

Ozarka College Board Policies Manual



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BOARD POLICIES MANUAL

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Board Policies Manual

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: **Governance**
POLICY: **Mission Statement**
NUMBER: **BP 1.00**
ASSOCIATED PROCEDURE: **AP 1.00**
DATE ADOPTED: **December 1991**
DATE REVISED: **March 1992, December 1993, September 1994, May 2003,
September 2007, March 2010, May 2014, May 2018**

Mission, Vision & Values

Mission

Ozarka College provides life-changing experiences through education.

Vision

Ozarka College will be the educational resource of choice in our community providing a quality, learning-centered environment that is innovative, responsive, adaptive, and caring.

Values

Our values are the principles, standards, and ideals that form the foundation of our actions. They are the things to which we, as a community of educators, ascribe worth. Our values reveal what we strive for and give us our identity as a college.

Learning. Ozarka College values learning and scholarship for our students, our employees, and our communities. We value personal growth and provide access to diverse learning experiences in a progressive but supportive, technology-based environment so that our students may advance their educational goals. We seek to continuously learn as an organization, promote life-long learning, and be responsive to our changing environment.

Caring. Ozarka College values people and ideas. We respect the dignity and potential of each individual, expressed through fairness, responsiveness, and just treatment for all. We value individual diversity and recognize the unique contributions of all individuals. We promote open and respectful communications and the free exchange of thoughts and ideas.

Quality. Ozarka College strives for excellence and integrity in all we do. We are committed to providing a quality educational environment, being innovative in our course and program offerings, and maintaining excellence in all aspects of our work. We continuously assess to determine avenues for improvement.

Responsibility. Ozarka College values responsibility for its students, employees, and the institution. We challenge ourselves to provide an environment that nourishes and encourages students yet prepares them for independence in future studies, the workforce, and/or life. We expect ourselves and our students to be good stewards of the privileges and opportunities afforded by higher education and its supporters.

Community. Ozarka College values community - both the communities we serve and the community developed within the College. As students, faculty, and staff, we have a responsibility to our communities that is expressed through engagement. We actively pursue collaborative partnerships with our communities, providing cultural learning opportunities, business outreach, and access to facilities. We value our college community and encourage engagement through participation, collaboration, and communication.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Governance

POLICY: Role and Scope

NUMBER: BP 1.01

DATE ADOPTED: May 2006

DATE REVISED: September 2006, November 2012, September 2023

Ozarka College is a comprehensive technical two-year college dedicated primarily to meeting the educational needs of its service area in North Central Arkansas. Ozarka College offers a comprehensive education program including but not limited to technical occupational programs, freshmen and sophomore curriculum for students to transfer to four-year colleges and universities, specialty courses, adult basic education, continuing education courses and business and industry training to meet the needs of emerging and existing workforces. Ozarka College offers certificate and associate degree programs as well as non-credit training to accomplish this purpose.

Ozarka College is a student-centered college focusing on meeting the learning needs of all students, whether part-time, full-time, first generation, older or traditional through strong instruction, counseling, advising and support services.

Ozarka College receives local financial support from a 3/8 cent sales tax in the cities of Melbourne and Ash Flat and from activities of the Ozarka College Foundation, a 501(c)(3) tax exempt organization. The seven-member board of directors is appointed by the Governor and represents the service area.

Ozarka College opens its facilities to its communities at low or no cost, including Student Center Community Rooms and other facilities.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: Code of Ethics NUMBER: BP 1.02 DATE ADOPTED: March 1994 DATE REVISED: May 2008</p>

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

Integrity

We demand honesty, courtesy, decency, and fairness in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

Quality

We insist that quality education be the guiding principle in all our actions.

Performance

We, as an institution of higher education, are accountable through continual evaluation of our educational programs and methods.

Leadership

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

Independence

We recognize that academic freedom, used responsibly, fosters the initiative which makes Ozarka College unique.

The Individual

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

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Governance Policies

POLICY: Non-Discrimination

NUMBER: 1.03

DATE ADOPTED: May 1994

DATE REVISED: May 1998, December 1999, September 2000, March 2015

Ozarka College is an equal opportunity/affirmative action college. Accordingly, the College seeks to develop degree credit programs, courses, and community service offerings and to provide open admission, counseling, and placement services for all persons, regardless of race, color, gender, sexual orientation, religion, national origin, age, marital status, mental or physical disability, or veteran status.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance Policies POLICY: Sexual Harassment NUMBER: BP 1.04 DATE ADOPTED: March 1994 DATE REVISED: September 2010, March 2015</p>

It is the policy of Ozarka College that sexual harassment is unconscionable and will not be tolerated. Sexual harassment of employees is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972. Persons who commit or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
2. Submission or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

The associated procedure AP 1.04 Discrimination, Harassment, Retaliation and Sexual Misconduct is included in the Board of Trustees Policy and Procedure Manual.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance Policies POLICY: Sexual Assault, Stalking, and Dating/Domestic Violence NUMBER: BP 1.05 DATE ADOPTED: May 2006 DATE REVISED: March 2015</p>
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Sexual Assault, Stalking and Domestic/Dating Violence

Ozarka College is determined to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff, and visitors. In compliance with the requirements of Title IX of the Education Amendments of 1972, this policy and associated procedure outlines Ozarka College's responsibility and processes pertaining to sexual violence. Portions of this policy and its definitions may parallel published laws, but are in no way intended to substitute or supplant those laws. As members of the College community, personnel and students are expected to comply with and abide by the College policies and guidelines, in addition to federal, state, and local laws.

Domestic and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at Ozarka College. As provided under Arkansas law, these acts are crimes and are punishable by fines and/or imprisonment; they may also be subject to civil suit for damages. At Ozarka College, these acts are violations of policy regardless of race, ethnicity or culture, gender, age, sexual orientation, or disability. The use of alcohol and other drugs in conjunction with an incident of domestic or dating violence, sexual assault, or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense.

The College holds violation of Orders of Protection to also be a violation of this policy and will initiate disciplinary action without waiting for a court decision, if College officials conclude that a violation has occurred.

Rape and Sexual Assault are criminal acts in which one person knowingly subjects another person to any sexual contact without consent, including use of force, deception, coercion, or if the person is mentally or physically disabled or incarcerated. The trauma of rape and sexual assault tends to result from a person having lost control of his/her own body and possibly fearing death or injury. For

legal descriptions, see Arkansas Criminal Code Title 5, Chapter 14, Sub-chapter 1.

Stalking is a criminal act in which one person purposely and knowingly causes another person substantial emotional distress or reasonable fear of bodily injury or death by repeatedly harassing, threatening, or intimidating the victim. Stalking includes, but is not limited to the following behaviors:

- Repeated following or pursuing;
- Threatening or obscene gestures;
- Non-consensual communication;
- Trespassing;
- Vandalism; and/or
- Non-consensual touching.

Cyberstalking (also known as online harassment or electronic stalking) is offensive, threatening communication through the internet, via e-mail, chat rooms, instant messaging, etc. For the legal description, see Arkansas Criminal Code 5-71-229.

Domestic/Dating Violence is a pattern of behavior in which one partner uses fear and intimidation to establish power and control over a family/household member or intimate partner, often including the threat or use of violence. This form of violence may include, but is not limited to, actions that cause bodily injury through physical, emotional, psychological, economic, or sexual means; and may cause reasonable fear of harm on the part of the victim/survivor, or threaten children or pets. Such violence may be done knowingly or negligently on the part of the perpetrator. Violence in domestic and dating relationships tends to escalate in frequency and intensity over time. The longer it continues, the greater the risk of the victim being seriously injured or killed. Domestic/dating violence and abuse occur among all races, ages, classes, and religious groups. For legal descriptions, see Arkansas Criminal Code Title 5, Chapter 26, Sub-chapter 3.

The associated procedure AP 1.04 Discrimination, Harassment, Retaliation and Sexual Misconduct is included in the Board of Trustees Policy and Procedure Manual.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Governance

POLICY: Name and Authority

NUMBER: BP 1.10

DATE ADOPTED: March 1994

**DATE REVISED: May 1998, December 1999, March 2004, February 2011,
September 2023**

- A. The Arkansas State Board of Higher Education, under the authority of Act 617 and Act 1244 of 1991 enacted by the Arkansas General Assembly, on July 1, 1991, designated Ozarka Vocational Technical School as a technical college which became part of the Arkansas Technical and Community College System under the coordination of the State Board of Higher Education.

- B. The institution shall be known and distinguished by the name of Ozarka College. (The original name, Ozarka Technical College, was changed effective July 1, 1999.) The Board of Trustees (Board) of Ozarka College shall be responsible for the administration and operation of the College pursuant to the powers and duties enumerated by Act 1244 of 1991, Act 617 of 1991, and rules and regulations adopted by the State Board and shall be further responsible for the provision of services to meet the two-year postsecondary educational needs of those citizens located within the service area of the College.

- C. The College will not discriminate on the basis of race, color, gender, religion, ethnic origin, age, marital status, sexual orientation, or mental or physical disability in the providing of educational services or in the admission to, employment by, or promotion within the College. The Board shall comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Drug-Free Schools Act; Drug-Free Workplace Act; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act; the Americans with Disabilities Act of 1990; the Family Educational Rights and Privacy Act; the Student Right to Know Act; the Campus Security Act; and all other applicable state and federal laws, rules, and regulations.

Statements of Assurance
(AAP/EEO)

1. Educational Programs, Activities, and Services (including Training, Retraining, and Employment Development).

Ozarka College and its Board of Trustees assures that no person shall, on the basis of race, color, gender, religion, ethnic origin, age, marital status, sexual orientation, or mental or physical disability (including disabled veterans and veterans of the Vietnam Era) be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity, or service provided by Ozarka College. Ozarka College is an Affirmative Action Educational Institution.

2. Employment Practices (including Hiring and Promotions).

Ozarka College and its Board of Trustees assures that personnel decisions are made without regard to race, color, gender, religion, ethnic origin, age, marital status, sexual orientation or mental or physical disability (including disabled veterans and veterans of the Vietnam Era). Guidelines have been established and will be followed in hiring and promotional procedures to ensure that Ozarka College remains within federal Equal Employment Opportunity and Affirmative Action Program guidelines and regulations. Ozarka College also provides an effective system of monitoring hiring procedures for AAP purposes. Ozarka College is an Equal Opportunity Employer.

D. As Ozarka College expands throughout the service area, official College locations will be recognized and named according to geographic location:

- a. Ozarka College – Ash Flat
- b. Ozarka College – Melbourne
- c. Ozarka College – Mountain View
- d. Ozarka College – Carpenter Technical Center
- e. Ozarka College – Melbourne Airport
- f. Ozarka College – Mountain View Welding Center

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: Board of Trustees REF: A.C.A 6-53-302 NUMBER: BP 1.20 DATE ADOPTED: March 1994 DATE REVISED: September 2000, September 2010</p>

A. Membership

1. **Membership.** The Board of Trustees shall consist of seven (7) members who shall be appointed by the Governor and subject to the confirmation of the Senate.
2. **Term of Office.** The term of office of board members shall be seven (7) years. Members missing three consecutive meetings may be removed and replaced by the Governor of the State of Arkansas.
3. **Qualifications.** Members of the Board shall be qualified electors of the service area of the College and knowledgeable in business, labor, industry, or economic development.
 - a. No candidate for public office, holder of public office in the state, certified or non-certified employee of a public school district, classified or non-classified employee of any community college, vocational-technical school, or institution of higher learning, or any member of a board of trustees of a school district, community college, or institution of higher learning shall serve as a member of the Board.
 - b. No spouse of a candidate for public office, holder of public office in the state, classified or non-classified employee or member of the board of trustees of the technical college for which the person would serve as a member of the local board shall serve as a member of the Board.
4. **Vacancies.** When a vacancy occurs in the membership of the Board, the President of the College shall so notify the Governor who shall appoint a successor to the person who vacated membership to serve the unexpired term of the person

succeeded.

B. Officers

At its first regular meeting after July 1 of each odd-numbered year, the Board shall elect from its membership for a two-year term, and until their respective successors have been elected, a Chair, Vice Chair, and a Secretary. The Board may designate a member of the President's staff to serve as an assistant to the Secretary for the purpose of taking and transcribing the minutes of board meetings.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: Meetings and By-Laws of the Board NUMBER: BP 1.21 DATE ADOPTED: March 1994 DATE REVISED: September 2000, May 2010</p>
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A. Meetings

1. Regular Meetings. Regular meetings of the Board shall be held quarterly. Each regular meeting shall be held at such time and place as the Chair may designate, with notice concerning the time and place to be mailed to each member of the Board by the President at least ten (10) days in advance of the meeting date.
2. Special or Emergency Meetings. Special or emergency meetings of the Board may be called by the Chair at his or her discretion or upon the call of not fewer than four (4) members of the Board, with notice concerning the time and place to be provided to each member of the Board at least five (5) days in advance of the meeting date when possible. Notice for special or emergency meetings shall be as required by the Arkansas Freedom of Information Act.
3. Meetings by Teleconference. Meetings may be by teleconference, provided every party to the meeting and the public can hear what every other party says.
4. Open Meetings. Public notice as required by the Arkansas Freedom of Information Act shall be given of all meetings, including meetings by teleconference. A.C.A. 25-19-106
5. By-Laws. The By-laws shall be subject to amendment at any meeting of the Board provided any such proposed change is a matter of the agenda in accordance with the procedures outlined herein. Policies and procedures approved by the State Coordinating Board under its authority for the administration and operation of the College shall, where appropriate, become part of the By-laws governing the powers and duties of the Board.

B. Agenda

1. The agenda for a regular or special meeting of the Board shall be prepared by the President in consultation with the Chair. Members of the Board may submit items to be included on the agenda by notifying the President and Board Chair. All requests for inclusion of a given item on the agenda of a particular meeting should be made no later than fourteen (14) days prior to the date of the meeting concerned.
2. A copy of the agenda for each regular meeting of the Board and, insofar as is practicable, copies of all reports and other materials to be presented at the regular meeting as a part of the agenda, shall be mailed to each member of the Board at least five (5) days in advance of the meeting. If practicable, a copy of the agenda for special meetings, with reports and other materials to be presented, shall be mailed to each member of the Board at least five (5) days in advance of the special meeting.
3. Any item not on the mailed agenda of a regular or special meeting shall not be considered without the approval of four (4) members of the Board.

C. Conduct of Business

1. Quorum. A quorum for the conduct of business of the Board shall consist of four (4) members of the Board.
2. Presiding Officer. The Chair shall preside at all regular, special and emergency meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, the Secretary shall preside.
3. Power to Vote. All members of the Board may vote on all matters coming before the Board for consideration, but no member may vote by proxy. It shall require a majority of the members present to take official action on a matter.
4. Rules of Order. Except as modified by these By-laws, Roberts Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board and its committees.

D. Minutes

The Secretary shall cause to be kept minutes of all meetings of the Board, which shall be filed, indexed, and preserved along with any other papers and documents pertaining to the business and proceedings of the Board. Within twenty (20) days after each meeting of the Board, the Secretary shall cause to be prepared the minutes of the meeting, which shall be mailed to each member of the Board.

E. Open Meetings

All meetings of the Board shall be open to the public unless, consistent with the requirements of the Arkansas Freedom of Information Act, a meeting is closed to the public for the consideration of personnel matters. Should any decision be made during an executive session, the Board must reconvene in public session for official action. A.C.A. 25-19-106.

F. Committees

1. Standing Committees. The Board shall establish an Academic Affairs Committee and a Finance Committee, each to consist of three members chosen by the full board to a two-year term, commencing with the first regular board meeting held after July 1. Each committee shall select a Chair from the membership of the committee to serve a two-year term. The Academic Affairs Committee shall consider matters concerning academic personnel, academic programs, and faculty and student appeals. Any proposal considered by the Academic Affairs Committee with respect to the College academic program shall have first been reviewed by the Faculty Council and/or Curriculum Committee and the Administrative Council. The Finance Committee shall consider matters concerning the budget, audit report review, construction, bond issues, non-academic personnel and staff appeals, contracts, and real and personal property.
2. Special Committees. Special committees may be appointed by the Chair of the Board. Special committees shall cease to exist when their functions have been discharged. However, every special committee shall cease to exist one (1) year after the date

of its creation, unless continued by affirmative action of the Board.

3. The agenda for any meeting shall be mailed to each member of the committee at least five (5) days in advance of the committee meeting. Public notice as required by the Arkansas Freedom of Information Act shall be given of all meetings.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: Powers and Duties of the Board NUMBER: BP 1.22 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>

The powers and duties of the Board shall be as follows:

- A. To acquire, hold and transfer real and personal property, to enter into contracts, to institute and defend legal actions and suits, and to exercise such other rights and privileges as may be necessary for the management and administration of the College.
- B. To appoint the President of the College.
- C. To determine, subject to the approval of the State Coordinating Board, the educational programs of the College.
- D. To make rules and regulations consistent with Act 1244 of 1991 and the State Coordinating Board as are necessary for the proper administration and operation of the College.
- E. May contract with the State Department of Workforce Education, a non-profit organization, or a local school board within its service area to offer secondary level general academic and vocational-technical courses and programs, and adult literacy courses.
- F. Other powers and duties as provided by Act 1244 of 1991 and as delegated to it by the State Coordinating Board.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: Officers of the College NUMBER: BP 1.23 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>
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A. President

The President of the College shall serve at the pleasure of the Board and by delegation of the Board as the Chief Executive Officer. When a vacancy occurs in the office of President, the Board shall initiate a search process.

B. Other Officers and Staff

When a vacancy occurs in the teaching and administrative staff, the position shall be filled in accordance with the Board's faculty search, hiring, salary, and promotion policies, and in keeping with all applicable state or federal laws, rules, and regulations.

C. Compensation of Faculty and Staff

The Board may set compensation levels for the teaching and administrative staff, consistent with the provisions of state law, applicable state regulations and the policies of the State Coordinating Board of Higher Education with respect to faculty and administrative salaries and staff professional development.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: College Organization NUMBER: BP 1.30 ASSOCIATED PROCEDURE: AP 1.30 DATE ADOPTED: March 1994 DATE REVISED: September 1994, September 2000, May 2006, May 2008, September 2010</p>
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General Organization

The overall responsibility for the operations of the College is assigned to the President and shall be organized to provide adequate development and supervision of its major functional areas. While input is widely solicited, a system of Councils and Standing Committees has been formed to help ensure legal compliance and to provide broad participation and representation in the affairs of the College.

Statement of Governance Commitment

Ozarka College involves College personnel in the governance of the College through the organizational structure, College unit operational structures (i.e. Instructional Council, Faculty Council, Division Units, and Committees (standing, task forces, groups, or teams). To ensure on-going and continuous involvement in governance several areas have been identified for standing committee involvement and for other areas task or ad-hoc groups are developed as needed. Committees are organized for each academic year. Standing committees have defined on-going responsibilities, whereas task groups, ad-hoc committees, or teams have charges developed to meet specific issues.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Governance

POLICY: Accreditation

NUMBER: BP 1.40

DATE ADOPTED: March 1994

DATE REVISED: January 1997, September 2000, May 2004, May 2008, September 2023

1. Ozarka College is accredited by the Higher Learning Commission/North Central Association of Colleges and Schools.
2. Ozarka College also has institutional accreditation through the Arkansas State Approving Agency for Veterans.
3. Ozarka College also maintains specific program accreditations with outside entities as appropriate.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Governance POLICY: Review of Board Policies Manual NUMBER: BP 1.50 DATE ADOPTED: March 1994 DATE REVISED: September 2000, May 2008, September 2010</p>
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The development and review of Board Policies is an on-going process by the entire College community. Appropriate action will be immediately taken to ensure that the College is operating as efficiently and effectively as possible and within all federal, state, local, and college rules and regulations.

The Board of Trustees will review recommendations from the College administration to the existing Board Policies Manual, approving any additions, deletions, corrections, or other modifications deemed appropriate.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Personnel Programs - General NUMBER: BP 2.00 DATE ADOPTED: March 1994 DATE REVISED: March 2011</p>

It is the general policy of Ozarka College to promote effective employee relations. The foundation for an effective personnel program lies in the development, communication, and administration of uniform personnel policies and procedures.

Management personnel are charged with the responsibility of administering personnel policies and procedures consistently and equitably to ensure a proper working environment to exist within the College. Managers of College employees shall ensure:

1. All individuals employed by the College shall be hired on the basis of ability to perform needed tasks. Positions and job titles are pre-determined biannually by the Arkansas State Legislature.
2. Individuals shall be assigned duties and responsibilities and will be evaluated on the basis of their performance related to these assignments. Evaluations will be discussed with the individual employee.
3. All employees will be equitably compensated in accordance with established pay practices and procedures which are periodically reviewed by the State and the College.
4. Individuals shall be treated at all times with consideration and respect.
5. Each employee is expected to view his/her work and relationship with the College with a sense of personal responsibility and loyalty.

The policy statements that follow have been developed to conform with the general policies described above. The President should be advised, using normal administrative channels, if any personnel policy, procedure, or practice appears to violate or compromise these policies.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Employee Recruitment and Selection NUMBER: BP 2.10 DATE ADOPTED: March 1994 DATE REVISED: September 1994, December 1999, September 2000, May 2006, September 2011, May 2016</p>
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Ozarka College will make all personnel decisions without consideration of sexual orientation, regard to race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability. The following guidelines will be used in all hiring for the College to ensure compliance with federal equal employment opportunity and affirmative action regulations and guidelines, and to provide an effective system of monitoring procedures for affirmative action purposes:

1. The employment process begins when an academic faculty, administrative, professional or classified staff area position is vacant. Requests to fill a position will be made to, and approved by, the President.

2. When authorization to fill a faculty, administrative, professional or classified staff vacancy is granted, for either a new or vacant position, the requesting supervisor shall, in consultation with the Director of Human Resources, prepare the job description which will contain, as a minimum, the following information:
 - a. Title of position
 - b. Position assignment
 - c. Description of position duties
 - d. Date position duties will commence
 - e. Required qualifications
 - f. A list of any person(s), by name and date solicited, to whom notice and applications are to be submitted separate from advertisements
 - g. Closing date

3. The position description will be sent to the President for final approval. The Director of Human Resources will then:
 - a. Prepare a position file
 - b. Advertise the position

- c. Receive and file in the position file all inquiries, letters, applications, and other material relating to the position
 - d. Request from each applicant the necessary Affirmative Action information
4. All faculty and administrative staff vacancies will be advertised and are expected to reach qualified candidates of all races, gender, or handicapped status. All advertisements will carry, in a distinct type, the phrase "Ozarka College is an Equal Opportunity/Affirmative Action Employer."
 5. The Director of Human Resources, in the capacity of Affirmative Action Officer, shall review the applications, the candidates recommended for interviews, and all procedures used in the hiring process. The Affirmative Action Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines were not followed or no acceptable applicants were found.
 6. The President will appoint a screening committee which will review all materials received, determine those candidates who meet stated minimum requirements of the position, and identify applicants to be invited for an interview. The Director of Human Resources will schedule interviews. Upon completion of the interviews, the interviewers will recommend to the President one or more candidates for final consideration. The President will authorize an offer of employment to be made to the most qualified applicant. Upon final approval, the applicant will be employed.
 7. All costs for interviewing a candidate are to be paid from funds budgeted for this purpose. All out-of-state president and vice president candidates brought to campus for interview will be reimbursed for actual expenses according to College travel regulations and restrictions. If an out-of-state candidate is offered employment and rejects the offer, the College will not reimburse for any interview expenses. It is the responsibility of the Director of Human Resources to notify the candidate of this policy prior to invitation to interview.
 8. The screening process must ensure that no discrimination on the basis of race, color, gender, religion, ethnic origin, age, marital status, mental or physical disability, sexual orientation or veteran's status is applied.
 9. The procedure for announcing classified positions varies from that of academic faculty, professional or classified staff and administration.

