction under the oversight of a fully-qualified faculty member.
23. Professional activity - Faculty members are expected to participate in at least two professional development activities each year. Examples include formal on-campus workshops; workshops and seminars offered at the state, regional, or national level; summer employment related to the teaching area; and enrollment in for-credit courses related to the teaching area.
24. Number of faculty - The number of full-time-equivalent faculty teaching in the program shall be sufficient to support the College's goal of a FTE student : FTE faculty ratio of no more than 25 : 1.
25. Hours in the major and the program - Hours in each major and program will align with recommendations of the Arkansas Higher Education Coordinating Board.
26. Advisory Committee and Curriculum Committee recommendations - Curricular change will reflect Advisory Committee input, where applicable, and consultation with the College's Curriculum Committee.
27. Frequency of course offerings - Courses will be offered frequently enough to allow students to complete programs within standard time periods: one semester for Certificates of Proficiency, one year for Technical Certificates (except three semesters for Practical Nursing), and two years for Associate Degrees (except for courses with the CJL prefix, which are recorded as students complete requirements and are not normally taught as part of the regular schedule).
28. Library holdings - Students and faculty will find library holdings adequate to support instructional needs of each program, as indicated on annual Student and Employee Opinion Surveys. As part of the review process, the library will provide a list of resources related to the program under review and indicate the number of items added to the collection in each of the last three years.

29. Facilities and equipment - Students and faculty will find facilities and equipment adequate to support instructional needs of each program, as indicated on annual Student and Employee Opinion Surveys. As part of the review process, programs will provide a description of facilities and equipment related to the program under review and indicate any changes or additions during the past three years.
30. Number of majors - An unduplicated headcount of majors for each of the three preceding years will show stable or growing enrollment.
31. Number of graduates - All programs will meet the productivity standard of at least three graduates per year, as set by the Arkansas Department of Higher Education.
32. Assessment of student learning - An assessment program using multiple measures will evaluate student learning outcomes. Elements may include standardized tests, licensure rates, course evaluations, alumni surveys, employer surveys, holistic grading of essays, pre- and post-testing, and other components as determined by the faculty.
33. Transfer/placement effectiveness - The percent of freshmen who, by the next fall after their initial enrollment, transfer will meet or exceed the state average for two-year colleges. At least 50% of Associate of Arts graduates will enroll in a senior institution the year following graduation. At least 65% of technical program graduates will be employed in their field of study within a year of leaving Ozarka.
34. Alumni satisfaction - Graduates will indicate a high degree of satisfaction with their program, with at least 80% positive responses to program-specific survey questions.
35. Employer satisfaction - Employers of technical program graduates will indicate a high degree of satisfaction, with at least 80% positive responses to program-specific survey questions.

These evaluative criteria collectively serve as screening indicators to identify any problem areas within programs. Accordingly, whenever program review reveals any problems, that program will develop a Program Improvement Plan.

### **Program Improvement Plan**

The purpose of the Program Improvement Plan (PIP) is to explore reasons for the results obtained in Program Review and, where appropriate, identify strategies for correcting deficiencies.

The purpose of the PIP is to strengthen programs and--ultimately--the College. We believe that this can happen when administrators provide active support, faculty display a willingness to change (teaching practices, curriculum or course content, job responsibilities, e.g., participating in recruiting, fund-raising, etc.), and staff recognize that some programs may need continuous support.

The process begins with formation of a PIP Committee, which should include 1) up to four on-campus faculty teaching in the program, whether full-time or adjunct, 2) the Vice President for Academic Affairs, 3) the Director of Student Services/Registrar, and 4) other knowledgeable persons, such as Advisory Committee members, employers, etc., as necessary.

This Committee has several responsibilities, including 1) meeting regularly, 2) keeping minutes, 3) developing a plan of corrective action, including implementation dates, costs, and responsible personnel, 4) overseeing implementation of the plan, 5) monitoring results in relation to curriculum revision, faculty development, recruiting, retention, and cost containment, and 6) recommending program continuation or closure.

Any corrective action needed will be implemented as soon as possible, and the PIP Committee will monitor the process during the next academic year. By the spring semester, the PIP Committee will report to the President whether 1) the program is making adequate progress and monitoring can cease, 2) insufficient progress has occurred and further monitoring is recommended, or 3) the program should be closed. In closing a program, the College will take into consideration any measures needed to allow all currently enrolled students to complete graduation requirements. The PIP Committee will be dissolved when the program has met its identified goals or has been slated for closure.

### Review Schedule

All programs will be reviewed at least every five years, with those evaluated by an outside agency reviewed in connection with that agency's schedule. Because General Technology is a cognate program, it is not subject to separate review.

<u>Year</u>	<u>Program</u>	<u>Award</u>
1998-99	Physical Therapist Assistant Certified Nursing Assistant	Associate of Applied Science Certificate of Proficiency
1999-2000	Business Technology Medical Transcription Licensed Practical Nursing	Associate of Applied Science Technical Certificate Associate of Applied Science Technical Certificate
2000-01	Automotive Service Technology Certified Nursing Assistant	Associate of Applied Science Technical Certificate Certificate of Proficiency
2001-02	Culinary Arts Criminal Justice Leadership	Technical Certificate Associate of Applied Science
2002-03	General Studies Licensed Practical Nursing Certified Nursing Assistant	Associate of Arts Technical Certificate Certificate of Proficiency
2003-04	Physical Therapist Assistant	Associate of Applied Science
2004-05	Business Technology Medical Transcription Certified Nursing Assistant	Associate of Applied Science Technical Certificate Associate of Applied Science Certificate of Proficiency
2005-06	Automotive Service Technology Licensed Practical Nursing Certified Nursing Assistant	Associate of Applied Science Technical Certificate Technical Certificate Certificate of Proficiency
2006-07	Culinary Arts Criminal Justice Leadership Certified Nursing Assistant	Technical Certificate Associate of Applied Science Certificate of Proficiency
2007-08	General Studies	Associate of Arts
2008-09	Physical Therapist Assistant Licensed Practical Nursing Certified Nursing Assistant	Associate of Applied Science Technical Certificate Certificate of Proficiency

## INSTRUCTIONAL PROGRAM REVIEW

Program: \_\_\_\_\_

Evaluation Year: \_\_\_\_\_

### CRITERIA 1, 2, and 3 - FACULTY CREDENTIALS, PROFESSIONAL ACTIVITY, AND FULL-TIME EQUIVALENCY

Please attach a table showing all faculty teaching in the program during the last three years, number of credit hours taught, degrees/certifications earned, and degree- or certification-granting institution. For each year, calculate the number of FTE faculty (hours taught per year/30).

### CRITERION 4 - HOURS IN MAJOR AND PROGRAM

Required/Technical Core Hours \_\_\_\_\_ Elective Hours \_\_\_\_\_ Total Hours in Program \_\_\_\_\_

Have the hours changed in the last 3 years? \_\_\_\_ No \_\_\_\_ Yes (explain briefly)

### CRITERION 5 - COMMITTEE RECOMMENDATIONS

Please attach a summary of Advisory Committee (where applicable) recommendations for the past 3 years. Also provide a summary of curricular changes the program has taken to the Curriculum Committee and the resulting actions.

### CRITERION 6 - FREQUENCY OF COURSE OFFERINGS

Please attach a table showing how frequently each course in the program has been offered in the past three years.

### CRITERION 7 - LIBRARY HOLDINGS

Please attach a list (available from the librarian) of all holdings related to your program. Number added in the last 3 years:

Yr 1 \_\_\_\_\_ Yr 2 \_\_\_\_\_ Yr 3 \_\_\_\_\_

Student satisfaction with holdings Faculty satisfaction with holdings

Yr 1 \_\_\_\_\_ Yr 2 \_\_\_\_\_ Yr 3 \_\_\_\_\_ Yr 1 \_\_\_\_\_ Yr 2 \_\_\_\_\_ Yr 3 \_\_\_\_\_

### CRITERION 8 - FACILITIES AND EQUIPMENT

Please attach a description of the facilities used by the program. Include number and size of offices, classrooms, and laboratories, seating capacity, and locations. Also summarize the type and amount of equipment available for faculty and student use. Indicate any changes or additions in the past three years.

Student satisfaction with equipment Faculty satisfaction with equipment

Yr 1 \_\_\_\_\_ Yr 2 \_\_\_\_\_ Yr 3 \_\_\_\_\_ Yr 1 \_\_\_\_\_ Yr 2 \_\_\_\_\_ Yr 3 \_\_\_\_\_

### CRITERIA 9 and 10 - NUMBER OF MAJORS AND GRADUATES

Per Year:    1st Prev    2nd Prev    3rd Prev

Majors \_\_\_\_\_

Associate Degree \_\_\_\_\_

Technical Certificate	_____	_____	_____
Certificate of Proficiency	_____	_____	_____

**CRITERION 11 - ASSESSMENT OF LEARNING**

Please attach a list of assessment instruments used by the program and a summary of outcomes.

**CRITERION 12 - TRANSFER/PLACEMENT EFFECTIVENESS**

Please complete the appropriate items.

	Per Year:	1st Prev	2nd Prev	3rd Prev
Freshman who transferred		_____	_____	_____
AA graduates who transferred		_____	_____	_____
AAS graduates placed in field		_____	_____	_____
Technical Certificate graduates		_____	_____	_____
Cert. of Proficiency graduates		_____	_____	_____

**CRITERIA 13 and 14 - ALUMNI AND EMPLOYER SATISFACTION**

Please complete the appropriate items, referring to the program specific section of any Alumni and Employer Surveys completed in the last three years.

	Per Year:	1st Prev	2nd Prev	3rd Prev
Alumni satisfaction rate		_____	_____	_____
Employer satisfaction rate		_____	_____	_____

**FOR COMPLETION BY VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The following criteria have not been met:

Recommendation:

Members of PIP Committee:

\_\_\_\_\_  
Vice President for Academic Affairs

\_\_\_\_\_  
Date

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**  
**POLICY/PROCEDURE: Use of Adjunct Faculty**

**DATE: May 1994**

**NUMBER: 4.06**

**Purpose**

Ozarka College demands instructional quality and academic integrity in its various curricula and programs. It is understood that these are generally best achieved through the hiring of a highly qualified full-time faculty. Ozarka recognizes, however, that under certain conditions the hiring of adjunct faculty can best serve the College in achieving its mission.

**Policy**

It is the policy of Ozarka College that to protect instructional quality and academic integrity adjunct faculty members must meet at least the minimum requirements for academic credentialing of full-time instructors in the teaching field. It is a goal of Ozarka College that adjunct faculty teaching on campus should constitute no more than one-half the total faculty teaching on campus.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Ratio of Contact/Credit Hours**

DATE: **May 1994**

NUMBER: **4.07**

REVISED: **September 2000**

Purpose

Contact/credit ratios ensure that credit hours are appropriately awarded for educational activity. Contact hours also ensure consistent faculty loading.

Policy

**Mode**

**Ratio:**

Classroom	1:1	<del>Lecture, discussion or other organized academic activities which require about one or two hours of outside preparation for each hour of class (or comparable effort in individualized modes.)</del>
Science Laboratory	2:1	Organized and pre-planned learning experience, under close supervision, typically in a laboratory, with frequent evaluation based on structured projects, worksheets, experiments, problem solving, case studies, model building, diagnosis, etc., and reinforced by related classroom instruction.
Clinical	4:1	Supervised and evaluated training conducted in an on-the-job environment. Provides direct faculty-supervised clinical experience.



~~Technical 3:1 Organized and pre-planned learning experience, under close Laboratory supervision, with evaluation based on structured projects, problem solving, model building, diagnosis, etc., and reinforced by related classroom instruction.~~

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Institutional Assessment**

DATE: **May 1994**

NUMBER: **4.10**

REVISED: **Sept. 2000, May 2001**

Purpose

Ozarka College is committed to educational quality and to meeting the needs of its students. The only way to determine the extent to which these purposes are being met is through an assessment plan that identifies strengths and concerns and then uses that information for institutional improvement.

