Catalog and Academic Policies

September 2018 Term

2402 North University Avenue
Little Rock, AR 72207
eVersity.edu
info@eVersity.edu
1-844-837-7489

University of Arkansas System eVersity

Contact Us:
Website: *e*Versity.edu
Phone: (844) 837-7489
Email: info@eversity.edu
Mailing Address: 2402 N. University Ave., Little Rock, AR 72207

Administrative Hours of Operation:
Monday-Friday: 8:00 a.m. – 5 p.m.

Advising Hours of Operation:
Monday: 7:00 a.m. – 5 p.m.
Tuesday: 8:00 a.m. – 6 p.m.
Wed: 7:00 a.m. – 6 p.m.
Thursday: 7:00 a.m. – 6 p.m.
Friday: 7:00 a.m. – 5 p.m.

Voice messages and emails left after hours are promptly returned the next business day.

Legal Control: The University of Arkansas System *e*Versity (*e*Versity) is an authorized degree-granting institution of the University of Arkansas System operating under the leadership of the Board of Trustees of the University of Arkansas and University of Arkansas System President Donald R. Bobbitt. *e*Versity is recognized by the Arkansas Department of Higher Education Coordinating Board.

Administration:
Michael K. Moore, Chief Academic and Operating Officer
Kim Bradford, Director of Institutional Assurance
Nate Hinkel, Director of Communications
Kati Gordon, Director of Analytics and Learning Assurance
Jay Parker, Director of Technology
Linda Wilson, Director of the Student Experience
Dan Shisler, Director of Marketing Strategy and Engagement

The University of Arkansas System *e*Versity enforces policies and requirements in accordance with the academic catalog and reserves the right to make a documented exception on a case-by-case basis after careful review of the individual circumstances and with approval of the chief academic and operating officer.

Academic Calendar

TERM	BEGINS	ENDS
January 2018	January 7, 2018	February 18, 2018
February 2018	February 25, 2018	April 8, 2018
April 2018	April 15, 2018	May 27, 2018
June 2018	June 3, 2018	July 15, 2018
July 2018	July 22, 2018	September 2, 2018
September 2018	September 9, 2018	October 21, 2018
October 2018	October 28, 2018	December 9, 2018
January 2019	January 6, 2019	February 17, 2019
February 2019	February 24, 2019	April 7, 2019
April 2019	April 14, 2019	May 26, 2019
June 2019	June 2, 2019	July 14, 2019
July 2019	July 21, 2019	September 1, 2019
September 2019	September 8, 2019	October 20, 2019
October 2019	October 27, 2019	December 8, 2019

Revision Schedule: This document is revised annually each December.

Table of Contents

WELCOME

Welcome to the University of Arkansas System *e*Versity. 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 qualified 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 a path to a better way of living.

Michael K. Moore, Ph.D.
Chief Academic and Operating Officer

PREFACE

Student Responsibilities

While *e*Versity 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 *e*Versity
- know and meet the requirements of their degree program
- know course policies, including assignments and due dates
- keep *e*Versity 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 *e*Versity representatives if they have questions related to *e*Versity policies or degree and course requirements
- meet payment requirements

Fulfilling these responsibilities is foundational to the educational process. Failure to engage in the learning process in an appropriate and civil manner may result in a review of behavior for a determination of appropriate corrective action up to and including dismissal.

SECTION I: INTRODUCTION

The *e*Versity Difference
The University of Arkansas System *e*Versity embraces the opportunity to seriously re-think education. This involves rethinking 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 futures.

Students are at the forefront of all decisions at *e*Versity. The curriculum, support services, admissions and advising are designed to maximize the chance for student success. Each student has a unique story, which requires understanding and customizing support to help students make progress on their individual academic journeys.

The programs offered by *e*Versity 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 *e*Versity
*e*Versity is a fully online university within the University of Arkansas System. It is the only public university in the state and one of few in the nation exclusively offering online programs with a full complement of customized online student support services.

*e*Versity is approved by the Arkansas Higher Education Coordinating Board (AHECB) to offer degree programs. It is accredited by the Distance Education Accrediting Commission (DEAC), which is recognized by the U.S. Department of Education as an accreditor of institutions of higher education.

In addition to *e*Versity, the University of Arkansas 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; seven community colleges; two schools of law; a presidential school; a residential math and science high school; and divisions of agriculture, archeology and criminal justice. These two- and four-year institutions are regionally accredited by the Higher Learning Commission (HLC).

History and Founding

Since the late 1990s, the University of Arkansas System colleges and universities have offered fully online courses and degree programs as a function of their institutional mission, available resources, faculty participation and student demand. These online programs meet the definition of "distance education" as defined by the U.S. Department of Education, and they are routinely evaluated as part of the reaffirmation processes with the Higher Learning Commission. The online offerings of University of Arkansas System campus-based institutions typically serve students within the institutions' campus-based populations who choose online courses as a more convenient scheduling option. However, a large population is not served by the online offerings of campus-based institutions. The Lumina Foundation estimates there are over 350,000 Arkansans that have some college, but no college credential. Many of these individuals are unable to attend a traditional college campus due to time, distance, or situational restrictions; they need a 100 percent-online alternative to complete a degree.

To address this need, the Board of Trustees of the University of Arkansas passed a resolution in March 2014 to establish a fully online university. Long-term sustainability of online public education to serve the post-traditional learner was the driving force behind eVersity's creation. In October 2014, the Arkansas Higher Education Coordinating Board (AHECB) approved eVersity to offer degrees in collaboration with and under the authority of the existing institutions in the University of Arkansas System while eVersity seeks independent accreditation. When accreditation was obtained in 2018, independent degree-granting authority was vested in eVersity. Arkansas Act 306 of 2015 acknowledged eVersity as an "entirely online institution of the University of Arkansas System, which may offer certificates and degree programs in a manner that recognizes a systemic change from the traditional model for higher education."

During the inception stages of eVersity, the University of Arkansas System launched a series of focus groups around the state led by Michael Moore, University of Arkansas System vice president for academic affairs and Daniel Ferritor, then the University of Arkansas System vice president for learning technology. The aim of the focus groups was to align eVersity's program offerings with employer needs and economic opportunities. The focus groups were held on all University of Arkansas System campuses and included faculty, students, community representatives and employers. Feedback from the focus groups and analysis of market research resulted in the development of the eVersity programs of study in Business, Information Technology, Healthcare Management, Criminal Justice and University Studies (an interdisciplinary degree).The courses that make up eVersity's programs of study have parallel courses offered on the campuses of University of Arkansas System institutions. All eVersity courses are taught by faculty who are, or were, associated with the University of Arkansas System.

Relationship to the University of Arkansas System
The University of Arkansas System *e*Versity currently partners with the University of
Arkansas at Monticello (UAM) so that students enrolled in *e*Versity receive degrees
from both *e*Versity and UAM.

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

- Students are concurrently enrolled in *e*Versity and partnering University of
  Arkansas institutions (University of Arkansas at Monticello), resulting in earned
  credentials from each institution: *e*Versity and the partnering institution.
- All *e*Versity programs are created from courses in programs of study currently
  offered by partnering University of Arkansas institutions, which means the
  individual *e*Versity offerings have previously satisfied the institutional, state and
  accreditation approval processes of the partnering institutions.
- All *e*Versity courses are developed by faculty who are or have been associated
  with the University of Arkansas System. These faculty members work with
  *e*Versity instructional designers to create online courses that include strong
  learning design and support components. The use of appointed faculty from a
  University of Arkansas 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 *e*Versity courses are taught by faculty who are or have been associated with
  the University of Arkansas System. The appointment of these individuals as
  *e*Versity instructors 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 *e*Versity is to provide high-quality,
accessible, affordable, online education relevant to the modern workplace. Qualified
faculty develops and delivers rigorous certificate and degree programs that utilize rich
data analytics to enhance student success and achievement. The 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 *e*Versity 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 (OER), whenever possible.
- Linking students to technology and learning resources.
- 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.

*e*Versity Core Values

In support of its mission and vision, *e*Versity is committed to the following core values:

- **High-Quality** Faculty from across the University of Arkansas System set learning expectations, develops the courses and teaches the classes at the same high level as they do on campus. The *e*Versity provides 100 percent-online support needed by students to succeed.
- **Accessible** Students can access courses 24/7 and courses last six weeks and are completed 100 percent online. As students move from one degree credential to the next, and do so without losing any credits and with the full support of skilled academic support staff.
- **Affordable** 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 clinics, 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 educational resources where possible, to eliminate the expense of textbooks.
- **Relevant** High-demand, workplace-relevant degrees that deliver the skills employers require for students to be successful in today's competitive marketplace.

*e*Versity Outcomes

The institution 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, *e*Versity's institutional outcomes are to:

- Offer curriculum designed to meet the needs of employers and promote the development of analytical skills and career 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, success advisors and faculty to collaboratively develop a personal success strategies framework designed to focus students on achieving their educational goals.
- Empower 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

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 open and more opportunities become available. Arkansas focused economic research shows that, on average, an associate's degree increase an individual's income by 20 percent over a high school diploma alone; and a bachelor's degree increases that average to 68 percent.

Degree Programs

The University of Arkansas System *e*Versity offers associate's and bachelor's degree programs in business, criminal justice, health care management, information technology and university studies. Students who select plans in business, health care management and information technology may choose from either the professional or academic degree path. The professional path includes embedded certificates so that students earn relevant credentials as they progress toward degree completion. Students who select criminal justice may complete certificates within the academic degree plan.

Students who choose to complete a bachelor's degree in any program area will be awarded an associate's degree upon completion of *e*Versity's academic and residency requirements if they don't already hold an associate's degree.

*e*Versity is approved to award Certificates of Proficiency (CP), Technical Certificates (TC), Associate of Applied Science (AAS) degrees, Bachelor of Applied Science (BAS) degrees, an Associate of Arts (AA) degree, Associate of Science degrees (AS), Bachelor of Science (BS) degrees and a Bachelor of Arts (BA) degree. Certificates are not stand alone programs, they are embedded in the associate and bachelor degrees; they are milestones along the path of degree completion.

Program area credentials are as follows:
- Business
  - o Professional Path: CP, TC, AAS, BAS
  - o Academic Path: AS, BS
- Criminal Justice
  - o Academic Path: CP,TC, AS, BS
- Health Care Management
  - o Professional Path: CP, TC, AAS, BAS
  - o Academic Path: AS, BS
- Information Technology
  - o Professional Path: CP, TC, AAS, BAS
  - o Academic Path: AS, BS
- University Studies
  - º Academic Path: AA, BA

Accreditation Statement

The University of Arkansas System *e*Versity is accredited by the Distance Education Accrediting Commission (DEAC). Accreditation is a process that gives public recognition to an institution that meets established academic and ethical standards. All programs of instruction offered by *e*Versity have been examined by independent objective subject matter experts and have been found to meet or exceed the Accrediting Commission's published academic and ethical standards.