Applicants for clerical, custodial, and administrative support may be advertised locally. However, all other requirements set forth in this policy apply. All vacancies will, without exception, be advertised internally.

10. The College President shall ensure that all Board of Trustee members are briefed on Administrative Council level candidates and will ensure an opportunity for review of credentials and to provide any input.
11. For each position advertised, the College must maintain records of all inquiries in accordance with the requirements described herein.
12. When vacancies occur that may cause major disruptions in College operations, an emergency may be declared by the President. The President will then move as expeditiously as possible to fill the position. Every effort will be made to provide for the consideration of equal opportunity and affirmative action while filling the vacancy.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Position Vacancy Posting NUMBER: BP 2.11 DATE ADOPTED: March 1994 DATE REVISED: September 2000, September 2011</p>

Ozarka College seeks to promote interested and qualified employees within the College whenever possible. Position posting procedures are used to assure that current College staff are aware of and have the opportunity to be considered for position vacancies and newly created positions which may provide career advancement and alternatives. All vacancies will be posted for at least three (3) working days.

Non-Exempt Staff Position Posting Procedures

All classified staff vacancies will be posted conspicuously in order to inform employees of such vacancies and permit them to investigate the openings. To be considered for these positions, the employee must follow these procedures:

1. Have been in their current position for at least one year.
2. Upon reading the posted vacancy, the interested employee may discuss the position with the Director of Human Resources to determine continuing interest. Note: The President may waive the one year requirement in rare circumstances if it is deemed to be in the best interest of Ozarka College.
3. If the employee elects to be considered for the position, he/she shall advise the current supervisor. This will in no way jeopardize the employee's current position.
4. The interested employee shall then advise the Director of Human Resources of the desire to be considered for the position.

Exempt Staff Vacancy Posting Procedures

As an exempt staff vacancy occurs, a description of the position and a list of the minimum qualifications will be conspicuously posted. To be considered for these positions, the employee must follow these procedures:

1. Have been in their current position for at least one year.
2. Upon reading the posted vacancy, the interested employee may discuss the position with the Director of Human Resources to determine continuing interest. Note: The President may waive the one year requirement in rare circumstances if it is deemed to be in the best interest of Ozarka College.
3. Any staff member interested in investigating the position further should contact the Director of Human Resources by the deadline to declare interest in discussing the position. This contact shall be made with the knowledge of the employee's current supervisor and shall not jeopardize his/her current position.
4. Upon receipt of all inquiries, the President will review the list of applicants. All qualified internal applicants will be considered for the position vacancy.

Authority of the President

The President reserves the right to re-structure and/or make employee transfers within the organization when it is determined to be in the best interest of the College. These moves will be in compliance with state and federal guidelines.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Faculty Appointments NUMBER: BP 2.12 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>

A. Faculty Credential Documentation, Verification, and Evaluation

All recommendations for appointment to the Ozarka College faculty must be supported by a file containing an application, appropriate material establishing expertise and qualifications, and valid transcript(s). The credentials and qualifications of all faculty must be reviewed by the Chief Academic Officer and recommended to the President for employment. The College will validate faculty credentials.

B. Authority to Appoint and Reappoint Faculty

The President, with authority of the Board of Trustees, has final approval of all faculty appointments. The precise terms and conditions concerning each appointment shall be stated in writing on the official College Faculty Contract Form. Evaluation of performance will be an ongoing part of the re-appointment process and will be formalized to the extent that quality instruction is assured.

C. Types and Terms of Faculty Appointments

1. Regular Faculty Appointments

The President makes appointments using guidelines outlined in BPM 2.10. Regular academic year appointments are made for two successive semesters.

2. Adjunct Faculty Appointments

The President, with recommendation of the Chief Academic Officer, makes adjunct appointments to persons who can give substantial contributions of time, expertise, and participation in College programs. Adjunct faculty appointments are not eligible

for staff benefits and are executed on a semester by semester basis or other period for special purposes.

D. Categories of Faculty Appointments

1. Technical (180 Contract Days)

Collegiate-level programs which are two (2) years in length, contain a planned, integrated sequence of classroom and laboratory experiences, and which provide intensive training in a field of specialization and include communications, math, social science, and related science and computer applications or fundamentals. All associate of applied science or special certificate programs may fall in this category.

Faculty in these programs shall hold an associate degree or sixty (60) semester hours in an appropriate bachelor's program, national certification in the discipline, and/or three (3) years of directly related work experience. A bachelor's degree is strongly recommended.

2. Postsecondary Vocational, Non-degree (180 Contract Days)

Programs which do not lead to the awarding of an associate degree; courses are more applied, and the program contains limited requirements in general education or related support courses. Faculty in these programs will have 18 semester hours of postsecondary education in the teaching field or national certification in the discipline or three (3) years of directly related work experience. An associate degree is strongly recommended.

3. Academic (180 Contract Days)

This area includes (1) all courses designed for transfer to a senior institution; (2) general education courses in technical/non-degree programs; and (3) courses in which the majority of students transfer to a senior institution.

Faculty shall hold a master's degree with at least eighteen (18) graduate semester hours in the discipline taught.

4. Adult Education (180 Contract Days)

Programs which provide adults with instruction, including ABE and GED.

Faculty shall hold a bachelor's degree in an appropriate discipline and meet Arkansas teachers' certificate requirements. A master's degree is strongly recommended.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Non-Renewal of Faculty Appointments NUMBER: BP 2.13 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>
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A. Regular Faculty

The action of non-renewal for regular faculty appointments may be taken for disciplinary and performance reasons or for other reasons affecting the need for the position such as declining enrollments in a specific program, reduction in staff because of budgetary constraints, elimination, reduction, or modification of program offerings, etc. The President and/or Chief Academic Officer shall inform faculty members, in writing, of the non-renewal of their appointment by March 15. Included within this written notice shall be a statement of the reason(s) for non-renewal.

B. Adjunct Faculty

Adjunct faculty appointments are at the convenience of the College on a need basis. The receipt of an adjunct appointment shall in no way obligate the College to renew or continue the appointment beyond the appointment date.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Professional Review NUMBER: BP 2.14 DATE ADOPTED: March 1994</p>
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Annual professional reviews are intended to serve as a vehicle for professional development and not as a punitive exercise. The process may include criteria established by the College, and is designed to conform to guidelines developed by the state Office of Personnel Management and/or the Department of Higher Education.

Written evaluations will be maintained on each Ozarka College employee as long as the person is employed, unless removed by the supervisor or in accordance with a legal/grievance proceeding, and for at least five (5) years after the end of employment at Ozarka College.

As a minimum, employees should be evaluated prior to the end of the first ninety (90) days of full-time employment and annually thereafter and prior to March 15.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Personnel Records NUMBER: BP 2.15 DATE ADOPTED: March 1994 DATE REVISED: October 2000</p>
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A. Maintenance of Employee Information and Records

1. General Procedures

- a. Information and records compiled and maintained on employees will be limited to that which is for legitimate business purposes and which is required to comply with legal requirements and government regulations.
- b. The Director of Human Resources shall be responsible for properly compiling and maintaining personnel records.

2. Procedures for Records Maintenance

The following College personnel forms and records must be compiled and maintained, as appropriate, for all employees. Other information may be included at the direction of the President:

- Employment Application
- Resume' for Employment Inquiry
- College Transcripts
- Licenses/Certifications
- Faculty Employment Contracts
- Group Insurance Forms
- Personnel Action Forms (PAF)
- Retirement Forms
- Emergency Care Form
- Personal Career History
- Performance Evaluations
- Letters of Counseling/Discipline
- Unemployment Claims
- Withholding Information
- Time Report Forms

Exit Interview Form
Voluntary Payroll Deductions
Salary Information

B. Records Retention Procedure

The following retention schedules and filing procedures are required where employment records, applications, and personnel folders are maintained:

1. Employee Personnel File

Only information having a permanent or long-term effect on the status of an employee should be retained in the employee's file. It is important to note that all Personnel Action Forms processed during a person's employment should be retained in the individual's personnel file to document employment history. Personnel files of terminated employees will be retained seven (7) years.

2. Employment Applications

a. Definition

An employment application is any written request for employment such as a letter of inquiry, resume, or a formal job application.

b. Retention Period

The employment application of an applicant who is hired should be filed in the employee's file and retained for seven (7) years after termination of employment.

The application forms of all applicants considered for employment must be maintained for at least six months. At the discretion of the President, applications for employment may be retained for longer than one year.

C. Release of Employee Information

All requests for employee information require judicious and consistent handling. Accordingly, the President will be responsible for the release of employee information according to the Arkansas Freedom of Information Act.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Employment Classifications NUMBER: BP 2.16 DATE ADOPTED: March 1994 DATE REVISED: September 1994</p>

All positions at Ozarka College are identified as either Classified/Non-Exempt or Non-Classified/Exempt. Classified/Non-Exempt positions are covered by the Fair Labor Standards Act (FLSA) of 1937. This law is intended to ensure fair compensation for labor and achieves this by establishing the minimum wage, defining overtime, and setting requirements for compensation for all hours an employee is required or permitted to work. FLSA does not limit the amount of work time an employer may require or expect from any employee, on any schedule that is considered to be Non-Classified/Exempt. Ozarka College began complying with FLSA effective April 15, 1985.

A. Non-classified

Non-classified employment categories for Ozarka College include the following:

1. Administrative - persons who are engaged in the general administration of the institution and under the direction of the President.
2. Faculty - persons employed under written contracts outlining specific terms of employment approved by the Ozarka College Board of Trustees and who are directly engaged in student learning.
3. Professional - persons who have a specific area of responsibility or who supervise a particular area.

B. Classified

Classified positions are typically those other than faculty, administrative, or professional, such as secretarial, clerical, plant maintenance, etc.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Probationary Period for Full-Time Employees
NUMBER: BP 2.17
DATE ADOPTED: December 1997

All new appointments to full-time positions are subject to a 12-month probationary period. During this time, the College or the employee or both may, with proper notice, terminate employment. At the discretion of the President, the probationary period may be extended one or more additional years.

In addition, a probationary period may be reinstated after more than one year of employment if a full-time employee receives an unsatisfactory job performance evaluation. (see BPM 2.18)

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Resignation, Termination, and Dismissal of Employees NUMBER: BP 2.18 DATE ADOPTED: December 1997 DATE REVISED: December 1997, May 2006</p>

A. Resignations

1. Classified employees who resign their employment with Ozarka College are expected to give written notice of their resignation at least 10 working days prior to leaving the campus. Failure to give notice may result in forfeiture of accrued annual leave.
2. Faculty and administrative staff employed under the provision of a written contract are expected to coincide with expiration of that agreement, with notice being given when new contracts are issued.

B. Termination

1. Personnel may be terminated for cause when it is determined that the employee's job performance or behavior is below acceptable and customary standards of performance, including, but not limited to, the following reasons: excessive tardiness, excessive absence, inadequate job performance, unwillingness to respond to supervision (insubordination), dishonesty, theft, fraud, reporting for work under the influence of drugs or alcohol, or moral turpitude.
2. When the annual professional review of an administrative or managerial/professional staff member indicates unsatisfactory performance, the results will be fully communicated to the employee in writing, and both the employee and the supervisor will attest to the communication by signatures.

As a result of unsatisfactory evaluation, the employee may be terminated at the end of the current contract or may be placed on probation for the following school year with future renewal based on the results of three periodic evaluations to be conducted

during the year. Should these evaluations indicate a lack of substantial improvement; the employee will be terminated at the end of the contract period.

3. When the annual professional review of a faculty member indicates unsatisfactory performance, the results will be fully communicated to the employee in writing, and both the employee and the supervisor will attest to the communication by signatures.

As a result of unsatisfactory evaluation, the faculty member may be terminated or may be placed on probation for the following semester or school year. Should further evaluation indicate a lack of substantial improvement, the faculty member will be terminated at the end of the contract period.

4. If during the evaluation period the supervisor determines that a classified employee's overall performance has fallen below the mid-level standards, the employee will be placed on probation. The supervisor must document the below-acceptable performance, and the employee must be informed of the probationary status, which is established at 30 days. During the probationary period, the supervisor will counsel the employee on progress or lack of progress.

At the end of the probationary period, the supervisor will conduct a formal evaluation of the employee. If mid-level standards have not been met, the supervisor and his/her immediate supervisor will decide whether to recommend an extension of probation or termination of the employee. If probation is extended, the supervisor will provide and document additional counseling.

At the end of the second probationary period, the supervisor will conduct another formal evaluation of the employee. If mid-level standards of performance have not been met, the employee will be recommended for termination.

5. In the event the College receives an appropriation of State funds in Allotment A below the 100% level, the College reserves the right to lay off or terminate employees to absorb shortfalls in revenue.

To maintain an efficient operation, the College reserves the right to terminate employment in areas which are over-staffed based on budgeted student enrollment.

If the decision is made to phase out a program area, activity, or service provided by the College, the institution reserves the right to terminate employees affected by the phase out.

C. Dismissals

1. When it becomes necessary to terminate the employment of Administrative Personnel (Chief Officers or President), the individual will be given written notification stating the date on which that person will be relieved of administrative responsibility, the effective date for termination, and the reason(s) for the action. Such notification will advise the individual of the right to appeal. If this right is exercised, such appeal will be made within five (5) working days and in writing to the Board of Trustees, which will review the action and make a recommendation.
2. A request for reassignment of administrative personnel may be made, and upon mutual agreement between the individual and the President and/or Board of Trustees, the individual may be assigned to an available position authorized by the legislative act. This action is not subject to procedures followed in the normal employment process.
3. In the event a faculty member's contract is not being renewed and conditions of renewal are not stated in the contract, the faculty member will be notified in writing by March 15. Such notification will indicate the reason for non-renewal of the contract and will advise the faculty member of the right to appeal.

If this right is exercised, a written request for appeal must be filed with the Director of Human Resources no later than five (5) working days after receipt of notification of non-renewal. Failure to file within the prescribed time will result in forfeiture of the right to appeal. Within 24 hours following receipt of the written request for appeal, the President will schedule a meeting with the faculty member to take place within a maximum of five (5) working days.

If an agreement cannot be reached, the appeal will be taken to the Board at the next regularly scheduled meeting. The Board will review the appeal and make a final decision.

4. When it becomes necessary to terminate the employment of a classified or professional employee, the employee will be notified in writing, stating the effective date of termination and reasons for the actions. The notice will also advise the employee of the right to appeal the decision to terminate.

If this right is exercised, a written request for appeal must be filed with the President no later than five (5) working days after receipt of notification of termination. Failure to file within the prescribed time will result in forfeiture of the right to appeal. Within 24 hours following receipt of the written request for appeal, the President will schedule a meeting with the employee to take place within a maximum of five (5) working days.

If an agreement cannot be reached, the appeal will be taken to the Board at the next regularly scheduled meeting. The Board will review the appeal and make a final decision.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Compensation and Classification of Non-Faculty Staff NUMBER: BP 2.20 DATE ADOPTED: March 1994 DATE REVISED: May 2007</p>

Classified personnel are employed and paid in accordance with the College Appropriation Act approved by the Arkansas General Assembly and guidelines established by the Arkansas Department of Higher Education and other agencies of the state concerned with classified personnel.

The Appropriation Act sets the grade for specific positions and the number of such positions that are available to the College. A salary schedule, approved by the General Assembly, determines the pay level of all classified positions and the maximum level of a specific job title.

Each employee may be eligible for a pay increase on his/her anniversary date each year. Pay increases are determined by administrative action, giving consideration to legislative approvals, the availability of funds, and an evaluation of each employee's work performance. A pay increase may also be recommended for an employee who has been promoted to a position which carries a higher classification.

When funds are available, Ozarka College employees may be eligible for merit pay salary increases according to the current rate and regulations provided by the Office of Personnel Management.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Compensation and Categorization of Faculty NUMBER: BP 2.21 DATE ADOPTED: March 1994 DATE REVISED: September 2000, August 2005, May 2010, September 2010, March 2012, June 2013, May 2018</p>

Full-time Faculty

A. Faculty Salary Schedule

1. Full-time faculty members at Ozarka College are categorized and compensated according to guidelines established and monitored by the Board of Trustees. These guidelines are based, in part, on suggestions from the Arkansas Department of Higher Education, as directed by the General Assembly.
2. Evaluation Criteria for Salary Schedule Placement-Current and New Hires.
 - Full-time faculty members' salaries are based on a schedule which evaluates faculty members' degree level and number of years of experience. The salary schedule also has variables for high school teaching experience, labor market demand, and required occupational licensure.
 - The salary schedule may be periodically updated to reflect cost of living increases. A copy of the current salary schedule may be obtained from the Chief Academic Officer or the Director of Human Resources.

B. Course Overload Formula

1. For credit hours taught over the required Fall/Spring semester credit hour load, full-time faculty will be compensated overload pay calculated as follows:
 - Normal adjunct per credit hour rate times the number of credit hours over the normal semester load.

- Maximum class enrollment is 30 students. The Chief Academic Officer may approve class enrollments greater than 30. Faculty will be compensated an additional amount as detailed in Administrative Procedure 2.21 for enrollments over 30 students.

Adjunct Faculty (or "Part-time") (Previously BPM 2.24)

Adjunct faculty members are essential to the academic class offerings of Ozarka College. The following specific guidelines establish a standardized salary for adjunct faculty members' pay based upon the number of credit hours they teach and the number of students enrolled in the classes they teach:

- A. Adjunct Faculty Salary (All semesters – fall, spring and summer)
 1. \$525 per credit hour for lecture or lecture/lab class.

- B. Minimum enrollment of ten (10) students with a maximum of 30 students per class unless an exception is approved by the Chief Academic Officer. Adjunct Faculty will be compensated an additional amount as detailed in Administrative Procedure 2.21 for enrollments over 30 students. If enrollment is less than ten (10) students, the Chief Academic Officer may approve deviations to the minimum enrollment of ten (10) students with full compensation or at a pro-rated compensation amount as described in Administrative Procedure 2.21.

- C. Full-Time Faculty or College Employee Summer Salary
 1. \$600 per credit hour for lecture or lecture/lab class.
 2. Minimum enrollment of 10 students. If enrollment is less than ten (10) students, the Chief Academic Officer may approve full payment or the Chief Academic Officer may approve payment of \$60 per student per credit hour for the class.
 3. Enrollment over 30 students pays an additional amount as detailed in Administrative Procedure 2.21.

Adjunct faculty members are allowed to teach up to nine (9) credit hours per semester. The Chief Academic Officer may grant exceptions to this limit based on the needs of the College.

For pay calculation, class enrollment will be based on the census date enrollment.

Travel reimbursement is only available for clinical instructors above the 40-mile round trip the instructor drives to the clinical site.

Travel costs must be strongly considered at all times when scheduling adjunct and when scheduling full-time personnel to teach summer classes.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Overtime Policy NUMBER: BP 2.22 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>
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The policy regarding overtime at Ozarka College is based on the Federal Fair Labor Standards Act, the Compensatory Time Act 695 of 1981, and the related policy statement developed by the Office of Personnel Management and the Department of Finance and Administration. By definition, compensatory time shall be granted in lieu of payment for overtime hours.

Compensatory time is intended for use only on those rare occasions when it is necessary for an eligible employee to work in excess of the regularly scheduled work week to accomplish specific tasks.

Specific elements of the policy include:

- A. Compensatory time may be earned only with the prior approval of the appropriate supervisor and the President.
- B. All employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of forty hours.
- C. Compensatory time must be earned before it can be used.
- D. Used compensatory time will be paid at the employee's base hourly rate of pay.
- E. Compensatory time may be used in lieu of Sick Leave and should be used until the balance is depleted before using Annual Leave.
- F. No employee may accumulate compensatory time in excess of one hundred sixty (160) hours; two hundred forty (240) hours at time-and-a-half.
- G. Compensatory time should be used during the calendar year in which it was accrued.

- H. Work performed on official holidays will be handled under the standard leave policy.

Policy procedures include the following:

- A. The employee's immediate supervisor will determine the need for overtime and submit a request for approval of compensatory time to the appropriate Vice President.
- B. The Vice President will provide a copy of the form to the President for approval prior to the employee's working the overtime.
- C. Complete and accurate records regarding compensatory time earned and used shall be maintained and included as a separate category on the employee's time sheet or leave records.

Any questions regarding this policy or these procedures may be discussed with the appropriate Vice President or the President.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Pay Procedures for Emergency Closing of College Facilities NUMBER: BP 2.23 DATE ADOPTED: March 1994</p>

Whenever, because of emergency conditions, the President determines that any College facility is closed, full-time employees will be entitled to pay as follows:

A. Faculty

Faculty will receive normal pay for any day, or portion thereof, a facility is closed. Because of the requirement to complete certain instruction for students during a specific semester, instruction missed because of emergency closing of a facility may have to be made up. Under such conditions, faculty members are expected to satisfy such requirements without additional pay. Faculty members should always meet classes unless otherwise arranged with the Chief Academic Officer and/or the President.

B. Administrative and Classified Employees

Administrative and classified employees will normally report for work unless notified by the President or their designated supervisor that they should not attempt to come in. Employees who choose not to report for work on such days will be required to take annual leave or, if all annual leave has been exhausted, leave without pay.

See also BPM 3.33.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Quality of Work Life NUMBER: BP 2.30 DATE ADOPTED: March 1994 DATE REVISED: December 1999</p>
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Ozarka College recognizes that employees deserve the respect and cooperation of those with whom they work. To this end, the College emphasizes the need for a quality work environment free of harassment and prejudice of any kind. Prejudice can include but is not limited to prejudice against race, color, gender, religion, ethnic origin, age, marital status, sexual orientation, or mental or physical disability. Employees are prohibited from making statements or taking actions that are potentially offensive and embarrassing to other employees, students, or visitors. Failure to adhere to the normal standards of courtesy and consideration may lead to disciplinary action.

The College will make every effort to provide assurances for a quality work environment as outlined in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Any experience or observance of harassment or prejudice of any kind at the College must be immediately reported to the Affirmative Action Officer and the President.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Gross Misconduct

NUMBER: BP 2.31

DATE ADOPTED: March 1994

Gross misconduct is that type of serious, improper behavior which threatens ongoing College operations or the health and safety of others. Gross misconduct may lead to immediate termination without warning or counseling. No list of specific misbehavior can contain all types of misconduct which might occur. The following are just a few examples of behavior which will not be tolerated:

- A. Insubordination - refusing to follow supervisor's directions or refusing to perform in the manner which the supervisor requests or directs.
- B. Mistreatment or endangering safety of others - College employee, student, or visitor.
- C. Damaging College or Foundation property by serious negligence or a willful act.
- D. Reporting to work or representing the College under the influence of alcohol and/or drugs or in possession of alcohol or drugs, firearms, or other dangerous devices.
- E. Commitment of a serious misdemeanor or any felony.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Employee Grievance Procedure NUMBER: BP 2.32 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>

A. General

The College seeks to treat each employee fairly. All employees are encouraged to bring to the attention of their immediate supervisor legitimate complaints perceived by them. Supervisors will provide time for such complaint conferences as soon as possible and within one week of notice of the employee complaint at the latest. The intent of these conferences is early and informal discussion of the issue in order to reach a timely and mutual resolution.

