



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

Self-Paced Online Courses
Policies and Procedures
2017-2018

The Nature of Self-Paced Online Coursework

Self-Paced Online Courses are taught by instructors approved by University of Arkansas academic departments. Self-Paced Online Courses are not the same as more structured online offerings. They do not follow the traditional semester calendar; instead, there are opportunities for students to begin courses every few weeks throughout the calendar year. There is no interaction among students enrolled in Self-Paced Online Courses, and interaction between a student and an instructor is more limited and typically initiated by the student. Self-Paced Online Courses require a substantial amount of self-discipline. The University's accrediting body and the Federal Department of Education define these courses as "correspondence courses," not "distance education." These courses do not normally qualify for federal financial aid, and enrollment in these courses does not qualify a student for in-school loan deferment.

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 online or distance education courses. It is not possible to earn a degree by taking Self-Paced Online Courses exclusively. It is expected that all students who enroll in Self-Paced Online Courses are proficient in English.

The [Self-Paced Online Course Calendar](#) outlines important information including when Requests for Enrollment are accepted, enrollment session 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 refer to 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.

Types of Students the Self-Paced Online 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

For information about courses currently available in a Self-Paced Online format, [view the list of available courses](#). The list is subject to change. Submitting a 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 over twenty opportunities per calendar year for students to begin a Self-Paced Online Course. Enrollment is by request at specific times in accordance with the [Self-Paced Online Course Calendar](#). To request enrollment in a Self-Paced Online Course, complete an online Request for Enrollment Form.

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) they request 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.

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

Online Course Enrollment Limits

No student may be enrolled in more than twelve hours of Self-Paced Online Courses at any given time. Students enrolled in on-campus degree programs at the University of Arkansas are limited to twelve semester-based online and/or self-paced online credit hours per term; the limit for freshmen is eight hours. For additional limitations on online credit hours for on-campus students, see the

[Catalog of Studies](#). It is each student's responsibility to work with his or her advisor to ensure these policies are followed.

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, the student must:

- 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](#) for details), and
- 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 (discussed on page 5). At the discretion of the instructor of record, a mark of incomplete may be assigned for students who do not complete course requirements within the specified course period. 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 and most require online proctoring of exams, students must have reliable access to a computer, the Internet, a webcam, a microphone, and speakers or headphones. A list of supported browsers is available on the [Blackboard Help website](#). Some courses require that students record videos using Kaltura, for which the minimum RAM requirement is 4 GB.

How Self-Paced Online 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. The reason is that 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. Effective fall 2017, some courses, labeled “semi-structured,” will include deadlines during the enrollment period by which certain work must be completed.

Minimum Enrollment Period and Timeframe for Grades to be Posted

Most Self-Paced enrollment sessions are 81 days, or just under twelve weeks, in length. Students are not advised to complete courses in fewer than three weeks, as doing so does not allow sufficient time to digest material presented or to receive feedback from the instructor on work submitted. A final grade cannot be posted until the fifth week of the enrollment session. 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 [UAConnect, the university's 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](#).

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 on the website of the [Office of Academic Initiatives and Integrity](#).

Enrollment Status

Self-Paced Online Course enrollments frequently span multiple semesters and, therefore, normally cannot be counted toward a student's official enrollment status as part-time or full-time. Students who enroll in Self-Paced Online Courses are subject to scholastic progress regulations such as academic warning, suspension, and dismissal. Students enrolled in Self-Paced Online Courses exclusively, with no other semester-based enrollment, do not qualify for in-school loan deferment.

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 interested in auditing a course should send an email to the Global Campus Office of Credit Studies at ilearn@uark.edu for specific deadlines for changing enrollment from audit to credit or from credit to audit.

Students Requiring Accommodations

University of Arkansas [Academic Policy Series 1520.10](#) requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. The Office of Credit Studies coordinates with course instructors and the University of Arkansas Center for Educational Access to serve students enrolled in Self-Paced Online Courses who require accommodations. Students should contact their instructors at the beginning of their enrollment period to arrange for necessary adjustments. Students must first verify their eligibility for accommodations through the Center for Educational Access by calling 479-575-3104 or by visiting the [Center for Educational Access website](#).

Enrollment Extensions

Except for students enrolled in SPAN 1003, SPAN 1013, SPAN 2003, and SPAN 2013, and students enrolled in any courses under financial aid/scholarship guidelines, students in Self-Paced Online Courses

are allowed one enrollment extension of approximately 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; the precise halfway point for each course is noted in Blackboard Learn or can be obtained by emailing ilearn@uark.edu. 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 [UAConnect, the university's student information system](#) because of the separate academic terms in which Self-Paced Online Course enrollments appear. Drop requests must be made via email from the student's University of Arkansas email account and sent to drop@uark.edu. 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. View the [Self-Paced Online Course Calendar](#) 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. Once a student has taken the final exam (or, for courses that do not require exams, the final project or assignment), a final course grade will be entered, and the student no longer will have the option of resuming or 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 because the terms used for Self-Paced Online Course enrollments are separate from other university enrollments. Students who plan to officially withdraw from all University of Arkansas courses, including Self-Paced Online Courses, should contact the Office of Credit Studies by emailing ilearn@uark.edu to inquire about eligibility to drop their Self-Paced Online Courses.

Tuition, Fees, Billing, and Fee Waivers

Costs associated with enrollment in Self-Paced Online Courses include both tuition and fees. No payment should be submitted along with the Request for Enrollment Form. 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. These charges are due on the day the enrollment session begins and can be paid online using [UAConnect, the university's student information system](#).

Tuition for Self-Paced Online Courses is \$130.00 per credit hour and fees are \$30.00 per credit hour (fall 2017 rates). Students who qualify for an enrollment extension are charged an additional \$30.00 per credit hour of the course extended. 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. Online proctoring is available at a cost of \$8.00 per exam.

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, and most courses require proctored exams.

Self-Paced Online Courses use online proctoring exclusively. The cost is \$8.00 per proctored exam (fall 2017 rate), and that fee is paid directly to the online proctoring provider, B Virtual. Students must have photo identification to use online proctoring. Acceptable forms of identification include a valid U.S. driver's license, U.S. military ID, University of Arkansas student ID card, or a passport in Roman characters.

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](#) 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 [UAConnect, 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. Visit the [Office of the Registrar](#) for more information.

Academic Appeals

Information about academic appeals for undergraduate students is available in the [Catalog of Studies](#). The appeal process for students enrolled in undergraduate-level 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.