DEAC was founded in 1926 and is recognized by the U.S. Department of Education (USDE) as a national accreditor of higher education institutions. DEAC's scope of recognition by USDE is as an accreditor of postsecondary institutions in the United States that offer programs primarily by distance education. DEAC undergoes regular reviews by USDE to make certain that it meets the criteria for federal recognition as published in Title 34 of the Code of Federal Regulations. This criteria is the same for national accrediting agencies and regional accrediting agencies.

State Approval

The University of Arkansas System *e*Versity is approved by the Arkansas Higher Education Coordinating Board (AHECB) to offer degree programs.

State Authorization/NC-SARA

University of Arkansas System *e*Versity is authorized to deliver distance education programs in states where enrolled students reside through *e*Versity's participation in the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs.

Participation is voluntary for institutions and open to all postsecondary institutions that are accredited by an association recognized by the U.S. Secretary of Education. Participation in SARA allows institutions to offer

distance education courses and programs to students in other SARA participating states without seeking state authorization. For more information on SARA, including an up-to-date list of SARA States and Institutions, visit NC-SARA.org.

As an approved SARA institution, *e*Versity only needs home state approval to offer distance education to students residing in any other SARA member states. *e*Versity was approved by the Arkansas Department of Higher Education (ADHE) and became a participating SARA member institution in March 2018. ADHE is the Arkansas portal agency for SARA. For more

information on SARA from ADHE, visit
http://www.adhe.edu/institutions/academic-affairs/sara/.

California is not currently a SARA member state. However, the California Bureau for Private Postsecondary Education (BPPE), which is the legal entity identified by the State of California to authorize postsecondary institutions, does not regulate public institutions that have no physical presence in the State. Therefore, as an accredited public institution with no physical presence in California, *e*Versity is free from BPPE oversight and may deliver distance education programs to people in California.

Partnership with University of Arkansas at Monticello

Students admitted to *e*Versity are concurrently admitted in the General Studies program at the University of Arkansas at Monticello (UAM). UAM is accredited by the Higher Learning Commission, which is recognized by the U.S. Department of Education as a regional accreditor. Upon completion of degree requirements, students receive a degree from the *e*Versity and UAM.

For example, a student enrolled in the *e*Versity 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 *e*Versity and UAM.

Governance Structure

The Board of Trustees has legal control and responsibility for the functions of the educational administrative units that comprise the University of Arkansas System. The members of the Board are appointed by the Governor, subject to confirmation by the State Senate. Its composition is governed by provisions in the Arkansas Constitution.

The administration of the University of Arkansas System is unified in the office of the president. The president is appointed by the Board of Trustees.

The president appoints, subject to Board of Trustee approval, the executive leadership for all entities within the University of Arkansas System. President Bobbitt appointed Michael K. Moore, Ph.D., to serve as the Chief Academic Officer (CAO) and Chief Operating Officer (COO) of *e*Versity.

Target Population

The institution's target population includes individuals who started college, earned some credit, but did not finish a degree. The primary audience also includes those that earned a lower-level college credential and desire to return to college to complete a baccalaureate degree or to obtain an additional credential. Any adult located in Arkansas who has earned a high school diploma or its recognized equivalent may be admitted to *e*Versity.

Student Characteristics

Many individuals who come to *e*Versity started college, but did not finish for a variety of reasons. For some students, they simply could not afford to pay for college, others were not focused enough to succeed in their first attempt, for some "life got in the way," and still for others the higher education process got in their way through rules and regulations. Others who come may have a certificate or associate's degree, but need additional or different credentials. These individuals are living busy adult lives and their schedules are often complicated. They have work and/or family responsibilities, may be caring for children, parents or others; may be required to travel or may not be able to travel. Some are juggling more than one job to make ends meet; others need to advance in their job or find a better job. Although individuals come to *e*Versity with a variety of life experiences and learning styles, they all expect that earning a credential will enhance their lives.

SECTION 2: ADMISSION

The University of Arkansas System *e*Versity 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
Applicants with a high school diploma, or recognized equivalent, are eligible for admission. The high school diploma must have been awarded by an accredited educational facility recognized by the state or federal government. All applicants must be able to understand, read and write English fluently. All applicants must complete the application found at eVersity.edu.

Application Fee
Application to the University of Arkansas System *e*Versity is free.

Application Process: What to Expect
The application for admission is found at *e*Versity.edu and is submitted online. Help in completing the application can be obtained by calling (844) 837-7489 or emailing info@*e*Versity.edu.

When the application is submitted, a message confirms submission on the screen and an email is sent to the address provided by the applicant. Within one business day an *e*Versity admissions advisor contacts the applicant to answer any questions.

An official high school transcript (or recognized equivalent) is required. With the applicant's permission, *e*Versity transcript specialists 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 *e*Versity. 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, *e*Versity 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 *e*Versity.

Applicants who have a high school transcript (or equivalent) not written in English must accompany the official copy of the transcript (or equivalent) with an English translation. Translations of the foreign high school transcript (or equivalent) may be provided by an appropriate third party that is fluent in the language on the transcript. Approved translation 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), and International Education Services. Applicants can contact *eVersity* for additional assistance.

Admission Decision Appeal

Applicants with a high school diploma, or recognized equivalent, are eligible for admission. The high school diploma (or recognized equivalent) must be awarded by an accredited educational facility recognized by the state or federal government. All applicants must be able to understand, read and write English fluently. All applicants must complete the application found at eversity.edu. If an applicant is denied admission, the applicant may appeal the decision by emailing admissions@eversity.edu. Applicants must include reasoning for the appeal and any supporting documentation. Additional documentation may be requested at the discretion of *eVersity* after review. Appeals will be reviewed by an appeals committee and the applicant will be notified of the decision through the email in which they applied.

Additional Documentation and Actions

Additional documents and/or actions may be requested to assist students in developing a financial plan for program completion and ensure appropriate course placement.

Visiting Student Status

Students who are attending other institutions of higher education may be admitted to take limited courses in a non-degree status. Visiting students are required to complete the admission application and provide proof of a high school diploma (or recognized equivalent).

The visiting student is not eligible for financial aid because the student is not admitted into a degree program at *eVersity.*

Students whose home campus is the University of Arkansas at Monticello must not be on academic suspension.

Students who wish to continue with *eVersity* and pursue a degree after initially enrolling in a visiting student status must meet with an academic success advisor, provide all required documents, and declare an *eVersity* major. Change of status from visiting student to degree seeking will be effective only at the beginning of the student's next term of enrollment following their declaration of an *eVersity* major.

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 who have not earned a high school diploma or degree from an institution where English was the principal language of instruction must demonstrate college level proficiency in English. Proficiency may be demonstrated by documenting an English Readiness Assessment score below a 27, or a minimum of 500 on the paper-based Test for English as a Foreign Language (TOEFL), 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 *e*Versity, applicants acknowledge that they are able to complete coursework in the 100 percent online learning environment of *e*Versity, 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 (forMac)

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 at *e*Versity.

SECTION 3: CREDIT FOR PRIOR LEARNING

The University of Arkansas System *e*Versity 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 *e*Versity 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, *e*Versity transcript specialists will assist the student in acquiring all college transcripts.

The University of Arkansas System *e*Versity will transfer credits for passing grades from all institutions accredited by an organization recognized by the U.S. 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 *e*Versity 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 *e*Versity 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 may discuss possible course substitutions from the following with their academic success advisor:

- 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 *e*Versity according to 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 will not apply to a degree in criminal justice. The *e*Versity academic success advisors work with students to apply the maximum number of prior credits to their 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 System *e*Versity 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 *e*Versity to use as many transferable credits as possible to help students graduate in a timely manner. Whenever possible *e*Versity 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 may discuss possible course substitutions with 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
The University of Arkansas System eVersity makes every effort to maximize the number of transfer credits applicable to a student's academic plan. Students may transfer course work from UA System institutions and accredited institutions outside the UA System. Students may transfer up to 75 percent of the credits required for the completion of their degree from accredited non-UA System institutions. The remaining 25 percent of the credits must come from UA System institutions and meet the eVersity residency policy.

Maximum Allowable Non-UA System Institution Transfer Credit Hours
- Associate Degrees: 45 credit hours from non-UA System Institutions
- Bachelor Degrees: 90 credit hours from non-UA System Institutions

Residency Policy
Students are required to complete 25 percent of the credits required for their degree program in residence. Courses taken at UA System institutions are considered in residence. Additionally, students must complete a minimum number of hours directly from eVersity.

- Associate Degrees: Minimum number of 15 credit hours in residence including the completion of eVersity Engage and 9 additional eVersity credit hours.
- Bachelor Degrees: Minimum number of 30 credit hours in residence including the completion of eVersity Engage and 18 eVersity credit hours (9 hours must be at the 3000 or 4000 level).Certificates of Proficiency (CPs) and Technical Certificates (TCs): Minimum number of 12 credit hours in residence including the completion of Engage and 9 additional eVersity hours.

SECTION 4. ACADEMIC POLICIES

Academic Calendar

The academic year is defined as 48 weeks of instruction and 24 semester credit hours beginning with the date of enrollment in a term. Each term is six weeks long. 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 *e*Versity 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 *e*Versity courses are developed by faculty that is, or has been, associated with the University of Arkansas System. All faculty teach the same course in a face-to-face environment during a traditional 16-week semester. The *e*Versity 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.

Credit earned in a 6-week intensive online course is designed to be equivalent to credit earned in a 16 week semester long course.

Enrollment and Registration

Course Registration and Continuous Enrollment

Students are automatically enrolled in the next course required by their degree plan upon student confirmation of intent to enroll. Students wishing to discontinue taking courses should notify their academic success advisor.

Enrollment Status

Three semester credit hours of enrollment enable a student to be classified as

full-time in each six-week period.

Course Withdrawal Policy

Automatic Withdrawal
Students are automatically dropped from the course if the Pretest is not completed by end of day on the fourth day of class. "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 Withdrawal
Students may drop a class through the end of the fourth week of the course. Drops after the fourth class day do not receive a refund. A grade of "W" will be assigned for all student initiated withdrawals. Students should 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.

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:

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

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 *e*Versity 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" may be assigned to students enrolled in courses that contain remedial content who do not successfully complete the course. The courses with remedial content are ENGL 1013 and MATH 1113. 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.

Satisfactory Academic Standing

The satisfactory academic standing (SAS) policy applies to all students enrolled in an approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay. The first review of a student's academic standing occurs after the student has attempted 12 hours and at the conclusion of each term thereafter.

