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INTRODUCTION

This Handbook has been developed as a guide for policies and procedures, thus, a copy is provided to each student enrolled in chemistry and physics program courses or to any student by request. It presents information regarding University and Department academic regulations and guidelines plus various student services and activities. This document in no way diminishes the student's responsibility for knowing and complying with information in the *University Catalog* and the current *University Student Handbook (The ROAR)*. *The Department of Chemistry & Physics policies relating to admission and progression supersede university policies.*

Effective advising is a two-way street, not only requiring careful guidance on the part of knowledgeable faculty & staff, but diligent preparation by students as well. Each undergraduate student is expected to:

- a) Be familiar with the degree requirements for your current academic track.
- b) Be familiar with the basic university requirements.
- c) Know how to contact your advisor.
- d) Make contact with your advisor once every quarter.
- e) Be on time for meetings with you advisor and bring relevant materials such as updated course planning sheets and unofficial transcripts.
- f) Notify your advisor if an advising meeting needs to be cancelled.

The goals of the Baccalaureate Chemistry or Physics Program at the University of Arkansas at Pine Bluff are to prepare students to:

1. Take proper courses required to obtain degrees in chemistry and physics.
2. Take necessary courses in chemistry and physics required for those seeking admission to graduate or professional schools.
3. Receive necessary background in the physical sciences for those students preparing to become secondary science teachers.
4. Take courses in the physical sciences as an integral part of their curricula in other majors.
5. Receive general scientific knowledge for non-science majors.
6. Receive continuing educational opportunities for teachers and other professionals requiring advanced courses in the physical sciences.

POLICY STATEMENT REGARDING HANDBOOK

The Department of Chemistry & Physics reserve the right to make changes, at any time, in individual courses and curriculum leading to the degree and any policies contained in this handbook after receiving appropriate information.

INFORMATION AND CONTACTS

For further information and questions regarding our program please contact:

University of Arkansas at Pine Bluff
Department of Chemistry and Physics
1200 North University, Slot 4941
Pine Bluff, AR 71601
Telephone: 870-575-8382 or 870-575-7154

For information and questions concerning counseling and testing services, please contact:

University of Arkansas at Pine Bluff
Student Assessment and Development Center
1200 North University, Slot 4962
Pine Bluff, AR 71601
Telephone: 870-575-8290

For information and questions regarding the Army ROTC program and scholarship opportunities for chemistry students, please contact:

University of Arkansas at Pine Bluff
Military Science Department
1200 North University, Slot 4944
Pine Bluff, AR 71601
Telephone: 870-575-8445

For information and questions regarding financial aid, please contact:

University of Arkansas at Pine Bluff
Office of Student Financial Services
1200 North University, Slot 4985
Pine Bluff, AR 71601
Telephone: 870-575-8302

For information and questions regarding admission to the University, please contact:

Office of Admissions
P. O. Box 4983
Pine Bluff, Arkansas 71601
870-575-8492
1-800-264-6585

STATEMENT OF HAVING READ THE DEPARTMENT HANDBOOK

I, _____, a _____ major reads

THE UNIVERSITY OF ARKANSAS AT PINE BLUFF

History and Development

1200 N. University, Slot 4983
Pine Bluff, Arkansas 71601
(870) 575-8492

2. Declare chemistry or physics as an intended major.

6. The student must submit an official and current letter of standing from the Chairperson, Dean, and/or Director of the program/school from which the student is transferring.

CURRICULUM REQUIREMENTS

Curriculum requirements for chemistry, physics and science education majors are found in the University catalog.

ACADEMIC ADVISEMENT

Introduction: Advising is viewed by the Department of Chemistry and Physics as an integral part of each student's education. Upon admission to the University, each student will be assigned a chemistry or physics faculty member as an academic advisor. This faculty member will advise the student regarding University procedures such as drop-add, prerequisites, repeating courses, etc., and will also explain academic regulations and its relationship to the student's program. Each student enrolled in chemistry and physics courses will be advised and/or counseled throughout the semester in relation to academic performance. **Appointments should be made for advising.** All faculty members will post office hours at the beginning of each semester. Students must meet with the assigned faculty advisor a minimum of twice each semester.