An employee who believes that a discussion with the employee's immediate supervisor would be futile may elect to request a complaint conference with a higher line supervisor, which conference will be held as soon as possible and at least within one week of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. Grievances may cover matters such as the application of College policies and practices to the grievant, but the existence or content of the policies may not be grieved.

B. Disciplinary Procedures

Supervisors are concerned with preventing personnel problems from occurring, as well as correcting misconduct or poor performance. Generally, an informal reminder is all that is necessary for an employee to correct a behavioral or job performance problem. However, if informal counseling is unsuccessful in solving a problem, or if the problem is severe, formal disciplinary steps may be necessary. These formal disciplinary steps include, but are not limited to:

- verbal reprimand
- verbal reprimand with a letter of warning
- written reprimand with a letter of warning
- suspension without pay

- termination

If the employee feels that he/she has been treated unfairly, and all attempts for an informal resolution have been exhausted, a grievance may then be filed.

C. Grievance Procedure

Any College employee shall have the right, at any time within five (5) working days after the incident out of which the grievance arises, to present a grievance. Any such grievance shall be handled in accordance with the following procedure:

1. Any College employee may present a grievance (orally) to his/her supervisor. If the supervisor's response is not given within two (2) work days after the presentation of the grievance, or if the answer is not satisfactory to the complainant, the complainant may proceed with step two.
2. The College employee shall, within three (3) working days thereafter, submit the grievance in written form to the Affirmative Action Officer, with one copy to be presented to his/her immediate supervisor.
3. The Affirmative Action Officer and the grievant shall meet within five (5) working days in an attempt to reconcile the grievance. If, within three (3) working days from the hearing, the grievance is not reconciled, then the grievance may be submitted to the President.
4. In the event the grievant (who must be present at this hearing) is dissatisfied with the decision of the President, then the grievant may, in writing and through the President, petition the Board of Trustees to review the case. The decision rendered by the Board shall be final.
5. Employees who feel they have been subjected to Civil Rights violations may contact the Office of Civil Rights directly.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Personal Appearance
NUMBER: BP 2.33
DATE ADOPTED: March 1994

There are many different work environments at the College. It is important that employees maintain a professional standard of dress and grooming appropriate to their work environment so as to reflect positively on the College. Immediate supervisors are responsible for communicating acceptable dress to members of each department.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Employment of Relatives NUMBER: BP 2.34 DATE ADOPTED: March 1994 DATE REVISED: March 1994, December 2006</p>

The College may employ qualified persons related to another employee. Family members include spouse, parent, child, a brother or sister, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, step-relative or half-relative, and in-laws.

No family member may be under the direct administrative control and direction of another family member per Arkansas Code 21-5-201. Indirect supervision of an employee by a family member is subject to Board of Trustee approval.

No employee can initiate, participate in, or influence in any way, College decisions regarding a related applicant or employee. Completion of Form F-4 must be completed and approved before hiring a family member.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Whistleblowing Protection NUMBER: BP 2.35 DATE ADOPTED: September 2000</p>
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The policy of Ozarka College regarding the Arkansas Whistle-Blower Act is consistent with Arkansas Code Annotated 21-1-601 through 609.

It is the policy of Ozarka College that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee, in the following situations:

If an employee alleges a violation under this Act, and does so in good faith;

- A. If an employee alleges a violation under this Act, and does so in good faith, and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
- B. If an employee alleges a violation under this Act, and does so in good faith, and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An adverse action is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee's employment, including compensation, job location, rights, immunities, promotions, or privileges.

Good faith is lacking when the employee does not have personal knowledge of the waste or violation or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to one of the

employee's superiors or to an appropriate authority, such as:

- A. A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc;
- B. A member, officer, agent, investigator, auditor, representative, or supervisory employee of the body, agency, or organization; or
- C. The office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney's office.

The report by the employee of such waste or violation must be made prior to any adverse action by Ozarka College. Additionally, the report is to be made at a time and in a manner which gives Ozarka College reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that Ozarka College has acted adversely towards him/her because of the allegations, may utilize approved grievance or mediation procedures. The employee may subsequently bring a civil action in circuit court within 180 days of the alleged violation of the Arkansas Whistle-Blower Act. Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, Ozarka College shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Standards of Conduct NUMBER: BP 2.40 DATE: March 1994 DATE REVISED: September 2000</p>

As a public institution, the College must conduct its business in a manner which is beyond reproach.

1. Gifts or Favored Treatment

Employees should not accept a gift from someone not employed by the College nor accept favored treatment from anyone, internal or external to the College. This may give the appearance of impropriety and, depending on the situation, it may be illegal.

2. Confidentiality

As a part of employee responsibility, one may be aware of confidential information. It is essential that this information be treated properly and not released to unauthorized persons. Betrayal of this confidence on the part of any employee may result in disciplinary action.

3. Public Statements/Opinion Polls

Employees must not speak as an agent of the College unless it is part of their designated duties. The public may interpret a statement from an employee as an official statement from the College. Also, employees should not conduct or take part in non-College sponsored polls that would seem to show the attitude of the staff or students. Of course, one is not restricted from participating in polls conducted among the general public where the College is not represented. Under normal circumstances, the President is charged with representing the College to the public and, therefore, must approve any statements and/or materials designed for public disclosure.

4. Political Activities

The College is a public body of the State of Arkansas. As such, employees are restricted by law from using a College position or the College name in any form of political persuasion or influence. While acting as a representative of the College, an employee cannot engage in political activities.

An employee must not use a College position for political influence or give the impression that he/she is doing so. The political activities listed below are unacceptable to the College and are illegal:

- a. An employee must not give the impression that a political party, a political candidate, a political issue, or a partisan activity has the official or unofficial support of the College.
- b. An employee must not use a position with the College to directly or indirectly influence the voting or political affiliation of co-workers or students.
- c. An employee may not cause any co-worker or student to give time, money, loans, or gifts to the support of any political organization or cause.
- d. An employee cannot engage in any political activity during normally scheduled working hours or any other time while performing assigned College responsibilities.

5. No Solicitation or Distribution

Employees (or outside constituencies) may not solicit, distribute or post any unauthorized material to employees or students during work time and/or on college property without express permission of the President. Staff should report all solicitations to the President or the Executive Vice President of Finance and Administration.

6. Conflicts of Interest

As a state public institution, the College is keenly aware of its duty to protect the assets of the taxpayers of Arkansas. The College is required by law to give public notices of certain meetings, to follow a public bidding process in certain cases, and to disclose information which is normally confidential. Because of these duties to the public, employees

must exercise extreme care that they conduct themselves in a manner which is proper.

7. College Assets and Personal Business

Employees will use College assets only while performing assigned duties unless specifically authorized by the President. Employees must not use College assets or employ the College name or other official materials such as the seal, logo, etc., in order to conduct personal business.

8. Outside Employment

While all full-time employees are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update technical skills is to be encouraged. Such employment, however, must not interfere with the discharge of the employee's duties at the College. It is expected that employees will make clear, in all instances, that outside employment is their individual responsibility and that the College is not being represented.

If individual conduct does not meet appropriate standards, corrective action may be necessary. Except for gross misconduct, the first step is normally counseling by the immediate supervisor. For more information see BPM 2.32.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Smoking/Tobacco Policy

NUMBER: BP 2.41

DATE: March 1994

DATE REVISED: October 2000, May 2008, May 2014

Ozarka College is a tobacco-free institution, including buildings, grounds and parking lots.

The use of any tobacco products, electronic cigarettes, or vaping is prohibited on all College property and in any vehicle owned or leased by the College.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Copyright Policy

NUMBER: BP 2.42

DATE ADOPTED: March 1994

1. It is the intent of Ozarka College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). This policy represents a sincere effort to observe this law.
2. Employees are prohibited from reproducing copyrighted materials unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.
3. Employees are prohibited from "performing" copyrighted work unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110(1),(4), or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.
4. Employees who willfully disregard this policy do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.

See also BPM 4.69.

BOARD POLICIES OZARKA COLLEGE

<p>SUBJECT AREA: Personnel Policies POLICY: Payroll NUMBER: BP 2.43 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>
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Time Report Forms

Classified employees must record time worked and use of leave on a Time Report Form for approval by his/her supervisor. Failure to submit a proper Time Report Form when due may result in disciplinary action and may delay receiving pay. Any deliberate failure to accurately record work time or any falsification of a Time Report Form is grounds for dismissal.

Absence or Lateness

Working hours are set by the College. It is important that an employee be at work on time according to those hours. Tardiness or unexcused absence affects co-workers and College services. The immediate supervisor must be notified if an employee is to be late or absent from work. A faculty member who must be late or absent should contact their Division Chair or the Chief Academic Officer or designee as soon as possible before a scheduled class so that a substitute may be found. Failure to inform a supervisor may result in denial of leave-pay benefits, and may also result in disciplinary action.

Payroll Procedure

Payroll policies and procedures at the College may vary depending on employment group and type and may be amended by state guidelines. Information regarding pay periods, frequency of pay periods and alternatives may be obtained from the Payroll Officer or the Executive Vice President of Finance and Administration.

Payroll Deductions

Certain payroll withholding is required by law and some may be authorized by the employee. The law requires the College to withhold any income taxes, and, in certain circumstances, Social Security. Also, under certain circumstances, the College will withhold amounts due to legal garnishment,

wage assignments, or qualified domestic relations orders. If eligible, an employee may authorize certain limited payroll deductions. Some of these deductions may be made on a pre-tax basis. Information regarding these deductions is available from Human Resources.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Safety at the College NUMBER: BP 2.44 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>
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In order to reduce or eliminate accidents in the workplace, the College maintains a campus safety committee, to ensure compliance with federal standards and provide a safe workplace for all staff, students, and the public.

1. Condition of Premises

Each employee is responsible for the condition of the College premises and is accountable for identifying, correcting, or reporting unsafe conditions in office areas, classrooms, laboratories, work areas, or grounds.

All employees are responsible and accountable for accurately reporting all injuries to Human Resources. This includes injuries to students, visitors, or co-workers. One should report injuries promptly. Late claim reporting can jeopardize the payment of a claim and delay the correction of an unsafe condition.

2. College Vehicles

Only properly licensed and insured employees approved by the President or the Executive Vice President of Finance and Administration are allowed to operate College vehicles. College vehicles should be considered College property and subsequent campus rules apply.

Employees must immediately report any accident or injury involving a College vehicle.

College vehicles may be used for College business only, unless otherwise authorized by the President. Unauthorized trips for personal reasons or transporting unauthorized persons in a College vehicle is a misuse of College property which may lead to disciplinary action, up to and including termination of employment.

See also BPM 3.31 and 3.34.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Communicable Disease Policy NUMBER: BP 2.45 DATE ADOPTED: March 1994 DATE REVISED: September 2000</p>
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Prevention of disease transmission at work is the responsibility of the College and individual employees. The College will follow the recommendation of the Arkansas State Board of Health when a documented communicable disease that can be transmitted at work occurs.

The College will act quickly to:

1. Obtain reliable evidence of the presence of the disease.
2. Request guidance from the Arkansas State Board of Health.
3. Act on Arkansas State Board of Health recommendations.

In addition, the Occupational Safety and Health Administration (OSHA) have set Bloodborne Pathogens Standards which are designed to limit occupational exposure which could result in transmission of bloodborne pathogens which could lead to disease or death. These standards became effective on May 5, 1992 and require the College to develop a plan which must be updated annually.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Drug and Alcohol Free Workplace NUMBER: BP 2.47 DATE ADOPTED: March 1994 DATE REVISED: October 2000</p>
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Pursuant to Public Law 101-226, entitled Drug Free School and Communities Act Amendment of 1989, the College is committed to maintaining a drug and alcohol free workplace for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, and unethical behavior.

The users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on College property will be subject to discipline up to and including termination. In addition, employees may not manufacture, distribute, possess, sell, use, or be under the influence of alcohol at a College facility or while conducting official College business.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and methamphetamine. They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform Ozarka College in writing within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or

jury in any federal court, state court or other court of competent jurisdiction.

4. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College will require the employee to successfully finish a drug abuse program at an approved private or governmental institution.

All employees of Ozarka College must certify that they have received a copy of this agency's policy regarding the maintenance of a drug free workplace and that they realize that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited on this agency's premises. Refusal to formally acknowledge receipt of this policy is grounds for dismissal from the College.

Violations of this policy will be considered gross misconduct and will result in immediate disciplinary action that includes one or more of the following:

- a. A written reprimand with warning.
- b. Temporary suspension without pay for College employment.
- c. Termination from College employment.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Sexual Harassment NUMBER: BP 2.48 DATE ADOPTED: March 1994 DATE REVISED: September 2010</p>
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It is the policy of Ozarka College that sexual harassment (as defined under 29 CFR Ch XIV, subsection 1504.11, Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985) is unconscionable and will not be tolerated. Persons who commit or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
2. Submission or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

Procedures

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within five (5) days of the occurrence of the alleged harassment.

Informal Resolution: Employees who believe that they have been subjected to sexual harassment should report the problem promptly to their immediate supervisor, Human Resources, or to a supervisor higher in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Chief Academic Officer or Vice President of Student Services. The person receiving the complaint shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

Formal Resolution: If a problem cannot be resolved through informal attempts at conciliation and if the complainant wishes to pursue the matter further, he or she must file a formal complaint with the Affirmative Action Officer, in accordance with the Grievance Procedure outlined in BPM 2.32. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

Reporting Requirement: In all cases when a complaint is made, both formal and informal, the incident must be reported to the President.

Sanctions: If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, disciplinary action appropriate to the severity of the offense will be recommended, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

False Allegations: If it is determined that an employee or student deliberately made false allegations the College may take appropriate disciplinary action.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Chemical Right to Know
NUMBER: BP 2.49
DATE ADOPTED: March 1994

In compliance with Act 556 of 1991, Ozarka College provides a written hazardous communication program for its employees. The College will provide the hazardous chemical communication program for new employees. Through the program, employees will receive information as needed for each hazardous chemical they might contact in the line of work during normal operating conditions and in foreseeable emergencies.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Holidays

NUMBER: BP 2.50

ASSOCIATED PROCEDURE: AP 2.50

DATE ADOPTED: March 1994

DATE REVISED: September 2000, September 2010, April 2014

Following state law, classified and administrative staff shall be granted time off to observe regularly scheduled legal holidays. Faculty and professional staff members on contracts lasting less than twelve (12) months per year will receive all scheduled academic recesses in lieu of holidays.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Annual Leave
NUMBER: BP 2.51
ASSOCIATED PROCEDURE: AP 2.51
DATE ADOPTED: March 1994
DATE REVISED: September 2000, April 2014

All classified and administrative staff are eligible for annual leave with full pay. Faculty and professional staff members on contracts lasting less than twelve (12) months per year will receive all scheduled academic recesses in lieu of annual leave.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Sick Leave

NUMBER: BP 2.52

ASSOCIATED PROCEDURE: AP 2.52

DATE ADOPTED: March 1994

**DATE REVISED: September 2000, May 2007, March 2010, September 2013
December 2016 January 2019**

The College provides protection for those days an employee is unable to work because of health concerns. Sick leave allows for paid time off to care for personal health and the health of an immediate family member.

Sick Leave may be used by employees because of illness, injury, or for medical, dental, or optical treatment. Sick leave may be granted to employees due to the death or serious illness of a member of the immediate family. Immediate family means father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee.

An employee may be asked to provide medical proof of illness or injury. If an employee is unable to report to work due to illness or injury he or she must notify the immediate supervisor. Failure to observe this requirement may result in loss of sick pay or disciplinary action.

Classified and non-classified employees may be eligible to receive compensation for unused sick leave upon retirement from the College. Upon retirement or termination of employment from the College, any unused sick leave balances remaining on the books after a period of six (6) months will be transferred to the catastrophic leave bank.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Catastrophic Leave Bank for Non-Classified and Classified Employees

NUMBER: BP 2.53

DATE ADOPTED: December 1993

DATE REVISED: September 2000, November 2018

This policy establishes a Catastrophic Leave Bank Program to be administered by Ozarka College as authorized by Arkansas Code Annotated (A.C.A) 21-4-214. The Ozarka College Catastrophic Leave Bank Program creates no expectation or promise of continued employment with Ozarka College, and is intended to assist employees during medical emergencies and for maternity and paternity purposes.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Family and Medical Leave
NUMBER: BP 2.54
ASSOCIATED PROCEDURE: AP 2.54
DATE ADOPTED: March 1994
DATE REVISED: December 2013

The Family and Medical Leave Act (FMLA) of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Bereavement Leave
NUMBER: BP 2.55
ASSOCIATED PROCEDURE: AP 2.55
DATE ADOPTED: March 1994, April 2014

A full-time employee may request bereavement leave without loss of pay for the death of an immediate family member as defined in BPM 2.52.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Leave of Absence

NUMBER: BP 2.56

ASSOCIATED PROCEDURE: AP 2.56

DATE ADOPTED: March 1994

DATE REVISED: September 2000, December 2013, January 2019

Occasionally, an employee may need to be absent for an extended period because of illness, disability, or other compelling personal reasons. Ozarka College understands and supports such needs and will comply with state regulations and policies when such a situation arises. Depending upon the nature of the absence, the details and procedures may vary.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies
POLICY: Legally Required Absences
NUMBER: BP 2.57
ASSOCIATED PROCEDURE: AP 2.57
DATE ADOPTED: March 1994
DATE REVISED: September 2000, April 2014

Occasionally, an employee may incur legally required absences. The type of legally required absence varies depending on the nature of the obligation.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Catastrophic Leave Bank for Faculty NUMBER: BP 2.58 DATE ADOPTED: December 1993 DATE REVISED: September 2000</p>

General Information:

The following definitions are provided for reference purposes:

Catastrophic Illness means a medical condition of a faculty member as certified by a physician which requires a faculty member's absence from duty for a prolonged period of time and which results in a substantial loss of income to the faculty member because of the exhaustion of all earned sick leave.

Catastrophic Leave means paid leave which is transferred to a leave recipient from the College's Catastrophic Leave Bank. Catastrophic Leave may be granted only in six hour increments for nine-month faculty and eight hour increments for ten-month faculty. While a faculty member is on Catastrophic Leave, he or she will receive normal college benefits such as college contributions to insurance and retirement programs.

Catastrophic Leave Bank Program means a program approved by the President and the Board of Trustees operated by the College to provide for the orderly authorization and administration of catastrophic leave.

Catastrophic Leave Committee means the standing committee that is comprised of at least five (5) members representing a cross section of the College and appointed by the President of the College. The committee will review all catastrophic leave requests, ensuring that all eligibility requirements are met, and making recommendations to the President of the College. The Committee shall make determinations of continuing eligibility.

Faculty Member means a person who is regularly employed by the College in a faculty position and compensated on a full-time basis (30 hours per week for nine-month faculty and 40 hours per week for ten-month faculty). A faculty member who works less than full time is excluded from this definition, and as such, is not eligible to participate in the Faculty Catastrophic Leave Bank Program (FCLBP).

Leave Donor means a faculty whose voluntary written request to donate accrued annual or sick leave to the FCLBP of the college has been approved by the President of the College. No faculty member shall be allowed to be a leave donor if such donation will reduce that faculty member's accrued sick leave to less than 60 hours for nine-month faculty and 80 hours for ten-month faculty unless that faculty member is terminating employment with the college. Accrued sick leave may be donated in no less than one (1) hour increments.

Leave Recipient means a current faculty member from whom the college has approved an application to receive Catastrophic Leave from the Leave Bank.

Medical Condition means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accident cases which cause the faculty member to be incapacitated, require a prolonged period of recuperation and require the faculty member's absence from duty as documented by a physician. Routine disabilities or disabilities resulting from elective surgery do not qualify for Catastrophic Leave.

Prolonged Period of Time means a continuous period of time whereby a medical condition prevents the faculty from performing their duties. A continuous period of time shall be a minimum of 30 working days.

Substantial Loss of Income means a continuous period of time where the faculty member would not have otherwise been compensated by the College, Workers' Compensation or other College benefit program due to a medical condition. No substantial loss of income shall occur until the faculty member has exhausted all earned sick leave.

Catastrophic Leave Bank Program:

While the college encourages faculty members to participate in this program to ensure maximum benefit for covered College employees, no college faculty member shall be coerced or feel required to participate in the program. A faculty member may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any such faculty member with respect to donating, receiving, or using sick leave.

Faculty members who have accumulated the maximum of 120 sick days are encouraged to donate all days earned in excess of the maximum to the Leave Bank. Faculty members who terminate their employment with the college and who do not anticipate employment with another state agency may donate their accumulated sick leave to the Leave Bank. No faculty member currently employed shall be allowed to

donate leave to the Leave Bank if such a donation would reduce that faculty member's accumulated sick leave below 60 hours for nine-month faculty and 80 hours for ten-month faculty.

Catastrophic Leave Committee:

The Catastrophic Leave Committee shall consist of the standing Catastrophic Leave Committee. The committee will be tasked with:

- A. the review of Catastrophic Leave Requests
- B. determining eligibility
- C. determining the continuing eligibility, provided no faculty member shall be eligible to be awarded Catastrophic Leave unless all sick leave has been exhausted; the faculty member has been employed by the college or other state agency full time for at least two years, and the faculty member has not been disciplined for any leave abuse during the past two years.

The committee shall utilize the following guidelines to review Catastrophic Leave requests:

1. No faculty member shall be eligible for approved Catastrophic Leave in excess of six continuous months, unless it can be demonstrated that the faculty member has been denied disability benefits or Social Security benefits.
2. No faculty member shall be eligible for Catastrophic Leave when the illness or injury is covered by Workers' Compensation until such time as this benefit has been exhausted.
3. No faculty member shall be approved for Catastrophic Leave unless the faculty member has provided an acceptable medical certificate completed by a physician supporting the continued absence and setting forth that the faculty member is and will continue to be incapacitated from performing the faculty member's duties due to a catastrophic illness. Information relative to the faculty member's assigned duties should be made available to the physician.
4. In no case shall Catastrophic Leave be granted beyond the date the physician certifies that the faculty member is able to return to work.
5. Catastrophic Leave which would result in a negative balance in the College's Catastrophic Leave Bank shall not be approved.

6. Determinations by the Catastrophic Leave Committee shall be reviewed and approved by the College President. The President shall confer with the committee prior to modifying any committee recommendations.
7. The decision of the President shall be final and binding. Nothing, however, shall prevent the College President from taking into account the impact on the College's operation in granting or denying Catastrophic Leave or in modifying previous approved leave, if in the judgment of the President such approved leave would seriously impact the College's operation.
8. Applications for Catastrophic Leave shall be reviewed on a first filed, first considered basis.