Rationale

The main thrust of the Institutional Assessment Plan is to develop and implement a variety of assessment tools to be used in determining and documenting institutional effectiveness. Focusing on the Mission Statement, assessment is a means for determining the accomplishment of these identified goals.

Although measurement of student academic achievement is emphasized in the plan, student outcomes are not the sole criteria on which institutional effectiveness rests. Institutional outcomes are also assessed to determine how effectively the College is accomplishing its mission.

Operational Definitions

In order to maintain clarity and consistency and to avoid misunderstandings, the following definitions will be used in reference to the College Assessment Plan:

1. **Institutional Outcomes** - all the results or consequences of College programs, classes, services, and activities.
2. **Institutional Outcomes Assessment** - an organized attempt to measure and document the extent to which the College mission is being met.
3. **Student Outcomes** - all the results or consequences of education; student achievement.

4. **Student Outcomes Assessment** - the use of multiple measures in an organized attempt to measure and document as many educational outcomes as feasible.

Given these definitions, the following assumptions operate throughout the plan:

1. Not all student outcomes can be measured directly or accurately, but that does not mean learning has not occurred. Therefore, some measures will be objective and quantified, others subjective and qualitative.
2. Subjective evidence will be more useful if it is recorded, dated, and made available for periodic review and inclusion in assessment reports.
3. Some items are suitable to locally developed or commercially available testing instruments, while other items are best measured by opinion polls and preference or perception surveys.
4. Still other items are best assessed by gathering evidence from those who receive Ozarka College students (other colleges and employers) and from state or national agencies that test graduates (licensing and regulatory organizations).

#### Assessment Implementation and Review

Although assessment is a shared responsibility, the Institutional Assessment Plan will be administered by the Vice President for Academic Affairs, who will monitor, collect, coordinate, review, and disseminate assessment data.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**

**POLICY/PROCEDURE: Assessment Standards**

**DATE: Sept. 1994, May 2001**

**NUMBER: 4.11**

Faculty, staff, and administration at Ozarka College participate in selecting the specific area outcomes they wish to see assessed as a part of the Institutional Assessment Plan. These outcomes must flow directly from the Mission Statement and Institutional Objectives.

For each area outcome selected, those persons directly involved in that area will select 1 to 3 assessment procedures to measure whether or not the desired outcome has been achieved to a satisfactory degree. To the extent possible, a numerical component will be built into the assessment procedure so that results can be analyzed and measured.

Standards should be set to stimulate continuous improvement without being so high as to be unrealistic and discouraging. If longitudinal studies indicate that particular standards are too high or too low, they may be adjusted by the relevant person(s) directly concerned with that particular area, acting in consultation with the Vice President for Academic Affairs.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Grading**

DATE: **May 1994**

NUMBER: **4.20**

REVISED: **September 2000**

Purpose

College grading should reflect the quality of performance and achievement of competency by students who complete one or more courses. Although Ozarka College does not require fixed grade percentages in individual classes, equitable grading requires certain rough proportions which should, in normal cases, approximate the normal grade curves.

Grades are reported to the Office of the Registrar twice during the term -- at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grade reports are electronically accessible to the student, counselor, advisor, financial aid officer, and Vice President for Academic Affairs. In addition, final grades will be mailed at the end of the semester.

Policy

Faculty are responsible for determining and assigning both grades and status based on objective appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course. The College uses a four-point (4.00) grading scale. Grade points are awarded on the following basis: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F - 0 points. No other grade designations carry quality points.

See **BPPM 4.31** for Grading Policies.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Advising**

DATE: **May 1994**

NUMBER: **4.21**

REVISED: **September 2000**

Purpose

The purpose of advising is to provide students with information regarding program requirements and career options. Direct personal contact with an interested faculty member is the key to a good college retention rate.

Policy

Full-time faculty, along with some designated professional staff and administrators, as part of their professional responsibilities, will serve as academic advisors for the student body.

1. At the beginning of each semester, the Registrar will provide each advisor with a list of his or her new advisees.
2. Advisors will contact each new advisee at the beginning of the semester to assist with registration.
3. Advisors will inform all advisees of their office hours and any other times they are available to assist students.
4. Advisors will make every effort to meet with each advisee at least twice a semester.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Faculty Absence from Class**

DATE: **May 1994**

NUMBER: **4.22**

Purpose

Class attendance by faculty is essential for appropriate educational activity to occur.

Policy

All faculty are required to meet their contractual agreement.

Classes may be canceled or rescheduled only with the approval of the Vice President for Academic Affairs.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Student Privacy Rights**

DATE: **May 1994**

NUMBER: **4.23**

Purpose

Ozarka College is an educational institution covered by the Family Educational Rights and Privacy Act (MPPM-B-13,C-57), more commonly referred to as the Buckley Amendment. The purpose of the Act (Section 438 of the General Education Provisions Act, 20 USC 1232g) is to protect the privacy of students and their parents in regard to access to and disclosures of students' records maintained by the College.

Policy

It is the policy of Ozarka College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA. The following notice of student rights under FERPA shall be published in the College Catalog, which is provided to all students annually.

A student at Ozarka College has the following rights with regard to his or her education records:

- A. That the following personally identifiable student information is considered to be directory information and will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and awards received
9. The most recent previous educational institution attended
10. Other similar information

- B. To inspect and review all education records pertaining to him or her.





- C. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
- D. To consent to disclosure of personally identifiable information contained in his or her education records except to the extent that FERPA authorizes disclosure without consent.
- E. To file a complaint with the U. S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA.
- F. To obtain a copy of the College's FERPA policy upon payment of a copying fee.

Any disclosure of student information other than directory information outside of the College shall be with prior consent of the student unless health and safety considerations necessitate the dissemination of such information. Faculty and staff shall exercise sound judgement and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer databases, etc.

If students wish to gain access to their academic records, the Office of the Registrar will assist them. All questions about student records should be directed to the Registrar.

If students wish to release personally identifiable information (not directory information) from their educational records, they must complete a consent form. Persons other than the student who wish to request such information must complete a request form. Both forms are available from the Office of the Registrar.

**CONSENT TO DISCLOSE INFORMATION FROM EDUCATIONAL RECORDS**

Name \_\_\_\_\_ of \_\_\_\_\_ Student

Social \_\_\_\_\_ Security \_\_\_\_\_ Number \_\_\_\_\_

I, \_\_\_\_\_, hereby give authority to OZARKA COLLEGE to disclose personally identifiable information from the educational records of the above-named student as provided below.

Records to be disclosed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose or purposes of the disclosure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Party or class of parties to whom the disclosure may be made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This disclosure is authorized only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of a party with authority to give consent.

\_\_\_\_\_

Signature

---

Date

**REQUEST FOR PERSONALLY IDENTIFIABLE INFORMATION  
FROM EDUCATIONAL RECORDS**

Student's Name \_\_\_\_\_

Student's Social Security Number  
\_\_\_\_\_

Records Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legitimate interest in Record:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Requesting Party  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

\*\*\*\*\*

**APPROVAL OF REQUEST**

The personally identifiable records specified above are disclosed only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student or other party with authority to consent to the disclosure.

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—

Signature of College Official

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—

Date

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Non-Discrimination**

DATE: **May 1994**

NUMBER: **4.24**

REVISED: **May 1998, December 1999, September 2000**

Purpose

Ozarka College is an equal opportunity/affirmative action college.

Policy

The College seeks to develop degree credit programs, courses, and community service offerings and to provide open admission, counseling, and placement services for all persons, regardless of race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability, or veteran status.

Procedures

Faculty are expected to fulfill their educational responsibilities in compliance with this policy.

Cases of perceived discrimination should be reported promptly to the Personnel Officer. All reported occurrences will be investigated and appropriate corrective action taken, if necessary.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Faculty Loading**

DATE: **May 1994**

NUMBER: **4.25**

DATE REVISED: **April 1996, September 2000**

Purpose

Established productivity standards are essential to effective strategic planning.

Policy

The following loading standards are established for full-time faculty at Ozarka College:

FALL AND SPRING SEMESTERS\*

--225 student semester credit hours (SSCH) per semester with a minimum of 15 credit hours.

or

--225 SSCH with a minimum of 24 contact hours per week

\*Posted Office Hours TBA. However, a minimum of eight (8) hours per week should be established and posted for student appointments.

SUMMER TERMS(5 Weeks)

--no minimum. Faculty who choose to do so may teach in summer school under the same terms as adjunct instructors.

FOR SUMMER TERM/FALL AND SPRING SEMESTERS

\*Adjunct contracts will be at the request of the College.

\*A full-time (100%) faculty member is expected to work a 30 hours per week. For the vast majority, these hours are on-campus.

\*Adjustments for special assignments or external regulations may be made with the approval of the Vice President for Academic Affairs.



## ADULT EDUCATION FACULTY:

The following loading standards are established for full-time adult education faculty at Ozarka College:

### FALL AND SPRING SEMESTERS

Full-time adult education faculty are assigned to a classroom and/or laboratory setting a minimum of thirty (30) contact hours per week. Faculty may be assigned to any combination of day, evening, on-site, or satellite classes to achieve the 30 contact hour minimum.

### SUMMER TERM

Summer Supplemental Contracts may be awarded at College request for demonstrated need.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Academic Freedom**

DATE: **May 1994**

NUMBER: **4.26**

REVISED: **September 2000**

Academic freedom is the right of the individual faculty member to interpret his/her findings and to communicate conclusions without being subjected to any interference or penalty because these conclusions are at variance with those of constituted authorities or organized groups outside the College. Of necessity, faculty members must determine, in keeping with their own good judgment and maturity, the responsibilities of a college faculty member. **Academic freedom and academic responsibility are inseparable.**

College faculty are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. However, their special position in the community imposes special obligations. As a people of learning and educational, representatives, they should remember that the public may judge the profession and their institution by their appearances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons unless otherwise instructed to do so.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**  
**POLICY/PROCEDURE: Approval of Polls and Questionnaires**

**DATE: May 1995**

**NUMBER: 4.27**

Any polls, questionnaires, interviews, etc., using the name of Ozarka College in any part by any employees must have prior approval of the Vice President for Academic Affairs.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Standards for Graduation**

DATE: **May 1994**

NUMBER: **4.30**

Purpose

The College's degree structures and standards for graduation identify program levels which are recognized by the College and the process for receiving recognition for their completion.

Policy

1. The College will officially recognize, and honor with the conferring of degrees or certificates during graduation ceremonies, individuals who meet matriculation and graduation requirements for four formal instructional awards: the Associate of Arts (A.A.) degree, the Associate of Applied Science (A.A.S.) degree, the Technical Certificate (T.C.), and the Certificate of Proficiency (C.P.). The College also recognizes at its graduation ceremonies those individuals who have completed requirements to receive the General Education Diploma (G.E.D.).
2. Requirements for students seeking a degree or certificate include
  - a. Successful completion of all courses in program with a minimum cumulative grade point average of 2.00.
  - b. Successful completion of the required number of credits.
  - c. For degree-seekers, completion of 18 of the last 24 degree credits as a regular student of Ozarka College; for certificate-seekers, completion of 9 of the last 15 degree credits at Ozarka.
  - d. Satisfaction of all financial obligations due the College.
36. Students may choose the Ozarka catalog under which they complete graduation requirements. Non-transfer students must choose to complete requirements under the provisions of the catalog in force at the time they entered the College or in any subsequent catalog, provided they were enrolled at Ozarka during the year the catalog was in effect. Transfer students must choose to complete graduation requirements under the provisions of the Ozarka catalog in force at the time they first enrolled in any college or any subsequent Ozarka catalog, provided that catalog was not over 4 years old at the time they entered Ozarka College and provided they were enrolled in college either at Ozarka College or elsewhere during the year in which the catalog was in effect.