NOTE: The ultimate responsibility rests with the student to make and keep appointments with their faculty advisors.

Advisement Procedure:

1. Each semester the faculty advisor and student will review and revise the proposed plan of study prior to registration, as appropriate.
2. Student advisement will be recorded on the designated advisement form during each meeting, dated and signed by both parties.
3. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.
4. Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping or impending jeopardy status in enrolled course(s). All course changes made by the student should be approved and signed by the faculty advisor on designated university forms.
5. Upon completion of each academic y.024 591.8

Academic Advisors:

3. No test or test related materials are to be taken out of the testing area unless approved by faculty.
4. Test booklets, answer sheets and work should be submitted to the instructor prior to leaving the room.
5. To facilitate individual test review needs, students will be allowed a period of one week after the examination and scheduled examination review to make appointments for additional individual test reviews and/or conferences. After the special review and conference, all grades will be final. Any adjustment in policy that provides unlimited reviews will be at the discretion of course faculty.
6. To avoid distracting classmates during an examination, students should follow the protocol established by course faculty relative to conduct, communications and activity in the testing area.
7. Only in special circumstances and with prior approval by the instructor will the student be allowed to make up a missed examination. If a student misses an examination because of an unexcused absence, a grade of zero will be given.
8. Quizzes may be given unannounced. If the student is absent and misses a quiz, a score of zero (0) points will be recorded.
6. Grades will not be posted in the office or electronically nor given over the telephone.

Note: Refer to each course syllabus for specific course requirements.

Senior Comprehensive Examination: The Senior Comprehensive examination is administered as part of Chemistry Seminar course, which is taken during the second semester of

69%	-	60%	=	D
Below	-	60%	=	F

Students **MUST** see their advisors to establish remediation plans if:

- a) The final grade in the previous Chemistry and Physics course was below 70%.
- b) At any time the course grade falls below 70%.

Student Records Access: Students have the right to review or obtain a copy of their student file. Review of the record should occur with the faculty advisor.

STANDARDS FOR WRITTEN ASSIGNMENTS

1. All written work must be typed or legibly written in black ink on standard size paper (8 ½ X 11) unless otherwise directed by faculty or a different form is provided. All material must be paginated.
2. For purposes of orderliness, binders or three fastener covers are desirable. Papers should be stapled if unbound.
3. Assignments will be graded for form and grammar, as well as content.
4. All written work must follow the appropriate edition of the APA format. The format must be used consistently throughout the assignment and in the bibliography.
5. Only one side of the paper should be used in any written work, excluding bibliography unless otherwise stipulated by the instructor. Margins must be maintained on all sides of all papers and bibliography.
6. Papers **must** be error free. Corrections should be retyped or written in ink before the paper is submitted. Papers in which such errors are numerous, or which are defaced by many corrections will be returned to the student for rewriting. This rewriting can affect the overall grade of the paper.
7. All materials, such as references, quotations, and quoted statistics should be carefully checked for accuracy and cited in the paper.
8. A grade of "0" will be assigned to any paper that indicates evidence of plagiarism and may result in dismissal from program.
9. All written work must be handed in by the date assigned. No student should expect full credit for material completed after this date unless a request for delay and the reason for it, have been made and granted by the

1.

4. Meet externally determined deadlines;
5. Be present at required activities in classroom and lab settings;
6. Attend to cognitive, communication and psychomotor tasks for as long as three hours at a time.

Communication: The student must be able to;

1. Hear the spoken word;
2. Attend selectively and in a controlled manner to various types of communication, including the spoken and written word and non-verbal communication;

not released without the knowledge or consent of the student, and are not used as a basis of evaluation.

