

# Welcome to OTC!!!

You, the students, are **THE** number one concern and **THE** lifeblood of the faculty, staff, and administration of Ouachita Technical College. You are **THE** most important people in our college. It is you who bring us your needs, and it is our job to fulfill those needs as effectively and efficiently as possible. You are not dependent on us; we are dependent on you.

Ouachita Technical College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and School, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org). Program accreditations include State Board of Nursing, State Board of Cosmetology, and National Automotive Technician Education Foundation as well as institutional accreditation through Arkansas Approving Agency for Veterans.

## Thanks for Choosing Us!

This Handbook will help you plan your year as well as inform you on College policies, procedures, and services. This is YOURS. Hang it . . . put it in your notebook . . . use it . . . mark it . . . note important dates . . . dog ear it . . . become familiar with it . . . And if you lose it, come by the Division of Student Affairs to get another one.

### Emergency Phone Numbers

AMBULANCE.....	911
FIRE.....	911
POLICE.....	911
SHERIFF.....	911
Poison Hotline (AR Poison Control Center).....	(800)376-4766

Ouachita Technical College is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are ADA accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.s. Department of Education, Washington, D.C. 20201.

The material in this handbook is provided for informational purposes and does not constitute a contract. OTC reserves the right to revise courses, curricula, degree requirements, fees, calendar dates and policies. If this handbook conflicts with the *College Operating Policies and Procedures Manual* or the current *OTC Catalog*, that document takes precedence.

## Mission Statement and Purposes

Ouachita Technical College is a public, two-year institution of higher education that continually identifies and addresses the changing learning needs of the communities it serves through:

- Developmental courses and services that promote collegiate-level success;
- Associate-degree programs and courses that prepare learners to transfer and to succeed at universities;
- Associate degree, certificate, and continuing professional education programs and courses that prepare learners to succeed in the workforce;
- Services and resources that meet the needs of students in order to support successful learning;
- Specialized training courses and services that meet the needs of business and individuals;
- Partnerships with K-12 schools, other colleges and universities, businesses, industries, public agencies, and civic groups that support learning and promote the economic development of Arkansas;

- Non-credit, lifelong learning programs and opportunities that meet community needs; and
- Continuous improvement through a system of inquiry, evidence, and accountability.

## **Vision**

Ouachita Technical College is a community of successful, lifelong learners and is acknowledged as responsive to the economic development needs of the region.

## **Values**

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

### ***Integrity***

We act honestly, courteously, decently, and fairly in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

### ***Quality and Accountability***

Quality education is the guiding principle in all our actions; consequently, we hold ourselves and each other accountable for our results through a culture of inquiry and evidence.

### ***Leadership***

We lead by innovation in meeting the changing needs of our constituencies.

### ***Independence***

We recognize that academic freedom, used responsibly, fosters the innovation and initiative which make OTC unique.

### ***Environment***

We provide an accessible, safe, clean, and attractive collegiate environment for learning and working.

### ***Community***

We are an integral contributor to our community and to its economic development.

### ***The Individual***

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

### ***Diversity***

We value diversity and the learning opportunities that it creates.

## **Student Affairs Mission Statement**

The Division of Student Affairs is dedicated to providing quality programs and services that facilitate student enrollment and support students as they transition into college life and work towards completion of education and career goals.

## Values

- All individuals have value and deserve our respect; however, students are our priority and their values and individuality must be understood and considered in the development of our programs and services.
- We appreciate the diversity the members of our community bring to the campus and give fair and equitable treatment to all; acts of insensitivity or discrimination against individuals based on their race, gender, ethnicity, age, sexual orientation, abilities, or religious beliefs will not be tolerated.
- The educational mission of Ouachita Technical College is preeminent and linkages with academic units and faculty are integral to the Student Affairs mission.
- Co-curricular activities are essential to students' learning, satisfaction and retention.
- The ongoing professional development of our staff will allow us to improve the student experience.
- We value community involvement and leadership of all Student Affairs team members.
- Teamwork of our staff members will allow the Division to fulfill its mission.
- Effective services/programs require ongoing assessment and improvement of their quality and impact.

## ADMISSION POLICY

OTC provides open admissions to the residents of Arkansas. Citizens of other states and international students may be admitted provided they do not displace Arkansas citizens. Applicants may be admitted regardless of race, color, creed, religion, national origin, gender, age, sexual orientation, or physical or mental disability.

"Open admissions" refers only to the minimum criteria that must be met. Admittance to some programs and/or courses requires meeting requirements outlined in the OTC Catalog. The normal requirement for admission to credit courses and programs is a high school diploma, or GED certificate. In accordance with ACT 1097 of 1991, a public school student who has completed the eighth grade may concurrently enroll, if he/she meets the normal requirements for unconditional admission and submits written permission from an official of the public school.

Act 1290 of 1997 (A.C.A. 6-60-208) as amended by Act 520 of 1999, requires students graduating from high school in 2002 and after to have completed the core curriculum for unconditional admission to public colleges and universities. All students graduating from Arkansas public high school, out-of-state high schools, home schooling, private high schools and GED recipients must be evaluated for the purpose of being granted conditional or unconditional admission status.

All first-time, full-time award-seeking students who test into two or more Basic Skills classes are admitted as transitional students.

Admission to adult education, business and industry, and continuing education non-credit courses is open to all. The described policy and procedures for credit enrollment do not apply to these non-credit courses.

Students on academic suspension from another institution of higher education will NOT be admitted to OTC. The term of academic suspension must be completed before enrolling at OTC to ensure acceptance of credits by other higher education institutions.

# TIDBITS WORTH KNOWING

**Call Someone** - A free public phone is located in the hallway outside the Division of Student Affairs. Phone calls are limited to three minutes each. No long distance calls are allowed.

**Get a Transcript** - Go to the Registrar's Office in the Division of Student Affairs, and submit the necessary form. Requests will be processed within two working days.

**Grab a Quick Snack** - Vending machines are located inside the student lounge, "The Eagle's Nest". The Arkansas Rehabilitation Services for the Blind also operates a concession stand from 7:30 a.m. to 3:00 p.m. in "The Eagle's Nest".

**Graduation** - Fill out the Application for Graduation in the Registrar's Office in the Division of Student Affairs or download form from the OTC web site and submit to the Registrar.

**Lost and Found** - Misplaced items that are found should be turned in at the Information Desk. Lost an item? Check at this desk and, if applicable, provide proof of ownership.

**Moving** - If your address changes, be sure to fill out the "Change of Address Form" in the Division of Student Affairs or change the address in your Self Service account.

**Computer Learning Lab** - Offered through the TRiO Program in the Division of Student Affairs and located in Room A305, Plato is a computerized instructional system designed to provide you with individualized instruction on almost any subject you wish to supplement. A tutor in the lab will help you get started. Check out this lab!

**Transfer** - To transfer credits to or from OTC, complete the request forms that are located in the turnstiles outside the Division of Student Affairs Offices or on the OTC web page under forms. You must complete 9 credit hours before transfer credit is officially posted to your OTC transcript.

**Tutoring** - Tutoring services are available at no charge. Contact the TRiO Student Support Service Tutor Coordinator, your advisor, or the Student Success Coordinator in the Division of Student Affairs for more details.

**Visit us on the Web** - Visit OTC's home page at [www.otcweb.edu](http://www.otcweb.edu) or e-mail us at [info@otcweb.edu](mailto:info@otcweb.edu).

**Voter Registration** - Voter registration forms are available in the Division of Student Affairs or in the OTC Library.

