

General Student Information

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Undergraduate Academic Standing, Probation, Suspension & Restart

Arkansas State University

The following policies govern **academic standing for undergraduate students** at Arkansas State University. All academic status determinations are based **only on A-State institutional coursework**. **Transfer coursework is not included** in institutional GPA calculations.

All official notices regarding **probation and suspension** will be sent to your **A-State email account (pack.astate.edu)**. Students are responsible for checking this email regularly.

Definitions of Academic Standing

Good Standing

A student is in **Good Standing** when **both** of the following are met:

- **Term GPA (current semester) is 2.0 or higher, and**
- **Cumulative A-State GPA (Institutional GPA) is 2.0 or higher**

Students in Good Standing may continue enrollment without restriction.

Academic Probation

A student is placed on **Academic Probation** when **either** of the following occurs:

- **Term GPA is below 2.0, or**
- **Cumulative A-State GPA is below 2.0**

Probation status will be **removed** at the end of any enrollment period (Fall, Spring, or Summer) when **both the term GPA and cumulative A-State GPA return to 2.0 or higher**.

Students placed on academic probation are **strongly encouraged** to meet with their academic advisor or contact the **University Advising Center at (870) 972-3001**.

First-time, first-year students placed on probation after their first semester may enroll in **College Choices**, a one-credit study skills course, by contacting the University Advising Center.

Academic Suspension

A student is placed on **Academic Suspension** when:

- **Both the term GPA and cumulative A-State GPA are below 2.0,**
- **AND** the student was on **academic probation in the previous term**

Suspension Period & Restart@State Program

Students placed on **first academic suspension** must either:

- **Enroll in and successfully complete the Restart@State Program, or**
- **Sit out one full calendar year** before seeking readmission

There is **no appeal process for a first academic suspension**.

Restart@State Program

The **Restart@State Program** is a **mandatory intervention program** for:

- Students placed on their **first academic suspension**
- Certain **transfer students admitted by appeal**

Program Requirements

- Students must complete the [Restart Application](#)
- The Restart Seminar is a **one-credit-hour course**
- Emphasis is placed on:
 - Self-responsibility
 - Proper decision-making
 - Study skills strategies

Eligibility Restrictions

Students are **NOT eligible** if:

- They are **not on first suspension**
- They have **previously attempted the Restart@State Program**

Degree Center & Online Students

Degree Center Students

- Must complete the [Restart Application](#)
- Must obtain the **advisor's signature**
- The University Advising Center assists with departmental signatures
- Students will complete an **online version of the course**
- Students meet with their **site coordinator**

A-State Online Students

- May seek **conditional immediate enrollment** through the **A-State Online Programs Director**
- Must complete the [Restart Application](#)
- Will complete:
 - Online workshop review
 - Online course assignments

Readmission After Suspension

First Suspension

- Must complete the **Restart@State Program**
- Students taking coursework elsewhere during suspension are **strongly advised** to consult their A-State advisor before enrolling

Second & Third Suspension

- Students are **not permitted to enroll at A-State for one full calendar year**
- After the suspension period, students must meet with the **University Advising Center** **before registering**

Fourth or Subsequent Suspension

- Students are **dismissed from the university**

- Return is permitted **only by appeal** to the **University Graduation and Academic Credit Appeals Committee**

Transferring Coursework While on Suspension

Students on **first, second, or third suspension** who complete coursework at another institution may have their coursework reviewed for acceptance upon return to A-State.

Dropping Classes & University Withdrawal

Before You Drop or Withdraw

Dropping individual courses or withdrawing from all courses may affect:

- Financial Aid
- University Housing
- Graduate School status
- International Student Services

Students should consult the appropriate department before making any changes.

Dropping or Withdrawing

- Students may drop or withdraw through their **Self-Service Account**
- Refer to the [Academic Calendar](#) for deadlines
- Tuition and fees may still apply
- Refund information is available through the **Treasurer's Office**
- For assistance, contact the **University Advising Center at (870) 972-3001**

A-State Online Withdrawal

Students enrolled through A-State Online must contact:

- onlineregistration@astate.edu
- Phone: **(870) 972-2920**

Adding & Dropping Classes

Look Up Available Classes at ASU

If you want to look up available classes, please login to the [AState portal](#) and click on "Banner9 Self Service Student." From the list of additional links, choose the first link - Registration and Planning. Then select 'Browse Classes' and you will be able to search for ASU course offerings here.

Register for Classes

Students can register for courses inside the ASU [AState portal](#). Students will need to click on the Self Service tab. Instructions on how to register along with an explanation of the registration pages in Self Service can be located in our [Student AState Registration Guide](#). Students need to see their advisor every semester to be cleared for registration.

To avoid any trouble with registration, please check your account in Self Service so that you can take care of any holds before your assigned registration time. You can check your holds in Self Service by clicking on "Holds" on the top right of your student profile. An office and phone number should be displayed. If you find you have a hold, please call the number that is displayed so that you can find out the proper steps needed to take care of the hold.