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 is 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 students on track to graduate. The institution monitors student progress 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. The institution believes students can be successful with the appropriate effort and ambition, but recognizes that sometimes circumstances arise that prevent the type of academic progress that the student and eVersity expect. Students will be warned that they are getting off track and in danger of not obtaining their goal. And when the goal becomes impossible to reach, students may be stopped before they spend their hard earned money on something that is not attainable.

The approach at *e*Versity is simple. Students are permitted to take courses from *e*Versity so long as it is possible to graduate and meet the 2.0 overall GPA graduation requirements. 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, they will be placed 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 *e*Versity under the Fresh Start Policy.

Satisfactory Academic Progress

Federal and state regulations require that all students receiving Title IV federal financial aid at the university meet standards for satisfactory academic progress to maintain eligibility for their financial assistance. Satisfactory Academic Progress (SAP) applies to all students and denotes successful completion of coursework towards a degree in each payment period. Students who fail to achieve minimum standards for grade point average and/or course pace of progression in a maximum time frame will face loss of Title IV federal financial aid eligibility. The SAP policy is reviewed annually by the Office of Financial Aid.

Students are expected to attend all classes for which they register, beginning with and including the first class session. Not only must a student be *registered* for a class, students must be in ***active attendance*** to count as "enrolled" for aid eligibility purposes. **Students must have attendance verified in their classes in order to meet the eligibility requirements for the federal student aid programs.** The Department of Education requires schools to document student attendance prior to the disbursement of any federal aid funds. Until attendance is verified for a student, no federal financial aid will be disbursed.

*e*Versity requires a student to complete a pre-test to verify attendance within the first four days of classes. **Students who fail to attend class by the end of the 2nd week of the term are not eligible for aid and will be treated as an unofficial withdrawal**. *e*Versity uses the date that the student withdrew from a course or the last date of attendance recorded at an academically related activity to determine the percentage of federal student aid the student earned.

Once attendance has been verified, financial aid for which you are eligible may be disbursed per the standard aid disbursement schedule.

At the end of the term, if a student did not successfully earn a passing grade for the

credits class, *e*Versity must obtain documentation from the faculty to ensure the failing grade(s) were due to insufficient progress and not simply due to failure to ever attend. If failing grade(s) were due to failure to ever attend, federal financial aid will be adjusted.

If confirmation of attendance cannot be established during the first two weeks of the term, federal financial aid eligibility will be re-evaluated for that term and may result in financial aid forfeiture and/or a balance due to *e*Versity.

Federal regulations require schools to prorate Title IV aid for students who stop attending the term after the first day of classes, up until the 60% point of the term, based on number of days attended relative to number of days in the term. This recalculation is based on the last date of attendance during the term regardless of whether the student withdrew officially or simply stopped attending classes (unofficial withdrawal).

SAP Requirements

Students must meet the following minimum qualitative and quantitative standards of SAP in order to be eligible for Financial Aid.

- Qualitative – Cumulative Grade Point Average (GPA):

  A. Students must maintain a cumulative GPA of 2.00

     OR

  B. If a student who is dismissed (by academic policy) because of failure to maintain the minimum GPA is not making satisfactory academic progress and will not be eligible for financial aid. Permission from an Academic appeal for a suspended student to enroll does not reinstate the student's financial aid eligibility.

- Quantitative – Pace of Progression and Maximum Time Frame:

  Pace of Progression – Students must successfully complete 67% of cumulative hours attempted. Cumulative hours attempted include hours earned, repeated hours, transfer hours and grades W, F, and I. The formula used to monitor Pace of Progression is:

  $$\frac{\text{\# of cumulative hours earned}}{\text{\# of cumulative hours attempted}} \times 100$$

  Maximum Time Frame – The maximum number of hours a student will be eligible for Title IV aid is limited to 150% of the hours required for their program of study. A student will lose eligibility for Title IV aid when they have attempted more than 150% of the hours required for their program of study. Attempted hours include hours earned, repeated hours, transfer hours and grades of W, F, or I. For example, most bachelor's degrees at *e*Versity

require 120 hours; therefore, eligibility is limited to 180 (120 X 1.5) attempted hours. Associate Degrees require less hours, so eligibility for those programs will be limited to fewer attempted hours. All hours attempted for degrees earned at other institutions are considered to be posted to the student's transcript. If at any point, it becomes mathematically impossible for a student to complete their program of study within the 150% timeframe, the student will lose eligibility for Title IV aid. All enrollment periods count toward the maximum time frame, regardless of a change in degree or major. Courses that are repeated will count towards attempted hours each time the course is repeated but will be counted as hours earned only once. The following grades will not be considered as hours earned; W, I, or F.

Transcripts from Other Colleges
If transcripts are on file with Admissions & Records, all courses that have been applied to the student's academic record will be included in the maximum time frame and pace of unit completion. If the student is selected for Unusual Enrollment History (UEH), and transcripts from the other colleges are reviewed by the Financial Aid Office for this purpose without having been evaluated by Admissions & Records, the Financial Aid Office may choose to evaluate the transcript for satisfactory academic progress determination at that time-prior to the transcripts being reviewed by the Admissions & Records Office.

If students have not attended the University of Arkansas System *e*Versity and official transcripts have been evaluated, the student will be automatically disqualified from financial aid (not receive a term on warning) if the student has reached the time frame limit.

Failure to Meet SAP Requirements for Financial Aid
Satisfactory Academic Progress will be evaluated at the end of each payment period. Those students not meeting the requirements will be placed on Financial Aid Warning. The student may continue to receive financial assistance during the warning period. If the satisfactory academic progress standards have not been met at the end of the warning period, the student will be denied assistance from Federal sources until the student regains satisfactory progress or has an appeal approved. A student may appeal a SAP denial in order to regain eligibility for one additional term (or the length of the academic plan as determined by your Academic Advisor). If a student graduates and returns for another degree, their SAP standing will be calculated based on the courses attempted since graduation.

Appeal Process
A student who has been placed on Financial Aid denial will not receive any type of Federal aid until one of the following conditions is met: (1) The student comes into compliance with the policy; or (2) The student's financial aid appeal is approved and reinstates the student's financial assistance due to mitigating or extenuating

circumstances for which there is supporting documentation.

Appeals for reinstatement of financial assistance must be submitted in writing with supporting documentation attached to the Financial Aid Administrator by the deadline stated on the denial notice. Appeals are reviewed by the Financial Aid Appeals committee. The decision of the Financial Aid Appeals Committee is final and there is no further avenue of appeal.

An appeal may be approved only if the student will be able to meet SAP standards after the subsequent payment period, or the student is placed on an academic plan that, if followed, will ensure that the student is able to meet the Satisfactory Academic Policy standards by a specific point in time. Students who have a successful appeal will be placed on Financial Aid Probation.

Rules are applied uniformly to all students for all countable periods of enrollment whether or not aid has been received previously or currently. Students are held responsible for knowing SAP eligibility criteria and their SAP status.

Academic Fresh Start

Students dismissed from *e*Versity may petition for an Academic Fresh Start. The Fresh Start petition, which can be obtained by contacting the director of the student experience, must be submitted to the director of the student experience no earlier than six months from the date of the last course at *e*Versity. The Fresh Start petition requires the student to explain why they now believe they are in a position to return to *e*Versity 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.

Academic Fresh Start Impact on Financial Aid

An Academic Fresh Start cannot be treated as a Financial Aid fresh start. Students accepted under the Academic Fresh Start program may still be required to submit a Satisfactory Academic Appeal to regain their financial aid eligibility. A student's cumulative GPA and completion rate – including classes that have been excluded in Academic Fresh Start will be taken into account when determining financial aid eligibility based on financial aid standards.

Graduation

Conferral of the credential occurs upon completion of all program requirements and earning at least 2.0 cumulative *e*Versity GPA. Academic standing will be reviewed prior to awarding of a certificate or degree. No application for graduation is required.

Latin Graduation Honors

Students completing a bachelor's degree who have met *e*Versity's residency requirement are eligible for Latin Honors. Graduation honors are calculated on all academic work completed at *e*Versity.

- 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 degree with honors will be conferred upon candidates who, at graduation, earned a minimum cumulative grade point on all *e*Versity work of 3.7 and met *e*Versity's residency requirement.

Transcript

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

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 *e*Versity student information system. There is no fee for sending a transcript.

Request to Transfer Credit

The University of Arkansas System *e*Versity 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. The University of Arkansas System *e*Versity seeks to resolve student complaints in an expeditious manner. In attempting to resolve any grade dispute, the student must first make a serious effort to resolve the matter with the faculty member. If the dispute is not informally resolved, the student shall initiate the process by requesting a grade appeal form from the Office of Records. The completed grade appeal form and supporting documents shall be submitted to the Office of Records. Grade appeals must be initiated within two weeks of the conclusion of the term. 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 will make 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 *e*Versity 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 *e*Versity 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 *e*Versity 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, and suspension, dismissal from *e*Versity, or the withholding or revocation of admission or degree.

Faculty Teaching for *e*Versity
All faculty teaching for *e*Versity are associated with a University of Arkansas institution. Frequently, they teach for *e*Versity 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 authenticate their identity. User names, passwords, student identification number, official records, picture identifications, proctoring 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 change 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 I.D., 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 *e*Versity 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 are Monday through Friday, 8 a.m. - 4:30 p.m. For emergencies call 911 or the National Suicide Prevention Lifeline at (800) 273-TALK (8255).

Disability Support (ADA Compliance)

The University of Arkansas System *e*Versity 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 *e*Versity'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 is responsible for actively participating in securing the needed accommodations and/or auxiliary aids. Requests for accommodations may be required 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. 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 adjustment or employment modification without undue hardship.

The University of Arkansas at Monticello (UAM) provides disability services for *e*Versity students. To request an accommodation for a disability please contact Mary Whiting, UAM Director of Special Student Services, at whitingm@uamont.edu or (870) 460-1026; TDD (870) 460-1626. 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. The university makes final decisions on reasonable accommodations. It is the responsibility of the student to inform faculty of any approved accommodations at the beginning of the course.

ADA Student Grievance Procedure

Any *e*Versity 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 that may exist for addressing other issues including grade appeals.

The University of Arkansas System *e*Versity seeks to resolve student grievances in a fair and expeditious manner. In attempting to resolve any grievance, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. If these informal efforts are unsuccessful, the formal grievance process may be initiated.

Informal Grievance Procedure: Students should first attempt to resolve complaints informally by contacting the UAM Director of Special Student Services, Mary Whiting at whitingm@uamont.edu or (870)260-1026.