## ADMISSION PROCEDURES

You are considered admitted as a student when required documents are on file and fees are paid. By virtue of your registration, you are agreeing to the rules and regulations of the College. You officially become an OTC student upon the first class you attend.

## Required Admission Documents

If you are enrolling at OTC for the first time, complete and submit the following to the Division of Student Affairs:

1. A signed Application for Admissions;
2. An official high school transcript showing date of graduation or GED scores;
3. Official transcripts from all previous attended colleges. (If you are a transient student maintaining primary enrollment at another college or university enrolling in courses to transfer back to your primary institution, you may submit a letter of good standing each term.) **Note:** Admission documents must be on file by the tenth day of classes.
4. Proof of two (2) Measles Mumps Rubella (MMR) immunization or an authorized waiver signed by the appropriate Arkansas Department of Health official, if you were born on or after January 1, 1957.
5. ASSET, ACT, SAT, or COMPASS placement test scores. (If you do not have placement scores within the last five years, you may take the COMPASS at OTC for a fee of \$10.)
6. Register to attend an Orientation/registration session.

## **Admission of Concurrent High School Students**

Act 1097 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission requirements of Ouachita Technical College to concurrently enroll for academic courses. Ouachita Technical College considers those students who are less than 18 years of age and who have not graduated from high school as falling under the provisions of this policy. Students in grades nine through twelve may enroll for credit courses by meeting the following criteria that apply to fall, spring, and/or summer enrollment:

1. The student must have successfully completed the eighth grade in an accredited public, private secondary school or home school.
2. The student must submit a completed application for admission.
3. The student must submit placement scores (ACT or COMPASS) indicating college level in English, reading, and math.
4. The student may not be enrolled in Basic Skills courses.
5. The student must complete the Concurrent Enrollment Registration Form with the signatures of the student and their high school counselor or principal.
6. The student's high school transcript must be available from the high school.
7. The student will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.
8. The concurrently enrolled student will be enrolled at their high school campus by OTC counselors or on the OTC campus through the Division of Student Affairs.
9. To send credits received at OTC to another college, the concurrently enrolled student must send a signed transcript request to the Registrar with the student's name, Social Security number or date of birth, approximate date of attendance and the name and address of the college to whom the transcript should be sent. This request must be signed by the student, not a parent, guardian or spouse. There is no fee for this service.

## **Conditional Admission**

Conditional Admission – a student who graduated from a public high school after May 1, 2002 without completing the Arkansas core curriculum, or received a GED, or graduated from an out of state high school is admitted conditionally in accordance with Act 1290 of 1997 as amended by Act 520 of 1999.

## **Transitional Admissions**

A student who is first time, full-time, award seeking, whose assessment scores place him/her in two or more Basic Skills classes, is admitted to OTC as a transitional student. A student admitted under this policy is required to sign a contract in which the student agrees to:

1. Enroll in GNED1012, Principles of Collegiate Success, during the first term at OTC;
2. Participate in GNED 1001, Success Opportunities Seminar;
3. Attend all classes;
4. Make satisfactory progress in all courses;
5. Attend tutoring sessions for Basic skills courses when it is deemed necessary by the Student Success Coordinator;
6. Attend assigned workshops; and
7. Meet with his/her academic advisor monthly.

A student who does not fulfill his/her contract may be administratively withdrawn from classes. A student who is withdrawn during the first eleven days of the semester receives a 100% refund. Contracts are considered completed when a student is eligible to take Composition I and the mathematics course required for graduation in his/her major.

# Admission of International Students

International Students seeking admission to Ouachita Technical College must follow the regular admission procedure in addition to providing evidence of financial responsibility and English language proficiency. All documents must be **official and on file** before registration can occur. Applicants must submit the following documents to the Division of Student Affairs eight weeks prior to the beginning of the semester in which they are seeking enrollment:

1. Completed Application for Admission.
2. Proof of two (2) MMR immunizations if born after January 1, 1957, as required by state law.
3. Proof of tuberculosis screening, as required by state law.
4. Authenticated copies of academic records translated into English. These records should describe the course of instruction, the number of years spent in school and the subject matter covered with the grades earned in each subject.
5. Proof of English language proficiency prior to enrollment. Students should submit **official** documentation of having completed the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based) or 173 (computer based) or better with the admission application. Arrangements to take the TOEFL test may be made by writing to TOEFL Program Director, CN 6151 Princeton, New Jersey 08541-6151.
6. **Official** documented evidence of financial support translated in English must be provided to the College.
7. Proof of medical insurance recognized by the American Medical System.

The International student must enroll as a full-time student (at least 12 semester credit hours) each semester. Students transferring from a college or university in the United States must submit, in addition to an official transcript, a Transfer Notification Form completed by the student's advisor at the school from which s/he is transferring. Copies of the student's current I-20, passport, and I-94 card must also be submitted.

Upon acceptance, OTC will furnish the student an I-20 form, which must be processed through the United States Immigration Service and returned to Ouachita Technical College prior to the day of registration. This process takes several months to complete.

Tuition, which is assessed as International Tuition, and a \$100 non-refundable processing fee must be paid on the day of registration.

The international student should be aware that OTC has **no** residential housing nor is the College responsible for obtaining housing.

## Advising and Registration

You will be assigned an academic advisor who will assist you with educational plans. Each semester you are expected to meet with your advisor prior to registering for classes. Early and general registration periods are available, and registration for all classes is on a first come, first serve basis.

## TUITION AND FEES

### 2010-11 General Tuition

Arkansas Residents.....	\$59 per credit hour
Out-of-State Residents.....	\$118 per credit hour
International Students.....	\$177 per credit hour
Non-Credit Courses.....	Will Vary According to Class
Auditing.....	Same as For Credit

## 2010-11 Standard Fees

Assessment Fee.....	\$10 per semester
Building/Supply User Fee.....	\$7 per credit hour
Cabling Lab Fee.....	\$100 per Cabling lab course
Cisco Fee.....	\$150 per Cisco course
Lab Fee.....	\$5 per lab course
Math Lab Fee.....	\$100 per math lab course
MCSE Fee.....	\$100 per MCSE course
On-line Course Fee.....	\$35 per on-line course
Science Lab Fee.....	\$10 per science lab course
Security Fee.....	\$6 per semester
Student Government Fee.....	\$1 per credit hour
Technology Fee.....	\$7 per credit hour

## Other Fees

ASSET/COMPASS Fee.....	\$10
International Student Processing Application Fee.....	\$100
Nursing Entrance Test (A2 Assessment Test) Fee.....	\$35
Returned Check Fee.....	\$15
Schedule Change (Drop/Add).....	\$5 per course

## Tuition Freeze Guarantee

The Tuition Freeze guarantee is designed to provide an incentive for matriculated students to graduate from their declared Technical Certificate or Associate Degree. Ouachita Technical College guarantees that tuition rates, exclusive of associated fees, will be frozen for students who graduate within two years of initial enrollment from their declared Technical Certificate and within four years of initial enrollment in an Associate Degree program. Any tuition increase levied by OTC during those years will be refunded to the student upon graduation. To qualify for the tuition freeze program, a student must complete all course work at Ouachita Technical College, graduate within the time frame indicated, and apply for a tuition rebate after graduation.

## Senior Citizens Waiver

Individuals 60 years of age or older may attend college, if space is available, tuition free when enrolling in a course for college credit. Sixty-plus students must pay tuition for community services courses, continuing education, professional development, and for auditing a college course. Fees, book costs, and special charges must be paid by the student.