General Policies:

- A. Faculty members on Catastrophic Leave will continue to accrue leave in accordance with the existing College leave policies and will receive the normal fringe benefits of working faculty members. Faculty members on this leave program will continue to draw their normal rate of pay; however, the award of the next salary increase may be delayed until the faculty member returns to regular employment. Any leave earned while a faculty member is on Catastrophic Leave must, as condition of voluntary participation in the program, be assigned to the Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.
- B. Any unused Catastrophic Leave will be returned to the program in the event the faculty member is terminated, retires, or returns to work prior to the expiration of the previously approved Catastrophic Leave period. A faculty member may be dismissed if such faculty member fails to report to work promptly at the expiration of the period of approved/granted catastrophic leave. Nothing, however, shall prevent the College from accepting satisfactory reasons provided by the faculty member, in advance of the date the faculty member is scheduled to return to work, and from granting leave without pay status to a faculty member prior to or after the expiration of such Catastrophic Leave if, in the view of the President, such action is warranted.
- C. No faculty member shall be approved for Catastrophic Leave unless the faculty member is or is reasonably expected to be on leave without pay status. Catastrophic Leave shall not be awarded retroactively.

- D. The program does not create any expectation or promise of continued employment for any faculty member on this program.

Recordkeeping Requirements:

The FCLBP will include a recordkeeping procedure which tracks

- A. the amount of leave donated by each faculty member, the rate of pay, and the dollar value of such donated leave; and
- B. the amount of Catastrophic Leave awarded, including the name of the recipient, position, and rate of pay.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Children's Educational Activities Leave (CEAL) NUMBER: 2.59 DATE ADOPTED: March 2016</p>
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All Ozarka employees with an eligible child or grandchild shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of engaging in and traveling to and from the educational activities or interscholastic activities of a child.

Children's Educational Activities Leave that is unused may not be carried over to the next year and is not compensable to the employee at the time of retirement or departure from the institution for any reason.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Personnel Policies

POLICY: Retirement Benefits

NUMBER: BP 2.61

DATE ADOPTED: March 1994

**DATE REVISED: September 1994, September 2000, September 2002,
March 2004, March 2006, May 2006, May 2007, September 2010**

The State and the College have a number of retirement benefits and options available to its employees. An informational packet concerning the retirement system will be provided to each employee by Human Resources. Any changes in coverage, contributions, deductions, and dates of vesting will be communicated to the employee.

Retirement Systems

- A. Alternate Retirement Plans
 - 6% Employee Contribution
 - 12% State Contribution

- B. Public Employees Retirement System (Grade 17 and below)
 - 6% Employee Contribution (Optional)
 - 12.46% State Contribution (rate varies yearly - see Human Resources for current rate)

- C. Teachers Retirement System
 - 6% Employee Contribution (Optional)
 - 14% State Contribution (rate varies yearly - see Human Resources for current rate)

- D. Social Security System
 - All employees are covered under the Social Security System as of July 1, 1952. Taxes are deducted at the federally-mandated rate on a specific annual Maximum Wage Base. The Maximum Wage Base and/or rate may be changed by law each year.

Retirement Vendor Options

Employees may qualify for one or more of the following retirement plan vendors:

Arkansas Public Employees Retirement
Arkansas Teachers Retirement
AIG Valic
TIAA/Cref

Teacher Retirement Option

Members of the teacher retirement system have the option to change their status from contributory to non-contributory and vice versa once. Employees may change their contributory status by contacting Human Resources.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Insurance Coverage NUMBER: BP 2.62 DATE ADOPTED: March 1994 DATE REVISED: September 2000, March 2007</p>

The State and the College offer a variety of insurance programs and continually explore new ways to improve and manage employee benefits. The primary goal is to provide all employees with quality health care and other kinds of insurance coverage at a reasonable cost. Specific details regarding all forms of insurance coverage are available from Human Resources. Basic information is included below.

Group Insurance

Life Insurance and Hospital and Surgical Insurance are available under a group plan to all employees of Ozarka College except those who normally work less than 1,500 hours per year and those whose employment is considered seasonal or temporary. The College automatically makes a contribution, subject to annual amendment, and employees' contributions are made through payroll deduction. The employee contribution to Health Insurance may be placed in a tax-free deferred compensation plan under ARCAP. Also, medical and child care may be included under ARCAP. Employee payments and payment schedule may be obtained from the benefits supervisor. Participation under this plan is voluntary and enrollment must be requested by the employee.

All employees have a basic \$20,000 life policy included in the health plan and are offered an optional amount up to a maximum of \$100,000 at term rates. At age 70 benefits are significantly reduced.

The specific coverage of the Hospitalization and Surgical coverage is contained in the brochure on group insurance. An employee is eligible for insurance on the first (1st) day of the month following employment. If the employee enrolls for insurance on or before the thirty-first day following the day of eligibility, the employee will be insured on the first of the month following the date of enrollment and no evidence of insurability is required. However, pre-existing conditions are not covered for twelve (12) months.

The employee must apply for insurance within the first thirty-one (31) days after employment to be covered on his/her eligibility date.

An employee who retires before reaching age 65 may continue the health insurance coverage in effect at the time of retirement at his or her own expense providing eligibility requirements are met as stated in BPM 2.63. Retirees past the age of 65, until they become eligible for Medicare, may continue the health insurance coverage in effect at the time of retirement at his or her own expense.

Worker's Compensation

State employees are covered by Worker's Compensation. Coverage is available for job related injuries and illnesses. Financial and medical aid is also available.

Unemployment Insurance

In July, 1973, unemployment insurance was extended to State employees with benefits becoming available in April, 1974. Unemployment insurance is designed to assist individuals who become unemployed through no personal fault. To determine eligibility or for further information, the employee should contact the local Employment Security Office directly.

Liability Insurance

The College maintains a comprehensive liability insurance policy which protects the College in case of negligence. This applies only "while the employee is acting within the scope of his/her duties for the College." It provides bodily injury and property damage coverage to the injured as well as coverage for legal defense of suit for the College or employee.

Long-Term Disability Insurance

In December 1993, long-term disability coverage became available to qualified Ozarka employees. This coverage is designed to assist individuals who suffer a long-term condition which prevents them from carrying out their job responsibilities. To determine eligibility, benefits, and procedures, employees should consult the program booklet.

Section 125 Cafeteria Plan

Based on issue notice 2005-42, Ozarka College may allow a grace period not to exceed two months and fifteen days following the end of the plan year during which plan participants may use all or a portion of their unused cafeteria plan savings from the prior year for eligible expenses incurred during the grace period. Cafeteria Plan information is available from the Human Resources Specialist.

Dental Plan

Ozarka College offers an optional dental plan to full-time employees through Delta Dental. This is a benefit option with all family enrollment cost paid by the employee.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Employee Scholarships & Tuition Reimbursement NUMBER: BP 2.63 DATE ADOPTED: March 1994 DATE REVISED: May 2008, May 2011, January 2019</p>
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The College offers tuition assistance to eligible full-time employees in the form of tuition waivers for courses take through Ozarka College. The employee tuition waiver applies to courses taken by the employee, the employee’s spouse and/or the employee’s dependent child.

Should the need arise, an employee may be asked by the administration of the College to complete advanced coursework for the benefit of the College. In this situation, the employee would be eligible for tuition assistance in the form of tuition reimbursement. The tuition reimbursement is only for pre-approved courses and reimbursement amounts vary depending upon undergraduate or graduate status and are paid only after the successful completion of the course.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Personnel Policies POLICY: Retirement Insurance Provisions NUMBER: BP 2.64 DATE ADOPTED: December 2008</p>

Ozarka College will provide certain insurance provisions to employees who choose to retire prior to age 65 and meet certain eligibility requirements.

General Eligibility

1. The employee is retiring from Ozarka College at the age of 55 or above.
2. The employee's actual age and actual number of years of service to Ozarka College at the time of retirement combine to a total of 75 or more.
3. The employee is enrolled in health coverage through the College at the time of retirement.

Health Insurance

1. The college will pay the institutional portion for health insurance for employees retiring under the program until age 65 or until the early retiree becomes eligible for Medicare.
2. Retirees eligible for the program will continue to pay the employee cost of the health insurance. The cost to the employee is determined yearly during the budget process after consideration of state funding, other revenues, and any increase in the cost of insurance.
3. Eligible employees may elect single or family coverage; however, the retiree will be entirely responsible for the total cost of the insurance premium for spouse and any unmarried dependents. This is not the employee premium cost but the total cost of the insurance to the college from the insurance provider for the spouse or unmarried dependents.
4. If, at the time of a retiree's death, his or her spouse is covered under the college health insurance program, the spouse may choose to continue to purchase coverage at full cost under the provisions of the college health insurance program until he/she reaches eligible Medicare age.

Other Insurance

The employee may choose to continue in other insurance benefits provided by the college by paying the full cost of such benefits. The employee's spouse and

unmarried dependent children are also eligible under this provision. The insurance provision benefits will terminate at the time the retiree and/ or spouse is eligible for Medicare.

Procedures

Participation in this program is voluntary, at the option of the employee. Early retirement will be effective for contract employees at the end of their regular contract and for classified employees at the end of their usual employment period or the end of the fiscal year. An individual wishing to retire under this program must submit the completed application for early retirement to the President no later than January 15 prior to his or her desired retirement at the end of current employment or fiscal year.

The employee or spouse utilizing any benefit of this policy must pay the balance of any premium to the business office by the tenth day of each month. Insurance will be terminated for any retiree who becomes 30 days late in payment of insurance premiums.

Other Guidelines

1. The insurance benefits are not available to an individual who is on leave without pay, receiving long term disability insurance benefits, receiving worker's compensation, or engaged in litigation with the College at the time of retirement.
2. Employees who terminate employment from the College through retirement and become employed by another entity that provides employee health insurance benefits and which they are eligible to participate will not be eligible for the college insurance program. Employees who terminate employment from the college through retirement who become employed by another entity that does not provide employee insurance benefits may request to participate in the college health insurance program. The eligibility is not automatic and the burden of proof in regard to other employment and insurance provisions is on the retired employee. This statement assumes the employee meets the general eligibility requirements of the policy.
3. Electing to retire and participate in the insurance provisions of this policy will prohibit any future employment at the college except on a part-time temporary basis.
4. If the total number of qualified early retirement applicants would require funds in excess of 1 percent of legislative approved personnel costs during the preceding fiscal year, the coverage benefit for each applicant would be reduced by the same percentage.
5. The College, through the Board of Trustees, reserves the right to alter or eliminate the program. If the program is altered or eliminated, the College will

give a minimum of six months notice to retirees before the changes are implemented.

Definitions

1. Age - The age used for determining initial eligibility is the age the person will be at the last day of employment.
2. Years of full-time employment—Years of full-time employment under this plan will be calculated in whole year increments based on a fiscal or academic year and will require full-time employment for a nine to twelve-month contract for each year.
3. Fiscal year - The fiscal year for Ozarka College begins July 1 and ends June 30.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Legislative Budget Request NUMBER: BP 3.00 DATE ADOPTED: May 1994 DATE REVISED: November 2014</p>
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The College prepares a legislative budget request as a plan of operation for each legislative funding period. The annual and biennial budget requests are the formal College financial documents and plans which, after approval by the Board of Trustees, are presented to the Arkansas Department of Higher Education, and ultimately to the Arkansas General Assembly. The end result of these requests is the authorized budget legislation approved by the General Assembly. This legislation becomes the basis for the internal budget process.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Annual Internal Budget

NUMBER: BP 3.01

DATE ADOPTED: May 1994

DATE REVISED: November 2014

The College internal budget is prepared on an annual basis. The internal budget supports the institutional mission, reflects direct goals and planning objectives, and ensures the optimum allocation of College resources for instructional programs and support services.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Retention of Financial Records

NUMBER: BP 3.10

DATE ADOPTED: May 1994

DATE REVISED: November 2014

The College will retain all original financial documents for reference by College financial personnel, state and federal auditors, and other authorized persons.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Accounting System NUMBER: BP 3.11 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>
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General Description

The College operates a fund accounting system. Fund Accounting is a manner of organizing and managing the accounting by which resources are classified for financial accounting and reporting. This is in accordance with activities or objectives as specified by donors, regulations, restrictions, or limitations approved by sources outside the institution, or with directions issued by the Board of Trustees.

A fund is a self-balancing group of accounts consisting of assets, liabilities, revenues, expenditures, and a fund balance. Each fund is separated in the financial records of the College and is limited to a specific use. This separation ensures the integrity of the individual funds and provides the necessary fiscal control over each fund group.

A fund group is divided into two types of funds, Restricted and Unrestricted. Restricted funds are those funds that are provided by donors or external agencies for specific purposes, programs, or departments for which these funds may be expended. Unrestricted funds are those funds available to the College for use in general operations and which have not been designated by the Board of Trustees for other purposes.

The College operates the following fund groups:

- I. Current Funds
- II. Loan Funds
- III. Endowment Funds
- IV. Plant Funds
- V. Agency Funds

I. Current Funds

The Current Fund group accounts for those economic resources which are expendable for the purpose of performing the primary mission of the College and which are not restricted by external sources or designated by the Board of

Trustees for other than operating purposes. This fund group contains three (3) basic subgroups.

A. Unrestricted Current Funds (Operations Fund)

The operations fund accounts for the general operation of the College in fulfilling its mission. The operations fund has the following: assets, revenue, expenditures, liabilities, and fund balance.

B. Restricted Current Funds

Restricted Current Funds are those available for financing operations, but which are limited in use by external agencies and other donors to specific purposes, programs, or functions. These funds include, but are not limited to, Sponsored Program Funds and Financial Aid.

C. Auxiliary Enterprise Funds

An Auxiliary Enterprise Fund provides a service either directly or indirectly to students, faculty, or staff. An objective of the Auxiliary Enterprise Fund is to become self-supporting. After an Auxiliary Enterprise Fund becomes self-supporting and excess revenue is generated, this excess can be used to supplement the general operations of the College.

II. Loan Funds

Loan Funds account for those resources that are available for loans to students.

III. Endowment Funds

Endowment Funds are those funds which, by donor stipulation, require the principal of the gift to remain intact and be invested for the purpose of generating current and future income, which may or may not be restricted as to purpose.

IV. Plant Funds

The Plant Fund group accounts for new construction, repair and rehabilitation of existing facilities, retirement of indebtedness, and acquisition of long-term assets.

V. Agency Funds

Agency Funds accounts for the resources held by the institution as custodian or fiscal agent for students, faculty organization, or governmental agencies. An Agency Fund consists of only assets and liabilities.

There is also a series of Holding Accounts. These include but are not limited to

General Cash Account - for College cash which reflects activity in the General Bank Account.

Depository Clearing - for the collection of revenue sources.

Student Fee Clearing - for the collection of student fees before being distributed to the appropriate revenue accounts.

Summary

1. Responsibilities

The Executive Vice President of Finance and Administration is charged with the responsibility of completing all financial transactions in accordance with federal and state laws and guidelines, and maintaining adequate records for management and audit purposes. All matters which involve the exchange of funds will ultimately be reflected in accounting records and therefore shall be in compliance with recognized accounting procedures, including those transactions involving external grants.

2. Fee Collection

All student fees shall be collected, deposited, and accounted for by the Finance Office.

3. Student Financial Aid

Disbursement of all types of student financial aid shall be made by the Finance Office after proper certification of each student's records.

4. Financial Reports

All reports reflecting the expenditure of Ozarka College funds from any source, unrestricted or restricted, shall be prepared or transmitted through the Business Office.

5. Payroll

All payrolls are prepared on a bi-weekly basis according to time sheets or contracts on file. Only those items allowed by the State will be withheld. Checks are disbursed by the Payroll Officer every other Thursday.

6. Grants and Contracts

Grants and contracts shall be monitored by the Finance Office to assist in the proper expenditure of those funds and subsequent submission of correct financial reports.

7. Cash Management

The Finance Office has the responsibility to ensure that State Treasury and Cash funds are expended in budget categories as allocated by the State Department of Finance and Administration. Available cash funds shall be invested to obtain the highest yield possible.

8. Audits

The Finance Office works with and provides information and records as requested by various state auditors. Audits are completed by the Legislative Audit Division of the State of Arkansas.

9. Fixed Asset Records

The Finance Office maintains complete inventory records on all equipment owned by the College. Records include date of purchase, vendor, description, cost, and actual location. Any transfer of equipment to another department must first be reported to the Finance Office for inventory control.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Student Tuition and Fees NUMBER: BP 3.20 DATE ADOPTED: May 1994 DATE REVISED: September 1994, April 1997, September 2000, May 2006, September 2006, September 2007, December 2007, May 2008</p>
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All students, as a condition for completing registration, are required to pay or to make arrangement for payment of all fees and charges assessed at registration.

Student Tuition and Fees

Tuition and fees are assessed to assist in the funding of a student's cost of education. The Board of Trustees establishes the fee rate schedule each year. The current fees authorized by the Board are:

1. Tuition - Tuition is assessed to all students to assist in supporting the cost of providing a student's education.
2. Laboratory Fees - Students in technical, science, or computer courses are assessed fees to cover the costs of expendable supplies.
3. Course & Program Fees - Students in physical education, web-based, and other designated classes or programs are assessed a fee to cover the cost of consumable supplies and other required equipment.
4. Testing Fees - Students taking CLEP tests, placement tests, and required program assessments at Ozarka College must pay a fee to cover the expense of testing supplies and administration.
5. Infrastructure/Technology Fee - This fee is assessed to help cover the costs of continuously upgrading computer services and other technology on the campus.
6. Matriculation Fee - This fee covers some of the costs involved in Updating student records and maintaining academic transcripts, processing changes in enrollment status, and graduation/diplomas.

High School Concurrent Tuition Rate

Concurrent high school students (enrolled during the normal high school day) are eligible for a rate of regular in-state tuition with all fees waived. The fee amount will be booked as a concurrent enrollment scholarship provided by Ozarka College to high school students.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Travel and Per Diem NUMBER: BP 3.21 DATE ADOPTED: May 1994 DATE REVISED: September 2000, March 2012</p>
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Ozarka College recognizes that travel by various staff members is necessary and/or desirable in order that the College fulfill its mission. The College's basic travel regulations are issued by the State of Arkansas.

1. All travel, for which reimbursement by the College is expected, must be approved at least one (1) working day prior to the proposed travel. Authorization to travel and for reimbursement must be obtained from their immediate supervisor.
2. No full-time employees shall receive compensation for travel to and from work.
3. Reimbursement for travel in private vehicles is computed at the rate established by the state by using the standard mileage table. Vicinity travel mileage may be claimed within the location visited if substantial and necessary.
4. Travel reimbursement limitations may be placed into effect at any time by the College.
5. The College abides by the following Arkansas regulations governing travel:
 - a. Fines assessed for traffic violations will be the responsibility of the traveler and will not be reimbursed by the College.
 - b. Meals can only be reimbursed when overnight lodging is required.
 - c. The maximum daily allowance for meals and lodging will conform with the current state policy. This includes taxes and tips up to 15 percent.
 - d. Reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set by law and the maximum must not be claimed unless actual expenditures for such purposes were actually

made. The College does not provide a "per diem," only reimbursement for actual expenses up to the maximum allowance.

- e. Travel expenses incurred in border areas, such as Memphis or Texarkana, are defined as in-state travel.
- f. When privately-owned motor vehicles are used for authorized travel on College business, the owner can claim reimbursement at the approved state rate. The maximum mileage allowed will be determined by the shortest major highway route. Any vicinity mileage claimed should be listed separately from the "to and from" mileage on the TR-1 Form. If more than one traveler is transported in the same vehicle, only the owner can claim mileage reimbursement. The College assumes no responsibility for any maintenance, operational cost, accidents, fines, or tolls incurred by the owner of the vehicle while on official business for the State.
- g. If a privately-owned airplane is used for official business of the College, the rate for reimbursement will be equal to the state rate for air travel with mileage to be determined by nautical miles.
- h. College oil company credit cards may be used only for gasoline, oil, and emergency repairs to College vehicles. They may not be used to pay for meals, lodging, or commercial carriers.
- i. Reimbursement will be allowed to pay for necessary local telephone calls on the traveler's room bill, registration fees for workshops, conventions, etc., and taxi fares or limousine service if traveler presents receipts with TR-1. No reimbursement will be allowed to any traveler for entertainment, valet services, flowers, laundry, etc.
- j. For out-of-state travel when traveling by either a privately-owned automobile or a College-owned vehicle, reimbursement for meals and lodging shall be limited to actual expenditures, not to exceed the established state rate provided 350 or more miles are traveled per day. For example, a trip covering 1400 miles allows the traveler to be reimbursed for a maximum of four (4) days while traveling to destination.
- k. Each traveler must complete all claims for travel, and payment will be made only to the traveler who incurred the expense, even though another traveler may have actually paid for the item. A good example

involves two College employees sharing a room and only one paying the entire amount. Each person must claim his/her share on the TR-1.

- I. All necessary forms and copies must be properly completed or the processing of travel approval or reimbursement will be delayed.
 - m. The traveler will be held directly responsible for abuse of any of these provisions. Any questions concerning policy should be directed to the Vice President of Finance.
6. The College is restricted by the State of Arkansas rules and regulations regarding reimbursement of expenses incurred during travel on College business.
7. Authorized representatives of the College may be permitted to travel in response to and on behalf of the College's business in accordance with pertinent laws and regulations. Care shall be exercised that necessary, and approved, travel shall be performed in the most economical and appropriate manner and pooling of transportation for a number of individuals with similar destinations is required.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration
POLICY: Purchasing
NUMBER: BP 3.22
ASSOCIATED PROCEDURE: AP 3.22
DATE ADOPTED: May 1994
DATE REVISED: September 2000, December 2012

Introduction

The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes in an efficient and business-like manner. College personnel conducting or executing purchasing activities will ensure that appropriate state and federal procurement statutes are followed when purchasing materials, supplies and services.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Student Refunds NUMBER: BP 3.23 DATE ADOPTED: September 1994 DATE REVISED: September 2000, September 2006</p>
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Refunds of tuition are normally made according to the following schedules:

Fall or Spring Semesters

First week of semester	100 percent
Second week of semester	75 percent
Third week of semester.....	50 percent
After third week	No refund

Summer Semesters

Prior to first day of class	100 percent
First two days of class.....	75 percent
Third and fourth days	50 percent
After fourth day of class.....	No refund

Refunds will be made to Federal Financial Aid Programs according to the following priorities: 1) William D. Ford Federal Direct Loan Program, 2) Arkansas Student Assistantship Grants, 3) Pell Grants.

However, students who are attending Ozarka College for the first time and who are eligible for Title IV financial aid programs may receive a refund of a pro-rata share of their tuition if they withdraw from a class or classes, thereby causing their enrollment status to fall below full-time. The refund is applicable through the tenth week of the first semester in which the students are enrolled. After the first semester of enrollment at Ozarka, all students will be governed by the preceding schedules.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration
POLICY: Endowment Management
NUMBER: BP 3.24
DATE ADOPTED: December 1998
DATE REVISED: September 2024

The Board of Trustees works in cooperation with the Ozarka College Foundation to ensure the prudent investment, preservation, and use of any endowment funds accruing to the benefit of the College. In keeping with that responsibility, the Board of Trustees delegates to the chief development officer and chief financial officer to work with the Foundation Board to establish and execute administrative procedures and oversee day-to-day fund administration.

