University of Arkansas System eVersity

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Administrative Hours of Operation:
Monday-Thursday: 7:30 a.m. – 7:00 p.m.
Friday: 7:30 – 5:00 p.m.
Saturday and Sunday: Closed.
Voice messages and emails left after hours will be promptly returned the next business day.

Legal Control: The University of Arkansas System eVersity is an authorized degree granting institution of the University of Arkansas System (www.uasys.edu) operating under the leadership of the University of Arkansas Board of Trustees (www.uasys.edu/leadership/board-of-trustees/) and Dr. Donald R. Bobbitt, President of the University of Arkansas System (www.uasys.edu/leadership/office-of-the-president/president-donald-r-bobbitt/). The University of Arkansas System eVersity is recognized by the Arkansas Department of Higher Education Coordinating Board.

Administration:
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Kim Bradford, Director of Institutional Assurance
Chris Dickie, Director of Employer Relations and Community Outreach
Tammy Harrison, Director of Student On-Boarding and Records
Nate Hinkel, Director of Communications
Kati Molnar, Learning and Academic Program Analyst
Jay Parker, Director of Technology
Harriet Watkins, Director of Online Learning
Linda Wilson, Director of the Student Experience
### Academic Calendar

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</tr>
</tbody>
</table>

**Revision Schedule:** This document will be revised annually each December.
# Table of Contents

University of Arkansas System eVersity Information  
Academic Calendar  
Welcome Message  
Preface: Student Responsibilities  

Section 1 Introduction  
The eVersity Difference  
About eVersity  
History and Founding  
Relationship to the University of Arkansas System  
eVersity Mission  
eVersity Vision  
eVersity Core Values  
eVersity Objectives  
Philosophy of Education  
Degree Programs  
Accreditation Statement  
Partnership with the University of Arkansas at Monticello  

Section 2 Admission to eVersity  
Admission Requirements  
Application Fee  
Application Process  
Additional Documentation and Actions  
International Students  
Technical Requirements  

Section 3 Credit for Prior Learning  
Prior College Credit  
Credit by Examination  
Military Credit  
Transferability and Applicability Differences Explained  
Course Substitutions and Waivers  
Impact on Grade Point Average  
Impact on Honors Designation  
Enrollment Elsewhere  
Maximum Transferable Credit
Section 4 Academic Policies

Academic Calendar 11
Holidays (Religious or Other) 11
Course Length 11
Credit Hour Definition 11
Enrollment and Registration 11
Course Registration and Continuous Enrollment 11
Enrollment Status 11
Course Withdraw 12
Automatic Withdraw 12
Student Initiated Withdraw 12
Military Leave of Absence and Refund 12
Grades 13
Incomplete Grades 13
Failing Grades 14
Grade Point Average (GPA) Calculation 14
Monitoring Academic Progress 14
Academic Fresh Start 15
Graduation 15
Latin Graduation Honors 15
Honors 16
Transcript 16
Request to Transfer Credit 16
Grade Appeal Process 16
Repeat Policy 17
Academic Dishonesty 17
Faculty Teaching for eVersity 18
Student Identification 18
Name Change 18

Section 5 Academic Support Services 19
Counseling and Mental Health 19
Disability Support (ADA Compliance) 19
ADA Student Grievance Procedure 20
Library 21
Academic Advising 21
Role of the Academic Success Advisor 21
Course Registration 21
Contacting an Academic Success Advisor 21
Declaration of Major 21
eVersity Engage Course 21
Welcome

Welcome to the University of Arkansas System eVersity. Founded in 2014 by the University of Arkansas Board of Trustees, we were challenged to rethink the way a college should operate. We have answered that call by building a university from the ground up. We are committed to providing our students with access to degrees that will prepare them to succeed in the workplace. We strongly believe that there is a need for a university that focuses on the unique needs of adult students who need high-quality, accessible, affordable, and workplace-relevant degree options that can be completed within the time and financial constraints of real life.

Earning a college degree requires a great deal of work. Our courses, taught by University of Arkansas System faculty, are rigorous and our students can expect to be challenged to reach their full potential. Our students are not deterred by hard work and we want 100 percent of their effort to be placed on learning. To foster a focused learning environment, we have removed the bureaucratic obstacles that too often frustrate and derail students. In short, we believe, “College should be difficult. Going to college should not be.”

Our highest priority is to help students reach their educational goals. We developed a thoughtful student support process that begins at admissions and continues through graduation. Instead of throwing academic lifelines when students find themselves adrift, we take proactive, preventive and personalized measures to support them. We take great pride in mining data from student course activity to inform us when and how we can offer a helping hand or give a boost of encouragement.

We happily acknowledge that we are different from most other universities. You can’t move forward by standing still. We have embraced the rare opportunity to build a new university to create a special place for serious adult learners who are willing to work hard to achieve their educational goals. Our commitment to students is to continue to use innovative methods to improve their chances at academic success to pave for a path to a better way of living.

Michael K. Moore, Phd
Chief Academic and Operating Officer
Preface

Student Responsibilities

While eVersity faculty and staff members offer students academic advice and guidance, students are expected to take responsibility for their education and personal development. Specifically, students are responsible to:

- know and abide by the policies of eVersity
- know and meet the requirements of the degree program
- know course policies, including assignments and due dates
- keep eVersity informed of changes in name, contact information, or other changes that impact the accuracy of their academic record
- be responsible members of the academic community and conduct themselves in a manner that contributes to a positive learning environment and the intellectual growth of other students
- adhere to the highest standards of academic integrity
- seek assistance from eVersity representatives if there are questions related to eVersity policies or degree and course requirements
Section I: Introduction

The eVersity Difference

At the University of Arkansas System eVersity, we take the opportunity we have been given to re-think education seriously. We use this opportunity to re-think how to develop and deliver programs for adults who seek a chance – or perhaps a second chance – to earn a higher education credential that will improve their lives and change their future.

The University of Arkansas System eVersity places students at the forefront of all decisions. Our curriculum, support services, admissions, and advising are designed to maximize the chance for student success. We recognize that each student has a unique story, which requires that we listen and offer support in a manner that helps each student make progress on their individual academic journey.

Our programs are intentionally aimed at filling employer demands for qualified workers with demonstrated competencies. The curriculum is designed with stackable, latticed credentials. Instruction is delivered in a 100 percent online format that provides learning flexibility with built-in resource support. Courses are developed using pedagogical and support strategies shown to increase the success of adult students.

About eVersity. The University of Arkansas System eVersity is an educational division of the University of Arkansas System, authorized by the Arkansas Higher Education Coordinating Board to offer degrees in collaboration with and under the authority of existing UA system institutions until eVersity receives institutional accreditation, at which point, eVersity will have independent degree-granting authority. In addition to eVersity, the UA System includes the state’s 1871 flagship, land-grant research university; Arkansas’s premier institution for medical education, treatment, and research; a major metropolitan university; an 1890 HBCU land-grant university; two regional universities serving southern and western Arkansas; five community colleges; two schools of law; a presidential school; a residential math and science high school; and divisions of agriculture, archeology, and criminal justice. All two- and four-year institutions are regionally accredited by the Higher Learning Commission (HLC).

History and Founding. As national interest in adult college completion began to mount during the first part of the 21st century, Arkansas leaders took unprecedented steps to improve the college completion rate of adults in the state. For years, the State has ranked 49th among states in terms of higher educational attainment. According to a Lumina Foundation estimate, 356,000 Arkansans had some college credit without earning a postsecondary credential. In 2011, Arkansas’ Governor called for improving Arkansas’ educational attainment rate by establishing the goal to double the number of graduates in the state by 2025.

The University of Arkansas Board of Trustees responded to this call by creating The University of Arkansas System eVersity, a new 100 percent online university uniquely designed for adults who need an opportunity to complete a degree, but cannot attend a traditional face-to-face campus.
The foundation for the establishment of eVersity was laid with a resolution passed by the Board of Trustees on November 2, 2012. The resolution specifically recognized the Board’s historical responsibility of “providing access to quality and affordable educational opportunities” and noted that at each stage of the System’s development and expansion, “the guiding principle has been to serve as many students as possible with the highest quality educational offerings.”

**Relationship to the University of Arkansas System.** In granting the authority for eVersity to confer academic degrees in collaboration with existing University of Arkansas institutions, the Arkansas Higher Education Coordinating Board noted that all programs must be within the existing role and scope of partnering institutions. This model of degree conferral will remain in effect until eVersity receives accreditation, at which point eVersity will have independent degree-granting authority.

The current collaborative degree-granting model results in the following operational features, which carry these distinct benefits:

- Students are concurrently enrolled in eVersity and partnering UA institutions, resulting in earned credentials from each institution;
- All eVersity programs are created from courses in programs of study currently offered by partnering UA institutions, which means the individual eVersity offerings have previously satisfied the institutional, state, and accreditation approval processes of our partnering institutions;
- All eVersity courses are developed by appointed faculty of UA partnering institutions who work with eVersity instructional designers to create online courses that include strong learning design and support components. The use of appointed faculty from a UA partnering institution provides a level of quality assurance regarding subject matter knowledge because the faculty member’s credentials and experience have been approved under the state and accreditation guidelines followed by the home institution.
- All eVersity courses are taught by appointed faculty of UA partnering institutions. The use of appointed faculty from a UA partnering institution provides assurance that the faculty member’s teaching performance has been evaluated under established processes of the home institution.

**eVersity Mission.** The mission of the University of Arkansas System eVersity is to provide high-quality, accessible, affordable, online education relevant to the modern workplace. Qualified faculty develop and deliver rigorous certificate and degree programs that utilize rich data analytics to enhance student success and achievement. The system online university is committed to continual improvement of the craft of teaching through practice and scholarship and to serving our public communities by providing timely, interesting, and useful educational material.

**eVersity Vision.** The University of Arkansas System eVersity seeks to achieve its mission by optimizing online learning for adults by:
• Preparing students to complete their educational goals by developing a personal strategies framework;
• Reducing the administrative work generally required of students to attend and complete college, thus freeing them to focus their efforts on learning;
• Reducing the cost of education by using open educational resources, whenever possible;
• Linking students to technology and learning resources through community mapping;
• Providing proactive, individualized academic support based on student learning analytics;
• Nudging students to higher levels of academic achievement based on individual performance data and progress measures;
• Continually improving teaching and learning through innovative practice, shared scholarship, and service that engages faculty, students, and the community.

**eVersity Core Values.** In support of its mission and vision, the University of Arkansas System eVersity is committed to the following core values:

• **High Quality Education.** Faculty from across the University of Arkansas System set learning expectations, develop the courses, and teach the classes at the same high level as they do on campus. The University of Arkansas System eVersity provides 100 percent online support needed by students to succeed.

• **Accessible.** Students can access their courses 24/7, courses last six weeks, and are completed 100 percent online. As students move from one degree credential to the next, they do so without losing any credits and with the full support of our skilled academic support staff.

• **Affordable.** Our cost of attendance is considerably less than that of most universities without hidden fees. Since delivery and support are 100 percent online, students do not pay for health services, campus police, manicured grounds, and athletic fields. Tuition covers the cost of course instruction and academic support services designed specifically for online learners. In addition, courses make use of Open Education Resources (OER), where possible, to eliminate the expense of textbooks.

• **Relevant.** We offer high-demand, workplace-relevant degrees that deliver the skills employers require for students to be successful in today’s competitive marketplace.

**eVersity Objectives.** The University of Arkansas System eVersity believes that quality higher education should begin with the end goal in mind—to graduate students prepared for the modern workplace and equipped with personal strategies that will support their continued learning and success. We aim to reduce administrative obstacles that have proven to be barriers to adult degree completion; to provide proactive assistance, convenient resources, and appropriate encouragement shown to improve adult persistence; and to share what we know and learn with the higher education community. In support of its mission and vision, eVersity’s institutional objectives are to:

• Offer curriculum designed to meet the needs of employers and promote the development of analytical skills and core competencies needed for employability in the modern workplace.
• Reduce barriers that deter students from enrolling and inhibit completion by simplifying administrative functions and maintaining low tuition to promote student enrollment and continued persistence.

• Deliver instruction configured in flexible, six-week learning modules taught by highly qualified and experienced faculty who demonstrate a commitment to continuous improvement of teaching and learning through innovative practice, shared scholarship, and academic support that engages other faculty, students, and the community.

• Link students to academic and support resources using an online learning platform that allows students and faculty to collaboratively develop a personal success strategies framework designed to focus students on achieving their educational goals.

• Nudge students to demonstrate high levels of achievement using a proactive support system based on regularly monitored student performance data and progress measures.

• Contribute to the evolution of higher education delivery through development, demonstration, and sharing of innovative practices that work.

**Philosophy of Education.** We believe that a college degree is of tremendous value. It improves and enriches the lives of the graduates as well as the families and communities they are connected with. Through what is learned in the process of earning a degree and what the degree represents in the marketplace, doors are opened and more opportunities become available. Arkansas focused economic research shows that, on average, an associate’s degree increases an individual’s income by 20 percent over a high school diploma alone; and a bachelor’s degree increases that average to 68 percent (Gibson and Holland, https://arc.arkansas.gov/arc_web/resources/publications/The_Arkansas_Workforce.pdf)

**Degree Programs.** The University of Arkansas System eVersity is approved to offer Certificates of Proficiency (CP), Technical Certificates (TC), Associate of Applied Science (AAS), Bachelor of Applied Science (BAS), Associate of Arts (AA), Associate of Science (AS), Bachelor of Arts (BA), and Bachelor of Science (BS). These credentials are offered in the fields of Business, Criminal Justice, Health Care Management, and University Studies. The following credentials are offered:

- Business: CP, TC, AAS, BAS, AS, BS
- Criminal Justice: CP, TC, AA, BA
- Health Care Management: CP, TC, AAS, BAS, AS, BS
- University Studies: AA, BA

**Accreditation Statement.** As a new institution of higher education, the University of Arkansas System eVersity is not accredited, however, we are aggressively seeking US Department of Education recognized accreditation. Accreditation is a lengthy peer-
review process that bases its decisions on a wide range of criteria, including student performance. While eVersity is not yet independently accredited, all faculty teaching for the University of Arkansas System eVersity are faculty members at accredited University of Arkansas System institutions.

**Partnership with University of Arkansas at Monticello.** Students admitted to eVersity are concurrently admitted in the General Studies program at the University of Arkansas at Monticello (UAM). The University of Arkansas at Monticello is accredited by the Higher Learning Commission. Upon completion of degree requirements, students will receive a degree from the University of Arkansas System eVersity and the University of Arkansas at Monticello. For example, a student enrolled in the eVersity bachelor Business degree program is simultaneously enrolled in the UAM bachelor of General Studies program. Students completing all degree requirements receive degrees from both the University of Arkansas System eVersity and the University of Arkansas at Monticello.
Section 2: Admission to eVersity

The University of Arkansas System eVersity provides access to a high-quality, accessible, and affordable education relevant to the workplace. The admission process aligns with this mission to embrace students who are at least 16 years of age, are prepared for online education, and are high school graduates or equivalent.

Admission Requirements. Arkansas residents with a high school degree, or recognized equivalent, are eligible for admission. All applicants must be able to understand, read, and write English fluently. All applicants must complete the application found at eversity.uasys.edu.

Application Fee. Application to the University of Arkansas System eVersity is free.

Application Process: What to expect. The application for admission is found at eversity.uasys.edu and is submitted online. Help in completing the application can be obtained by calling 1-844-837-7489 or emailing info@eversity.uasys.edu.

When the application is submitted, a message confirming submission will appear and an email will be sent to the address provided by the applicant. Within one business day an eVersity admissions advisor will contact the applicant to answer any questions.

An official high school transcript (or recognized equivalent) is required. With the applicant’s permission, eVersity Transcript Specialists will locate and obtain the applicant’s high school transcript. Otherwise the applicant is responsible for making arrangements to have the official high school transcript delivered to eVersity. Official transcripts are academic records sent directly from the institution granting original course credit. Transcripts must be sent by either secure electronic transfer or mailed with an unbroken official seal.

Once the high school transcript and application have been reviewed, eVersity will render an admissions decision and communicate that decision to the applicant. Admitted students will be contacted by an admission advisor to begin matriculation to eVersity.

Additional Documentation and Actions. Additional documents and/or actions may be requested to assist the student in developing a financial plan for program completion and ensure appropriate course placement.
**International Students.** The University of Arkansas System eVersity is an online institution and does not have authority to issue I-20 forms for immigration documents necessary for travel to the United States. Students who are not U.S. citizens and have not established permanent residency in the United States are eligible to apply and may enroll in eVersity’s fully online programs, but may not travel to the United States under the authority of their academic program. Instruction at eVersity takes place in English. Applicants whose native language is not English and have not earned a degree from an institution where English is the principle language of instruction must demonstrate college-level proficiency in English. Proficiency can be demonstrated by receiving a minimum score of 500 on the paper-based Test for English as a Foreign Language (TOFEL BPT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the Pearson Test of English Academic Score Report.

**Technical Requirements.** By applying for admission to eVersity, applicants acknowledge that they are able to complete coursework in the 100 percent online learning environment of eVersity which includes suitable access to a computer with internet connectivity. Current technical requirements include the following:

**Hardware:**
- Desktop computer or laptop with webcam and microphone (tablets and cell phones are not recommended for coursework)
- 2GHz processor or higher
- 2GB or higher of memory (RAM)
- 30GB or higher of free storage
- Windows 7/Vista or higher operating system (for PC)
- Mac OS 10.6 or higher operating system (for Mac)

**Software:**
- Microsoft Office 2007 or higher (includes Word, Excel and PowerPoint) or equivalent
- Adobe Flash 10 or higher (available via free download)
- Adobe Acrobat Reader (available via free download)
- Java (available via free download)
- QuickTime (available via free download)

**Network Connection**
- Broadband (Cable or DSL) with 512 Kbps or higher download speed. A direct connection to the router is preferred over wireless or satellite connections. As an online learner, a dependable, high-speed connection may be the most important investment a student can make to prepare for success in eVersity.
Section 3: Credit for Prior Learning

The University of Arkansas System eVersity believes students should receive maximum credit for applicable, validated prior learning. To ensure the applicability of prior learning, all prior learning must be disclosed to the academic success advisor at the time of initial advising. There is no limit placed upon the time in which the coursework must have been completed for acceptance in transfer. In rare circumstances, some college credit may not apply because the content of the transferred course is deemed to be no longer relevant to the intended degree.

The following policies apply to sources of prior learning:

Prior College Credit. Students are required to disclose to eVersity all post-secondary institutions they have previously attended. Official transcripts are required for evaluation of transfer course credit. Official transcripts are academic records sent directly from the institution granting original course credit. Transcripts must be sent by either secure electronic transfer or mailed with an unbroken official seal. With the student’s permission, eVersity Transcript Specialists will assist the student in acquiring all college transcripts.