## REFUNDS/BOOKS/FINANCIAL AID Refund Policy

To receive a refund, you must officially withdraw from class(es) through the Division of Student Affairs and complete and return the "Refund Request Form" to the Finance Office. The refund schedule is:

	<u>Fall/Spring</u>	<u>Summer Semester</u>
First Week	100%	100%
Second Week	100%	0%
Third Week and On	0%	0%

Note: After computation of refund for financial aid recipients, the amounts to be returned to each of the financial aid programs will be computed according to current federal regulations. Repayment must be in the following priority: (1) Unsubsidized Federal Stafford Loan; (2) Subsidized Federal Loan; (3) Federal Pell Grant; (4) FSEOG; (5) Other Title IV Aid Programs; (6) Other Federal sources of aid; (7) Other state, private, or institutional aid; or (8) the student. Any student withdrawing prior to the 60% point will be required to repay a portion of federal funds received.

## Bookstore

The OTC Bookstore is open daily during the hours listed in the current semester schedule and posted outside the Bookstore. You will be refunded 100 percent for books returned within the posted time provided no markings have been made in a "new" book and you have the original receipt. You may also sell back used books during the posted "book buy back" period at the end of each semester. When purchasing textbooks and supplies, you must bring your registration form or printed schedule, any financial aid vouchers, and student I.D.

## Financial Aid

If you need assistance in meeting college expenses, financial aid programs can help you. Funds are available from federal and state governments, the College, and outside organizations. Assistance consists of grants, scholarships, and loans which may be offered singularly or in various combinations to those who qualify.

To maintain satisfactory progress, financial aid students must meet qualitative and quantitative criteria. Qualitative-students must maintain a 1.75 GPA for the first 15 hours attempted and a 2.00 GPA thereafter. Quantitative-students must complete the required hours below.

<b>Enrollment Status</b>	<b>Fall/Spring/Summer</b>	<b>Minimum Hours</b>
Full-time	12 or more hours	9 hours completed
Three-quarter	9-11 hours	6 hours completed
Half-time	6-8 hours	3 hours completed

The Catalog provides more detailed information on available financial aid as well as requirements. The Director of Financial Aid is available to assist with financial aid counseling, general information about financial resources, and application procedures. **Students who complete their aid applications before the priority deadline are assured that their aid package is in place prior to registration; students who miss the priority deadline will have to make payment arrangements at registration.**

Fall: May 1

Spring: November 1

## Financial Aid Refund Checks Disbursement

All financial aid, with the exception of Work Study and loan funds, is awarded to a student after verification of enrollment (eleventh day of enrollment for the fall and spring semesters, fifth day of enrollment for the summer semester). However, payment is based on enrollment status at the time payment is made.

1. Pell Grant recipients will be allowed to charge tuition, fees, and books up to the amount of their award.
2. If the amount of aid awarded exceeds the student's charges, the student will receive refund checks for the difference.
3. If the amount of aid awarded is less than the student's charges, the student will be expected to pay the difference.
4. Refund checks are available at the Business Office as listed below:  
**2010 Fall Semester** - September 17, 2010  
**2011 Spring Semester** - February 11, 2011  
**2011 Summer Semester** - July 9, 2011

5. Financial aid cannot be disbursed until the student's file is complete in the financial aid office.
6. Federal regulations require multiple disbursements for all Stafford Loan funds and special conditions for the first time a student borrows through the Stafford Loan program. More information on loans is available in the Financial Aid office.

## **Financial Aid Standards of Progress**

Federal regulations require you to be making satisfactory academic progress toward degree or certificate completion in order to receive federally-funded student financial aid. This policy is published in the OTC Catalog. Questions regarding this policy should be directed to the Director of Financial Aid.

## **Student Accounts Receivables**

The College provides a payment plan as a benefit and service to its students. The student benefits by spreading education costs over time.

1. Fall/Spring semesters, account balances are divided in three installments. Summer account balances are divided in two installments. A \$35.00 non-refundable finance fee is applied to each promissory note.
2. For Fall/Spring semesters, payment in full, financial aid, or a payment plan is due twenty (20) days before the first day of classes. If the student preregisters, the first installment is due before the purge or drop dates which are twenty (20) and again ten (10) days before the first day of class. The ten (10) day purge, or drop, will cause a hold to be put on their account until satisfactory arrangement is made. The second installment is due a month into the semester; while the third installment is due two months after the semester begins. For summer semesters, the first half of the balance is due the day the semester begins, and the second half is due a week after the semester begins.
3. Students sign a promissory note acknowledging they understand if they fail to make payments on or before the due date they will be administratively withdrawn; will not be allowed to register for subsequent semesters; will have their grades and transcript flagged and withheld; and collection procedures may be instituted.
4. A \$15.00 fee will be applied to a student's account for returned checks. A \$35.00 fee is applied to student accounts when installment payments are late.
5. Types of payments that are accepted are cash, check, or credit card.
6. Ouachita Technical College will not release a transcript or grades, nor allow pre-registration for another semester, until a student's balance is paid in full.
7. Students with an outstanding balance of more than \$100 will be administratively withdrawn on the Friday of the tenth week on Fall/Spring and on the last day to withdraw with a "W" in the Summer sessions.
8. The following steps will be taken for student accounts that remain unpaid:
  - a. The business office will try to collect the overdue balance with a series of in-house letter writing (at least three).
  - b. Accounts over one year old and greater than \$20 will be turned over to the state and be withheld from income tax refunds and/or turned over to collection agencies.
  - c. Old accounts will be written off if any of the following conditions exist:
    - 1) Less than \$20.00 balance and more than two years old.
    - 2) Less than \$100.00 balance and at least two years on the income refund list.
    - 3) Accounts over seven years old and more than three years on the income refund list.
9. Students will be required to sign a Financial Responsibility Agreement upon admission, agreeing to be responsible for their student account balances.

# GENERAL INFORMATION

## Adding Courses/Schedule Changes

Arrangements for all schedule changes (adds/drops) require the submission of the "Drop/Add Form" available in the Division of Student Affairs. A \$5 fee is charged for schedule changes made after the following dates. Deadlines for adding courses are as follows:

- 2010 Fall Semester** - August 17, 2010
- 2011 Spring Semester** - January 11, 2011
- 2011 Summer I Semester (5 weeks)** - May 31, 2011
- 2011 Summer II Semester (10 weeks)** - May 31, 2011
- 2011 Summer III Semester (5 weeks)** - July 5, 2011

## Dropping a Course

You are expected to complete the courses in which you enroll. If it is necessary to drop a class(es), submit to the OTC Business Office the "Drop/Add Form" available in the Division of Student Affairs. Courses officially dropped during the first 10 weeks of the fall/spring semesters or the first 7 weeks of a 10-week semester or the first 4 weeks of a 5-week semester will be recorded as a "W". Instructors may withdraw a student with an assigned grade of "F" prior to the last drop date for non-attendance. Unless verified extenuating circumstances exist, courses dropped after these dates will be recorded as an "F." A \$5 fee is charged for drops.

