

Office of the Registrar

The Office of the Registrar houses official academic records for each student, as well as information concerning class schedules and academic policies and procedures. The staff aid online registration, course add/drop, transcript requests, letters of good standing, and VA enrollment certification degree audits.

Course Registration

For each term, the university publishes a schedule of course offerings and establishes a timetable and procedures for both pre-registration and registration of students for classes. The university reserves the right to modify the schedule of course offerings—courses offered, sections, class meeting days and times, and instructors – and to modify individual student schedules, consistent with providing students the opportunity for timely completion of degrees.

Returning students may pre-register for classes at scheduled times during each semester's pre-registration period. New students may pre-register at any time prior to the beginning of a semester. Students will receive credit only for those courses in which they are properly enrolled, and they will receive grades in all courses unless proper withdrawal procedures are followed.

Course Add/Drop

The specific add/drop dates for all terms are published each semester by the Office of the Registrar and can be located on the Academic Calendar. All changes must be approved by the student's academic advisor. There is no charge for add/drop during the first two class days of the fall or spring semester.

Add/drop forms are available in the Office of the Registrar.

Academic Leave of Absence

Students seeking an academic leave of absence for either Study Abroad or internship (credit or noncredit) must:

- Be in good academic standing
- Submit a formal request to the Registrars before or on the last day of class prior to the student's' departure

Voluntary withdrawal from the University

If you are withdrawing from University of the Ozarks should submit a signed formal written notice to the Registrar's Office. Filed with your student record, this notice establishes the official date of withdrawal. Failure to formally withdraw will result in failure in classes for which you are registered. To re-enroll in the university you must reapply through Office of admissions.

Academic Advising

Upon enrollment to the university, you will be assigned a faculty pre-major advisor; for first-year students, the advisor will be the Ozarks Experience instructor. You will receive notification via email of who will be advising

Once you have selected your major you are responsible for choosing your advisor from within the discipline of your major. Along with your current advisor, you will work together to select a new advisor in your new Academic Division.

You should meet with your advisor prior to registration to plan or confirm your class schedule. Declaration/Change of Major and/or Change of Advisor may be accomplished by the discipline advisor through the appropriate online form.

Selecting a Major:

You should formally declare a major by the end of the sophomore year. Your advisor along with career services can aid in the process of selecting a major.

University Grades

Grade Point Average (GPA):

Your cumulative grade point average includes all work completed at the University of the Ozarks. Transfer credits do not go towards your cumulative GPA. For additional information, please see the Catalog. Grades based upon the following scale are used in the computation:

Grade Points

Grades of I (Incomplete), W (Withdrawal), WF (Withdraw Failing), WP (Withdraw Passing), R (Reasonable Progress), S (Satisfactory), U (Unsatisfactory), and P (Pass) are not included in the computation of the grade point average. The time limit for removing an "I" grade is no later than two weeks prior to the end of the following regular semester. The "I" will be changed to an "F" if this limit is exceeded.

Repeating Courses to Raise a Grade

You may only repeat a course one time to raise a grade. When a course is repeated to raise a grade, all grades remain on the transcript. An "R" is printed beside a grade to indicate that a course has been repeated. Only the **highest** grade is used to determine credit earned and grade point average. You should consult with your academic advisor and financial aid when repeating courses.

Changing a Grade After it is Recorded

Except for the removal of an Incomplete (I or R), once a grade has been recorded by the Registrar's Office it may be changed only by the Chief Academic Officer (Provost).

Grade Appeal by Student

The student has the right to appeal an official grade recorded within one year of the recorded date.

Submit an official appeal letter to the Dean of the Division (the formal letter should include information related to why you believe your grade should be changed)

1. Within 2 business days of receiving your official signed appeal letter, a meeting will be scheduled for you to meet with the Chief Academic Officer (Provost). You have a right to the following in that meeting:

- a. A university advisor/mentor
 - b. Witness(es), if applicable
2. The grade given after this meeting is final, and is unable to be appealed.

Academic Integrity:

University of the Ozarks expects all members of the academic community to uphold and maintain both academic and professional honesty and integrity in their works. Academic misconduct is defined as any activity that undermines the academic integrity of the institution. University of the Ozarks may discipline a student for academic misconduct as defined and outlined in the Student Handbook.