The University of Arkansas System eVersity will transfer credits for passing grades from all institutions accredited by an organization recognized by the US Department of Education. Credit from non-accredited institutions will be evaluated on a case-by-case basis. No grade points will be awarded for transfer credit. Credit from international institutions will be considered on a case-by-case basis and must be evaluated by an educational credential evaluation service. Approved evaluation services for international transcripts include members of the National Association of Credential Evaluation Services (NACES), members of the Association of International Credentials Evaluators (AICES), the American Association of Collegiate Registrars and Admissions Officers’ (AACRAO) International Education Services, and the Credentials Evaluation Service of the Commission on Graduates of Foreign Nursing Schools (CGFNS). Academic success advisors can provide additional information related to international transcript evaluation.

Credit by examination. Credit earned through examination may be transferred to eVersity according to the following policies:

Advanced Placement. AP scores of 3 or higher are accepted for credit in the subject area. An official AP score report or college transcript documenting AP credit granted will be accepted to award credit.

International Baccalaureate. Scores of 5, 6, or 7 on standard level exams will earn three credit hours in the subject area. Scores of 5, 6, or 7 on higher level exams will earn six hours of credit in the subject area.

CLEP. Students who achieve a score of 50 or higher on these exams will earn credit in the corresponding subject area. An official CLEP transcript or college transcript documenting CLEP credit is required.
Military Credit (DANTES). DANTES Subject Standardized Tests (DSST). College credits may be awarded in the corresponding subject area for qualifying scores. The University of Arkansas System eVersity follows the American Council on Education test score recommendations. An academic success advisor can assist with this evaluation. Military experience may also offer college credit. Students should request the appropriate transcript be sent to eVersity for evaluation and articulation to program requirements:

- Army ACE Registry Transcript (AARTS)
- Marine/Navy ACE Registry Transcript (SMART)
- Community College of the Air Force (CCAF)
- Coast Guard Institute (CGI)

Transferability and Applicability Differences Explained. Previously earned college credit will be transferred to eVersity according the policies outlined in this document. It is important to note that not all transferred credit may be applied to the student’s degree plan. In some cases, transferred credit is not applicable to the student’s current intended degree program. In these circumstances, the transferred credit will appear on the transcript, but it will not satisfy degree requirements. For example, a student who previously intended to be a nurse is likely to have completed a number of nursing courses. While the courses will transfer, they would not apply to a degree in criminal justice. The eVersity academic success advisors will work with the student to apply the maximum number of prior credits to student’s intended degree. In some cases, the academic success advisor may recommend a degree different from the student’s intended course of study if the result is greater use of transferred credit and a quicker time to graduation. In every case, the final decision to pursue a particular course of study rests with the student.

Course substitutions and waivers. The University of Arkansas eVersity recognizes that each student has a unique educational and experiential background, as well as individualized career goals. The objective is to make maximum use of all applicable prior learning. It is the policy of eVersity to use as many transferable credits as possible to help students graduate in a timely manner. Whenever possible eVersity will make appropriate course substitutions and waivers to expedite degree completion. The academic success advisor will work with students to develop an evaluation of prior learning that awards maximum credit for prior learning.

Academic success advisors have the authority to make substitutions to a student’s degree plan. Students can submit a request for a substitution to their academic success advisor. In some cases, supporting documents (i.e., catalog course description, course syllabus, etc.) may be required. To serve as a course substitution, a transfer course must appear on the eVersity transcript. If the course was not accepted in transfer, it cannot be used as a substitution.

Impact on Grade Point Average. Transfer grades are not included in calculating the eVersity grade point average. Transfer credit is posted on the eVersity transcript as “T.”

Impact on Honors Designation. Transfer grades are not included in calculating Honors Designations.
**Enrollment Elsewhere.** Given the demanding pace of learning required in eVersity courses, students are highly discouraged from enrolling in courses at other institutions of higher education. In cases where the student disregards this advice and enrolls elsewhere, the enrollment should be disclosed to the student’s academic success advisor prior to enrolling to assure the transferability and applicability of the course to the eVersity degree plan.

**Maximum Transferable Credit.** Students are permitted to transfer to eVersity up to 75 percent of the credits required for the completion of their degree. The remaining credits will be taken in residence at eVersity. This translates to 45 credit hours in transfer for an Associate’s Degree and 90 credit hours for a Bachelor’s Degree. Students with transfer hours in excess of this standard will be reviewed on an individual basis. In all cases, efforts will be made to accept the maximum number of transfer hours in order to shorten the time to graduation while preserving the integrity and quality of the degree earned from the University of Arkansas System eVersity.
Section 4. Academic Policies

Academic Calendar. The academic year is defined as 48 weeks of instruction and 24 semester credit hours. The academic year consists of seven six-week terms (semesters). Terms are separated by one-week of non-class time during which administrative functions are performed.

Holidays (Religious or Other). Classes are available during holidays unless the holiday corresponds to an administrative work period. Students wishing to honor a holiday should submit work early if an assignment due date falls directly on a holiday. Students maintain responsibility for timely submission of work. Classes will be available over holiday breaks. Extended absences as a result of religious observance must be communicated to the academic success advisor.

Course Length. All courses are six weeks in length.

Credit Hour Definition. Credit hour is a commonly adopted unit used by academic institutions to quantify the amount of time devoted to a course including academic preparation expected for the course. While students enrolled through eVersity do not attend class in a physical location, the expectations for learning outcomes and academic standards are analogous to those of a face-to-face class. The Department of Education recognizes that institutions are using new delivery models and as a result seat time is not the sole measure for determining credit hour equivalency. All eVersity courses are developed by University of Arkansas System faculty members that teach the same course in a face-to-face environment during a traditional 16-week semester. The eVersity course is a redesign of the face-to-face course and contains the same course content and student learning requirements. The two courses, notwithstanding the different modes of delivery and schedule, are considered equivalent.

Enrollment and Registration

Course Registration and Continuous Enrollment. Students are automatically enrolled in the next course required by their degree plan. Students wishing to discontinue taking courses should notify their academic success advisor.

Enrollment Status. Three semester credit hours of enrollment enables a student to be classified as full-time in each six week period.
Course Withdraw Policy

**Automatic Withdraw.** Students are automatically dropped from the course if there is no class activity in the first four class days. “Class activity” is defined as evidence of engagement with course material. “Class day” is defined as any calendar day after the start of the course. Students automatically dropped will receive a 100 percent refund. No grade notation will appear on the transcript.

**Student Initiated Withdraw.** Students may drop a class through the end of the fourth week of the course. Drops after the 4th class day do not receive a refund. A grade of “W” will be assigned for all student initiated withdraws. Contact an academic success advisor to drop a course.

**Military Leave of Absence and Refund.** In accordance with Arkansas state law 6-61-112 students who cease attendance without completing and receiving a grade in one or more courses due to deployment or activation to military duty or whose spouse is deployed or activated to military duty and dependent children reside in the household, may withdraw from the course and receive compensation for the resulting monetary loss. To be eligible for compensation, the student must:

- Prior to activation or deployment, provide an original or official copy of the military activation or deployment orders; and
- If the benefit is claimed by a spouse, provide proof of registration with the Defense Enrollment Eligibility Reporting System that establishes dependent children reside in the household of the student and service member.

The student shall choose one of the following compensation options:

- A complete refund of tuition;
- At least one (1) year to complete the course work after the student's or student's spouse's deactivation; or free tuition for one (1) semester at the institution where the student's attendance was interrupted unless federal student aid, excluding federal grants, is made available to compensate the student for the resulting monetary loss related to the student’s or student's spouse’s activation or deployment.
Grades. All grades are based on an evaluation of student performance submitted during the course. The course faculty of record determines the grades earned by the student. Grades are an official record of student academic progress. Grading policies for the course are published in the course syllabus, including an explanation of how the final grade will be calculated. Final grades are available within four days following the end of each term. Grades can only be provided to the student by the faculty member and the Office of Records.

The following grades may be assigned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Given For</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding achievement</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good achievement</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor, but passing work</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure, unsatisfactory work</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete course requirements (see Incomplete Policy)</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>Passed with no grade assigned, not applicable to credit</td>
<td>N/A</td>
</tr>
<tr>
<td>NC</td>
<td>Not passed with no grade penalty</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>Z</td>
<td>Not passed course with remedial content</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Incomplete Grades. A mark of "I" may be assigned when a legitimate circumstance has prevented the student from completing all course requirements, and the work completed is of passing quality. It is the discretion of the faculty that determines what qualifies as a legitimate circumstance. The faculty must document the legitimate circumstance and conditions for completing course requirements and provide the student and eVersity staff with the documentation by the date of final grade submission deadline. An "I" so assigned may be changed to a grade provided all course requirements have been completed by the end of the next six week enrollment period. If the faculty does not report the grade within the required period, the "I" will be changed to an "F." When an "I" is changed to a final grade, the grade points and academic standing are appropriately adjusted on the student's official academic records.
Failing Grades. No credit is earned for courses in which a grade of "F" is recorded. A final grade of "F" shall be assigned to a student who is failing on the basis of work completed and who has not completed all requirements.

A grade of “Z” will be assigned to students enrolled in remedial courses who do not successfully complete the course. No grade points will be earned.

A failing grade earned due to lack of attendance will require the faculty to report the last date of course attendance. Attendance may be documented by student engagement in discussion of academic related material, quiz, test, or submission of an assignment. Merely logging into a course does not document attendance in an academic related activity.

Grade Point Average (GPA) Calculation. The grade point average is computed by dividing the total number of grade points by the total number of credit hours attempted in courses for which grades are given. "I," "CR," "NC," "W," and "Z" grades will not be counted in calculating the grade point average.

Monitoring Academic Progress. Students are expected to make continuous and steady progress toward the ultimate goal of earning their degree. Along this educational journey, students are supported by faculty, academic support specialists, and a variety of resources. The University of Arkansas System eVersity is strongly committed to the academic success of each student and be highly supportive of each student’s educational journey. Ultimate responsibility for academic success, however, rests with the student.

Progress toward the degree is closely monitored and this policy is designed to keep student’s on-track to graduate. We monitor student progress because we believe we have an obligation to provide students with early and honest advice about the progress that is being made and the likelihood that the educational goal can be achieved. We believe the students we admit can be successful with the appropriate effort and ambition. But we also recognize that sometimes individual circumstances arise that prevent the sort of academic progress that the student and eVersity expect. When these circumstances develop, we want to warn students that they are getting off-track and are in danger of not obtaining their goal. And when the goal becomes impossible to reach, we want to stop students before they spend their hard earned money on something that is not attainable.

Our approach is simple. Students are permitted to take courses from eVersity so long as it is possible to graduate and meet the 2.0 overall GPA graduation requirement. If the overall GPA remains above a 2.0, the student can continue to take classes until they graduate. If the student’s overall GPA slips below 2.0, we will place the student on “academic warning” and an academic success advisor will work with the student to
develop a plan to improve the overall GPA. The academic success advisor closely monitors this plan and when the overall GPA is above a 2.0 the “academic warning” designation is removed and regular enrollment status is restored. In circumstances where the overall GPA does not improve, the student remains on “academic warning” and is permitted to enroll in courses until such time as it is determined that it is impossible to graduate with a 2.0 (this determination is made by looking at the current overall GPA and the number of hours remaining in the degree plan and the possible grade points to be earned). If it becomes impossible to graduate with a 2.0, the academic success advisor notifies the student that future enrollment has been blocked. Students with blocks on enrollment are unable to take classes for at least six-months and must petition to reenter eVersity under the Fresh Start Policy.

The first review of academic progress occurs after students complete 12 hours and at the conclusion of each term. Students who have not yet earned an associate’s degree will have their academic progress measured based on a 61 hour degree program. Students who have earned an associate’s degree or who have greater than 61 hours are based on a 120 hour degree program.

**Academic Fresh Start.** Students dismissed from eVersity may petition for an Academic Fresh Start. The Fresh Start petition must be submitted no earlier than six months from the date of the last course at eVersity. The petition shall be submitted to the Director of the Student Experience. The Fresh Start petition requires the student to explain why they now believe they are in a position to return to eVersity and meet the expected academic standards. The Fresh Start petition must (1) explain why the student failed to meet prior academic expectations and (2) what steps, if readmitted, will be taken to assure academic success. The Director of the Student Experience will review the petition and make a recommendation to the Chief Academic Officer. Readmission is not guaranteed and the merits of each petition are considered. If readmission is granted, the Director of the Student Experience, in consultation with the student, develops an academic success plan that is signed by the student.

**Graduation.** Conferral of the credential occurs upon completion of all degree requirements. No application for graduation is required.

**Latin Graduation Honors.** Students completing a bachelor’s degree are eligible for Latin Honors. Graduation honors are calculated on all academic work completed at eVersity.
- Summa Cum Laude: minimum grade point average of 3.90
- Magna Cum Laude: minimum grade point average of 3.70
- Cum Laude: minimum grade point average of 3.50
Honors. The associate’s degree with honors will be conferred upon candidates who, at graduation, earned a minimum cumulative grade point on all eVersity work of 3.7.

Transcript. The academic transcript is the official record of the student’s academic record issued by eVersity. It displays all courses taken and includes all grades earned during enrollment with eVersity. It also displays the career competencies developed while attending eVersity.

Official and unofficial academic transcripts are available. An official transcript includes the university seal and official signature. Official transcripts may not be issued if the student has a hold representing an outstanding obligation, provides insufficient or inaccurate identifying information, or provides no valid recipient information for the requested transcript.

Transcripts may be requested online via the eVersity student information system. There is no fee for sending a transcript.

Request to Transfer Credit. The University of Arkansas System eVersity will forward a transcript to another institution of higher education at the student’s request. As is the case with all colleges and universities, the decision to accept academic credit in transfer rests with the receiving institution.

Grade Appeal Process. Students may initiate a grade appeal of any course grade if there is compelling evidence of procedural irregularity or differential treatment. Grade appeals must be initiated within two weeks from the conclusion of the term. To initiate a grade appeal, the student shall notify the Office of Records of the intent to appeal a grade. Students must make a serious effort to resolve the grade dispute with the faculty member. If the dispute is not informally resolved, the student shall request a Grade Grievance Form from the Office of Records. The completed Grade Appeal Form and supporting documents shall be submitted to the Office of Records. The Office of Records shall provide the faculty member with a copy of the submitted Grade Appeal and request a response. The Office of Records shall forward the Grade Appeal and the faculty response to the Chief Academic Officer for review and final decision. The Chief Academic Officer shall forward a decision to the Office of Records. The Office of Records communicates the decision to the student and the faculty member. If necessary, the faculty member recalculates the final course grade. The Office of Records records any required changes to the student’s record.
**Repeat Policy.** Students are only allowed to repeat courses for which they earned a failing grade. All attempts remain on the transcript and are calculated in the GPA. Students may not repeat courses for which they have received credit for prior learning. Exceptions to this policy are made on the recommendations of faculty members who judge prior knowledge out-of-date. While there is no limit on the number of times a student can attempt a course, there may be financial aid implications.

**Academic Dishonesty.** The University of Arkansas System eVersity has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent. Academic dishonesty is not condoned or tolerated in the eVersity community. Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from grade penalty to disciplinary probation, suspension, or expulsion. The University of Arkansas System eVersity takes steps to detect academic dishonesty.

The most common offenses subject to grade penalty and/or disciplinary action are:

- Cheating on an examination or quiz: To give or receive, to offer or solicit information on any examination or quiz including (a) using prepared materials, notes, or texts other than those specifically permitted by the faculty during an examination or quiz; (b) collaborating with another student during an examination or quiz; (c) buying, selling, stealing, soliciting, or transmitting an examination or quiz, or any material purported to be the unreleased content of an upcoming examination or quiz, or the use of such material; (d) substituting for another person during an examination or quiz or allowing such substitution for oneself; (e) bribing a person to obtain examination or quiz information.
- Plagiarism: To adopt and reproduce as one’s own, to appropriate for one’s own use and incorporate in one’s own work without acknowledgment, the ideas of others or passages from their writings and works.
- Collusion: To obtain from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
- Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the instructors involved.
- Falsification: To willfully provide false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification, accounts, emails, passwords or codes.
- Unauthorized Access: To access without permission University property, facilities, services, codes, accounts or information systems, or to obtain or provide to another person the means of such unauthorized access.
In cases of suspected Academic Dishonesty, the party reporting the academic dishonesty shall contact the Director of the Student Experience to report the incident and initiate proceedings. The Director of the Student Experience shall gather information from all involved parties and transmit the file and a recommendation to the Chief Academic Officer. The CAO will render a decision. The decision of the CAO shall be final. Sanctions for academic dishonesty may include, but are not limited to a warning, probation, suspension, dismissal from eVersity, or the withholding or revocation of admission or degree.

**Faculty Teaching for eVersity.** All faculty teaching for eVersity have their academic home at a University of Arkansas institution. They teach for eVersity in addition to their responsibilities at their home campus. Faculty contact information, office hours, and availability are published on the course syllabus. Students should follow the contact procedures described in the course syllabus.

**Student Identification.** Students are expected to complete their own work and various steps are taken to authentic student identity. Students may be requested, at any time while enrolled, to authentic their identity. User names, passwords, student identification number, official records, picture identifications, and biometric tools may be used to confirm the identification of students. Falsifying student identification is considered academic dishonesty and subject to disciplinary procedures.

**Name Change.** Students who changed their legal name and wish to update their academic record must complete a name change form and submit it with the appropriate documentation to the Office of Records. A copy of one of the following is required: a social security card, State Driver’s License, Passport (U.S./International), U.S. Resident Alien Card, U.S. Military ID, Indian tribe’s enrollment card, or U.S. Bureau of Indian Affairs identification card containing the signature and photograph of the individual. The document must be legible and valid at the time it is submitted.
Section 5: Academic Support Services

Counseling and Mental Health. The University of Arkansas System eVersity has partnered with the University of Arkansas at Monticello (UAM) to provide counseling and mental health services. The services provided promote the personal and psychological well-being of students. A trained full-time counselor is available to discuss issues ranging from test anxiety to emotional adjustment. The UAM office also provides referrals to mental health providers and can assist in crisis intervention. All conversations are confidential. This office may be reached at 870-460-1454. Hours of operation: Monday through Friday 8:00 - 4:30. University Policy may be contacted for emergencies by calling 870-460-1000 or you may call 911. National Suicide Prevention Lifeline is also available at 1-800-273-TALK (8255).

Disability Support (ADA Compliance). The University of Arkansas System eVersity believes every qualified student should have access to the education offered. The University does not discriminate against any student, employee, or applicant because of a physical or mental impairment with regard to any position or program for which that person is qualified. It is the policy of the University, in compliance with the provisions of the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973, to provide reasonable accommodations to meet the academic needs of students with disabilities and allow employees with disabilities to perform the essential functions of their jobs.