Formal Grievance Procedure: If efforts to resolve an ADA grievance informally are not successful, a formal grievance should be submitted in writing to the *e*Versity director of institutional assurance (grievance@*e*Versity.edu) within 14 business days of the event or action, giving rise to the student's complaint. To file a formal grievance, the student must complete and submit the ADA Grievance Request form clearly stating the facts related to the grievance, including dates, times, location and any other pertinent information. The grievance must include name, address, email, telephone number and the desired resolution. A grievance will not be considered as being filed until all required information is submitted. 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 *e*Versity 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 *e*Versity Engage. Access to the library is available in every *e*Versity course via Blackboard.

Academic Advising
University of Arkansas System *e*Versity 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, *e*Versity 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 *e*Versity.

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 (**844) 837-7489**, by email at info@eVersity.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 students 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. 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

Drug/Substance Abuse Policy

The Drug-Free Schools and Campuses Regulations require *e*Versity certify that it has a drug and alcohol abuse prevention program available to any student or employee. Information about the 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 *e*Versity 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 *e*Versity.

Email Policy

Email accounts are created for *e*Versity students and are considered the official means of communication. Important *e*Versity-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 notices, and billing and payment information. Any personal email account or phone number on file with *e*Versity may be used for communication between *e*Versity and the applicant/student, however, the *e*Versity email account shall be designated the "official" account and its use may be required for certain conversations.

Fulfilling the student responsibilities outlined in the Preface of this document is foundational to the educational process. Failure to engage in the learning process in an appropriate and civil manner may result in a review of behavior for a determination of appropriate corrective action up to and including dismissal.

Student Grievance Policy

This policy applies to matters which are not covered by other policies or appeal procedures. The University of Arkansas System *e*Versity 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. If these informal efforts are unsuccessful, the formal grievance process may be initiated. Formal grievances involving matters other than grades are submitted 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 institutional assurance can be reached toll free at (844) 560-2561 or grievance@eVersity.edu.

Student Complaint Procedures

The University of Arkansas System *e*Versity focuses on every effort to resolve student concerns. Students are encouraged to pursue all internal options for complaint resolution before seeking outside assistance. Procedures for specific complaints and concerns are outlined within this catalog and should be followed. Questions about the *e*Versity's complaint procedures may be directed to:

> Kim Bradford, Director of Institutional Assurance
> grievance@eVersity.edu
> Toll Free (844) 560-2561
> 2402 N. University Avenue
> Little Rock, AR 72207

If a complaint is not resolved after exhausting *e*Versity's grievance procedures, the student may file a complaint with the Arkansas Department of Higher Education (ADHE) or *e*Versity's accrediting agency, the Distance Education Accrediting Commission (DEAC). Students who wish to file a complaint should review the contact information listed below. In many cases, these agencies require the student to exhaust the institution's internal complaint processes prior to filing a complaint or grievance. Therefore, it is recommended that students not contact these agencies until they have preceded through *e*Versity's grievance processes.

Arkansas Department of Higher Education (ADHE)

A student may report an unresolved grievance (except for those related to grades or student conduct) by contacting ADHE at ICAC @adhe.edu
The student grievance web form may be accessed at:
http://www.adhe.edu/institutions/academic-affairs/institutional-certification-advisory-committee/grievance-form

Arkansas Department of Higher Education
400 Main Street, Suite 400
Little Rock, AR 72201
(501) 371-2000

ADHE is Arkansas' state portal agency for the National Council for State Authorization Reciprocity Agreements (NC-SARA) and is responsible for the final resolution of student complaints against Arkansas institutions. If a complaint is received from an *e*Versity student located outside of Arkansas, in accordance with the SARA complaint resolution process, ADHE will notify the SARA portal entity of the state in which the complaining student is located. For a list of NC-SARA portal entity contacts, visit http://nc-sara.org/content/state-portal-entity-contacts.

Distance Education Accrediting Commission (DEAC)
Students may file a complaint with DEAC by using the Online Complaint Form: http://www.deac.org/student-center/complaint-process.aspx
or a written complaint may be submitted to the following address:

Distance Education Accrediting Commission (DEAC)
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100

Helpful Forms and Consumer Information

DEAC uniform website public disclosure form: Consumer Information Disclosure Form According to University of Arkansas Board of Trustee Policy 350.1, any fraud that is detected or suspected must be reported to the Internal Audit Department, which coordinates investigations with the university's general counsel and other affected areas, both internal and external. If there is any question as to whether an action constitutes fraud, contact the internal audit director for guidance. The Confidential Fraud Hotline number is (866) 252-9838.

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 *e*Versity, 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 student's right to see the information the institution is keeping on them.
- The student's right to seek an amendment to their record and, in certain cases, append a statement to the record.
- The student's right to consent to the disclosure of their record.
- The student's 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 Health Insurance Portability and Accountability Act (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 *e*Versity 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 to the director of records and student on-boarding and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If *e*Versity decides not to amend the record as requested by the student, *e*Versity 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, degree awarded, major, enrollment status, and email address. 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 a student's record may also be disclosed to third parties without written consent, to the following entities:

- A school official[1] 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, financial aid or job placement. 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 organization.
- State and local authorities within a juvenile justice system pursuant to specific state law.

Or in the following circumstances:

- 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.

---

1 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 student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by *e*Versity 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 *e*Versity is committed to ensuring the privacy and accuracy of confidential student 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 *e*Versity and to enhance student success.

Non-Personally identifiable information may be collected by *e*Versity to improve the university website, make it more accessible, address 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 the 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, displaying advertising on other websites, customizing messaging and informing future enhancements to the site.

Personally identifiable information is only collected on the website through voluntary submission of that information. For example, visitor name, mailing address, email address and other contact information that a visitor voluntarily provides to *e*Versity may be used for the purpose of responding to requests for information about *e*Versity products and services or to contact individuals about future products and services. The Family Educational Rights and Privacy Act (FERPA) require the university, with certain exceptions, to obtain written consent prior to disclosing personally identifiable information from education records. However, *e*Versity may disclose appropriately designated "directory information" as described in *e*Versity's FERPA policy without written consent, unless a student advises the university to the contrary in accordance with policy. The institution does not share personally identifiable information with third parties, apart from release of "directory information" or certain authorized contractors bound by confidentiality terms with *e*Versity 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, *e*Versity is required to comply with the Arkansas Freedom of Information Act (FOIA) (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, *e*Versity 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 institutional assurance.

Non-Discrimination Policies

Affirmative Action/Equal Opportunity
The University of Arkansas System *e*Versity 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 *e*Versity 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 *e*Versity 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.edu Toll
Free (844) 560-2561
2402 N. University Avenue
Little Rock, AR 72207

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 is 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 *e*Versity 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
Web: www.nsvrc.org

Rape Abuse Incest National Network (RAINN)
Web: 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 appraise 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.
- 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 someone other than the alleged victim made the complaint, 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.
- 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.
- 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.

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 carry out the following tasks, as applicable:

- Provide a copy of this policy.
- Provide a copy of the Discrimination, Harassment and Sexual Misconduct Complaint Form 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.
- 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.
- 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.
- 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, if applicable, will 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 location, etc.).
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate.
- 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 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 from 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 from the complainant) and the respondent.

- 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 (5) business 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

The alleged victim and the respondent may each 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, any other individual may not accompany the parties 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 that would violate this policy, if deemed relevant.
- 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, 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 (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: 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, 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.

Stalking: 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 that 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 Policies
This code governs the use of computers, networks and other computing resources at the University of Arkansas System *e*Versity. These resources are provided by *e*Versity in support of its mission.

Individuals who are granted computing accounts or who use computing resources at *e*Versity accept the responsibilities that accompany such access. Each user is expected to use *e*Versity 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 *e*Versity 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.

All federal and state laws, as well as general *e*Versity regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; the Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510 et seq.; the Arkansas Freedom of Information Act, Ark. Code Ann. §§ 25-19-101 et seq.; and state and federal computer fraud statutes, 18 U.S.C. § 1030 and Ark. Code Ann. §§ 5-41-101 to -1071. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions. The University of Arkansas System *e*Versity 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 *e*Versity accounts. However, *e*Versity 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
The University of Arkansas System *e*Versity, 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 *e*Versity 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 *e*Versity'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 *e*Versity administrators. They shall adhere to this code and all other pertinent *e*Versity rules and regulations, shall respect the privacy of users to the greatest extent possible, and shall refer disciplinary matters to appropriate *e*Versity officials.

Data Collection

Given the nature of the technology, a wide range of information can be easily collected by *e*Versity 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 are 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 *e*Versity computers but are granted the privilege of exclusive use of their accounts. Use of *e*Versity 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 *e*Versity 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 *e*Versity 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 *e*Versity 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 *e*Versity 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 *e*Versity employees are potentially subject to public inspection and copying under the 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

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g, and the Arkansas Freedom of Information Act, Ark. Code. Ann. § 25-19-105(b)(2).

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 *e*Versity regulations.

Use of Computing Resources

This section does not cover every situation involving the proper or improper use of *e*Versity 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 *e*Versity computer, network or other computing resource without proper authorization, (b) assist in, encourage or conceal any unauthorized use, or attempted unauthorized use, of any *e*Versity computer, network or other computing resource or (c) misrepresent his or her identity or relationship to the *e*Versity 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 *e*Versity computing resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the *e*Versity, except (a) in connection with scholarly pursuits, such as faculty publishing activities or (b) in accordance with *e*Versity 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 *e*Versity computing systems as published in *e*Versity's web pages and in the online support and announcement facilities for each system.

No one shall give any password for any *e*Versity 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 *e*Versity community or is assigned a new position and/or different responsibilities within the *e*Versity, 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 *e*Versity 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 *e*Versity computer or network facility in any way, unless specific authorization has been obtained or (d) use *e*Versity 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 *e*Versity without prior authorization, nor shall anyone use *e*Versity 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 *e*Versity 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 *e*Versity cannot guarantee the privacy of computer files, email, or other information stored or transmitted by computer; moreover, *e*Versity 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 *e*Versity business.

Users shall not knowingly or recklessly 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 *e*Versity 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 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 *e*Versity."

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 CAO/COO or the appropriate academic or administrative unit.

Any violation of this code is misconduct for purposes of the student code of conduct and *e*Versity personnel policies and may be punished accordingly. Any offense that violates local, state or federal laws may result in the immediate loss of all *e*Versity computing and network privileges and may be referred to the appropriate *e*Versity disciplinary authority and/or law enforcement agencies. See the Arkansas General Assembly website to view the Arkansas Code.

SECTION 7: FINANCIAL POLICIES

Tuition

Tuition for *e*Versity is $165 per credit hour. Payment is due prior to the first day of the course. A student who has not confirmed a financial plan for covering the cost of their education by the fourth day of the course will be administratively removed from the course.

Tuition Lock

Students admitted to *e*Versity 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.

Refund/Cancellation Policy

Students who withdraw through the fourth 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 fourth 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.