Procedures promulgated shall include but are not limited to gift acceptance, routine monitoring, investment management and strategy, ethics, and reporting requirements.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Official Functions Policy NUMBER: BP 3.25 DATE ADOPTED: May 2011</p>
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Events falling within the "Official Functions" designation fit one or more of these categories:

- (1) Meetings of official institutional (in-house) committees and advisory groups;
- (2) Meetings of official external committees and advisory groups;
- (3) Receptions, honors, and staff functions;
- (4) Faculty and staff functions;
- (5) Student functions;
- (6) Official Board functions; or
- (7) Miscellaneous functions in support of the College mission not clearly fitting one of the above categories.

Examples of appropriate expenditures include, but are not limited to, those for refreshments or meals for groups which include institutional representatives and persons being considered for employment; persons conducting accreditation visits; persons meeting as volunteers giving their time in an advisory capacity to the institution; special guests or awardees; students at banquets or awards ceremonies; faculty and staff at a limited number of functions; and persons involved in meetings or events associated with the work of the Board of Trustees.

To assure accurate accounting of state-appropriated funds, the President may approve and promulgate administrative procedures for each site. The appropriate Vice President or director shall take responsibility for, or shall designate an individual who shall take responsibility for, each expenditure of state-appropriated funds for official functions. Where practical, official functions shall be budgeted on a division or department basis.

Expenditures of state-appropriated funds for official functions should never include:

- (1) Expenses for individuals related to membership in clubs, social, or community organizations;
- (2) Refreshments for institutional committee meetings lasting less than four hours;
- (3) Travel expenses for out-of-state applicants for employment other than candidates such as presidents and Vice Presidents on a case by case

- approval basis as authorized by the President;
- (4) Holiday cards or other similar printed greetings to individual constituents;
 - (5) Alcoholic beverages; or
 - (6) Expenses associated with any event which primarily celebrates the anniversary, wedding, birth of a child or other significant moment in the life of an individual employee; other than retirement as defined in BPM 2.62 Retirement Insurance Provisions.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Naming Policy NUMBER: BP 3.26 DATE ADOPTED: December 2012</p>

Purpose

The Ozarka College Board of Trustees retains unto itself the right to name facilities and programs. The board names facilities and programs to honor the contributions and/or achievements of individuals or organizations associated with the college. If a building name is not forthcoming at the time the building has been completed and a name is needed for identification purposes, only a generic name should be used, thus reserving the prerogative to bring forward a name that meets the established criteria at a later date.

Naming of Facilities

The Ozarka College Board of Trustees names facilities and programs under two circumstances.

- A. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant impact on the College over a period of years. Such honor will typically be recommended no less than five years following the end of the individual's service to the College.

- B. A person or entity has made significant monetary contribution to construction, operations, academics, activities, or other programs of the College. Financial commitments related to the naming opportunities may be pledged over several years. The number of years will be determined by the College and the donor but will be based upon the size of the donation, the nature of the naming opportunity, and the financial consideration of the donor. Criteria for these naming options include:
 - 1. New facilities – At least 10 percent of construction cost.
 - 2. Space within a new facility - At least 10 percent of construction costs based on average square footage of the designated space. Consideration will be given for space requirement for furnishings and equipment.
 - 3. Renovation of facilities - At least 50 percent of renovation cost.
 - 4. Existing facilities without renovation – At least 10 percent of the

fair market value of the designated space based on the insured value.

5. Space within existing facilities without renovation - At least 40 percent of the fair market value based on the insured value

Permanency

- A. When a gift from an individual, family or organization is involved, a facility receives a designation that shall last the lifetime of the facility.
 1. Demolition or significant renovation shall terminate the designation.
 - a. Should a named facility be destroyed due to forces of nature or changed due to renovation or construction, the Board reserves the right to reevaluate continued recognition of the individual whose name is associated with the building or facility.
 - b. The individual, family or organization involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
- B. When a gift from a corporation is involved, the corporation shall be given the opportunity to purchase a naming license with a name subject to approval by the Board for a period of time to be negotiated between the College and the donor.
- C. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.
- D. Any legal impropriety or other act which brings dishonor to the College on the part of the donor or a corporate donor who is no longer in existence shall make the acceptance of a gift and/or continuation of naming subject to reconsideration by the College.

Authority and Approvals

The final authority for any naming, memorial or tribute decision rests with the President and the Board of Trustees.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Facilities - General

NUMBER: BP 3.30

DATE ADOPTED: May 1994

It shall be the policy of the College to provide adequate facilities for delivery of its educational programs. To further this philosophy it is necessary to maintain a focal point where information pertaining to facilities, property, and equipment will be readily available to assist in decision making regarding this area of responsibility. Data shall include, but not be limited to, acquisition, disposal, transfer, utilization, inventory, and safety, and be under the direction of the Executive Vice President of Finance and Administration.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Safety Officer

NUMBER: BP 3.31

DATE ADOPTED: May 1994

DATE REVISED: September 2000

It shall be the policy of the College to conform to the provisions of the Occupational Safety and Health Act as they apply to the operations of the College and specifically to maintain a workplace free from hazards that might cause death, serious physical harm, or diseases in connection with work performed.

The Vice President of Administration, in the capacity of Safety Officer, shall have the authority for administration of Safety and Health Regulations as stipulated by the Occupational Safety and Health Act of 1970. It shall be the responsibility of the Safety Officer to ensure that conditions in all College facilities conform and adhere to the conditions established by all appropriate regulatory bodies.

The College Safety Officer shall interpret, or cause to be interpreted, all provisions of applicable regulations and shall be empowered to enforce such regulations in the name of the College.

See also BPM 2.44 and 3.34.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Use of College Facilities for Other than College Activities NUMBER: BP 3.32 ASSOCIATED PROCEDURE: AP 3.32 DATE ADOPTED: May 1994 DATE REVISED: September 2000, September 2010, March 2014</p>

Ozarka College is funded through the support of taxpayer dollars and a variety of other federal, state, local and private sources. Ozarka College exists to serve the educational needs of students in North Central Arkansas. When possible, College facilities are available for use by outside parties with scheduling of events based on the following priorities:

- Academic needs
- College organizations, groups or committees
- Campus-sponsored events
- Community groups not affiliated with Ozarka College

All users will be assessed a facility maintenance/custodial fee as deemed appropriate. Non-profit groups or entities that use any college facility may be charged a rental rate according to the approved facility usage rate schedule. All for-profit groups or entities will be charged a rental rate according to the approved facility usage rate schedule.

Organized community/civic/school groups which meet on a regular basis for short periods of time and do not require the use of the lecture hall or auditorium may be exempt from all charges upon approval by the President.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Emergency Closing of College Facilities NUMBER: BP 3.33 DATE ADOPTED: May 1994</p>
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When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President by taking either of the following actions, depending on the severity of the emergency:

1. Cancellation of Classes - Staff, unless individually advised, is expected to report for and remain on duty. Faculty may be required to make up cancelled classes at a later time.
2. Closing of Facility - The specified facility will be closed. This determination includes, but is not limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so. It may be possible that one Ozarka facility will be operating under different status i.e. Ash Flat may be closed while Mountain View and Melbourne campuses remain open.

The decision to close or cancel classes will be made only after all available sources of information are researched. After a decision has been made it is important that all concerned students, staff, and faculty be notified as expediently as possible via the college website, radio and/or television announcements.

In the absence or unavailability of the President, the decision to close or cancel classes will be made in consultation with and in the order of authority of the following:

Executive Vice President of Finance and Administration
Chief Academic Officer

See also BPM 2.23.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Campus Security NUMBER: BP 3.34 DATE ADOPTED: March 2014, October 2015</p>
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The President has designated the Executive Vice President of Finance and Administration as Chief Security Officer. Ozarka College does not have a campus police department; however, each campus has a working relationship with local law enforcement for campus security. The state and local law enforcement personnel have arrest authority and authority to conduct investigations of alleged criminal offenses on Ozarka College campuses. Any event involving campus security, including on-campus accidents which may or may not result in personal injury to person or property, shall be reported to the Chief Security Officer and the President as soon as possible. The Chief Security Officer shall refer incidents, including accidents, involving local and state laws to the appropriate local authorities.

Criminal incidents are referred to the local police who have jurisdiction on each campus. All crime victims and witnesses are strongly encouraged to immediately report the crime or suspicious activity to the Executive Vice President of Finance and Administration, the Ozarka College President or the appropriate campus director and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

See also BPM 2.44 and 3.31 and Administrative Procedures 1.04, 3.34.1, 3.34.2, 3.34.3, 3.34.5, and 3.34.6.

Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Department of Education's regulations require that all institutions that receive Title IV, HEA funds must, by October 1 of each year, publish and distribute to its current students and employees, a comprehensive Annual Security Report (ASR) that contains, at a minimum, all of the statistical and policy elements enumerated in 34 C.F.R. § 668.46(b).

Ozarka College will prepare and publish an Annual Security Report in a manner that meets Federal regulations. The report will contain safety- and security-related policy statements and crime statistics and will be distributed using an approved method to all current students and employees. Ozarka College also will inform

prospective students and employees about the availability of the report. The ASR will be published and actively distributed as a single document by October 1 of each year.

See also Administrative Procedure 3.34.4.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Tree Policy

NUMBER: BP 3.35

ASSOCIATED PROCEDURE: AP 3.35

DATE ADOPTED: September 2000

DATE REVISED: December 2012

It is the purpose of this policy to promote and protect the health, safety, and general welfare of the students, employees, and visitors of Ozarka College by providing for the development of an Ozarka College Community Forestry Plan to address the planting, maintenance, and removal of trees on the Ozarka campuses at Ash Flat, Melbourne, and Mountain View which benefits our community forest resources.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Parking Regulations NUMBER: BP 3.36 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>
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Ozarka College is an open-parking campus. Exceptions to this rule are:

- A. No Parking Zones
- B. Loading Zones
- C. Service Areas
- D. Reserved Spaces
- E. Disabled Spaces

Vehicles should be parked within designated parking boundaries and in no case overlap into or onto a roadway or crosswalk. Parking in any manner as to impede the normal flow of vehicular or pedestrian traffic is not allowed.

Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of vehicular or pedestrian traffic or creating an unsafe condition will be issued a parking violation ticket and may be towed away at the owner's expense.

In all instances, respect for the rights of others should be exercised.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Firearms Policy

NUMBER: BP 3.37

DATE ADOPTED: May 2014

DATE REVISED: January 2024

Per Arkansas Act 562 of 2017, firearms are allowed on any Ozarka College campus for individuals possessing an enhanced concealed carry license, officers of the law contracted to serve as security for the College, law enforcement officers on official business, or for educational purposes with prior approval from the Office of the President. In the case of official business, the officer must clearly display their badge and make their presence known to administrators. Firearms may not be open carried other than by law enforcement. For individuals who possess a standard concealed carry permit, firearms may be left in their locked vehicle. Individuals with an enhanced concealed carry license may not possess a concealed handgun at certain grievance and disciplinary meetings.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Loan of College Property

NUMBER: BP 3.40

DATE ADOPTED: May 1994

In rare instances it may be appropriate to grant individuals and/or groups use of College equipment or physical property for non-College activities. In those events, it must be properly checked out and authorized by the President.

Any individual or group who is loaned temporary use of College property will be required to reimburse the College for any loss or damage to the property borrowed. Amount to be reimbursed will be determined by the replacement cost at current market value as determined by the Executive Vice President of Finance and Administration.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Disposal of College Property

NUMBER: BP 3.41

DATE ADOPTED: May 1994

The College must follow certain guidelines for disposal of all property from inventory. The Finance Office, according to the State Accounting Procedures Manual, processes inventory release forms. Any equipment or property that is to be sold or that has been lost, stolen, or destroyed should be reported to the Finance Office.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Keys

NUMBER: BP 3.42

ASSOCIATED PROCEDURE: AP 3.42

DATE ADOPTED: May 1994

DATE REVISED: March 2014

Staff will be issued appropriate keys for the buildings to which they need access. If additional keys are needed, staff may make a request to the Executive Vice President of Finance and Administration.

All keys must be returned upon resignation or termination of employment during the exit interview as a condition of receiving any final pay.

Unauthorized duplication of keys by any employee will result in disciplinary proceedings.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY: Cell Phone Policy

NUMBER: BP 3.43

DATE ADOPTED: May 2007

Ozarka College will tax all employees as a fringe benefit the fair market value of their cellular/data phone usage at the employee's individual current tax rate.

Ozarka College will provide employees a copy of their cell phone usage on a quarterly basis. The employee will be responsible for identifying any personal calls and reporting them to the Vice President of Finance. Personal calls will be taxed on an average cost basis.

Employees who do not wish to be taxed may not be issued an institutional-sponsored cell phone and should purchase one privately with their own personal funds, and they then may be reimbursed by the College for business calls only up to a reasonable maximum limit. Costs for spam mail and messages, personal messages and personal text messages will not be reimbursed. Only expenses for legitimate business calls and business email may be reimbursed.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Finance and Administration POLICY: Identity Theft NUMBER: BP 3.50 DATE ADOPTED: December 17, 2009</p>
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1. Purpose

Ozarka College developed this Identity Theft Prevention Policy (the Program) pursuant to the Federal Trade Commission's (FTC) Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The Program was developed with oversight by and for approval as a policy of the Ozarka College Board of Trustees.

2. Definitions

Campus Program Administrator. The Campus Program Administrator is the campus individual designated with primary responsibility for oversight of the program on their campus.

Consumer Report. Consumer Report has the same meaning as defined in the Fair Credit Reporting Act.

Covered Account. A Covered Account includes all student and employee accounts maintained primarily for personal, family, or household purposes that involve multiple payments or transactions.

Identifying Information. Identifying information is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

Identity Theft. Identity theft is a fraud committed or attempted using the identifying information of another person without authority.

Red Flag. A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Ozarka College (OC). Ozarka College means the Melbourne campus and all sites of Ozarka College, now and in the future.

3. Policy

Ozarka College maintains an identity theft prevention program tailored to its size, complexity and the nature of its operation. The program contains reasonable procedures to:

- A. Identify relevant red flags for new and existing covered accounts and incorporate those red flags into the program.
- B. Detect red flags that have been incorporated into the program.
- C. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft.
- D. Ensure the program is updated periodically to reflect changes in risks.

4. Process

Identifying Red Flags. In order to identify relevant red flags, OC considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. OC identifies the following red flags in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

- i. Report of fraud accompanying a credit report;
- ii. Notice or report from a credit agency of a credit freeze on an applicant;
- iii. Notice or report from a credit agency of an active duty alert for an applicant;
- iv. Receipt of a notice of address discrepancy in response to a credit report request; and
- v. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

B. Suspicious Documents

- i. Identification document or card that appears to be forged, altered, or inauthentic;
- ii. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;

- iii. Other document with information that is not consistent with existing information; and
- iv. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

- i. Identifying information presented that is inconsistent with other information the person provides (example: inconsistent birth dates);
- ii. Identifying information presented that is inconsistent with other sources of information) for instance, an address not matching an address on a loan application);
- iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- iv. Identifying information presented that is inconsistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- v. Social security number presented that is the same as one given by another person;
- vi. An address or phone number presented that is the same as that of another person;
- vii. A person fails to provide complete personal identifying information on an application when reminded to do so; and
- viii. A person's identifying information is not consistent with the information that is on file for the person.

D. Suspicious Covered Account Activity or Unusual Use of Account

- i. Change of address for an account followed by a request to change the person's name;
- ii. Payments stop on an otherwise consistently up-to-date account;
- iii. Account used in a way that is not consistent with prior use;
- iv. Mail sent to the person is repeatedly returned as undeliverable;
- v. Notice to OC that a person is not receiving mail sent by the college;
- vi. Notice to OC that an account has unauthorized activity;
- vii. Breach in OC's computer system security; and

viii. Unauthorized access to or use of a person's account information.

E. Alerts from Others

- i. Notice to OC from a student, employee, identity theft victim, law enforcement or other person that OC has opened or is maintaining a fraudulent account for a person engaged in identity theft.

Detecting Red Flags

A. Student Enrollment. In order to detect any of the red flags identified in this policy associated with the enrollment of a student, college personnel will take the following steps to obtain and verify the identity of the person opening the account:

- i. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
- ii. Verify the student's identity at the time of issuance of a student identification card (review of driver's license or other government-issued photo identification).

B. Existing Accounts. In order to detect any of the red flags identified above for an existing covered account, college personnel will take the following steps to monitor transactions on an account.

- i. Verify the identification of persons if they request information (in person, via telephone, via facsimile, via email);
- ii. Verify the validity of requests to change billing addresses by mail or email incorrect billing address changes; and
- iii. Verify changes in banking information given for billing and payment purposes.

C. Consumer Report Requests. In order to detect any of the red flags identified above for an employment or volunteer position for which a consumer report is sought, college personnel will take the following steps to assist in identifying address discrepancies:

- i. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
- ii. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report

was made and report to the consumer reporting agency an address for the applicant that the college has reasonably confirmed is accurate.

Action upon Detection of Red Flags

A. Preventing and Mitigating Identity Theft. In the event college personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

- i. Continue to monitor a covered account for evidence of identity theft;
- ii. Contact the student, employee, or applicant (for which a credit report was run);
- iii. Change any passwords or other security devices that permit access to covered accounts;
- iv. Refuse to open a new covered account;
- v. Provide the student or employee with a new student or employee identification number;
- vi. Notify the campus program administrator for determination of the appropriate step (s) to take;
- vii. Notify law enforcement;
- viii. File or assist if filing a Suspicious Activities Report ("SAR"); or
- ix. Determine that no response is warranted under the particular circumstances.

B. Protecting Student Identifying Information. In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, the college will take the following steps with respect to its internal operating procedures to protect student identifying information:

- i. Ensure that its website is secure or provide clear notice that the website is not secure;
- ii. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
- iii. Ensure that office computers with access to covered account information are password protected;

- iv. Avoid use of social security numbers;
- v. Ensure computer virus protection is up to date; and
- vi. Require and keep only the kinds of student information that are necessary for college purposes.

Program Administration

- A. Oversight. Responsibility for developing, implementing and updating the program lies with an appointed campus program administrator who may be the president of the College or his or her appointee. Annually, the campus program administrator will provide a comprehensive report of activities that occurred during the past year to the president of Ozarka College. The campus program administrator will be responsible for ensuring appropriate training of college staff on the program, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the program.
- B. Staff Training and Reports. College staff responsible for implementing the program shall be trained either by or under the direction of the campus program administrator in the detection of red flags and the responsive steps to be taken when a red flag is detected. College staff shall be trained, as necessary, to effectively implement the program. At least annually or as otherwise requested by the campus program administrator, college staff responsible for development, implementation, and administration of the program shall report to the campus program administrator on compliance with the program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, and significant recommendations for changes to the program.
- C. Service Provider Arrangements. In the event the college engages a service provider to perform an activity in connection with one or more covered accounts, the college will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft:
 - i. Require, by contract, that service providers have such policies and procedures in place; and
 - ii. Require, by contract, that service providers review the college's program and report any red flags to the campus program administrator or the employee with primary oversight of the service provider relationship.

- D. Non-disclosure of Specific Practices. For the effectiveness of the program, knowledge about specific red flag identification, detection, mitigation and prevention practices will be limited to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other college employees or the public. The campus program administrator shall inform those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.
- E. Program Updates. The campus program administrator will periodically review and update the program to reflect changes in risks from identity theft. In doing so, the campus program administrator will consider the college's experiences with identity theft situations, and changes in identity theft methods, changes in identity theft methods for detection and prevention, and changes in the college's business arrangements with other entities. After considering these factors, the campus program administrator will determine whether changes to the program, including the listing of red flags, are warranted.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Principles to Guide Curriculum Reform and Development NUMBER: BP 4.00 ASSOCIATED PROCEDURE: AP 4.00 DATE ADOPTED: May 1994 DATE REVISED: September 2000, December 2012</p>

To enable the College to offer occupational, technical, and transfer education supportive of the rapidly changing needs of its students and area employers, the College will be guided by the following principles in the review and reform of current curricula and development of new curricula.

PRINCIPLES FOR DEGREE AND CERTIFICATE PROGRAMS

1. Certificate and degree curricula will follow guidelines set forth by the College and relevant state and accrediting bodies.
2. Degree programs will be based on recognized academic disciplines and will coincide with the mission of the College.
3. Certificate programs will be occupationally specific and will have their own outcomes
4. Degree and Certificate curricula will be developed using specific outcomes and performance standards, recognizing that the College is an open-access institution.
5. Technical certificate programs will incorporate a general education curriculum.
6. A.A.S. programs will incorporate one or more technical specialties.
7. Certificate and Degree programs should incorporate a reasonable amount of flexibility in allowing the College to meet unique needs.
8. Programs are encouraged to articulate with other institutions.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Developmental Education Program NUMBER: BP 4.02 DATE ADOPTED: May 1994 DATE REVISED: September 2013</p>

Purpose

The Developmental Education Program includes transitional coursework and services to develop and refine basic academic skills such as reading, writing, communication, mathematics, and problem solving.

The College offers basic academic skills instruction and services designed to assist students in gaining the skills and knowledge to succeed in their program of study and enter the job market or pursue further higher education. Students are enrolled into transitional coursework based upon their testing scores on pre-approved entry-level assessments.

Note: Transitional coursework does not contribute to the completion of any associate degrees.

See also BPM 4.10 on Institutional and Student Assessment.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Program Review and Development NUMBER: BP 4.03 DATE ADOPTED: May 1994 DATE REVISED: September 2000, September 2013</p>
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Ozarka College shall abide by all rules and regulations as set forth by the State of Arkansas and the Arkansas Higher Education Coordinating Board (AHECB) as they relate to program review and development.

Arkansas Code Annotated (ACA) of 1987 6-61-208 charges Arkansas Higher Education Coordinating Board with the responsibility to "request, receive, evaluate, and approve proposals for all new units of instruction, research, and public service, consistent with established role and scope designations." However, under section (2)(B), the AHECB is not required to consider every program modification or initiation, but must establish a system whereby program modifications of all types may be monitored and under which the term new unit of instruction, research, or public service is explicated. These criteria are under constant scrutiny and review. Criteria in effect at the time of program proposal submission will be followed.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies

POLICY: Maintenance of Master Course Inventory

NUMBER: BP 4.04

DATE ADOPTED: May 1994

DATE REVISED: May 2014

The College master course inventory is the official list of all courses offered by the College. The inventory identifies the courses which students may register and the grades which are recorded in student records. The master course inventory includes syllabi for each course and is maintained by the Office of the Chief Academic Officer.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies

POLICY: Program Evaluation

NUMBER: BP 4.05

DATE ADOPTED: May 1994

DATE REVISED: January 1997, May 1998, Sept. 2000, May 2001, October 2014

Purpose

The purpose of program evaluation is to provide accountability measures for the instructional process of the College and to improve the quality and productivity of technical and transfer education offered by the College in fulfillment of its mission.

Scope

Program evaluation primarily serves the internal need of the College to assess its instructional process. In addition, program evaluation assists in meeting the requirements of external agencies such as programmatic accrediting agencies, Arkansas Higher Education Coordinating Board, and the Higher Learning Commission for evaluation. To the extent possible, internal evaluation procedures will support and assist with evaluation by external agencies, with the College integrating as many requirements as possible to minimize data collection and reporting.

Program evaluation offers opportunities for faculty, staff, and administrators to participate in the improvement of education offered at the College. For College administrators, the system identifies perceived strengths as well as areas needing improvement within programs, thus enhancing effective planning and resource allocation.