## Withdrawal from College

If you feel it is necessary to withdraw from OTC, you are urged to discuss this with your advisor or a counselor to determine if an alternate action may be available. If the decision is withdrawal, it is important to follow proper procedures. Stopping payment on a check for tuition does NOT cancel registration or drop a course. You must (1) complete and return the "Withdrawal Form/Exit Survey" available in the Division of Student Affairs PRIOR TO THE PUBLICIZED DEADLINE and return to the OTC Business Office; (2) clear all financial obligations to OTC. If you do not officially withdraw, you will receive an "F" in all courses. No charge is assessed for withdrawal. Drop/withdrawal/change to audit deadline dates for the 2009-10 academic year are as follows:

- 2010 Fall Semester** - October 29, 2010
- 2010 Spring Semester** - April 1, 2011
- 2010 Summer I Semester (5 weeks)** - June 10, 2010
- 2010 Summer II Semester (10 weeks)** - July 15, 2010
- 2010 Summer III Semester (5 weeks)** - July 15, 2010

## Assessment

OTC is committed to educational quality. Assessment is done to evaluate and enhance student learning and development and the overall effectiveness of the College. The Assessment Plan (available for review in the Library/LRC) outlines procedures and requires students to participate in multiple methods of assessing academic achievement. Student opinion is solicited through periodic surveys. The College's assessment program complies with the guidelines of the State Board of Higher Education and with The Higher Learning Commission expectations. **If you are declared to an AA degree, OTC requires you to take the Measure of Academic Proficiency Progress (MAPP) upon accumulation of 45-60 hours.** This exam is administered at OTC each November and April. See the Testing Coordinator in the Division of Student Affairs to register for the MAPP. If you are declared to the AAT, you must take and pass the PRAXIS in addition to the MAPP prior to graduation.

## Counseling

Counselors in the Division of Student Affairs will work with you on a confidential basis regarding personal and/or social concerns, academic difficulties, and/or career or college decisions.

## Health Care

On-campus health care is not provided. All such needs are referred to area agencies and/or your personal physician.

## Library/Learning Resource Center

Full of academic and leisure print and electronic information, the Library/LRC provides other services such as tutoring, copy machine, computer lab, laminating, etc.

## Services for Students with Disabilities

Services to accommodate students with disabilities are available. If you require such services, provide documentation to the Student Success Coordinator in the Division of Student Affairs and contact your instructor(s) at the beginning of each course.

# CLASS/CREDIT INFORMATION

## Credit Hour

You will receive a specific "credit hour" value for successful completion of credit courses. Credit hours usually correspond to the number of hours per week a class meets, with the exception of classes with labs. The Catalog specifies total credit hours granted for each course by the last digit of the four-digit course number.

## Class Attendance

You are expected to attend classes and/or other activities assigned. Student absences are reviewed by financial aid agencies. You should inform faculty, in advance, if absences are anticipated, and it is YOUR responsibility to make up work missed. If you accumulate an excessive number of absences, you may be dropped from the course, by faculty, and given a grade of "F."

## Class Load

If you are enrolled in 12 or more credit hours during the Fall or Spring semesters, you are classified as a full-time student. Those enrolled in 6 or more credit hours during the summer semester are classified academically as full-time students; however, financial aid programs consider and pay students half time.

**The normal class load is 16 semester credit hours with a maximum load of 17 hours for the average full-time student.** If you have a grade point average of 2.75, you may enroll in 18 hours during the next succeeding semester; with a 3.25, you may enroll for 19 hours. Any deviation must be requested through your advisor (including completion of the Request for Overload permission form) and approved by the Vice President of Instruction.

## Class Standing

Students with fewer than 30 semester hours are classified as freshmen. Those with 30-59 hours are classified as sophomores.

# OTHER CREDIT METHODS

You must complete nine (9) credit hours at OTC before any credit obtained through testing, experience, or transfer is posted to the transcript. To receive an OTC degree and/or certificate, 15 credit hours must be completed at the College as a regular student. All credit for a certificate of proficiency must be completed at OTC.

## Credit via Test Out

- **CLEP:** Through the College-Level Examination Program (CLEP), you can obtain credit for certain courses by passing a national, comprehensive exam. OTC will accept a maximum of 15 hours by CLEP credits. Contact the Division of Student Affairs for information about testing, test dates, and required fees. **See the Ouachita Technical College Catalog for minimum scores.**
- **CE:** Credit by Examination (CE) tests, administered by OTC faculty, are available in many courses. Exams may require written and verbal tests, performance test, portfolio review, or other evaluations. If you would like to take a CE exam, contact your advisor prior to registering for the course. A \$50 fee must be paid before taking the exam.
- **AP:** Advanced Placement (AP) tests must be taken while you are in high school; you should request results be sent to OTC. Credit is granted if the tests are program applicable, minimum scores are attained, and you enroll in the OTC program within one year. **See the OTC Catalog for minimum scores.**

## Credit via Experience

If you feel you have mastered the content of any course through on-the-job experience, you may petition for credit for that experience. Contact the appropriate Division Chairperson to arrange for this type of credit. A \$50 fee is charged for each course for which credit is granted.

## Credit via Transfer

If you wish to transfer credits from another college or university, you must submit prior to, or at the time of application, an **official** transcript of those credits. Transfer credit will be accepted for college-level work in which a "C" or higher was earned from other accredited colleges and universities and that fits the OTC educational program. To transfer credit in, you **MUST** see the Registrar. You must complete 9 hours at OTC before credit is officially posted to your OTC transcript.

# GRADE INFORMATION

College grading policies reflect the quality of performance and achievement of competency by students who complete a course. Faculty determines and assigns grades and status based on appraisal and evaluation of student performance. You may access your grade report through your Self Service account at [www.otcweb.edu](http://www.otcweb.edu).

## Grade Designations

Each letter grade has a numerical value per credit hour referred to as "grade points." Meanings and values per credit hour of letter grades are:

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

**Basic Skills courses are assigned grade designations, but do NOT count toward graduation credits or generate quality points/hours.** (Basic Skills grade quality points are used to compute financial aid standards of progress.)

The following are non-grade status designations. See the next section for a complete explanation of each.

<u>Code</u>	<u>Description</u>	<u>Quality Points</u>
I	Incomplete	0
W	Withdrawal	0
AU (**)	Audit	0
S*(**)	Satisfactory	0
U*(**)	Unsatisfactory	0

\*Must be declared at the time of registration.

(\*\*)May not qualify for financial aid eligibility.

## FIGURING GRADE-POINT AVERAGE

Your grade-point average (GPA) is determined by dividing the total number of quality points by the total number of quality hours. All courses completed with assigned grades of A, B, C, D, F are included in calculating cumulative GPA. To calculate GPA, (1) add the total number of earned grade points according to the following formula: A = 4 points; B = 3; C = 2; D = 1; F = 0; W = 0; (2) divide the total number of grade points earned by the total number of credit hours attempted. The following is an example:

<u>Credit Hours</u>	<u>Course</u>	<u>Grade</u>	<u>Points</u>
3	1	A	3 x 4 = 12
3	2	C	3 x 2 = 6
4	3	B	4 x 3 = 12
3	4	B	3 x 3 = 9
<u>2</u>	5	A	2 x 4 = <u>8</u>
15			47

GPA would be  $47 \div 15 = 3.13$  GPA

## NON-GRADE DESIGNATIONS

### I – Incomplete

"I" is received when you have actively pursued a course, are doing passing work at its end, but have not completed the final examination and/or other specific assignments. You must meet with the instructor(s) and arrange to complete requirements within a specified period of time not to exceed the end of the following term. If requirements are not completed by that time, the "I" will be changed to an "F." Written requests for extensions (not to exceed one year) due to extenuating circumstances may be submitted to the Vice President of Instruction. You are not allowed to re-register for the course unless the "I" has been converted to an "F."

### W – Withdrawal

"W" is assigned for student-or faculty-initiated withdrawals through the 10<sup>th</sup> week of the course during the Fall/Spring semesters, during the 7<sup>th</sup> week of a 10-week semester and the 4<sup>th</sup> week of a 5-week semester. A grade of "F" is assigned if you discontinue attendance and do not officially withdraw from the College.