4. If a student shifts from a degree program to a certificate program, that student must maintain a 2.00 average only in required certificate courses.
5. Students who complete coursework for a degree or certificate with a grade point average of at least 3.50 will be designated as graduating with honors. Students with a 3.75 average or better will be designated as graduating with high honors. An appropriate seal will be affixed to the diploma of each honor graduate.

#### Procedure

1. Students requesting consideration for graduation will complete **Intent to Graduate** form at the beginning of the final semester/term prior to graduation.
2. The Office of the Registrar will ensure that students applying for a formal instructional award (A.A., A.A.S., T.C., and C.P.) have met graduation requirements.
3. The Finance Office will confirm that all financial obligations have been met.
4. The appropriate award will be prepared once fulfillment of all graduation requirements has been confirmed.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Grades and Status**

DATE: **May 1994**

NUMBER: **4.31**

REVISED: **September 2000**

Purpose

The purpose of the College's grading policies and procedures is to differentiate between grades and status, to provide guidelines regarding their interpretation, and to identify actions and procedures which influence grades or status designation.

Policy

1. The College grading system will consist of letter grades A-F and status conditions (described below) which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
2. Reports reflecting grades and status conditions are issued by the College to students for the Fall Semester, the Spring Semester, and the Summer Term(s).
3. Developmental Education courses are assigned grade designations, but quality points and quality hours are generated only when such a course satisfies requirements of an Associate of Applied Science degree or Technical Certificate.
4. No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.
5. The Registrar determines whether credit may be transferred from another institution of higher education. The Registrar may consult, if necessary, with appropriate faculty members. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C" or better in the course(s) involved. Transferred credit is included in earned hours, but does not affect the grade point average (students who transfer credits to Ozarka must, therefore, still earn a 2.00 cumulative GPA on all hours taken at Ozarka to be eligible for graduation). Final authority for transfer credits rests with the Vice President for Academic Affairs.

6. Test-out credits are not included in credit computations for financial aid programs. Credit awarded is included in earned hours but does not affect the grade point average.
7. Credits taken more than five (5) years prior are subject to review by the Vice President for Academic Affairs, in consultation with the Registrar, if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ozarka College prior to declaring the new degree or certificate objective to which the credits apply.

8. **Grade Designations:**

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failing	0

9. **Status Designations:**

<u>Status Code</u>	<u>Description</u>	<u>Quality Points</u>
I	Incomplete	0
W	Withdrawal	0
AU * #	Audit	0
P ** #	Pass	0

\* Must be declared during the normal registration period.

\*\* Available only for credit by examination, advanced placement and/ or high school articulation

# Does not qualify for financial aid eligibility

Procedures for Assigning Status Designations

1. **I - Incomplete** (A designation received by a student who has actively pursued a course, is doing passing work at the end of the course, but has not completed the final examination and/or other specific course assignments.)
  - a. The student must meet with the instructor and make arrangements to complete the course requirements within a specified time period not to exceed the end of the following spring or fall semester.

- b. The faculty member must submit the grade by the end of the semester following the one in which the "I" designation was received.
- c. The College must change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period.
- d. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances if a written request is submitted to and approved by the Vice President for Academic Affairs.
- e. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to an "F".

2. **W - Withdrawal** (A status assigned for drops or withdrawals during the permitted time periods as listed in the College catalog.)

- a. The student must provide formal notification to the Office of the Registrar by completing a Petition to Change Current Registration or a Withdrawal Form. Students may drop one or more courses, but not their total course load, between the eleventh class day and the end of the eleventh week of the semester (or the first seventeen days of a summer term). The Petition must be signed by the student's advisor, the Counselor, any involved faculty, and the Registrar.

Withdrawal removes the student from all courses and must be completed by the end of the fifteenth week of the semester (or before the day preceding the final examination during a summer term). The Withdrawal Form must be signed by the student's advisor, the Counselor, Librarian, Financial Aid Officer, Vice President for Finance, and Registrar.

- b. A grade of "F" will be assigned to a student who discontinues attendance without officially dropping or withdrawing. If a student discontinues attendance during the final two weeks of a semester or the final week of a summer term, the Vice President for Academic Affairs may waive the requirement that grades of "F" be recorded if the circumstances justify special consideration.
- c. Withdrawals with a "W" may not be submitted after the fifteenth week of the course has been completed except under extenuating circumstances, which must be documented by the student in writing and approved by the Vice President for Academic Affairs.

3. **AU - Audit** (Enrollment in a course for no grade or credit.)

- a. The student must declare the audit during registration. Auditing a course requires approval of the Vice President for Academic Affairs and the instructor involved. Audit will be permitted on space available basis.





- b. The student will pay the same fees as assessed for a class taken for credit.
  - c. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course.
  - d. A student may change from taking a course for credit to audit or audit to credit during the normal registration period with the approval of the instructor and the Vice President for Academic Affairs. Additional fee charges may result from making a change in registration.
  - e. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.
4. **P - Pass** (A status assigned to designate successfully gaining credit for a course by approved methods other than normal attendance in a scheduled course. Although no grade is assigned, credit is earned.) Designation of "P" will count toward degree and certificate graduation requirements.
- a. The student must initiate the request for credit by informing the Registrar of his or her desire to exercise this option. The Registrar will then schedule a meeting including the student, Counselor, and the appropriate faculty member to determine if the student is eligible. If it is determined that the student is eligible, the Registrar will authorize the appropriate faculty member to carry out the appropriate assessment.
  - b. If the student is successful, the faculty member will notify the Office of the Registrar that the student should be assigned credit for the course. The faculty member will also notify the student, his or her advisor, and the Counselor.
  - c. The student must pay the grade recording fee at the Finance Office before the course credit will be recorded on his or her transcript.
5. **T - Transfer Credit** (Credit for courses taken at another regionally accredited post-secondary institution for which the student has earned a grade of "C" or better.)
- a. Any student who wishes to submit a transcript for consideration of previously earned credits must have the other institution send an official transcript to the Office of the Registrar.
  - b. The Registrar may forward information to the appropriate department for review (in which case, the department will make recommendations regarding credit transfer), and the Registrar will record transferred credit as earned hours on the student's official permanent record by no later than the end of the term during

which the courses are submitted for evaluation. Only those courses indicating an earned grade of "C" or better will be considered for transfer credit.

- c. The student may be asked to supply pertinent course descriptions or copies of college catalog(s) if further documentation is needed to facilitate credit review.
- d. The transfer student will be considered to be making satisfactory progress at the time of transfer to the College.

Grade/Status Code Designation Table

All courses assigned grades and status codes are reflected on the term report. These course credit hours will generate earned, attempted and/or quality hours and quality points, depending on the grade or status condition assigned.

<u>Grade/Status</u>	<u>Earned Credits</u>	<u>Attempted Credits</u>	<u>Hours</u>	<u>Quality Points</u>	<u>Quality Points</u>
A	X	X		X	X
B	X	X		X	X
C	X		X	X	X
D	X		X	X	X
F		X			
I		X			
W		X			
AU		X			
P	X	X			

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Standards of Progress**

DATE: **May 1994**

NUMBER: **4.32**

REVISED: **September 2000**

Purpose

The College's **Standards of Progress** provide details regarding minimum standards, intervention strategies/action to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding President's List eligibility.

Policy

The College establishes **Standards of Progress** to maintain academic standards and standards for financial aid eligibility, to provide details regarding intervention strategies to be implemented when minimum standards are not met, and to document appeal rights.

A. General Definitions

Standards of progress, as defined by this section, apply to all students enrolled in a course of study within an approved program who are working toward a degree or certificate.

1. A student's grade point average is the cumulative average of grades for all Ozarka College course work taken, with the exception of Developmental Education courses which do not satisfy program requirements and courses where the grade is recorded as "P." (Status codes do not involve the assignment of quality points and have no impact upon the grade point average.)
2. The higher of two grades is computed in the grade point average when a student repeats a course for credit. Only with special permission from the Vice President for Academic Affairs may a student repeat a course more than once.
3. Courses excluded from the cumulative GPA calculation because the course has been repeated are no longer counted as earned credits and cannot be used to satisfy program requirements. They will continue to appear on the permanent record.

4. A freshman will be placed on academic probation whenever the semester grade point falls below 1.50 unless the cumulative grade point at Ozarka College is 2.00 or higher. A sophomore will be placed on academic probation whenever the semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. Students in some technical programs may be placed on probation if they make a grade of "F" or "D" in any technical course. These criteria also apply to entering transfer students. A student who is on probation must work out an individual plan with his or her advisor to improve academic performance.
5. A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.
6. A student who is suspended for unsatisfactory academic progress normally faces one term of non-enrollment as a certificate or degree/declared student prior to resuming progress toward that certificate or degree, at which time re-enrollment is allowed on a probationary status. A student receiving a second academic suspension will be eligible to seek readmission one year from date of suspension. A student who believes extenuating circumstances exist which would justify earlier readmission must appeal to the Vice President for Academic Affairs. Students who meet the semester/year stipulation must file a request for readmission.
7. A student who in a probationary semester fails to achieve a grade point allowing removal from probation but who earns a 1.25 semester grade point if a freshman, or a 1.75 semester grade point if a sophomore, may continue on probation for the following semester.
8. A student who is dismissed twice for unsatisfactory academic progress may be given the opportunity to participate in an extensive Developmental Education program to correct academic deficiencies.
9. Satisfactory academic progress is restored when a student successfully earns at least twelve (12) credit hours with a grade point of 1.50 if a freshman and 2.00 if a sophomore, or, in either case, by raising the cumulative grade point average to 2.00 or higher.
10. The College names to the President's List any student in good standing who has earned 12 or more credit hours in a given semester, a 3.50 term GPA, and who has no "D" or "F" grades for the term involved. Although they do not carry transferable credit, Developmental Education course grades will be considered in determining President's List eligibility.

11. The College is required under Title IV of the Higher Education Act to define and administer Standards of Satisfactory Progress for students receiving financial aid. Recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by quantitative and qualitative standards.

A recipient enrolled in a one-year program who fails to meet the Standards of Progress, as measured by the qualitative and/or quantitative standards at the end of the first semester, will be placed on financial aid probation for the following semester and will not be able to receive financial aid.

A recipient enrolled in a two-year program who fails to meet the Standards will be placed on financial aid probation for the following semester, and his or her grades during that semester will be closely monitored. These students may still receive financial aid during the probationary semester. If these students do not meet the standards by the end of the probationary semester, however, they will not be able to receive financial aid in the third semester but may re-establish eligibility for financial aid for the fourth semester by meeting the Standards of Progress by the end of the third semester.

The law prescribes a maximum time frame for degree and certificate programs and minimum grade point average requirements. Specific details are available from the Office of Financial Aid.

12. The progress policy for Practical Nursing students requires that an average of 76 percent or above be maintained in each course taken. Failure to maintain at least a 76 percent average in each course may result in dismissal from the program. Physical Therapist Assistant students must make an average of 75% in the course grade, which is determined by combining the lab and lecture grades, in order to continue in the program and enter clinicals. The individual lab grades must be 83% or higher to successfully complete the labs and proceed into clinicals. Students who do not make 83% on a clinical rotation must repeat it.
13. Generally, a student on suspension for either academic or disciplinary reasons from another college or university must meet the eligibility standards for readmission from that college or university before being considered for admission to Ozarka College.

## B. Procedures

1. A student's grade point average (GPA) is determined by dividing the total number of quality points by the total number of quality hours. (The same procedure is used for determining the term and cumulative GPA.)