An annual in-depth evaluation of every program is neither possible nor necessary. Accordingly, the College will concentrate efforts where most needed to avoid unnecessary evaluation of programs which are basically effective. Nevertheless, each program will undergo a comprehensive review in keeping with an established schedule.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Use of Adjunct Faculty NUMBER: BP 4.06 DATE ADOPTED: May 1994</p>
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Purpose

Ozarka College strives for instructional quality and academic integrity in its various curricula and programs. It is understood that these are generally best achieved through the hiring of a highly qualified full-time faculty. Ozarka recognizes, however, that under certain conditions the hiring of adjunct faculty can best serve the College in achieving its mission.

Policy

It is the policy of Ozarka College that to protect instructional quality and academic integrity adjunct faculty members must meet at least the minimum requirements for academic credentialing of full-time instructors in the teaching field.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies POLICY: Ratio of Contact/Credit Hours NUMBER: BP 4.07 TE ADOPTED: May 1994 DATE REVISED: September 2000, March 2012, December 2022

Purpose

Contact/credit ratios ensure that credit hours are appropriately awarded for educational activity. Contact hours also ensure consistent faculty loading.

Policy

Mode	Ratio	
Science	2:1	Organized and pre-planned learning experience, under close laboratory supervision, typically in a laboratory, with frequent evaluation based on structured projects, worksheets, experiments, problem solving, case studies, model building, diagnosis, etc., and reinforced by related classroom instruction.
Clinical	3:1	Supervised and evaluated training conducted in an on-the-job environment. Provides direct faculty-supervised clinical experience.

BOARD POLICIES OZARKA COLLEGE

SUBJECT AREA: Academic Policies
POLICY: Institutional Assessment
NUMBER: BP 4.10
DATE ADOPTED: May 1994
DATE REVISED: Sept. 2000, May 2001, September 2010

Purpose

Ozarka College is committed to educational quality and to meeting the needs of its students. The only way to determine the extent to which these purposes are being met is through an assessment plan that identifies strengths and concerns and then uses that information for institutional improvement.

Rationale

The main thrust of the Institutional Assessment Plan is to develop and implement a variety of assessment tools to be used in determining and documenting institutional effectiveness. Focusing on the Mission Statement, assessment is a means for determining the accomplishment of these identified goals.

Although measurement of student academic achievement is emphasized in the plan, student outcomes are not the sole criteria on which institutional effectiveness rests. Institutional outcomes are also assessed to determine how effectively the College is accomplishing its mission.

Operational Definitions

In order to maintain clarity and consistency and to avoid misunderstandings, the following definitions will be used in reference to the College Assessment Plan:

1. Institutional Outcomes - all the results or consequences of College programs, classes, services, and activities.
2. Institutional Effectiveness - an organized attempt to measure and document the extent to which the College mission is being met.
3. Student Learning - all the results or consequences of education; student achievement.

4. Student Learning Assessment - the use of multiple measures in an organized attempt to measure and document as many educational outcomes as feasible.

Given these definitions, the following assumptions operate throughout the plan:

1. Not all student outcomes can be measured directly or accurately, but that does not mean learning has not occurred. Therefore, some measures will be objective and quantifiable, others subjective and qualitative.
2. Subjective evidence will be more useful if it is recorded, dated, and made available for periodic review and inclusion in assessment reports.
3. Some items are suitable to locally developed or commercially available testing instruments, while other items are best measured by opinion polls and preference or perception surveys.
4. Still other items are best assessed by gathering evidence from those who receive Ozarka College students (other colleges and employers) and from state or national agencies that test graduates (licensing and regulatory organizations).

Assessment Implementation and Review

Oversight for Institutional Assessment is administered by the Planning and Assessment Council and the Chief Academic Officer will have the ultimate responsibility for instructional/academic assessment.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Assessment Standards NUMBER: BP 4.11 DATE ADOPTED: September 1994 DATE REVISED: May 2001, December 2011</p>

The faculty, staff, and administration at Ozarka College identify desired outcomes for all areas of the College. These outcomes directly relate to the Mission, Vision, and Values of the College and serve as a basis for assessment. Faculty, staff, and administration propose assessment based on these outcomes and strategic planning goals. The proposed assessment plan is approved and monitored by the Planning and Assessment Committee. All employees, as noted in the assessment plan, are required to complete assessment activities on a yearly basis and document improvements based on assessment.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies

POLICY: Grading

NUMBER: BP 4.20

DATE ADOPTED: May 1994

DATE REVISED: September 2000

Purpose

College grading should reflect the quality of performance and achievement of competency by students who complete one or more courses. Although Ozarka College does not require fixed grade percentages in individual classes, equitable grading requires certain rough proportions which should, in normal cases, approximate the normal grade curves.

Grades are reported to the Office of the Registrar twice during the term -- at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grade reports are electronically accessible to the student, counselor, advisor, financial aid officer, and Chief Academic Officer. In addition, final grades will be mailed at the end of the semester.

Policy

Faculty members are responsible for determining and assigning both grades and status based on objective appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course.

The College uses a four-point (4.00) grading scale. Grade points are awarded on the following basis: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F - 0 points. No other grade designations carry quality points.

See BPM 4.31 for Grading Policies.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies POLICY: Advising NUMBER: BP 4.21 DATE ADOPTED: May 1994 DATE REVISED: September 2000

Purpose

The purpose of advising is to provide students with information regarding program requirements and career options. Direct personal contact with an interested faculty member is the key to a good college retention rate.

Policy

Full-time faculty, along with some designated professional staff and administrators, as part of their professional responsibilities, will serve as academic advisors for the student body.

1. At the beginning of each semester, the Registrar will provide each advisor with a list of his or her new advisees.
2. Advisors will contact each new advisee at the beginning of the semester to assist with registration.
3. Advisors will inform all advisees of their office hours and any other times they are available to assist students.
4. Advisors will make every effort to meet with each advisee at least twice a semester.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Faculty Absence from Class
NUMBER: BP 4.22
DATE ADOPTED: May 1994

Purpose

Faculty attendance is essential so that appropriate educational activities occur.

Policy

All faculty members are required to meet their contractual agreement.

Classes may be canceled or rescheduled only with the approval of the Office of the Chief Academic Officer or his/her designee.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Student Privacy Rights NUMBER: BP 4.23 DATE ADOPTED: May 1994</p>
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Purpose

Ozarka College is an educational institution covered by the Family Educational Rights and Privacy Act (MPPM-B-13, C-57), more commonly referred to as the Buckley Amendment. The purpose of the Act (Section 438 of the General Education Provisions Act, 20 USC 1232g) is to protect the privacy of students and their parents in regard to access to and disclosures of students' records maintained by the College.

Policy

It is the policy of Ozarka College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA. The following notice of student rights under FERPA shall be published in the College Catalog, which is provided to all students annually.

A student at Ozarka College has the following rights with regard to his or her education records:

- A. That the following personally identifiable student information is considered to be directory information and will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and awards received
9. The most recent previous educational institution attended
10. Other similar information

- B. To inspect and review all education records pertaining to him or her.
- C. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
- D. To consent to disclosure of personally identifiable information contained in his or her education records except to the extent that FERPA authorizes disclosure without consent.
- E. To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA.
- F. To obtain a copy of the College's FERPA policy upon payment of a copying fee.

Any disclosure of student information other than directory information outside of the College shall require prior consent of the student unless health and safety considerations necessitate the dissemination of such information. Faculty members and staff shall exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer databases, etc.

If students wish to gain access to their academic records, the Office of the Registrar will assist them. All questions pertaining to student records should be directed to the Registrar.

If students wish to release personally identifiable information (not directory information) from their educational records, they must complete a consent form. Persons other than the student, who wish to request such information, must complete a request form. Both forms are available from the Office of the Registrar.

CONSENT TO DISCLOSE INFORMATION FROM EDUCATIONAL RECORDS

Student's Name _____

Social Security Number _____

I, _____, hereby give authority to OZARKA COLLEGE to disclose personally identifiable information from the educational records of the above-named student as provided below.

Records to be disclosed:

Purpose or purposes of the disclosure:

Party or class of parties to whom the disclosure may be made:

This disclosure is authorized only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of a party with authority to give consent.

Signature

Date

**REQUEST FOR PERSONALLY IDENTIFIABLE INFORMATION
FROM EDUCATIONAL RECORDS**

Student's Name _____

Student's Social Security Number _____

Records Requested:

Legitimate interest in Record:

Name of Requesting Party _____

Signature of Requesting Party

Date

APPROVAL OF REQUEST

The personally identifiable records specified above are disclosed only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student or other party with authority to consent to the disclosure.

Signature of Vice President for Student Services

Date

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies

POLICY: Faculty Loading

NUMBER: BP 4.25

DATE ADOPTED: May 1994

**DATE REVISED: April 1996, September 2000, September 2010, December 2016,
May 2018**

Purpose

Established productivity standards are essential to effective strategic planning.

Policy

The following loading standards are established for full-time faculty members at Ozarka College:

Fall and Spring Semesters

- A minimum of 15 credit hours, three course preparations, and 75 students.
- Maximum class enrollment is 30 students. The Chief Academic Officer may approve exceptions to the maximum class size.
- The Division Chair will assign courses to instructors and adjuncts when preparing the schedule for each semester.
- When setting up the schedule, if there are not enough adjuncts to teach all assigned classes, a full-time instructor may be asked to teach up to two additional courses for overload pay. However, the instructor has the choice of whether or not to teach the additional courses.
- The only instance where a course might be taken from an adjunct and assigned to a full-time instructor is if the full-time instructor's course load is not adequate, i.e. the instructor does not have 15 credit hours/75 students in the courses.
- Full-time faculty members are expected to work a minimum of 30 hours per week, typically Monday-Friday, on campus or at a designated instructional site. Requirements above the minimum expectation may include commencement, professional development, etc.

Summer Terms

- There is a max course load of six hours per summer session for all adjuncts (full-time and regular adjunct) unless special circumstances warrant more load.

- Maximum class enrollment is 30 students. The Chief Academic Officer may approve exceptions to the maximum class size.

Any deviation from this policy will require approval from the Office of the Chief Academic Officer or his/her designee.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Academic Freedom NUMBER: BP 4.26 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>
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Academic freedom is the right of the individual faculty member to interpret his/her findings and to communicate conclusions without being subjected to any interference or penalty because these conclusions are at variance with those of constituted authorities or organized groups outside the College. Of necessity, faculty members must determine, in keeping with their own good judgment and maturity, the responsibilities of a college faculty member. Academic freedom and academic responsibility are inseparable.

College faculty members are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. However, their special position in the community imposes special obligations. As a people of learning and educational representatives, they should remember that the public may judge the profession and their institution by their appearances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons unless otherwise instructed.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Approval of Polls and Questionnaires
NUMBER: BP 4.27
DATE ADOPTED: May 1995
Date REVISED: August 2014, February 2016

Polls, questionnaires, interviews, proposed research etc., using the name of Ozarka College in any part by any employee require prior approval of the Department of Planning and Institutional Research. When the Department of Planning and Institutional Research determines that an instrument or research proposal needs approval from the Institutional Review Board (IRB), Planning and Institutional Research refers that item to the IRB.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies

POLICY: Conflict of Interest for Sponsored Scholarly Activities

NUMBER: BP 4.28

DATE ADOPTED: December 2011

Each research investigator employed by the College shall disclose to the Office of the Chief Academic Officer all significant financial interests of the investigator (including those of members of the investigator's immediate family): (i) that would reasonably appear to be affected by the research or educational activities funded, or proposed for funding; or (ii) in entities whose financial interests would reasonably appear to be affected by such activities. The process specified for this disclosure is located in the Ozarka College Administrative Procedures.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Standards for Graduation NUMBER: 4.30 DATE ADOPTED: May 1994 DATE REVISED: August 2014</p>
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The College's degree structures and standards for graduation identify program levels which are recognized by the College and the process for receiving recognition for their completion.

1. The College recognizes and honors individuals who meet matriculation and graduation requirements for all academic certificates and degrees.
2. Requirements for students completing an academic credential include:
 - a. Successful completion of all courses in a given program with a minimum cumulative grade point average of 2.00
 - b. Successful completion of the required number of course credits
 - c. Successful completion of course residency requirements
 - d. Satisfaction of all financial obligations due to the College

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Grades and Status NUMBER: BP 4.31 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

Purpose

The purpose of the College's grading policies and procedures is to differentiate between grades and status, to provide guidelines regarding their interpretation, and to identify actions and procedures which influence grades or status designation.

Policy

1. The College grading system will consist of letter grades A-F and status conditions (described below) which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
2. Reports reflecting grades and status conditions are issued by the College to students for the Fall Semester, the Spring Semester, and the Summer Term(s).
3. Developmental Education courses are assigned grade designations, but quality points and quality hours are generated only when such a course satisfies requirements of an Associate of Applied Science degree or Technical Certificate.
4. No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Chief Academic Officer.
5. The Registrar determines whether credit may be transferred from another institution of higher education. The Registrar may consult, if necessary, with appropriate faculty members. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C" or better in the course(s) involved. Transferred credit is included in earned hours, but does not affect the grade point average (students who transfer credits to Ozarka must, therefore, still earn a 2.00 cumulative GPA on all hours taken at

Ozarka to be eligible for graduation). Final authority for transfer credits rests with the Office of the Chief Academic Officer.

6. Test-out credits are not included in credit computations for financial aid programs. Credit awarded is included in earned hours but does not affect the grade point average.
7. Credits taken more than five (5) years prior are subject to review by the Office of the Chief Academic Officer, in consultation with the Registrar, if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ozarka College prior to declaring the new degree or certificate objective to which the credits apply.
8. Grade Designations:

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

9. Status Designations:

<u>Status Code</u>	<u>Description</u>	<u>Quality Points</u>
I	Incomplete	0
W	Withdrawal	0
AU * #	Audit	0
P ** #	Pass	0

* Must be declared during the normal registration period

** Available only for credit by examination, advanced placement and/or high school articulation

Does not qualify for financial aid eligibility

Procedures for Assigning Status Designations

1. I - Incomplete (A designation received by a student who has actively pursued a course, is doing passing work at the end of the course, but has not completed the final examination and/or other specific course assignments)

- a. The student must meet with the instructor and make arrangements to complete the course requirements within a specified time period not to exceed the end of the following spring or fall semester.
 - b. The faculty member must submit the grade by the end of the semester following the one in which the "I" designation was received.
 - c. The College must change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period.
 - d. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances if a written request is submitted to and approved by the Office of the Chief Academic Officer.
 - e. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to an "F".
2. W - Withdrawal (A status assigned for drops or withdrawals during the permitted time periods as listed in the College catalog)
- a. The student must provide formal notification to the Office of the Registrar by completing a Petition to Change Current Registration or a Withdrawal Form. Students may drop one or more courses, but not their total course load, between the eleventh class day and the end of the eleventh week of the semester (or the first seventeen days of a summer term). The Petition must be signed by the student's advisor, the Counselor, any involved faculty, and the Registrar.

Withdrawal removes the student from all courses and must be completed by the end of the fifteenth week of the semester (or before the day preceding the final examination during a summer term). The Withdrawal Form must be signed by the student's advisor, the Counselor, Librarian, Financial Aid Officer, Vice President of Finance, and Registrar.
 - b. A grade of "F" will be assigned to a student who discontinues attendance without officially dropping or withdrawing. If a student discontinues attendance during the final two weeks of a semester or the final week of a summer term, the Office of the Chief Academic Officer may waive the requirement that grades of "F" be recorded if the circumstances justify special consideration.

- c. Withdrawals with a "W" may not be submitted after the fifteenth week of the course has been completed except under extenuating circumstances, which must be documented by the student in writing and approved by the Office of the Chief Academic Officer.
3. AU - Audit (Enrollment in a course for no grade or credit)
 - a. The student must declare the audit during registration. Auditing a course requires approval of the Office of the Chief Academic Officer and the instructor involved. Audit will be permitted on space available basis.
 - b. The student will pay the same fees as assessed for a class taken for credit.
 - c. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course.
 - d. A student may change from taking a course for credit to audit or audit to credit during the normal registration period with the approval of the instructor and the Office of the Chief Academic Officer. Additional fee charges may result from making a change in registration.
 - e. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.
4. P - Pass (A status assigned to designate successfully gaining credit for a course by approved methods other than normal attendance in a scheduled course. Although no grade is assigned, credit is earned.) Designation of "P" will count toward degree and certificate graduation requirements.
 - a. The student must initiate the request for credit by informing the Registrar of his or her desire to exercise this option. The Registrar will then schedule a meeting including the student, Counselor, and the appropriate faculty member to determine if the student is eligible. If it is determined that the student is eligible, the Registrar will authorize the appropriate faculty member to carry out the appropriate assessment.
 - b. If the student is successful, the faculty member will notify the Office of the Registrar that the student should be assigned credit for the course. The faculty member will also notify the student, his or her advisor, and the Counselor.

- c. The student must pay the grade recording fee at the Finance Office before the course credit will be recorded on his or her transcript.
5. T - Transfer Credit (Credit for courses taken at another regionally accredited post-secondary institution for which the student has earned a grade of "C" or better.)
- a. Any student who wishes to submit a transcript for consideration of previously earned credits must have the other institution send an official transcript to the Office of the Registrar.
 - b. The Registrar may forward information to the appropriate department for review (in which case, the department will make recommendations regarding credit transfer), and the Registrar will record transferred credit as earned hours on the student's official permanent record by no later than the end of the term during which the courses are submitted for evaluation. Only those courses indicating an earned grade of "C" or better will be considered for transfer credit.
 - c. The student may be asked to supply pertinent course descriptions or copies of college catalog(s) if further documentation is needed to facilitate credit review.
 - d. The transfer student will be considered to be making satisfactory progress at the time of transfer to the College.

Grade/Status Code Designation Table

All courses assigned grades and status codes are reflected on the term report. These course credit hours will generate earned, attempted and/or quality hours and quality points, depending on the grade or status condition assigned.

<u>Grade/Status</u>	<u>Earned Credits</u>	<u>Attempted Credits</u>	<u>Quality Hours</u>	<u>Quality Points</u>
A	X	X	X	X
B	X	X	X	X
C	X	X	X	X
D	X	X	X	X
F		X		
I		X		
W		X		
AU		X		
P	X	X		

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies POLICY: Standards of Progress NUMBER: BP 4.32 DATE ADOPTED: May 1994 DATE REVISED: September 2000, September 2011
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Purpose

The College's Standards of Progress provide details regarding minimum standards, intervention strategies/action to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding President's List and Provost's List eligibility.

Policy

The College establishes Standards of Progress to maintain academic standards and standards for financial aid eligibility, to provide details regarding intervention strategies to be implemented when minimum standards are not met, and to document appeal rights.

A. General Definitions

Standards of progress, as defined by this section, apply to all students enrolled in a course of study within an approved program who are working toward a degree or certificate.

1. A student's grade point average is the cumulative average of grades for all Ozarka College course work taken, with the exception of Developmental Education courses which do not satisfy program requirements and courses where the grade is recorded as "P." (Status codes do not involve the assignment of quality points and have no impact upon the grade point average.)
2. The higher of two grades is computed in the grade point average when a student repeats a course for credit. Only with special permission from the Office of the Chief Academic Officer may a student repeat a course more than once.
3. Courses excluded from the cumulative GPA calculation because the course has been repeated are no longer counted as earned credits and

cannot be used to satisfy program requirements. They will continue to appear on the permanent record.

4. A freshman will be placed on academic probation whenever the semester grade point falls below 1.50 unless the cumulative grade point at Ozarka College is 2.00 or higher. A sophomore will be placed on academic probation whenever the semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. Students in some technical programs may be placed on probation if they make a grade of "F" or "D" in any technical course. These criteria also apply to entering transfer students. A student who is on probation must work out an individual plan with his or her advisor to improve academic performance.
5. A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.
6. A student who is suspended for unsatisfactory academic progress normally faces one term of non-enrollment as a certificate or degree/declared student prior to resuming progress toward that certificate or degree, at which time re-enrollment is allowed on a probationary status. A student receiving a second academic suspension will be eligible to seek readmission one year from date of suspension. A student who believes extenuating circumstances exist which would justify earlier readmission must appeal to the Office of the Chief Academic Officer. Students who meet the semester/year stipulation must file a request for readmission.
7. A student who in a probationary semester fails to achieve a grade point allowing removal from probation but earns a 1.25 semester grade point if a freshman, or a 1.75 semester grade point if a sophomore, may continue on probation for the following semester.
8. A student who is dismissed twice for unsatisfactory academic progress may be given the opportunity to participate in an extensive Developmental Education program to correct academic deficiencies.
9. Satisfactory academic progress is restored when a student successfully earns at least twelve (12) credit hours with a grade point of 1.50 if a freshman and 2.00 if a sophomore, or, in either case, by raising the cumulative grade point average to 2.00 or higher.

10. The College names to the President's List any student in good standing who has earned 12 or more credit hours in a given semester, a 4.0 semester GPA. Developmental Education course grades will not be considered in determining President's List eligibility.

Additionally, the College names to the Provost's List any student in good standing who has earned 12 or more credit hours in a given semester, a 3.5 semester GPA. Developmental Education course grades will not be considered in determining Provost's List eligibility.

11. The College is required under Title IV of the Higher Education Act to define and administer Standards of Satisfactory Progress for students receiving financial aid. Recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by quantitative and qualitative standards.

A recipient enrolled in a one-year program who fails to meet the Standards of Progress, as measured by the qualitative and/or quantitative standards at the end of the first semester, will be placed on financial aid probation for the following semester and will not be able to receive financial aid.

A recipient enrolled in a two-year program who fails to meet the Standards will be placed on financial aid probation for the following semester, and his or her grades during that semester will be closely monitored. These students may still receive financial aid during the probationary semester. If these students do not meet the standards by the end of the probationary semester, however, they will not be able to receive financial aid in the third semester but may re-establish eligibility for financial aid for the fourth semester by meeting the Standards of Progress by the end of the third semester.

The law prescribes a maximum time frame for degree and certificate programs and minimum grade point average requirements. Specific details are available from the Office of Financial Aid.

12. The progress policy for Practical Nursing students requires that an average of 76 percent or above be maintained in each course taken. Failure to maintain at least a 76 percent average in each course may result in dismissal from the program.
13. Generally, a student on suspension for either academic or disciplinary reasons from another college or university must meet the eligibility

standards for readmission from that college or university before being considered for admission to Ozarka College.

B. Procedures

1. A student's grade point average (GPA) is determined by dividing the total number of quality points by the total number of quality hours. (The same procedure is used for determining the term and cumulative GPA.)
2. All course work completed with assigned grades of A, B, C, D, or F is to be considered in calculating the cumulative GPA, except for grades in Developmental Education courses which do not satisfy program requirements.
3. Intervention strategies and related restrictions for any student who does not maintain satisfactory academic progress are initiated in accordance with the following procedures:
 - a. A freshman who has a semester GPA under 1.50 or a sophomore with a semester GPA under 2.00 must meet with his/her academic advisor to work out an academic improvement plan for the following term.
 - b. A student who does not achieve the minimum cumulative GPA of 1.50 on a total of 30 or fewer hours or 2.00 for 31 or more hours will be placed on Academic Probation for the following term. A transfer student will be able to enroll for his or her first term at Ozarka College on Academic Probation with the understanding that he/she must raise the minimum cumulative GPA by the end of that term.
 - c. A student on Academic Probation who does not meet Standards of Progress and does not improve by the end of his or her first term on Academic Probation will be suspended and will not be allowed to register as a degree- or certificate-seeking student for the following term, and (if applicable) financial aid will be denied. No improvement means that the student has not achieved the applicable minimum cumulative GPA required in accordance with the Academic Standards Policy. Return is allowed after a term of non-enrollment as a degree or certificate seeking student in accordance with Academic Standards.