## **AU – Audit**

"AU" indicates enrollment in a course for no grade or credit. Auditing requires official admission, registration, and payment of course fees. Although exams are not taken and credit is not received, audit students are subject to the same regulations as other students. You may change from audit to credit during the first week of class with faculty approval. Changing from credit to audit must also be done during the first week of classes.

## **S – Satisfactory/U – Unsatisfactory**

"S/U", which is used only at mid-term, indicates satisfactory or unsatisfactory progress in a course.

## **CR - Credit**

"CR" is used to indicate "verified competency", a status for which credit is earned but no grade is given. This is credit received by either transfer from another institution, by CLEP, by work experience, or by examination.

# **STANDARDS OF PROGRESS**

You are expected to make satisfactory academic progress. A student with a GPA under 2.00 after attempting six or more hours is selected for Academic Probation for the following term. If a 2.00 cumulative GPA is not achieved by the time 12 credit hours are completed, the student will be placed on Academic Probation.

A student who does not achieve the minimum cumulative GPA of 2.00 for 12 or more semester credit hours at the end of each term will be placed on Academic Probation for the following term. The student will be eligible to enroll in the first semester of the Academic Probation with the understanding their cumulative GPA must be raised to a 2.00 or better by the end of that semester. If the GPA is not raised to 2.00 or better, or if at least six credit hours with a minimum 2.00 GPA has not been earned, the student will not be allowed to register for the following term, and (if applicable) financial aid will be denied.

The Practical Nursing progress policy requires students to maintain an average of 76 percent or above in each course taken. Failure to do so could result in dismissal from the program.

A student determined not to be making satisfactory progress may appeal to the Vice President of Instruction for review based on the possibility of administrative error or due to extenuating circumstances. In addition, the right of due process may always be exercised.

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

1. Restriction of enrollment to a probation registration period.
2. Limiting/reducing load to 12 semester hours of new credit and no more than a maximum of 15 credit hours (the additional 3 hours will be limited to repeated courses in which a "D" or "F" was received).
3. Required attendance at special counseling sessions.
4. Enrollment in Basic Skills Advancement Courses.
5. Disqualification for graduation.

## **Repeating a Course**

You may repeat courses taken at OTC for grade-point adjustments only by re-enrolling in the same course. (1) Only the highest grade of the repeated course is calculated; (2) grade point adjustments

are not made for courses transferred from other colleges or universities.

## **Academic Clemency**

Academic clemency is a "second chance" for those who performed poorly early in their academic careers and wish to return to college. Clemency may be granted to returning students who have not been enrolled in a college/university for at least five years and covers credits earned during the granted terms, regardless of grade(s). Petitions must be submitted to the Registrar.

# **DEGREES AND CERTIFICATES**

## **Associate of Arts degree**

The Associate of Arts (A.A.) degrees are designed for transfer to senior colleges. Freshman and sophomore level courses are offered around a core of general education requirements that can be structured to satisfy the requirements of most bachelor's degree programs. A.A. students, upon accumulation of 45-60 hours, must take the Measure of Academic Proficiency and Progress (MAPP) (administered each November and April). If you plan to transfer, you should follow the curriculum advised by the senior institution to which you intend to transfer.

## **Associate of Arts in Teaching degree**

The Associate of Arts in Teaching degree is designed for transfer to senior colleges. The purpose of the AAT is to lay a foundation for preparing qualified and competent elementary and middle school teachers. Three tracts are offered, P-4; Middle School; Language Arts/Social Studies; and Middle School Math/Science. Students who plan to transfer should follow the curriculum advised by the senior institution to which they plan to attend.

## **Associate of Applied Science degree**

The Associate of Applied Science (A.A.S.) degrees are designed for those seeking occupational or technical skills for employment or advancement. You should not assume that technical courses are transferable. While a few institutions have recently begun to accept some A.A.S. program courses, if you plan to transfer, get assurances in writing, in advance, from the institution to which you plan to transfer.

## **Technical Certificate**

These programs, approximately 30 credit hours, provide training for specific occupations. Many Technical Certificates provide "stop-out" points for A.A.S. degrees with curricula approximately one-half of that required of the corresponding A.A.S. degree.

## **Certificate of Proficiency**

Totalling fewer than 15 credit hours, these programs are planned sequences of courses that focus on specific occupational credit hours. Consult the Catalog for specific programs and degree plans.

## **Guaranteed Skills**

If you graduate from OTC with an Associate of Applied Science degree or a Technical Certificate, OTC will guarantee your skills to your first employer. OTC will provide additional training of up to 12 tuition-free credit hours for graduates judged deficient in identified technical skills by their employer.

# GRADUATION AND HONORS

## Graduation

A commencement ceremony is held each spring for students graduating with Associate degrees, Technical Certificates and Certificates of Proficiency. **Graduation is NOT an automatic process.** To be considered for graduation, submit the Application for Graduation to the Registrar. Your application will be certified if you:

1. Successfully complete all courses within your program requirements with a minimum cumulative 2.00 GPA;
2. Successfully complete the required number of credits;
3. Complete 15 credits as a regular OTC student;
4. Satisfy all financial obligations due to OTC; and
5. Order your cap and gown in the OTC Bookstore at no charge.

## Academic Honors

If you earn 12 or more credit hours in a given semester, have no "D" or "F" grades for the term involved and have a 4.00 term grade-point average (GPA), you will be named to the President's List. If you meet the same criteria with a 3.50-3.99 GPA, you will be named to the Dean's List. (For the summer term, you must have earned six or more credit hours, a 4.00 term GPA for the President's List or a 3.50-3.99 term GPA for the Dean's List, and have no "D" or "F" grades.) Basic Skills classes, with the occasional exception of Intermediate Algebra, are not considered in determining Dean's List or President's List eligibility. Graduates with a cumulative 3.50 to 3.99 GPA are recognized at the commencement ceremony as "Graduating with Honors". Graduates with a cumulative 4.00 GPA are recognized at the commencement ceremony as "Graduating with Highest Honors."

## Outstanding Student Awards

Each academic year, an outstanding student in each program and an OTC outstanding student are honored with awards presented during an annual Awards Ceremony. Selection is based on academic achievement, attendance, and service.

## Disclosure of Graduation Rates

The disclosure of graduation or completion rate is in compliance with the Student Right-To-Know Act. The completion or graduation rate for first-time, full-time degree or certificate-seeking students who entered Ouachita Technical College in Fall 2003 was 18 percent; the transfer-out rate was 22 percent. The four-year (2000-2003 cohorts) average completion or graduation rate for first-time, full-time degree or certificate seeking students was 15 percent; the transfer-out rate was 15 percent.

## STUDENT ORGANIZATIONS

Student organizations and activities complement the academic program and meet needs of the student body. Each organization must operate under established policies and procedures, be sanctioned by the administration and Student Government Association, and annually register with the Vice President for Student Affairs before October 1. Registration requires the organization's (1) name; (2) statement of goals, purposes and activities; (3) list of official representations; (4) statement of agreement with the College Mission Statement and Affirmative Action policy. Should renewal not occur, all privileges extended to the organization will be withdrawn. Each organization will have elected officers and faculty advisor(s); records of officers, membership, and financial transactions must be made available to the Student Government Association.

## **Class Organizations**

Freshman and Sophomore Classes may organize, under the sponsorship of the Student Senate, by electing officers during the first three weeks of the fall term. Their primary purpose is for class-wide social activities.