The University has an obligation to engage in the interactive process and provide "reasonable accommodations" to students, employees, and applicants with qualifying disabilities unless doing so creates an "undue hardship" for the University or constitutes a fundamental alteration to eVersity’s academic program. Each student and applicant, however, is responsible for making timely and appropriate requests for his or her own required accommodations. Each student and applicant are responsible for actively participating in securing the needed accommodations and/or auxiliary aids. Requests for accommodations must be made annually. Accommodations are not retroactive, so if the student waits until the middle of the term to request accommodations, any assignments or examinations completed before the student is approved for accommodations are not covered. Finally, the University has no obligation to provide academic adjustments until it receives sufficient specific information to enable it to evaluate the needs of a student or applicant and the school’s ability to provide a required academic adjustments or employment modification without undue hardship.

Disability services for eVersity students are provided by the University of Arkansas at Monticello. To request an accommodation for a disability please contact Mary Whiting at whitingm@uamont.edu or 870-460-1026. The student will be required to complete and submit the Request for Disability Accommodation form and provide recent (no older than three years) medical or other appropriate diagnostic evaluation of the disability. Documentation must include, as appropriate, physical description, medical or clinical explanation from a qualified physician, psychologist, psychiatrist or other appropriate health care provider of any limitations imposed by such disability on learning/job
duties/major life activities, as well as, any medically necessary recommendations for reasonable academic or employment accommodations. Final decisions on reasonable accommodations are made by the University. It is the responsibility of the student to inform the faculty of any approved accommodations at the beginning of the course.

**ADA Student Grievance Procedure.** Any University student who believes that he/she has been denied access or accommodations required by law, shall have the right to file a grievance. In general, this grievance procedure is designed to address disagreements or denials regarding requested services or accommodations to University practices or requirements; alleged inaccessibility of a University program or activity; and any other alleged violations of the ADA and/or Section 504.

The ADA Grievance Procedure shall not supersede other University policies and procedures, which may exist for addressing other issues including grade appeals. Students should contact Mary Whiting at whitingm@uamont.edu or 870-260-1026, regarding the most appropriate University personnel, policy or procedure to address a particular concern.

All grievances should be submitted in writing to the Director of Institutional Assurance (grievance@eversity.uasys.edu) within 14 business days of the event or action giving rise to the student’s complaint. It should include details related to the grievance, dates, times, location and any other pertinent information. Anyone submitting the grievance must include name, address, email, and telephone number, and the desired resolution. A grievance will not be considered as being filed until it includes all required information. The University reserves the right to request any additional required information that was omitted or to redirect a grievance for other appropriate reviews.

Within 14 business days after receipt of the grievance, the Director of Institutional Assurance will schedule an appointment to discuss the grievance, gather any additional information and identify possible resolutions.

Within 14 business days following the discussion with the student, the University will respond to the grievance in written or other accessible format. Depending upon the specific circumstances and the urgency of any issue(s) raised by a student in his or her grievance, the University reserves the right (but shall not be required) to modify its procedures or conduct an expedited review. During the review process, the student will be entitled to receive any reasonable accommodations or services offered by the University, if applicable.

A student exercising his/her right to invoke this grievance procedure is free to consult with others but shall be expected to represent himself/herself directly in the grievance process. Although students are encouraged to attempt to resolve complaints pertaining to disabilities by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.
Library. University of Arkansas System eVersity students have access to a wide range of digital library resources to support their learning needs. The library resources are provided via the Taylor Library and Technology Center located at the University of Arkansas at Monticello (http://www.uamont.edu/library). Students learn how to access library resources while enrolled in “eVersity Engage.” Access to the library is available in every eVersity course via Blackboard.

Academic Advising. University of Arkansas System eVersity places a high priority on student success and believes that academic advising plays an important role in helping students achieve their academic goals. In addition, eVersity has adopted an integrated student services model in which the Advisor is the primary point of contact for most student issues. As a result, students work very closely with their academic success advisor throughout their time at eVersity.

The Role of the Academic Success Advisor. The role of the academic success advisor is to empower students to reach their goals, assist them in achieving academic excellence, and see them through to graduation. The advisor monitors student progress and helps students identify the opportunities, challenges, and consequences related to their academic decisions. The advisor has specialized knowledge about the student’s program of study and together the student and advisor develop an academic plan. The advisor assists the student with major and career exploration, understanding degree requirements, and the application of transfer coursework and other prior learning. The advisor also interprets eVersity policies and procedures and makes referrals to appropriate resources. Throughout the advising process, the Advisor offers support and encouragement.

Course Registration. Prior to each term, students are automatically registered in the appropriate course by their academic success advisor. To complete the enrollment process, a student must accept the course enrollment, acknowledge financial responsibility, and arrange for payment of tuition and fees. The Advisor also notifies the student when the requirements for a given credential or degree have been completed, and the student is then awarded the appropriate certificate or diploma.

Contacting an Academic Success Advisor. Students have easy access to an Advisor by phone at 1-844-837-7489, by email at info@eversity.uasys.edu, and through prearranged web conferencing. Live assistance is available during specific time periods as stated on the website.

Declaration of Major. The eVersity academic success advisor works with each student to develop an educational plan that is compatible with their strengths, goals, and interests. Once the student determines the degree program they plan to pursue, they are admitted to the major. Even after the major is declared, the advisor continues to meet with the student regularly and provide support.

eVersity Engage Course. All students enrolled through University of Arkansas System eVersity complete the eVersity Engage course. The goal of the course is to get to know each student, to introduce students to the online learning environment, and to
familiarize them with eVersity resources and policies in order to enhance their chances for success. During the course, students complete an assessment that measures their levels of hope and persistence. In addition, they become familiar with the learning management system that is used for future coursework, learn how to contact support personnel such as their academic success advisor, and receive information about student support services including library and disability services. Students also learn about eVersity policies and procedures. Experience has taught us that students who complete an online orientation experience have higher grade point averages and are more likely to persist than those who do not complete one.
Section 6: General Policies

Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act “Clery Act” is a federal statute that requires all colleges and universities to keep and disclose information about crime. Each year the University of Arkansas System eVersity prepares and publishes an Annual Crime and Safety Report. A copy of the report may be requested by contacting eVersity.

Drug/Substance Abuse Policy. The Drug-Free Schools and Campuses Regulations require eVersity certify that it has a drug and alcohol abuse prevention program available to any student or employee. Information about our policy and program is distributed annually by email to all enrolled students and employees.

Copyright Infringement. Students are prohibited from unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing. The University of Arkansas System eVersity strictly prohibits the unauthorized distribution of copyrighted materials using any of the institution’s information technology systems. Students found in violation of this policy may be subject to action including, but not limited to warning, probation, suspension, or dismissal from eVersity.

Email Policy. Email accounts are created for eVersity students and are considered the official means of communication. Important eVersity-related information is sent to student email accounts. Students are responsible for regularly reading email messages and for using electronic communication in a responsible manner. Types of communication include, but are not limited to: academic advising notes and updates, financial aid notification, and billing and payment information.

Student Grievance Policy. This policy applies to matters which are not covered by other policies or appeal procedures. The University of Arkansas System eVersity seeks to resolve student complaints in a fair and expeditious manner. In attempting to resolve any student grievance, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the Director of Institutional Assurance. The director will provide the grieving party with an explanation of the process. The director will gather information from the grieving party and a response from all parties included in the grievance. After reviewing the complete complaint, the director shall render a decision and communicate it to all parties. The Director of Quality Assurance can be reached at 501-682-7868 or grievance@eversity.uasys.edu.

The Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that affords students certain rights with respect to their education records. This protection for education records begins when the student attends classes at eVersity, regardless of the student’s age. This does not apply to the records of applicants for
admission who are not accepted to the University or to applicants who are accepted but choose not to attend. These rights generally include:

- The right to see the information the institution is keeping on you;
- The right to seek an amendment to your record and, in certain cases, append a statement to the record;
- The right to consent to the disclosure of your records; and
- The right to file a complaint with the FERPA office in Washington D.C.

Students have the right to inspect and review their education records, with some exceptions under the Act, within 45 calendar days of the day the University receives a request for access. Education records are records relating to a student that are maintained by the University or by a party acting on its behalf, with some exceptions. The following records are not considered education records: records created by a school official as a personal memory aid (such as notes of a private telephone conversation); most records created and maintained by a physician, psychiatrist, psychologist or other treatment purposes. Even though these records are not considered education records under FERPA, they may still be made available to students following completion of a HIPAA release form; and records pertaining to a former student other than those generated when that person was a student, such as alumni records. Students should submit to the Office of the Records written requests that identify the record(s) they wish to inspect. An eVersity official will make arrangements for the student to access and inspect the records.

Students have the right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students should write the eVersity official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If eVersity decides not to amend the record as requested by the student, eVersity will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.

Release of Records to Third Parties. FERPA generally prohibits the University from disclosing personally identifiable information (for example, student’s name, address or other information that would allow a student to be identified) from a student’s education record without the student’s consent unless the information has been designated as “directory information” or another exception applies. “Directory information” includes the student’s name, address (both local and permanent), telephone number (local, cell and permanent), date and place of birth, academic program (school, degree, major, minor), enrollment status (dates of attendance, full-time/part-time status), degrees, honors and awards received, participation in athletics and student activities, most recent educational institution attended, e-mail address and photographs. This information may be disclosed to any person or entity without student consent unless the student has submitted a completed request for non-disclosure of directory information form to the Office of the Records. The student may retract the directory information non-disclosure request in writing at any time.
Personally identifiable information in your records may also be disclosed to third parties without your written consent, for the following reasons:

- A school official is a person employed by eVersity or the University of Arkansas System in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom eVersity has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university, including, but not limited to, performing a task in furtherance of the University’s educational mission; performing an administrative task outlined in the official’s duties; performing a supervisory or instructional task directly related to a student’s education; or providing a service or benefit for a student such as health care, counseling, job placement, or financial aid. School officials may not access student records for personal reasons.
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with enrollment and financial aid to a student.
- Appropriate officials in cases of health and safety emergencies.
- Accrediting organizations.
- State and local authorities within a juvenile justice system pursuant to specific state law.
- In compliance with a judicial order or other lawfully ordered subpoena, or in response to other legal action involving the student and the University.
- When the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents about violations of any federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance.

A student may consent in writing to disclosure of education records by submitting written consent to the Office of the Records. It must be signed by the student, dated, and specify the records to be disclosed, to whom, and for what purpose. The student may retract the consent in writing at any time.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by eVersity to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605
**Privacy Policy.** The University of Arkansas System eVersity is committed to ensuring the privacy and accuracy of your confidential information. Data is collected and maintained for the purposes of facilitating the processing of student, employee, and alumni records. Data is also gathered and analyzed to improve the operations of eVersity and to enhance student success.

Non-Personally Identifiable Information

eVersity collects non-personally identifiable information to improve our website, make it more accessible, address our visitors’ needs and inform marketing efforts. This data is automatically collected through the use of “cookies” and other standard web technology, such as Google Analytics, and might include recording the computer’s operating system, IP address, web browser and the links followed to enter and leave our website.

For advertising purposes limited information is retained by “cookies” such as how the visitor was directed to the website, which advertisements were displayed to the user and when the user last visited the website. This information is used to assist the institution with measuring the performance of the website and marketing efforts, display advertising on other websites, customize messaging, and informing future enhancements to the site.

Personally Identifiable Information. Personally identifiable information is only collected on our website through voluntarily submission of that information. For example, your name, mailing address, e-mail address, and other contact information that you voluntarily provide to eVersity may be used for the purpose of responding to your requests for information about eVersity products and services or to contact you about future products and services. The Family Educational Rights and Privacy Act (FERPA) requires the University, with certain exceptions, to obtain your written consent prior to disclosing personally identifiable information from your education records. However, eVersity may disclose appropriately designated “directory information” as described in eVersity’s FERPA policy without written consent, unless you have advised the University to the contrary in accordance with our policy. eVersity does not share personally identifiable information with third parties, apart from release of “directory information” or certain authorized contractors bound by confidentiality terms with eVersity who must utilize the information to perform necessary duties (such as credit card authorization and federal student aid processing), or as otherwise permitted by law. Among other things, “directory information” disclosures include verifying enrollment for employment or credit application purposes.

As a public entity, eVersity is required to comply with the Arkansas Freedom of Information Act (FOI) (Ark. Code Ann. § 25-19-101) and may be required to disclose public records maintained by the University unless such records are specifically exempted by federal or state law.

Additionally, at times, eVersity may be legally required to disclose information in response to a valid subpoena or court order or to comply with a legally permitted inquiry by a governmental agency or regulatory body. Subject to governing law and other applicable university policies, the university reserves the right to disclose information.
collected on its websites to governmental authorities in connection with suspected unlawful activity or to aid an investigation into suspected unlawful activity. In addition, the university reserves the right to release information collected on university websites to appropriate governmental authorities if university officials determine, in their sole judgment, that university policies have been violated, or that release of information is necessary to protect the rights, health, safety or property of persons or the university or to protect the integrity of university computer networks. Further, the university reserves the right to disclose information as university officials believe necessary to exercise the university’s legal rights, to defend against actual or potential legal claims, or as otherwise permitted or required by university policy.

This policy is intended to comply with Arkansas Code Annotated § 25-1-114. For more information regarding this policy, please contact the Director of Quality Assurance.

**Non-Discrimination Policies**

**Affirmative Action/Equal Opportunity.** The University of Arkansas System eVersity adheres to a policy that enables all individuals, regardless of race, color, sex, gender identity, national origin, age, religion, sexual orientation, veteran’s status, or disability or genetic information, to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group is not condoned, and any person (student, faculty, or staff member) who violates this policy is subject to disciplinary action.

**Consensual Relationships.** It is the policy of eVersity that romantic or sexual relationships between faculty members, staff, and the students they currently teach, supervise, or advise and between employees in positions of authority and their subordinates are prohibited. Faculty members and advisors exercise power over students, as do supervisors over employees, whether in evaluating them, making recommendations for their promotion or future employment, or conferring other benefits. Third parties may be adversely affected by the relationship in that it places the faculty member or supervisor in a position to favor or advance one student or employee’s interest at the expense of others. In instances where allegations of sexual harassment are raised within the context of what was once a consensual relationship, those allegations will be handled pursuant to the procedure provided by this policy. If a person believes they have been subject to sexual harassment or sexual misconduct, it should be reported immediately to the Director of Institutional Assurance.

**Sexual Misconduct, Discrimination, Harassment, and Retaliation Complaints.** The University of Arkansas System eVersity is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services, veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited and are subject to the procedures set forth below.
With regard to sexual discrimination, harassment and misconduct in a school’s education programs and activities, the University has specific obligations under Title IX. Title IX protects the University community in connection with all academic, educational, extracurricular, athletic and other University programs, whether those programs take place on University property, in University transportation, at a class or training program sponsored by the University at another location or elsewhere.

Further, consistent with state and federal law, reasonable accommodations will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the EO/Title IX Coordinator or respective Deputy EO/Title IX Coordinator listed below.

EO/Title IX Coordinator: Kim Bradford, Director of Institutional Assurance, grievance@eversity@uasys.edu
501-682-7868

Nothing in this Policy shall be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression.

Filing Report with Local Law Enforcement. In some instances, sexual misconduct may constitute both a violation of University Policy and criminal activity. The University grievance process is not a substitute for instituting legal action. The University encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate.

Student and Visitor Responsibility to Report. Students and visitors to the University are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the EO/Title IX Coordinator or deputies. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the University to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

Mandatory Employee Reporting. In order to enable the University to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at the University, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the EO/Title IX Coordinator or deputies. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.
Off-Campus Conduct. Conduct that occurs off campus can be the subject of a Complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the University’s attention.

Confidentiality. Subject to the other provisions of this Policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the University’s Complaint/Grievance Procedure is treated discreetly. All parties to the Complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all Complaints will remain confidential because of the University’s obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the EO/Title IX Coordinator or deputy who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in Complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

Availability of Counseling and Advocacy. Counseling and other mental health services for victims of sexual assault are available through eVersity and in your community. Students may contact the Director of Institutional Assurance for additional information or contact any of the agencies listed below for counseling assistance. Committee Against Spouse Abuse (CASA) Women’s Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

National Sexual Assault Hotline
1-800-656-HOPE

National Center on Domestic and Sexual Violence
Web: www.ncdsv.org

National Coalition Against Domestic Violence
Web: www.ncadv.org

National Center for Victims of Crime
Web: www.ncvc.org

National Sexual Violence Resource Center
www.nsvrc.org
Rape Abuse Incest National Network (RAINN)
www.rainn.org

Complaint/Grievance Procedure. These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation and sexual misconduct as described in this Policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees or third parties shall be addressed through other grievance procedures. The University benefits from formal and informal procedures that encourage prompt resolution of Complaints and concerns raised by members of the University community.

Informal Complaint Process. The University does not require a Complainant to utilize the Informal Complaint Process if doing so is impracticable or unsafe, or if the Complainant believes that the conduct cannot be effectively addressed through informal means. For example, the Informal Complaint Process should not be used to address allegations of sexual assault. However, in other circumstances where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff and administrators before pursuing the Formal Complaint Process. Under the Informal Complaint Process, a Complainant may elect to resolve his/her Complaint by discussing it with the offending party. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the Complainant may also contact the individual’s direct supervisor to resolve the Complaint. If these efforts are unsuccessful, the Formal Complaint Process may be initiated.

Formal Complaint Process. Upon receiving a report of alleged or possible violation of this Policy, the Title IX Coordinator or deputy will evaluate the information received and determine what further actions should be taken. The EO/Title IX Coordinator or deputy will follow the procedures described in this Policy. The EO/Title IX Coordinator or deputy will take steps, either directly with the complainant or through a reporting employee, to provide information about the University’s Complaint/Grievance Procedure, as well as available health and advocacy resources and options for criminal reporting.

Investigation. The EO/Title IX Coordinator or deputy will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of Complaints filed with the University. The EO/Title IX Coordinator or deputy will investigate all Complaints of discrimination, harassment, retaliation and sexual misconduct and determine any accommodations or other remedial short-term actions necessary in light of the individual circumstances presented.

The EO/Title IX Coordinator or deputy will apprise the vice chancellor for the appropriate division or department of the Complaint.

The EO/Title IX Coordinator or deputy, who will have been properly trained, will:
• identify the correct policies allegedly violated;
• conduct an immediate initial investigation to determine if there is reasonable cause to charge the Respondent(s);
• meet with the Complainant to finalize the Complaint;
• prepare the notice of charges on the basis of initial investigation;
• develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
• conduct a thorough, reliable and impartial investigation during which witnesses may or may not be given notice prior to the interview;
• complete the investigation promptly, and without unreasonable deviation from the intended timeline;
• make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a Policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any; and
• prepare a complete report on the investigation and findings.

