Ouachita Technical College

Advising Handbook

1995-96

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Use of this Handbook

Academic advising is an integral part of fulfilling the mission of Ouachita Technical College. Only through facilitating students' academic choices and personal development can we enable "individuals to develop to their fullest potential . . . ." Additionally, personal contact with an academic advisor provides the encouragement many students need to persist at reaching their educational goals.

The *Advising Handbook* has been developed in order to consolidate information helpful in guiding the developmental academic advising process. This handbook may not be all inclusive, and it is dynamic. For that reason, the three-ring binder format will allow for the insertion of additions and updates to the *Handbook*, as well as materials that you may find helpful.

Through regular contacts with students, whether face-to-face, through the mail, or on the telephone, advisors gain insight into students' academic, social, and personal experiences and needs. It is hoped this *Handbook* will enhance your ability to help students feel a part of the academic community, to achieve academic and career goals, and to be successful learners.

Academic advising is interactive and aimed at helping students to:

- Develop decision-making skills and assume responsibility for their actions and plans.

- Explore educational and career options and links between academic preparation and the world of work.

- Select courses appropriate to their level of preparation.

- Monitor and evaluate educational progress.

- Integrate the College's resources to meet needs and interests.

If this *Handbook* conflicts with the *College Operating Policies and Procedures* (COPP) manual, the COPP takes precedence.

Advising Philosophy and Purposes

Ouachita Technical College's advising system strives to help students develop to their fullest potential. By meeting students' needs on an individual basis, academic advisement is an important component in the fulfillment of the College Mission.

In accordance with COPP 4.21, full-time faculty, as part of their professional responsibilities, serve as academic advisors for the student body. The purpose of advising is to provide students with information regarding program and course requirements and career options.

Faculty can further support the role of counseling services by making referrals of students who are in need of such services, reporting significant data regarding students to the counselor(s), and consulting with the counselor(s) in connection with student problems.

Advisor Responsibilities

1. To meet with students to assist them in planning their semester of studies and establishing their educational objectives at OTC.

2. To inform students about the college's programs of study, policies, procedures, prerequisites, and transfer requirements.

3. To establish a friendly, open environment which fosters students' self-exploration.

4. To make students aware of the range of services and opportunities that are relevant to their educational needs and objectives.

5. To refer students, as needed, to other college services.

6. To explain the purposes of general education.

7. To complete degree plans and review students' progress toward a degree or certificate.

8. To comply with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

Communication Skills

Many of an academic advisor's duties and responsibilities are accomplished through verbal and nonverbal communication. Active listening and attending behaviors are important because a student will not open up and talk about their situation unless they feel the advisor is truly interested in them. It's important that a good rapport is established. This can only be done if the student feels the advisor is genuinely interested in him/her and their success.

Attending Behaviors

Effective attending behaviors let the student know you are listening and increase your ability to be an effective listener. The following indicate attending behaviors:

- **EYE CONTACT.** Although it is important to maintain good eye contact with the student, this does not mean a steady stare. That causes an uncomfortable feeling. Eye contact should be as natural as possible. Looking around the room or out a window communicates disinterest.

- **OPEN POSTURE.** Crossed arms and legs can be interpreted as signs of withdrawal. Although such an interpretation may not be valid, avoid communicating a lack of involvement. Adopt a posture that indicates interest, and that you are receptive to them and what they have to say. One way to accomplish this is to face the student squarely. Many times the subject matter may require you to eliminate a physical barrier between you and the student. Coming out from behind a desk or table and sitting beside the student can be very effective in communicating an attitude of "I am very interested and involved in what you are saying."

- **LEANING SLIGHTLY FORWARD.** This can be another strong indication of involvement and interest in what the student is saying. Make sure you lean only slight forward, leaning in too closely can intimidate the student. You may want to use a leaning back posture if the student is rambling or if it is time to close your session with the student.

- **RELAX.** Although you may have many other things on your mind, do not act distracted (i.e. fidgeting, looking at your watch, playing with papers, etc.). It is important to act as normal and relaxed as possible.

- **ACTIVE LISTENING.** Active listening is not just hearing, but tuning into the student's meaning behind the verbal conversation. Nonverbal

behavior and voice (volume, pitch, rapidity, etc.), can be critical to enabling you to understand the message a student is trying to convey. Sometimes you need to simply listen and not interrupt with questions or directions. Periods of silence can be uncomfortable, however, they are often productive, forcing the student to clarify and to make their own decision.

While listening, you must put yourself in the student's frame of reference, and you must remain objective. Only by doing this can you experience empathic understanding (accurate understanding of the student's experience from **his/her** perspective). See if you are interpreting the student's message correctly by doing a perception check. Ask the student for feedback on your interpretation by paraphrasing, clarifying, questioning, or summarizing. This will give the student the opportunity to confirm, clarify, or deny your impressions and let him/her know you are interested in what they are saying. The on-going dialogue below provides examples of these techniques.

<u>Paraphrasing</u>

Student: I just don't understand. I studied really hard for that test and felt like I would do well. When I looked at the test I just blanked! I think I bombed out on it.

Advisor: You are very frustrated. You thought you were prepared for the exam, but you do not feel you did well.

<u>Clarifying</u>

Student: That's right, and besides I am just so sick of school. I can hardly force myself to go to class.

Advisor: You're tired of school. Is that right?

<u>Questioning</u> (Avoid questions that require only "yes" or "no" answers; they do not encourage the student to discuss their concerns or to elaborate. Use open-ended questions that require a more complete response by the student.)

Student: Well . . . yes. I guess I am.

Advisor: What do think is contributing to this feeling?

<u>Summarizing</u> (A paraphrase normally responds to the student's preceding statement; a summary can cover the entire conversation.)

Student: Between my family, my job, and meeting classes I don't have enough time to study. When I do study I have so many interruptions that I can't keep a train of thought. I just don't know if I have what it takes to stick with school.

Advisor: You're not doing as well in your classes as you would like, and feel you could make better grades if you had quality study time. You're overwhelmed by the demands made on you and wonder if its possible to organize your time so that you can complete your education.

At this point, you might assist the student (he/she should provide the majority of the ideas) in developing a plan (written is even better) to address the problem.

Admission Information

In accordance with OTC's mission, the College provides an "open door" admissions policy. Some programs and State regulations require specific entrance requirements, and admission to the College does not ensure acceptance into a particular course or program of study. OTC is an equal opportunity/affirmative action technical college and no person will be denied admission based on race, color, religion, sex, national origin, age, or disability.

Students seeking admission for the first time may qualify for admission by any of the following methods:

1.   Graduation from an accredited high school.*

2.   Through transfer from other accredited colleges or universities.

3.   Satisfactory completion of the General Education Development requirements (GED).*

4.   Concurrent enrollment in high school and in OTC college-credit classes. Students must submit (1) written permission from their high school principal or counselor, and (2) assessment scores that meet placement standards. High school students are NOT enrolled in Basic Skills Advancement courses. They may not need developmental coursework upon completion of their high school curricula.

*Students who do not meet these requirements may be advised to contact OTC's Adult Education Department. This program is designed for adults (17 years of age or beyond the state age of compulsory attendance). The Adult Basic Education (ABE) division is available to those students with less than an eighth-grade education who require more education for employment. The General Adult Education (GAE) division provides a means by which out-of-school individuals may receive the Arkansas High School Diploma (formerly the GED certificate). Further information on Adult Education is provided in the *OTC Catalog*.

Admission Procedures for New Students

Students entering OTC for the first time should follow the procedures below for admission: (See 4.00 and 4.01 for registration procedures.)

1. If, applicable, submit ACT, SAT, or ASSET scores. Students who have not taken any of these basic skills assessment exams can take the ASSET, at no charge, at OTC. A schedule of ASSET exam dates is available from the counselor(s) and is published each semester in the schedule. **NOTE:** If a student has not declared a degree or certificate intent, he/she may be exempt from testing for up to 12 credit hours. At the 13th hour, the student must test and submit scores. Under no circumstances will a student be placed in a math or English course (except the lowest level of the Basic Skills courses) without test scores.

2. Submit a completed Application for Admission.

3. Submit copies of official high school and/or college transcripts or GED certificate.

4. If a full-time student and born on or after January 1, 1957, submit proof of immunization.

5. Visit the Financial Aid Office to determine if eligible for financial assistance.

6. Obtain an appointment and meet with an advisor.

7. Attend new student orientation as published in the schedule.

8. Register as published in the schedule.

Practical Nursing Program Entrance Requirements

Admission to the OTC Practical Nursing Program is selective. Thirty students are chosen on May 31 of each year for admission into the nursing program in the fall semester. Since the PN program normally has more applicants than positions available, admission is competitive. A composite score using the writing, language, and math sections of the ASSET is compiled and the top 30 applicants are accepted. In the case of a tie, the applicant's high school GPA will be used to break the tie. In addition to College admission requirements, PN applicants must compete the OTC Practical Nursing Application; a physical exam is required of those admitted to the program. Additional details on PN program requirements are provided in the *OTC Catalog*.

Student Classifications

FULL-TIME STUDENT - Students enrolled in 12 or more semester credit hours during the Fall or Spring semesters; students enrolled in 6 or more semester credit hours during the Summer semester (However, financial aid programs consider and pay students enrolled in 6 hours during the Summer semester as half-time.)

The normal class load at OTC is 16 semester credit hours with 17 as a maximum load for the average student. A student with a semester GPA of 2.75 may enroll in 18 credit hours during the next succeeding semester; with a 3.25 GPA a student may enroll for 19 hours. Any deviation from these requirements must be approved by the Vice President/Dean for Instructional and Student Affairs. (Use the Overload Permission form in Appendix B-9.)

PART-TIME STUDENT - Students enrolled in less than 12 semester credit hours in the Fall and Spring semesters; students enrolled in less than 6 semester credit hours in the summer semester

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FRESHMAN - A student with fewer than 30 semester credit hours

SOPHOMORE - A student with 30-59 semester credit hours

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TRANSFER STUDENT - A student who transfers credits to OTC from another institution

TRANSIENT STUDENT - A student who is maintaining primary enrollment at another institution and takes OTC courses to transfer back to that institution

Family Educational Rights & Privacy Act of 1974 (Buckley Amendment)

Ouachita Technical College is an educational institution covered by the Family Educational Rights and Privacy Act, more commonly referred to as the Buckley Amendment. The purpose of the Act is to protect the privacy of students (current and former) and their parents in regard to access and disclosure of students' records maintained by the College.

As delineated in COPP 4.23, the College will follow the specific rules and regulations. Under the law, institutions must:

- Provide students with access to educational records;

- Give students the opportunity to challenge records that are "inaccurate, misleading, or otherwise in violation of privacy or other rights";

- Get written consent before disclosing personally identifiable information about students;

- Keep records of third parties who request or obtain student records (these third parties must agree not to further distribute the information without written consent); and

- Provide students with information about their rights under the law.

The College has designated the following personally identifiable student information as directory information: (1) name, (2) address, (3) date and place of birth, (4) major field of study, (5) participation in officially recognized activities, (6) dates of attendance, (7) degree and awards received; (8) the most recent educational institution attended; (9) other similar information. (Notice this does NOT include social security number.) Directory information may be disclosed unless a parent or student refuses to permit the inclusion. Refusal procedures are outlined in COPP 4.23.

Any disclosure of student information, other than directory information, outside of the College shall be only with the prior consent of the student, unless health and safety considerations necessitate the dissemination of such information. Advisors must exercise sound judgement and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer data bases (such as the student data system), etc.

Legal Principles - Advising Challenges

Student challenges to advising are generally based on one of three legal principles:

- contract law,
- agency law, and
- negligence.