2. All course work completed with assigned grades of A, B, C, D, or F is to be considered in calculating the cumulative GPA, except for grades in Developmental Education courses which do not satisfy program requirements.
3. Intervention strategies and related restrictions for any student who does not maintain satisfactory academic progress are initiated in accordance with the following procedures:
  - a. A freshman who has a semester GPA under 1.50 or a sophomore with a semester GPA under 2.00 must meet with his/her academic advisor to work out an academic improvement plan for the following term.
  - b. A student who does not achieve the minimum cumulative GPA of 1.50 on a total of 30 or fewer hours or 2.00 for 31 or more hours will be placed on Academic Probation for the following term. A transfer student will be able to enroll for his or her first term at Ozarka College on Academic Probation with the understanding that he/she must raise the minimum cumulative GPA by the end of that term.
  - c. A student on Academic Probation who does not meet Standards of Progress and does not improve by the end of his or her first term on Academic Probation will be suspended and will not be allowed to register as a degree- or certificate-seeking student for the following term, and (if applicable) financial aid will be denied. No improvement means that the student has not achieved the applicable minimum cumulative GPA required in accordance with the Academic Standards Policy. Return is allowed after a term of non-enrollment as a degree or certificate seeking student in accordance with Academic Standards.

Intervention procedures which may be initiated for students who are on Academic Probation may include one or more of the following:

- (1) Restriction of enrollment to a probation registration period
  - (2) Course load limited to 12 semester hours during any probationary term with the College.
  - (3) Required attendance at special counseling sessions
  - (4) Enrollment in Developmental Education classes
4. A student determined not to be making satisfactory progress in accordance with guidelines may appeal to the Vice President for Academic Affairs for review of that determination based upon the possibility of administrative error or extenuating circumstances.

5. A financial aid recipient who reaches the maximum number of hours attempted for calculating maximum time frame without having completed his/her declared course of study will be terminated from financial aid regardless of changes of program or educational objective initiated.

Reinstatement is possible only if one objective has been completed and subsequent enrollment leads to another degree or certificate. In that case, all hours previously earned which apply toward that subsequent objective will be counted toward the maximum time frame for the new degree or certificate.

- ~~6. A student may receive financial aid for up to 30 credits of Developmental Education courses in order to ensure future satisfactory academic progress in his/her declared certificate or degree program.~~

7. A financial aid recipient who is terminated may restore eligibility by meeting any one of the following conditions:
  - a. Enroll at least half-time at his/her own expense and receive a minimum 2.00 term GPA while meeting the quantitative standards of progress for term progress and maximum time frame.
  - b. Enroll at his/her own expense and raise the cumulative GPA to 2.00 or higher while meeting the quantitative standards of progress.
  - c. Return after an absence of twelve or more consecutive months, resume enrollment with financial aid on a probationary status, and raise the cumulative GPA to 2.00 or higher.
8. The College may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic and/or financial aid eligibility. The student may always exercise his/her right of due process.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Adding or Changing Classes**

DATE: **May 1994**

NUMBER: **4.33**

REVISED: **September 2000**

Students can add courses to their schedules or change from one class to another during the first 5 days of the fall or spring semesters or the first 2 days of the summer term. Students may enroll in night classes until the second class meeting. If it becomes necessary for students to drop courses after late registration, arrangements must be made through the Registrar's Office.

Courses added, changed, and/or dropped must be processed through the Registrar's Office. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result from either action.

Courses officially dropped during the first 11 weeks of a semester or the first 14 days of the summer term will be recorded as a "W." Unless verified extenuating circumstances exist, courses dropped after these dates will be recorded as an "F."

See also "**W - Withdrawal**" in **BPPM 4.31**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Repeating Courses**

DATE: **May 1994**

NUMBER: **4.34**

REVISED: **September 2000**

A student may repeat courses taken at the College for the purpose of grade point adjustments only by re-enrolling in the same course and subject to the following provisions:

1. In general, only the higher of the two grades is calculated into the academic record.
2. A student must notify the Office of the Registrar upon registering for a repeated course so that appropriate adjustments to the cumulative grade point can be made when the course is completed.
3. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.
4. Financial aid will not cover the cost of repeated courses where the grade to be replaced is a "C" or better.

See also **BPPM 4.31** and **4.32**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Class Standing and Class Load**

DATE: **May 1994**

NUMBER: **4.35**

REVISED: **September 2000**

Students with fewer than thirty (30) semester hours are classified as freshman students. Those with thirty or more hours are classified as sophomores.

The normal class load at Ozarka College is defined as fifteen (15) semester credit hours with seventeen (17) hours as a maximum load for the average student. A student with a previous semester full-time load with an average GPA of 2.75 may enroll for eighteen (18) hours during the next succeeding semester; with 3.25, a student may enroll for 19 hours. Any deviation from these requirements must be approved by the student's advisor and the Vice President for Academic Affairs.

Students on academic probation may not normally register for more than 12 hours.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Expectations for Student Attendance**

DATE: **May 1994**

NUMBER: **4.36**

Regular attendance is essential if a student is to receive maximum benefit from any course. Students are therefore expected to attend class meetings and other activities assigned as a part of a course of instruction on a regular basis. Faculty are responsible for establishing attendance standards and procedures for their classes and for maintaining attendance records. Faculty have the option of giving a final grade of "F" to any student with excessive absences.

Procedures

1. A statement regarding the College's expectations for class attendance will be included in the Catalog.
2. Faculty will supply students with a written statement at the beginning of the term which identifies attendance expectations.
3. Students should confer with faculty in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with faculty immediately upon return in order to make necessary arrangements.
4. Faculty will notify the Counselor whenever a student misses classes/activities a sufficient number of times to jeopardize successful course completion.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Academic Dishonesty**

DATE: **May 1994**

NUMBER: **4.37**

Faculty are responsible for establishing policies on cheating and informing their students. Faculty will clarify and interpret for the students matters of academic dishonesty, such as plagiarism.

Procedures

1. A statement regarding the College's expectations for academic honesty will be included in the Catalog.
2. The instructor's policy on cheating will be stated on each class syllabus.
3. If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty on the test or assignment involved to an "F" in the course.
4. Immediately following any occurrence, the instructor will submit to the Vice President for Academic Affairs a written statement of circumstances, the name of the student(s) involved, and the penalty imposed.
5. A student involved has the right to appeal the action through the Academic Grievance Procedure.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Making Up Work**

DATE: **May 1994**

NUMBER: **4.38**

Students are expected to complete all assigned work. Faculty are responsible for developing procedures for making up work missed during excused absences and informing students in all of their classes.

Procedures

1. Faculty will supply students with a written statement describing the conditions under which work may be made up and the procedures for doing so in the course syllabus.
2. Students should arrange to complete work in advance if absences are anticipated. If the absence is unexpected, students are responsible for consulting with faculty immediately upon their return to school.
3. Students who believe they have not been treated fairly have the right to appeal under the Academic Grievance Procedure.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Graduation Ceremony**

DATE: **May 1994**

NUMBER: **4.39**

REVISED: **September 2000**

Policies relating to graduation ensure the development of a commencement ceremony which is appropriate for a two-year technical college.

Policy

1. Graduation ceremony will be held once a year.
2. Date for graduation ceremony must be approved by the President.
3. Students recognized during official commencement ceremonies include those receiving the A.A., A.A.S., T.C., C.P., and G.E.D.
4. Degrees and certificates must be conferred by the President.
5. The College must publish an official commencement program.
6. Candidates for graduation must satisfy all financial obligations to the College prior to graduation.
7. All full-time Ozarka College faculty, as a part of their contractual agreement, are required to attend and participate in the graduation ceremony. Adjunct faculty will be invited to attend and participate.
8. The ceremony will normally include the following:

Processional

Invocation

Welcome

Introduction of special guests

Introduction of speaker(s)

Conferring and presentation of degrees and certificates

Benediction

Other activities in keeping with the dignified nature of graduation may be added to the program at the discretion of the President.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Guaranteed Skills**

DATE: **May 1994**

NUMBER: **4.40**

REVISED: **September 2000**

Purpose

Technical competence in any area of employment benefits everyone. Technical competence ensures worker productivity, employer productivity, and ultimately, increased economic development for Arkansas and the nation.

Ozarka College has made a commitment to business and industry that all graduates of technical programs will be technically competent and will have had preparation for the ethical, social, and knowledge demands of the modern workplace. The following guarantee is a statement of that commitment.

Policy

1. A graduate from an Ozarka College Associate of Applied Science degree or Technical Certificate program, who holds a cumulative GPA of 2.00 or above, is expected to perform competently.
2. An Ozarka College graduate judged by his/her employer to be deficient in technical job skills identified as exit competencies for his/her specific program will be provided additional training of up to 12 tuition-free semester credit hours. The skills will be developed in collaboration with faculty, business/industry, and labor representatives; competencies to be guaranteed to employers will be listed for each program.
3. Ozarka College recognizes that personal work-ethic behaviors, such as enthusiasm, judgment, interpersonal awareness, concern for effectiveness, etc., are just as important to both employer and employee as technical job skills. Ozarka College graduates are required to enroll in courses that address the issue of ethical behavior in business and industry. It is the intent of the College to interrelate these topics throughout the curriculum, whenever possible, and to provide graduates with a well-rounded view of society and the work environment.

Special Conditions



1. The guarantee of skills applies to Ozarka College graduates who have earned and been conferred Associate of Applied Science Degrees or Technical Certificates on and after academic year 1994-95.
2. The graduate must be initially employed within twelve (12) months of graduation.
3. The graduate must have earned the degree or certificate in a specific program, as evidenced by the student's official transcript.
4. The graduate must have completed the last 15 semester credit hours at Ozarka College, within one (1) year prior to initial employment.
5. The graduate must be employed full-time in an area directly related to the program in which he/she earned a degree or certificate, as certified by the College.
6. Within 90 days of the graduate's initial employment, the employer must inform the College in writing that the employee is deficient in technical job skills and must identify the deficiencies.
7. Retraining will be limited to 12 semester credit hours of regularly-scheduled classes related to the skill deficiencies agreed to by the College and the employer.
8. The employer, graduate, and the College will develop a written educational plan for retraining.
9. Retraining must be completed within one (1) year after the College has certified a plan of study for the employee.
10. The skills guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
12. Students' sole remedy against the College and its employees for skill deficiencies shall be limited to twelve (12) semester credit hours of tuition-free education under conditions described above.
13. The program for remediation can be initiated through written contact with the President of Ozarka College.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Credit by Examination**

DATE ADOPTED: **May 1994**

DATE REVISED: **Sept. 1994, September 2000**

NUMBER: **4.50**

Purpose

Credit by examination recognize students' previously gained knowledge and skills in specific areas. Such placement or credit may be awarded for placement tests given by specific programs within the College.

Policy

Credit by examination is granted by the College for acceptable results on tests given by College faculty as specific subject test-outs, provided the credit does not duplicate previous college credit.

Procedure

Credit by examination tests administered by Ozarka College faculty are available in a limited number of courses, such as English Composition I and various technical skill areas. A student who feels qualified through previous work experience, coursework, or placement test scores to take such tests must contact his/her advisor and the Registrar before signing up for a course (see BPPM 4.31). The examination may require written or verbal tests, performance tests, portfolio review, or other evaluations.

A nominal fee for recording credit on the student's transcript must be paid by the student through the Finance Office before the student can receive credit.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Articulation Agreements**

DATE: **May 1994**

NUMBER: **4.51**

Purpose

Articulation refers to the relationship between educational programs offered by educational institutions from the secondary through the collegiate levels. Articulation agreements provide a smooth transition for students from one educational program to another and grant advanced standing or credit, where appropriate, for previously attained knowledge and skills.

Policy

The College encourages articulation between programs offered at the College and similar programs offered at secondary or collegiate levels. To ensure that articulation between programs at the high school and Ozarka College and between Ozarka College and other colleges is established on a permanent and educationally-sound foundation, formal written articulation agreements with such institutions will be developed. Such agreements should be signed by the chief academic officer and/or registrar of each institution involved in the articulation agreement. In some instances, such as Tech Prep articulation agreements, several institutions may be involved in the articulation agreement.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**

**POLICY/PROCEDURE: Directed Study**

**DATE: May 1994**

**NUMBER: 4.52**

As a small institution, Ozarka College must necessarily limit the number and times of course offerings. When a student who is working on a diploma, certificate, or associate degree is unable, because of scheduling conflicts, to enroll in a required course within the normal time required to complete the program, the Vice President for Academic Affairs, course instructor, and student's advisor may work out a plan to provide a directed study or a substitute course.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**  
**POLICY/PROCEDURE: Credit for Correspondence Courses**

**DATE: Sept. 1994**

**NUMBER: 4.53**

**REVISED: September 2000**

No more than six hours from correspondence courses may be counted toward meeting certificate or degree requirements. Only courses with a grade of "C" or better will be considered.