Changing Your Schedule

Changes in class schedules may be made in Self Service (located inside the [AState portal](#)) without charge during the scheduled registration periods. Students will not be permitted to add new courses or change sections after the first week of classes of a semester or the first day of a five-week summer term.

Dropping a Class

After the registration period ends, individual courses may be dropped on-line in Self Service. All individual courses may be dropped on-line except the last course. If all classes are dropped, you must process a withdrawal from the University through Advisement Services. It is ultimately the student's responsibility to ensure their courses have been dropped.

Drop Deadlines

The final date for dropping individual courses is viewable via the academic [calendar](#). Academic Affairs will identify appropriate deadlines for other semesters (interims, summer, half sessions).

If you are switching classes, be sure you have not missed the deadline to add a course.

Students should consult with their academic advisor before changing class schedules. Students receiving Financial Aid or Scholarships should also consult their Financial Aid Counselor.

WN Grade Eligibility

Students who attend one or more classes are not eligible for the WN grade.

Faculty are asked to assign a grade of WN (withdrawal for non attendance) to students who have never attended a single class during the first 11 class days of the Fall and Spring Semesters and first 5 class days of the Summer I and Summer II terms.

Although faculty are asked to assign WNs it is often difficult to track attendance during the first few days because of the University's flexible course add/drop policy.

Web Classes

WN can only be assigned for students who have never logged into Canvas for online classes. Students who have logged into Canvas at any time once the term has begun are NOT eligible for a WN even if they have not completed any assignments. These students must complete the normal drop or withdrawal process.

Financial Obligations

The WN grade removes all financial obligations associated with the course.

Student Responsibility

Students are responsible for dropping/withdrawing from all classes they are not attending. Students should not depend on the University to assign a grade of WN. Students should review their schedule of classes using Self Service to make sure their enrollment is accurate. They should check their midterm grades as soon as they are available to confirm their enrollment is still accurate. Students should check their transcript at the end of final grading each semester to be sure it accurately reflects their enrollment and grades. Failure to do so could result in unnecessary financial obligations and inappropriate grades (usually F's).

Students who find a mistake need to contact the Registrar's Office for proper procedures immediately upon discovery. It is the student's responsibility to make sure their transcript is an accurate reflection of the student's registration and participation in the course(s) at ASU.

Reinstatement

To get reinstated to a class after being dropped for non-attendance. Not to be used if student accidentally drops a class online. A memo from the instructor on department letterhead must be submitted stating the student has been attending.(you can find Reinstatement Form from Student Form page)

The WN grade will only be granted or may be appealed through the first day of classes of the following fall or spring semester, whichever comes first.

Change Major

The Office of the Registrar has an electronic Change of Major form which can be accessed only by faculty and staff. **If you have questions about changing your major, reach out to your academic advisor.**

How to Change Your Major

The student goes to the department of the new major and meets with the new advisor or departmental staff. After the discussion with advisor, student can submit the online Change of Major form(AState.edu/ChangeMajor)

It is up to the department chair to determine whether students meet with a department advisor or department staff. The Office of the Registrar only provides the means for submitting the change of major information.

The advisor and the student will receive an email stating that the submission has occurred. The Office of the Registrar also receives an email for processing. When the change is processed, an email will be sent to the advisor stating that the change of major is complete.

The student should bear in mind that a change may result in modifying graduation requirements to such an extent that graduation may be delayed.

Change of Information

Name Change

To change your name, bring your documentation of proof to the Office of the Registrar in Room 2130 in the Student Union and complete a Student Name/Identification Change Form. You may also send a request in writing which includes your name information, A-State student ID number, signature and a copy or copies of documentation of proof.

The form below will not affect your email/sign-in name. For additional information on the process and timelines for changing your email, please contact the Office of Information and Technology Services.

Proof of Documentation

To change your name, you will need to provide one of the following:

- Court documents (i.e., marriage license, divorce papers, adoption papers, etc.)
- Driver's License AND Social Security card - both showing new name.

[Student Name/Identification Change Form >>](#)

Address Change

To change an address, please follow the steps below:

1. Login to [Astate portal](#)
2. Click on "Banner9 Self Service Student"
3. Select the four-square menu button on the top left
4. Click "Banner" then "Personal Information"

FERPA Information

FERPA Information for Reports

FERPA or the Family Educational Rights and Privacy Act (1974) imposes on any school, college or university that receives federal funds, restrictions over the release of student records. Since this includes Arkansas State University, the university has adopted rules that comply with FERPA.

FERPA protects a student's educational record, regardless of how the record is maintained and who maintains it. An education record consists of paper as well as electronic data. Besides grades, it typically includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official.

FERPA prohibits any person connected with the institution, including administrators and faculty from improperly disclosing student information. At institutions of higher education, students may authorize the release of their educational records, but only the student has the exclusive right to decide whether or not to authorize the release. There are some circumstances where educational records may be released without the student's permission. For instance, records may be disclosed to other school officials, including teachers, within the institutions, whom the institution has determined to have legitimate educational interests.

