

## **Joint Graduate Program Handbook**

### **UALR/UAMS/UCA Graduate Programs**

Students in joint UALR/UAMS and UALR/UAMS/UCA graduate programs will have a designated host campus. Generally the provisions of the catalog and Graduate Student Handbook for the student's host campus will be applicable to the student throughout his/her academic career. The purpose of this handbook is to address only those matters where the possibility of ambiguity or misunderstanding may exist due to differing policies and procedures among the three campuses.

#### **1. Grievance Procedures**

In the event that a student desires to file a grievance, regardless of the student's host campus, policies and procedures contained in the Graduate Student Handbook on the campus where an event precipitating the grievance occurred will be applicable. For example, should a student whose host campus is UCA instigate a grievance relating to a UAMS course or event that occurred on the UAMS campus, the UAMS grievance policies and procedures would be applicable. Should a student whose host campus is UAMS instigate a grievance relating to a UALR course or event that occurred on the UALR campus, the UALR grievance policies and procedures would be applicable. Should a student whose host campus is UALR instigate a grievance relating to a UAMS course or event that occurred on the UAMS campus, the UAMS grievance policies and procedures would be applicable.

#### **2. Monies Owed On Any Campus**

All students on any campuses who are in joint graduate programs are responsible for any funds they might owe any of the campuses as a result of library fines, traffic violations, billing for damaged property, or any other similar expense. Failure to pay such obligations will result in denial of registration for the subsequent academic term. In the event funds are owed to any of the participating institutions at conclusion of the student's final academic term; failure to pay any balance due will result in withholding the awarding of the degree until such time as the matter is resolved.

#### **3. Academic Calendar**

UALR, UCA and UAMS operate on different academic calendars. Dates for registrations, holidays, spring breaks, and term beginning and ending dates may vary widely among the campuses. It is the student's responsibility to be aware of all calendars and plan accordingly. In those situations where a student is taking classes on several or all campuses the same academic term, the calendar of one campus in no way excuses the student from responsibilities they might have on additional campuses. Prior to the beginning of each academic term, it is the student's responsibility to resolve with the appropriate instructor and/or their advisor any conflicting dates that might arise.

#### **4. Student Data**

The three institutions maintain separate student databases, registration systems, and statements of student accounts. Changes to items such as address, telephone number, individual to notify in case of emergency, e-mail addresses, etc. that are made on one campus will not change such data on any of the other campuses. It is the student's responsibility to relay any such changes to all campuses.

## 5. Items Unique to UAMS

### Health Insurance and TB Skin Tests

As a health science campus, UAMS has certain student requirements not applicable to students on the UALR or UCA campus. Full time status in the UAMS Graduate School is nine semester credit hours or more. Regardless of the student's host campus, in the event a student whose host campus is UALR or UCA takes nine hours or more during one academic term on the UAMS campus, that student will be required to sign a statement affirming that they have hospitalization insurance. The student may also be required to provide the UAMS Graduate School office with proof of such insurance.

All students taking graduate classes at UAMS are required to have a TB Skin Test on file with the UAMS Student Employee Health Service. All students taking graduate classes at UAMS are required to complete a brief HIPPA training program that deals with issues of patient confidentiality and rights. These requirements apply to all graduate students, regardless of course of study, any possible patient contact or any clinical experiences in their coursework.

## 6. Academic Progression

Regardless of the provisions for academic progressions contained within the catalogs and/or handbooks of the three institutions, the graduate program determines the standards for academic progression within its program. Students are required to sign a form acknowledging these standards at the time of their initial enrollment in the program.

## 7. Acknowledgement of Joint Program Handbook and UALR, UCA and UAMS Graduate School Catalogs and Handbooks

All students in joint UALR/UAMS and UALR/UAMS/UCA graduate programs are required to annually sign a form affirming that they are responsible for all of the provisions contained within this document as well as the appropriate handbooks and catalogs (depending upon their program). The joint program handbook, as well as the catalogs and campus handbooks will be available on the respective graduate school web sites.

See Appendix B for the signature form acknowledging receipt of the Joint Program Handbook.

## 8. Items Not Covered in Handbook

Those items pertaining to student issues that may arise relating to joint UALR/UAMS and UALR/UCA/UAMS graduate programs that are not covered in this handbook will be referred to the Joint UALR UAMS UCA Graduate Council for adjudication.