Some exceptions may be granted in extraordinary circumstances by the Vice President for Academic Affairs.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Academic Clemency**

DATE: **May 1995**

NUMBER: **4.54**

Through a policy of academic clemency, Ozarka College provides a second chance for those students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. Under this policy, students may petition to have previously earned grades and credits removed from the calculations of their cumulative grade point averages, allowing them to reenter school without their earlier record hindering their academic progress and impeding their academic success.

Procedures

1. Academic clemency may be granted to returning students who have not been enrolled in any institution of higher education for at least two years.
2. Returning students who wish to take advantage of this policy must submit a petition for academic clemency to the Vice President for Academic Affairs upon application for admission.
3. While grade-point averages will not reflect the credits for which students are granted clemency and while those forgiven credits will not count toward graduation, transcripts will contain the students' comprehensive academic records, along with a notation that academic clemency was granted as of the effective date and that credit hour and grade point calculations begin anew after that date.
4. Clemency applies to all credits earned during the terms for which it is granted. A student may not, under this policy, elect to retain some courses and give up others. In many cases where students have passed several classes while accumulating a poor over-all record, those students may be better advised to take advantage of BPPM 4.34 by repeating selected courses.
5. Ozarka College reserves the right to look at individual cases in deciding whether to honor clemency granted to any student by another institution of higher education.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Veterans Administration**

DATE: **May 1994**

NUMBER: **4.60**

Purpose

Veterans' Administration approval must be obtained for all programs to ensure that qualified students who are veterans receive appropriate financial aid.

Policy

Instructional programs at the degree and technical certificate levels will be reviewed and approved by the Veterans' Administration annually.

In advance of registering students in a new program, proper certification will be secured. Revisions in existing programs will be submitted for recertification.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Class Scheduling**

DATE: **May 1994**

NUMBER: **4.61**

REVISED: **September 2000**

Purpose

Appropriate class scheduling is important to assure that student needs are met in a cost-effective manner.

Policy

Class scheduling procedures are the responsibility of the Vice President for Academic Affairs and the Registrar, working cooperatively.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Class Periods**

DATE: **May 1994**

NUMBER: **4.62**

REVISED: **September 2000**

Purpose

Federal reimbursement is received through Vocational Education Act funding based on contact hours. Therefore, adherence to or documentation of any variation from the policy is essential inasmuch as an audit trail is an absolute requirement.

Policy

The standard class period is 50 minutes. Courses block-scheduled for more than one hour must meet the same standard. The total instructional time must remain the same regardless of the length of the term. Any faculty member or administrator who unknowingly or inadvertently provides less than the scheduled time could make financial aid recipients liable for excess benefits received.

Courses must meet for the advertised number of sessions or scheduled periods/days/ weeks. Classes cannot be canceled or re-scheduled without approval of the Vice President for Academic Affairs.

If classes are dismissed for reasons related to either the instructor (such as illness) or the campus (such as weather-related closings), instructors may be required to make up those class periods at another date.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Maintenance of Master Schedule**

DATE:  
REVISED: **September 2000**

NUMBER: **4.63**

College-sponsored activities must be cleared through the Personnel Officer and placed on the master calendar in the Vice President for Academic Affairs' Office. The master calendar will be prepared by June 1 prior to the next school year. Events added after June 1 will be on a first-come, first served basis.

All proposed workshops, outside group visits, sponsored trips, and guest lecturers must be reported to the Vice President for Academic Affairs at least one week in advance for inclusion on the master calendar. Funding requests should also be made as early as possible.

Special events which cause absence from classes should be reported to instructors prior to the event.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Affiliation Agreements**

DATE: **May 1994**

REVISED: **September 2000**

NUMBER: **4.64**

Purpose

An affiliation agreement is a written document stating the responsibilities and privileges of both parties, which is used for students in off-campus educational experiences.

Policy

Agreements will state the responsibilities and privileges of both parties. Affiliation agreements will be obtained for internships, externships, practicums, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Written agreements are recommended but not required for observational experiences.

Procedures

1. The official signatory for the College will be the President. Signatures of the appropriate faculty and the Vice President for Academic Affairs may be included.
2. All pertinent records for affiliation agreements will be maintained by appropriate faculty after review by the Vice President for Academic Affairs.
3. All written affiliation agreements will be reviewed on an annual basis, and updated at least every two years.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Student and Faculty Health Requirements**

DATE: **May 1994**

NUMBER: **4.65**

It is the policy of the College to provide for its students and employees a safe and healthy environment. In an off-campus setting, it is the policy of the College that faculty and students shall conform to the health policies of the affiliating agency.

Procedures

Refer to **BPPM 2.44, 2.45, 2.46, and 2.47.**

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Repair of Privately Owned Equipment**

DATE: **May 1994**

NUMBER: **4.66**

REVISED: **September 2000**

Purpose

Recognizing that part of the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a part of the training experience in technical laboratories.

Policy

Outside repair is defined to include any work on a piece of equipment in a College laboratory that belongs to a party other than the College.

1. All outside work must relate to the training unit being taught, at the time, in the laboratory.
2. A liability waiver form or shop ticket containing a liability statement must be completed by the customer and submitted to the faculty of that class prior to any work being done.
3. No money for services is to be accepted or received by any faculty member or student. Anyone found violating this policy is liable for disciplinary action up to and including dismissal.
4. Donations to officially recognized College clubs or organizations for services will be received by the Finance Office and a receipt provided to the donor and the club advisor.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Course Cancellation**

DATE: **Sept. 1994**

NUMBER: **4.67**

REVISED: **September 2000**

Purpose

Fiscally responsible behavior mandates that classes sometimes be cancelled if enrollment is not sufficient to cover the cost of instruction.

Policy

Any section of a course which does not have at least twelve (12) students enrolled by the end of the registration period will normally be cancelled. Those students who have attempted to enroll will be notified, and any tuition directly applied to that course will be refunded. Any exception to this policy must be approved by the President.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Academic Grievance Procedure**

DATE: **Sept. 1994**

NUMBER: **4.68**

REVISED: **October 1998, September 2000**

Policy

Any student who feels that a grade has been unfairly assigned has the right to appeal that grade.

Procedure

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. (Immediate, here, means before the beginning of another semester or summer term.)
3. All appeals must begin with the student's talking to the instructor involved and explaining the nature of the problem. Evidence of attempted resolution in this direct manner must precede any further step.
4. If the appeal is not resolved by student/instructor conference, the student wishing further consideration must take the issue to the Vice President for Academic Affairs.
5. The student may request a hearing if the Vice President/student conference does not bring resolution. At the time a student asks for a formal hearing, the student must submit a written formal presentation of the case, with all related supporting documents. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an ad hoc committee sitting for an individual appeal. The committee will be composed of three faculty members. The committee members, one of whom will be a faculty member of the student's choice, will be appointed by the Vice President for Academic Affairs. The committee will select its own chair.
7. The committee will have full cooperation of all in gathering information and conducting interviews. Once an issue is before the committee, the committee will have freedom to recommend a lower grade, a higher grade, or no change.

8. The committee recommendation will be conveyed to the Vice President for Academic Affairs, who will seek resolution based on the recommendation.
  9. Failing resolution in Step 8, the issue will be reviewed by the President, who will take under advisement the recommendation of the committee in determining actions to be taken.
37. All written grievances filed by a student with the Vice President for Academic Affairs, along with any related documents, will be logged in an official register by the Vice President and maintained for a period of no less than two years after the initial filing.

Other student grievances relating to an instructor will proceed through an appeal to the division chair, the Vice President for Academic Affairs, and the President.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Computer Usage Policy**

DATE: **October 1998**

NUMBER: **4.69**

REVISED: **September 2000**

All students and employees, whether part-time or full-time, shall observe the following guidelines regulating use of computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Persons who violate this policy may be subject to disciplinary action and possible legal action under the Federal Electronics Communications Privacy Act. Students and community users must complete a user registration form before they can access College computers.

College computing resources are provided for institutional work-related, educational, and academic purposes, and access to these resources and the facilities housing them is a privilege requiring that users conduct their computing activities in a responsible manner, respecting rights of other users and abiding by all computing license agreements.

Respect for intended purposes of academic computing resources

1. Using the system in a way that deliberately diminishes or interferes with system use by others is not permitted.
2. No user may permit another person to use his/her computer account.
3. Printing of e-mail is limited to one copy of academic or work-related messages.
4. E-mail chain letters may not be sent to other users on or off campus. Sending of such letters is prohibited by federal law.
5. No computer or telecommunications device may be used to transmit obscene, vulgar, profane, lewd, lascivious, or indecent language or image or to make any suggestion or proposal of an obscene nature or to threaten any illegal or immoral act with the intent to coerce, intimidate, or harass any person or persons. Violation of this prohibition may be considered a Class I misdemeanor under Arkansas state law. Use of computing resources for the display or transmittal of sexually explicit or abusive language or images (e.g., any and all items that might be considered offensive by any person receiving or potentially viewing such items) will be handled under the College's sexual harassment policy as found in BPPM 2.48.

6. Development or execution of programs that could harass other users or damage or alter software configurations will not be tolerated.
7. All users of College computing laboratories must abide by any and all posted regulations.
8. Academically-related activity takes precedence over casual use, such as playing games, participating in on-line chats/activities, or sending and receiving e-mail.
9. College computing resources may not be used for private commercial purposes, such as sending e-mail or constructing Web pages to solicit private business.
10. Computers, public terminals, printers, and networks must be shared equitably to make the most efficient and productive use of College resources.

#### Respect for other persons' privacy

38. No person may intentionally use another person's account or seek information on, obtain copies of, or modify another person's files, passwords, or any type of data or programs unless specifically authorized to do so by the account owner for a specific purpose.
39. Ozarka College will make every effort to safeguard the privacy of messages transmitted by the electronic mail system. Users, however, should be aware of the following:
  - a. It may be possible for individuals to obtain unauthorized access to the mail gateway or for authorized users to obtain unauthorized access to other users' electronic mail.
  - b. Ozarka College may be ordered by a court of law to surrender communications that have been transmitted by electronic mail.
  - c. If a user is under investigation for misuse of electronic mail, his/her account may be suspended, and his/her e-mail read as it applies to the alleged offense.
  - d. A user's electronic mail may be purged after an appropriate period as determined by computer services staff, whether or not the messages have been read by the intended recipient.
40. Users must change their passwords on a regular basis to help maintain privacy.

#### Respect for copyright

41. All members of the College community shall adhere to the provisions of copyright law. Persons wishing to see full text of federal law may consult with library staff.
42. Persons who willfully disregard copyright law do so at their own risk and assume all liability.
43. The doctrine of fair use, while not specifically regulated, suggests that materials originally prepared for public consumption are more open to reproduction than materials originally developed for classroom or other more private use. Use of a small portion of a copyrighted text, as in a brief quotation or for purposes of a review, may also be permitted. Any reproduction, however, which has the potential to deprive the item's creator of profit otherwise available from a potential market and sales is unlikely to be found a fair use.
44. Ozarka College negotiates site licenses with software vendors whenever possible. Copying, therefore, is strictly limited except for backup purposes, with the backup copy not to be used at all as long as the original is functional.
45. The library may lend software for temporary use only, not for copying. Borrowers who transfer software to a hard disk must delete the program when the borrowed item is returned.

#### Responsibilities of computer services staff

46. Computer services staff will provide access to the College's existing software through the general computing labs, computing classrooms, and networks.
47. Computer services staff will monitor hardware and software licenses that affect student computing labs and computer classrooms.
48. Computer services staff will make every effort to ensure the integrity of all computer resources and information stored on the network file server. Ozarka College, however, is not responsible for any loss of information.
49. Computer services staff or their representatives reserve the right to ask users engaged in non-academic activities to logoff the system to allow other users to engage in academic activities.
50. Computer services staff will regularly instruct users to change their passwords.