### **Baptist Collegiate Ministries**

The Baptist Collegiate Ministry (BCM) is an organization to help meet the needs of students who are seeking relationships with others of common interest. It is Christian in perspective. BCM hopes to build student concern for others on their campuses and in the community. Through BCM a student will have opportunities for study of the Bible and to practice its teachings. There are opportunities for service and ministry projects, both on campus and off campus. It offers guidance as students face crisis and critical choices in life. It is an open membership for any student at OTC.

### **Black Students' Association**

The Black Students' Association (BSA) purpose is to promote, protect, and defend the individual rights and political welfare of students. This organization works to assist students in receiving the best academic, social, and cultural education possible and to offer students information on the contributions made to America's society by African-American personalities in order to expand cultural awareness and growth.

### **Missionary Baptist Student Fellowship**

The Missionary Baptist Student Fellowship (MBSF) is a campus religious organization designed to provide students with spiritual encouragement and support during their college years that will help them when they enter the secular workplace. The goal is accomplished by building relationships through weekly meetings, special events, campus involvement, recreational outings, social activities and specialized ministry teams

### **Phi Theta Kappa**

Alpha Omega Sigma chapter of Phi Theta Kappa (PTK) is the international honor society of two-year colleges and is the official honor society recognized by the American Association of Community Colleges. The purpose of PTK is to recognize and encourage scholarship among associate degree students. To be eligible, students must have obtained a 3.5 GPA during the previous semester and maintain a 3.0 GPA.

### **Student Arkansas Education Association**

The Student Arkansas Education Association (S-AEA) is a state affiliate organization that has a local chapter on the Ouachita Technical College campus. Its focus is on educational issues and is beneficial to any student, but has a target membership of those students who are seeking a degree in teaching/education.

### **Student Government Association**

The Student Government Association (SGA) generally consists of one representative from each class or program and the president of each recognized school organization. Senators are chosen within the first two weeks of the fall semester; officers are elected in the spring to serve the following fall and spring semesters. Senators and officers must be full-time students and have a minimum 2.00 GPA. Unless otherwise delegated, and contingent upon appropriate administrative approval, the Senate has the authority to organize school-wide social activities open to all students.

# Student Nurses' Association

The Student Nurses Association (SNA) is a local organization for students enrolled in the Practical Nursing Program. The parent organization is the Arkansas Licensed Practical Nurses Association (ALPNA), and affiliate of the National Association for Practical Nurse Education and Services, Inc. (NAPNES). SNA members are involved in community-oriented, career-related, and leadership-development activities.

# SkillsUSA

A national organization serving more than 264,500 high school and college students and professional members enrolled in training programs in technical, skilled, and service occupations, including health occupations. SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

# CAMPUS SECURITY

The Vice President of Finance and Administration serves as the College's Chief Security Officer. Students should exercise the same precautions that they would utilize in any public area; students are encouraged to be responsible for their own security and the security of others. A truly safe environment can only be achieved through the cooperation of all students, faculty, staff, and campus visitors.

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

Any event involving campus security or safety, including on-campus accidents which may or may not result in injury to person or property shall be reported to the Chief Security Officer or President as soon as possible. The Incident Report Form, available from the Vice President of Finance and Administration, is the acceptable method of reporting campus security matters. The administration maintains a close working relationship with the police department. To report a crime or emergency, respond directly to the College in person or by calling 337-5000 or 1-800-337-0266 or call local police at 911.

# Offenses Attempted

The following chart reflects the number of arrests for selected offenses.

<i>Offense</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
<b>Liquor Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weapons Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>

The following chart reflects the number of crimes reported to the police as occurring on campus for the years indicated. The chart covers January through December each year.

<i>Crime</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
<b>Homicide</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Sex Crimes (Forcible)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Larceny</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hate Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **SEXUAL HARASSMENT POLICY**

It is the policy of Ouachita Technical College to prohibit sexual harassment of all students, faculty, and staff. Incidents of sexual harassment seriously affect the working and learning environment. The Board of Trustees assumes an affirmative posture in preventing and eliminating sexual harassment in any and all forms.

Sexual harassment of employees is illegal under Title VII of the Civil Rights Act of 1964; sexual harassment of students is illegal under Title IX of the Education Amendments of 1972. Sexual harassment is defined as unwelcomed sexual advances which interfere with an individual's work or academic environment, or as coercive behavior which threatens employment or academic reprisal or promises rewards contingent upon obtaining sexual favors, or as spreading false stories about a person's conduct, or falsely accusing someone of sexual harassment. Such conduct becomes illegal and contrary to policy when:

1. The harassed individual's submission is an explicit or implicit condition of employment or of grades, honors, admissions, or any award associated with a student's enrollment at OTC.
2. The harassed individual's response becomes a basis for employment decisions or educational progress.
3. The harassing behavior interferes with the individual's performance in such a way that an intimidating, hostile, or offensive work or learning environment is created.

Prompt reporting of an incident believed to be sexual harassment is urged. An employee who believes he/she has been subjected to sexual harassment should report the situation to the Affirmative Action Officer, as outlined in College Operating Policies and Procedures (COPP) 2.36.; students should report such incidents to the Vice President for Student Affairs who, upon investigation of the situation, reports findings to the President within ten days of the complaint. Furthermore, due process rights through College grievance procedures are available to students and employees.

# Substance Abuse Policy

The College is committed to maintaining a drug and alcohol free workplace for students and employees. This is an essential part of ensuring safety, eliminating poor job performance, inefficient operations, College rule violations, or any unethical behavior. The OTC Drug and Alcohol Policy is consistent with the Drug Free School and Communities Act Amendment of 1989. The unlawful manufacture, distribution, possession, sale, use or being under the influence of alcohol, a controlled substance, or drug is prohibited at a College facility or while engaged in College-related activities. In addition to College sanctions (disciplinary action up to and including termination or suspension), state and federal laws provide for fines and/or imprisonment for such activities. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved, the offender's past record for such offenses, and a variety of other factors. One particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under 21 years of age or within proximity of an educational institution.

## Education and Referral Programs

- Alcohol and Drug Education material is available at OTC for all students, faculty, and staff.
- Alcohol and drug policy information will be distributed to students and employees on an annual basis.
- Counselors will make appropriate referrals to community service providers on a case-by-case basis.
- Alcohol and Drug Awareness Week is conducted the week prior to spring break at OTC.
- The National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686 or at their web site at [www.health.org](http://www.health.org) will provide additional information.

## Student Rights/Responsibilities

You are expected to conduct yourself in a professional manner while on campus or while representing the College off-campus. The reputation of OTC rests with you. The College reserves the right to take disciplinary action against students, who in the opinion of OTC, have not acted in the best interest of the students or the College. Disciplinary actions may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process.

OTC honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Therefore, any student who willfully by use of violence, force, coercion, threat, intimidation, or fear, obstructs, disrupts, or attempts to obstruct the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so is subject to dismissal.

All OTC students are expected to conduct themselves as responsible individuals and to abide by the College rules published in this Handbook/Calendar.

# STUDENT RECORDS

OTC is covered by the Family Educational Rights and Privacy Act, also known as the Buckley Amendment, which provides for the privacy of students and their parents regarding access and disclosure of records maintained by the College. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

**The right to inspect and review the student's education records within 45 days of the day Ouachita Technical College receives a request for access.**

Students should submit to the registrar, chair of the academic department, or other appropriate official, written request that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records

may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

These items are designated as "Directory Information" and may be released for any purpose at the discretion of our institution:

- Name;
- address;
- major field of study;
- participation in officially recognized activities;
- dates of attendance;
- degrees and awards received;
- attendance status
- the most recent educational institution attended;
- or other similar information.