Below are examples of how a refund is calculated:

- Student A is enrolled in a 3-credit-hour course and decides to withdraw on the third day of the course. The third day is by the fourth day of class so as define in the refund policy, 100 percent of the tuition will be refunded.
- Student B is enrolled in a four credit hour course. During the fourth week of the course, the student withdraws from the course. As defined by the policy, there will be no refunds after the fourth day of classes, so no tuition will be refunded. The student is responsible for all charges of the four credit hour course.

Financial Assistance

Even with *e*Versity's low tuition, students may need assistance to meet the cost of attendance. During the first course, *e*Versity 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 assistance is available from multiple sources. Students should work with *e*Versity 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 earning 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. Students who are self-financing their education may qualify for a tax credit to offset part of the expense. Students can learn more by going to irs.gov and reviewing 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 *e*Versity. The documentation will allow the institution 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. 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.
> - Email 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 *e*Versity 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 *e*Versity

Attn: Third Party Billing Notification
(501) 686-2507

By mail:
University of Arkansas System *e*Versity
Third Party Billing Notification
2402 North University Avenue
Little Rock, AR 72207

By email:
info@*e*Versity.edu

A sponsor may revoke current financial support for any student by sending *e*Versity an official notification by fax, mail or email. 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 *e*Versity receives a letter of authorization from the sponsor. Upon receipt of an official letter, the student's account will reflect 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 emailed 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. Once students declare their degree, they are admitted into a degree program with both eVersity and the University of Arkansas at Monticello (UAM). Registered degree-seeking students are dually enrolled with both campuses. eVersity students are able to apply for federal student aid and have their Title IV federal student aid eligibility determined by UAM. Students are required to complete the Free Application for Federal Student Aid (FAFSA) during the eVersity Engage course using UAM's federal school code. If determined to be eligible, UAM will inform, award, and disburse the federal student aid funds. UAM is responsible for reporting eVersity student enrollment records.

SECTION 8: ACADEMIC PROGRAMS

The University of Arkansas System *e*Versity 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 *e*Versity credentials are designed to prepare students to enter and advance in today's highly competitive workplace. Each course and credential is infused with lessons and activities designed to develop the career competencies desired by employers. The following career competencies are included in the *e*Versity 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 that 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 met 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.

Program Outcomes
Program outcomes are designed to demonstrate the achievement of career competencies. As students' progress through the program, outcomes are initially introduced at the certificate level, reinforced at the associate's level and mastered at the bachelor's level. Academic and professional pathways are offered for most programs and are distinguished by the order in which course work is taken along with unique outcomes for each pathway.

The professional pathway is designed to provide students an opportunity to be rewarded in their careers through the achievement of current knowledge and skills as they progress through the program. In the professional pathway, students earn four credentials including a 1) certificate of proficiency, 2) a technical certificate, 3) an associate of applied science degree, and 4) a bachelor of applied science degree. The academic pathway allows students to earn two credentials including a 1) associate of science degree and a 2) bachelor of science degree.

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

ENGLISH COMPOSITION (6 hours)
ENGL1013: English Composition I
ENGL2003: Technical Writing

HUMANITIES (6 hours)
PHIL1003: Logic and Critical Thinking
PHIL2003: Professional Ethics

MATHEMATICS (3 hours)
MATH1113: Quantitative Literacy

SCIENCE (8 hours)
BIOL1004: Life Science I
BIOL1104 Life Science II

SOCIAL SCIENCE (9 hours)
ECON2103: Macroeconomics
PSCY1103: Intro to Psychology
SOCI1013: Intro to Sociology

US HISTORY OR GOVERNMENT (3 hours)
PLSC2003: US Government and Society

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, *e*Versity will help students obtain the skills needed to succeed in today's business environment.

Professional Path

The University of Arkansas System *e*Versity'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.

Students who complete the requirements of the Professional Path will be able to:

- Utilize technology in a business setting
- Complete basic accounting operations
- Effectively collaborate in a team environment
- Explain and demonstrate adherence to professional ethics and legal standards
- Communicate in a professional manner
- Apply management theories to optimize organizational resources
- Apply knowledge and skills in a business setting and transfer knowledge and skills to new business settings

Certificate of Proficiency: Administrative Office

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

Curriculum

Core Courses: EVSY1001: *e*Versity Engage ENGL1013: English Composition I	Major Courses: BUSI2003: Administrative Office Procedures BUSI2013: Business and Professional Communications BUSI2113: Spreadsheets CPSI1003: Intro to Computers

Technical Certificate: Office Management

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: eVersity Engage ENGL1013: English Composition I ENGL2023: Technical Writing MATH1113: Quantitative Literacy PHIL2003: Professional Ethics	ACCT2003: Principles of Financial Accounting BUSI1013: Intro to Business BUSI2003: Administrative Office Procedures BUSI2013: Business and Professional Communications BUSI2113: Spreadsheets CPSI1003: Intro to Computers FINE2013: Personal Finance MGMT2003: Principles of Management

Associate of Applied Science: Business

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage ENGL1013: English Composition I ENGL2023: Technical Writing MATH1113: Quantitative Literacy PHIL1003: Logic and Critical Thinking PHIL2003: Professional Ethics PLSC2003: U.S. Government and Society	ACCT2003: Principles of Financial Accounting ACCT2013: Principles of Managerial Accounting BLAW2003: Business Law BUSI1013: Into to Business BUSI2003: Administrative Office Procedures BUSI2013: Business and Professional Communications BUSI2113: Spreadsheets CPSI1003: Intro to Computers ECON2203: Microeconomics FINE2013: Personal Finance MATH2103: Statistics MGMT2003: Principles of Management MKTG2003: Principles of Marketing ELECTIVES: 3 hours

Bachelor of Applied Science: Business

Graduation Requirement: 40 courses, 120 credit hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity 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	ACCT2003: Principles of Financial Accounting ACCT2013: Principles of Managerial Accounting BLAW2003: Business Law BUSI1013: Intro to Business BUSI2003: Administrative Office Procedures BUSI2013: Business and Professional Communications BUSI2113: Spreadsheets BUSI3203: Business Logistics

PLSC2003: U.S. Government and Society PSCY1103: Intro to Psychology SOCI1013: Intro to Sociology	CPSI1003: Intro to Computers CPSI3313: Management Information Systems ECON2203: Microeconomics FINC2013: Personal Finance FINC3013: Principles of Finance LEAD3103: Leadership Theory and Practice LEAD4103: Leadership and Change MATH2103: Statistics MGMT2003: Principles of Management MGMT3103: Organizational Behavior MGMT3113: Operations Management MGMT3123: Human Resource Management MGMT4403: Strategic Management MKTG2003: Principles of Marketing ELECTIVES: 18 hours (Sufficient hours at the upper level to total 40 hours)

Academic Path

The University of Arkansas System *e*Versity'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 the Academic Path will be able to:

- Utilize technology in a business setting
- Complete basic accounting operations
- Effectively collaborate in a team environment
- Explain and demonstrate adherence to professional ethics and legalstandards
- Communicate in a professional manner
- 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

Associate of Science: Business

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: eVersity Engage	ACCT2003: Principles of Financial Accounting
BIOL1004: Life Science I	ACCT2013: Principles of Managerial Accounting
BIOL1104: Life Science II	BLAW2003: Business Law
ENGL1013: English Composition I	BUSI2013: Business and Professional Communications
ENGL2023: Technical Writing	CPSI1003: Intro to Computers
ECON2103: Macroeconomics	ECON2203: Microeconomics
MATH1113: Quantitative Literacy	FINC2013: Personal Finance
PHIL1003: Logic and Critical Thinking	MATH2103: Statistics
PHIL2003: Professional Ethics	
PLSC2003: U.S. Government and Society	
PSCY1103: Intro to Psychology	
SOCI1013: Intro to Sociology	

Bachelor of Science: Business

Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses:	Major Courses:
EVSY1001: eVersity Engage	ACCT2003: Principles of Financial Accounting
BIOL1004: Life Science I	ACCT2013: Principles of Managerial Accounting
BIOL1104: Life Science II	BLAW2003: Business Law
ENGL1013: English Composition I	BUSI2013: Business and Professional Communications
ENGL2023: Technical Writing	BUSI3203: Business Logistics
ECON2103: Macroeconomics	CPSI1003: Intro to Computers
MATH1113: Quantitative Literacy	CPSI3313: Management Information Systems
PHIL1003: Logic and Critical Thinking	ECON2203: Microeconomics
PHIL2003: Professional Ethics	FINC2013: Personal Finance
PLSC2003: U.S. Government and Society	FINC3013: Principles of Finance
PSCY1103: Intro to Psychology	LEAD3103: Leadership Theory and Practice
SOCI1013: Intro to Sociology	LEAD4103: Leadership and Change
	MATH2013: Statistics

	MGMT2003: Principles of Management
	MGMT3103: Organizational Behavior
	MGMT3113: Operations Management
	MGMT3123: Human Resource
	     Management
	MGMT4403: Strategic Management
	MKTG2003: Principles of Marketing
	
	ELECTIVES: 27 hours (sufficient hours
	    at the upper level to total 40 hours)

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, *e*Versity 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.

Professional Path

The University of Arkansas System *e*Versity'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.

Students who complete the requirements of the Professional Path 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 and analyze problems to develop ethical solutions.
- Identify traits of a leader able to effectively collaborate with members of the community.
- Conduct data-driven research using technology.
- Communicate in a professional manner.

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

Curriculum

Core Courses EVSY1001: *e*Versity Engage	Major Courses: CRJU1023: Intro to Criminal Justice CRJU2003: Juvenile Justice CRJU2013: Corrections CRJU2033: Policing in America CRJU2053: Judicial Process

Certificate of Proficiency: Law Enforcement

Graduation Requirements: 4 courses, 10 credit hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses EVSY1001: eVersity Engage	Major Courses: CRJU1023: Intro to Criminal Justice CRJU2033: Policing in America CRJU2083: Police Methods

Technical Certificate: Law Enforcement

Graduation Requirements: 9 courses, 25 credit hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses: EVSY1001: eVersity Engage ENGL1013: English Composition I ENGL2023: Technical Writing MATH1113: Quantitative Literacy PHIL2003: Professional Ethics SOCI1013: Intro to Sociology	Major Courses: CRJU1023: Intro to Criminal Justice CRJU2033: Policing in America CRJU2083: Police Methods

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.

Students who complete the requirements of the Academic Path 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 and analyze problems to develop ethical solutions.
· Identify traits of a leader able to effectively collaborate with members of the community.
· Conduct data-driven research using technology.
· Communicate in a professional manner.