In each, a student will argue that the school had a duty or responsibility that it failed to carry out or carried out improperly.

Contract Law

Under **contract law**, courts consider whether the school followed its own regulations and guidelines in an advisement situation, whether the school fulfilled "promises" made to students by persons or publications, and what the nature of the contract between student and school was. If a contract is found to exist, written or verbal, explicit or implicit, a student may be awarded monetary damages or other academic relief, if a breach of contract occurred.

Written campus publications are often cited as being contractual: catalogs, brochures, and handbooks set out terms under which students accept admission, select courses, and pursue degrees. In addition to written materials, courts have found advisement contracts in oral representations by campus agents. However, spoken words must be specific and believable to form a contract. A student told by a school official "not to worry" about an academic problem cannot rely on those words. In *Abrams v. Illinois College of Podiatric Medicine*, 395 N.E. 2d 1061 (1979), the court found the official's words too vague and indefinite to create a binding oral contract.

Agency Laws

Other claims could be based on **agency law**, viewing the college as responsible for the acts or omissions of its staff. This means the College is responsible for the words and acts of officials or representatives having either actual or apparent authority. So, when a department representative or advisor says that a course isn't required, a student may take that to the official college policy. If the representative or advisor is wrong, that may become their problem, not the student's. When an agent with actual or apparent authority waives a policy, the student can go into court to force the school to maintain the waiver.

Tort Law

Advisement situations can also lead to **tort law** claims, including fraud and negligence. Fraud can be found when school officials or representatives make statements they know to be false. Negligence arises from claims that the school had a duty to provide appropriate counseling, breached that responsibility, and injuries were caused by the breach.

In establishing negligence claims, a student may contend that damages are owed due to problems created by poor advising. Courts look to see if a special relationship exists between the parties that would give rise to a duty to provide or perform, which is subsequently breached. Students often claim negligence in advisement cases, but few claims of this type have been sustained.

An advisement fraud case could come from statements or nondisclosure in admissions materials or meetings. To prove fraud, a student would have to show that school officials

- falsely represented a fact,
- knew the truth,
- misrepresented to make the student act, and
- caused damage to the student,
- that the student was justified in accepting the falsehood.

Source: *Perspective: The Campus Legal Monthly*, vol. 7, no. 5, pp. 4-5, and vol. 6, no. 7, pp. 3-5, Magna Publications, Madison, WI.

Legal Notes

- An institution cannot require a student to give their Social Security number unless required under a Federal law. Such students must be assigned a dummy number.

- Student grades cannot be posted by personally identifiable information (such as a Social Security number) without a release that contains (1) date; (2) student signature; (3) the specific information to be posted such as "grade in College Algebra;" (4) what is to be released and to whom.

- Under Buckley, student records are closed to anyone except the student. If any third party asks for information, it should be requested in writing and there should be a written release from the student.

- When writing reference letters, be careful about defamation. Use only statements of fact. If the writing is negative, do not write conclusive statements.

- Do not write on original documents. Many times they end up in court.

- If a student violates a campus rule that also violates a crime, it is not double jeopardy; the criminal act is separate.

Assessment Program

Ouachita Technical College views assessment as a holistic process by which information is gathered and analyzed, and then used to evaluate the accomplishment of the mission and to enhance the College's effectiveness. OTC's assessment procedures measure student academic achievement and institution effectiveness.

The primary purposes of assessment are

1. to improve teaching and learning;
2. to improve the educational environment;
3. to make the College more accountable to constituents through documentation of student and institutional outcomes;
4. to link educational programs and services to measures of student learning and development;
5. to gather and utilize information vital to effective planning and resource management.

Assessment is accomplished through a variety of tools. Faculty are responsible for course/program-level student outcomes assessment. The College's Assessment Plan is available from your department chairperson and is available for review in the Library/Learning Resource Center. An outline of the assessment plan follows.

Ouachita Technical College Plan of Assessment

Indicator	Population	Frequency	Use of Results	Responsibility
Goal 1: To promote and expand access to programs and services that meet students' abilities, interests, and potentials.				
Market Penetration Rate	OTC students compared to service area	Fall and Spring semesters	• To determine effectiveness in providing access to the service area (rate will be compared to the 3 percent national average)	Director for Enrollment Management
Retention Rates by Total/Minority/ Developmental	1st-time, full-time award-seeking students (those enrolled in the fall and re-enroll in at least 12 hours in the subsequent fall semester are considered a retained student; those seeking one-year certificates will be track from fall to spring)	Fall semester for two-year awards Spring semester for one-year awards	• To track student persistence in an effort to determine the extent to which programs and services are meeting student needs and if rates improve • By ADHE to determine state budget amount for which OTC is eligible due to incentives through productivity enhancement efforts	Applications Programmer
Enrollment Data/ Demographics by Program/Dept./Total	Students enrolled in general education and/or technical education	Each semester	• For comparison with previous semesters to determine increase or decrease in educational participation • To make comparisons regarding diversity of student population and service area • To determine marketing and recruiting effectiveness	Applications Programmer
Matriculation Rate of Adult Ed and Secondary Voed Students	Current OTC students who were former adult ed or secondary voed students	Fall semester	• To determine effectiveness in recruiting students enrolled in those auxiliary programs	Director for Enrollment Management
Student Involvement in Campus/ Community Activities	Students participating in extracurricular organizations and activities	Fall and Spring semesters	• To determine participation in extracurricular organizations	Organization Advisors
Financial Aid Participation	Students enrolled in college classes/programs who receive financial aid	Each semester	• For comparison with previous semesters to determine increase or decrease in financial aid participation	Financial Aid Officer
Student Academic Status (Students on Academic Monitoring or Probation	Students enrolled in college classes/programs	Each semester	• To determine the number of students who are successful in making academic progress • For comparison with previous semesters to determine increase or decrease in unsatisfactory academic progress	Registrar

Indicator	Population	Frequency	Use of Results	Responsibility
Student Awards/Honors	Students who are on the Dean's list, inducted into Phi Theta Kappa, win awards/ honors, etc.	Each semester	• To recognize students making exceptional academic progress	Registrar Faculty Phi Theta Kappa advisors
ACT Student-Opinion Survey	Students enrolled in college classes/programs	Fall semester	• To gather data for making educational and institutional improvements • To determine student satisfaction with programs and services	Director for Enrollment Management
Library/LRC Utilization	Patrons of Library/LRC	Daily (compiled monthly and by semester)	• For comparison with previous data to determine increase or decrease in Library/LRC utilization	Director, Instructional Support
Goal 2:		To ensure that every graduate of a Ouachita Technical College (occupational) program possesses the technical skills to be successful in the workplace.		
Course/Program-level student outcomes assessment	Students	On-going-- reported annually	• To measure student academic achievement • To improve the teaching/learning process • To determine if program objectives are being met • To provide students with feedback on their achievement	Faculty Department Chairpersons VP/DISA
Job Placement (Alumni Survey)	Graduates from the previous year	October	• To determine the employability of students • By ADHE to determine state budget amount for which OTC is eligible due to incentives through productivity enhancement efforts	Dean of Community Service and Continuing Education
Graduate Satisfaction (Graduate Survey)	Current graduates	At the time of Application for Graduation	• To determine student satisfaction with their educational program • To make educational and institutional improvements • To determine students who have found employment upon graduation	Registrar
Employer Satisfaction (Employer Survey)	Employers of OTC graduates (obtained from alumni survey)	January	• To determine employer satisfaction education of OTC graduates • By ADHE to determine state budget amount for which OTC is eligible due to incentives through productivity enhancement efforts	Dean of Community Services and Continuing Education
Goal 3:		To provide a wide range of continually improving educational programs and services to individuals, businesses, industries, and communities.		
Library/LRC Survey	Students, faculty, and staff	Fall and Spring semesters	• To determine satisfaction with Library/LRC services	Director, Instructional Support

Indicator	Population	Frequency	Use of Results	Responsibility
Community Survey	Randomly selected residents of service area	Every three years	• To determine the community's awareness of OTC programs and services • To determine community satisfaction with OTC programs and services • For community input into OTC programs and services	Director for Enrollment Management
Employer Satisfaction (Employer Survey)	Employers of OTC graduates (obtained from alumni survey)	January	• To determine employer satisfaction with the education and skills of OTC graduates • By ADHE to determine state budget amount for which OTC is eligible due to incentives through productivity enhancement efforts	Dean of Community Services and Continuing Education
Exit Survey	Students who withdraw from the college	On-going	• To gather and analyze demographic data on students who withdraw • To make improvements in operation and instruction	Registrar
ACT Student-Opinion Survey	Students enrolled in college classes/programs	Fall semester	• To gather data for making educational and institutional improvements • To determine student satisfaction with programs and services	Director for Enrollment Management
Instructional Program & Course Evaluation System (IPES)	Each educational program annual screening In-depth review of each educational program at least once every three years	Annually Every three years	• For identifying strengths and areas needing improvement within programs • To document program effectiveness	VP/DISA
Continuing Education Enrollment Data	Participants in continuing education courses	Each semester	• To determine participation in continuing education courses • For comparison with previous data to determine increase or decrease	Dean of Community Services and Continuing Education
Faculty Evaluations (consisting of ratings by students through SUMMA, self-evaluation, administrative evaluation)	Faculty	Annually	• To improve the quality of instruction • To promote faculty development • To provide more reliable support for personnel decisions	VP/DISA Department Chairs
Faculty/Staff Participation in Professional Development	Faculty Staff	On-going Reported annually	• To analyze and evaluate participation rate in professional development • To ensure appropriate levels of professional development	VP/DISA

Indicator	Population	Frequency	Use of Results	Responsibility
Student Awards	Students who are recognized for accomplishments	Each semester	• To ensure recognition of student accomplishments • When applicable, to document program and/or services effectiveness	VP/DISA Faculty
Faculty/Staff Awards	Faculty/Staff who are recognized for accomplishments	Annually	• To ensure recognition of faculty/staff accomplishments • To document accomplishments that lead to "continually improving programs and services . . ."	VP/DISA
Center for Workforce Excellence (CWE) Productivity	Business/Industry Training participants	Each semester	• To document participation in CWE programs and services • For comparison with previous data to determine increase or decrease • By ADHE to determine state budget amount for which OTC is eligible due to incentives through productivity enhancement efforts	Director for CWE
Goal 4:	To contribute to area economic development by providing the skilled workforce needed to attract and retain business and industry.			
Employer Satisfaction (Employer Survey)	Employers of OTC graduates (obtained from alumni survey)	Annually in January	• To determine employer satisfaction with the education and skills of OTC graduates • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Dean of Community Services and Continuing Education
Guaranteed Skills Retraining Requests	Students enrolled under Guaranteed Skills policy	Each semester	• To document the number of graduates whose employers felt had deficient skills • For making improvements in the teaching/learning process	President
Graduation Rates by Program/Dept./Total	Graduates	Annually - Spring	• To determine productivity • For comparison with previous data to determine increase or decrease • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Registrar
Goal 5:	To serve multiple and diverse populations			
Transfer-In Rates	Students who transfer to OTC	Annually	• To document educational participation by transfer students	Registrar