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution to not release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.

The College will honor your request to withhold any of the categories chosen but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the college assumes no liability for honoring your request that such information be withheld.

If a student chooses not to have directory information disclosed (such as in a graduation program, etc), they must describe, in writing, the information to be excluded to the Registrar within 18 calendar days from the first scheduled day of the term. Requests will be honored for one term only; therefore, requests must be filed each term.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Ouachita Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-460**

The Office of the Registrar in the Division of Student Affairs is responsible for maintenance and security of student records and for making them available for counseling, advising and/or for auditing purposes. This information is considered confidential.

Additionally, Ouachita Technical College safeguards student information as mandated by the Gramm-Leach-Bliley Act. The Vice President of Finance and Administration and the Vice President for Student Affairs coordinate and execute the College's Information Security Plan.

# COLLEGE RULES

***Alcoholic Beverages*** - Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on OTC property or at College functions is subject to disciplinary action and/or state and/or federal law.

***Illegal Use of Drugs*** - The illegal use of drugs is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law.

***Smoking*** - The use of tobacco, in all forms, is prohibited in College buildings. Beginning January 1, 2010, Ouachita Technical College became a smoke-free campus. This is in accordance to ACT 734, which is a state law beginning August 1, 2010.

***Assembly*** - No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.

***Signs*** - Students may display signs or posters in authorized areas only; other placement requires the Vice President of Finance and Administration's authorization. All signs and posters must be approved in the Office of Public Relations prior to posting. Students are not to deface, alter, tamper, destroy or remove any sign or inscription on OTC property.

***Solicitation of Funds*** - No student or student organization may use campus facilities, solicit funds or schedule activities unless such action has been approved by the Vice President of Finance and Administration and the President.

***Arms/Deadly Weapons*** - Firearms (except for those possessed by officers of the law) are strictly prohibited on College property or at any activity sponsored by the College. Any student possessing deadly weapons is subject to disciplinary action.

***Cheating*** - Dishonesty, such as cheating or plagiarism, will not be tolerated. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her class work.

***Counterfeiting and Altering*** - Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.

***Theft of Property*** - Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal law.

***Use of College Facilities*** - Students are permitted on campus during the time established in the College Calendar, during normal College hours. Students wishing to utilize College facilities at other times than those must request permission from the Vice President of Finance and Administration.

***Financial Responsibility*** - Students in debt to the College shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.

***Information Technology Resources*** - Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, OTC reserves the right to limit, restrict, or extend the use of and access to information technology resources. Those who do not abide by the policies as outlined in College Operating Policies and Procedures (COPP) 3.43, whether through deliberate disregard, negligence, or naiveté, should expect suspension of their privileges and possible referral to the appropriate judicial process. Users must behave responsibly in light of access to vast services, sites, systems, and people. An example of particular import to ALL users of OTC's Technology Resources is delineated in COPP 3.43(6)(j) that states: "Users shall not access or display sexually explicit materials on any OTC terminals, microcomputers, printers, or any other equipment."

***Motor Vehicles*** - OTC provides and maintains sufficient parking areas for staff, students, and visitors. Parking permits are not required; however, handicapped parking permits are required to park in handicapped zones and are to be displayed in the vehicle while it is parked on campus. Vehicles should be parked within designated parking boundaries and not overlap into or onto a roadway or crosswalk. Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of

vehicular or pedestrian traffic, or that create an unsafe condition will be towed at the owner's expense. The College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas. Speed is limited to 10 miles per hour while on College grounds.

**Children on Campus** - Unattended children are not allowed on campus or in College buildings. Children are not allowed in classroom or lab facilities.

**Classroom Expression** - Student freedom of discussion and expression of views is protected and encouraged. The faculty has the responsibility and the authority to maintain order and appropriate academic environment, but this authority is not used to suppress the expression of views contrary to their own.

**Verbal and/or Physical Abuse** - Verbal and/or physical abuse by a student to or against any member of the College community will not be tolerated and will be considered a disruption of the educational process.

**Emergency Closing** - When it is necessary to close the College on an emergency basis, you will be notified by College staff and/or the mass media. Immediate closing of the campus may occur due to inclement weather or other reasons, depending upon the severity of the event. You may receive information concerning closing via several outlets:

- **SchoolCast:** Ouachita Technical College has implemented an emergency notification system, this system provides messaging via multiple communication vehicles—email, text messages, cell or land line voice calls, as well as, administrative announcements. The link for **SchoolCast** for **Students ONLY** can be found at: [www.myschoolcast.com/go/otc](http://www.myschoolcast.com/go/otc). If you don't know your username and password call the OTC Helpdesk.
- **Radio:**
  - [Hot Springs](#) - KLAZ 105.9 FM; KQUS 97.5 FM
  - [Little Rock](#) - KSSN 95.7 FM
  - [Malvern](#) - KBOK 1310 AM
- **TV:** KARK-4; KATV-7; KTHV-11; Fox-16; TCA Cable
- **TIP:** **You can get up-to-date emergency closing information by calling the school's telephone bulletin board. Just call the main number and press 6 to access the automated message.**

## STUDENT DUE PROCESS

Ouachita Technical College honors the rights of all individuals to free discussion and expression, to peaceful demonstration, and of lawful assembly. It is equally important, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Therefore, any student who willfully by the use of violence, force, coercion, threat, intimidation, or fear obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so shall be subject to disciplinary action with penalties that might result in suspension from the College.

### Due Process for Student Conduct Violations

The Division of Student Affairs publishes student conduct regulations that are available to all students no later than the first day of classes each semester. Those regulations are found in the *OTC Catalog*, the *OTC Student Calendar/Handbook*, and on the OTC web site.

Disciplinary actions fall into one of two categories:

1. **College-Initiated Actions Of An Academic Nature**

Academic integrity is fundamental to the scholastic environment. Students therefore must not engage in any behavior that disrupts the learning process. In addition, students must be honest in every aspect of their work, and they must refrain from fraud and cheating. To that end, each student at Ouachita Technical College is to abide by a

code of honor under which they will not engage in, or tolerate, any form of academic dishonesty. Violation of that code is regarded as a severe offense that may result in lowered assignment scores, a failing grade in the class, administrative withdrawal from the course, removal from the program of study, suspension from the College, or a combination of the above sanctions.

**2. College Initiated Actions Of A Non-Academic Nature**

If a non-academic case of conduct violation of College Regulations arises, the case goes to the Vice President for Student Affairs. The Vice President for Student Affairs may recommend to the President of the College the temporary suspension of a student until the case can be investigated, if such a suspension is deemed to be in the best interest of the College. The suspension may or may not place the student in violation of an instructor's course policies. The Vice President for Student Affairs shall review and investigate the case and shall make a determination of student discipline within five working days.

## Student Appeals

Students have the right to appeal a discipline decision. A student desiring to have a discipline decision reviewed must file a grievance following the procedure identified in the Student Grievance Procedure.

## Student Grievance Procedure

Student conflicts are categorized as academic or non-academic. Those that involve coursework are considered academic and resolution begins with the student's instructor. If the conflict is non-academic, resolution is between the student and the College staff member. In either case the student must meet with the employee, describe the problem, and propose one or more possible remedies. At this stage, the student should be open and willing to resolve the matter before escalating it to a formal grievance.

**Step 1.** If an academic problem cannot be resolved between the student and the instructor, the student may take the concern forward to the Department/Division Chair. If a non-academic problem cannot be resolved between the student and the staff member, the student may take the concern forward to the staff member's immediate supervisor or supervisors.