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

- (1) Restriction of enrollment to a probation registration period.
 - (2) Course load limited to 12 semester hours during any probationary term with the College.
 - (3) Required attendance at special counseling sessions.
 - (4) Enrollment in Developmental Education classes.
4. A student determined not to be making satisfactory progress in accordance with guidelines may appeal to the Office of the Chief Academic Officer for review of that determination based upon the possibility of administrative error or extenuating circumstances.
 5. A financial aid recipient who reaches the maximum number of hours attempted for calculating maximum time frame without having completed his/her declared course of study will be terminated from financial aid regardless of changes of program or educational objective initiated.

Reinstatement is possible only if one objective has been completed and subsequent enrollment leads to another degree or certificate. In that case, all hours previously earned which apply toward that subsequent objective will be counted toward the maximum time frame for the new degree or certificate.

6. A financial aid recipient who is terminated may restore eligibility by meeting any one of the following conditions:
 - a. Enroll at least half-time at his/her own expense and receive a minimum 2.00 term GPA while meeting the quantitative standards of progress for term progress and maximum time frame.
 - b. Enroll at his/her own expense and raise the cumulative GPA to 2.00 or higher while meeting the quantitative standards of progress.
 - c. Return after an absence of twelve or more consecutive months, resume enrollment with financial aid on a probationary status, and raise the cumulative GPA to 2.00 or higher.

7. The College may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic and/or financial aid eligibility. The student may always exercise his/her right of due process.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Adding or Changing Classes NUMBER: BP 4.33 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>
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Students may add courses to their schedules or change from one class to another during the first five days of the fall or spring semesters or the first two days of the summer term. Students may enroll in night classes until the second class meeting. If it becomes necessary for students to drop courses after late registration, arrangements must be made through the Registrar's Office.

Courses added, changed, and/or dropped must be processed through the Registrar's Office. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result from either action.

Courses officially dropped during the first 11 weeks of a semester or the first 14 days of the summer term will be recorded as a "W." Unless verified extenuating circumstances exist, courses dropped after these dates will be recorded as an "F."

See also "W - Withdrawal" in BPM 4.31.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Repeating Courses NUMBER: BP 4.34 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

A student may repeat courses taken at the College for the purpose of grade point adjustments only by re-enrolling in the same course and subject to the following provisions:

1. In general, only the higher of the two grades is calculated into the academic record.
2. A student must notify the Office of the Registrar upon registering for a repeated course so that appropriate adjustments to the cumulative grade point can be made when the course is completed.
3. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.
4. Financial aid will not cover the cost of repeated courses where the grade to be replaced is a "C" or better.

See also BPM 4.31 and 4.32.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Class Standing and Class Load NUMBER: BP 4.35 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

Students with fewer than thirty (30) semester hours are classified as freshman students. Those with thirty or more hours are classified as sophomores.

The normal class load at Ozarka College is defined as 15 semester credit hours with 17 hours as a maximum load for the average student. A student with a previous semester full-time load with an average GPA of 2.75 may enroll for 18 hours during the next succeeding semester; with 3.25, a student may enroll for 19 hours. Any deviation from these requirements must be approved by the student's advisor and the Office of the Chief Academic Officer.

Students on academic probation may not normally register for more than 12 hours.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Expectations for Student Attendance NUMBER: BP 4.36 DATE ADOPTED: May 1994</p>

Regular attendance is essential if a student is to receive maximum benefit from any course. Students are therefore expected to attend class meetings and other activities assigned as a part of a course of instruction on a regular basis. Faculty members are responsible for establishing attendance standards and procedures for their classes and for maintaining attendance records. Faculty members have the option of giving a final grade of "F" to any student with excessive absences.

Procedures

1. A statement regarding the College's expectations for class attendance will be included in the Catalog.
2. Faculty members will supply students with a written statement at the beginning of the term which identifies attendance expectations.
3. Students should confer with faculty in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with faculty immediately upon return in order to make necessary arrangements.
4. Faculty will notify the Counselor whenever a student misses classes/activities a sufficient number of times to jeopardize successful course completion.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Academic Dishonesty NUMBER: BP 4.37 DATE ADOPTED: May 1994</p>

Faculty members are responsible for establishing policies on cheating and informing their students. Faculty members will clarify and interpret for the students' matters of academic dishonesty, such as plagiarism.

Procedures

1. A statement regarding the College's expectations for academic honesty will be included in the Catalog.
2. The instructor's policy on cheating will be stated on each class syllabus.
3. If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty on the test or assignment involved to an "F" in the course.
4. Immediately following any occurrence, the instructor will submit to the Office of the Chief Academic Officer a written statement of circumstances, the name of the student(s) involved, and the penalty imposed.
5. A student involved has the right to appeal the action through the Academic Grievance Procedure.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Making Up Work NUMBER: BP 4.38 DATE ADOPTED: May 1994</p>
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Students are expected to complete all assigned work. Faculty members are responsible for developing procedures for making up work missed during excused absences and informing students in all of their classes.

Procedures

1. Faculty members will supply students with a written statement describing the conditions under which work may be made up and the procedures for doing so in the course syllabus.
2. Students should arrange to complete work in advance if absences are anticipated. If the absence is unexpected, students are responsible for consulting with faculty immediately upon their return to school.
3. Students who believe they have not been treated fairly have the right to appeal under the Academic Grievance Procedure.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Graduation Ceremony NUMBER: BP 4.39 DATE ADOPTED: May 1994 DATE REVISED: February 2015</p>
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Policies relating to graduation ensure the development of a commencement ceremony which is appropriate for a two-year technical college.

Policy

1. Graduation ceremony will be held at least once each academic year. The date for graduation ceremony must be approved by the President. Students recognized during official commencement ceremonies include those receiving certificates and two year degrees. Degrees and certificates must be conferred by the President. The College must publish an official commencement program. Candidates for graduation must satisfy all financial obligations to the College prior to graduation.

BOARD POLICIES OZARKA COLLEGE

<p>SUBJECT AREA: Academic Policies POLICY: Guaranteed Skills NUMBER: BP 4.40 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

Purpose

Technical competence in any area of employment benefits everyone. Technical competence ensures worker productivity, employer productivity, and ultimately, increased economic development for Arkansas and the nation.

Ozarka College has made a commitment to business and industry that all graduates of technical programs will be technically competent and will have had preparation for the ethical, social, and knowledge demands of the modern workplace. The following guarantee is a statement of that commitment.

Policy

1. A graduate from an Ozarka College Associate of Applied Science degree or Technical Certificate program, who holds a cumulative GPA of 2.00 or above, is expected to perform competently.
2. An Ozarka College graduate judged by his/her employer to be deficient in technical job skills identified as exit competencies for his/her specific program will be provided additional training of up to 12 tuition-free semester credit hours. The skills will be developed in collaboration with faculty, business/industry, and labor representatives; competencies to be guaranteed to employers will be listed for each program.
3. Ozarka College recognizes that personal work-ethic behaviors, such as enthusiasm, judgment, interpersonal awareness, concern for effectiveness, etc., are just as important to both employer and employee as technical job skills. Ozarka College graduates are required to enroll in courses that address the issue of ethical behavior in business and industry. It is the intent of the College to integrate these topics throughout the curriculum, whenever possible, and to provide graduates with a well-rounded view of society and the work environment.

Special Conditions

1. The guarantee of skills applies to Ozarka College graduates who have earned and been conferred Associate of Applied Science Degrees or Technical Certificates on and after academic year 1994-95.
2. The graduate must be initially employed within 12 months of graduation.
3. The graduate must have earned the degree or certificate in a specific program, as evidenced by the student's official transcript.
4. The graduate must have completed the last 15 semester credit hours at Ozarka College, within one (1) year prior to initial employment.
5. The graduate must be employed full-time in an area directly related to the program in which he/she earned a degree or certificate, as certified by the College.
6. Within 90 days of the graduate's initial employment, the employer must inform the College in writing that the employee is deficient in technical job skills and must identify the deficiencies.
7. Retraining will be limited to 12 semester credit hours of regularly-scheduled classes related to the skill deficiencies agreed to by the College and the employer.
8. The employer, graduate, and the College will develop a written educational plan for retraining.
9. Retraining must be completed within one (1) year after the College has certified a plan of study for the employee.
10. The skills guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
12. Students' sole remedy against the College and its employees for skill deficiencies shall be limited to 12 semester credit hours of tuition-free education under conditions described above.
13. The program for remediation can be initiated through written contact with the President of Ozarka College.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Credit by Examination NUMBER: BP 4.50 DATE ADOPTED: May 1994 DATE REVISED: September 1994, September 2000</p>

Purpose

Credit by examination recognizes students' previously gained knowledge and skills in specific areas. Such placement or credit may be awarded for placement tests given by specific programs within the College.

Policy

Credit by examination is granted by the College for acceptable results on tests given by College faculty as specific subject test-outs, provided the credit does not duplicate previous college credit.

Procedure

Credit by examination tests, administered by Ozarka College faculty members, are available in a limited number of courses, such as English Composition I and various technical skill areas. A student who feels qualified through previous work experience, coursework, or placement test scores to take such tests must contact his/her advisor and the Registrar before signing up for a course (see BPM 4.31). The examination may require written or verbal tests, performance tests, portfolio review, or other evaluations.

A nominal fee for recording credit on the student's transcript must be paid by the student through the Finance Office before the student can receive credit.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Articulation Agreements NUMBER: BP 4.51 DATE ADOPTED: May 1994</p>

Purpose

Articulation refers to the relationship between educational programs offered by educational institutions from the secondary through the collegiate levels. Articulation agreements provide a smooth transition for students from one educational program to another and grant advanced standing or credit, where appropriate, for previously attained knowledge and skills.

Policy

The College encourages articulation between programs offered at the College and similar programs offered at secondary or collegiate levels. To ensure that articulation between programs at the high school and Ozarka College and between Ozarka College and other colleges is established on a permanent and educationally-sound foundation, formal written articulation agreements with such institutions will be developed. Such agreements should be signed by the Chief Academic Officer and/or Registrar of each institution involved in the articulation agreement. In some instances, such as Tech Prep articulation agreements, several institutions may be involved in the articulation agreement.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Directed Study
NUMBER: BP 4.52
DATE ADOPTED: May 1994

As a small institution, Ozarka College must necessarily limit the number and times of course offerings. When a student who is working on a diploma, certificate, or associate degree is unable, because of scheduling conflicts, to enroll in a required course within the normal time required to complete the program, the Office of the Chief Academic Officer, course instructor, and student's advisor may work out a plan to provide a directed study or a substitute course.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Academic Clemency NUMBER: BP 4.54 DATE ADOPTED: May 1995</p>

Through a policy of academic clemency, Ozarka College provides a second chance for those students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. Under this policy, students may petition to have previously earned grades and credits removed from the calculations of their cumulative grade point averages, allowing them to reenter school without their earlier record hindering their academic progress and impeding their academic success.

Procedures

1. Academic clemency may be granted to returning students who have not been enrolled in any institution of higher education for at least two years.
2. Returning students who wish to take advantage of this policy must submit a petition for academic clemency to the Office of the Chief Academic Officer upon application for admission.
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 will contain the students' comprehensive academic records, along with a notation that academic clemency was granted as of the effective date and that credit hour and grade point calculations begin anew after that date.
4. Clemency applies to all credits earned during the terms for which it is granted. A student may not, under this policy, elect to retain some courses and give up others. In many cases where students have passed several classes while accumulating a poor over-all record, those students may be better advised to take advantage of BPM 4.34 by repeating selected courses.
5. Ozarka College reserves the right to look at individual cases in deciding whether to honor clemency granted to any student by another institution of higher education.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Veterans Administration
NUMBER: BP 4.60
DATE ADOPTED: March 2015

Policy

Veterans Administration approval is obtained each academic year for all programs to ensure that qualified students who are veterans or their eligible dependents receive appropriate benefits.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Class Scheduling
NUMBER: BP 4.61
DATE ADOPTED: May 1994
DATE REVISED: September 2000

Purpose

Appropriate class scheduling is important to assure that student needs are met in a cost-effective manner.

Policy

Class scheduling procedures are the primary responsibility of the Division Chairs with the Office of the Chief Academic Officer providing administrative oversight.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Class Periods
NUMBER: BP 4.62
DATE ADOPTED: May 1994
DATE REVISED: September 2000

Purpose

Federal reimbursement is received through Vocational Education Act funding based on contact hours. Therefore, adherence to or documentation of any variation from the policy is essential inasmuch as an audit trail is an absolute requirement.

Policy

The standard class period is 50 minutes. Courses block-scheduled for more than one hour must meet the same standard. The total instructional time must remain the same regardless of the length of the term. Any faculty member or administrator who unknowingly or inadvertently provides less than the scheduled time could make financial aid recipients liable for excess benefits received.

Courses must meet for the advertised number of sessions or scheduled periods/days/weeks. Classes cannot be canceled or re-scheduled without approval of the Office of the Chief Academic Officer.

If classes are dismissed for reasons related to either the instructor (such as illness) or the campus (such as weather-related closings), instructors may be required to make up those class periods at another date.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Maintenance of Master Schedule
NUMBER: BP 4.63
DATE ADOPTED: 1994
REVISED: September 2000

College-sponsored activities must be cleared through the Administrative Council and placed on the master calendar in the Chief Academic Officer Office. The master calendar will be prepared by June 1 prior to the next school year. Events added after June 1 will be on a first-come, first served basis.

All proposed workshops, outside group visits, sponsored trips, and guest lecturers must be reported to the Office of the Chief Academic Officer at least one week in advance for inclusion on the master calendar. Funding requests should also be made as early as possible.

Special events which cause absence from classes should be reported to instructors prior to the event.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Affiliation Agreements
NUMBER: BP 4.64
DATE ADOPTED: May 1994
DATE REVISED: September 2000

Purpose

An affiliation agreement is a written document stating the responsibilities and privileges of both parties, which is used for students in off-campus educational experiences.

Policy

Agreements will state the responsibilities and privileges of both parties. Affiliation agreements will be obtained for internships, externships, practicums, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Written agreements are recommended but not required for observational experiences.

Procedures

1. The official signatory for the College will be the President. Signatures of the appropriate faculty and the Office of the Chief Academic Officer may be included.
2. All pertinent records for affiliation agreements will be maintained by appropriate faculty after review by the Office of the Chief Academic Officer.
3. All written affiliation agreements will be reviewed on an annual basis, and updated at least every two years.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Student and Faculty Health Requirements
NUMBER: BP 4.65
DATE ADOPTED: May 1994

It is the policy of the College to provide for its students and employees a safe and healthy environment. In an off-campus setting, it is the policy of the College that faculty members and students shall conform to the health policies of the affiliating agency.

Procedures

Refer to BPM 2.44, 2.45, 2.46, and 2.47.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Repair of Privately-Owned Equipment
NUMBER: BP 4.66
DATE ADOPTED: May 1994
DATE REVISED: September 2000

Purpose

Recognizing that part of the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a part of the training experience in technical laboratories.

Policy

Outside repair is defined to include any work on a piece of equipment in a College laboratory that belongs to a party other than the College.

1. All outside work must relate to the training unit being taught, at the time, in the laboratory.
2. A liability waiver form or shop ticket containing a liability statement must be completed by the customer and submitted to the faculty of that class prior to any work being done.
3. No money for services is to be accepted or received by any faculty member or student. Anyone found violating this policy is liable for disciplinary action up to and including dismissal.
4. Donations to officially recognized College clubs or organizations for services will be received by the Finance Office and a receipt provided to the donor and the club advisor.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Course Cancellation
NUMBER: BP 4.67
DATE ADOPTED: September 1994
DATE REVISED: September 2000

Purpose

Fiscally responsible behavior mandates that classes sometimes be cancelled if enrollment is not sufficient to cover the cost of instruction.

Policy

Any section of a course which does not have at least ten (10) students enrolled by the end of the registration period will normally be cancelled. Those students who have attempted to enroll will be notified, and any tuition directly applied to that course will be refunded. Any exception to this policy must be approved by the President.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies**
POLICY: **Academic Grievance Procedure**
NUMBER: **BP 4.68**
DATE ADOPTED: **September 1994**
DATE REVISED: **October 1998, September 2000**

Policy

Any student who feels that a grade has been unfairly assigned or that they have received unfair treatment related to academics has the right to appeal.

Procedure

1. Appeals must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. (Immediate, here, means before the beginning of another semester or summer term.)
3. All appeals must begin with the student talking to the instructor involved and explaining the nature of the problem. Evidence of attempted resolution in this direct manner must precede any further step.
4. If the appeal is not resolved by student/instructor conference, the student wishing further consideration must take the issue to the Office of the Chief Academic Officer.
5. The student may request a hearing if the Chief Academic Officer/student conference does not bring resolution. At the time a student asks for a formal hearing, the student must submit a written formal presentation of the case, with all related supporting documents within ten business days following the Chief Academic Officer conference. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an ad hoc committee sitting for an individual appeal. The committee will be composed of three faculty members. The committee members, one of whom will be a faculty member of the student's choice, will be appointed by the Office of the Chief Academic Officer. The committee will select its own chair.

7. The committee will have full cooperation of all in gathering information and conducting interviews. Once an issue is before the committee, the committee will have freedom to recommend a lower grade, a higher grade, or no change. They may also recommend other actions as appropriate
8. The committee recommendation will be conveyed to the Chief Academic Officer, who will seek resolution based on the recommendation within ten business days after the submittal of the grievance.
9. Failing resolution in Step 8, the issue will be reviewed by the President, who will take under advisement the recommendation of the committee in determining actions to be taken.

All written grievances filed by a student with the Office of the Chief Academic Officer, along with any related documents, will be logged in an official register by the Office of the Chief Academic Officer and maintained for a period of no less than two years after the initial filing.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Academic Policies POLICY: Technology Usage Policy NUMBER: BP 4.69 DATE ADOPTED: October 1998 DATE REVISED: September 2000, October 2023</p>

The effective administration of information technology resources will ensure sustained access to information and technology for students, faculty, and staff in the long term. The ensuing regulations delineate acceptable uses of these resources and ensure their alignment with the fundamental operations of the College, encompassing teaching, learning, administration, and public service. These regulations are applicable to any entity or individual utilizing the Ozarka College information technology infrastructure and its associated resources.

The College bears the responsibility of managing its resources in the most efficient and effective manner, adhering to all pertinent laws, regulations, and prudent business practices, while concurrently safeguarding and upholding the principle of academic freedom.

The following categories of use are inappropriate and prohibited:

1. The unauthorized use of Technology Resources in contravention of the law, encompassing civil or criminal statutes at the federal, state, or local levels, is strictly prohibited. Examples of prohibited activities include but are not limited to: promoting pyramid schemes, accessing or disseminating illegal materials, infringing upon copyright laws, and making terroristic threats.
2. Regarding copyright infringements, it's essential for Users to understand that copyright law regulates various activities, including copying, displaying, and utilizing software and other digital works such as text, sound, images, and multimedia. While the law allows for the use of copyrighted material without explicit authorization from the copyright holder for certain educational purposes, such as protecting specific classroom practices and under the doctrine of "fair use," it's important to note that an educational purpose alone does not automatically justify unauthorized use.
3. Users are prohibited from engaging in any activity that obstructs, disrupts, undermines, or otherwise harms the activities of others. This includes but is not limited to: denying or attempting to deny service to other users, resource hogging, misuse of mailing lists, dissemination of chain letters or virus hoaxes, spamming (i.e., indiscriminate sending of emails or postings without legitimate purpose), or

inundating an individual, group, or system with excessive or large email messages. Additionally, any behavior that may lead to excessive network traffic or computing load is strictly prohibited.

4. The use of Technology Resources must align with the College's status as a non-profit, public service organization, adhering to applicable federal, state, and local laws governing income sources, political engagement, property use, and similar matters. Consequently, commercial use of IT Resources for purposes unrelated to the College's mission is generally prohibited, unless explicitly authorized under College conflict-of-interest, outside employment, or related policies. Prohibited commercial use does not encompass communications and data exchange aimed at furthering the College's educational, administrative, and other functions, irrespective of any incidental benefit to external organizations. Commercial advertising is strictly prohibited unless authorized through a contract with the commercial vendor.

5. The use of Technology Resources to imply endorsement by the College of any political candidate or ballot initiative is strictly prohibited. Users are not permitted to utilize Technology Resources for lobbying activities that may suggest College involvement.

6. Technology Resources may only be utilized to communicate personal political opinions to an elected official if such expression falls within the scope of the employee's regular job duties or is specifically requested by an elected official or public entity.

7. Harassing or threatening use. This category encompasses harassing or threatening behavior, such as repeatedly contacting someone without their consent.

8. Use damaging the integrity of College or other Technology Resources. This category includes, but is not limited to:

a) Users are strictly prohibited from attempting to bypass or compromise the security measures of any IT system. This includes actions such as "cracking" passwords, decoding information, or using someone else's identification or password. However, this provision does not restrict the IT Organization or Systems Administrators from employing security-related programs within the scope of their authority over the systems.

b) Unauthorized access or use. The College emphasizes the importance of upholding the integrity of data stored within IT Resources. Users are required to adhere to this principle by refraining from seeking unauthorized access to IT Resources and from aiding or permitting others to do so. For instance, individuals or organizations not affiliated with the College may not utilize non-

public IT Resources without explicit authorization. While privately owned computers can be used to provide public information resources, they may not host sites or services for external entities across the College network without specific authorization. Moreover, Users are prohibited from accessing IT Resources that they do not have authorization to access. Additionally, deliberate and unauthorized alterations to data on an IT System are strictly forbidden. Users must not intercept or attempt to intercept data communications not intended for them, which includes actions such as "promiscuous" network monitoring, running network sniffers, or tapping phone or network lines.

- c) Disguised use. Users must not conceal their identity when using IT Resources, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity.
 - d) Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.
 - e) Modification or removal of data or equipment. Without specific authorization, Users may not remove or modify any College-owned or administered equipment or data from College property or IT Resources.
 - f) Use of unauthorized devices. Users must not physically or electronically attach any additional device to the IT infrastructure or related resources that impedes, interferes, or otherwise causes harm to the IT infrastructure or related resources.
9. Use in violation of external data network policies. Users must observe all applicable policies of external data networks when using such networks.

College Access.