As noted above, an investigation of the Complaint will be conducted by the EO/Title IX Coordinator or deputy unless it is clear from the face of the Complaint or the EO/Title IX Coordinator’s or deputy’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this Policy.

In the event that the Complaint was made by someone other than the alleged victim, the EO/Title IX Coordinator or deputy will consider the following factors in determining whether it is reasonable to investigate the Complaint:

• the source and nature of the information,
• the seriousness of the alleged incident,
• the specificity of the information,
• the objectivity and credibility of the source of the information,
• whether the alleged victims can be identified, and
• whether those individuals wish to pursue the matter.

In the event that the EO/Title IX Coordinator or deputy determines that an investigation of the Complaint should not be conducted, he/she will determine and document (in consultation, as necessary, with the alleged victim, the Respondent and any other University administrators) the appropriate resolution of the Complaint and inform the parties of the same.
With all Complaints, if the EO/Title IX Coordinator or deputy determines that an investigation should be conducted, the Title IX Coordinator or deputy will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any Complaint filed under this Policy.

If another individual is designated to investigate the matter, the EO/Title IX Coordinator or deputy will share the investigator’s name and contact information with the alleged victim and the Respondent and will forward the Complaint to the investigator. Within three (3) business days of such appointment, the investigator, the alleged victim or the Respondent may identify to the EO/Title IX Coordinator or deputy in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The EO/Title IX Coordinator or deputy will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

Upon receipt of the Complaint, the EO/Title IX Coordinator or deputy will promptly begin the investigation, which shall include but is not limited to the following:

- conducting interviews with the Complainant, the alleged victim (if not the Complainant), the Respondent, and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
- visiting, inspecting, and taking photographs at relevant sites; and
- where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Title IX Coordinator or deputy will remain neutral. The EO/Title IX Coordinator or deputy should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this Policy, of any personally identifiable information contained in the Complaint, the Investigative Report, and for any other documents the disclosure of which is contemplated by this Policy in order to further the resolution of the Complaints.

Initial Meeting with Complainant and/or Alleged Victim. As soon as is practicable, the EO/Title IX Coordinator or deputy will contact the Complainant and the alleged victim (if not the Complainant) to schedule an initial meeting to, as applicable:

- provide a copy of this Policy;
- provide a copy of the Discrimination, Harassment and Sexual Misconduct Complaint Form (a copy of which is...
attached as Exhibit A) on which the Complainant may, if he/she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location and general nature of the alleged violation of Policy (the Complaint Form may be completed by Complainant or dictated to the EO/Title IX Coordinator or deputy, who will confirm the accuracy of his or her documentation with the Complainant);

• explain avenues for resolution;
• explain the steps involved in an investigation under this Policy;
• discuss confidentiality standards and concerns;
• determine whether the Complainant or the alleged victim (if not the Complainant) wish to pursue a resolution through the University or no resolution of any kind;
• refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
• discuss, as appropriate, possible interim measures that can be provided during the pendency of the investigative and resolution processes.

Interim Measures. Unless circumstances dictate otherwise, the EO/Title IX Coordinator or deputy will promptly issue a "No Contact" order to all parties upon notice of any sexual assault Complaint. In all cases, the University may implement any necessary interim measures, deemed appropriate and reasonably available, regardless of whether a Complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation has commenced (by either campus administrators or law enforcement agencies). Interim measures may include, but are not limited to:

• issuing no-contact orders;
• providing an escort to ensure that a individual can move safely between classes, work, and/or activities;
• reassigning on-campus housing;
• dissolving a campus housing contract and offering a pro-rated refund;
• changing work arrangements or location;
• rescheduling class work, assignments, and examinations;
• arranging for the Complainant to take an incomplete in a class;
• reassigning class section;
• permitting a temporary withdrawal from the University;
• providing alternative course completion options;
• providing counseling services; and
• providing academic support services.
Following the initial meeting with the Complainant and the alleged victim (if not the Complainant), the EO/Title IX Coordinator or deputy will, if applicable, promptly determine the interim measures to be provided to the alleged victim. Such determination will be promptly communicated to the alleged victim, and no later than the point at which it is communicated to the Respondent.

Initial Meeting with Respondent. If the Complainant or alleged victim (if not the Complainant) wishes to pursue resolution through the University or if the University otherwise deems that a further investigation is warranted, as soon as is reasonably practicable after the EO/Title IX Coordinator’s or deputy’s initial meeting with the Complainant (and, if applicable, the alleged victim), the EO/Title IX Coordinator or deputy will schedule an initial meeting with the Respondent. During the initial meeting with the Respondent, the EO/Title IX Coordinator or deputy will, as applicable:

- provide sufficient written information, consistent with privacy laws and any request for confidentiality, to allow Respondent to address the allegation (e.g., the name of the Complainant/alleged victim, the date, location, nature of the alleged violation of Policy, etc.);
- provide a copy of this Policy;
- explain the University’s procedures for resolution of the Complaint;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- discuss non-retaliation requirements;
- inform of any interim measures already determined and being provided to the Complainant and/or the alleged victim that would directly affect the Respondent (e.g., changing his or her class schedule, moving him or her to an alternate residence hall, etc.);
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided to the Respondent during the pendency of the investigative and resolution processes.

Investigative Report. The EO/Title IX Coordinator or deputy shall complete a written investigative report (“Investigative Report”) that shall include the following items:

- The name and sex of the alleged victim and, if different, the name and sex of the person reporting the allegation (It should also include any other relevant protected class characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
• a statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
• the date that the Complaint or other report was made;
• the date the Complainant and alleged victim (if not the Complainant) were interviewed;
• the date the Respondent was interviewed;
• the names and sex of all persons alleged to have committed the alleged violation of this Policy (It should also include any other relevant protected status characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
• the names and sex of all known witnesses to the alleged incident(s);
• the dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
• any written statements of the Complainant (or victim, if different from the Complainant), the Respondent and any witnesses;
• summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question;
• a written finding on the case, based on a preponderance of the evidence which indicates whether or not it is more likely than not that a Policy violation has occurred;
• the policy or policies violated and, in consultation, as necessary, with the Complainant, alleged victim (if different than the Complainant), Respondent, and other University officials, any remedial and/or disciplinary action deemed appropriate under the circumstances;
• the response of University personnel and, if applicable, University-level officials, including any interim measures and permanent steps taken with respect to the Complainant, alleged victim (if different than the Complainant) and the Respondent; and
• a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

If the EO/Title IX Coordinator or deputy is unable to obtain the consent of third-party witnesses, he/she will redact the Investigative Report to the extent necessary to avoid inappropriate disclosure of such witness’s personally identifiable information, while ensuring that such redaction does not prevent resolution of the Complaint.

If the EO/Title IX Coordinator or deputy determines and documents, based on the investigation, that reasonable grounds exist to believe that the conduct at issue
constitutes a violation of this Policy, the EO/Title IX Coordinator or deputy will determine the appropriate remedy and/or sanction to be imposed and will include the appropriate remedy and/or sanction in the Investigative Report. Imposition of the appropriate remedy and/or sanction will be imposed only after all appeals have been exhausted.

In determining the appropriate remedy and/or sanction, the University will act to end the discrimination, harassment, retaliation or sexual misconduct, prevent its recurrence and remedy its effects on the victim and/or University community. Sanctions will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling and/or educational sanctions as deemed appropriate.

The EO/Title IX Coordinator or deputy shall complete and distribute the Investigative Report, concurrently, to the alleged victim and Respondent within thirty (30) calendar days following receipt of a Complaint. All parties to whom the Investigative Report is distributed pursuant to this Policy should maintain it in confidence. The Investigative Report may only be disclosed as contemplated by this Policy.

If the EO/Title IX Coordinator or deputy finds no reasonable grounds to believe that the conduct at issue constitutes a violation of this Policy, then the Title IX Coordinator or deputy will determine and document the appropriate resolution of the Complaint in the Investigative Report and will promptly notify the parties of that determination.

Appeal. In those instances where the Respondent is a University student, the alleged victim and/or the Respondent may appeal any or all of the EO/Title IX Coordinator’s or deputy’s decision to a Hearing Panel by providing a written appeal to the Chief Academic and Operating Officer with a copy also being provided to the EO/Title IX Coordinator or deputy. The appeal must be submitted within ten (10) days of receipt of the Investigative Report and must include a brief statement describing any or all parts of the Investigative Report being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery.

Within three (3) business days of receiving the appeal, the Chief Academic and Operating Officer will appoint the members of the Hearing Panel, to include at least three faculty and/or staff members. The Chief Academic and Operating Officer will select one member of the Hearing Panel to act as the Chair. The EO/Title IX Coordinator or deputy will provide a copy of the Complaint and the Investigative Report to each member of the Hearing Panel and, if only a portion of the EO/Title IX Coordinator’s or deputy’s findings and determinations are
appealed, the EO/Title IX Coordinator or deputy will specify which part(s) of the alleged misconduct will be the subject of the hearing.

Promptly after the appointment of the members of the Hearing Panel, the EO/Title IX Coordinator or deputy will provide concurrent written notice to the alleged victim and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the findings and determination are appealed, the EO/Title IX Coordinator or deputy will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Chief Academic and Operating Officer within three (3) days of receipt of the notice of the composition of the Hearing Panel. Any objection must state the specific reason(s) for the objection. The Chief Academic and Operating Officer will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Written Materials. Within five (5) days of receipt of the notice of the initial composition of the Hearing Panel, the alleged victim and the Respondent may provide the Chair of the Hearing Panel with a list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute, any supporting documents or other evidence, and a written statement of position.

Notice of the Hearings. Not less than five business (5) days but not more than ten (10) days after delivery of notice of the initial composition of the Hearing Panel to the parties, the Hearing Panel will provide a separate notice to the alleged victim, Respondent and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth the date, time, and location for the individual’s requested presence. The Hearing Panel shall provide the names of the witnesses or other third parties that the Hearing Panel plans to call in its notices to the alleged victim and the Respondent. The hearing shall be conducted within twenty (20) days but no sooner than ten (10) days of the receipt of the appeal.

Failure to Appear. If any party fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the Complaint.

Support Persons. Both the alleged victim and the Respondent may be accompanied by one support person to assist them during the hearing process.
This support person can be anyone, including an attorney. Unless the student has received a suspension of ten (10) or more days or expulsion, the support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with the party that he/she is supporting. If the student has received a suspension of ten (10) or more days or expulsion, the support person may fully participate during the disciplinary appeal proceeding.

The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the Chair, such person’s presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this Policy. University officials may seek advice from the University’s Office of General Counsel on questions of law and procedure at any time during the process.

**Evidentiary Matters.** The alleged victim and the Respondent will have an equal opportunity to present evidence during their hearing. Formal rules of evidence will not be observed during the hearings.

**Prior Sexual Conduct.** Evidence of the prior sexual conduct of the alleged victim and the Respondent with others will not be permitted at the hearings, with the following exceptions:

- evidence is permitted to show that the alleged victim has in the past been formally disciplined by the University for falsely filing Complaints alleging a violation of this Policy;
- evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by the University for conduct which would violate this Policy, if deemed relevant; and
- evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged violations of policy at issue before the Hearing Panel, provided that (1) the Respondent has not been found “not responsible” by the University in a proceeding related to such conduct and (2) the Chair has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the
conduct at issue before the Hearing Panel to suggest a pattern of behavior.

Hearing Procedure. The Hearing Panel will conduct a hearing during which it will interview and question the Complainant, the alleged victim, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. The parties will not be allowed to personally question or cross-examine each other during the hearing, but will be allowed to question witnesses. The Chair will resolve all questions concerning procedure or the admission of evidence or testimony, including the relevancy and reliability of the evidence and testimony. All participants at the hearing are expected to provide truthful testimony. The Complainant and/or alleged victim have the option not to be in the same room with the alleged Respondent during the hearing. Any party may choose not to testify or appear before the Hearing Panel; however, his/her exercise of that option will not preclude the Hearing Panel from making a determination regarding the Complaint filed against the Respondent.

Decision of the Hearing Panel. Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties’ written statements, if any, the evidence presented at the hearings, and the testimony of the parties and witnesses) establishes that it is more likely than not that the Respondent committed a violation of this Policy. In other words, the standard of proof will be the preponderance of the evidence. If the Hearing Panel determines that more likely than not the Respondent committed a violation of this Policy, the Hearing Panel will recommend sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations regarding sanctions to the Chief Academic and Operating Officer, who will make the final determination regarding all sanctions.

Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this Policy. However, if it is deemed necessary to protect the welfare of the victim or the University community, the Hearing Panel may recommend and the Chief Academic and Operating Officer may determine that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

At such time that the appeal process is exhausted, the EO/Title IX Coordinator or deputy will determine the final accommodations to be provided to the victim, if
any, and the EO/Title IX Coordinator or deputy will communicate such decision to the victim and the Respondent to the extent that it affects him/her.

The EO/Title IX Coordinator or deputy will also take steps to prevent any harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training for the campus community, and providing counseling for the Respondent. The EO/Title IX Coordinator or deputy will also take steps to prevent the harassment of or retaliation against the Respondent.

Furthermore, the EO/Title IX Coordinator or deputy will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further violation of this Policy or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the University community. The EO/Title IX Coordinator or deputy will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the EO/Title IX Coordinator or deputy will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

Final Outcome Letter. Within ten (10) calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter (the “Final Outcome Letter”) concurrently to the Respondent and the alleged victim. The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) the recommended sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

In order to comply with FERPA, the letter will not include information considered part of a party’s “education record” (as that term is defined by FERPA) that is not otherwise exempt from disclosure under the Act, or other information about sanctions that do not relate to the victim.

Confidentiality and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings (including the Complaint, the Investigative Report, the notices of hearing, and the prehearing submissions referenced above) and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.
Time Periods. The University will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The University's investigation and resolution of a Complaint (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. Hearings, if at all, will take place after the conclusion of the investigation. If hearings have taken place, both the alleged victim and the Respondent generally will receive a Final Outcome Letter within ten (10) calendar days of the conclusion of the hearing.

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

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and University closings. All references to time periods shall be calendar days unless specifically referenced as business days.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. The EO/Title IX Coordinator or deputy may also modify any deadlines contained in this Policy as necessary and for good cause.

Acknowledgement of Responsibility. At any time prior to the issuance of the Investigative Report or the date of his/her designated hearing, the Respondent may elect to acknowledge his/her actions and take responsibility for the alleged policy violation. In such situation, the EO/Title IX Coordinator or deputy will propose sanction(s). If either party objects to the proposed sanction(s), they may appeal the sanction pursuant to this Policy.

No Retaliation. Retaliation against any person who files a Complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. A person who believes retaliation has occurred should notify the EO/Title IX Coordinator or deputy as soon as possible.

False Reports. Willfully making a false report of sexual harassment is a violation of University policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.
Office of Civil Rights Complaint. Although Complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

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

Documentation. The University will retain documentation (including but not limited to the written Complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, any documents or evidence submitted by the parties, hearing transcripts or recordings (if any), and any written communication between the parties), for at least three (3) years. Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

Definition of Terms

Complainant: Any party who makes a Complaint against a student, employee, staff member or campus visitor.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Incapacitation is a state where someone cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

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

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

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

Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, or someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this Policy.

This Policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this Policy. More information on these drugs can be found at http://www.911rape.org/

Use of alcohol or other drugs will never function as a defense to a violation of this Policy. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

*Dating Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. It includes any unwelcome physical violence such as hitting, pulling, shoving, kicking, biting or throwing things; and sexual assault, sexual exploitation and sexual harassment.

*Discrimination (general definition)*: Conduct that is based upon an individual’s race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
**Discriminatory Harassment:** Detrimental action based on an individual’s race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Gender-based harassment includes sexual harassment.

**Domestic Violence:** Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or any sexual conduct between family or household members, whether minors or adults, that constitutes a crime under the laws of this state. Family or household members means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, any children residing in the household, persons who presently or in the past have resided or cohabited together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together. See also, Arkansas Code Annotated § 9-15-103—”Domestic Abuse”.

**Hostile Environment:** A hostile environment exists when there is harassing conduct based on race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive to deny or limit a person’s ability to participate in or benefit from the University’s programs, services, opportunities or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment. Harassment that creates a hostile environment (“hostile environment harassment”) violates this Policy.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a male or female upon a male or a female that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, by a male or female upon a male or a female that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
Respondent: The person(s) against whom a Complaint has been made.

Retaliation: Action taken by an accused individual or by a third party against any person because that person has opposed any practices forbidden under this Policy or because that person has filed a Complaint, testified, assisted or participated in any manner in an investigation or proceeding under this Policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing or in any way discriminating against an individual because of the individual’s Complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.

Sexual Assault: An actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to involvement in any sexual contact when the victim is unable to consent; intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast); and sexual intercourse without consent, including acts commonly referred to as “rape.”

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

- invading sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (e.g., allowing others to watch consensual sex without that party’s knowledge or consent);
- engaging in voyeurism;
- non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- exposing one’s genitals in non-consensual circumstances or inducing another to expose his or her genitals; or
- possessing, distributing, viewing or forcing others to view illegal pornography.
Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

*Sexual Harassment:* Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University’s educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation.

For the purpose of this Policy, sexual harassment includes stalking. *Stalking* is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking. Sexual harassment also includes *quid pro quo* sexual harassment which exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or limits a student’s ability to participate in or benefit from the University’s educational programs or activities.

*Sexual Misconduct:* includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation and dating and domestic violence.

*Status:* A full-time employee of the University will be considered an “employee” for the purposes of this Policy, regardless of whether he/she is also enrolled as a student. Any student who is a part-time employee will be considered a “student” for the purposes of this Policy unless the incident under consideration occurred in connection with his/her employment.

**Code of Computing Practices**

**General Principles**
- This code governs the use of computers, networks, and other computing resources at the University of Arkansas System eVersity. These resources are provided by eVersity in support of its mission.
- Individuals who are granted computing accounts or who use computing resources at eVersity accept the responsibilities that accompany such access.
Each user is expected to use eVersity accounts and resources for educational or administrative purposes; except as otherwise provided in this code, activities unrelated to these purposes are prohibited. Use of computing resources in violation of the regulations set forth in this code will be reviewed by the Director of Technology.

- The University of Arkansas System eVersity is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment.


- The University of Arkansas System eVersity recognizes the value and potential of electronic communications and publishing on the Internet. Students, faculty, and staff have the opportunity to produce, in a manner consistent with this code, publicly accessible network content through their eVersity accounts. However, eVersity does not approve, preview, or censor personal content and accepts no responsibility for their content, or for the content of electronic mail communications.