#### Infractions of computer resource policies

51. The President will appoint a Computer Ethics Review Board which will review any infraction of computer resource policies and recommend appropriate sanctions to the Administrative Council.

52. Violators of policies other than those related to copyright law may expect to incur sanctions such as suspension of user's privileges for a specified time in the case of a first offense. Further offenses may result in permanent suspension of privileges. Continued serious offenses may result in further penalties.
53. Persons violating copyright law may be subject to the full range of legal penalties.
54. Persons who disagree with actions of the Computer Ethics Review Board may follow normal College grievance procedures, as found in BPPM 2.32 (employees) and BPPM 5.40 (students).

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Advisory Committees**

DATE: **May 1994**

NUMBER: **4.70**

REVISED: **September 2000**

Purpose

The College maintains a program advisory committee for each technical program, counseling, and the library to assist faculty, staff, and administration in providing relevant and up-to-date instruction and services. The committees provide vital communication links between the College and the community. Advisory committees help disseminate information that will be of benefit to students, to the program, to the College, and to other outside agencies or individuals. These committees act in an advisory capacity.

Policy

Program advisory committees:

1. Advise and assist in providing quality programs.
2. Provide input and assist programs with program improvement.
3. Help programs to develop and maintain a high level of quality.
4. Assist programs in their planning process.
5. Assess and advise on current and projected workforce needs.
6. Act as a liaison with all outside agencies that are interested in the educational program.
7. Provide assistance in finding or suggesting cooperative education, externship or practicum sites for those students in programs with such features.
8. Provide input for equipment necessary to create real life learning experiences and complement instruction.
9. Appointments to advisory committees and committee operations are determined by the appropriate faculty and staff and the Vice President for Academic Affairs.
10. Generally, Program Advisory Committees meet once or twice a year.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**  
POLICY/PROCEDURE: **Minimum Scores on GED Pre-tests**

DATE: **Sept. 1994**

NUMBER: **4.80**

The Adult Education Program at Ozarka College must maintain effective and efficiency status as determined by various performance indicators. One important indicator is the percentage of adults passing the General Educational Development test (GED).

In order to maintain an effective institutional passage rate and to assure the adults in the GED program that they have acquired sufficient knowledge to have a strong chance of success on the official GED test, the pre-test score minimum to take the GED test must be at least 45 on each individual subject area. Students who achieve scores of at least 45 on each section of the pre-test may then take the official GED test.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **General Responsibilities**

DATE: **May 1994**

NUMBER: **5.00**

REVISED: **September 2000**

Student services personnel are responsible for the administration and supervision of all non-academic relationships between the individual student and the College, from acquainting a prospective student with offerings of the College. These responsibilities include but are not limited to

1. Planning and coordinating the student recruitment program.
2. Developing and maintaining an effective system for pre-assessment, advising and counseling students.
3. Directing the student admissions and registration process.
4. Maintaining progress records of all students, by program or course offering.

5. Working with the Vice President for Finance to coordinate and advise on financial aid, including scholarships, work study, etc.
6. Cooperating with the Vice President for Academic Affairs in monitoring federal and state supported programs.
7. Establishing and maintaining an efficient and effective system for determining student census, at all times, in every program, or course offering.
8. Monitoring and coordinating the student activities programs including student government and approved extra-curricular activities.
9. Establishing, monitoring, and auditing both academic and non-academic counseling performed to meet the needs of students for personal advice, part-time employment assistance, and housing and similar counseling needed to help the student stay in school and meet educational objectives.
10. Cooperating with the Vice President for Planning and Assessment in implementing and maintaining student survey activities and results, including contact with employers.
11. Performing other duties as required to assist the College in maintaining appropriate Enrollment Management.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Student Services**  
**POLICY/PROCEDURE: Recruiting - Marketing**

**DATE: May 1994**

**NUMBER: 5.10**

The College recognizes its unique position as the open-admissions two-year college for its service area. In order to fulfill its mission the College will provide sound, timely information to the public. It will explore every avenue for making its constituents aware of its educational programs. The College will market its services in a professional manner to prospective students, employers, and other constituents. The resources of the College will support this effort and the subsequent recruiting and enrollment of students into the various programs and services of the College.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Student Services**

**POLICY/PROCEDURE: Open Admissions & Limitation of Enrollment**

**DATE ADOPTED: May 1994**

**NUMBER: 5.20**

**REVISED: Sept. 1994, May 1998, December 1999**

It is the policy of the College to provide open admissions to the residents of the State of Arkansas. Open admissions is defined as the College's being accessible to all persons above the usual high school age and to those who have withdrawn from or otherwise are no longer in high school. Applicants may be admitted regardless of race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability, if otherwise qualified. Full time students born after January 1, 1957, must furnish proof of immunity against measles and rubella.

The term open admissions refers only to the minimum criteria a person must meet in order to be admitted to the College. The College is not obligated to admit every person who may apply for current enrollment without regard to whether the capacity level of the College or a program may already have been reached. Enrollment in certain programs and/or courses may be dependent on the satisfaction of prescribed prerequisites by the person seeking enrollment. Prerequisites established for programs and courses are based upon occupational standards, requirements of licensing or minimum capabilities a student must have to be successful in the program or course.

Residents of other states and international students may be admitted under the same policy providing they do not displace an Arkansas citizen. International students must, in addition, comply with special state and federal requirements.

Whenever admission to the College and/or enrollment in a program or course must be limited and controlled because capacity has been reached, the following priorities will be used in determining subsequent admission and/or enrollment:

- Priority 1 - Students in good standing previously admitted to the College seeking to enroll in a program or course who are residents of Arkansas.
  
- Priority 2 - Students in good standing previously admitted to the College who are not residents of Arkansas.

Priority 3 - Other persons seeking initially to be admitted or former students seeking to be re-admitted to the College and/or to be enrolled or re-enrolled in a program or course who are residents of Arkansas.

Priority 4 - Other persons seeking initially to be admitted or former students seeking to be re-admitted to the College and/or to be enrolled or re-enrolled in a program or course who are not residents of Arkansas.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Requirements for Admission**

DATE: **May 1994**

NUMBER: **5.21**

REVISED: **September 2000**

General

The College normally requires a high school diploma or GED for admission and program enrollment as a regular student seeking a Certificate of Proficiency, Technical Certificate, Associate of Applied Science Degree, or Associate of Arts Degree.

Because Ozarka College is an open admissions institution, the College recognizes that some individuals who are not high school graduates may have the ability to benefit from post-secondary education/training at the College. These potential students are admitted under the provisions of **BPPM 5.20**, provided that they are 17 years of age or older, only in courses for skills development and/or GED preparation.

In addition, pursuant to Arkansas Act 1097 of 1991, a public school student who has completed the eighth grade shall be eligible to enroll at the College. The College does not, however, encourage a student to enter before completion of the tenth grade. Concurrent enrollment requires written permission from the student's principal, superintendent, or counselor. See also **BPPM 5.24**.

Any student interested in pursuing a degree or certificate at Ozarka College must present

1. An official high school transcript or GED score report. This requirement may be waived if the student has successfully completed at least 24 hours at another post-secondary institution before entering Ozarka College.
2. An official transcript from any other post-secondary institution which the student has attended.
3. Acceptable standardized test scores (ACT, ASSET, etc.). This requirement may be waived if the student has successfully completed at least 24 credit hours, including English and mathematics, at another post-secondary institution before entering Ozarka College.

## Acceptable Standardized Test Scores

Ozarka College does not require an admissions test. In accordance with Arkansas state law, however, all first-time entering students must demonstrate proficiency in English, reading, and mathematics by satisfactory performance on a placement test such as ACT or ASSET.

The Arkansas Department of Higher Education has established cut-off scores for placing students in college-level courses. The following placement standards must be met prior to enrollment in those courses:

**ENGLISH:** Students scoring 19 or above on the English section of the Enhanced ACT, 40 or above on the TSWE, or 42 or above on the ASSET Language Usage test may enroll in college-level English courses. Students not meeting these standards must successfully complete a Developmental Education program in English before being admitted to English Composition I.

**READING:** Students scoring 19 or above on the reading section of the Enhanced ACT, 340 or above on the verbal section of the SAT, or 41 or above on the ASSET Reading Skills test will be considered to have met a minimum reading skill requirement. Degree-seeking students not meeting the standard shall enroll in Reading Improvement during their first semester and subsequent semesters until the program is successfully completed. English Composition I may be taken concurrent with or subsequent to reading.

**MATHEMATICS:** Students scoring 19 or above on the mathematics section of the Enhanced ACT, 390 or above on the quantitative portion of the SAT, or 42 or above on the ASSET Intermediate Algebra test may enroll in college-level mathematics courses. Students not meeting these standards must successfully complete a Developmental Education mathematics program and demonstrate achievement at least as sophisticated as Intermediate Algebra in order to be placed in a college-level mathematics course.

Appropriate tests for placement must be completed by all students prior to entering a certificate or degree program or enrolling in mathematics or English composition.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Residency Requirements**

DATE: **May 1994**

NUMBER: **5.22**

REVISED: **September 2000**

Residency Concept - General

The term residence as it relates to fee payment by students is generally used at the College as synonymous with domicile. Domicile is the place in which a person has settled for legal purposes. It is the place where a person is generally understood to reside with the intention of remaining indefinitely or of returning when absent. From the standpoint of the College, which must classify students as within or without the state for the purpose of assessing fees, it is presence established in the state for a purpose independent of attendance at the College, which may include permanent employment when payment of tuition is part of that employment relationship.

Determination of Residency

Residency for enrollment purposes should be determined by the following criteria:

1. If the student indicates that he/she is a resident of Arkansas and lists an Arkansas address on the admission and registration forms, that student will be presumed to be an Arkansas resident. Residents of Oregon County, Missouri, are also considered in-state for the purpose of tuition assessment.
  
- ~~2. If an employing organization is paying, either directly or indirectly, fees for student/employees, for example, under contract, and that organization where the employee/student is employed is located within Arkansas, the students so registered will be considered to be residents of Arkansas for the purpose of tuition assessment.~~

Problems with the applicability of the above rules and the detail considerations that follow due to an unusual fact or circumstance may be referred in writing to the Vice President for Finance.

Detail of Domicile Considerations

In practice, a student's classification as an in-state or out-of-state student at the time of admission is based on what the records show to be his/her fixed permanent residence. In general: (1) The domicile of a student of eighteen (18) years of age or over is in the state where he/she has been domiciled for six (6) consecutive months immediately preceding the date of original or subsequent registration. (2) A student whose official records show his/her own or his/her parents' domicile to be outside the state is prima facie a nonresident of the state, and the burden is upon the student to prove the contrary. (3) A nonresident of the state at the time of enrollment is held to that classification throughout attendance as a student, except where proof that his/her parents' previous domicile has been abandoned and a new one established in the state independently of his/her attendance at the College. (4) Recognition is given to the guardianship of the person of a minor only if the guardian was appointed in the state in which the child was then domiciled. (5) In general, children of parents who are in military service or in the service of the Federal government and who are stationed in the state and children of parents who are employed by the state are classified as residents of the state for the purpose of assessing fees during the time that their parents are stationed or are living in the state, without regard for the usual residence requirements of six months. Likewise, children of parents in military or government service who are stationed elsewhere but who are understood to be primarily residents or citizens of the state are classified as residents.

In requesting change of residence classification, the burden of proof is upon the student. Proven actual residence and intention to remain must exist simultaneously in accordance with the principles of domicile.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Transfer Students**

DATE: **May 1994**

NUMBER: **5.23**

REVISED: **September 2000**

Transfer students must meet the general admissions requirements of the College, except that those transferring in 24 hours of credit or more are not required to provide a high school transcript or ACT or ASSET scores. If, however, they have not taken the required English and/or math courses, they must furnish the relevant ACT or ASSET scores for proper placement.