The student must put the grievance in writing to appeal it beyond the instructor or College staff member level. The written grievance must be made by filling out the Grievance Procedure and Report Form, including the desired remedy, and submitting it, within three (3) working days of the incident, to the Department/Division Chair if it is an academic problem or to the College staff member's supervisor if the problem is non-academic. The Department/Division Chair or supervisor shall investigate and review the complaint (this usually includes a meeting with the Grievant/Appellant to discuss the complaint) and shall then provide the student with a written response within five (5) working days.

**Step 2.** If the student disagrees with the resolution of the problem by the Department/Division Chair or staff member's supervisor, the student may appeal the decision to the next level and opt to appeal it to either the Student Appeals Committee or to the Vice President level. The appeal must be in writing by filling out the Grievance Procedure and Report Form, including the desired remedy, by submitting it, within three (3) working days of the response from Step 1 above, to either the appropriate Vice President or Chair of the Student Appeals Committee. The written appeal must also include a clear indication as to which option the student chooses (Vice President or Committee) along with the completed Grievance Procedure and Report Form.

If the student so opts, the Vice President shall investigate and review the complaint (this usually includes a meeting with the Grievant/Appellant to discuss the complaint and may include interviewing a witness if one of the parties requests it) and shall then provide the student with a written response within five (5) working days.

If the student so opts, the Student Appeals Committee will meet, at a time and place which is convenient for the Committee, to hold a hearing on the student grievance. The Appellant will be notified by the Chair of the Student Appeals Committee in writing as to the time, place, and conduct of the meeting. The Appellant may bring one representative into the meeting with them. The Appellant may also bring one witness to the meeting, but the Chair will invite the witness into the meeting room at the appropriate time then dismiss the witness at the appropriate time. The College employee against whom the grievance is directed may also have one representative and bring one witness to the meeting the same as the Appellant is allowed to do.

The Chair will introduce all the parties, the Committee will review the Grievance Procedure and Report Form submitted by the Appellant and the written response from Step 1 above and then begin the hearing of the complaint from the Appellant. The Appellant and the representative will have up to thirty minutes to present the complaint to the Committee including the testimony from a witness. The Committee members may ask questions during or after this period of time. Next, the Committee will listen to the other party and/or representative for up to thirty minutes including the testimony from a witness. The Committee members may ask questions during or after this period of time, as well. The Committee is also free to call and interview any other persons whom it deems appropriate.

After both parties have stated their cases and the Committee members feel that they have had all their questions sufficiently answered, the Chair will excuse the parties, their representatives and any witnesses. At this time, the Committee will discuss the case behind closed doors and make a decision based on the information presented. The Chair will report the decision of the Committee in writing along with the Appellant's written appeal documents to the two parties and to the President as soon as possible, but not later than five (5) days from the conclusion of the hearing.

**Step 3.** If the student is not satisfied with the response of the Vice President or the Student Appeals Committee in Step 2, the decision may be appealed to the President by submitting the appeal in writing along with the previously completed Grievance Procedure and Report Form stating the problem and desired remedy, within three (3) working days of the response from Step 2 above. The President shall review and investigate the complaint (this usually includes a meeting with the Appellant, the representative, the employee against whom the grievance is directed and a witness that either may bring to discuss the complaint) and shall then provide the student with a written response within five (5) working days. The decision of the President is final unless the student's complaint includes an alleged violation of the student's civil rights or if the President is a primary party to the grievance.

**Step 4** . If the student is not satisfied with the President's response and if the student's complaint is eligible (involves an alleged civil rights violation or the President is a primary party), the decision can be appealed to the Board of Trustees, through the College President, providing the appeal is submitted within three (3) days of the response in Step 3 above, and the appeal is in writing and includes the completed Grievance Procedure and Report Form and copies of all previous written responses. If a proper appeal is made, the President shall forward the appeal request to the Chair of the Board and the Board shall investigate the complaint in whatever manner it deems appropriate, but if it decides to conduct a hearing, that hearing shall be conducted during the Board's next regular meeting. The Board shall provide a written response to the Grievant/Appellant within ten (10) working days of receiving the appeal request unless the Board conducts a hearing, in which case the written response must be provided within five (5) working days following the hearing.

## **Time Limits**

Time limits are specified to make certain a student will always get a timely resolution to a problem. To ensure this timely resolution, even between terms when many faculty, staff, and students are unavailable, "working days" shall mean: **1.** For academic problems, Monday through Friday during a school term when faculty are contracted to be working, excluding Board approved holidays and **2.** For non-academic problems, Monday through Friday excluding Board approved holidays and days when the campus is closed according to the official calendar. If during the "working days" time limits specified in Steps 1 through 3, the employee involved, Department/Division Chair, Supervisor, or Vice

President are off campus and signed out on official leave status (sick, vacation, personal, family medical, etc.), that step may be skipped and the appeal directed to the next higher authority. In Step 3, if the President is off campus or signed out on leave status, the Grievant/Appellant and the President shall communicate by telephone or email and mutually agree on (a) how the appeal shall be reviewed and (b) how the "working day" time limits might be modified to expeditiously process the appeal under the circumstances. The President shall confirm, in writing, these procedural modifications that have mutual agreement.

If the written grievance or appeal is not presented within the time limits, as set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limits, or any agreed upon extension thereof, it shall be considered settled on the basis of the last answer submitted by the person to whom the grievance was presented at that step. If the person required to answer the grievance or appeal at any step does not do so within the required time limits, the Grievant/Appellant may consider the grievance or appeal denied and appeal it to the next step. The time limit in each step may be extended by mutual written agreement of the Grievant/Appellant and the person(s) to whom the grievance/appeal is being presented. Such extension shall not be unduly withheld by either party.

## **Hearings**

The purpose of any hearing conducted by an authority of the College carrying out this policy is fact finding and problem solving. Any such hearing is an administrative procedure and the College authority conducting the hearing is in charge of the hearing and shall determine the date, time and location of the hearing and shall determine how long the hearing shall go on and how long the testimony of any party may go on and who can speak. Since the hearing is administrative in nature, it is not a court of law and neither strict rules of evidence nor the cross examination of witnesses will not used. The College authority conducting the hearing will ask most of the questions and other questions will only be allowed by permission of the authority.

## **Office of Civil Rights**

Students who feel their civil rights have been violated during these procedures may appeal directly to the U.S. Office of Civil Rights at any time. Students may contact the College Affirmative Action Officer for information on how to file such a complaint.

## **Grievance Revision Policy**

The President, through the Board of Trustees, may revise the Grievance Procedure to ensure compliance with contemporary law.

# Ouachita Technical College Student Grievance Procedure and Report Form

Name of Student Grievant \_\_\_\_\_ Date \_\_\_\_\_

Current Address \_\_\_\_\_

Current Telephone Number \_\_\_\_\_ email address \_\_\_\_\_

Date on Which the Problem Occurred \_\_\_\_\_

Outline the grievance in the space below (may attach a document if necessary)

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Outline the measures which have been taken to remedy this grievance with the instructor or staff member prior to submitting this grievance.

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*If no measures have been taken to remedy this grievance with the instructor or staff member, the College recommends this action prior to seeking a grievance.*

Outline the remedy (remedies) sought in the space below (may attach a document if necessary)

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Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

The use of this form is required by the OTC Student Grievance Procedure, COPP 5.55. Students are advised to refer to the Student Grievance Procedure, COPP 5.55, document itself for details and information related to the appeal process. All of OTC's policies and procedures, COPPs, can be found on the college web site, [www.otcweb.edu](http://www.otcweb.edu). Version: 012709.