Administration of Computing Resources

In General

- The University of Arkansas System eVersity, in accordance with state and federal law and the policies of the Board of Trustees, may control access to its information and the devices on which it is stored, manipulated, and transmitted.

- The University of Arkansas System eVersity has the responsibility to: (a) develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity and privacy of individual and institutional information,
however stored; (b) uphold all copyrights, patents, licensing agreements, and rules of organizations that supply information resources.

- Responsibility for administering eVersity’s computing and network resources and for the security of these resources rests with the Director of Technology and personnel designated in writing by that individual.

System Administrators
- A system administrator is any person designated, within any campus unit, to maintain, manage, and provide security for shared multi-user computing resources, including computers, networks, and servers.
- System administrators shall perform their duties fairly, in cooperation with the user community and eVersity administrators. They shall adhere to this code and all other pertinent eVersity rules and regulations, shall respect the privacy of users to the greatest extent possible, and shall refer disciplinary matters to appropriate eVersity officials.

Data Collection
- Given the nature of the technology, a wide range of information can be easily collected by eVersity personnel using system software. For example, software may be configured to provide aggregate information on the number of users logged in, the number of users accessing certain software, etc.
- No information shall be routinely collected by system administrators that is not required in the direct performance of their duties, such as routine backup for system recovery.

Privacy of Electronic Files
- Users do not own accounts on eVersity computers but are granted the privilege of exclusive use of their accounts. Use of eVersity computing resources for storage or transmission of data does not alter any ownership interest of the user in that data. Users are entitled to privacy regarding their computer communications and stored data.
- University of Arkansas System eVersity officials will access electronic files, including email files, only under one or more of the following conditions:
  - The user consents in writing to such access.
  - There is a valid search warrant, subpoena, or court order, or a request for electronic records that are open to public inspection under the Arkansas Freedom of Information Act.
  - There exists an emergency situation in which the physical safety and/or well-being of person(s) may be affected or eVersity property may be damaged or destroyed. Responsibility for authorizing access rests with the Director of Technology or the Chief Academic and Operating Officer.
• There exist reasonable grounds to believe that a violation of law or eVersity policy is occurring or has occurred. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access rests with the Director of Technology or the Vice President for Academic Affairs.

• Access is necessary for maintenance of computers, networks, data, and storage systems; to maintain the integrity of the computer, network, or storage system; or to protect the rights or property of the eVersity or other users. Authorized personnel may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, and network loading. In all cases, the privacy rights of users shall be protected to the greatest extent possible.

The Arkansas Freedom of Information Act
• The electronic files, including email files, of eVersity employees are potentially subject to public inspection and copying under the state Freedom of Information Act ("FOIA"), Ark. Code Ann. §§ 25-19-101 et seq.

• The FOIA defines "public records" to include "data compilations in any form, required by law to be kept or otherwise kept, . . . which constitute a record of the performance or lack of performance of official functions which are or should be carried out by a public official or employee [or] a governmental agency. . . ." Ark. Code Ann. § 25-19-103(1). All records maintained in public offices or by public employees within the scope of their employment are presumed to be public records. Id. Various exceptions apply. See Ark. Code Ann.§ 25-19-105; University Policy and Procedures Manual § 850.1.

Education Records

• No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and eVersity regulations.

Use of Computing Resources
In General
• This section does not cover every situation involving the proper or improper use of eVersity computing resources; however, it does set forth some of the responsibilities that a person accepts if he/she chooses to use those
resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

- **Use Without Authorization Prohibited**
- No one shall (a) connect with or otherwise use any eVersity computer, network, or other computing resource without proper authorization; (b) assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any eVersity computer, network, or other computing resource; or (c) misrepresent his or her identity or relationship to the eVersity to obtain access to computing resources.

- **Users shall use only those computing and network resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.**

**Accounts**

- Users shall use their accounts for the purposes for which they are established, as well as personal communications. Accounts and other eVersity computing resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the eVersity, except: (a) in connection with scholarly pursuits, such as faculty publishing activities; or (b) in accordance with eVersity policy on outside consulting for compensation.

- Users shall not subvert restrictions associated with their accounts, such as quotas and levels of access.

- Users shall follow all applicable procedures for accessing eVersity computing systems as published in eVersity’s web pages and in the online support and announcement facilities for each system.

- No one shall give any password for any eVersity computer or network to any unauthorized person, nor obtain any other person’s password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.

- When a user ceases being a member of the eVersity community or is assigned a new position and/or different responsibilities within the eVersity, his or her account and access authorization shall be reviewed. A user shall not use facilities, accounts, access codes, privileges, or information for which he/she is not authorized.
Security and Related Matters

- No one shall (a) knowingly endanger or compromise the security of any eVersity computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage, (b) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data; (c) modify or reconfigure or attempt to modify or reconfigure any software or hardware of any eVersity computer or network facility in any way, unless specific authorization has been obtained; or (d) use eVersity computer resources and communication facilities to attempt unauthorized access to or use of any computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource.

- No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the eVersity without prior authorization, nor shall anyone use eVersity computing resources for unauthorized monitoring of electronic communications.

- No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive or intrusive program, email, or data via any eVersity computer or network facility, regardless of whether demonstrable harm results.

- Users shall not place confidential information in computers without protecting it appropriately. The University of Arkansas System eVersity cannot guarantee the privacy of computer files, email, or other information stored or transmitted by computer; moreover, eVersity may access such information in accordance with Part II of this code. Persons who have access to confidential or sensitive information shall disclose it only to the extent authorized by the Family Educational Rights & Privacy Act, the Arkansas Freedom of Information Act, and other applicable laws, and only in connection with official eVersity business.

- Users shall not knowingly orrecklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.

Intellectual Property

- No one shall copy, install, use, or distribute through eVersity computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, or patent laws or applicable licensing agreements. It is the user's responsibility to become familiar with
the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.

- Users should be aware that the unauthorized sharing of copyrighted works such as music, pictures, games, computer applications, and movies is a violation of this code. It is also illegal and may carry significant monetary and/or criminal sanctions. It is the responsibility of the user who is downloading or uploading files to make certain that they are not copyrighted works or that the user has the permission of the copyright holder.

User Communications

- Users assume full responsibility for messages that they transmit through eVersity computers and network facilities.
- No one shall use eVersity’s computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
- No one shall use eVersity’s computing and network resources to: (a) harass or threaten another person, including but not limited to threats of bodily harm or conveying obscene language or images; (b) repeatedly contact another person to harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he/she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; or (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion.
- Users shall comply with this code as well as the regulations and policies of discussion groups, lists, and other public forums through which they disseminate messages.
- Users shall not (a) initiate or propagate electronic chain letters; (b) engage in spamming or other indiscriminate mass mailings to discussion groups, mailing lists, or individuals; (c) forge communications to make them appear to originate from another person, e.g., email spoofing; or (d) engage in resource-intensive activities unrelated to eVersity functions, e.g., online role playing games (RPGs).

Priority in Use of Computing Facilities

- In any environment in which users must share computing resources, priority shall be given to users engaged in activities directly related to eVersity’s mission, e.g., completing course assignments or performing
administrative tasks. Departments may adopt regulations to implement this policy and to encourage cooperation among users of the same equipment.

Home Pages, Lists, and Newsgroups
- Any personal home page or other personal collection of electronic material that is accessible to others must include the following disclaimer: "These materials are not endorsed, approved, sponsored, or provided by or on behalf of the University of Arkansas System eVersity."

Enforcement and Sanctions
- System administrators are responsible for protecting the system and users from abuses of this code. Pursuant to this duty, system administrators may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.
- Any violation of this code may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the Chief Academic and Operating Officer or the appropriate academic or administrative unit.
- Any violation of this code is misconduct for purposes of the student code of conduct and eVersity personnel policies and may be punished accordingly.
- Any offense that violates local, state, or federal laws may result in the immediate loss of all eVersity computing and network privileges and may be referred to the appropriate eVersity disciplinary authority and/or law enforcement agencies.
- See the Arkansas General Assembly website to view the Arkansas Code.
Section 7: Financial Policies

One of the core values of the University of Arkansas System eVersity is affordability. We believe it is possible to provide access to a high-quality, relevant education that is within the financial means of working adults. Our efforts to provide an affordable education rest on three important principles:

- **Low Cost.** Our tuition rate covers the cost of education and nothing more. We are a 100 percent online university so the tuition goes to cover what matters most – the faculty that teach the courses, the academic support staff that support the learning environment, and the infrastructure necessary to operate eVersity. Tuition is not used to support manicured campus grounds, athletic programs, and rock-climbing walls. Tuition supports what matters most – education.

- **Simplicity.** Paying for college can be confusing. Normally, students are faced with the cost of tuition, but also the added expense of books, a long list of fees for the library, technology, building maintenance, and on and on. We believe a simpler approach is a better way to go. We tell students what our tuition is and that’s it. No book charges. No fees. Just one simple figure that can be used to calculate the cost of an education. And for students that remain continuously enrolled, we will lock that tuition-rate until they finish the degree.

- **Planning.** Paying for college means more than paying for a single course. Degree programs are composed of many courses. We believe it is important to discuss not only how to pay for the first class, but to develop a plan to develop a plan to pay for the entire degree. Most places don’t do that. There are many sources of financial support such as federal and state programs, scholarship programs, and employer based programs. We will explore all of these to develop a comprehensive plan that pays for today’s course, tomorrow’s courses, and the entire degree.

**Tuition.** Tuition for eVersity is $165 per credit hour and payment is due prior to the first day of the course. A student who has not made payment arrangements by the first day of the course will be administratively removed from the course.

**Tuition Lock.** Students admitted to eVersity are locked-in at the tuition rate of their first course for all remaining courses provided the student remains continuously enrolled and makes progress toward their degree. If there is a break in enrollment and a tuition change has taken place, the student will move to the new tuition rate. This price lock only applies to courses that are part of the student’s degree program. The tuition lock is in support of the development of a financial plan not just for the current enrollment, but for the duration of the academic program to effectively plan for completion and graduation.
Payment. Payment is due prior to the first day of the course. Students may log in online to their secure student account and view their account balance. Payment for the amount due may be made conveniently online. Online payment options include credit card or direct payment from a checking or savings account. Students may also mail in a check to pay the balance due, but choosing this option requires that the student allow time for receipt of the payment prior to the first day of the course. Checks with insufficient funds do not constitute acceptable payment.

Past Due Balance. We understand that it may take time to collect payments from a sponsor, employer, scholarship provider, or other source of financial assistance. Sometimes six weeks is just not enough time to allow for the receipt of payment that has been documented and expected. While it's important to pay attention to a past due balance and follow up to make sure payment is made, we will allow students to register for one additional six week period of courses while we await payment. If payment is not made in full by the end of the second six week enrollment period, the student is not allowed to continue courses until the bill is paid in full. Students owing an outstanding balance may be referred to an outside agency for collection of the outstanding charges due.

Refund Policy. Students who withdraw prior to the 4th day of class receive a 100 percent tuition refund. Students may withdraw from a course by contacting their academic success advisor. Under normal circumstances there will be no refunds after the 4th class day.

Students are required to participate in the course by the fourth class day. Students who do not participate by engaging in an academic related course activity by the fourth day of classes will be administratively withdrawn with a full tuition refund.

Financial Assistance. Even with eVersity’s low tuition, students may need assistance to meet the cost of attendance. During the first course, eVersity Engage, students will explore different resources for financial assistance. It is important for students to be informed of the opportunities that exist for financial assistance and understand how to apply for the assistance, how to receive the funds, and what requirements must be met to remain eligible for additional funding.

Financial Aid is available from multiple sources. Students should work with eVersity staff to explore all opportunities and develop a strategic financial plan to meet not only the immediate cost, but plan for the comprehensive costs required to earn the degree.
Scholarships and Other Options. There are many free scholarship search services available online. Students should avoid any options that require a fee. There are a variety of scholarships available with criteria ranging from academic requirements to financial need, specific talent awards, underrepresented groups in academic programs, ancestry connections, geographic focused, and many other criteria. Some of the common free scholarship searches used by students include fastweb.com, collegeanswer.com, scholarships.com, scholarshiphunter.com, and supercollege.com. It can take time to create a profile and explore the expansive database of available resources. Students who are self-financing their education may qualify for a tax credit to offset part of the expense. Learn more by going to irs.gov review publication 970.

Third Party Tuition Assistance. Many employers support the continuing education of their employees. Students should check with their employer, their spouse’s employer or even their parents’ employer to learn if any assistance is available. The way assistance is provided will vary. Assistance may be a reimbursement program that reimburses the student after successfully completing a course or assistance may be available to pay directly upon documented enrollment and billed costs. Assistance may be limited by the program of study or require that the student earn a minimum grade point average. Additional sources of third party assistance include agencies and organizations that support work force oriented programs to prepare students for specific careers. Talk with the counselor or sponsor of the agency/organization to learn more about the requirements and opportunities available.

Third Party Reimbursement Programs. Students should consult with their employer, especially the Human Resources Office, to learn about the details of any available reimbursement program. Students need to document employment and the tuition assistance program on official company letterhead and provide it directory to eVersity. The documentation will allow us to note on the student account record that the student has assistance through the reimbursement program. At the end of the six week course, if the student has earned the required grade, the student will need to follow the employer’s required procedure. The required steps are often that the student must provide a transcript to the employer to verify that the course has been successfully completed. If the requirements are met, then the employer will reimburse the student for the cost of the course. If student does did not fulfill the requirements, all payment responsibility revert back to the student.

Third Party Direct Bill Programs. A third party direct bill program involves a sponsor who pays the educational expenses on behalf of a non-related student when billed by the university. Sponsor payments are called third party sponsorships and they are subject to the same federal
reporting requirements as other financial aid. Examples of a third party sponsor include a student’s employer, an agency, or organization that provides payment for the student’s tuition costs.

**Letter of Authorization.** A letter of authorization is a signed letter by the designated sponsor’s representative and must be sent on official letterhead paper from the sponsor and should include the following information:

- The sponsored student’s name and identification number
- The amount of the sponsorship or the basis for calculating the award
- Type of charges the sponsor will pay for (full tuition, partial tuition, etc.)
- The period and distribution of the sponsorship (one six week enrollment period or one payment for the full year, etc.)
- The sponsor’s name and contact name, address, and phone number
- E-mail address for billing purposes
- Any applicable purchase order numbers, work order authorizations, or other billing codes
- Company tax ID numbers, badge numbers or contract numbers

The letter of authorization should be sent to eVersity as soon as approval has been granted from the sponsor to the student. The sooner we are notified the better to allow processing time in advance of payment deadlines. Authorization letters may be submitted by the following methods:

**By fax:**

University of Arkansas System eVersity  
Attn: Third Party Billing Notification  
501.682-7888

**By mail:**

University of Arkansas System eVersity  
Third Party Billing Notification  
2402 North University Avenue  
Little Rock, AR 72207

**By E-mail:**

info@eversity.uasys.edu

A Sponsor may revoke current financial support for any student by sending eVersity an official notification by fax, mail or e-mail. Upon notification, the student will be expected to pay all outstanding charges. If a sponsored student withdraws or stops attending before the end of the term, the sponsor will be notified.

Some sponsors require that grades and/or official transcripts be sent after the completion of each semester or academic year. It is the student’s responsibility to provide the sponsor with any such required information.
The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits universities from disclosing student records or identifiable information without the student's consent. It is the student's responsibility to request any required academic record. Requests should be directed to the Office of Records.

**Third Party Sponsorship Process.** The Third Party Billing process is initiated when eVersity receives a letter of authorization from the sponsor. Upon receipt of an official letter, the student's account is informed of the anticipated payment. If a sponsor commitment is tied to the number of credit hours a student is taking or other factors that may vary during the course of the term, the student's account is continually adjusted to reflect the changes and a financial hold is placed on the student account to prevent refunds of sponsorship monies until after registration ends and classes have begun. Credits are not final until the sponsor has made payment in full.

Invoices are generated and e-mailed to third party sponsors beginning the fifth day of classes after students have established course enrollment. The University of Arkansas System eVersity will make reasonable efforts to accommodate specific billing requirements of sponsors, but we expect students to provide any documentation, corroborations, or notifications required by their sponsors. If a more detailed breakdown of charges is needed than what eVersity invoice provides, the student can provide their sponsor with a copy of the detailed online bill.

Once the sponsor has received eVersity’s invoice, payment is due upon receipt. Please be aware that sponsorship awards for future terms will not be credited to student accounts unless all current term invoices have been paid in full.

**Federal Student Aid.** The University of Arkansas System eVersity is not approved to administer federal financial aid. However, all eVersity students are admitted to a concurrent degree program administered by the University of Arkansas at Monticello (UAM). UAM is authorized to administer federal financial aid to eligible students. Students will be required to complete the Free Application for Federal Student Aid (FAFSA). Assistance in completing the FASFA will be provided by eVersity staff during the eVersity Engage course. Students must meet general eligibility requirements as communicated by the University of Arkansas at Monticello and remain enrolled making the prescribed academic progress to retain eligibility for future aid.

**Veterans Educational Assistance.** Veterans of recent military service and the dependents of certain other servicemen and servicewomen may be entitled to
educational assistance payments from the Department of Veterans Affairs. Assistance is certified by the University of Arkansas at Monticello based on the student's admission and enrollment in the concurrent programs. Veterans should contact the University of Arkansas at Monticello's Financial Aid Office at 870-460-1050 for assistance in filing for benefits.
Section 8: Academic Programs

The University of Arkansas System eVersity offers undergraduate degrees in the areas of Business, Criminal Justice, Healthcare Management, Information Technology, and University Studies. Within each area of study, the degree programs are stackable so that as a student moves from one degree to the next along the path, all earned credits support the next credential.

Career Competencies. All eVersity credentials are designed to prepare students to enter and advance in today’s highly competitive workplace. Each course and credential are infused with lessons and activities designed to develop the career competencies desired by employers. The following career competencies are included in the eVersity curriculum.

**Problem Solving (CPS):** The world of work is largely about solving problems and meeting challenges. Employees who are skilled at defining the scope of the problem, researching and designing a solution, and implementing and evaluating the results are highly sought out team members.

**Effective Communication (CEC):** Today’s employee is expected to communicate at a high level. This requires honing the skills to listen, write, speak and present a message to individuals, groups and as part of teams. Effective communicators are valued for the critical role they play in articulating the mission and value of their employer.

**Teamwork (CT):** Each individual has particular strengths, but employers recognize that teams, working collaboratively, have greater strength. Strong team members learn to leverage the strength of individual members, minimize individual weakness, and build a consensus that is stronger than the efforts of any single individual. The ability to work with and contribute to a team is highly valued by employers.

**Leadership (CL):** Employees who step forward at the right moment to solve problems are prized in the workplace. Leaders know how to inspire, influence, manage, and execute to meet a stated objective or vision.