To qualify for the:

1. Associate of Arts or Associate of Applied Science Degree - a student must complete at least 18 of the last 24 semester credit hours of the degree at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
2. Technical Certificates - a student must complete at least 9 of the last 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
3. Certificate of Proficiency - a student must complete all semester credit hours of the certificate as a regular student of the College (no provision for transfer of credits from other institutions).

Transfer of credits may be accepted from official transcripts from accredited institutions insofar as these credits fit the program of studies selected at Ozarka College and the student received a "C" or higher grade. Final approval of transfer credits rests with the Vice President for Academic Affairs.

Definitions used in transcript evaluations for transfer of credits from other institution:

1. An hour is generally defined as a 50 minute period.
2. A semester is generally 15 weeks of instruction excluding final examinations.
3. A trimester is generally 15 weeks of instruction including final examinations.



4. A quarter is generally 11 weeks of instruction including final examinations.
5. A semester hour or trimester hours multiplied by 1.5 equal quarter hours.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**

POLICY/PROCEDURE: **Concurrent and Non-Degree-Seeking Students**

DATE: **May 1994**

NUMBER: **5.24**

REVISED: **September 2000**

Ozarka admits certain classes of students who are not required to furnish all of the normal documents:

1. **Concurrently Enrolled Students** - Public school students who have completed the eighth grade may be eligible to enroll at Ozarka College, provided that they otherwise meet normal requirements for admission. The student must also present a recommendation from his or her high school principal, superintendant, or counselor each semester of attendance. The recommendation form will be provided by the Office of the Registrar.

Concurrently enrolled students who make less than a "C" in a course must normally wait one semester before being eligible to re-enroll.

Concurrently enrolled students are not eligible for federal financial aid.

2. **Non-Degree-Seeking Students** - Persons holding at least a high school diploma or a GED will be allowed to take no more than one course per semester or term for personal interests without providing any normal documentation other than state-required immunization records. If such students eventually complete 18 semester hours at Ozarka College, however, they will be required to provide all the normal documentation before they can re-enroll. Before taking English composition or any math course, they must provide ACT or ASSET scores for proper placement.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Counseling**

DATE: **May 1994**

NUMBER: **5.30**

REVISED: **September 2000**

General Counseling

Ozarka College offers counseling to all students on a wide variety of concerns. Students may obtain individual and/or group counseling in areas such as identifying abilities or occupational interests, developing realistic educational or career plans, improving study skills, working through personal matters, interpersonal relationships, and other concerns.

The College presents career opportunity information to all students without regard to race, color, gender, ethnic origin, age, marital status, or mental or physical disability. Students are encouraged to explore the broad spectrum of curriculum and career choices available to them without prejudice.

A system of faculty advisors supports the role of counseling.

Organization and Administration

The Counselor is responsible for the coordination of counseling services. The counseling program is influenced by the needs of the area served and the socio-economic status of the community.

Referral Consultants

The counseling program assumes the responsibility of coordinating its activities with other community resources for maximum student benefit. When limitations are recognized, those students needing specialized help may be referred to an appropriate individual or agency which can furnish that help most adequately.

Faculty Advisors can further support the role of counseling services by:

1. Encouraging students and making referrals of students who need to avail themselves of counseling services.
2. Making referrals to counselor(s) of students needing assistance.

- ~~3. Reporting significant data about students to the counselor(s).~~
4. Assisting with College activities having exploratory implications with students (i.e., registration, academic advising, orientation, etc.).
5. Consulting with counselor(s) in connection with student problems.

### Placement Testing

The Counselor coordinates and administers the College student placement program. The focus of any test administered by student services is to assist the student in meeting educational needs and in making a valid choice of educational/occupational objective. The results of any such test shall not be used to prevent a student from enrolling in the College. In fact, placement testing will identify the educational entry level of the student and assist in ensuring student success. Some programs have special admission requirements which may include certain appropriate tests. The College does not use an admissions test as such, but does administer an educational placement test under the following circumstances: All students seeking degrees and certificates shall participate in an evaluation for determining potential ability to benefit from College training or programs except under the conditions outlined in **BPPM 5.21**.

### Interest Inventory Testing

Students desiring assistance in making a career selection can use the student guidance testing service. The testing is designed and used for the guidance of students and not for admissions. Its purposes are:

1. To help students examine interests and abilities in relation to their educational/occupational options and make informed plans for courses and careers.
2. To provide counselors and faculty advisors with a profile of individual students to help plan appropriate programs.
3. To analyze the student body and groups within it so the College can plan programs to meet student needs.

A variety of interest inventory assessment tools may be used. Some may require a nominal fee to cover the cost of the tests.

The Counselor will be responsible for evaluating the student's capabilities and determining whether he/she meets entry level requirements for the selected program. The Vice President for Academic Affairs makes final program admission decisions.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Student Conduct**

DATE: **May 1994**  
REVISED: **October 1998, Sept. 2000, May 2001**

NUMBER: **5.40**

General

Because college students are mature, their conduct will be dignified and honorable and will epitomize the mission of the College. Students will consider that they are seen as representing Ozarka College and that the reputation of the College rests with them. They will also recognize that they are part of a community and therefore mutually responsible for behaving civilly toward their fellow students and other members of that community.

Student Rights and Responsibilities

Students enrolled at Ozarka College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College on College matters during their period of enrollment, and the College reserves the right to take disciplinary action against those students who, in the opinion of the College, have not acted in the best interest of the students or the College.

Disciplinary action may consist of verbal reprimand, payment of restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process.

College Rules

1.     **Alcoholic Beverages**  
Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on College property or at College functions is subject to disciplinary action and/or state and/or federal law (See **BPPM 2.47**).
  
2.     **Illegal Use of Drugs**  
The illegal use of drugs is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession of or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law (See **BPPM 2.47**).

3. **Smoking**  
Students may smoke only in designated smoking areas. Failure to comply with this policy could result in disciplinary action (See **BPPM 2.41**).
4. **Assembly**  
No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.
5. **Disruption of Classes**  
No person or persons shall engage in any activity in the classroom or on the College grounds which has the effect of disrupting classes.
6. **Signs**  
With the exception of bulletin boards, students may erect or display signs or posters on the campus only upon the authorization of the Vice President for Finance. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscription on College property (See **BPPM 2.40**).
7. **Solicitation of Funds**  
No student or student organization may use campus facilities, solicit funds or schedule activities unless such action has been approved by the Vice President for Academic Affairs or the President (See **BPPM 2.40**).
8. **Arms/Deadly Weapons**  
Firearms (except for those possessed by officers of the law), are strictly prohibited on College property or at any activity sponsored by the College. Any student possessing deadly weapons is subject to disciplinary action.
9. **Cheating**  
Any student caught cheating is subject to disciplinary action. Such action may be taken by the faculty member in accordance with College procedures when deemed necessary.
10. **Counterfeiting and Altering**  
Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.
11. **Theft of Property**  
Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal penalties.
12. **Vandalism**

The destruction or mutilation of College property is prohibited. Such action may result in required payment of restitution and/or disciplinary action.

13. Use of College Facilities

Students are permitted on campus during the times established in the College Calendar, during normal College hours. Students wishing to use College facilities at other than those times must request permission from the Vice President for Academic Affairs.

14. Financial Responsibility

Students in debt to the College in such matters as fees, fines, or loans, shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.

15. Motor Vehicles

The College provides and maintains sufficient parking areas for staff, students, and visitors. All individuals are required to adhere to College parking regulations (See **BPPM 3.36**).

It should be noted that the College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas.

Speed is limited to 10 miles per hour while on College grounds.

16. Emergency Closing of Campus

When it is necessary to close the College on an emergency basis, the student will be notified by College staff and/or the mass media. Immediate closing of campus may occur due to inclement weather (or other reasons), depending upon the severity of the event.

Students are requested to listen to designated radio stations for emergency closing instructions (See **BPPM 3.33**).

Due Process for Student Conduct Violations

1. The College shall publish student conduct regulations and make them available to all students no later than the first day of instruction.
2. Cases of student misconduct and/or lack of academic integrity are to be referred to the Vice President for Academic Affairs for evaluation.

The Vice President for Academic Affairs shall be responsible for all initial disciplinary procedures. All cases meriting suspension or disciplinary dismissal shall be referred to the President.

3. Faculty can recommend to the Vice President for Academic Affairs that a student be withdrawn from a course, program, or the College for disciplinary reasons. Students recommended for dismissal will be notified by their advisors and will be given an opportunity to be heard by the Vice President for Academic Affairs before such action is final.

### Student Grievance Procedure

The following procedure will be used in case of any non-academic complaint or grievance:

1. Within five (5) working days of the alleged grievous incident, the complainant must present the complaint in written form to the Office of the Vice President for Academic Affairs, who is designated as the Grievance Officer.

The written complaint must include the specific grievance/complaint and specific remedies sought by the student.

2. The Vice President for Academic Affairs will investigate and respond to the complainant in written form within five (5) working days of receiving the written complaint.
3. If not satisfied, the complainant may appeal in writing to the President within five (5) working days of receiving the written findings of the Vice President for Academic Affairs.
4. The President will respond in written form within five (5) working days.
5. If complainant is not satisfied at this level, an appeal may be made in writing to the College Board of Trustees within five (5) working days. The Board will review the complaint/grievance at the next regularly scheduled meeting and render a decision within ten (10) working days. The decision of the Board shall be final.
7. A student who feels subjected to Civil Rights violations may appeal to the Office of Civil Rights directly.
55. All written grievances filed by a student with the Vice President for Academic Affairs, along with any related documents, will be logged in an official register by the Vice President and maintained for a period of no less than two years after the initial filing.



**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Records Maintenance**

DATE: **May 1994**

NUMBER: **5.50**

Initial Records

The Office of the Registrar will collect student data during the admissions process. As the student continues in the College, additional information will be added/maintained by the Registrar. All staff members with access to student records will be knowledgeable of and be in compliance with all applicable laws and regulations in reference to student records. These laws/regulations include the Family Educational Rights and Privacy Act (Buckley Amendment).

Temporary Student Information

The Registrar will collect and maintain data on demographic information, academic records, and registration data for not less than a period of 5 years past the last date of student attendance and following that time period, maintain secured permanent storage of all academic student records.

Five year records storage includes, but is not limited to,

1. Admissions/registration data.
2. Previous school records including high school transcripts.
3. Other college transcripts, transfer, advanced standing evaluation, credit by examination documentation.
4. Assessment/testing data and/or referral to developmental education courses.
5. Interview records (if applicable).
6. Health inventory (if applicable).
7. Financial Aid forms, including V.A.
8. Program acceptance/change documentation
9. Drop/Add forms.
10. Academic Probation data.
11. Documents pertaining to grade changes.
12. Student Academic history/grade information.
13. Student disciplinary/academic dismissal information (if applicable).
14. Placement data (if applicable).
15. Other information pertinent to student records.

The Registrar's Office is also responsible for making student records available periodically for counseling, advising, and/or auditing purposes, and this information shall be considered confidential.

### Permanent Student Records

All permanent student records shall be maintained by the Registrar's Office. This office shall be responsible for the identification of records to be maintained permanently, their security, and occasional retrieval in accordance with College policy.

Permanent records are to be forever maintained in hard copy and/or electronic and/or microform. These records include:

1. Transcript.
2. Final grade roster reports.
3. All documents pertaining to grade changes.

The Transcript includes the following information:

1. Name: last, first, middle initial, maiden
2. Social Security Number
3. Date of Birth
4. Date Entered
5. Program or Programs
6. All credit transferred
7. Cumulative Grade Point Average
8. Degree or Certificate granted and date of graduation

### Transcripts

Official transcripts of the College are considered to be copies of the student's permanent record which have been officially endorsed and certified with the College seal. Official transcripts are available to students upon written request. The first copy will be provided at no cost to the student. A fee will be charged for any additional copies.