Associate of Science: Criminal Justice

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	CRJU1023: Intro to Criminal Justice
BIOL1004: Life Science I	CRJU2003: Juvenile Justice
BIOL1104: Life Science II	CRJU2013: Corrections
ENGL1013: English Composition I	CRJU2023: Foundations of
ENGL2023: Technical Writing	Research Methods
ECON2103: Macroeconomics	CRJU2033: Policing in America
MATH1113: Quantitative Literacy	CRJU2053: Judicial Process
PHIL1003: Logic and Critical	CRJU2073: Legal Research
Thinking	CRJU2083: Police Methods
PHIL2003: Professional Ethics	
PLSC2003: U.S. Government and	
Society	
PSCY1103: Intro to Psychology	
SOCI1013: Intro to Sociology	

Bachelor of Science: Criminal Justice

Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	CRJU1023: Intro to Criminal Justice
BIOL1004: Life Science I	CRJU2003: Juvenile Justice
BIOL1104: Life Science II	CRJU2013: Corrections
ENGL1013: English Composition I	CRJU2023: Foundations of Research
ENGL2023: Technical Writing	Methods
ECON2103: Macroeconomics	CRJU2033: Policing in America
MATH1113: Quantitative Literacy	CRJU2053: Judicial Process
PHIL1003: Logic and Critical Thinking	CRJU2073: Legal Research
PHIL2003: Professional Ethics	CRJU2083: Police Methods
PLSC2003: U.S. Government and	CRJU2093: Criminal Justice
Society	Administration
PSCY1103: Intro to Psychology	CRJU3003: Procedural Law
SOCI1013: Intro to Sociology	CRJU3023: Criminal Law
	CRJU3033: Criminology
	CRJU3043: Youth Gangs and
	Delinquency
	CRJU3063: Legal Aspects of
	Corrections

	CRJU3073: Community Corrections CRJU3093: Criminalistics CRJU3113: Criminal Justice Ethics MATH2103: Statistics ELECTIVES: 30 hours (sufficient hours at the upper level to total 40 hours)

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, *e*Versity can help them gain the workplace-ready skills needed to have a competitive edge in healthcare management.

Professional Path

The University of Arkansas System *e*Versity'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.

Students who complete the requirements of the Professional Path will be able to:

- Use effective communication in a healthcare setting.
- Effectively collaborate with individuals internal and external to the healthcare organization to solve problems.
- Apply current safety and quality regulations in a wide range of healthcare settings.
- Apply principles project management to healthcare organizations.
- Implement business and administrative skills to problem-solve, assess results and evaluate quality in healthcare settings.
- Assess the impact of technology upon healthcare delivery systems.

Certificate of Proficiency: Medical Office Management

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

Curriculum

Core Courses: EVSY1001: *e*Versity Engage ENGL1013: English Composition I	Major Courses: CPSI1003: Intro to Computers HCMG1003: Medical Terminology HCMG1013: Medical Office Billing HCMG1023 Medical Records Management

Technical Certificate: Healthcare Management

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage ENGL1013: English Composition I ENGL2023: Technical Writing MATH1113: Quantitative Literacy	BUSI2013: Business and Professional Communications CPSI1003: Intro to Computers HCMG1003 Medical Terminology HCMG1013: Medical Office Billing HCMG1023 Medical Records Management HCMG1103: Data Management HCMG1203: Clinical Documentation HCMG1303: Intro to Healthcare Systems HCMG2013: Legal Concepts of Healthcare

Associate of Applied Science: Healthcare Management

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage ECON2103: Macroeconomics ENGL1013: English Composition I ENGL2023: Technical Writing MATH1113: Quantitative Literacy PHIL1003: Logic and Critical Thinking PHIL2003: Professional Ethics SOCI1013: Intro to Sociology	ACCT2003: Principles of Financial Accounting BUSI2013: Business and Professional Communications CPSI1003: Intro to Computers HCMG1003 Medical Terminology HCMG1013: Medical Office Billing HCMG1023 Medical Records Management HCMG1103: Data Management HCMG1203: Clinical Documentation HCMG1303 Intro to Healthcare Systems HCMG2013 Legal Concepts of Healthcare HCMG2033 Intro to Public Health Principles and Practices MATH2103: Statistics MKTG2003: Principles of Marketing

Bachelor of Applied Science: Healthcare Management

Graduation Requirement: 40 courses, 120 credit hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	ACCT2003: Principles of Financial Accounting
BIOL1004: Life Science I	BUSI2013: Business and Professional Communications
BIOL1104: Life Science II	CPSI1003: Intro to Computers
ENGL1013: English Composition I	HCMG1003 Medical Terminology
ENGL2023: Technical Writing	HCMG1013: Medical Office Billing
ECON2103: Macroeconomics	HCMG1023 Medical Records Management
MATH1113: Quantitative Literacy	HCMG1103: Data Management
PHIL1003: Logic and Critical Thinking	HCMG1203: Clinical Documentation
PHIL2003: Professional Ethics	HCMG1303: Intro to Healthcare Systems
PLSC2003: U.S. Government and Society	HCMG2013 Legal Concepts of Healthcare
PSCY1103: Intro to Psychology	HCMG2033 Intro to Public Health Principles and Practices
SOCI1013: Intro to Sociology	HCMG3013: Healthcare Policies
	HCMG3073: Healthcare in Diverse Populations
	HCMG3083: Health Law
	HCMG3213: Quality Management and Outcomes Assessment
	HCMG4023: Technical Reimbursement Methodologies
	HCMG4033 Healthcare Financial Management
	HCMG4103: Strategic Management in Healthcare Organizations
	LEAD3103: Leadership Theory and Practice
	LEAD4103: Leadership and Change
	MATH 2103: Statistics
	MGMT3103: Organizational Behavior
	MGMT3123: Human Resource Management
	MKTG2003: Principles of Marketing

	ELECTIVES: 12 hours (sufficient hours at the upper level to total 40 hours)

Academic Path

The University of Arkansas System *e*Versity'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 the Academic Path will be able to:

- Use effective communication in a healthcare setting.
- Effectively collaborate with a team to solve problems facing healthcare delivery.
- Apply strategic management strategies in a healthcare setting.
- Employ critical thinking and quantitative analysis skills to advance the state of healthcare.
- Evaluate leadership, ethical, legal and multicultural issues as they relate to healthcare.
- Design healthcare focused research projects.

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	BUSI2013: Business and
BIOL1004: Life Science I	Professional Communications
BIOL1104: Life Science II	CPSI1003: Intro to Computers
ENGL1013: English Composition I	HCMG1003: Medical Terminology
ENGL2023: Technical Writing	HCMG1023: Medical Records
ECON2103: Macroeconomics	Management
MATH1113: Quantitative Literacy	HCMG1303: Intro to Healthcare
PHIL1003: Logic and Critical	Systems
Thinking	HCMG2013: Legal Concepts of
PHIL2003: Professional Ethics	Healthcare
PLSC2003: U.S. Government and	HCMG2033: Intro to Public Health
Society	Principles and Practices
PSCY1103: Intro to Psychology	MATH2103: Statistics
SOCI1013: Intro to Sociology	

Bachelor of Science: Healthcare Management

Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses	Major Courses:
EVSY1001: *e*Versity Engage BIO1004: Life Science I BIO1104: Life Science II ENG1013: English Composition I ENGL2023: Technical Writing ECON2103: Macroeconomics MATH1113: Quantitative Literacy PHIL1003: Logic and Critical Thinking PHIL2003: Professional Ethics PLSC2003: U.S. Government and Society PSCY1103: Intro to Psychology SOCI1013: Intro to Sociology	ACCT2003: Principles of Financial Accounting ACCT2013: Principles of Managerial Accounting BUSI2013: Business and Professional Communications CPSI1003: Intro to Computers HCMG1003: Medical Terminology HCMG1023: Medical Records Management HCMG1303: Intro to Healthcare Systems HCMG2013: Legal Concepts of Healthcare HCMG2033: Intro to Public Health Principles and Practices HCMG3013: Healthcare Policies HCMG3073: Healthcare in Diverse Populations HCMG3083: Health Law HCMG3213: Quality Management and Outcomes Assessment HCMG4023: Technical Reimbursement Methodologies HCMG4033: Healthcare Financial Management HCMG4103: Strategic Management in Healthcare Organizations LEAD3103: Leadership Theory and Practice LEAD4103: Leadership and Change MATH 2103: Statistics MGMT3103: Organizational Behavior MGMT3123: Human Resource Management MKTG2003: Principles of Marketing ELECTIVES: 18 hours (sufficient hours at the upper level to total 40 hours)

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, *e*Versity can open doors to a wide range of opportunities in information technology.

Professional Path

The University of Arkansas System *e*Versity'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.

Students who complete the requirements of the Professional Path will be able to:

- Discuss a broad array of topics within the information technology domain such as programming, networking, databases, and data analysis.
- Design and maintain a secure, highly-functional information system which meets the needs of users, administrators, and developers.
- Maintain, troubleshoot, and repair a computer system and computer network.
- Effectively communicate with technical and non-technical individuals.
- Critically consider impact of technology upon society based on ethical, legal and public policy issues.
- Protect and defend system networks, as well as ensure confidentiality, integrity, authentication, availability, and non-repudiation.
- Analyze large amounts of data, extract information from the data set, discover patterns, preserve evidence and translate the information for further use.

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage ENGL1013: English Composition I PHIL1003: Logic and Critical Thinking PLSC2003: U.S. Government and Society	CPSI1003: Intro to Computers NTWR1003: Networking Essentials

Technical Certificate: Information Technology

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	CPSI1003: Intro to Computers
ENGL1013: English Composition I	CPSI1103: Computer Maintenance
ENGL2023: Technical Writing	CPSI1203: Database Foundations
MATH1113: Quantitative Literacy	CPSI1403: Operating Systems I
PHIL1003: Logic and Critical Thinking	CPSI1413: Foundations of Programming
PLSC 2003: U.S. Government and Society	NTWR1003: Networking Essentials
	NTWR2003: Networking II

Associate of Applied Science: Information Technology

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	CPSI1003: Intro to Computers
ENGL1013: English Composition I	CPSI1103: Computer Maintenance
ENGL2023: Technical Writing	CPSI1203: Database Foundation
MATH1113: Quantitative Literacy	CPSI1403: Operating Systems I
PHIL1003: Logic and Critical Thinking	CPSI1413: Foundations of Programming
PHIL2003: Professional Ethics	CPSI2103: Foundations of Information Assurance
PLSC2003: U.S. Government and Society	CPSI2413: Programming II
PSYC1103: Intro to Psychology	CPSI2513: Web Analytics
SOCI1013: Intro to Sociology	MATH2103: Statistics
	NTWR1003: Networking Essentials
	NTWR2003: Networking II
	NTWR2103: Network Defense

Bachelor of Applied Science: Information Technology

Graduation Requirement: 40 courses, 120 credit hours, cumulative GPA of 2.0 or greater.