**Quantitative Literacy (CQL):** Data increases drive decision-making in the workplace. There is pressure to work smarter, more efficiently, more effectively, and at higher levels of productivity – metrics that all require measurement, data collection and analysis. Employers seek individuals equipped with quantitative literacy skills who can help their business perform at a high level.

**Ethical Decision Making (CEDM):** Work situations are frequently made more complex by the need to account for nuances and special circumstances. In these
situations, employers desire a trusted colleague who is capable of making principled, responsible and ethical decisions.

**Creativity (CC):** Traditional, old-school approaches, often don’t meet the needs of today’s rapidly changing workplace. Solutions to our most vexing problems require creative, innovative, multi-perspective approaches. Employees able to leverage their creative talents are of tremendous value to employers.

**Appreciation of Diversity (CD):** Today’s world is multi-dimensional and employers seek talented team members who embrace the uniqueness of all individuals. Employees who value diverse backgrounds, are able to eliminate personal biases, and who are tolerant of others are highly valued in today’s workplace.

**Core Curriculum.** The core curriculum is designed to provide a strong foundation for all eVersity credentials and to prepare students for career advancement. The core consists of 36 credit hours and meets requirements prescribed by the State of Arkansas.

The core curriculum includes the following courses:

- EVSY1001: eVersity Engage
- BIOL1004: Life Science I
- BIOL1104: Life Science II
- ENGL1013: English Composition I
- ENGL2023: Technical Writing
- ECON2103: Macroeconomics
- MATH1113: Quantitative Literacy
- PHIL1003: Logic and Critical Thinking
- PHIL2003: Professional Ethics
- PLSC2003: US Government and Society
- PSCY1103: Intro to Psychology
- SOCI1013: Intro to Sociology
Degree Programs

Business

As with the law of supply and demand, today's business graduates are experiencing a resurgence of job opportunities reflective of a growing economy. From ownership of a small business to employment at national and international businesses, eVersity will help students obtain the skills needed to succeed in today's business environment.

Students who complete the requirements of a Business program will be able to:

- Employ the knowledge and skills necessary to perform in a business setting such as managing personnel, completing accounting operations, communicating in a professional manner, collaborating in a team environment, adhering to professional ethics and legal standards and using business software.
- Apply management and leadership theories, financial principles and strategic practices to achieve the goals of an organization.
- Analyze business problems using data-based decision-making, and effectively communicate solutions either orally or in writing.

Professional Path

The University of Arkansas System eVersity's Professional Path is focused on getting students into the workplace as quickly as possible. The numbers below represent totals required to graduate with each certificate or degree. These numbers assume no transferring credit, so individual totals may be lower if the student has applicable prior credit. Courses in the Professional Path build on each other, giving students the opportunity to advance from one certificate or degree to the next. Students are encouraged to choose either the Professional Path or Academic Path. Changing paths could delay graduation.

Certificate of Proficiency: Administrative Office

Graduation Requirements: 6 courses, 16 credit hours, cumulative GPA 2.0 or greater.

Students who complete the requirements for the Certificate of Proficiency in Administrative Office will be able to:

- Apply the knowledge and skills necessary to effectively perform basic office procedures such as producing business documents, operating a computer and completing introductory accounting operations.
- Communicate in a professional manner.
Curriculum

<table>
<thead>
<tr>
<th>Core Courses:</th>
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<tbody>
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<td>EVSY1001: eVersity Engage</td>
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<tr>
<td>ENGL1013: English Composition I</td>
<td>BUSI1013: Intro to Business</td>
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<td>BUSI2013: Business and Professional Communications</td>
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<td>CPSI1003: Intro to Computers</td>
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Technical Certificate: Office Management
Graduation Requirements: 13 courses, 37 credit hours, cumulative GPA 2.0 or greater.

Students who complete the requirements for the Technical Certificate in Office Management will be able to:

- Explain basic concepts related to business and accounting.
- Apply the knowledge and skills necessary to effectively and ethically perform basic office procedures such as producing business documents, operating a computer and completing introductory accounting operations.
- Communicate in a professional manner.

Curriculum

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<tr>
<td>MATH1113: Quantitative Literacy</td>
<td>BUSI2003: Administrative Office Procedures</td>
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<td>PHIL2003: Professional Ethics</td>
<td>BUSI2013: Business and Professional Communications</td>
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<td>BUSI2113: Spreadsheets</td>
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<td>CPSI1003: Intro to Computers</td>
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<td>MGMT2003: Principles of Management</td>
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</table>
**Associate of Applied Science: Business**
Graduation Requirements: 21 courses, 61 credit hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Applied Science in Business will be able to:

- Explain basic concepts related to marketing, management and finance.
- Apply the knowledge and skills necessary to effectively manage an office such as managing personnel, completing accounting operations, communicating in a professional manner, adhering to professional ethics and legal standards and using business software.

: Curriculum

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<tr>
<td>ENGL2023: Technical Writing</td>
<td>ACCT2013: Principles of Managerial Accounting</td>
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<td>MATH1113: Quantitative Literacy</td>
<td>BLAW2003: Business Law</td>
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<td>PHIL1003: Logic and Critical Thinking</td>
<td>BUSI1013: Into to Business</td>
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<td>PHIL2003: Professional Ethics</td>
<td>BUSI2003: Administrative Office Procedures</td>
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<tr>
<td>PLSC2003: US Government and Society</td>
<td>BUSI2013: Business and Professional Communications</td>
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**Bachelor of Applied Science: Business**
Graduation Requirement: 40 courses, 120 credit hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Applied Science in Business will be able to:
- Explain advanced concepts related to marketing, management, international business, leadership and finance.
- Apply the knowledge and skills necessary to effectively manage an office such as managing personnel, using financial principles for decision analysis, communicating in a professional manner, adhering to professional ethics and legal standards, and using business software and information systems.
- Employ various leadership and management theories to solve organizational problems.

Curriculum

Core Courses:
- EVSY1001: eVersity Engage
- BIOL1004: Life Science I
- BIOL1104: Life Science II
- ENGL1013: English Composition I
- ENGL2023: Technical Writing
- ECON2103: Macroeconomics
- MATH1113: Quantitative Literacy
- PHIL1003: Logic and Critical Thinking
- PHIL2003: Professional Ethics
- PLSC2003: US Government and Society
- PSCY1103: Intro to Psychology
- SOCI1013: Intro to Sociology

Major Courses:
- ACCT1103: Computerized Accounting
- ACCT2013: Principles of Managerial Accounting
- BLAW2003: Business Law
- BLAW3103: Employment Law
- BLAW4103: Law of Commercial Transactions
- BUSI1013: Intro to Business
- BUSI2003: Administrative Office Procedures
- BUSI2013: Business and Professional Communications
- BUSI2103: Business Statistics
- BUSI2113: Spreadsheets
- BUSI3103: International Business
- CPSI1003: Intro to Computers
- CPSI3313: Management Information Systems
- ECON2203: Microeconomics
- FINC3013: Principles of Finance
- LEAD3103: Leadership Theory and Practice
- LEAD4103: Leadership and Change
- MGMT2003: Principles of Management
- MGMT2103: Small Business Management
- MGMT3103: Organizational Behavior
- MGMT3113: Operations Management
- MGMT3123: Human Resource Management
Academic Path

The University of Arkansas System eVersity's Academic Path awards students with Undergraduate-level degrees and prepares them to obtain Graduate degrees such as a Master's. The numbers below represent totals required to graduate with each degree. These numbers assume no transferring credit, so individual totals may be lower if the student has applicable prior credit. Courses in the Academic Path build on each other, giving students the opportunity to advance from Associate to Bachelor.

Associate of Science: Business
Graduation Requirements: 20 courses, 60 hours, cumulative 2.0 or greater.

Graduates of the Associate of Science in Business will be able to:

- Explain basic concepts related to business, economics, and accounting.
- Apply the knowledge and skills necessary to effectively perform basic office procedures such as operating a computer and completing introductory accounting operations.

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<td>PLSC2003: US Government and Society</td>
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Bachelor of Science: Business
Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Science in Business will be able to:

- Apply management and leadership theories, financial principles and strategic practices in a business setting.
- Analyze business problems, and effectively communicate solutions to those problems, either orally or in writing.
- Utilize common business application software and explain the role of information systems in business.

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<td>MGMT3123</td>
<td>Human Resource Management</td>
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<tr>
<td>MGMT4103</td>
<td>Entrepreneurship and Venture Management</td>
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<td>MGMT4403</td>
<td>Strategic Management</td>
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<td>MGMT4943</td>
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<td>MKTG2003</td>
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<td>MKTG3113</td>
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<td>MKTG3123</td>
<td>Consumer Behavior</td>
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<tr>
<td>MKTG4133</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MKTG4363</td>
<td>E-Commerce</td>
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</table>
Criminal Justice
As the need for public safety continues to grow, so do the opportunities for a variety of careers in criminal justice. Through a multi-disciplinary approach, eVersity equips criminal justice graduates with marketable job skills in police practice and management, juvenile justice, and the legal system. Make an impact at the local, state, or federal level by learning to uphold and enforce the laws that protect lives.

Students who complete the requirements of a Criminal Justice program will be able to:

- Discuss theories, concepts and roles of the major components of the criminal justice system including administration, policing, judicial process, corrections and juvenile justice.
- Raise critical questions concerning crime and its control and be prepared to address meaningfully these issues in their communities.
- Conduct research using technology, critically analyze problems, develop solutions, make ethical decisions, communicate and perform effectively as a criminal justice professional or advanced degree seeker in the fields of criminal justice, criminology, criminal behavior, forensic science, police management, law, public policy, public administration and social work.

Professional Path
The University of Arkansas System eVersity’s Professional Path is focused on getting students into the workplace as quickly as possible. The numbers below represent totals required to graduate with each certificate or degree. These numbers assume no transferring credit, so individual totals may be lower if the student has have applicable prior credit. Courses in the Professional Path build on each other, giving students the opportunity to advance from one certificate or degree to the next. Students are encouraged to choose either the Professional Path or Academic Path. Changing paths could delay graduation.

Certificate of Proficiency: Criminal Justice
Graduation Requirements: 6 courses, 16 credit hours, cumulative GPA 2.0 or greater.

Students who complete the requirements for the Certificate of Proficiency in Criminal Justice will be able to:

- Explain basic theories, concepts and roles of the major components of the criminal justice system including policing, judicial process, corrections and juvenile justice.
- Discuss crime and how it is measured.
Curriculum

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<tr>
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<td>CRJU2013: Corrections</td>
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<td>CRJU2033: Policing in America</td>
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<td>CRJU2053: Judicial Process</td>
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Certificate of Proficiency: Law Enforcement
Graduation Requirements: 4 courses, 10 credit hours, cumulative GPA 2.0 or greater.

Students who complete the requirements for the Certificate of Proficiency in Law Enforcement will be able to:

- Explain the law enforcement officer’s role, the investigative process, police organizational structures, patrol operations, policing methods, and the legal limitations imposed on law enforcement in a democratic society.
- Describe Community-oriented Policing (COP) and Problem-oriented Policing (POP), and the ability to apply these principles in their communities.

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<td>CRJU2033: Policing in America</td>
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<td>CRJU2083: Police Methods</td>
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Technical Certificate: Law Enforcement
Graduation Requirements: 9 courses, 25 credit hours, cumulative GPA 2.0 or greater.

Students who complete the requirements for the Technical Certificate in Law Enforcement will be able to:

- Explain the law enforcement officer’s role, the investigative process, police organizational structures, patrol operations, policing methods, and the legal limitations imposed on law enforcement in a democratic society.
- Conduct basic criminal and traffic investigations using quantitative data and adhering to professional ethics.
- Analyze evidence and write detailed and accurate reports to document their investigations.

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### Academic Path

The University of Arkansas System eVersity’s Academic Path awards students with Undergraduate-level degrees and prepares them to obtain Graduate degrees such as a Master’s. The numbers below represent totals required to graduate with each degree. These numbers assume no transferring credit, so individual totals may be lower if the student has applicable prior credit. Courses in the Academic Path build on each other, giving students the opportunity to advance from Associate to Bachelor.

### Associate of Science: Criminal Justice

Graduation Requirements: 20 courses, 60 hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Science Degree in Criminal Justice will be able to:

- Explain basic theories, concepts and roles of the major components of the criminal justice system including policing, judicial process, corrections and juvenile justice.
- Conduct research using technology, critically analyze problems, develop solutions, make ethical decisions, communicate and perform effectively in a variety of entry level positions within the criminal justice system.

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<td>BIOL1104: Life Science II</td>
<td>CRJU2013: Corrections</td>
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<td>ENGL1013: English Composition I</td>
<td>CRJU2023: Foundations of Research</td>
</tr>
<tr>
<td>ENGL2023: Technical Writing</td>
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</table>
Bachelor of Science: Criminal Justice
Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Science Degree in Criminal Justice will be able to:

- Explain advanced theories, concepts and roles of the major components of the criminal justice system including administration, policing, judicial process, corrections and juvenile justice.
- Conduct research using technology, critically analyze problems, develop solutions, make ethical decisions, communicate and perform effectively in a variety of criminal

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<td>CRJU3043</td>
<td>Youth Gangs and Delinquency</td>
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<td>CRJU3063</td>
<td>Legal Aspects of Corrections</td>
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<td>CRJU3113</td>
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<td>CRJU4003</td>
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</tr>
<tr>
<td>CRJU4073</td>
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Healthcare Management

With 23 percent growth expected by 2022, healthcare is one of the fastest-growing industries in the United States. In the healthcare management field, a wealth of opportunity awaits in careers such as clinic management and healthcare leadership. So, whether students are just getting started or looking to expand their career options, eVersity can help them gain the workplace-ready skills needed to have a competitive edge in healthcare management.

Students who complete the requirements of a Health Care program will be able to:

- Describe ideas, facts and concepts related to healthcare systems and professions and accurately use medical terminology.
- Effectively collaborate with individuals internal and external to the healthcare organization to solve problems.
- Employ knowledge and skills to establish policies and procedures within a healthcare organization, drive decision-making using critical thinking and quantitative analysis skills, utilize progressive marketing approaches, and implement quality control and epidemiology according to current health care standards and regulations.

Professional Path

The University of Arkansas System eVersity’s Professional Path is focused on getting students into the workplace as quickly as possible. The numbers below represent totals required to graduate with each certificate or degree. These numbers assume no transferring credit, so individual totals may be lower if the student has have applicable prior credit. Courses in the Professional Path build on each other, giving students the opportunity to advance from one certificate or degree to the next. Students are encouraged to choose either the Professional Path or Academic Path. Changing paths could delay graduation.

Certificate of Proficiency: Medical Office Management

Graduation Requirements: 6 courses, 16 credit hours, cumulative GPA 2.0 or greater.

Students who complete the requirements for the Certificate of Proficiency in Medical Office Management will be able to:

- Manage front office duties such as patient scheduling, insurance monitoring, record maintenance and preparation of basic billing statements.
- Accurately use medical terminology.
### Curriculum

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Major Courses</th>
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</thead>
<tbody>
<tr>
<td>EVSY1001: eVersity Engage</td>
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<td>HCMG1013: Medical Office Billing</td>
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<td>HCMG1023: Medical Records</td>
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<td>Management</td>
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</tbody>
</table>

### Technical Certificate: Healthcare Management

Graduation Requirements: 13 courses, 37 credit hours, cumulative GPA. 2.0 or greater.

Students who complete the requirements for the Technical Certificate in Healthcare Management will be able to:

- Manage front office duties such as patient scheduling, insurance monitoring, record maintenance and preparation of basic billing statements.
- Describe state and federal rules and regulations required of health care facilities.
- Analyze factors and challenges that impact healthcare delivery.

### Curriculum

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<tr>
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<td>HCMG2013: Legal Concepts of Healthcare</td>
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</table>
**Associate of Applied Science: Healthcare Management**
Graduation Requirements: 21 courses, 61 credit hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Applied Science in Healthcare Management will be able to:

- Employ management techniques to establish ethical policies and procedures related to personnel, data management, accounting and patient relations in a health organization.
- Communicate professionally using medical terminology with patients and other medical personnel.
- Evaluate a problem or opportunity faced by a healthcare organization based on an understanding of health policies at the federal, state and local levels.

**Curriculum**

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<td>MATH2103: Statistics</td>
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**Bachelor of Applied Science: Healthcare Management**
Graduation Requirement: 40 courses, 120 credit hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Applied Science Healthcare Management will be able to:
- Organize and efficiently manage a medical office, including establishing policies and procedures within the office, marketing of the medical practice, and implementing quality control and epidemiology according to current health care standards and regulations.
- Apply project management processes to the complex needs of a healthcare organization.
- Analyze and present health care data for effective decision-making in support of a wide array of healthcare practices such as meaningful use initiatives, patient safety studies, and revenue cycle management.

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Academic Path

The University of Arkansas System eVersity’s Academic Path awards students with Undergraduate-level degrees and prepares them to obtain Graduate degrees such as a Master’s. The numbers below represent totals required to graduate with each degree. These numbers assume no transferring credit, so individual totals may be lower if the student has applicable prior credit. Courses in the Academic Path build on each other, giving students the opportunity to advance from Associate to Bachelor.

Associate of Science: Healthcare Management
Graduation Requirements: 20 courses, 60 hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Science in Healthcare Management will be able to:

- Apply critical thinking and quantitative analysis skills to solve problems facing healthcare delivery systems.
- Describe ideas, facts and concepts related to healthcare systems and professions.

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Bachelor of Science: Healthcare Management
Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Science in Healthcare Management will be able to:

- Employ high-performing business management approaches using effective writing and professional communication techniques.
- Apply critical thinking and quantitative analysis skills to solve problems facing healthcare delivery systems.
- Describe the functional components of business - marketing, accounting, finance, law, and management.

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<td>MKTG 2013: Principles of Marketing</td>
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Information Technology

Every day, technology secures a more prominent place in our daily lives. So it's no surprise that IT professionals are among the most in-demand employees. With a career-oriented curriculum covering everything from computer maintenance to development and data mining, eVersity can open doors to a wide range of opportunities in information technology.

Students who complete the requirements of an Information Technology program will be able to:

- Discuss a broad array of topics within the information technology domain such as programming, networking, databases, and data analysis.
- Create complex programs to solve a wide variety of problems, maintain large database systems, and be able to design a secure, highly-functional information system which meets the needs of users, administrators, and developers.
- Apply the skills necessary to effectively communicate with technical and non-technical individuals, collaborate on a team, critically consider impact of technology upon society based on ethical, legal and public policy issues, assess potential uses of emerging technology to provide solutions and recognize need for continued learning.

Professional Path

The University of Arkansas System eVersity's Professional Path is focused on getting students into the workplace as quickly as possible. The numbers below represent totals required to graduate with each certificate or degree. These numbers assume no transferring credit, so individual totals may be lower if the student has have applicable prior credit. Courses in the Professional Path build on each other, giving students the opportunity to advance from one certificate or degree to the next. Students are encouraged to choose either the Professional Path or Academic Path. Changing paths could delay graduation.