Indicator	Population	Frequency	Use of Results	Responsibility
Enrollment Data/ Demographics by Program/Dept./Total	Students enrolled in general education and/or technical education	Each semester	• For comparison with previous semesters to determine increase or decrease in educational participation • To make comparisons regarding diversity of student population and service area • To determine marketing and recruiting effectiveness	Applications Programmer
Continuing Education Enrollment Data	Participants in Continuing Education courses	Each semester	• To determine participation in continuing education courses • For comparison with previous data to determine increase or decrease	Dean of Community Services and Continuing Education
Secondary Vocational Center Enrollment Data	Participants in Secondary Vocational Center Programs	Annually	• To determine participation in secondary vocational courses • For comparison with previous data to determine increase or decrease	Secondary Vocational Center Coordinator
Adult Education Enrollment Data	Students enrolled in adult education programs	Each semester	• To determine participation in adult education programs • For comparison with previous data to determine increase or decrease	Adult Education Coordinator
Center for Workforce Excellence (CWE) Productivity	Business/ Industry Training participants	Each semester	• To document participation in CWE programs and services • For comparison with previous data to determine increase or decrease • By ADHE to determine state budget amount for which OTC is eligible due to incentives through productivity enhancement efforts	Director for CWE
GED Passage Rate	Adult ed. students who take the GED exam	On-going	• To determine if program objectives are being met • For comparison with previous data to determine increase or decrease	Adult Education Coordinator
College participation in Community and Civic Activities	College Representation in Community and Civic Activities (including utilization of Speakers' Bureau)	Annually	• To document and analyze College participation in community and civic activities • For comparison with previous data to determine increase or decrease	Coordinator of Development and Community Outreach

Indicator	Population	Frequency	Use of Results	Responsibility
Facilities Usage by Community	Community members who utilize OTC facilities	Each semester	• To document and analyze data on the number of community members who utilize OTC facilities • For comparison with previous data to determine increase or decrease in participation rates	Dean of Finance and Administration
Goal 6:	To promote opportunities for individuals who have the ability, potential, and desire to continue their education at a four-year institution.			
AA Student Outcomes Assessment	AA program students	On-going-- reported prior to the end of the Spring semester	• To measure and document student academic achievement • To improve the teaching/learning process • To determine if program objectives are being met • To provide students with feedback on their achievement	VP/DISA Faculty Counselor/Testing
Transfer Rate	AA students who transfer to a four-year college or university	Annually - spring	• To determine if program objectives are being met • To improve the teaching/learning process • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Registrar
Transfer GPAs of OTC students (If provided)	AA students who transfer to a four-year college or university	Annually - spring	• To determine if program objectives are being met • To improve the teaching/learning process	Registrar
AA Graduation Rates	AA graduates	Annually - spring	• To determine productivity • For comparison with previous data to determine increase or decrease • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Registrar
Goal 7:	To promote mastery of the general education skills needed to be successful in the workplace and/or higher education.			
Entry-Level Placement Scores (ACT, ASSET, SAT)	Degree- and certificate-seeking students Students who have taken 12 hours Students enrolling in college-level math and English	Prior to Enrollment or upon enrolling in 13th hour	• For appropriate course placement in English, math, and academic reading • To aid in advising • To provide students with feedback on their entry-level skills	Counselor

Indicator	Population	Frequency	Use of Results	Responsibility
Arkansas Test of General Education (CAAP-- mathematics, objective writing skills, essay writing skills, reading, scientific reasoning)	AA program students who have accumulated at least 45 credit hours	Second week in November Second week in April	• To measure and document student academic achievement • To improve the teaching/learning process • To determine if program objectives are being met • To provide students with feedback on their achievement • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	VP/DISA Faculty Counselor
Basic Skills Enrollment Data	Students who require academic remediation through Basic Skills courses	Each semester	• To identify students who should be tracked into the appropriate college-level coursework • To determine participation in Basic Skills Advancement • For comparison with previous data to determine increase or decrease	Applications Programmer Director for Enrollment Management
Basic Skills Student Success in Subsequent Coursework	Students who require academic remediation through Basic Skills courses	Each semester	• To determine if program objectives are being met • To improve the teaching/learning process • To measure and document student achievement	Director for Enrollment Management Basic Skills Department Chair
Employer Satisfaction (Employer Survey)	Employers of OTC graduates (obtained from alumni survey)	Annually in January	• To determine employer satisfaction with the education and skills of OTC graduates • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Dean for Community Services and Continuing Education
Graduate Satisfaction (Graduate Survey)	Current graduates	At the time of Application for Graduation	• To determine student satisfaction with their educational program • To make institutional and educational improvements • To determine students who have found employment upon graduation	Registrar
Goal 8:	To increase educational participation.			
Market Penetration Rate	OTC students compared to service area	Fall and Spring semesters	• To determine effectiveness in providing access to the service area (rate will be compared to the 3 percent national average)	Director for Enrollment Management

Indicator	Population	Frequency	Use of Results	Responsibility
Enrollment Data/Demographics by Program/ Dept./Total	Students enrolled in general education and/or technical education	Each semester	• For comparison with previous semesters to determine increase or decrease in educational participation • To make comparisons regarding diversity of student population and service area • To determine marketing and recruiting effectiveness	Applications Programmer
Matriculation Rate of Adult Ed and Secondary Voed Students	Current OTC students who were former adult ed or secondary voed students	Annually - Fall	• To determine effectiveness in recruiting students enrolled in those auxiliary programs	Applications Programmer
Goal 9:				
Cost Information Studies	Primary and Support Functions	Annually for Internal Use Biennially for Legislative Budget Request	• To provide a description of actual expenditures for the primary and support functions of the College • To assist in integrating assessment and planning into the budgeting process • To assist in decision-making in allocation of resources • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts by reducing administrative costs as a percentage of the institutional budget	Dean of Finance and Administration
Program Productivity Rates (Graduation Rates)	All Educational Programs	Annually	• To determine productivity • For comparison with previous data to determine increase or decrease • For decision-making • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Registrar

Goal 9: To organize human, physical, and financial resources for the effective delivery of quality higher education.

Indicator	Population	Frequency	Use of Results	Responsibility
Faculty Loads/ Productivity (full-time and associate)	Full-time and Associate Faculty teaching college courses	Each semester	• To measure and document faculty teaching loads • For comparison with previous data to determine increase or decrease • For decision-making regarding hiring additional full-time faculty • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts (full-time loads)	VP/DISA
Employee Assessment of Programs and Services (Employee Survey)	OTC Employees	Annually - Spring	• To determine employee satisfaction • To provide a mechanism for employee input • To make institutional improvements	Director for Enrollment Management
Faculty/Staff Diversity	OTC Faculty and Staff	Annually - Fall	• To measure and document total number of minority faculty, administrative and professional staff • For comparison with previous data to determine increase or decrease in diversity • By ADHE to determine funding for which OTC is eligible due to incentives through state productivity enhancement efforts	Dean of Community Services and Continuing Education

Entry-Level Assessment

Although OTC is an open-access institution, admission to the College does not ensure acceptance into a particular course or program of study. All degree- and certificate-seeking students, students wishing to enroll in college-level math/English courses, and students who have been enrolled for 12 hours, must submit ACT, SAT, or ASSET scores.

The College provides ASSET testing at no charge, and dates are usually scheduled prior to the beginning of a each semester. Testing dates and times are available from the Office of Student Services.

Purposes of Entry-Level Assessment

The purpose of entry-level placement testing is

1. To identify existing skills and knowledge in reading, writing, and mathematics.

2. To provide students with information regarding the level of skills and knowledge required to succeed in the chosen career field.

3. To recommend course(s) of study in which the student may reasonably expect to achieve academic success. *(Students who do not meet the specified guidelines may still be admitted. However, they must enroll in, and complete with a "C" or better, a prescribed sequence of Basic Skills Advancement courses prior to enrolling in college-level coursework. With the exception of Intermediate Algebra, Basic Skills Advancement courses do not count toward certificate or degree credit.)*

Placement Testing Minimum Scores

COURSE/ PROGRAM	ASSET SUBTEST SCORES		ACT SUBTEST SCORES		SAT SUBTEST SCORES	
To Test Out of Academic Reading	Reading	41+	Reading	19+	Verbal	340+
Freshman Composition I	Writing	42+	Writing	19+	TWSE	40+
College Algebra	Inter. Algebra	48+	Mathematics	19+	Quantitative	390+
Business AAS or TC Programs	Reading Writing Numerical	41+ 42+ 39+	Reading Writing Numerical	19+ 19+ 14+	Verbal TWSE Quantitative	340+ 40+ 290+
Automotive Service Technology AAS	Reading Writing Numerical	41+ 37+ 39+	Reading Writing Mathematics	19+ 16+ 14+		
Diesel Service Technology AAS	Reading Writing Numerical	41+ 37+ 39+	Reading Writing Mathematics	19+ 16+ 14+		
Industrial Electronics AAS	Reading Writing Inter. Algebra	41+ 37+ 45+	Reading Writing Mathematics	19+ 19+ 14+		
Industrial Maintenance AAS	Reading Writing Numerical	41+ 37+ 39+	Reading Writing Mathematics	19+ 16+ 14+		
Practical Nursing	Nursing Applicants With The Highest ASSET Scores Are Admitted To The Program.					

COURSE RECOMMENDATIONS FOR ASSET SCORES

Skill Area	Scaled Score	Course Recommendations
Numerical Skills	23-38 39-55	Basic Math Place by Intermediate Algebra score OR, if no IA score, place in Basic Algebra
Intermediate Algebra	23-35 36-43 44-47 48-55	Basic Algebra Intermediate Algebra or Technical Math Decision Zone College Algebra
Writing	23-36 37-41 42-Above	Basic Grammar Basic Composition Freshman Composition I
Reading	40-Below	Academic Reading

COURSE RECOMMENDATIONS FOR ACT SCORES

Skill Area	Score	Course Recommendations
Mathematics	0-13 14-15 16-18 19 -Above	Basic Math Basic Algebra Intermediate Algebra or Technical Math College Algebra
Writing	0-15 16-18 19-Above	Basic Grammar Basic Composition Freshman Composition I
Reading	18-Below	Academic Reading

COURSE PLACEMENT RECOMMENDATIONS FOR SAT SCORES

Skill Area	Score	Course Recommendations
Quantitative (Mathematics)	390-Above	College Algebra
Verbal	339-Below	Academic Reading
TWSE (Writing)	40-Above	Freshman Composition I

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) permits students to earn college credit by national examinations. Although CLEP Tests are standardized on a national level, each college or university may set additional standards or limits on accepting CLEP credits. A number of schools will accept no more than 15 hours through CLEP. A fee is charged for the administration of the CLEP exam. (See fee schedule in Appendix A of this *Handbook*.

Ouachita Technical College is a CLEP Center and exams are given to any interested person on dates regularly scheduled through the Office of Student Services. Students should contact the Office of Student Services to register for a CLEP exam. Successful completion of CLEP Test and scores (no more than 5 years old) which meet College CLEP Policy will result in records of the credit earned being placed on the student's transcript and on office college records. OTC's CLEP policy is as follows:

1. A student must first matriculate at OTC and earn nine (9) credit hours before petitioning for CLEP credit to be posted on a transcript.

2. OTC will accept no more than 15 hours by CLEP credits.

3. No grade is awarded for CLEP credit nor is such credit calculated in a student's grade-point average.

4. CLEP credit shall be entered on a student's transcript as "credit by CLEP examination" with CR recorded in lieu of grade.

5. CLEP credit earned at other colleges and universities shall be accepted without challenge.

6. Students who take CLEP tests must meet the standards of the college in order to receive OTC credit for CLEP work.

The following outlines OTC credits that may be earned through CLEP examinations.