8. Students have the right to have a responsible voice on the following departmental standing committees:
 - a) Curriculum
 - b) Admission and Academic Standing
 - c) Research and Professional Development
 - d) Recruitment/Retention
 - e) Grievance
9. The transcript, official grade reports, and evaluation forms. These files are open to faculty members and available for further disclosures only upon written request of the student whose documents are in the file.
10. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately, with due respect for their peer's right to class time and short public sessions.
11. Students are allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their education. Input into scheduled class time can be discussed with faculty. The final decision remains with the faculty.
12. Students have a right to participate in the formulation and application of institutional policy affecting academic and student affairs and student life. The Student Government Association clearly defines means of student participation in the formulation and application of institutional policy affecting academic and student affairs.
13. The student has a right to have clarified those standards of behavior that are considered essential to the Chemistry and Physics Department's educational mission in course objectives, laboratory evaluation objectives, and program objectives.
14. Disciplinary proceedings are instituted for the following:
 - a) Violations of standards of the safety and practices in the disposal of materials, and
 - b) Student misconduct in the classroom and/or the laboratory setting(s).
 It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.
15. Students have the right to belong or refuse to belong to any organization of their choice.
16. Students have the right to make suggestions for changes in the student laboratory clothing/shoes code so that the highest professional standards are maintained as well as take into consideration the comfort and practicality for the student.
17. Grading systems are carefully reviewed each semester with students and faculty for clarification and better student-faculty understanding.
18. The student has the right to evaluate the course instructor(s) and laboratory faculty at the end of each semester.

Adapted from the *Bill of Rights and Responsibilities for Students of Nursing* (available at

STUDENT HEALTH AND WELFARE

The Department of Chemistry and Physics complies with policies set forth by the University in providing health care (see *UAPB Catalog*). All students must comply with University policies relating to health. These policies are devoted to promotion and maintenance of high standards for students.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping and eating habits. Maintenance of standard weight for height is desirable. Frequent absenteeism due to illness in chemistry or physics courses can result in course failure. When frequent illness occurs, a doctor's statement should be filed with the Department of Chemistry and Physics office.

All pregnant students **MUST** notify the Chairperson of the Department of Chemistry and Physics and her course coordinator that she is pregnant and expected date of delivery. If a student elects to remain in school, she must submit a written statement from her physician indicating her due date and that she is physically able to continue her course of study.

Any student requiring physician-mandated laboratory experimentation limitations or other restrictions related to pregnancy or other medical conditions must submit evidence in writing to the Chemistry and Physics department. The student may be referred to the Disability Office and/or Student Health Services for assistance and follow up.

DRUG FREE LEARNING ENVIRONMENT AND WORKPLACE POLICY

All students within the Department of Chemistry and Physics are governed by the Drug Free Workplace policy statement of the University of Arkansas at Pine Bluff (Refer to the *ROAR Student Handbook, 2017-2018*).

PERSONAL REFERENCE LIBRARY

The student is expected to purchase textbooks and lab materials/supplies for all chemistry or physics courses. These should be retained after completing the courses. They serve as excellent resource books throughout the chemistry or physics career. It is a much easier job to study for the MCAT, PCAT, GRE, and DAT from books that are familiar and to review chemistry or physics theory once engaged in advanced education, chemistry or physics work related practice. Chemistry and physics journals make an excellent addition to a student's personal reference library.

UNIFORM REGULATION AND PERSONAL CARE

Professional Dress Code: Students are expected to dress in appropriate manner for an academic environment. Clothing worn should not be distracting to faculty or other students. Laboratory coats are to be worn in the laboratory when required.

Student Employment: Chemistry and physics are demanding academic discipline that requires that a chemistry or physics student devote many hours of study and practice to gain proficiency in the art and science of chemistry or physics.

Students who are employed are expected to insure that their employment does not interfere with

address, a local telephone number, and email address should be on file in the Chemistry and Physics Office and updated as necessary.

Bulletin Boards: Many items of interest to students are posted on bulletin boards. Course faculty always notifies students of important information posted on the bulletin board and the locations to post. (fale(porta)51 528.1 e)-126f216.53bBs-