Certificate of Proficiency: Information Technology
Graduation Requirements: 6 courses, 16 credit hours, cumulative GPA 2.0 or greater.

Students who complete the Certificate of Proficiency in Information Technology will be able to:

- Describe the components of a computer and the basic principles of networking.
- Perform day-to-day tasks on a computer system, basic troubleshooting and networking functions.
Curriculum

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<tr>
<td>PLSC2003: US Government and Society</td>
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</tbody>
</table>

Technical Certificate: Information Technology

Graduation Requirements: 11 courses, 34 credit hours, cumulative GPA 2.0 or greater.

Students who complete the Technical Certificate in Information Technology will be able to:

- Maintain, troubleshoot, and repair a computer system and computer network.
- Describe foundational concepts of databases, programing and operating systems.

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<td>NTWR1003: Networking Essentials</td>
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</tbody>
</table>

Associate of Applied Science: Information Technology

Graduation Requirements: 21 courses, 61 credit hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Applied Science in Information Technology will be able to:

- Apply the skills needed to develop, deploy, and maintain an information system in various capacities including programming, databases, web design, and web analytics.
Protect and defend system networks, as well as ensure confidentiality, integrity, authentication, availability, and non-repudiation.

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</table>

Bachelor of Applied Science: Information Technology
Graduation Requirement: 40 courses, 120 credit hours, cumulative GPA. 2.0 or greater.

Graduates of the Bachelor of Applied Science degree will be able to:

- Create complex programs to solve a wide variety of problems, maintain large database systems, and be able to design a secure, highly-functional information system which meets the needs of users, administrators, and developers.
- Analyze large amounts of data, extract information from the data set, discover patterns, preserve evidence and translate the information for further use.

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**Academic Path**

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Associate of Science: Information Technology
Graduation Requirements: 20 courses, 60 hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Science in Information Technology will be able to:

- Effectively document findings and prepare written reports for a wide variety of information issues, such as security incident reports, system capacity reports, and detailed reports of audits and other information system findings.
- Describe components of a computer, basic principles of networking and foundational concepts of databases, programing and operating systems.

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<td>SOCI1013: Intro to Sociology</td>
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Bachelor of Science: Information Technology
Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Science in Information Technology degree will be able to:

- Apply an expert level of understanding, use, and maintenance of the major components of information technology.
- Create complex programs to solve a wide variety of problems, maintain large database systems, and be able to design a secure, highly-functional information system which meets the needs of users, admins, and developers.
- Analyze large amounts of data, extract information from the data set, discover patterns, preserve evidence and translate the information for further use.

Curriculum
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<thead>
<tr>
<th>Core Courses:</th>
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<td>EVSY1001: eVersity Engage</td>
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<td>CPSI4023: Information Systems Management</td>
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<td>CPSI4113: IT Security Cryptography</td>
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<td>CPSI4363: E-Commerce</td>
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<td>MATH2103: Statistics</td>
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<td>NTWR1003: Networking Essentials</td>
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<td>NTWR2003: Networking II</td>
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<td>NTWR2013: Networking III</td>
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<td>NTWR2103: Network Defense</td>
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<td>NTWR3003: Wireless Networking</td>
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University Studies

The University of Arkansas System eVersity’s Academic Path awards students with Undergraduate-level degrees and prepares them to obtain Graduate degrees such as a Master’s. The numbers below represent totals required to graduate with each degree. These numbers assume no transferring credit, so individual totals may be lower if the student has applicable prior credit. Courses in the Academic Path build on each other, giving students the opportunity to advance from Associate to Bachelor.

Students who complete the requirements of a University Studies program will be able to:

- Apply knowledge and skills derived from an interdisciplinary focus to communicate professionally, act ethically, think critically, reason effectively and analyze strategically.
- Make informed decisions as an active, self-motivated and empowered learner.

Academic Path

The University of Arkansas System eVersity’s Academic Path awards students with Undergraduate-level degrees and prepares them to obtain Graduate degrees such as a Master’s. The numbers below represent totals required to graduate with each degree. These numbers assume no transferring credit, so individual totals may be lower if the student has applicable prior credit. Courses in the Academic Path build on each other, giving students the opportunity to advance from Associate to Bachelor.

Associate of Science: University Studies
Graduation Requirements: 20 courses, 60 hours, cumulative GPA 2.0 or greater.

Graduates of the Associate of Arts in University Studies will be able to:

- Employ critical thinking, reasoning and analyzing skills to ethically solve problems.
- Communicate in a professional and articulate manner.
- Apply concepts and theories from the chosen areas of concentration to perform effectively in the workforce or as advanced degree seekers.

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<tr>
<td>BIOL1104: Life Science II</td>
<td>complete three academic</td>
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Bachelor of Science: University Studies
Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Graduates of the Bachelor of Arts in University Studies will be able to:

- Employ critical thinking, reasoning and analyzing skills to ethically solve problems.
- Communicate in a professional and articulate manner.
- Apply in-depth knowledge from the chosen areas of concentration to perform effectively in the workforce or as advanced degree seekers.

Curriculum

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Major Courses: Students seeking a Bachelor of Arts in University Studies will complete three academic concentrations (e.g., business, criminal justice, healthcare management, or information technology). Each academic concentration consists of 15 hours (typically five courses) with nine hours in each concentration at the upper division level. Students will also complete 39 elective hours. Total hours in the major: 84.</th>
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Section 9: Course Descriptions

ACCT1103  Computerized Accounting
Integrated approach to solving accounting applications and learning automated accounting functions. Applications include the major computerized accounting system: general ledger, accounts receivable/accounts payable, payroll, depreciation, and financial statement analysis. 3 credit hours.

ACCT2003  Principles of Financial Accounting
This course provides an introduction to financial accounting principles and concepts to include measurement, recording and evaluation of basic business transactions. Students will learn to analyze, journalize, and post transactions, including adjusting and closing entries and the preparation and composition of the Income Statement, Equity Statement, Balance Sheet, and Statement of Cash Flows. This course will emphasize the use of accounting information for business management. The recognized set of accounting standards known as Generally Accepted Accounting Principles (GAAP) will be emphasized throughout the course.  3 credit hours.

ACCT2013  Principles of Managerial Accounting
This course is a continuation of Accounting Principles I, with special emphasis given to GAAP recording and reporting, and partnership and corporate equity transactions. Financial statement analysis, incremental analysis and capital budgeting, and cost-volume-profit will also be covered in this course. The course also introduces students to managerial accounting concepts, including job order and process costing, and budget planning and control. 3 credit hours. Prerequisite: ACCT 2003.

BIOL1004  Life Science I
This course covers the process and method of science applied to understanding biological concepts at the molecular, cellular, organismal, and community levels. The emphasis of this course will be on biological diversity in major groups of living organisms and ecology. The course includes a lab. 4 credit hours.

BIOL1104  Life Science II
This course stresses human systems, with applications to contemporary issues in human health and the environment. The scientific method and social applications of scientific information related to human issues are emphasized. The course includes a lab. 4 credit hours. Prerequisite: BIOL1004.

BLAW2003  Business Law
This course revolves around the basics of contract law, i.e., offer and acceptance, capacity, agreement, consideration, legality, form, defects in agreement, breach, and remedies. Sources of the law, torts, crimes, administrative law, courts, and court procedures are also examined. The application of these concepts to both personal and business problems is emphasized. 3 credit hours.
BLAW3103  Employment Law
Legal issues that confront human resource professionals and management personnel. Areas covered include employment at will, privacy laws, sexual harassment, disability claims, compensation, occupational safety, civil rights, medical leave, and discrimination. 3 credit hours.

BLAW4103  Law of Commercial Transactions
Business-related legal subject matter reflecting marketplace problems and considerations. Topics include the law of sales, secured transactions, commercial paper, contracts, and bankruptcy. 3 credit hours. Prerequisite: BLAW 2003.

BUSI1013  Intro to Business  Surveys business activities of individual, national, and international scope. A comparison of economic systems with emphasis on the free enterprise system including forms of ownership, organization and management, labor relations, production, marketing, finance, and legal and regulatory influences. 3 credit hours.

BUSI2003  Administrative Office Procedures
This course focuses on the role of the administrative assistant. Emphasis will be placed on technology international business, human relations, and the ethics of office management for all levels of workers: administrative support and managerial. Students will also learn the basics of records management. 3 credit hours.

BUSI2013  Business and Professional Communications
This course covers the principles of effective oral and written communications in a business office. Topics include verbal/nonverbal skills, writing skills, reading skills and listening skills, psychological principles, and employment skills involved in effective business communications. Special attention will be given to advanced Word Processing skills. 3 credit hours.

BUSI2103  Business Statistics
Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypothesis, index numbers, linear regression and correlation. 3 credit hours. Prerequisite: MATH 1113.

BUSI2113  Spreadsheets
This course is designed for the advanced spreadsheet student. The course includes construction of spreadsheets, formatting, editing, saving, and printing. Students will learn to use queries, formulas, tables, reports, and problem solving techniques to reach decisions. Course includes learning how to import, export, and download data. 3 credit hours. Prerequisite: CPSI 1003.

BUSI3103  International Business
Key objectives are to define and evaluate the field of international business, to analyze the international operating context with an emphasis on the basics of cultural differences, and to discuss the management of key functional activities in firms
operating in global markets. Major topics include the nature of international business; economic theory and international business operations; international systems and institutions and the analysis of key dimensions of the overseas operating environment. The management of the primary functional activities in international firms emphasized, with the focus on strategies, tactics, and structures for dealing with the special problems and challenges arising in global markets. 3 credit hours.

**BUSB3203 Business Logistics**
Management of logistics functions in the firm including physical supply and distribution activities such as transportation, storage facility location, inventory control, materials handling, warehousing, and organization. 3 credit hours. Prerequisites: ECON 2203, MKTG 2003.

**CPSI1003 Intro to Computers**
Introduction to Computers introduces students to computer hardware, software applications, and procedures applied to academic and career success. It provides an introduction to Windows, Internet, electronic mail, word processing, spreadsheets, database management, and presentation software. 3 credit hours.

**CPSI1103 Computer Maintenance**
This course is designed to prepare students in the area of computer support services. Lecture and hands-on training will include computer diagnostics and repair, windows operating system troubleshooting, printer and peripheral device diagnosis and repair, desktop security topics, virus recognition and removal concepts. Customer service and professionalism will also be emphasized. 3 credit hours.

**CPSI1203 Database Foundations**
Introduces database design, management concepts, and theory including foundational methodologies in database creation and manipulation techniques. 3 credit hours.

**CPSI1403 Operating Systems I**
Introduction of how operating systems work and examines the building blocks of all modern operating systems including processes, threads, file systems, input/output, memory architecture and memory management, buses, storage devices, graphics subsystems, and security. Specific examples of mobile and personal computer operating systems will be used to illustrate the concepts. 3 credit hours.

**CPSI1413 Foundations of Programming**
Introduces the fundamental techniques of programming needed for a foundation for more advanced study in information technology and computer science. Considerable attention is devoted to developing effective software engineering practice, algorithm design, decomposition, procedural abstraction, testing, and software reuse. 3 credit hours.
CPSI2103  Foundations of Information Assurance
Presents an in-depth orientation the fundamentals of computer system security. Topics include monitoring, incident response, forensic analysis, hardware and software security, network security and encryption. 3 credit hours.

CPSI2403  Operating Systems II
Explores basic and advanced network administrative techniques valuable for network managers, PC support personnel, programmers, and system and network administrators. Students will install local area network software using PC compatible microcomputers and learn to administer a network. 3 credit hours. Prerequisite: CPSI 1403.

CPSI2413  Programming II
Advanced programming techniques and concepts are presented to include programming paradigms, object-oriented programming, exception handling, graphical user interfaces, and event-driven programming. 3 credit hours. Prerequisite: CPSI 1413.

CPSI2513  Web Analytics
This course is an advanced study of how businesses and organizations may use technology to measure website traffic, enhance business presence, and conduct market research. 3 credit hours.

CPSI2523  Web Applications
Provides the knowledge to create web applications and the technologies used to create and deliver them. Web page authoring and design using HTML and CSS, information architecture, web servers, web standards, and server-side programming with a scripting language. 3 credit hours.

CPSI2613  Web Content Management Systems
An overview of Web Development Software. Topics include Web page creation and Web site management, and the creation, revision, and enhancement of Web pages with links, graphics, tables, and forms via a variety of authoring tools. This course will also cover planning, building, promoting and maintaining a professional Web site using the software packages available. 3 credit hours.

CPSI3013  Systems Analysis and Design
Examines the modern techniques and methodologies needed to plan, analyze, design and implement a computer based system are examined. 3 credit hours.

CPSI3103  Data Warehousing
Introduces data warehousing concepts and technologies with a focus on design, implementation and usage of a data warehouse utilizing an enterprise level database. Coursework includes entity relationship diagramming, and dimensional modeling. 3 credit hours.
CPSI3203  Data Mining
Introduction to the use of large data sets including terminology, algorithms, methodologies, software, limitations, implications, and current trends. 3 credit hours.

CPSI3303  Data Analytics
Introduces current trends and research on data science with emphasis on algorithm design and systems for large-scale advanced data analysis. 3 credit hours.

CPSI3313  Management Information Systems
A study of how to use computer based systems to enhance the storing, processing, and retrieval of business data and the conversion of these data to relevant managerial information. Discusses hardware, software, and procedures for the processing, storing and dissemination of management information. 3 credit hours. Prerequisite: CPSI 1003.

CPSI3413  Decision Support Systems
A study of decision support systems and applications. Topics include: decision support framework, decision processes, design and development, architecture and networking, web-based DSS, evaluating DSS projects. 3 credit hours. Prerequisite: CPSI 1003.

CPSI3423  Mobile App Development
An introduction to software development on mobile devices. The major topics covered in this course include underlying concepts and principles in mobile programming, as well as hands-on programming experience on mobile devices with an emphasis on smartphones. 3 credit hours.

CPSI4003  Computer Forensics
Examines techniques and procedures to obtain evidence from a computer, network messages and logs. Topics include the preservation of data and evidentiary chain, legal aspects of the search and seizure of computers and related equipment/information. An introduction to different types of computer and networking architectures, characteristics of storage of modern computer architectures. Cybercrimes recognized internationally and by the United States will be introduced, along with the unique laws pertaining to them. 3 credit hours.

CPSI4013  Game Design
Introduction to computer game design theory and application. Topics include game design methodology, architectures, computer graphics, game mechanics, and artificial intelligence. 3 credit hours.

CPSI4023  Information Systems Management
Examines techniques for IT management, stakeholders and project team interactions to keep the worker informed and a productive team member, as well as appreciate the management perspective. 3 credit hours.

CPSI4113  IT Security Cryptography
Examines theoretical foundation and practical applications of cryptography. Topics introduced are protocol generation and design, the symmetric and asymmetric
cryptographic approaches, hash ciphers, functions and challenges to formulate in an adversarial environment. 3 credit hours.

**CPSI4123  Legal Issues in Information Technology**
Introduction to social, legal, and ethical issues in computing and technology. Students will be introduced to privacy issues, information issues of trust in computers, computer crime, issues on the impact and control of computers, and issues of professional responsibility and ethics. 3 credit hours.

**CPSI4363  E-Commerce**
This class concentrates on the organizational structure and design, operational, strategic, and marketing issues involved in e-commerce. Familiarity with the Internet and web browsers is assumed. Extensive use of cases as well as project(s) dealing with e-commerce models and the use of the Internet as an information medium. This course does not cover web site design, except as related to security of customer information, site ease of use, and related topics. 3 credit hours. Prerequisite: CPSI 2523.

**CPSI4403  Capstone Project for IT**
Students complete a comprehensive capstone project during their final semester of undergraduate studies. The project includes concept, formal proposal, implementation, and presentation. 3 credit hours

**CRJU1023  Intro to Criminal Justice**
A survey of the various components of the criminal justice system. 3 credit hours.

**CRJU1043  Criminal Investigation and Evidence**
Analysis of criminal investigation procedures; rules pertaining to collection and presentation of evidence. 3 credit hours.

**CRJU2003  Juvenile Justice**
Structure and processes of the juvenile justice system. 3 credit hours.

**CRJU2013  Corrections**
Analysis of the roles and functions of corrections including institutions as well as community corrections. 3 credit hours.

**CRJU2023  Foundations of Research Methods**
An overview of social science research methodology focusing on creating research designs, developing appropriate measures, creating testable hypotheses, and developing research skills. 3 credit hours.

**CRJU2033  Policing in America**
The roles of police as they relate to modern culture and society. 3 credit hours.

**CRJU2053  Judicial Process**
Examines the courts, law, and the legal system including law and politics, judicial philosophy and biography. 3 credit hours.
CRJU2063  Diversity in Criminal Justice  
An exploration of the differing experiences of racial/ethnic groups as they come into contract with crime and the criminal justice system. 3 credit hours.

CRJU2073  Legal Research  
Students will read a variety of judicial decisions on current issues such as Freedom of Speech and complete several relatively short assignments focusing on legal reasoning and argument. Students will also learn how to find information on legal decisions and issues. 3 credit hours.

CRJU2083  Police Methods  
Provides a survey of advanced topics in police practice and management, including Community Oriented Policing (COP), Problem Oriented Policing (POP), and the use of technology in the suppression and detection of crime. 3 credit hours.

CRJU2093  Criminal Justice Administration  
Nature of bureaucratic organization and changing themes in organizational theory; fiscal and personnel policy; public unions and collective bargaining; leadership, communication, and motivation. 3 credit hours.

CRJU3003  Procedural Law  
Analysis of procedural limitations on law enforcement and in the prosecution of crimes; emphasizes cases dealing with the fourth, fifth, sixth, and eighth amendments. 3 credit hours.

CRJU3013  Evidence Law  
Provides criminal justice personnel with the understanding and appreciation of the rules of evidence of the persecution of criminal cases. 3 credit hours.

CRJU3023  Criminal Law  
Basic principles of substantive criminal law including defenses, elements of various crimes, and consideration of the Arkansas criminal code. 3 credit hours.

CRJU3033  Criminology  
Theories of the nature and causes of crime, and analyses of various kinds of crimes. 3 credit hours.

CRJU3043  Youth Gangs and Delinquency  
An examination of the historical, cross-cultural, and current state of gang involvement. 3 credit hours.

CRJU3063  Legal Aspects of Corrections  
A discussion of legal problems from conviction to release: pre-sentence investigation, sentencing, diversion and alternatives to incarceration and confinement. 3 credit hours.
CRJU3073  Community Corrections
Analysis of the systems of probation and parole, including current court cases and trends in corrections. 3 credit hours.