CLEP Exam	Required Score	OTC Course Credit Earned
College Composition	47	ENGL 1113 Freshman Comp. I ENGL 1213 Freshman Comp. II
American Government	47	GOVT 1113 American National Govt.
American History I: Early Colonizations to 1877	45	HIST 2113 U.S. History to 1865
American History II: 1865 to Present	45	HIST 2123 U.S. History Since 1865
Intro. Macroeconomics	48	ECON 2113 Principles of Econ. A
Intro. Microeconomics	47	ECON 2213 Principles of Econ. B
Intro. Psychology	47	PSYC 1113 General Psychology
Intro. Sociology	47	SOCI 1113 Sociology
Western Civ I: Ancient Near East to 1648	46	HIST 1113 Civilization To 1660
Western Civ II: 1648 to the Present	47	HIST 1123 Civilization Since 1660
College Algebra	45	MATH 1143 College Algebra
General Biology	46	BIOL 1124 Biology

Credit by Examination

Credit by Examination tests are administered by OTC faculty. Examinations may require written and verbal tests, performance test, portfolio review, or other evaluations. Students wishing Credit by Examination for a particular course must contact their advisor prior to registering for the course. The non-refundable fee (see Appendix A) must be paid BEFORE taking the exam.

Credit for Experience

Students who feel they have mastered the content of any course through actual on-the-job experience may petition for credit for such experience. However, it should be noted that in some programs the State of Arkansas licensing or regulating agencies do not permit credit by work experience. The fee charged for Credit for Experience is listed on the fee schedule in Appendix A.

Before credit for work experience may be granted, a student must be formally admitted to a program of study. The College must have on file the student's application, high school transcript, and any college transcripts. Credit for work experience will not be entered on the grade record until the student has successfully completed a minimum of nine credit hours in a major program of study.

Students who wish to receive credit for work experience should

1.   discuss the matter with their advisor who will make a preliminary recommendation;

2.   complete a Credit for Work Experience form (if the advisor feels there has been sufficient work experience to consider granting credit);

3.   present documented proof from all employers where the experience was obtained.

Faculty may also administer an examination (either oral, written, and/or mechanical) to assess the student's skill and knowledge. This exam would not be as extensive as a credit-by-examination test.

After completion of the examination and acceptance of the employer's verification of work experience, faculty and other representatives make a recommendation to the Vice President and Dean for Instructional and Student Affairs. The student is then notified of the results.

Advanced Placement Tests (AP)

Advanced Placement Tests (AP), published by the College Entrance Examination Board, can only be taken while a student is in high school. Students who complete these tests should request that results be sent to OTC. Credit will be granted only if the AP tests are applicable to the program concerned, and the student enrolls in the OTC program within one year. Certain minimum scores are required and fees for AP are paid while the student is in high school.

ARKANSAS ASSESSMENT OF GENERAL EDUCATION (AAGE)

Students who have accumulated 45-60 hours and who are seeking a degree requiring the State Minimum Core (AA degree or students pursuing credits for a baccalaureate degree) must take the Arkansas Assessment of General Education (AAGE) exams given at various times during a designated testing week in the fall and spring semesters (April and November). Students test scores DO NOT impact course grades nor graduation and are kept confidential. Scores are utilized by the State and OTC to evaluate student learning in the general education curriculum to identify areas of change. Although students are no required to achieve minimum scores, this testing requirement must be completed in order to re-enroll or to graduate.

The Collegiate Assessment of Academic Proficiency (CAAP) is the exam used as the AAGE. It consists of four subtests: Writing Skills, Mathematics, Reading, Science Reasoning. As part of the assessment of writing (objective), OTC also administers the Writing (Essay) Test. This test requires approximately 5 hours and must be taken in a single testing session.

No fee is charged to students for the AAGE during the time of testing. Payment is provided through established fees paid at registration.

REGISTRATION ADVISEMENT– NEW STUDENTS

After a new student has proceeded through the admission process with the Office of Student Services (see Admission Information 1.03), an advising appointment is made with appropriate faculty. (In some cases–faculty not on campus, transient student, etc.–personnel in the Office of Student Services will initially advise the student.)

Resources Needed for Initial Advising Session

- ASSET, ACT, or SAT scores/course recommendation (mathematics, reading, writing)
- Catalog
- Schedule
- Registration Form
- Graduation Plan for appropriate program
- Transcript of any previous coursework for which the student will be given transfer credit

Checklist for Registration Advisement of New Students

1. Introduce yourself. Explain to the student that you will be his/her advisor unless he/she changes majors or unless it becomes necessary to reassign them to ensure equitable advising assignments. (Faculty, notify the Office of Student Services if you make advisor changes so the change can be made in the computer.)

   Inform the student they should obtain a Catalog and a Student Handbook from the Office of Student Services if they do not already have these publications.

2. Determine if the student has cleared through the Office of Student Services. If not, send them to Student Services before continuing with advisement.

3. Study the student's placement scores (see tables in section 3.01) to determine if they must be enrolled in Basic Skills Advancement classes. Students should enroll in these developmental courses prior to taking most college-level courses.

4. Determine if the student has any credits they plan to transfer to OTC. If so, they MUST do so through the Registrar who will work with the appropriate

Department Chair to determine eligibility for credit. (Transfer credit will be accepted for college-level work that fits the student's educational program in which a "C" or higher was earned from an accredited college or university. To receive a degree or certificate, students must complete the last 15 credit hours at the college.)

5.   After working with the student to establish a schedule, the Registration Form should be completed. (Make sure the degree/certificate intent and change of intent lines are marked.) The advisor should keep a copy of the Registration Form for the student's advising file.

6.   If the student is receiving financial aid, advise them to return to the financial aid office for proper documentation. This includes full-time students eligible for the "Fall Term Tuition Award" (COPP 5.82) whereby OTC waives six credit hours tuition (excluding fees), for full-time students (12+ hours) enrolling in the fall semester immediately following graduation from high school or upon completion of the GED. The Financial Aid Office will give students appropriate documentation for presentation to the Business Office for financial aid charging. Registration IS NOT complete until arrangements to charge to financial aid are made.

If the student is not receiving any type of financial aid, they should proceed to the Business Office to make payment of tuition and fees. Registration IS NOT completed until payment is made.

7.   The advisor should make an advising file for the student in which the Graduation Plan, advisor's copy of the Registration Form, and any other appropriate documents are kept.

Note: Although OTC general education credits transfer to UALR, students who wish to take classes at any other college while enrolled at UALR must complete a the UALR Transient Student Request form BEFORE enrolling at another institution. Furthermore, if a UALR student wishes to take a lower-level general education course (such as Freshman Comp.) at another college and they are majoring in the same area as that course (i.e. English), there is a strong possibility that the individual department may not accept that general education course as credit toward their degree.

REGISTRATION ADVISEMENT– RETURNING STUDENTS

Returning students should make an appointment with their advisor.

Resources Needed for Advisement

- Advising folder containing Graduation Plan, previous coursework grades, transfer credit, etc.
- Schedule
- Final grades/courses of the previous semester

1. Review the student's final grades in coursework for the previous semester.

2. Review the student's remaining graduation requirements.

3. Review the semesters during which the remaining required courses will be offered. (Some courses are not offered each semester.)

4. Plan the upcoming semester's program of courses. Check for any conflicts in scheduling classes, courses with limited sections which may close early, etc.

5. A Registration Form should be completed. (Make sure the degree/certificate intent and change of intent lines are marked.) The advisor should keep a copy of the Registration Form for the student's advising file and update the student's Graduation Plan.

6. If the student is receiving financial aid, advise them to return to the Financial Aid Office for proper documentation. The Financial Aid Office will give students appropriate documentation for presentation to the Business Office for financial aid charging. Registration IS NOT complete until arrangements to charge to financial aid are made.

   If the student is not receiving any type of financial aid, they should proceed to the Business Office to make payment of tuition and fees. Registration IS NOT completed until payment is made.

Rosters

Faculty will receive three rosters for each class taught during the semester.

- Roster 1 will be a preliminary roster of all students registering prior to late registration. Students attending class who are not listed on this roster **MUST** show the instructor a copy of their Registration Form listing the class and a receipt of payment for the class. The instructor should then pencil in the student's name.

- Roster 2 will be distributed prior to midsemester and will reflect "adds" and "drops/withdrawals" through the eleventh day (official count day). Faculty will report midsemester grades on this roster and submit a COPY to the Applications Programmer (see Advising 4.03).

- Roster 3 will be distributed prior to finals and will reflect all official drops/withdrawals for the semester. Faculty will report final grades on this roster and submit a COPY to the Applications Programmer (see Advising 4.03). **Faculty should note students who received an "F" because they stopped attending class and did not officially withdraw.**

Grade Reporting and Distribution

Process for Reporting and Distribution of Midterm Grades

Note: Midterm grades are not distributed during summer and mini-mesters.

1. Faculty will receive class rosters from the Applications Programmer on which midterm grade reports will be made. It is illegal to post student grades by personally identifiable information (such as a social security number) without a release that contains (1) date; (2) student signature; (3) the specific information to be posted such as a grade in College Algebra; (4) what is to be released and to whom.

2. A **COPY** of midterm grades are to be handed in **BY THE DEADLINE GIVEN** to the Applications Programmer who will enter the grades into the computer and generate each student's grade report. **The instructor should retain the original roster of midterm grades.**

3. Grade Reports will be sent to the Registrar who will distribute them to the appropriate advisor.

4. Students will report to their advisor to receive midterm grades and discuss their progress with their advisor.

Process for Reporting and Distribution of Final Grades

1. Faculty will receive class rosters from the Applications Programmer on which final grade reports will be made. It is illegal to post student grades by personally identifiable information (such as a social security number) without a release that contains (1) date; (2) student signature; (3) the specific information to be posted such as a grade in College Algebra; (4) what is to be released and to whom.

2. A **COPY** of the final grades are to be handed in **BY THE DEADLINE GIVEN** to the Applications Programmer who will enter the grades into the computer and generate each student's grade report. **The instructor should retain the original roster of final grades.**

3. Grade Reports will be sent to the Registrar who will mail them to the student. **(Grades will NOT be given via telephone by Student Services personnel.)** One copy of the report will be given to the advisor, and one copy will be retained in the student's academic file.

Process for Changing a Grade

The form entitled "Change of Grade Request" should be completed if a faculty member (1) finds it necessary to correct a grade; (2) needs to submit a grade for which an "I–incomplete" has been recorded. (A sample of this form is in Appendix B.1.)

Negotiating the Semester

Class Load

Students enrolled in 12 or more credit hours in the Fall/Spring semesters are classified as full-time students. Students 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 hours with a maximum load of 17 hours for the average student. Students who have a grade-point average of 2.75 may enroll in 18 hours during the next succeeding semester; with 3.25, the student may enroll for 19 hours. **An deviation from this must be approved by the Vice President and Dean for Instructional and Student Affairs.** The Overload Permission form is located in Appendix B-9.

Dropping and Adding Courses

Students wishing to add or drop a class must do so within the time frame stated in the academic calendar published in the *Catalog* and the *Student Handbook*. Students must submit the "Drop/Add Form" signed by their advisor. To avoid receiving an "F" rather than a "W" in the class, **the form must be returned to the Office of Student Services**. Unless college-initiated due to a cancelled class, a fee is charged for a schedule change (Appendix A).

Withdrawal from the College

A student who withdraws from the College must do so officially by submitting the "Withdrawal Form/Exit Survey" to the Finance Office prior to the publicized deadline. Students must officially withdraw to avoid receiving an "F" rather than a "W" in all courses. Failure to withdraw could also impact future financial aid. No fee is charged for withdrawal.

Receiving a Refund

Students who drop a class or who withdraw will receive a refund according to the following schedule. Refunds will be made only if the student submits the "Refund Request Form" (see a sample in Appendix B.16) to the Finance Office.