### Buckley Amendment

Ozarka College is an educational institution covered by the Family Educational Rights and Privacy Act (MPPM - B-13, C-57), more commonly known as the Buckley Amendment. For more information regarding these rules and regulations see **BPPM 4.23**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Registration**

DATE: **May 1994**

NUMBER: **5.51**

REVISED: **September 2000**

Definition

Registration at the College is that act whereby individuals become students or reaffirm their status as students in the College through the process of selection of classes and payment of fees. The College initiates or reaffirms its commitment to the student through enrollment in classes and preparation of class rosters and student records. The official College calendar indicates the dates on which newly entering and returning students are to register. Dates for registration will be publicized each term.

Completion of Registration

Registration is officially completed when the student pays or makes arrangements for paying fees with the Finance Office. The Finance Office will separate the registration form and disseminate as may be appropriate. A copy is retained by the Finance Office, another by the Registrar, and a third by the student.

Appropriate registration data will become part of the College Data System and reports disseminated. These reports will be the basis for official College records.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Student Financial Aid**

DATE: **May 1994**  
REVISED: **December 1994, Sept. 2000, May 2001**

NUMBER: **5.52**

Philosophy

Based on the belief that higher education should not be a privilege reserved only for those who can afford to purchase it and that educational opportunities should not be limited by the financial resources of the student and/or his/her family, and based on the fact that the total resources available for financial assistance to students are limited, the College is dedicated to explore all avenues possible for the financial benefit of the student.

General Definition

Ozarka College subscribes to the principle that the amount of financial aid granted to a student is based on financial need. The College also uses the Uniform Methodology approved by the U.S. Office of Education for federal student aid programs to provide a standardized, objective analysis of student financial need.

Financial need is the difference between the reasonable cost of a student's education (including room and board, personal expenses and transportation costs) and the amount the applicant and his/her family can reasonably be expected to contribute from their income and assets to meet the expenses of that education.

The administration of student financial aid is coordinated through the Finance Office. The chief responsibilities of the financial aid staff are:

1. The collection, evaluation, and processing of data from students about financial need.
2. The counseling of students regarding individual financial needs.
3. The determination of student eligibility for various types of financial aid and the determination of the extent of that aid.
4. The adherence to all program regulations of any donors of financial aid, be they institutional, governmental, or private sources.

## Principles

1. The primary purpose of Ozarka College's financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend.
2. Financial assistance consists of grants, certain scholarships, loans, and employment which may be offered to students singularly or in various combinations.
3. Financial assistance from Ozarka College and other sources is viewed only as supplementary to the efforts of the student and/or the student's family.
4. The total amount of financial assistance offered to a student by Ozarka College and other sources will not exceed the student's demonstrated need.
5. In determining the extent of a student's financial need, Ozarka College will consider the financial support expected from the income, assets, and other resources of the student or the student and his/her family.
6. In estimating the amount that a student or the student's family can provide for college expenses, Ozarka College will consider factors that affect a family's financial strength: current base year income, assets, number of dependents, other educational expenses, debts, and retirement needs.
7. A student who needs financial aid should provide a reasonable part of the total amount required to meet College cost by accepting employment or a loan or both. Acceptance of a loan or job will not be considered by Ozarka College as a prerequisite to the award of a grant or scholarship.
8. Because the amount of financial assistance awarded usually reflects the financial situation of the student or student's family, release of information to outside agencies will require written consent by the student.
9. Ozarka College will clearly state the total yearly cost of attendance and will outline for each student seeking assistance an estimate of his/her financial need.
10. Ozarka College will review its financial assistance awards periodically and where appropriate adjust them in type and amount to reflect changes in the demonstrated financial need of students and the cost of attending Ozarka College.

11. Ozarka College will cooperate with many area high schools and other colleges to encourage college attendance by all able students.

12. Ozarka College will strive through its publications to provide schools, parents, and students with factual information about its aid opportunities, programs, and practices.

### Waiver of Fees

#### **Ozarka Regional Scholarship**

The College is authorized to waive tuition for any student determined to be deserving. The scholarship is intended for the immediate summer, fall, or spring term following graduation from high school, and may be renewable based on academic performance.

The Vice President for Finance and the Counselor will verify that a student is deserving by obtaining documentation furnished by the applicant's superintendent, counselor, or principal, showing that the applicant is deserving.

The Vice President for Finance will administer the scholarship.

#### **Employee, Trustee, and Past Trustee Tuition**

All full-time employees of the College, members of the Board of Trustees, and past Board members may enroll in on-campus credit courses for up to six hours credit each semester and the tuition is waived. Special fees and cost of books are not waived. Ordinarily, no more than one course may be taken by employees during normal working hours. The employee must clear his/her schedule with the immediate supervisor and make arrangements for his/her job responsibilities to be covered during the class period. An employee who wishes to take more than six hours during one semester must receive special permission from his/her supervisor and the President.

#### **Families of Full-Time College Employees and Current or Past Trustees**

Fee waivers may be granted to the employee's, trustee's, or past trustee's family for registration in all College credit classes.

#### **Senior Citizens**

The Arkansas General Assembly in 1975 established Act 678 "to provide that the Board of Trustees of the respective state-supported institutions of higher learning shall waive tuition charges for students who are sixty (60) years of age or older." The cost of non-credit instruction is not waived under this Act.

The Office of Student Services will verify that a student is over sixty (60) years of age through the application for admission.

The policy adopted by the General Assembly did not stipulate minimal academic requirements in terms of College performance or indicate the duration of eligibility. Therefore, once certification is obtained by the Vice President for Finance documenting that the applicant is sixty (60) years of age or older, he/she may attend Ozarka College indefinitely on a tuition scholarship.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Student Activities**

DATE: **May 1994**

NUMBER: **5.53**

General

It is the philosophy of the College that co-curricular activities complement the academic program of the institution. Students are encouraged to participate in student activities when such participation is consistent with sound educational practices.

All organizations must operate under the policies and procedures as set forth for the College by the Board of Trustees. No organizations will be permitted to function in College facilities or be sanctioned by the College without the approval of the administration, the Student Affairs Committee, and the Student Council. All approved organizations must be open to all eligible candidates for membership. Each organization must make available upon request to the Student Affairs Committee all by-laws and records of officers and membership. All financial transactions are handled by the organization's treasurer and the faculty advisor in cooperation with the Vice President for Finance.

When any student organization wishes to provide a program on a sustained basis and use College facilities or be sanctioned by the College, approval of the group is required from the administration, the Student Affairs Committee, and the Student Council.

Procedure

To apply for approval, a new organization must submit to the Student Affairs Committee

1. Name of organization.
2. Statement of goals, purposes, and activities of the organization.
3. List of official representatives of the organization.
4. A statement that the organization agrees with the College mission statement and affirmative action policy.

If the Committee finds that the new organization's goals, purposes, and activities would support the mission of the College, it will forward its recommendation along with the organizational data to the Student Council for its approval. The Student Council will examine



all materials and make a recommendation to the Administrative Council. Upon positive action from all groups, the new organization may begin to function as an official student organization of the College. Should any entity determine that the proposed organization does not support the mission of the College, the organizers will be so notified and given an opportunity to present additional materials to justify their request for recognition.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

SUBJECT AREA: **Student Services**  
POLICY/PROCEDURE: **Student Organizations**

DATE: **May 1994**  
REVISED: **September 2000**

NUMBER: **5.54**

Student Council

The Ozarka College Student Council functions as an information-sharing and advisory group on subjects concerning student affairs.

Membership on the Student Council is normally comprised of one representative from each class or program and the president of each recognized school club and organization. The Student Council shall have a faculty or staff advisor.

A representative must be a member of the class, program, or organization from which he/she is chosen. Representatives normally serve for one academic year.

The Student Council may expel any representative for malperformance of duties.

The Student Council shall elect from its membership, in a joint meeting of incumbent representatives and representatives-elect, a president, a vice president, a treasurer, and a recording secretary. These officers shall assume office immediately upon election and shall serve until the next election.

Clubs

Hobby, social, honorary, or interest clubs may be organized on campus by interested students or personnel. Clubs must have an elected president and vice president. All clubs will have a faculty advisor. The Administration, Student Affairs Committee, and Student Council should be informed of the organization of any club.

Trade and Professional Societies

Student chapters of the various societies such as VICA or HOSA are considered a vital part of student life at Ozarka College, and faculty serving as advisors will encourage full participation.

Social Activities

The Student Council and various other clubs and groups are encouraged to plan and conduct social activities for their members or for the College as a whole. The Student Council will serve as the clearing-house and coordinator of all school-wide social activities and gatherings. All students are encouraged to participate in these activities, and many will be open to guests.

Any school-wide activity must be approved by the College administration.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Student Services**  
**POLICY/PROCEDURE: Graduation**

**DATE: May 1994**

**NUMBER: 5.55**

**REVISED: September 2000**

The College recognizes five program levels resulting in formal instructional awards: Associate of Arts Degree, Associate of Applied Science Degree (A.A.S.), Technical Certificate (T.C.), Certificate of Proficiency (C.P.), and General Equivalency Diploma (G.E.D.).

The College awards the degree or certificates to matriculated students who meet both matriculation and graduation requirements. A student is considered to be matriculated when: (1) an intention has been stated to pursue a certificate or degree in a program, (2) admission requirements have been met, and (3) an advisor has been assigned. The G.E.D. is awarded to adult education students at Ozarka who successfully pass the state General Equivalency Development examination.

To be considered for graduation, a student in degree and certificate programs must first submit an Intent to Graduate form to the Finance Office during registration of the final semester.

A student is considered to be eligible for graduation when the chosen program requirements are fulfilled and the graduation fee is paid and the Intent to Graduate form is completed.

For additional information on graduation and commencement see **BPPM 4.39**.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Student Services**  
**POLICY/PROCEDURE: Campus Health Care**

**DATE ADOPTED: May 1994**

**DATE REVISED: Sept. 1994**

**NUMBER: 5.56**

Ozarka College does not have an on-campus health-care clinic and, therefore, does not provide health-care services to its students or staff. It is the policy of the College to refer all health-care needs to available area agencies and/or the individual's personal physician.

All full-time students born after January 1, 1957 must show proof of immunization against measles and rubella. Adequate records must be submitted to the Registrar's Office.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Student Services**  
**POLICY/PROCEDURE: Student Stores**

**DATE: May 1994**

**NUMBER: 5.57**

The Bookstore will provide books for students, faculty, and staff at fair and reasonable prices. Books will be stocked according to convenience and demand. Profits will be budgeted annually through the Office of the Vice President for Finance.

**POLICIES AND PROCEDURES  
OZARKA COLLEGE**

**SUBJECT AREA: Student Services**

**POLICY/PROCEDURE: Accommodation Needs of Students with Disabilities**

**DATE: December 1994**

**NUMBER: 5.60**

**REVISED: September 2000**

The Director of Student Services/Registrar has been designated as Ozarka College's Coordinator of Disability Services. As such, the Director is the College's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990. To receive services, students must request an appointment with the Coordinator and provide official medical documentation of their disabilities prior to registration.

The Coordinator arranges for academic and auxiliary aids adjustments to be provided to qualified students (those with verified disabilities and who require such services) prior to registration and first semester of enrollment.

Ozarka College will make every effort to conform to the provisions of the Americans with Disabilities Act in accommodating students with visual, auditory, mobility, or learning disabilities.

If a student requests accommodations because of a disability, the following procedure is to be followed.

- ~~1. The student must provide official documentation of such a disability to the Coordinator of Disability Services.~~
- ~~2. A plan will be developed that best meets the student's needs given available resources. Every attempt will be made to validate the plan with a health professional.~~
- ~~3. The student will sign and be given a copy of the plan.~~
4. The student will sign a release of the plan to each instructor and counselor.
5. The Coordinator of Disability Services will review the plan with instructors and counselor in a confidential manner.
- ~~6. Further requests will be documented and signed as needed.~~

