

ENTRANCE REQUIREMENTS

GENERAL COLLEGE ADMISSION

UA Cossatot is an open admission institution offering acceptance to all applicants who have completed high school or attained a GED certificate as long as required admission documents are received. Applicants are not required to meet a qualifying grade point average or minimum standardized test scores.

Admission to the College does not ensure admission into all programs and/or courses. Students may be required to meet additional admission requirements for certain programs or complete remediation prior to enrollment in certain courses.

Appropriate Committees and/or Departments, in compliance with state and federal mandates and with approval by the Vice Chancellor for Academic Services, establish admission/entrance requirements and procedures for students seeking college credit, adult education, continuing education, and workforce education.

HLC Criterion: 2B.1; 3D.2

Policy History:

September 10, 2018	January 12, 2015	July 31, 2001
	January 1, 2011	July 30, 2001

ADULT EDUCATION MINOR STUDENTS

UA Cossatot Adult education reserves the right to serve only adults 18 years of age or older or limit the number of participants below the age of 18. Under special circumstances, persons 16 or 17 years of age may enroll in adult education programs in accordance with Arkansas Act 1659 of 2001.

UA Cossatot Adult Education will enroll minor students for the following circumstances only:

- Home-Schooled (Notarized documentation required)
- Referred from the alternative school program (Waiver or notarized documentation required)
- Court-ordered (Documentation required)

Students age 16 or 17, enrolled in a private, parochial or home school, who **desire to enroll** in an adult education program shall meet the following requirements:

- 1) Students shall apply for enrollment to the adult education program;
- 2) A student enrolled in a private or parochial school shall provide a letter from the principal or administrator of the private or parochial school to verify enrollment;
- 3) A student who is home schooled shall provide a notarized copy of the notice of intent to home school that was provided to the superintendent of the local school district as required by §6-15-503;
- 4) The student and the student's parents, guardians, or persons in loco parentis shall meet with the appropriate staff of the adult education program to discuss academic options open to the student;
- 5) The student will be administered the D Level T.A.B.E, the student shall score at least 535 scale score on each section of the test to enroll;
- 6) The adult education program shall require, for continued enrollment, a minimum of 20 hours per week of class attendance and instruction. A minimum of 10 hours of attendance per week shall be required for any student who is employed for 30 hours or more each week;
- 7) The student, the student's parents, guardians, or persons in loco parentis, and the administrative head of the adult education program agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;

8) In the event a student does not attend class as mandated in this policy or make reasonable progress toward the completion of the adult education curriculum, the student shall re-enroll in either a public, private, parochial or home school within five days from the date the student is released from the adult education program;

9) If a home school student is accepted into an adult education program, the student's parent, guardian or person standing in loco parentis shall send written notification to the local public school superintendent of their intent to participate in the adult education program.

*Students age 16 or 17, enrolled in a private, parochial or home school, who **desire to take the General Education Development Tests** shall meet the following requirements:*

1) Students shall not be required to obtain permission or approval from any official in a public school district before being allowed to take the test;

2) A student enrolled in a private or parochial school shall provide a letter from the principal or administrator of the private or parochial school to verify enrollment;

3) A student enrolled in a home school shall provide a notarized copy of the notice of intent to home school provided to the superintendent of the local school district as required by S 6-15-503.

4) The student will be given the GED Ready™. If the student passes the test with at least a 145 in each area, then he or she will be referred to take the Official GED® Test. If the student fails the GED Ready™ then he or she will return to the private, parochial, or home school.

*Students age 16 or 17, **referred** from an alternative learning environment (ALE) shall meet the following requirements:*

1) Students shall apply for enrollment to the adult education program;

2) A student provide a school waiver from the ALE instructor or provide a notarized copy of the notice of intent to home school that was provided to the superintendent of the local school district as required by §6-15-503;

4) The student and the student's parents, guardians, or persons in loco parentis shall meet with the appropriate staff of the adult education program to discuss academic options open to the student;

5) The student will be administered the D Level T.A.B.E, the student shall score at least 535 scale score on each section of the complete battery to enroll;

6) The adult education program shall require, for continued enrollment, a minimum of 20 hours per week of class attendance and instruction. A minimum of 10 hours of attendance per week shall be required for any student who is employed for 30 hours or more each week;

7) The student, the student's parents, guardians, or persons in loco parentis, and the adult education director agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;

8) In the event a student does not attend class as mandated in this policy or make reasonable progress toward the completion of the adult education curriculum, the student shall re-enroll in either a public, private, parochial or home school within five days from the date the student is released from the adult education program.

Students age 16 or 17, court-ordered to attend adult education shall meet the following requirements:

1) Students shall apply for enrollment to the adult education program;

2) A student shall provide a signed copy of the court order;

3) The student will be administered the Locator to be given the appropriate TABE level to establish beginning educational functioning level.