In accordance with state and federal law, the College may access all aspects of IT Resources, without the consent of the User. Such access will be made in circumstances including but not limited to the following:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Resources; or
2. When authorized by federal, state, or local law or administrative rules; or
3. When there are reasonable grounds to believe that a violation of law or a breach of College policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct; or

4. When such access to IT Resources is required to carry out essential business functions of the College; or
5. When required to preserve public health and safety and/or system or data integrity or user privacy. College access without the consent of the User will occur only with the approval of the appropriate vice president, or their respective delegates, except when an emergency entry is necessary to preserve the integrity of facilities or to preserve public health and safety.
 - The College, through the Systems Administrators, will log all instances of access without consent. Systems Administrators will also log any emergency entry within their control for subsequent review by appropriate College authority. In addition to accessing the IT Resources, the College, through the appropriate Systems Administrator, may deactivate a User's IT privileges, whether or not the User is suspected of any violation of this policy, when necessary to preserve the integrity of facilities, user services, or data. The Systems Administrator will attempt to notify the User of any such action.
 - By attaching privately owned personal computers or other devices to the College network, Users consent to College use of scanning programs for security purposes of those resources while attached to the network.
 - Most Systems Administrators routinely log user actions in order to facilitate recovery from system malfunctions and for other management purposes. All Systems Administrators are required to establish and post procedures concerning logging of User actions including the extent of individually identifiable data collection, data security, and data retention.
 - Encrypted files, documents, and messages may be accessed by the College under the above guidelines.

Enforcement Procedures

1. Complaint of Alleged Violations. An individual who believes that he or she has been harmed by an alleged violation of this policy may file a complaint in accordance with established College grievance procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for students, faculty, and staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly involved, or to the IT Organization which must investigate the allegation and (if appropriate) refer the matter to College disciplinary and/or law enforcement authorities.

2. Reporting Observed Violations. If an individual has observed or otherwise is aware of a violation of this policy, but has not been harmed by the alleged violation, he or she may report any evidence to the Information Systems department, which must investigate the allegation and (if appropriate) refer the matter to College disciplinary and/or law enforcement authorities.
3. Disciplinary Procedures. Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff, and students, as outlined in the applicable Handbook.

Systems Administrators and the IT Organization may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, Systems Administrators, and the Information Systems unit are authorized to investigate alleged violations.

4. Legal Liability for Unlawful Use. In addition to College discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT Resources.
5. Appeals. Users found in violation of this policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: **Academic Policies**
POLICY: **Advisory Committees**
NUMBER: **BP 4.70**
DATE ADOPTED: **May 1994**
DATE REVISED: **September 2000**

Purpose

The College maintains a program advisory committee for each technical program, counseling, and the library to assist faculty, staff, and administration in providing relevant and up-to-date instruction and services. The committees provide vital communication links between the College and the community. Advisory committees help disseminate information that will be of benefit to students, to the program, to the College, and to other outside agencies or individuals. These committees act in an advisory capacity.

Policy

Program advisory committees:

1. Advise and assist in providing quality programs.
2. Provide input and assist programs with program improvement.
3. Help programs to develop and maintain a high level of quality.
4. Assist programs in their planning process.
5. Assess and advise on current and projected workforce needs.
6. Act as a liaison with all outside agencies that are interested in the educational program.
7. Provide assistance in finding or suggesting cooperative education, externship or practicum sites for those students in programs with such features.
8. Provide input for equipment necessary to create real life learning experiences and complement instruction.

9. Appointments to advisory committees and committee operations are determined by the appropriate faculty and staff and the Office of the Chief Academic Officer.
10. Generally, Program Advisory Committees meet once or twice a year.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies

POLICY: Food Handling

NUMBER: 4.71

DATE ADOPTED: November 2014

Ozarka College advocates a healthy and hygienic work environment, particularly when handling food for public consumption. Accordingly, any student, staff, or faculty member, who handles food during the preparation or distribution of publically consumed food (e.g. café or catering activities), will complete an employee food handling reporting agreement.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Academic Policies
POLICY: Adult Education Services
NUMBER: BP 4.80
DATE ADOPTED: September 1994
DATE REVISED: April 2014

Ozarka College will provide access to basic adult education services for qualifying students through the adult education program. This program will assess its effectiveness and efficiency based upon key performance indicators provided by the Arkansas Department of Career Education.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: General Responsibilities NUMBER: BP 5.00 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

Student services personnel are responsible for the administration and supervision of all non-academic relationships between the individual student and the College. These responsibilities include but are not limited to:

1. Planning and coordinating the student recruitment program.
2. Developing and maintaining an effective system for pre-assessment, advising and counseling students.
3. Directing the student admissions and registration process.
4. Maintaining records of all students, including transcripts, health, placement scores, financial aid, final completion grades, and documentation related to disability issues.
5. Coordinating and advising on financial aid, including scholarships, work study, etc.
6. Cooperating with the Chief Academic Officer in monitoring federal and state supported programs.
7. Establishing and maintaining an efficient and effective system for determining student census, at all times, in every program or course offering.
8. Monitoring and coordinating the student activities programs, including student government and approved extra-curricular activities.
9. Establishing, monitoring, and auditing both academic and non-academic counseling performed to meet the needs of students for personal advice, part-time employment assistance, and housing and similar counseling needed to help the student stay in school and meet educational objectives.
10. Implementing and maintaining student survey activities and results.

11. Performing other duties as required to assist the College in maintaining appropriate Enrollment Management.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services
POLICY: Recruiting - Marketing
NUMBER: BP 5.10
DATE ADOPTED: May 1994
DATE REVISED: September 2023

The College recognizes its unique position as the open-admissions two-year college for its service area. In order to fulfill its mission, the College will provide sound, timely information to the public. It will explore every avenue for making its constituents aware of its educational programs. The College will market its services in a transparent and professional manner to prospective students, employers, and other constituents. College employees will recruit all students ethically, and will not participate in high-pressure recruitment tactics. The resources of the College will support fair recruitment practices and the subsequent enrollment of students into the various programs and services of the College.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Open Admissions and Limitation of Enrollment NUMBER: BP 5.20 DATE ADOPTED: May 1994 REVISED: September 1994, May 1998, December 1999</p>

It is the policy of the College to provide open admissions to the residents of the State of Arkansas. Open admissions is defined as the College being accessible to all US citizens. Applicants may be admitted regardless of race, color, gender, religion, ethnic origin, age, marital status, sexual orientation, or mental or physical disability, if otherwise qualified. Full time students must furnish proof of immunity against measles and rubella.

The term open admissions refers only to the minimum criteria a person must meet in order to be admitted to the College. The College is not obligated to admit every person who may apply for enrollment without regard to whether the capacity level of the College or a program may already have been reached. Enrollment in certain programs and/or courses may be dependent on the completion of prerequisites and/or test scores by the person seeking enrollment. Prerequisites established for programs and courses are based upon occupational standards, requirements of licensing or minimum capabilities a student must have to be successful in the program or course.

Whenever admission to the College and/or enrollment in a program or course must be limited and controlled because capacity has been reached, the following priorities will be used in determining subsequent admission and/or enrollment:

- Priority 1 - Students in good standing previously admitted to the College seeking to enroll in a program or course who are residents of Arkansas.

- Priority 2 - Students in good standing previously admitted to the College who are not residents of Arkansas.

- Priority 3 - Other persons seeking initially to be admitted or former students seeking to be re-admitted to the College and/or to be enrolled or re-enrolled in a program or course who are residents of Arkansas.

Priority 4 - Other persons seeking initially to be admitted or former students seeking to be re-admitted to the College and/or to be enrolled or re-enrolled in a program or course who are not residents of Arkansas.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Requirements for Admission NUMBER: BP 5.21 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

General

The College normally requires a high school diploma or GED for admission and program enrollment as a regular student seeking a Certificate of Proficiency, Technical Certificate, Associate of Applied Science Degree, Associate of Science or Associate of Arts Degree.

Because Ozarka College is an open admissions institution, the College recognizes that some individuals who are not high school graduates may have the ability to benefit from post-secondary education/training at the College. These potential students are admitted under the provisions of BPM 5.20, provided that they are 17 years of age or older, only in courses for skills development and/or GED preparation.

In addition, pursuant to Arkansas Act 1097 of 1991, a public school student who has completed the eighth grade shall be eligible to enroll at the College. The College does not, however, encourage a student to enter before completion of the tenth grade. Concurrent enrollment requires written permission from the student's principal or counselor. See also BPM 5.24.

Any US citizen interested in pursuing a degree or certificate at Ozarka College must present

1. An official high school transcript or GED score report. This requirement may be waived if the student has successfully completed at least 24 hours at another post-secondary institution before entering Ozarka College.
2. An official transcript from any other post-secondary institution which the student has attended.
3. Acceptable standardized placement scores (ACT, ASSET, COMPASS, etc.). This requirement may be waived if the student has successfully

completed at least 24 credit hours, including English and mathematics, at another post-secondary institution before entering Ozarka College.

Acceptable Standardized Placement Scores

In accordance with Arkansas state law, however, all first-time entering students must demonstrate proficiency in English, reading, and mathematics by satisfactory performance on a placement test such as ACT or ASSET/COMPASS.

The Arkansas Department of Higher Education has established cut-off scores for placing students in college-level courses. The following placement standards must be met prior to enrollment in those courses:

English: Students scoring 19 or above on the English section of the Enhanced ACT, 900 or above on the SAT, 80 or above on the COMPASS, or 45 or above on the ASSET Language Usage test may enroll in college-level English courses. Students not meeting these standards must successfully complete a Developmental Education program in English before being admitted to English Composition I according to state-mandated placement guidelines.

Reading: Students scoring 19 or above on the reading section of the Enhanced ACT, 900 or above on the verbal section of the SAT, 82 or above on COMPASS or 43 or above on the ASSET Reading Skills test will be considered to have met a minimum reading skill requirement. Degree-seeking students not meeting the standard shall enroll in Reading Improvement during their first semester and subsequent semesters until the class or course is successfully completed. English Composition I may be taken concurrent with or subsequent to reading.

Mathematics: Students scoring 20 or above on the mathematics section of the Enhanced ACT, 900 or above on the quantitative portion of the SAT, 41 or above on COMPASS or 43 or above on the ASSET Intermediate Algebra test may enroll in college-level mathematics courses. Students not meeting these standards must successfully complete a Developmental Education mathematics course(s).

Appropriate tests for placement must be completed by all students prior to entering a certificate or degree program or enrolling in mathematics or English composition.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services

POLICY: Residency Requirements

NUMBER: BP 5.22

ASSOCIATED PROCEDURE: AP 5.22

DATE ADOPTED: May 1994

DATE REVISED: September 2000, December 2012, December 2013, March 2021

Determination of Residency

Residency for enrollment purposes should be determined by the following criteria:

If the student indicates that he/she is a resident of Arkansas and lists an Arkansas address on the admission and registration forms, that student will be presumed to be an Arkansas resident. Residents of all border state (contiguous) counties are considered in-state for the purpose of tuition assessment.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Transfer Students NUMBER: BP 5.23 ASSOCIATED PROCEDURE: AP 5.23 DATE ADOPTED: May 1994 DATE REVISED: September 2000, December 2012, May 2015</p>
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Transfer students must meet the general admissions requirements of the College.

To qualify for the:

1. Associate of Arts, Associate of Science, or Associate of Applied Science Degree - a student must complete at least 15 semester credit hours of the degree at Ozarka College.
2. Technical Certificate - a student must complete at least 9 of the last 15 semester credit hours of the certificate at Ozarka College.
3. Certificate of Proficiency - a student must complete at least 75% of the total number of credit hours of the certificate at Ozarka College unless prior approval has been received from governing bodies such as the Arkansas Department of Higher Education.

Transfer of credits may be accepted from official transcripts from regionally accredited institutions provided the student received a "C" or higher grade. Final approval of transfer credits rests with the Registrar.

Students may also receive credit for Prior Learning. Prior Learning credit will be awarded based upon how the credit applies to the program of study, and if a valid credential was earned. Prior Learning credit will be evaluated by key faculty, and approved by the Chief Academic Officer prior to being sent to the Registrar for processing. No more than 25 percent of the total number of credits in any certificate or degree may come from Prior Learning unless prior approval has been received from governing bodies such as the Arkansas Department of Higher Education.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Concurrent and Non-Degree-Seeking Students NUMBER: BP 5.24 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

Ozarka admits certain classes of students who are not required to furnish all admission documents:

1. **Concurrently Enrolled Students** - Public school students who have completed the eighth grade may be eligible to enroll at Ozarka College, provided that they otherwise meet requirements for admission. The student must also present a recommendation from his or her high school principal, superintendent, or counselor each semester of attendance. The recommendation form will be provided by the Office of the Registrar.

Concurrently enrolled students who make less than a "C" in a course must normally wait one semester before being eligible to re-enroll.

Concurrently enrolled students are not eligible for federal financial aid.

2. **Non-Degree-Seeking Students** - Persons holding at least a high school diploma or a GED will be allowed to take no more than one course per semester or term for personal interests without providing documentation other than state-required immunization records. If such students eventually complete 18 semester hours at Ozarka College, however, they will be required to provide all admission documentation before they can re-enroll. Before taking English composition or any math course, they must provide ACT or COMPASS scores for proper placement.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services Policy
POLICY: Campus Health Care – Immunizations Records
NUMBER: BP: 5.25
DATE ADOPTED: December 2014

All students attending on any Ozarka College campus, who were born after January 1, 1957, must show proof of immunization against measles and rubella. Adequate records must be submitted to the Registrar's Office. Exceptions are concurrent and fully on-line students.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services Policies

POLICY: Counseling and Advisement

NUMBER: BP 5.30

DATE ADOPTED: May 1994

DATE REVISED: December 2013

Ozarka College offers counseling and advisement to all students via the Office of Student Services. Students may obtain counseling and advisement in areas such as identifying abilities or occupational interests, developing realistic educational or career goals, career assessment, improving study skills, working through personal matters, and other concerns.

Students are encouraged to explore the broad spectrum of curriculum and career choices available to them without prejudice.

A system of faculty and staff advisors supports the role of counseling. Faculty advisors will support the role of student services.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services

POLICY: Student Conduct

NUMBER: BP 5.40

DATE ADOPTED: May 1994

**DATE REVISED: October 1998, September 2000, May 2001, May 2006,
May 2008, September 2010, May 2015**

Student Rights and Responsibilities

Students enrolled at Ozarka College are expected to conduct themselves as responsible individuals. Students are subject to College jurisdiction regarding College matters during their period of enrollment, and the College reserves the right to take disciplinary action against those students who, in the opinion of the College, have not acted in the best interest of the College.

Disciplinary action may consist of verbal reprimand, payment of restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process, if they wish to contest an administrative decision.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services Policies

POLICY: Records Maintenance

NUMBER: BP 5.50

DATE ADOPTED: May 1994

DATE REVISED: August 2014

Student Records

The Office of Student Services will collect student data during the admissions process. As the student continues in the College, additional information will be maintained by the Registrar. All staff members with access to student records will be knowledgeable of and be in compliance with all applicable laws and regulations in reference to student records. These laws/regulations include the Family Educational Rights and Privacy Act (Buckley Amendment).

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services Policies

POLICY: Registration

NUMBER: BP 5.51

DATE ADOPTED: May 1994

DATE REVISED: April 2014

Students are required to register during the scheduled registration periods and prior to each semester. The official College calendar indicates the dates on which newly entering and returning students are to register. Dates for registration will be publicized each semester on the website and in the catalog.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Student Financial Aid NUMBER: BP 5.52 DATE ADOPTED: May 1994 DATE REVISED: December 1994, September 2000, May 2001</p>

Philosophy

Based on the belief that higher education should not be a privilege reserved only for those who can afford to purchase it and that educational opportunities should not be limited by the financial resources of the student and/or his/her family, and based on the fact that the total resources available for financial assistance to students are limited, the College is dedicated to explore all avenues possible for the financial benefit of the student.

General Definition

Ozarka College subscribes to the principle that the amount of financial aid granted to a student is based on financial need. The College also uses the Uniform Methodology approved by the U.S. Office of Education for federal student aid programs to provide a standardized, objective analysis of student financial need.

Financial need is the difference between the reasonable cost of a student's education (including room and board, personal expenses and transportation costs) and the amount the applicant and his/her family can reasonably be expected to contribute from their income and assets to meet the expenses of that education.

The administration of student financial aid is coordinated through the Office of Financial Aid. The chief responsibilities of the financial aid staff are:

1. The collection, evaluation, and processing of data from students about financial need.
2. The counseling of students regarding individual financial needs.
3. The determination of student eligibility for various types of financial aid and the determination of the extent of that aid.

4. The adherence to all program regulations of any donors of financial aid, be they institutional, governmental, or private sources.

Principles

1. The primary purpose of Ozarka College's financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend.
2. Financial assistance consists of grants, certain scholarships, loans, and employment which may be offered to students singularly or in various combinations.
3. Financial assistance from Ozarka College and other sources is viewed only as supplementary to the efforts of the student and/or the student's family.
4. The total amount of financial assistance offered to a student by Ozarka College and other sources will not exceed the student's demonstrated need.
5. In determining the extent of a student's financial need, Ozarka College will consider the financial support expected from the income, assets, and other resources of the student or the student and his/her family.
6. In estimating the amount that a student or the student's family can provide for college expenses, Ozarka College will consider factors that affect a family's financial strength: current base year income, assets, number of dependents, other educational expenses, debts, and retirement needs.
7. A student who needs financial aid should provide a reasonable part of the total amount required to meet College cost by accepting employment or a loan or both. Acceptance of a loan or job will not be considered by Ozarka College as a prerequisite to the award of a grant or scholarship.
8. Because the amount of financial assistance awarded usually reflects the financial situation of the student or student's family, release of information to outside agencies will require written consent by the student.

9. Ozarka College will clearly state the total yearly cost of attendance and will outline for each student seeking assistance an estimate of his/her financial need.
10. Ozarka College will review its financial assistance awards periodically and where appropriate adjust them in type and amount to reflect changes in the demonstrated financial need of students and the cost of attending Ozarka College.
11. Ozarka College will cooperate with many area high schools and other colleges to encourage college attendance by all able students.
12. Ozarka College will strive through its publications to provide schools, parents, and students with factual information about its aid opportunities, programs, and practices.

Waiver of Fees for Senior Adults

The Arkansas General Assembly in 1975 established Act 678 "to provide that the Board of Trustees of the respective state-supported institutions of higher learning shall waive tuition charges for students who are 60 years of age or older." The cost of non-credit instruction is not waived under this Act.

The Office of Student Services will verify that a student is over 60 years of age through the application for admission.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services

POLICY: Student Activities

NUMBER: BP 5.53

DATE ADOPTED: May 1994

DATE REVISED: April 2014

It is the philosophy of the College that co-curricular activities complement the academic program of the College. Students are encouraged to participate in activities.

All organizations must operate under the policies as set forth for the College by the Board of Trustees. No organizations will be permitted to function in College facilities or be sanctioned by the College without the approval of the administration. All approved organizations must be open to all eligible candidates for membership. Each organization must make available all by-laws and records of officers and membership. All financial transactions are handled by the faculty advisor in cooperation with the Executive Vice President of Finance and Administration.

When any student organization wishes to provide a program on a sustained basis and use College facilities or be sanctioned by the College, approval of the group is required from the administration.

BOARD POLICIES OZARKA COLLEGE

<p>SUBJECT AREA: Student Services Policies POLICY: Student Organizations NUMBER: BP 5.54 DATE: May 1994 REVISED: March 2014</p>
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Student Government Association

The purpose of the Ozarka Student Government Association (SGA) is to involve students more directly in student issues, concerns, and needs. The Student Government promotes communications among students and between students and faculty, staff, and administration; represents the members of the student body; provides leadership to the student body; makes recommendations to the Administrative Council; and plans, implements, assists, and/or participates in College functions.

Clubs

Clubs may be organized by interested students or personnel. All clubs are required to have a faculty or staff advisor. A written request for the approval of a new club or organization must be presented for review by the Vice President of Student Services to the Administrative Council. All clubs and organizations are required to have an elected president and vice president.

Professional Organizations

Professional Organizations are considered an important aspect of student life at Ozarka College. All Professional Organizations are required to have a faculty advisor.

Social Activities

The Student Government Association (SGA) and various other clubs and groups are encouraged to plan and conduct social activities for their members or for the College as a whole. Students are encouraged to participate in these activities, and many will be open to guests. Any school-wide activity must be approved by the Administrative Council.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Graduation NUMBER: BP 5.55 DATE ADOPTED: May 1994 DATE REVISED: September 2000</p>

The College recognizes five program levels resulting in formal instructional awards: Associate of Arts Degree, Associate of Applied Science Degree (A.A.S.), Technical Certificate (T.C.), Certificate of Proficiency (C.P.), and General Equivalency Diploma (G.E.D.).

The College awards the degree or certificates to matriculated students who meet both matriculation and graduation requirements. A student is considered to be matriculated when: (1) an intention has been stated to pursue a certificate or degree in a program, (2) admission requirements have been met, and (3) an advisor has been assigned. The G.E.D. is awarded to adult education students at Ozarka who successfully pass the state General Equivalency Development examination.

To be considered for graduation, a student in degree and certificate programs must first submit an Intent to Graduate form to the Finance Office during registration of the final semester.

A student is considered to be eligible for graduation when the chosen program requirements are fulfilled and the graduation fee is paid and the Intent to Graduate form is completed.

For additional information on graduation and commencement see BPM 4.39.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services

POLICY: Campus Health Care

NUMBER: BP 5.56

DATE ADOPTED: May 1994

DATE REVISED: September 1994, September 2023

Ozarka College does not have an on-campus health-care clinic and, therefore, does not provide health-care services to its students or staff. It is the policy of the College to refer all health-care needs to available area agencies and/or the individual's personal physician.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services

POLICY: Student Stores

NUMBER: BP 5.57

DATE ADOPTED: May 1994

The Bookstore will provide books, supplies, apparel and promotional items for students, faculty, and staff at reasonable prices. All items will be stocked according to convenience and demand in the Ozarka College – Melbourne bookstore with items made available to the Ash Flat and Mountain View locations.

At the beginning of each semester, books will be dispersed to each location for convenience of the students.

Profits will be budgeted annually through the Office of the Vice President of Finance.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Student Housing NUMBER: BP 5.58 ASSOCIATED PROCEDURE: AP 5.58 DATE ADOPTED: December 2018</p>
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Arkansas Act 556 of 2017 repealed the prohibition of community and technical colleges from constructing, maintaining, or operating a dormitory or barracks. In accordance with Act 556 and upon acquisition of student housing units on College property, Ozarka College shall provide a safe, comfortable, convenient, and affordable living and learning environment which promotes student success. College administration shall develop and maintain a student housing handbook detailing College policies and procedures. Administration will review the handbook annually for federal, state, and College-level compliance.

**BOARD POLICIES
OZARKA COLLEGE**

<p>SUBJECT AREA: Student Services POLICY: Missing Student Notification NUMBER: BP 5.59 ASSOCIATED PROCEDURE: AP 5.59 DATE ADOPTED: December 2018</p>

In accordance with Section 485(j) of the Higher Education Act, 20 U.S.C. § 1092(j), Ozarka College shall develop and maintain an investigation and notification procedure regarding students who reside in on-campus housing who have been reported as missing.

**BOARD POLICIES
OZARKA COLLEGE**

SUBJECT AREA: Student Services

POLICY: Accommodation Needs of Students with Disabilities

NUMBER: BP 5.60

DATE ADOPTED: December 1994

DATE REVISED: September 2000, March 2014

The Vice President of Student Services has been designated as Ozarka College's Director of Disability Services. As such, the Director is the College's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To receive services, students must request an appointment with the Director and provide official medical and/or psychological documentation of his/her disabilities. The Director arranges for reasonable accommodations to qualified students.

Ozarka College will make every effort to conform to the provisions of the Americans with Disabilities Act in accommodating students with visual, auditory, mobility, or learning disabilities.