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	CPSI1003: Intro to Computers
BIOL1004: Life Science I	CPSI1203: Database Foundations
BIOL1104: Life Science II	CPSI1403: Operating Systems I
ENGL1013: English Composition I	CPSI1413: Foundations of Programming
ENGL2023: Technical Writing	CPSI2103: Foundations of Information Assurance
ECON2103: Macroeconomics	CPSI2403: Operating Systems II
MATH1113: Quantitative Literacy	CPSI2413: Programming II
PHIL1003: Logic and Critical Thinking	CPSI2513: Web Analytics
PHIL2003: Professional Ethics	CPSI2613: Web Content Management Systems
PLSC2003: U.S. Government and Society	CPSI3013: Systems Analysis and Design
PSCY1103: Intro to Psychology	CPSI3203: Data Mining
SOCI1013: Intro to Sociology	CPSI3303: Data Analytics
	CPSI4003: Computer Forensics
	CPSI4023: Information Systems Management
	CPSI4113: IT Security Cryptography
	CPSI4123: Legal Issues in Information Technology
	MATH2103: Statistics
	NTWR1003: Networking Essentials
	NTWR2003: Networking II
	ELECTIVES: 24 hours (sufficient hours at the upper level to total 40 hours)

Academic Path

The University of Arkansas System *e*Versity'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 the Academic Path will be able to:

- Discuss a broad array of topics within the information technology domain such as programming, networking, databases, and data analysis.
- Design and maintain a secure, highly-functional information system which meets the needs of users, administrators, and developers.
- Effectively communicate with technical and non-technical individuals.
- Critically consider impact of technology upon society based on ethical, legaland public policy issues.
- Assess potential uses of emerging technology to provide solutions and recognize need for continued learning.
- Employ management principles to achieve the goals of an organization as they relate to information technology.
- Evaluate E-Commerce Trends.

Associate of Science: Information Technology

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity Engage	CPSI1003: Intro to Computers
BIOL1004: Life Science I	CPSI1203: Database Foundations
BIOL1104: Life Science II	CPSI1403: Operating Systems I
ENGL1013: English Composition I	CPSI1413: Foundations of
ENGL2023: Technical Writing	Programming
ECON2103: Macroeconomics	CPSI2103: Foundations of
MATH1113: Quantitative Literacy	Information Assurance
PHIL1003: Logic and Critical	MATH2103: Statistics
Thinking	NTWR1003: Networking Essentials
PHIL2003: Professional Ethics	NTWR2003: Networking II
PLSC2003: U.S. Government and	
Society	
PSCY1103: Intro to Psychology	
SOCI1013: Intro to Sociology	

Bachelor of Science: Information Technology

Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity 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: U.S. Government and Society PSCY1103: Intro to Psychology SOCI1013: Intro to Sociology	CPSI1003: Intro to Computers CPSI1103: Computer Maintenance CPSI1203: Database Foundations CPSI1403: Operating Systems I CPSI1413: Foundations of Programming CPSI2103: Foundations of Information Assurance CPSI2403: Operating Systems II CPSI2413: Programming II CPSI2613: Web Content Management Systems CPSI3013: Systems Analysis and Design CPSI3203: Data Mining CPSI3303: Data Analytics CPSI3313: Management Information Systems CPSI3413: Decision Support Systems CPSI4003: Computer Forensics CPSI4023: Information Systems Management CPSI4113: IT Security Cryptography CPSI4123: Legal Issues in Information Technology MATH2103: Statistics NTWR1003: Networking Essentials NTWR2003: Networking II NTWR2103: Network Defense ELECTIVES: 24 hours (sufficient hours at the upper level to total 40 hours)

University Studies

For students seeking a well-rounded general education suitable for a variety of careers, *e*Versity offers University Studies. Students are exposed to courses focused on various careers in business, criminal justice, healthcare management, and information technology.

The University of Arkansas System *e*Versity'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.

Academic Path

The University of Arkansas System *e*Versity'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 the Academic Path will be able to:

- Communicate in a professional manner.
- Critically assess problems and develop ethical solutions using data.
- Apply strategic thinking to achieve goals.
- Discuss major concepts and theories from the chosen area of concentration.
- Make informed decisions as an active, self-motivated and empowered learner.
- Collaborate effectively in a team setting.

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

Curriculum

Core Courses:	Major Courses:
EVSY1001: *e*Versity 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: U.S. Government and Society PSCY1103: Intro to Psychology SOCI1013: Intro to Sociology	Students seeking an Associate of Arts in University Studies will complete three academic concentrations (business, criminal justice, healthcare management, or information technology). Each academic concentration consists of six hours (typically two courses). Students will also complete six elective hours (typically two courses). Total hours in the major: 24.

Bachelor of Arts: University Studies

Graduation Requirements: 40 courses, 120 hours, cumulative GPA 2.0 or greater.

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: U.S. Government and Society PSCY1103: Intro to Psychology SOCI1013: Intro to Sociology	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.

SECTION 9: COURSE DESCRIPTIONS

ACCT 2003   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. The course highlights the use of accounting information for business management. The recognized set of accounting standards known as Generally Accepted Accounting Principles (GAAP) is emphasized throughout the course. 3 credit hours. Prerequisite: None.

ACCT 2013   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 is covered in this course, which also introduces students to managerial accounting concepts, including job order and process costing and budget planning and control. 3 credit hours. Prerequisite: ACCT2003.

BIOL 1004   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 is on biological diversity in major groups of living organisms and ecology. This course includes a lab. 4 credit hours. Prerequisite: None.

BIOL 1104   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. This course includes a lab. 4 credit hours. Prerequisite: None.

BLAW 2003   Business Law

This course revolves around the basics of contract law, including 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. Prerequisite: None.

BUSI 1013   Intro to Business

This course 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. Prerequisite: None.

BUSI 2003   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, including administrative support and managerial. Students will also learn the basics of records management. 3 credit hours. Prerequisite: None.

BUSI 2013   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. Prerequisite: None.

BUSI 2113   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.

BUSI 3203   Business Logistics
Focuses on 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.

CPSI 1003   Intro to Computers
Introduces students to computer hardware, software applications and procedures applied to academic and career success. This course provides an introduction to Windows, Internet, electronic mail, word processing, spreadsheets, database management and presentation software. 3 credit hours. Prerequisite: None.

CPSI 1103   Computer Maintenance
This course is designed to prepare students in the area of computer support services. Lecture and hands-on training includes 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 is also emphasized. 3 credit hours. Prerequisite: None.

CPSI 1203   Database Foundations
Introduces database design, management concepts and theory, including foundational methodologies in database creation and manipulation techniques. 3 credit hours. Prerequisite: None.

CPSI 1403   Operating Systems I
This course covers 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. Prerequisite: None.

CPSI 1413   Foundations of Programming
This course 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. Prerequisite: None.

CPSI 2103   Foundations of Information Assurance
Presents an in-depth orientation of the fundamentals of computer system security. Topics include monitoring, incident response, forensic analysis, hardware and software security and network security and encryption. 3 credit hours. Prerequisite: None.

CPSI 2403   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.

CPSI 2413   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.

CPSI 2513   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. Prerequisite: None.

**CPSI 2613   Web Content Management
                 Systems**

This course is an overview of web development software. Topics include web page creation and website 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 website using the software packages available. 3 credit hours. Prerequisite: None.

CPSI 3013   Systems Analysis and Design

Examines the modern techniques and methodologies needed to plan, analyze, design and implement a computer-based system. 3 credit hours. Prerequisite: None.

CPSI 3203   Data Mining

Introduction to the use of large datasets including terminology, algorithms, methodologies, software, limitations, implications and current trends. 3 credit hours. Prerequisite: None.

CPSI 3303   Data Analytics

Introduces current trends and research on data science with an emphasis on algorithm design and systems for large-scale advanced data analysis. 3 credit hours. Prerequisite: MATH 2103.

**CPSI 3313   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.

CPSI 3413   Decision Support Systems

This course is a study of decision support systems and applications. Topics include the decision support framework, decision processes, design and development, architecture and networking, web-based DSS and evaluating DSS projects. 3 credit hours. Prerequisite: CPSI 1003.

CPSI 4003   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. This course is also an introduction to different types of computer and networking architectures and characteristics of storage of modern computer architectures. Cybercrimes recognized nationally and internationally will be introduced, along with the unique laws pertaining to them. 3 credit hours. Prerequisite: None.

**CPSI 4023   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. Prerequisite: None.

CPSI 4113   IT Security Cryptography

This course examines theoretical foundation and practical applications of cryptography. Topics introduced are protocol generation and design, the symmetric and asymmetric cryptographic approaches, hash ciphers and functions and challenges to formulate in an adversarial environment. 3 credit hours. Prerequisite: None.

**CPSI 4123   Legal Issues in Information
                 Technology**

This course is an 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. Prerequisite: None.

CRJU 1023   Intro to Criminal Justice

This course is a survey of the various components of the criminal justice system. 3 credit hours. Prerequisite: None.

CRJU 2003   Juvenile Justice

This course covers the structure and processes of the juvenile justice system. 3 credit hours. Prerequisite: None.

CRJU 2013   Corrections
This course provides an analysis of the roles and functions of corrections including institutions as well as community corrections. 3 credit hours. Prerequisite: None.

CRJU 2023   Foundations of Research Methods
This course is 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. Prerequisite: None.

CRJU 2033   Policing in America
This course examines the roles of police as they relate to modern culture and society. 3 credit hours. Prerequisite: None.

CRJU 2053   Judicial Process
Examines the courts, law and the legal system including law and politics, judicial philosophy and biography. 3 credit hours. Prerequisite: None.

CRJU 2073   Legal Research
Students in this course will read a variety of judicial decisions on current issues, such as freedom of speech, and complete several assignments focusing on legal reasoning and argument. Students will also learn how to find information on legal decisions and issues. 3 credit hours. Prerequisite: None.

CRJU 2083   Police Methods
This course 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. Prerequisite: None.

CRJU 2093   Criminal Justice Administration
Students in this course will explore the nature of bureaucratic organization and the changing themes in organizational theory, fiscal and personnel policy, public unions and collective bargaining, leadership, communication and motivation. 3 credit hours. Prerequisite: None.

CRJU 3003   Procedural Law

This course is an analysis of procedural limitations on law enforcement and in the prosecution of crimes, and emphasizes cases dealing with the fourth, fifth, sixth and eighth amendments. 3 credit hours. Prerequisite: None.

CRJU 3023   Criminal Law
This course focuses on the basic principles of substantive criminal law including defenses, elements of various crimes and consideration of the Arkansas criminal code. 3 credit hours. Prerequisite: None.