4) The adult education program shall require, for continued enrollment, a minimum of 20 hours per week of class attendance and instruction. A minimum of 10 hours of attendance per week shall be required for any student who is employed for 30 hours or more each week;

5) The student, the student's parents, guardians, or persons in loco parentis, and the adult education director agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;

6) In the event a student does not attend class as mandated in this policy or make reasonable progress toward the completion of the adult education curriculum, the student shall re-enroll in either a public, private, parochial or home school within five days from the date the student is released from the adult education program; The court will be notified accordingly.

Procedure History:

June 1, 2020
June 15, 2016

VETERAN PREFERENCE FOR ENROLLMENT

Students currently serving in the military and those with veteran status who have been honorably discharged will have preference of enrollment when all factors are held equal for classes with limited seating. Current military personnel and honorably discharged veterans will not take precedent over currently enrolled students.

PROCEDURE HISTORY:

June 15, 2016

FELONY/VIOLENT CRIME REVIEW POLICY AND PROCEDURES

When a student or applicant has been charged with or convicted of a violent crime or felony, UA Cossatot reserves the right to place the student’s registration on hold pending further review. To address these situations and to fulfill the College’s obligation to provide a safe campus, the UAC Police Officers will obtain information from the student regarding the situation and submit said information to the Review Committee. Review Committee consists of the Vice Chancellor of Academics, Director of Student Services, and Behavioral Intervention Team Chair. Additional members of the Behavior Intervention Team may be requested to assist as needed.

PROCEDURES

The following will be asked on the UAC Application for Admission and on the UAC Annual Student Information Update:

Are you currently charged with or have you ever been convicted of a violent crime or felony?

Yes No

The existence of a conviction or pending charges does not mean a student will be denied registration privileges. However, failure to provide complete, accurate, and truthful information may be grounds to deny, ~~or~~ withdraw admission, or ~~to~~ dismiss after enrollment. Each case is individually evaluated and assessed based on the facts of the conviction.

Factors considered include (but are not limited to): the nature and seriousness of the offense; the circumstances under which the offense occurred; the age of the applicant when the offense was committed; whether the offense was an isolated or repeated incident; the length of time that has passed since the offense; past employment and history of academic or disciplinary misconduct; evidence of successful rehabilitation; and the accuracy of the information provided by the student in the application process. Unresolved criminal charges in the background check or failure to provide additional documentation as required may necessitate postponement of the Review Committee’s final decision pending the outcome of the matter.

PROCESS

1. Upon receipt of an application or update with the “Yes” box checked, Student Services places the student on VIOL (define VIOL) registration hold pending further review.
2. Admissions advisors are notified of the hold upon receipt of Applicant Tracker emails which are updated and sent several times a week. Admissions advisors notify the applicant that he/she must meet with a UAC Police Officer to complete an interview prior to enrollment. It is the responsibility of the applicant to follow up and complete the interview with an officer.

3. During the interview, Officers gather information regarding nature and seriousness of the offense, length of time that has passed since the offense, circumstances under which the offense occurred, instinct/intuition, etc. Additional documentation including but not limited to a certified copy of court documents related the conviction, a criminal history check (fee paid by the applicant) through the Arkansas State Police, and evidence of successful rehabilitation, may be requested for verification.
4. UAC Police Officers submit all information gathered to the Vice Chancellor for Academic Services, who serves as the Dean of Students, to determine the student's eligibility to enroll in classes at UAC.
 - a. Upon approval, the registration hold is removed and the applicant is contacted by the admission advisor to be enrolled in classes.
 - b. If denied, the applicant is notified by the UAC Police Officer who conducted their interview.

OUTCOMES

1. Student is granted permission to register for classes and VIOL registration hold is removed.
2. Student is granted permission to register for classes on a probationary status. Requirements of probationary status will be determined on a case by case basis by the Vice Chancellor for Academic Services. VIOL registration hold remains. Student must notify UAC Police with any updates regarding pending charges and must see the Director of Student Services to enroll each semester. All students with charges pending will be on probationary status if allowed to register for classes.
3. Student is denied permission to register for classes. VIOL registration hold remains indefinitely.

DUE PROCESS

Students dissatisfied with the outcome determined by the Vice Chancellor for Academic Services may follow the following grievance procedures:

1. Within five (5) business days of notification of the decision outcome, the student must present a written letter to the Vice Chancellor for Academic Services explaining why he/she should be allowed to enroll in classes at UA Cossatot₂, along with any supporting documentation.
2. The Vice Chancellor for Academic Services in conjunction with the Chancellor has five (5) business days in which to review the letter and documentation and request any additional documentation.

3. Upon receiving any requested additional documentation, the Vice Chancellor for Academics has five (5) business days to reach a decision and notify the student in writing of the outcome.

PROCEDURE HISTORY:

June 1, 2020
June 15, 2016
