



UNIVERSITY OF
ARKANSAS
GLOBAL CAMPUS
SCHOOL OF CONTINUING EDUCATION
AND ACADEMIC OUTREACH

Self-Paced Online (Correspondence) Courses
Policies and Procedures
2014-2015

The Nature of Self-Paced Online (Correspondence) Coursework

Self-Paced Online (Correspondence) Courses are taught by instructors approved by University of Arkansas academic departments. There is typically no interaction among students enrolled in Self-Paced Online Courses, and interaction between a student and an instructor is typically initiated by the student. Self-Paced Online Courses require a substantial amount of self-discipline, and Self-Paced Online Courses are not considered to be *distance education*.

It is not necessary for students to be formally admitted to the University of Arkansas to enroll in Self-Paced Online Courses. Unless formal admission to the University of Arkansas has been granted, students permitted to enroll in Self-Paced Online Courses cannot enroll in on-campus courses or in semester-based distance education courses. It is not possible to earn a degree by taking Self-Paced Online Courses exclusively.

The Self-Paced Online Course Calendar is posted online at <http://online.uark.edu>. It outlines important information including when Requests for Enrollment are accepted, course start and end dates, deadlines for dropping courses and associated fee adjustments, and other details. It is the student's responsibility to be familiar with this calendar and reference it as needed.

This document contains information specific to Self-Paced Online Courses. Students enrolled in Self-Paced Online Courses should also refer to the University of Arkansas *Catalog of Studies* as needed. Electronic versions of the *Catalog of Studies* are available at <http://catalogofstudies.uark.edu/>.

Types of Students the Self-Paced Online (Correspondence) Program Serves

- Current and former University of Arkansas degree-seeking students
- Students enrolled at other colleges and universities
- Students enrolled in high school who wish to take college-level courses
- Students not enrolled in any college or university who wish to take a course for professional development or personal enrichment

Available Courses

A list of currently available Self-Paced Online Courses is posted online at <http://online.uark.edu>. The list is subject to change. Submitting a formal request to be enrolled in a Self-Paced Online Course does not guarantee a student a place in the desired course.

When and How to Request Enrollment

There are approximately twenty opportunities per calendar year for students to begin a Self-Paced Online Course. Enrollment must be requested at specific times in accordance with the Self-Paced Online Course Calendar (see <http://online.uark.edu>).

To request enrollment in a Self-Paced Online Course, students must complete a Request for Enrollment Form, available online at <http://online.uark.edu>, and submit it to the Office of Credit Studies via postal mail, fax, or hand delivery:

University of Arkansas Global Campus
Office of Credit Studies: Self-Paced Online Courses
2 E. Center Street, Suite 305
Fayetteville, AR 72701
FAX 479-575-7357

An online form is available for current University of Arkansas students.

It is the responsibility of University of Arkansas degree seeking students to consult their academic advisors and dean's offices to ensure the Self-Paced Online Course(s) requested will count toward their degree requirements. University of Arkansas students must meet all prerequisites for the Self-Paced Online Courses in which they request enrollment. The maximum number of credit hours in which a University of Arkansas student may be enrolled at any given time includes Self-Paced Online Courses.

Students enrolled in high school at the time they request enrollment in University of Arkansas Self-Paced Online Courses must obtain an approval signature from the principal or counselor at their school. Other documents such as ACT or SAT scores, high school transcript, letter of intent, and letters of recommendation may be required.

Students who plan to transfer University of Arkansas Self-Paced Online Courses to other institutions should take necessary steps before requesting enrollment to ensure the courses will be accepted by the college or university to which they will be transferred. All students should be prepared to verify, if requested, that they have met all prerequisites for the course(s) in which they have requested enrollment. **No student may be enrolled in more than twelve credit hours of Self-Paced Online Courses at any given time.**

Students who enroll in and complete Self-Paced Online Courses and then are later formally admitted to the University of Arkansas will have the Self-Paced Online Courses on their official academic record.

Whether those Self-Paced Online Courses will count toward a future University of Arkansas degree will depend on requirements for the degree program selected.