	Fall/Spring	Summer/Mini-semester
First Week	100%	100%
Second Week	80%	50%
Third Week	60%	0%
Fourth Week	40%	0%
Fifth Week	20%	0%
Sixth Week	0%	0%

Repeating a Course

Students may repeat courses previously taken in order to change the original grade by re-enrolling in the same course. Only the grade from the last attempt is calculated into the academic record, and the student must notify the Office of Student Services upon completion of a repeated course for appropriate adjustments to the cumulative grade point. Adjustments to cumulative grade points 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 is awarded to returning students who have not been enrolled in ANY institution of higher education for at least five years and will cover credits earned during the terms for which it is granted, regardless of grade(s). Petitions for clemency (Appendix B-7) must be submitted to the Vice President and Dean for Instructional and Student Affairs.

OTC is not compelled to honor clemency granted by another institution. However, transfer students who received clemency at another institution may be allowed to petition for clemency under the provisions established by OTC.

I–Incomplete Grade

A student may receive a grade of "I–Incomplete" if they have actively pursued a course and are doing passing work at the end of the course but have not completed the final examination and/or other specific assignments. The student must meet with the instructor and make arrangements to complete requirements within a specified period of time **not to exceed the end of the following term**. If requirements are not completed by the end of the following term, 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 and approved by the Vice President and Dean for Instructional and Student Affairs. Students are not allowed to re-register for the course unless the "I" has been converted to an "F."

Articulation Agreements

In addition to the state-wide articulation agreement establishing the transferability of general education credits among all state-supported institutions of higher education (see next page), OTC has articulation agreements for some technical courses and with some private institutions of higher education. These agreements are provided in Appendix D.

Students planning to transfer credits to a four-year institution should be encouraged to become aware of that institution's requirements for their desired major/degree and their policies on accepting transferring credits.

Note: Although OTC's general education classes do transfer to UALR, students who wish to take classes and ANY other college while enrolled at UALR must complete a "transient student request form" before enrolled at another institution. Also, if a UALR student wishes to take a lower-level general education course (such as Freshman Comp) at another college and they are majoring in the same area as that course (i.e. English), there is a strong possibility that the individual department may not accept that general education course as credit toward their degree.

Helping Students Stay in College

Financial Aid Requirements

New and returning students should make arrangements for financial aid prior to the semester's beginning through the Financial Aid Officer.

Advisors should be aware of and seek to inform their students of the requirements for maintaining academic eligibility for financial aid. Advisors should be especially aware of the impact of financial aid requirements on course selection and schedule changing.

Federal regulations require the College to determine the student's ability to benefit from the programs offered by OTC and to measure a student's progress toward a degree or certificate program. (To be eligible for Financial Aid, students MUST BE declared to a degree or certificate program.) Students must complete requirements for a degree or certificate program within a reasonable length of time and maintain a minimum grade-point average of 2.00. (Although not computed into academic GPA, Basic Skills Advancement courses are averaged into the cumulative GPA for financial aid satisfactory progress computation. Students must also complete a minimum number of semester hours during each semester as reflected by the following chart.

Enrollment Status	Fall/Spring/Summer	Minimum Hours Completed
Full-time	12 or more hours	9 hours
Three-quarter	9-11 hours	6 hours
Half-time	6-8 hours	6 hours

A student who falls below a 2.00 grade-point average or who completely withdraws or fails to complete the required number of hours (grades of I-incomplete, AU-audit, W-withdrew passing, W-withdrew failing, F-failing do not count as hours completed) as outlined above will be placed on Financial Aid Probation.

A student may receive federal financial aid at OTC for only ONE semester of enrollment while on Financial Aid Probation, provided they develop a plan with their advisor or the counselor to raise their GPA to 2.00, and they submit a copy of this plan to the Financial Aid Officer. (A form for this is located in Appendix B-14.) The student's transcript will be evaluated at the end of the probation semester to see if satisfactory progress has been restored to allow for reinstatement or if it is necessary to suspend the student's financial aid.

A student whose financial aid has been terminated may attend college without benefit of financial aid to raise their performance to the minimum levels. Once satisfactory progress standards have been met, financial aid eligibility will be restored.

Academic Monitoring/Probation

A student with a GPA under 2.00 after attempting six or more credit hours will be placed on Academic Monitoring for the following term. If a 2.00 cumulative GPA is not achieved by the time 15 credit hours are completed, the student will be placed on Academic Probation. Basic Skills Advancement courses are NOT computed into grade-point averages.

A student who does not achieve the minimum cumulative GPA of 2.00 for 15 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 the semester. If the GPA is not raised to a 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.

Generally, a student on academic or disciplinary suspension from another institution of higher education must meet the eligibility standards for readmission from that college or university before being considered for admission to OTC. This is to ensure transferability of credits.

One or more of the following intervention procedures may be initiated for students on Academic Monitoring or Academic Probation:

1. Restriction of enrollment to a probation registration period.
2. Limiting/reducing course 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.

A student found not to be making satisfactory progress may appeal to the Vice President and Dean for Instructional and Student Affairs 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.

Excessive Absence Warnings

When a student has been absent three consecutive class meetings without notifying their instructor, the instructor is encouraged to call the student to discuss his/her absence from the classroom and to determine if the College can be of assistance. (This is a proven retention strategy.)

Upon the three consecutive absences, faculty are to fill out the Excessive Absence Student Referral Form (Appendix B-13) and submit it to the Office of Student Services. The Office of Student Services will also be in contact with the student to encourage the student's return to class.

Federal financial aid regulations make it IMPERATIVE that a last date of attendance be established for students receiving financial aid. This system will ensure such dates are provided to the Financial Aid Officer.

Students Experiencing Academic Difficulty

Many factors can contribute to a student's lack of academic progress. Research indicates the following are among those factors that should be considered:

- Working too many hours
- Lack of study skills
- Inadequate academic background
- Health problems
- Substance abuse
- Personal/emotional/social problems or concerns
- Learning Disabilities
- Taking inappropriate courses
- Lack of major/career goals

When advising a student who has experienced academic difficulty, you are encouraged to assist them as follows:

1. Review the student's academic progress with them and encourage them to determine the possible factors contributing to their performance. Discuss any factors you feel will help the student gain insight into their individual situation.

2. Try to determine what the student has already done or is thinking about doing to address to the apparent academic difficulty. Reinforce appropriate solutions and assist the student in identifying options and resources available to them (see 4.07 of this handbook).

3. Discuss implications of students' academic performance (financial aid, academic probation, academic suspension, goal attainment, etc.).

4. Help the student devise a plan of action that they are **willing** to undertake to improve their academic performance. (Research has proven that if the plan is written down **BY THE STUDENT**, they are more likely to follow through with it. Some theories suggest the plan should be written in the form of a contract and signed by the student and the advisor.)

5. Let the student know you expect them to follow through with THEIR plan. Document the plan in the advising folder so that it can be reviewed with the student.

6. If the student needs the assistance of a counselor, refer them to the Office of Student Services.

College Resources for Students

Honors Students

Phi Theta Kappa - Students who are doing especially well should be made aware of OTC's Alpha Omega Sigma Chapter of Phi Theta Kappa, the national two-year college honor society. To be eligible, a student must have a 3.5 grade-point average in a minimum of 12 semester credit hours. After eligibility has been established, a student must then maintain a 3.0 GPA. (Hours DO NOT include Basic Skills Advancement courses.)

Dean's List - Students who have earned 12 or more credit hours in a given semester, a 3.50 term GPA, and have no "D" or "F" grades for the term involved are named to the Dean's list for the fall and spring terms. For the summer session, the student must have earned six or more credit hours, a 3.50 term GPA, and have no "D" or "F" grades. Basic Skills Advancement classes, with the occasional exception of Intermediate Algebra, are not considered in determining Dean's List eligibility. Student's names are published in their LOCAL (county) newspaper only. (This is their rule, not ours!)

Graduation with Honors - Students who graduate with a cumulative 3.50 or better GPA are recognized at commencement.

Outstanding Student Award - 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 upon academic achievement, attendance, and service.

Developmental Skills

The Basic Skills Advancement Program serves students who lack the basic academic skills necessary to perform satisfactorily in college-level classes. The Basic Skills division of the General Education Department offers courses that give students the opportunity to obtain the background needed for success in college-level coursework. Appropriate course placement is identified through entry-level assessments.

Computer-Aided Instruction Laboratory

A Computer Aided Instruction Laboratory, located in Room 8, provides students with self-paced, self-tracking computer instruction to enable them to enhance their basic skills.

Tutoring

Tutors are provided free of charge through the Library/Learning Resource Center. Tutoring assistance is provided in most areas; tutoring appointments can be made in the Library/LRC.

Library/Learning Resource Center

The Library/LRC offers reference materials, leisure reading, materials related to all College program areas, career information materials, periodicals, audiovisual materials and equipment, interlibrary loans, reserve services and library-use assistance. The Library/LRC also provides an area for study or leisure reading and academic tutoring services.

Financial Aid/Scholarships

Scholarships, grants, loans, etc., available to OTC students are listed in the Catalog. The Financial Aid Officer can assist students with their financial aid packages.

Counseling

Counselors in the Office of Student Services are available to students for personal, social, career, and academic counseling.

Student Organizations

Student organizations enable students to participate more actively in the College and to develop leadership and teamwork skills. These organizations are listed in the Catalog and in the Student Handbook.

Job Placement

Students are provided with job placement assistance. Students are encouraged to register with the Job Placement Office prior to graduation.

Graduation

To be eligible for the Associate of Applied Science degree, Associate of Arts, Technical Certificate, or Certificate of Proficiency, a student must have a minimum cumulative GPA of 2.00 and must have completed the last 15 semester credits at Ouachita Technical College.

Students must submit the Application for Graduation to the Registrar prior to the beginning of their final semester. At this time, the Registrar will determine if the student will meet degree requirements, and the student will complete the Graduate Survey. Students must pay a Graduation Fee (see Appendix A), which covers the cost of the cap and gown.

Commencement for all college programs, with the exception of Practical Nursing, is held annually (usually in May). The Commencement and Capping Ceremony for Practical Nursing students is held in the summer upon program completion. The Adult Education Department also holds commencement in the summer for students who have received their GED.

1995-96 Tuition and Fee Schedule

Tuition

Arkansas Residents	$38 per credit hour
Out-of-State Residents	$66 per credit hour

Standard Fees

*Building/Supply User Fee	$4 per credit hour
*Student Government Fee	$1 per credit hour
Matriculation Fee (non-refundable)	$20 upon initial enrollment
Graduation Fee (non-refundable)	$20 upon Application for Graduation

Tuition plus *Fees for Arkansas Residents	**$43 per credit hour**
Tuition plus *Fees for Out-of-State Residents	**$71 per credit hour**

Other Fees

Returned Check Fee	$15
Late Registration Fee	$5
Schedule Change (Drop-Add)	$5
Withdrawal from College	no charge
Transcript Fee	First is free, subsequent copies are $2
CLEP Test Fee	$47
Credit by Examination Fee	$50 per exam
Credit for Experience Fee	$50 for each course credit

Forms

Samples - Copies of the forms below are provided for your information only. These forms are printed on NCR paper in order to route copies to appropriate offices and are available from the Student Services Office and/or Business Office.

B.1   Change of Grade Form
B.2   Drop/Add Form
B.3   Graduation Application
B.4   Registration Form
B.5   Tuition and Book Charge Form
B.6   Withdrawal Form/Exit Survey

The following forms may be copied, or you may obtain them from the Student Services and/or Business Office.