CRJU3093 Criminalistics
Crime scene techniques. Students will gain a basic knowledge of these techniques as well as practical experience with various types of evidence. 3 credit hours.

CRJU3103  Victimology
Examines the literature, research, and current trends concerning the victim and the criminal justice system. Emphasis on victim rights and compensation, measurement of victimization, and the impact of victimization on the individual. 3 credit hours.

CRJU3113 Criminal Justice Ethics
Examines the history and theory of ethics and its application to the field of criminal justice. Emphasis on the ethical standards and the implications of ethical violations for criminal justice professionals. 3 credit hours.

CRJU4003 Civil Liability
Legal aspects of the administrative process and the effect of legal principles and processes upon administrative decision-making. Emphasis is given to the limitation of administrative discretion and the judicial review of administrative decision. 3 credit hours.

CRJU4013 Family Law
An exploration of the philosophical basis, process, legal rights of juveniles, and roles of the major participants in the juvenile justice system. 3 credit hours.

CRJU4023 Statistics for the Social Sciences
Introduction to use and interpretation of statistics in the social sciences. 3 credit hours.

CRJU4033 Drugs and Society
An overview of the drug problem in the U.S. including an analysis of both legal and illegal drugs commonly abused. Emphasis on the criminal justice system’s response to the use, possession, and distribution of illicit drugs in our society. 3 credit hours.

CRJU4043 Mental Health and Criminal Justice
A review of theoretical and applied issues in the practice of correctional psychology. Focus on relevant empirical studies and their application in a correctional context. 3 credit hours.

CRJU4063 Homeland Security
An introduction to homeland security and the intelligence community, focusing on how counterterrorism data is collected and used, emerging threats, and balancing civil liberties with domestic intelligence gathering 3 credit hours.
CRJU4073  Family Crimes
Examines aggression/violent behavior from a micro, mezzo, and macro level. Tendencies toward violent behavior are examined using a biological, social, environmental, and learning perspective. Theories of victimization and various treatment modalities are presented. 3 credit hours.

ECON2103  Macroeconomics
A study of economic principles at the macroeconomic level, including national output, the price level, unemployment, money, and the banking system and the government’s effect on general business conditions. 3 credit hours.

ECON2203  Microeconomics
Course is an introduction to microeconomic analysis, concentrating on consumer choice, firm production and pricing in different market structures, resource demand, the public sector, and externalities. 3 credit hours.

ENGL1013  English Composition I
Writing course stressing reading skills as a basis for effective writing and argument. Includes developmental reading and writing instruction. 3 credit hours.

ENGL2023  Technical Writing
Practice in preparing reports, letters, articles, web pages, and other forms of writing used in a variety of companies and organizations. 3 credit hours. Prerequisite: ENGL 1013.

EVSY1001  eVersity Engage
This course includes an introduction to online learning and the eVersity learning management system, financial literacy, college readiness and English and math skills assessment, eVersity resources and success initiatives, academic advising, and other relevant information. 3 credit hours.

FINC2013  Personal Finance
This course is a study of the basic principles of personal management of banking services, consumer credit, insurance, real estate, savings and investments, pensions and annuity plans, and estate planning. 3 credit hours. Prerequisites: ACCT 2013, BUSI 2103.

FINC3013  Principles of Finance
Treats the administrative and managerial problems of financing business. Considers the problems of financing businesses. Considers the problems of organizations, promotion, issuance of securities, capitalization, budgeting, dividend policies, reorganization and consolidation. 3 credit hours.

HCMG1003  Medical Terminology
This course will allow the student to study and demonstrate the use of medical word stems, suffixes, and prefixes as related to the body systems and associated diseases. The student will demonstrate proficiency in the pronunciation, spelling, and definitions of
medical terms; the use of the medical dictionary and related reference materials will be emphasized. 3 credit hours.

HCMG1013  Medical Office Billing
This course introduces reimbursement systems utilized in healthcare settings. Topics to be covered include billing and insurance procedures, explanation of benefits statements, third party payment systems, managed care, Medicare, Medicaid, government regulations, accessibility, eligibility, compliance issues, and peer review organizations. 3 credit hours.

HCMG1023  Medical Records Management
This course includes basic concepts and functions in health information management to include development, content, storage, maintenance, and evolution of the health record in the health care delivery systems environment. 3 credit hours.

HCMG1103  Data Management
This course includes computation and interpretation of healthcare data. Topics include data synthesis, report generation, data display, and data analysis. 3 credit hours. Prerequisite: CPSI 1003.

HCMG1203  Clinical Documentation
This course introduces the core concepts of clinical documentation. Within this course, students will learn important skills and gain knowledge that will assist them in becoming successful health care professionals. This course will include instruction in transcription, electronic medical records, types of written documentation, and typical medical abbreviations. 3 credit hours.

HCMG1303  Intro to Healthcare Systems
This course will lay the foundation for analytical thinking about the healthcare system of the United States. It addresses the evolution, structure, financing and administration of health care delivery. It provides an overview of organizational patterns, governance, facilities, health care personnel, and the economic, political, and environmental influences that affect the health care system. 3 credit hours.

HCMG2013 Legal Concepts of Healthcare
This course provides an overview of local, state, and federal laws as applied to healthcare, including the Americans with Disabilities Act, Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation, and Health Insurance Portability and Accountability Act. Special consideration will be given to the importance of medical records as legal documents and to the legal aspects of healthcare organizations. 3 credit hours.

HCMG2023 Survey of Healthcare Professions
This course provides an overview of various health care roles, educational requirements, and issues affecting delivery of health care. 3 credit hours.
**HCMG2033 Intro to Public Health Principles and Practices**
This survey course provides an introduction to basic and contemporary issues of public health. Tools for community-based health assessment, surveillance, health promotion, disease prevention, policy and ethics will be presented. It also provides an overview of the diverse areas of public health practice. 3 credit hours.

**HCMG2043 Organizational Management and Behavior**
This course emphasizes visionary leadership and management of diverse healthcare professionals in complex organizational structures. It focuses on organizational change, recruitment of employees, building effective teams, resolving conflicts, performance evaluation, and staffing plans related to healthcare organizations. 3 credit hours.

**HCMG3033 Data Analysis in Healthcare**
This course enables students to acquire a broad understanding of management information systems and their components and the use of data and data analysis models to aid the process of decision-making in healthcare settings. 3 credit hours.

**HCMG3013 Healthcare Policies**
This course examines contemporary healthcare policy issues, examines the role the economy, distribution of health services, health insurance, government programs, healthcare personnel, and health service organizations play in influencing the structure of and changes to the healthcare delivery system at the national, system, organizational, and department levels. 3 credit hours.

**HCMG3023 Emergency Preparedness**
This course provides an overview of historical and current emergency management preparedness perspectives and methods. Focus will be given to the concepts of disaster planning and disaster management. Participants will gain an overview of emergency preparedness fundamentals while understanding the function and coordination of local, state and federal agencies, organizations and systems. 3 credit hours.

**HCMG3043 Healthcare Information Technology**
This course is an introduction to the infrastructure of information technology and systems. Topics include computer hardware and software, communication and networks, databases, e-commerce technology, design and development of information systems, information security, privacy, ethics, and social impact. 3 credit hours.

**HCMG3053 Patient Information Management**
This course provides the basic concepts in managing patient information. Topics for medical records management include privacy and regulatory issues, accreditation standards regarding accountability and protection, management models, charting, the Health Insurance Portability and Accountability Act, and informatics systems. 3 credit hours.
HCMG3063  Environmental Health
This course provides an overview of the impact on human health from environmental and occupational risk factors. It addresses practical aspects of recognition, evaluation, and control of chemical, physical, and biological hazards, as well as basic quantitative assessment of these hazards. Additional topics include government regulations, an overview of the Occupational Safety and Health Administration and Environmental Protection Agency, significant legal and historical influences, and current issues in the field, including the built environment. 3 credit hours.

HCMG3073  Healthcare in Diverse Populations
This course promotes development of an appreciation for cultural traditions and practices of diverse populations. The importance and implications of cultural traditions on health outcomes and health status with a focus on aging and nutrition will be examined. Students will develop skills of cultural competence that are essential for today’s healthcare professionals. 3 credit hours.

HCMG3083  Health Law
This course provides foundational knowledge on the formulation and application of health law in current practice. The four major pillars of health law will be addressed. These include access to care, financing health care, quality of healthcare, and personhood. Specific topics include statutory and common law obligations of healthcare providers, informed consent, standard of care, fairness in rationing of services, abandonment and malpractice, and government programs to finance care for specific populations. 3 credit hours.

HCMG3093  Diversity in Leadership
This course explains practical tools and concepts utilized by healthcare professionals to achieve organizational success with today’s diverse workforce and client base. Topics include conflict resolution, maximizing strengths, and fostering interdisciplinary collaboration. 3 credit hours.

HCMG3123  Human Resources Management
This course covers a general overview of the basic concepts and methods involved in the management of human resources in health care institutions, including ethics, recruitment, training and development, grievance procedures, wage and salary administration, affirmative action, labor unions, and professional credentials. 3 credit hours.

HCMG3213  Quality Management and Outcomes Assessment
This course includes the purpose, philosophy and processes of improving organizational performance through quality assessment, credentialing, utilization management, and risk management. This course also includes the use of quality improvement tools for case review, data collection, data display, and data analysis. 3 credit hours.
HCMG4013 Managerial Epidemiology and Risk Management
This course trains students to use epidemiological tools to inform management
decisions. It includes the basic concepts and tools of epidemiology as well as the
application of epidemiology to traditional healthcare management functions. 3 credit
hours.

HCMG4023 Technical Reimbursement Methodologies
This course introduces the process of filing claims using payer-specific rules and the
importance of information collection in the claim filing process. It covers major
reimbursement systems in the U.S and focuses on prospective payment systems, third
party payers, and billing and insurance procedures. Included are types of
reimbursement classifications, such as Case Mix Groups, Diagnosis Related Groups,
and All Patient-Diagnosis Related Groups. 3 credit hours.

HCMG4033 Healthcare Financial Management
This course provides an overview of healthcare accounting and financial management
principles. Topics include the healthcare financial environment, the financial tools
utilized by healthcare administrators for effective financial planning and decision
making, long term financing, and capital investments. 3 credit hours.

HCMG4053 Public Health Practices
This course prepares students to apply the core functions of public health: assurance,
policy development and assessment within the ten essential activities of public health.
The course describes the major causes of morbidity and mortality in the United States
and the public health interventions used to address them. The evidence for and against
the effectiveness of public health interventions, as well as the political, legal and ethical
controversies that arise in public health practice, will be covered. 3 credit hours.

HCMG4063 Public Health Principles
This course provides in-depth coverage of major public health concepts and the
determinants of health status in communities. The health of populations is assessed
through comparisons of temporal, spatial, and demographic dimensions of disease
burden. 3 credit hours.

HCMG4073 Healthcare Leadership
This course introduces the skills and knowledge necessary for the healthcare
professional to provide leadership in the workplace and promote professional
development. Theoretical knowledge, principles of leadership, and
leadership/management styles are explored. Topics included are leadership, motivation,
communication, group dynamics, team building, and the components of effective
management. 3 credit hours.

HCMG4083 Project Management
This course develops a foundation of concepts and solutions that supports the planning,
scheduling, controlling, and performance measurement activities required for successful
completion of a project. Ten project management knowledge areas will be emphasized:
integration, scope, time, cost, quality, human resources, communications, risk procurement, and stakeholder management. 3 credit hours.

**HCMG4093 Research in Healthcare**
This course introduces methods and techniques of research in healthcare. It focuses on basic research terminology, application of ethical principles in research, research designs, qualitative and quantitative methods, and data analysis. Critical-thinking skills used to evaluate clinical research for applicability to the healthcare situations area also considered. 3 credit hours.

**HCMG4103 Strategic Management in Healthcare Organizations**
This course addresses the skills to be successful in developing the concepts of strategic management. It considers the basic direction and goals of an organization, the environment (social, technological, economic, built, and global), industry and market structure, and organizational strengths and weaknesses. The emphasis is on development and successful implementation of strategy in different types of healthcare industries. 3 credit hours.

**LEAD3103 Leadership Theory and Practice**
Nature of leadership with a focus on the history, origins, and theoretical approaches. Application of concepts to life experiences addressed. 3 credit hours.

**LEAD4103 Leadership and Change**
Foundations of Organizational Leadership. Contemporary issues driving new organizational models in businesses today including globalization and technology. Transformational leadership will be examined. 3 credit hours.

**MATH1113 Quantitative Literacy**
The overarching goal of Quantitative Literacy is to provide students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. 3 credit hours.

**MATH2103 Statistics**
Descriptive and inferential statistical techniques and methods in business are taught. Topics include qualitative data analysis, frequency distributions, numerical methods, data dispersions, variance analysis, estimation theory, sampling distributions, discrete and continuous probability distributions, hypothesis testing and confidence interval estimation. 3 credit hours. Prerequisite: MATH 1113.

**MGMT2003 Principles of Management**
Describes the elements of the managerial process and develops a rational synthesis of management. Teaches students to develop their own creative abilities in order to apply them intelligently to the problems encountered in business. 3 credit hours.

102
MGMT2103  Small Business Management
The course introduces the students to the problems and challenges of entrepreneurship. Topics include personal qualities of the successful entrepreneur, finding a business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities and financing the business. 3 credit hours.

MGMT3103  Organizational Behavior
An integration of basic managerial concepts and social sciences as they affect people in organizations. Places emphasis on environmental and inter-organization forces that influence membership behavior. 3 credit hours.

MGMT3113  Operations Management
Discusses the application of quantitative techniques to business management. Specifically, the course covers production and operations management techniques such as demand forecasting, production planning and control (PPC) models, inventory management models, linear programming applications to production and operations, project management, and an introduction to modern quality management concepts such as TQM. 3 credit hours. Prerequisite: BUSI 2103.

MGMT3123  Human Resource Management
Covers methods of effective personnel management, types of management situations; a discussion of personnel problems and relations peculiar to each. 3 credit hours.

MGMT4103  Entrepreneurship and Venture Management
The role of the entrepreneur in starting up new businesses. Identification of new venture opportunities and the evaluation of their feasibility. 3 credit hours.

MGMT4403  Strategic Management
Study of administrative processes under conditions of uncertainly, including an integrating analysis applied to all fields of business. Special emphasis given to policy determination at the management level. 3 credit hours. Prerequisites: FINC 3013, MKTG 2003, MGMT 2003, BLAW 2003.

MGMT4943  Organizational Staffing
In-depth study of theoretical, legal, methodological, and substantive issues related to selection, performance appraisal, and development of employees. 3 credit hours.

MKTG2003  Principles of Marketing
Familiarizes students with the marketing concept and its importance to the survival and success of any business. Concepts such as identifying and segmenting markets, marketing information systems, market channels, and the people in marketing, are coordinated with key concepts of the marketing mix, i.e., having the right product at the right price in the right place, at the right time, using the right promotion strategies. This coordination contributes to the profitable functioning of business. 3 credit hours.
MKTG3113  Retail Management
This course applies the concepts of business management, marketing, advertising, and personnel to the operation of a retail business. Merchandising and retail mathematics are an integral part of the course. Types of retail operations will be examined, location problems will be evaluated, and customer service policies and procedures will be emphasized. 3 credit hours.

MKTG3123  Consumer Behavior
Analyzes consumer motivation, buying behavior, market adjustment, product innovation and adaptation; consumer market measurement, including survey of economic, behavioral science theories of consumer market behavior, producer and intermediary reactions. Consumer decision making is evaluated as to psychological drives, sociological concepts used by producers, channel intermediaries, consumers; considers methods, techniques for measuring consumer behavior, and analyzing consumer markets. 3 credit hours. Prerequisite: MKTG 2003.

MKTG4133  Marketing Research
Rigorous experience in the study and application of research design, data collection, data analysis, and data interpretation methodologies and techniques in the context of marketing decision making. 3 credit hours. Prerequisite: MKTG 2003.

MKTG4363  E-Commerce
This class concentrates on the organizational structure and design, operational, strategic, and marketing issues involved in e-commerce. Familiarity with the Internet and web browsers is assumed. This course does not cover web site design except as related to security and customer information. 3 credit hours. Prerequisite: MKTG 2003.

NTWR1003  Networking Essentials
Provides the basic knowledge and skills to implement a simple local area network, including the OSI and TCP/IP network models, topologies, transmission media, network devices, Ethernet technologies, IP addressing, and subnets. 3 credit hours.

NTWR2003  Networking II
Provides advanced knowledge of routers. Emphasis is placed on subnets, routing protocols and access list. Also developing systems from inception. 3 credit hours. Prerequisite: NTWR 1003.

NTWR2013  Networking III
Installation and configuration of WAN protocols and technologies. Students configure routers to support WAN protocols. 3 credit hours. Prerequisite: NTWR 2003.

NTWR2103  Network Defense
Analyzes security threats to modern networks and the methods used to secure networks against these threats. Topics include the setup and maintenance of boundary barriers; securing device access; using authentication, authorization, and accounting systems; implementing firewall technologies; implementing intrusion prevention systems; the use of cryptographic systems; implementing and securing remote access;
and the continuing management requirements of maintaining a secure network. 3 credit hours.

**NTWR3003 Wireless Networking**  
Students will learn to define and apply the basic concepts of RF technology including spread spectrum and to install, configure and maintain wireless LANs including access points, bridges, gateways, and antennas. Students will perform site surveys for the installation of a wireless LAN and learn what organizations and regulations govern wireless LANs. The course includes a study of hidden nodes and interference, how to secure the transmission of data over a wireless LAN, and how to identify the different types of attacks that can occur from hackers. This course prepares students for the Certified Wireless Network Administrator (CWNA) certification examination. 3 credit hours.

**PHIL1003 Logic and Critical Thinking**  
An introduction to reasoning and thinking skills applicable to any field. Focus on recognition informal fallacies and the nature and use of arguments. 3 credit hours.

**PHI2003 Professional Ethics**  
A survey of ethical systems with an examination of how such systems can be applied to business, medical, legal, environmental, and personal issues. 3 credit hours.

**PLSC2003 US Government and Society**  
Constitutional principles, political parties, public opinion, civil rights, organization and functions of the executive, judicial, and legislative branches and their relationship to modern society. 3 credit hours.

**PSY1103 Intro to Psychology**  
An introduction to the field of Psychology, including the investigation of the biological bases of behavior; learning and cognitive processes; developmental and social psychology; and personality, psychopathology, and the treatment of psychological disorders. Students will be expected to complete a research requirement. 3 credit hours.

**SOC1013 Intro to Sociology**  
An introduction to the analysis and explanation of culture, personality, and social organization. The social processes and mechanisms of interaction involved in the natural process of cultural development, dissemination, assimilation, and the institutions of the group. 3 credit hours.