Payment of tuition and fees is not due when a Request for Enrollment Form is submitted, and no payment should be submitted along with the Request for Enrollment Form. Charges associated with Self-Paced Online Courses will appear on the student's University of Arkansas student account when the student has been successfully enrolled and can be paid online through ISIS (<http://isis.uark.edu>), the student information system.

Enrollment under Financial Aid and Scholarship Guidelines

University of Arkansas students may use scholarship, loan, and grant funds to pay for the cost of Self-Paced Online Courses and count the credit hours toward hours required for financial aid/scholarship eligibility. To do this, certain requirements must be met:

- Be a degree seeking student at the University of Arkansas
- Be enrolled in a minimum of six credit hours of on-campus and/or distance education courses in the term in which enrollment in the Self-Paced Online Course is requested
- Request enrollment by posted deadline in no more than six credit hours of Self-Paced Online Courses in one of three “financial aid/scholarship” sessions available each year (see Self-Paced Online Course Calendar at <http://online.uark.edu> for details)
- Submit a qualifying first assignment in each Self-Paced Online Course by stated due date

Students who enroll under financial aid/scholarship guidelines are not automatically eligible for enrollment extensions. A mark of incomplete may be assigned at the discretion of the instructor of record. Guidelines for when marks of incomplete may be assigned are outlined in the University of Arkansas *Catalog of Studies*.

When a student enrolls in a Self-Paced Online Course under financial aid/scholarship guidelines, the enrollment in the Self-Paced Online Course appears alongside enrollments in on-campus and distance education courses for the term. **Once a student is enrolled under financial aid/scholarship guidelines, the enrollment must remain as such, regardless of whether scholarship, loan, or grant funds ultimately cover the costs of the course.**

Required Equipment

Because all courses are delivered online, students must have reliable access to a computer, the Internet, a webcam, a microphone, and speakers or headphones.

How Self-Paced Online (Correspondence) Courses Count Toward Course Load and GPA

With the exception of students who enroll in University of Arkansas Self-Paced Online Courses under financial aid/scholarship guidelines, enrollment in Self-Paced Online Courses does not count the same

way enrollment in on-campus and distance education courses counts. Enrollments in Self-Paced Online Courses appear under different terms than terms used for on-campus and distance education courses.

- Grades earned in Self-Paced Online Courses count toward the cumulative grade point average but not toward the grade point average for terms used for on-campus and distance education enrollments
- Enrollment in Self-Paced Online Courses counts toward total credit hours attempted but not toward credit hours attempted for a particular term

For example, if a University of Arkansas student enrolls in twelve credit hours of on-campus and distance education courses in the fall term and enrolls in a three-hour Self-Paced Online Course that begins in November, the number of credit hours of enrollment for the fall term remains twelve, because the three-hour Self-Paced Online Course is counted separately.

Getting Started

Upon successful enrollment in a Self-Paced Online Course, students receive a confirmation email with details about how to set up their University of Arkansas email accounts and how to access course materials. From that point forward, email communication with students is done using their University of Arkansas email accounts. Students must follow assignment submission guidelines set forth in the particular course(s) in which they are enrolled. Unless otherwise specified in the syllabus for the course, students may progress at their own pace, working through course content according to instructions provided by the instructor.

When a student is officially enrolled in the requested courses, tuition and fees will be posted on the student's account in ISIS (<http://isis.uark.edu>). Payment of tuition and fees is due on the fifth class day, which is typically the Friday following the Monday on which the Self-Paced Online Course began. Payment of tuition and fees can be made online using ISIS. Questions regarding payments may be directed to the Student Accounts Office at 479-575-5651. Additional information is available on the Treasurer's Office website at <http://treasurer.uark.edu/>.

Minimum Enrollment Period and Timeframe for Grades to be Posted

Most Self-Paced enrollment sessions are approximately twelve weeks in length. Students should not complete a Self-Paced Online Course in fewer than three weeks, and a final grade will not be posted until a student has been enrolled and had access to course materials for at least three weeks. For students who enroll under financial aid/scholarship guidelines, a grade will not be posted until the end of the term.