CRJU 3033   Criminology
Students will examine theories of the nature and causes of crime, and analyze various kinds of crimes. 3 credit hours. Prerequisite: None.

CRJU 3043   Youth Gangs and Delinquency
This course is an examination of the historical, cross-cultural, and current state of gang involvement. 3 credit hours. Prerequisite: None.

CRJU 3063   Legal Aspects of Corrections
This course provides a discussion of legal problems from conviction to release: pre-sentence investigation, sentencing, diversion and alternatives to incarceration and confinement. 3 credit hours. Prerequisite: None.

CRJU 3073   Community Corrections
Analysis of the systems of probation and parole, including current court cases and trends in corrections. 3 credit hours. Prerequisite: None.

CRJU 3093   Criminalistics
This course covers 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. Prerequisite: None.

CRJU 3113   Criminal Justice Ethics
Students will examine the history and theory of ethics and its application to the field of criminal justice. The course places an emphasis on the ethical standards and the implications of ethical violations for criminal justice professionals. 3 credit hours. Prerequisite: None.

ECON 2103   Macroeconomics

Students will study 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. Prerequisite: None.

ECON 2203   Microeconomics
This 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. Prerequisite: None.

ENGL 1013   English Composition I
This is a writing course stressing reading skills as a basis for effective writing and argument and includes developmental reading and writing instruction. 3 credit hours. Prerequisite: None.

ENGL 2023   Technical Writing
This course offers 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.

EVSY 1001   *e*Versity Engage
This course includes an introduction to online learning and the *e*Versity learning management system, financial literacy, college readiness and English and math skills assessment, *e*Versity resources and success initiatives, academic advising and other relevant information. 1 credit hour. Prerequisite: None.

FINC 2013   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. Prerequisite: None.

FINC 3013   Principles of Finance
This course treats the administrative and managerial problems of financing business. Considers the problems of financing businesses and the problems of organizations, promotion, issuance of securities, capitalization, budgeting, dividend policies, reorganization and consolidation. 3 credit hours. Prerequisites: ACCT 2013, BUSI 2103.

HCMG 1003   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. Prerequisite: None.

HCMG 1013   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. Prerequisite: None.

HCMG 1023   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. Prerequisite: None.

HCMG 1103   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.

HCMG 1203   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 healthcare professionals. This course will include instruction in transcription, electronic medical records, types of written documentation and typical medical abbreviations. 3 credit hours. Prerequisite: None.

HCMG 1303   Intro to Healthcare Systems

This course lays 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. Prerequisite: None.

HCMG 2013 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 the 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. Prerequisite: None.

**HCMG 2033   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. Prerequisite: None.

HCMG 3013   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. Prerequisite: None.

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. Prerequisite: None.

HCMG 3083   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. Prerequisite: None.

**HCMG 3213   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. Prerequisite: None.

**HCMG 4023   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. Prerequisite: None.

**HCMG 3073   Healthcare in Diverse
                Populations**

**HCMG 4033   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. Prerequisite: None.

HCMG 4103   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. Prerequisite: None.

LEAD 3103   Leadership Theory and Practice
This course covers the nature of leadership with a focus on the history, origins and theoretical approaches. Applications of concepts to life experiences are also addressed. 3 credit hours. Prerequisite: None.

LEAD 4103   Leadership and Change
This course focuses on the foundations of organizational leadership. Contemporary issues driving new organizational models in businesses today including globalization and technology are also covered. Transformational leadership will be examined. 3 credit hours. Prerequisite: None.

MATH 1113   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. Prerequisite: None.

MATH 2103   Statistics

Descriptive and inferential statistical techniques and methods 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: MATH1113.

MGMT 2003   Principles of Management
This course describes the elements of the managerial process and develops a rational synthesis of management. It teaches students to develop their own creative abilities in order to apply them intelligently to the problems encountered in business. 3 credit hours. Prerequisite: None.

MGMT 3103   Organizational Behavior
This course examines an integration of basic managerial concepts and social sciences as they affect people in organizations. It places emphasis on environmental and inter-organization forces that influence membership behavior. 3 credit hours. Prerequisite: None.

MGMT 3113   Operations Management
Students will discuss 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: BUSI2103.

MGMT 3123   Human Resource Management
This course covers methods of effective personnel management, types of management situations; a discussion of personnel problems and relations peculiar to each. 3 credit hours. Prerequisite: None.

MGMT 4403   Strategic Management

This course is a study of administrative processes under conditions of uncertainly, including an integrating analysis applied to all fields of business. Special emphasis is given to policy determination at the management level. 3 credit hours. Prerequisites: FINC3013, MKTG2003, MGMT2003, BLAW2003.

MKTG 2003   Principles of Marketing
This course is designed to familiarize 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, while using the right promotion strategies. This coordination contributes to the profitable functioning of business. 3 credit hours. Prerequisite: None.

NTWR 1003   Networking Essentials
Students will be provided 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. Prerequisite: None.

NTWR 2003   Networking II
This course provides advanced knowledge of routers. Emphasis is placed on subnets, routing protocols and access list, and also developing systems from inception. 3 credit hours. Prerequisite: NTWR1003.

NTWR 2103   Network Defense
This course 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. Prerequisite: None.

PHIL 1003   Logic and Critical Thinking
Students will be provided an introduction to reasoning and thinking skills applicable to any field. Focus is on recognition informal fallacies and the nature and use of arguments. 3 credit hours. Prerequisite: None.

PHIL 2003   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. Prerequisite: None.

PLSC 2003   U.S. Government and Society
This course covers 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. Prerequisite: None.

PSYC 1103   Intro to Psychology
This course is 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. Prerequisite: None.

SOCI 1013   Intro to Sociology
This course is 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. Prerequisite: None.

SECTION 10: FACULTY

Karen Arbuckle, M.S.

Biology

University of Arkansas

Michael Alexander Sr., D.B.A

Business

Nova Southeastern University

Vondra Armstrong; Ed.D.

Economics

University of Arkansas at Little Rock

Nathan Bagley, M.A.

Political Science Baylor
University

Ahmad Bajwa, Ph.D.

Business

University of Alabama

Jeffrey Bean, M.B.A.

Business

University of Arkansas Fayetteville

Arlin Benjamin, Ph.D.

Social Psychology

University of Missouri-Columbia

Amy Boyd, J.D.

Law

University of Missouri-Columbia

Tosha Bradley, M.S. *Computer Science* Arkansas
Tech University

Felecia Burns, M.B.A.

Accounting

University of Phoenix

Jody Carter, M.S.

Healthcare Management

Jacksonville State University

Ann Childers, Ph.D.

Mathematics

Georgia State University

Jason Chism, M.L.A.

English

Henderson State University

Ramanda Cody, M.B.A.

Business Administration

University of Arkansas at Little Rock

Terence Cox, M.B.A.

Business

Webster University

Matthew Critcher, M.B.A.

Networking

University of Arkansas, Fayetteville

James E Davis, II, ASIH

Health Information Technology

University of Arkansas of Medical Sciences

Margaret Davis, Ed.D.

English

Northcentral University

Ashley Dougherty, M.B.A.

Business

Texas A & M University

Bryan Fendley, M.S.

Computer Science

Henderson State University

Gail Fulenwider, M.A.

Management

Webster University

Roland Ray Fulmer, M. DIV

Divinity

St. Vladimirs

Patrick Gallagher, Ed.D.

Higher Education Administration

University of Arkansas Fayetteville

Eduardo Garcia, M.S.

Criminal Justice

California State University Long Beach

Aaron Germany, M.P.A.

Public Administration

Bowie State University

Lori Goodnight, M.S.

Computer Science

University of Central Arkansas

Curtis Jason Goodrich, M.A.

Criminal Justice

Lipscomb University

Leigh Graziano, Ph.D.

Rhetoric and Composition

Florida State University

Lynze Greathouse, M.Ed.

Mathematics

Southern Arkansas University

Tamara Griffin, D.M.

Computer Science

Colorado Technical University

Cynthia Grove, M.Ed.

Computer Science

University of Arkansas, Fayetteville

Crystal Halley, J.D.

Criminal Justice

William Bowen School of Law - UALR

Tamla Heminger, M.Ed.

Healthcare Management

University of Arkansas, Fayetteville

Caitlin Howe, M.P.H.

Health Promotion

George Washington University

Jerry Hunnicutt, Ed.D.

Business

University of Memphis

Eugene Lamb, M.A.

Criminal Justice

University of Arkansas at Little Rock

Denise LeGrand, M.S.

Mathematics

University of Arizona, Tucson

Andrew Mackey, M.S.

Computer Science

University of Arkansas, Fayetteville

Mary McCrotty, M.S.E

Computer Science

University of Central Arkansas

Adam McKee, Ph.D.

Criminal Justice

University of Southern Mississippi

Nastassia Merriweather, M.S.

Administration of Justice and Security University of Phoenix

Jennifer Miller, Ph.D.
Criminal Justice

University of Arkansas at Little Rock

Andrew Nelson, M.A.

English

University of Missouri - St. Louis

Maria Parker, Ph.D.

Leadership

Northcentral University

Kyleen Prewett, D.B.A.

Accounting

Louisiana Tech University

Shanna Pryor, M.N.Sc

Nursing Administration/Education

University of Arkansas for Medical Science

Julie Robinson, Ph.D.

Agriculture & Extension Education

The Ohio State University

Brenda Scott, D.N.P.

Nursing Practice/Administration

Samford University

Elisabeth Sherwin, Ph.D.

Psychology

Virginia Commonwealth University

Brian Shonk E.d.D. Criminal Justice
University of West Florida

Crystal Sims, M.S.

Biology

Delta State University

Karen Smith, M.Ed

Workforce Development Education

University of Arkansas Fayetteville

Kristin Tardif, Ph.D.

Organizational Leadership

The Chicago School of Prof. Psych

Barbara Temple, AS, RHIT, CCS, CDIP, CPC

Health Information Management Technology

University of Arkansas for Medical Sciences

Rebecca Timmons, Ed.D.

Business

University of Arkansas, Fayetteville

Kathy Trawick, Ed.D, RHIA, FAHIMA

Higher Education

University of Arkansas at Little Rock

Thomas Tudor, Ph.D.

Management

Virginia Commonwealth University

Stephen Wallace, M.Ed.

Computer Science

University of Arkansas, Fayetteville

Kay Walter, Ph.D.

English

Texas A&M University

Earlene Washburn, Ph.D.

Occupational and Adult Education

Oklahoma State University

Lindsey White, M.S.

Criminal Justice

University of Arkansas at Little Rock

Chylynda Whitfield, M.S.S.

Sociology

University of Mississippi

Linda Wilson, M.S.

Applied Economics

University of North Texas

William Wyngaard, M.B.A.

Business

University of North Texas