B.7   Academic Clemency Petition
B.8   Application for Admission
B.9   Class Overload Permission Form
B.10 Course Substitution/Wavier Request
B.11 Credit for Work Experience
B.12 Credit by Examination
B.13 Excessive Absence Student Referral Form
B.14 Financial Aid Plan to Raise GPA to 2.00
B.15 OTC Transcript Request Form
B.16 Refund Request Form
B.17 Scholarship Application
B.18 Student Information Change Request
B.19 Transfer In Assessment Sheet

DTC

CHANGE OF GRADE REQUEST

Student Name_____ SS#_____-_____-_____

Semester _____ Year _____

Course NO. _____ Section _____ Title _____

Incorrect Grade _____   Correct Grade _____

JUSTIFICATION:

Recommended:

_____
Instructor   Date

_____
Department Chair   Date

_____
VP/DISA   Date

FOR OFFICIAL USE ONLY

FA ☐   Date ☐

Reg. ☐   Date ☐

NOTE: This form must be completed, signed, and placed on file with the Registrar before any grade change can be made to a permanent record.

WHITE - Stu Svcs   YELLOW - Instructor   PINK - Student

Ouachita Technical College

Drop / Add Form

OTC

Date: _____

NAME: _____ SSN: _____

ADDRESS: _____ PHONE: _____

City   State   Zip

PROGRAM: _____ SEMESTER: _____

FINANCIAL AID: (Check all that apply) ( ) PELL ( ) JTPA ( ) REHAB ( ) VA ( ) CASH ( ) OTHER

Instructions: (1) Have changes approved by your advisor.
(2) Obtain Faculty Signature
(3) Clear financial obligations through Business Office

DROP

LINE #	DEPT	CRS #	COURSE NAME	DAY(S)	TIME START	TIME ENDS	FACULTY INITIALS
_____	____	_____	_____	_____	_____	_____	_____
_____	____	_____	_____	_____	_____	_____	_____
_____	____	_____	_____	_____	_____	_____	_____

ADD

LINE #	DEPT	CRS #	COURSE NAME	DAY(S)	TIME START	TIME ENDS	FACULTY INITIALS
_____	____	_____	_____	_____	_____	_____	_____
_____	____	_____	_____	_____	_____	_____	_____
_____	____	_____	_____	_____	_____	_____	_____

CREDIT HOURS AFTER DROP/ADD: _____   ADVISOR: _____

COPIES: Registrar (White), Fin Aid (Yellow), Advisor (Pink), Copy (Green), Student (Goldenrod)

drop_add

Ouachita Technical College
GRADUATION APPLICATION

B.3

OTC

Name: _____   Social Security #: _____
      Last   First   Middle

Name as you desire on diploma: _____

Phone Number: ( ) _____
                              City   State   Zip

Type of Award: **Date of Graduation**

                                            TERM   **YEAR**

_____ Associate of Arts

_____ Associate of Applied Science

_____ Technical Certificate   _____ Fall   _____

_____ Advanced Certificate   _____ Spring   _____

_____ Certificate of Proficiency   _____ Summer _____

Catalog year to be used to verify your award requirements: _____

Department and Specialty for award: _____

(Note: A 2.0 ("C") average is required for graduation. The last 15 semester credit hours must be completed at OTC.)

The following information is requested for reporting purposes only.

Ethnic Origin   **Gender**

_____ White, Non Hispanic   _____ Male

_____ African-American   _____ Female

_____ Hispanic

_____ American Indian or Alaskan Native

_____ Asian or Pacific Islander

Office Use Only

Date Award Ordered _____   Date Award Received _____

Date Award Released _____

( ) Graduation Ceremony

( ) Award Held (Explain below)   ( ) Student Pick-up ( ) Mailed

I understand the $20 Graduation Fee is Non-Refundable.

_____   _____
        Student   Registrar

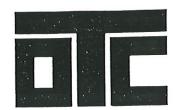WHITE - Stu Svcs   YELLOW - Bus Off   GREEN - LRC   PINK - Student

Ouachita Technical College
Registration Form

☐ New Student   ☐ Returning Student

PLEASE PROVIDE ALL REQUESTED INFORMATION.

Name_____   Paymentmethod_____

SSN_____   Semester_____Year_____

Address_____   Phone No._____

City_____State____ZIP_____   Date_____

Degree/Certificate Intent
☐ Associate of Arts   ☐ Associate of Applied Science in _____
☐ I am not seeking a certificate   ☐ Technical Certificate in _____
   or degree from OTC   ☐ Certificate (Proficiency or Advanced) in _____
Has the above intent changed since your last semester of enrollment? ☐ Yes   ☐ No

Line No.	Dept.	Course No.	Sec	Course Name	Days	Start-End Time	Rm	Instructor

_____ **TOTAL CREDIT HOURS**

_____   _____
Advisor's Signature   **Students's Signature**

COPIES: Registrar (white); Financial Aid (Yellow); Finance (Pink); Advisor (Gold), Student (Green)

OTC

OUACHITA TECHNICAL COLLEGE

TUITION & BOOK CHARGE FORM

Name _____   Semester _____   Year _____

SS# _____   Department _____

Street Address _____   Enrollment Date _____

City _____ State ____ Zip __   Student's Phone # _____

FINANCIAL AID PROGRAM _____

AWARD AMOUNT $ _____

AMOUNT CHARGED TO FINANCIAL AID PROGRAM: BOOKS $ _____

TUITION $ _____

CASH PAYMENT: BOOKS $ _____

TUITION $ _____

_____
Cashier's Signature

Ouachita Technical College
Withdrawal Form/Exit Survey

Current Date: _____   Semester: _____

Name: _____   SSN: _____

Address: _____
    Street or Box   City   State   ZIP

Major Area of Study: _____   Phone: _____

Please check ALL reasons listed below that were factors in your decision to leave college.

_____ Learned all I wanted to learn at this time   _____ Decided to attend a different college.

_____ Health-related problems (family or personal)   _____ Moving to a new location

_____ Marital situation changed my educational plans.   _____ Felt racial/ethnic tension

_____ Difficulty in obtaining transportation   _____ Child care was not available

_____ Courses were too difficult   _____ Courses were not challenging

_____ Dissappointed with the quality of instruction   _____ Low grades

_____ Academic advising was inadequate   _____ Experienced scheduling problems

_____ Impersonal attitudes of faculty or staff   _____ Financial Aid was not received or inadequate

_____ Inadequate facilities for physically challenged   _____ Could not afford tuition and fees

_____ Accepted a full-time job   _____ Conflict between demands of job & college

Also, please circle the ONE reason above that is the MAJOR cause of your withdrawal.

* *

Please check the MAJOR purpose for which you entered OTC:

_____ No definite purpose   _____ To take a few job-related courses

_____ To take a few courses for self-improvement   _____ To take courses to transfer to another college

_____ To obtain or maintain a certification   _____ To obtain a technical certificate

_____ To obtain an Associate of Applied Science degree   _____ To obtain an Associate of Arts degree

_____ Other:_____

* *

Background Information (You may omit any of the background information you do not wish to provide.)

Age	Racial/Ethnic Group	Sex	Enrollment
☐ 19 or under	☐ Afro-American or Black	☐ Male	**Status**
☐ 20 - 25	☐ Native American (Indian, Alaskan, Hawaiian)	☐ Female	☐ Full-time
☐ 26 - 29	☐ Caucasian or White		☐ Part-time
☐ 30 - 39	☐ Mexican-American, Mexican Origin	**Marital Status**	
☐ 40 - 49	☐ Asian American, Oriental, Pacific Islander	☐ Married	**Disabled**
☐ 50 - 59	☐ Puerto Rican, Cuban, Other Latino/Hispanic	☐ Separated	☐ Yes
☐ 60 or over	☐ Other	☐ Unmarried	☐ No

Do you plan to re-enroll at a later date?   **How many semesters did you complete at OTC?**

☐ Yes   ☐ This was my first semester at OTC

☐ No   ☐ One   ☐ Two   ☐ Three

☐ Undecided   ☐ Other: _____ (Please list)

CLEAR WITH THE FOLLOWING OFFICES—OBTAIN AUTHORIZED SIGNATURE

Advisor_____   Library/LRC_____

Financial Aid_____ [List Financial Aid Program(s)]:_____

Business Office_____   Registrar_____

Student Signature_____

COPIES: Registrar (White);   Financial Aid (Yellow);   Advisor (Pink);   Student (Green)

ACI–7246

OTC

Ouachita Technical College
Petition for Academic Clemency

Act 1000 of 1991 describes academic clemency as a "second chance" for those students who performed poorly in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. Below is Ouachita Technical College's policy as established in 4.53 of the ***College Operating Policies and Procedures Manual.***

OTC Academic Clemency Policy

1.   Academic Clemency may be granted to returning students who have not been enrolled in any institution of higher education for at least five (5) years.

2.   OTC will consider clemency upon application for admission, upon enrollment, or following a predetermined validation period during which time students must demonstrate their resolve to succeed academically.

3.   While grade-point averages will not reflect the credits for which students are granted clemency and while those forgiven credits will not count toward graduation, transcripts must contain comprehensive academic records.

4.   Clemency shall cover all credits earned during the terms for which it is granted regardless of the grade(s) earned.

5.   Students are required to submit petitions for academic clemency to the Vice President and Dean for Instructional and Student Affairs directly.

6.   OTC is not compelled to honor clemency granted to another institution. However, transfer students who received clemency at another institution **may** be allowed to petition for clemency under the provisions established by OTC.

. . . .

TO BE COMPLETED BY THE STUDENT (please print)

Name _____ SSN _____

Address _____ Phone _____

City, State, ZIP _____

My last semester of enrollment at an institution of higher education was the _____
                                                                            (semester/year)

semester at _____.
                           (name of institution, city, state)

Term(s) of requested clemency: _____   _____
         (semester/year)   _____   _____
                                  _____

I certify that I have read and understand OTC's Academic Clemency Policy, and that the information I have supplied is true and accurate.

Signature _____ Date _____

. . . .

☐   Petition Approved   ☐   Petition Denied   _____
                                                          VP/DISA   Date

☐   Original/Registrar   ☐   Copy/Student

Ouachita Technical College
Application for Admission

Applying for: (Circle One)
Spring   Fall   Summer   of _____ Year

Name_____   **SSN** _____-_____-_____
           (Last, First, MI)

Address_____
         Street   City   ZIP

Home Phone (_____)_____-_____   **Work Phone** (_____)_____-_____

County of Residence_____

High School _____
         Name   City/State   Year Graduated

      OR
Year obtained G.E.D._____   **College(s) Attended**_____

Emergency Contact_____ **Phone** (_____) _____-_____

Optional: Your cooperation will help OTC fulfill its mandate of providing ADHE with student enrollment data. In addition to your social security number, OTC will consider this information confidential.