Students who need to complete a course and have a grade posted on a University of Arkansas transcript by a particular date (such as to meet a deadline to qualify to graduate) should communicate closely with their instructor. All course requirements should be completed a minimum of two weeks *not including official university holidays* in advance of the date by which a final grade is needed to ensure adequate time for the instructor to grade all coursework and post a final grade in ISIS (<http://isis.uark.edu>), the student information system.

Students should be aware that instructors are not required to be readily available to respond to questions and post grades on official university holidays. The university's holiday calendar is maintained by University of Arkansas Human Resources and is available on their website (see <http://hr.uark.edu/>).

Academic Integrity Policy

The University of Arkansas Academic Integrity Policy applies to Self-Paced Online Courses and students enrolled in them. All students enrolled in Self-Paced Online Courses are encouraged to read and be familiar with the Academic Integrity Policy, available online at <http://provost.uark.edu>.

Enrollment Status

Students who are enrolled solely in Self-Paced Online Courses are not classified as either part-time or full-time students. Students who enroll in Self-Paced Online Courses are subject to scholastic progress regulations such as academic warning, suspension, and dismissal.

Instructors

Instructors of Self-Paced Online Courses are identified and approved by University of Arkansas academic departments and colleges. Because of the nature of Self-Paced Online Courses and the availability of an enrollment extension, it is possible that the instructor of record for a particular course may change during a student's enrollment.

Auditing Self-Paced Online Courses

Self-Paced Online Courses may be taken for audit with the permission of the instructor; enrollment is granted on a space available basis. The only grade that may be awarded for audited courses is "AU."

Students Requiring Accommodations

Efforts will be made to accommodate students with special requirements as stipulated by the Americans with Disabilities Act. The Office of Credit Studies works with the University of Arkansas Center for Educational Access to determine how to best serve students enrolled in Self-Paced Online Courses.

Enrollment Extensions

With the exception of students enrolled under financial aid/scholarship guidelines, students in Self-Paced Online Courses are allowed one enrollment extension of twelve weeks from the end of the initial enrollment period to complete their coursework. Students must request an extension on or before the final day of the session in which they are enrolled by sending an email from their University of Arkansas email account to extend@uark.edu. A minimum of one half of all requirements for the course must be submitted prior to requesting an enrollment extension. Students who are granted an extension are charged a fee of \$30.00 per credit hour of the course extended (e.g., \$90.00 for a three credit hour course).

Dropping, Withdrawing, and Associated Fee Adjustments

Students who wish to drop a Self-Paced Online Course must notify the Office of Credit Studies in writing. In most cases, students cannot drop themselves from a Self-Paced Online Course using ISIS, the university's student information system (see <http://isis.uark.edu/>). Drop requests must be made via email from the student's University of Arkansas email account and sent to drop@uark.edu, and the date of the email will be used to determine any applicable fee adjustments and what grade, if any, will appear on the student's official record. See the Self-Paced Online Course Calendar at <http://online.uark.edu> for details, including the last day for students to drop without a "W" (representing *withdrawn*) assigned and the last day for students to drop with a "W" assigned.

Students who do not drop by the last day to drop with a "W" will be assigned a final grade of "A," "B," "C," "D," or "F" by the instructor of record in accordance with guidelines set forth in the course syllabus. After the final exam has been taken (or, for courses that do not require exams, after the final project or assignment has been submitted), students no longer have the option of dropping a Self-Paced Online Course, even if the deadline to drop for the particular enrollment session has not passed.

A student's choosing not to access course materials or participate in a Self-Paced Online Course does not justify a cancellation of tuition and fees associated with the enrollment. Students who do not take the introductory syllabus quiz for a Self-Paced course and do not submit any other work may be dropped with a mark of "W" due to non-attendance, but there will be no cancellation of tuition and fees. After a student has submitted work in a course, including the introductory syllabus quiz, dropping with a "W" due to non-attendance is no longer possible.

Officially withdrawing from the University of Arkansas does not automatically withdraw students from their Self-Paced Online Courses if the term in which the enrollment in the Self-Paced Online Course appears and the term in which the official withdrawal is requested are not the same. Students who plan to officially withdraw from all University of Arkansas courses, including Self-Paced Online Courses, should contact the Office of Credit Studies to ensure their Self-Paced Online Courses are dropped successfully.