Violations of Academic Integrity:

Cheating: refers to the attempt to use or provide unauthorized material or information as study aids in any academic exercise not directly allowed by the instructor.

Plagiarism: refers to presenting as one's work the work of someone else without properly acknowledging the source. Plagiarism, using words and ideas of another person as if they were one's own, is theft. Exact copying should be enclosed in quotation marks and should be appropriately noted in footnotes or endnotes in a paper. Paraphrasing another person's ideas and using them as one's own is also plagiarism. If in doubt, the student should consult with the instructor of the course.

Counterfeit Work: refers to both work and work submitted as one's own that was created, researched, or produced by someone else without credit given to the appropriate party.

Academic Theft: refers to the use or circulation of tests or answer sheets specifically prepared for a given course and not yet used or publicly released by the instructor of a course.

Unauthorized reuse of work: constitutes turning in the same work to more than one class without consent of the instructors involved.

Falsification of:

- **Academic records:** refers to changing grades on any official academic record, including but not limited to: transcripts, grade sheets, electronic data sheets, tests and projects
- **Data:** refers to the creation of false or incorrect data in a research or experimental procedure

Procedures for Violations of Academic Integrity

If you believe any member of the academic community is in violation of academic misconduct, you should notify the Chief Academic Officer, and/or Dean of their respective academic division.

When an academic misconduct referral is received, the involved student(s)/organization is/are contacted for a meeting with a faculty member to discuss the incident in question. The purpose of the meeting is to review the contents of the referral and discuss options for resolving the allegation and/or discuss conduct procedures.

Possible outcomes of this meeting include:

1. You/organization is not in violation of academic misconduct policy and the case is closed.
2. You/organization may be found in violation of academic misconduct and the case can be resolved in one of two ways:
 - You/organization chooses to resolve the case immediately through an agreed resolution.
 - The case is referred for a formal hearing and you/organization is notified of disciplinary charges and the hearing date.

University of the Ozarks Sanction(s):

If you are found in violation, you will receive at minimum one formal status sanction. Depending on the violation and outcome, you may receive one or more educational, and/or disciplinary sanction.

Formal Status Sanctions:

You will receive a formal status sanction. You may be placed on academic warning, academic probation, or academic suspension. Full descriptions are located in the catalog.

Educational/Disciplinary Sanctions:

The purpose of this sanction is to be reflective and restorative.

A grade of an F on a paper, examination or assignment

- A grade of an F for a course, effective immediately
- A reflective paper on honesty
- A meeting with a faculty member/dean to discuss the importance of honesty within the academic community
- A meeting with an advisor to discuss educational plans related to course work from this point on

Sanction Appeal Process:

You have the right to appeal actions taken in response to alleged violations of academic integrity.

Submit an official appeal form to the Chief Academic Officer within 72 hours of receiving your official sanction. Forms may be obtained from the main office of each Division.

1. After receiving your official appeal form, a meeting will be scheduled within 24 hours to meet with the Chief Academic Officer. You have a right to the following in that meeting:
 - A university advisor
 - Witness, if applicable
2. The sanction given after this meeting is final, and is unable to be appealed.

ACADEMIC STANDING

At University of the Ozarks, we stand behind our support for you to attain degree completion in 4 years. Typically, that means you should complete 15 semester hours each semester to reach the minimum requirement of 120 hours in 8 semesters. The key to staying on track for on-time graduation is making satisfactory academic progress and maintaining a cumulative GPA at or above 2.00. However, to remain in academic good standing, students must achieve no less than the minimum requirements as noted below:

First year students: Complete a cumulative total of 24 semester hours of coursework in the first year, with a GPA of at least 1.70 in the first semester and 2.00 in the second semester.

Second year students: Complete a cumulative total of at least 54 semester hours of coursework with a cumulative GPA of at least 2.00 and have no violations of academic honesty.

Third year students: Complete a cumulative total of at least 86 semester hours of coursework with a cumulative GPA of at least 2.00 and have no violations of academic honesty.

Fourth year students: Complete a cumulative total of at least 120 semester hours of coursework with a cumulative GPA of at least 2.00 and have no violations of academic honesty.

Academic good standing is evaluated at the end of each semester. If you do not achieve the minimum requirements during any semester will be placed academic warning, academic probation, or academic suspension as outlined in the university catalog.