Sex: M   F   Date of Birth_____   _____ Single Parent
                                                  _____ Disabled
                                                  _____ AFDC Recipient

Ethnicity: _____ African American   _____ American Indian/Alaskan Native
             _____ Asian/Pacific Islander   _____ Caucasian
             _____ Hispanic   _____ Other_____

U.S. Citizen? ☐ Yes ☐ No   **Resident Alien?** ☐ Yes ☐ No

Enrollment Status: _____ First-time entering freshman
                        _____ Transfer student *(Students who transfer credits to OTC from another institution.)*
                        _____ Readmitted student
                        _____ Transient Student *(Students taking OTC courses to transfer to another institution.)*

Are you on academic suspension from another institution of higher education?
_____ No
_____ Yes   *(If yes, you must complete your term of academic suspension before entering OTC to ensure acceptance of credits by your primary institution.)*

Attendance Status: _____ Full-time - 12 or more credit hours in the Fall & Spring semesters
                       _____ Full time - 6 or more credit hours in the Summer semester

                       _____ Part-time - Less than 12 credit hours in the Fall & Spring semesters
                       _____ Part-time - Less than 6 credit hours in the Summer Semester

Enrollment Objective:

_____To obtain an Associate of Arts Degree
_____To obtain an Associate of Applied Science Degree
_____To obtain a Technical Certificate
_____To obtain a Certificate of Proficiency
_____Undeclared *(Students who do not intend to complete an OTC educational program.)*
_____Other:_____

Check Program: (Unless "Undeclared")

___*ASSOCIATE OF ARTS DEGREE*

ASSOCIATE OF APPLIED SCIENCE DEGREE
_____Accounting
_____Automated Office Technology
_____Automotive Service Technology
_____Computer Information Systems-Network Mgmt.
_____Diesel Service Technology
_____Industrial Electronics Technology
_____Industrial Equipment Maintenance Technology
_____Management and Supervision
_____Other:_____

TECHNICAL CERTIFICATE
_____Automated Office Technology
_____Automotive Service Technology
_____Computer Applications Technology
_____Computer Repair
_____Industrial Electronics Technology
_____Professional Cooking Technology
_____Practical Nursing
_____Machine Tool Technology
_____Other:_____

CERTIFICATE OF PROFICIENCY or ADVANCED CERTIFICATE (Please specify)
_____

Reason(s) for pursing educational objective:

_____To obtain or maintain a certification
_____To take courses to transfer to another college
_____To take job-related courses
_____To take courses for self-improvement
_____No definite purpose

Please tell us how you heard about OUACHITA TECHNICAL COLLEGE:

_____Newspaper
_____Friend or Relative
_____Telephone
_____School Counselor/Teacher

_____Radio/Television
_____Mail--Brochures/Catalog
_____Career Day, Job Fair, College Booth, etc.
_____Other_____

A copy of your high school transcript or GED certificate or college transcript(s) must be submitted to OUACHITA TECHNICAL COLLEGE to complete this application. In addition, the State of Arkansas requires persons born after 1/1/57 to provide proof of immunization against measles & rubella.

• •

CERTIFICATION: I certify that the information contained on this application is true and correct, to the best of my knowledge.

Federal Law prohibits OTC from releasing any information concerning your school records without express written authorization from you. When seeking employment, if you list this college or any of its faculty or employees as references, information cannot be released without your written authorization. Additionally, OTC periodically conducts an employer survey to determine the effectiveness of the curriculum and needs your approval to contact your future employer. *Please indicate your consent to release this information by signing below.*

Student signature:_____ Date:_____

OTC

Ouachita Technical College
Overload Permission

The normal class load is 16 semester credit hours with a maximum load of 17 hours for the average student. A student who has a 2.75 or higher semester grade-point average may enroll in 18 hours during the next succeeding semester, with a 3.25 they may enroll in 19 hours. Any deviation from this policy (established in 5.73 of the **College Operating Policies and Procedures Manual**) must be approved by the Vice President and Dean for Instructional and Student Affairs through the form below.

. . . .

TO BE COMPLETED BY THE STUDENT (please print)

Name _____ SSN_____

Address_____ Phone_____

City, State, ZIP _____

Academic Term of Overload Request_____; Total Credit Hours Requested_____
                                            (semester/year)

Semester GPA for previous term_____

. . . .

TO BE COMPLETED BY ADVISOR

I recommend the above student

☐   be granted permission for _____ credit hours.

☐   not be granted permission for an overload.

_____   _____
                                                                                                        Date
Advisor's Signature

. . . .

TO BE COMPLETED BY VP/DISA

☐   Permission is granted for the student named above to enroll in a maximum of _____ credit hours for the academic term indicated. Any increase in the number of **APPROVED** hours will require the filing of another Overload Permission Form.

☐   Permission is denied for the student named above to enroll in overload hours.

_____   _____
                                                                                                        Date
Vice President and Dean for Instructional and Student Affairs

_____

White-Registrar   Green-Student   Yellow-Advisor

OTC

Ouachita Technical College

COURSE SUBSTITUTION/WAIVER REQUEST

I, _____ SS# ☐☐☐–☐☐–☐☐☐☐ ,

request that permission be granted to substitute/waive the following course(s) in the listed degree plan:

_____

Degree (Circle One):

AAS   CP   TC

Concentration or major (Be specific. Use exact wording as used in catalog.):

_____

I choose to graduate under the Ouachita Tech. College catalog dated _____ .

I plan to apply for graduation _____ semester, _____ .
                                Term   Year

Course(s) on degree plan:

_____ replaced by _____ taken at _____

_____ replaced by _____ taken at _____

_____ replaced by _____ taken at _____

_____ replaced by _____ taken at _____

_____ replaced by _____ taken at _____

_____ replaced by _____ taken at _____

By approving this request, I certify that these substitutions and/or waivers meet requirements as outlined in the Policies and Procedures Manual.

_____   _____   ___ Approved   ___ Disapproved
Counselor   Date

_____   _____   ___ Approved   ___ Disapproved
Division Chair   Date

_____ Date Processed _____
Registrar

Student's Mailing Address:

_____

_____

Ouachita Technical College
Credit for Work Experience Form

Student name _____ SSN _____

This is to recommend that the above named student be given the following **Credit for Work Experience**.

Instructor _____ DepartmentChair_____

Course(s) for which credit is being given:

Course Number	Course Name

Total Credit Hours of Credit for Work Experience: _____ (*Nine credit hours in a **declared** major program of study must be successfully completed prior to recording of credit on the student's academic record.*)

Verification of work experience has been obtained from the following employers:
(Attach documentation to this form.)

Business/Company	Supervisor/Title	Student's Job	Dates of Employment

Was an examination administered? ☐ No   ☐ Yes; Results:_____
(Attach examination)

. . . .

☐ Credit Approved   ☐ Credit Denied   _____
                                         VP/DISA   Date

☐ White-Registrar   ☐ Green-Student   ☐ Yellow-Instructor   ☐ Blue-Dept. Chair

Ouachita Technical College
Credit by Examination Form

Student name _____ SSN _____

The above named student is eligibile for the following Credit by Examination(s) .

Test Administrator/Instructor _____

Department Chair _____

Course(s) for which credit is being given:	
Course Number	*Course Name*

Total Credit Hours of Credit by Examination: _____

☐ White-Registrar   ☐ Green-Student   ☐ Yellow-Instructor   ☐ Blue-Dept. Chair

OTC

Ouachita Technical College
Excessive Absence Warning Notice
Student Referral Form

TO BE COMPLETED BY THE INSTRUCTOR: When a student has been absent from three consecutive class meetings without notifying you or without dropping, please complete the following form and submit it to the Registrar in the Office of Student Services.

Student's name: _____ SSN: _____

Instructor's name: _____

Course title: _____ Class meets _____ at _____
                                                          (days)   (time)

Student's last date of attendance: _____

List date(s) contact was attempted by telephone: _____

Outcome of contact:

☐ Student plans to return to class
☐ Student plans to drop the class
☐ Student plans to withdraw from college
☐ I will administratively drop this student
☐ I will administratively withdraw this student
☐ Student was referred to tutoring
☐ Student was referred for counseling
☐ Contact was never made
☐ Other, specify _____

OTC

Ouachita Technical College
Financial Aid Probation Academic Success Plan

OTC

Student Name _____ SSN _____

I understand that due to my grade-point average of _____ I have been placed on Financial Aid Probation for the _____ semester. I also understand that I must established satisfactory progress by achieving a 2.00 GPA at the end of the semester or my financial aid will be suspended. I plan to take the following steps in order to restore satisfactory progress.

1.

2.

3.

4.

5.

_____   _____   _____   _____
Student Signature   Date   Advisor or Counselor Signature   Date

THIS PLAN MUST BE SUBMITTED TO THE FINANCIAL AID OFFICER FOR PLACEMENT IN THIS STUDENT'S FINANCIAL AID FILE.

Transcript Request

Ouachita Technical College
One College Circle/P. O. Box 816
Malvern, AR 72104
501-332-36581 or 800-337-0266; FAX 501-337-9382

The first transcript is free of charge, subsequent transcripts are $2.

Name_____

     Last   First   MI

Name Used _____

          (If different from above)

Current Address _____

_____

Social Security No. _____

Date of Birth _____

Date Enrolled _____

Course_____

Please mail to name/address below:

_____

_____

_____

I will pick up this transcript on:

Date _____

Time _____

Signature _____

Transcript Request

Ouachita Technical College
One College Circle/P. O. Box 816
Malvern, AR 72104
501-332-36581 or 800-337-0266; FAX 501-337-9382

The first transcript is free of charge, subsequent transcripts are $2.

Name_____

     Last   First   MI

Name Used _____

          (If different from above)

Current Address _____

_____

Social Security No. _____

Date of Birth _____

Date Enrolled _____

Course_____

Please mail to address below:

_____

_____

I will pick up this transcript on:

Date _____

Time _____

Signature _____

OTC

Ouachita Technical College
Refund Request and Authorization

I, _____ , request that $_____

in tuition/fees be refunded to me for the _____ 19_____ semester for the following

reason(s):

_____

_____

_____

Student Signature _____   Date_____

Mailing Address _____   Course_____

City, State, ZIP _____   Dean of Finance _____

****

Refunded by OTC Check Number _____   Date_____

Processed By: _____ Date: _____

Ouachita Technical College
Scholarship Application
Financial Aid Office
P.O. Box 816
Malvern, AR 72104

1. Name: _____

2. Mailing Address: _____

    City, State, and ZIP: _____

3. Home Phone: _____ Work Phone: _____

4. Date of Birth: _____ Sex: ☐ Male   ☐ Female

5. Are you presently supported by anyone other than yourself?
    ☐   No
    ☐   Yes; Please explain _____

6. Estimated income for current year: $ _____

7. Your total income for the previous 12 months: $ _____

8. Number of individuals who are dependent upon your finanical support: _____

9. List names and dates of schools attended and/or training previously received:
    High School or GED: _____
    Trade or Vocational School: _____
    College: _____
    Military: _____

10. List your educational goals: _____

11. List semesters in which you plan to enroll: _____

12. Are you currently receiving financial aid?   ☐ Yes   ☐ No
    If "yes," list source (grants, scholarships, etc.) and amounts of aid: _____

13. Please attach a short letter explaining your goals and the reasons you need a scholarship to attend OTC.

14. The information on this application is true and complete to the best of my knowledge.

_____   _____
Applicant's Signature   Date

OUACHITA TECHNICAL COLLEGE
STUDENT INFORMATION CHANGE REQUEST

Please type or clearly print.

NAME_____ Semester_____

Last   First   MI

SSN: ☐☐☐-☐☐-☐☐☐☐   Currently Enrollred: ___ Yes   ___No

Complete the appropriate block(s) and provide any requested material for documenting request.

☐ **ADDRESS CHANGE**

New Address: _____

Street Address or P.O. Box   Apt. No.