Tuition, Fees, Billing, and Fee Waivers

Costs associated with enrollment in Self-Paced Online Courses include both tuition and fees. When a student is officially enrolled in a Self-Paced Online Course, tuition and fees will be posted on the student's University of Arkansas account.

Tuition for Self-Paced Online Courses is \$130.00 per credit hour and fees are \$25.00 per credit hour. Students who qualify for an enrollment extension are charged an additional \$30.00 per credit hour of the course extended. See the Self-Paced Online Course Calendar at <http://online.uark.edu>.

Textbooks for Self-Paced Online Courses must be purchased separately at an additional cost.

Most Self-Paced Online Courses require that students take proctored exams. See the following page for details regarding proctoring arrangements. Students who take exams at facilities that charge a fee for proctoring are responsible for those costs.

Neither the fee waiver for Students Sixty Years of Age or Older nor the fee waiver for University of Arkansas Employees, Spouses of Employees, and Dependents of Employees may be used for Self-Paced Online Courses. Veterans Administration benefits cannot normally be used for Self-Paced Online Courses. Students who hope to use third party billing should be prepared to pay tuition and fees for Self-Paced Online Courses in the event the third party refuses to make payment. Students are responsible for the charges on their accounts. A third party refusing payment does not justify an adjustment of tuition and fees on a student's account.

Students who wish to appeal charges associated with Self-Paced Online Courses must contact the University of Arkansas Student Accounts Office at 479-575-5651.

Exams and Proctors

Some Self-Paced Online Courses require that students complete certain course requirements before they are permitted to take an exam and submit subsequent assignments. Under certain extenuating circumstances, the University of Arkansas Global Campus may require a student to retake an exam. The student will be notified of this requirement within thirty days of the original exam and will be allowed up to two weeks to prepare. Grades will be awarded based on the student's performance on the second exam only. Such action might be required, for example, if a written exam taken off-site is lost in the mail as it is returned from the off-site proctor to the Global Campus offices in Fayetteville.

Most Self-Paced Online Courses require that students take supervised exams. Students are responsible for identifying an acceptable proctor, and all proctors must be approved by the Global Campus. See the Examination Proctor Request Form at <http://online.uark.edu> for details. For students in Arkansas, a list of Arkansas examination centers is available at <http://online.uark.edu>. Students located outside the United States must use online proctoring. Proctors must not be a relative of the student or the immediate work supervisor of the student. Students who take exams at facilities that charge a fee for proctoring are responsible for those costs.

Grades and Transcripts

Provided a student does not audit a course, the final grade awarded in Self-Paced Online Courses is "A," "B," "C," "D," or "F." See the Self-Paced Online Course Calendar at <http://online.uark.edu> for dates by which a course may be dropped without a "W" and with a "W" (representing *withdrawn*) posted on the student's official record.

Students who do not drop a Self-Paced Online Course by the deadline to drop a course with a "W" will be assigned a grade of "A," "B," "C," "D," or "F" by the instructor of record based on requirements for the specific course as outlined in the course syllabus. Final course grades are entered by the instructor of

record in ISIS (<http://isis.uark.edu>), the university's student information system, and will appear on an official University of Arkansas transcript.

Official transcripts must be requested through the Office of the Registrar at 479-575-5451. Information is also available on their website at <http://registrar.uark.edu/>.

Academic Appeals

Information about academic appeals for undergraduate students is available in the *Catalog of Studies*. Go to <http://catalogofstudies.uark.edu/> to reference an electronic version of this document. The appeal process for students enrolled in Self-Paced Online Courses is the same as the process for students enrolled on the Fayetteville campus.

Exceptions to Policies and Deadlines

Exceptions to policies and posted deadlines may be made in cases of documented administrative errors. In cases of exceptions requested by University of Arkansas degree-seeking students in which there is no evidence of administrative error, written support for the exception must be submitted to the Director of Credit Studies by a representative of the student's dean's office, typically the dean, associate dean, or assistant dean.