_____

City   State   ZIP

☐ **TELEPHONE NUMBER CHANGE**

New Number: (_____) _____ - _____

☐ **SOCIAL SECURITY NUMBER CHANGE - You must provide your original Social Security Card and driver's licence as supporting evidence.**

Incorrect number: ☐☐-☐☐☐-☐☐☐☐

CORRECT NUMBER: ☐☐-☐☐☐-☐☐☐☐

☐ **NAME CHANGE - Name changes will be made only when the student provides a copy of a court-ordered name change, marriage certificate, or divorce decree.**

Change FROM: _____

Last   First   MI

Change TO: _____

Last   First   MI

List all financial aid you are receiving and/or for which you are applying that must be notified of the above change(s)._____

Signature_____ Date_____

OFFICE USE ONLY: Date Change/Correction Made:_____ By:_____

TRANSFER IN ASSESSMENT SHEET

NAME:_____   SSN:_____

College(s) with
certified transcripts   _____

_____

ACCEPTED COURSES

GENERAL ED COURSES

Year	Term	Course Title and Number	Grade	In Lieu of

Reviewer's Initials _____   Date _____

TECHNICAL COURSES

Year	Term	Technical Course Title and Number	Grade	In Lieu of

Reviewer's Initials _____   Date _____

Copies to: Registrar ☐   Instructor ☐   Data Entry ☐   Student ☐

Graduation Plans

APPLIED SCIENCE DEPARTMENT

Associate of Applied Science Degree Programs
Automotive Service Technology
Computer Information Systems
Diesel Service Technology
Manufacturing Technology - Industrial Electronics
Manufacturing Technology - Industrial Maintenance

Technical Certificate Programs
Automotive Service Technology
Computer Repair
Machine Tool Technology
Professional Cooking Technology

Certificate of Proficiency Programs
Industrial Electricity

BUSINESS & OFFICE INFORMATION SYSTEMS TECHNOLOGY

Associate of Applied Science Degree Programs
Business Information Technology - Accounting
Business Information Technology - Automated Office Technology
Management and Supervision

Technical Certificate Programs
Automated Office Technology
Computer Applications Technology

GENERAL EDUCATION

Associate of Arts Degree Program

HEALTH & HUMAN SERVICES TECHNOLOGY DEPARTMENT

Technical Certificate Program
Practical Nursing

Articulation Agreements

ARTICULATION AGREEMENT

Purpose: The purpose of this agreement among two-year and four-year institutions of higher education in Arkansas is to assist students holding an Associate of Arts degree to move smoothly from a two-year college to a four-year institution. The partnership reflected by this agreement should increase graduation rates, facilitate the transfer process, and foster greater collegiality in the intellectual marketplace of the state.

Agreement: Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirements of the signatory four-year institutions. This agreement does not address specific degree requirements outside of the General Education component, such as major or minor courses. Students should select those courses based on the specific degree requirements at the institution expected to award the baccalaureate degree. A student who holds an Associate of Arts degree with a 2.0 cumulative grade point average will be accepted for transfer subject to the following conditions:

(1) The Associate of Arts degree must include the following courses:
   (a) English Composition — 6 semester hours
   (b) Arts and Humanities (including 3 semester hours survey of literature) — 9 semester hours
   (c) Speech — 3 semester hours
   (d) College Algebra (or above) — 3 semester hours
   (e) Natural Science (Lab/Bio/PhySci) — 8 semester hours
   (f) Social Sciences* (including 3 semester hours in U. S. History or Govt. and 3 semester hours in Survey of Civilization) — 15 semester hours
   (g) Health/Physical Education — 2 semester hours
   Total: — 46 semester hours

(2) Remedial course grades will not be computed in the cumulative grade point average for purposes of admission to a 4-year institution;

(3) Courses taken to satisfy AA degree requirements must have a "C" or better in order to transfer to a four-year institution;

(4) Degree and program requirements (catalog rights) for students who transfer from a two-year institution to a four-year institution under this agreement will be determined in the same manner as if their initial enrollment had been at the four-year institution; and

(5) Participating institutions will provide all other participating colleges and universities with current copies of catalogs/curricular requirements as they are published.

(6) Calculation of overall GPA for purposes of graduation and awarding of honors is left to the discretion of the institution granting the degree or award.

*Social Science electives must include at least three semester hours in two of the following areas: Psychology; Sociology; Economics; Geography; Political Science; or Anthropology.

ARTICULATION AGREEMENT
Between
Harding University and Ouachita Technical College

Students who successfully complete the Associate of Arts degree
at Ouachita Technical College may satisfy Harding's general
education requirements by completing the broad-area curriculum
outlined below:

Bible (Textual courses)	8 sem hours
Communications (Speech)	3 sem hours
Humanities:	
English Composition & Language	9 sem hours
Art and/or Music Apprec	2 sem hours
Natural Sciences	6 sem hours
Mathematics	3 sem hours
Social Science (Must include 6	
hours American and/or World Hist)	12 sem hours
Kinesiology Activity (P,E.)	3 sem hours

With the exception of the Bible requirement and 1 additional hour
of Kinesiology (PE) activity, the 46 hour General Education Core
approved by the legislature for state schools will meet all of
the general education requirements at Harding providing the
student completes the Associate of Arts degree. The above plan
does not provide for waiver of any courses required as part of a
particular major. It also does not waive any other graduation
requirement. (Harding University's graduation requirements can
be found in the current University catalog). Students who plan
to certify to teach will be required to meet all certification
requirements specified by the Arkansas Department of Education.

_____   3-3-95
Ron Finley   Date
Registrar

_____   3-3-95
Dr. Neale Pryor   Date
Vice President for Academic Affairs

COURSE EQUILVALENCIES

OUACHITA TECH COLLEGE			HARDING UNIVERSITY		
ART	2033	HUMANITIES ART	ART	101	ART APPRECIATION
BIO	1123	ENVRNMTL SCI	BIOL	250	MAN&HIS ENVIRON
BIOL	1124	BIOLOGY	BIOL	111	GEN BIOLOGY
COMM	2113	ORAL COMM	COMO	101	BASIC SPCH COMM
ENG	1113	COMP I	ENG	111	COMP I
ENG	1213	COMP II	ENG	211	COMP II
ENG	2113	MSTRS WSTRN LIT	ENG	201	WRLD LIT I
GEOG	1113	INTRO GEOG	GEOG	212	FUND OF GEOG
GOVT	1113	AMER NATL GOVT	POLS	205	AMER NATL GOVT
HIST	1113	WSTRN HERITAGE I	HIST	110	WSTRN CIV TO 1500
HIST	1123	WSTRN HERITAGE II	HIST	111	WSTRN CIV SN 1500
HIST	2113	AMER HIST I	HIST	101	AMER HIST TO 1877
HIST	2123	AMER HIST II	HIST	102	AMER HIST SN 1877
HUMN	2123	HUMANITIES MUS	MUS	101	MUS APPREC
MATH	1143	COLL ALGEBRA	MATH	151	COLL ALGEBRA
PHIL	2113	INTRO PHIL	PHIL	251	INTRO PHIL
PHYC	1113	EARTH SCI	PHS	111	EARTH SCI SURVEY
PHYS	1113	INTRO PHYSICS	PHYS	201	GEN PHYSICS
PSY	2123	DEV PSY	PSY	240	DEV PSY
PSYC	1113	GEN PSY	PSY	201	GEN PSY
SOC	1113	INTRO SOC	SOC	203	GEN SOC

HENDERSON
STATE UNIVERSITY
EXCELLENCE • SPIRIT • TRADITION

Dr. Susan Azbell
Ouachita Technical College
P. O. Box 816
One College Drive
Malvern, AR 72104-0816

Dear Dr. Azbell,

Enclosed please find a course equivalency chart for OTC and compatible HSU courses. Two courses on the list you sent me (ENGL1313 and MATH1133) will not transfer to Henderson. Hopefully, this chart will facilitate the transfer process for your students.

If we can be of further service, please feel free to call on us.

Cordially,

Tom Gattin
Registrar

COURSE EQUIVALENCIES

<u>OTC</u>   <u>HSU</u>

OTC	HSU
BIOL1124-BIOLOGY	BIO1013-INT TO BIOLOGY
BIOL2123-ENVIRO. SCIENCE	BIO2283-ENVIRO. SCIENCE
COMM2113-ORAL COMM	COM2013-ORAL COMM
ECON2113-PRIN OF ECON A	ECO2013-PRIN OF ECON
ECON2213-PRIN OF ECON B	ECO2023-PRIN OF ECON
ENGL1113-FRESHMAN COMP I	ENG1463-FRESHMAN ENG A
ENGL1213-FRESHMAN COMP II	ENG1473-FRESHMAN ENG B
ENGL2113-MAST OF WEST LIT	ENG2683-MAST OF WEST LIT
GEOG1113-GEOGRAPHY	GEO1023-INT TO GEOGRAPHY
GERM1114-ELEM GERMAN I	GER1014-ELEM GERMAN I
GERM1124-ELEM GERMAN II	GER1024-ELEM GERMAN II
GOVT1113-AM NAT GOVT	PSC1013-AM NAT GOVT
HIST1113-CIV TO 1660	HIS1013-CIV TO 1660
HIST1123-CIV SINCE 1660	HIS1023-CIV SINCE 1660
HIST2113-US HIST TO 1865	HIS2053-US TO 1865
HIST2123-US HIST SINCE 1865	HIS2063-US SINCE 1865
HUMN2113-HUMANITIES: ART	ART2033-HUMANITIES: ART
HUMN2123-HUMANITIES: MUSIC	MUS2033-HUMANITIES: MUSIC
HUMN2133-HUMANITIES: THEATRE	THA2033-HUMANITIES: TH ART
MATH1143-COLLEGE ALGEBRA	MTH1243-COLLEGE ALGEBRA
PHIL2113-INT TO PHILOSOPHY	PHI2013-INT TO PHILOSOPHY
PHYC1113-EARTH SCIENCE	PHS1053-EARTH SCIENCE
PHYC1124-INT TO PHYSICS	PHY1024-INTRO PHYSICS
PHYS1221-LIFE FITNESS	HPR1011-LIFE FITNESS CONC
PHYS1111-TENNIS	HPR2611-TENNIS
PHYS1121-RHYTHMIC AEROBICS	HPR2941-RHYTHMIC AEROBICS
PHYS1141-TAEKWONDO(BEGIN)	HPR1551-TAEKWONDO(BEGIN)
PHYS1151-SQUARE DANCE	HPR1431-SQUARE DANCE
PSYC1113-GENERAL PSYCH	PSY1013-GENERAL PSYCH
SOCI1113-SOCIOLOGY	SOC1013-INT TO SOCIOLOGY
SPAN1114-ELEM SPANISH I	SPA1014-ELEM SPANISH I
SPAN1214-ELEM SPANISH II	SPA1024-ELEM SPANISH II

OUACHITA
BAPTIST UNIVERSITY

ARTICULATION AGREEMENT
WITH OUACHITA TECHNICAL COLLEGE
APRIL 6, 1995

The following courses will transfer to Ouachita Baptist University as either elective credits or general education substitutions.

OTC COURSES
BIOLOGY 1124.........will substitute for 1054 Life Science
PHYSICS 1113.........will substitute for 1064 Physical Science
COLL. ALG. 1143......will substitute for 1003 Applied Math
ENGLISH 1113.........will substitute for 1023 Fresh. Eng. I
  (Fresh. Comp. I)
ENGLISH 1213.........will substitute for 1033 Fresh. Eng. II
  (Fresh. Comp. II)
HIST 2113............will substitute for 2003 U.S. Hist. to 1877
HIST 2123............will substitute for 2013 U.S. Hist. Since 1877
  (A student must have both parts of U.S. History to satisfy the general education requirement.)
SOC 1113............. Any one of these four will satisfy the
PSYC 1113............. general education requirement for a
PSYC 2123............. behavioral science. The other three will
GOV 1113............. be accepted as elective credits.
HIST 1113............will substitute for 1003 World Civ. to 1600
HIST 1123............will substitute for 1023 World Civ. Since 1600
  (A student must have both parts of Civilization to satisfy the general education requirement.)
ART 2033.............will substitute for 3023 Art in the Human.
ENGL 2113............will substitute for 3033 Lit. in the Human.
HUMN 2123............will substitute for 3043 Music in the Human.

COMM 2113............Credit
GEOG 1113............Credit
PHIL 2113............Credit
BIO 1123............Credit

All transfer students will be required to take the other general education requirements not covered above once they enroll at OBU.