The U.S. Department of Education is responsible for enforcing FERPA and has created a detailed complaint procedure for those who feel an institution has violated their FERPA rights. It is important then for anyone with access to students' educational records, to use care when sharing such records. To ensure that student records are not accessible to other students or unauthorized individuals, instructors and other school officials should exercise caution in the way student records are maintained.

ASU System Policy

Effective Date: September 2, 2022

Subject: Family Educational Rights and Privacy Act

1. Purpose

The Arkansas State University System will comply with the Family Educational Rights and Privacy Act (FERPA)

2. Definitions

Arkansas State University System. “The Arkansas State University System” (ASU System) includes all member institutions, as of now and in the future.

Student. “Student” means an individual who attends or has attended classes at an ASU System institution. This policy does not apply to the records of applicants for admission who are not accepted to an ASU System institution and does not apply to applicants who are accepted but choose not to attend.

Education Record. “Education Records” are those records, files, documents, and other materials, which contain information directly related to a student and which are maintained by the ASU System or a person acting for the ASU System.

Directory Information. “Directory Information” is designated to be the student’s name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

3. Arkansas State University System Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student’s education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar at each member institution maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. The ASU System will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.

4. Process

A. Disclosure of Education Records

I. Disclosure with Student Consent. A student may consent, in writing, to the disclosure of education records. The student’s written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the Office of the Registrar at the ASU System institution where the student is or was enrolled. The student may retract the consent, in writing, at any time. Proper proof of identity may be required by the Registrar’s Office before consent is retracted.

II. Disclosure without Student Consent. An ASU System member institution may disclose education records, without the student’s written consent, to any school official with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons or companies with whom the

ASU System or the relevant member institution has contracted or appointed for special tasks (e.g. National Student Clearinghouse), and University committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, an ASU System institution may disclose education records, without consent, to officials of another college or school in which a student seeks or intends to enroll.

Disclosure, without student consent, may also be given to other persons and entities, as allowed by FERPA and its implementing regulations. Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership, on the basis that they are acting in an official University capacity that is integral to the educational function of the ASU System institution.

The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.

B. Disclosure of Directory Information

Directory information may be disclosed to any person or entity, without student consent, unless the student submits a completed request form for non-disclosure of directory information to the Office of the Registrar at the ASU System institution where the student is enrolled. The written request for non-disclosure of directory information may be submitted to the Registrar at any time. If a student elects not to allow disclosure of directory information, the ASU System cannot share information regarding the student with any person or entity, including prospective employers, licensing agencies, government agencies, the media, and others, except as otherwise allowed by FERPA and its implementing regulations. The student may retract the directory information non-disclosure, in writing, at any time. Proper proof of identity may be required by the Registrar's Office before the directory information non-disclosure is retracted.

C. Inspection, Review, and Correction of Education Records

Students have the right to inspect and review their education records, except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

D. Ownership of Education Records

Education records are the property of the relevant ASU System institution. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to an ASU System institution.

(Adopted by the Arkansas State University System Board of Trustees on December 11, 2009, Resolution 09-94; revised September 20, 2019, Resolution 19-34; revised September 2, 2022, Resolution 22-37)

Appeals Committee

The Undergraduate Graduation and Academic Appeals Committee serves as an appeals committee for students contesting decisions on university requirements such as graduation requirements, academic suspension, and academic credit.

This committee addresses academic matters. For financial aid consideration, please see the financial aid appeal process.

Membership

Membership will consist of a faculty representative from each college and three students (one-year terms) appointed by the SGA. The Chancellor's designee, the Registrar, a representative from the Office of Student Affairs, and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

Appeal Recommendations

Recommendations for individual student appeals concerning university requirements for graduation or academic requirements will be forwarded to the Office of the Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor for Student Affairs.

Meetings

The university committee meets on the 1st Wednesday of the month at 2:00 p.m. on Zoom. Students are not required* to attend, but their attendance is recommended.

***Attendance is required if petition regards returning from academic suspension.**

Procedure to Petition

1. Complete the Petition Form with the assistance of your academic advisor.
 - Ensure **all directions on the form are followed.**
 - You are encouraged to provide as much supporting documentation as possible. (For example, if a significant life event or illness is the basis of the argument, you should provide as much documented evidence as you feel comfortable sharing.) The new

online petition has a paper clip icon to select, which will prompt you to upload any relevant files.

2. After completing the form and attaching all relevant documentation, click SUBMIT.
 - The form will automatically be sent to a representative of the college-level appeals committee. DO NOT forward or send the petition directly to the Office of the Registrar, as this can slow down the appeals process.

Select your college to fill out the appropriate form:

- [UGACAC - formstack](#)

Decision Process

1. The college-level appeals committee votes on the petition and support material submitted.
 - The student petitioner is not part of this meeting.
2. After this college-level vote, the petition moves on to the university-level committee.
3. A committee member (usually one from the college of the student petitioner) will contact the student via email about the university-level meeting when the petition will be discussed.
 - This Zoom meeting is where the student petitioner should appear.
4. The University Committee reviews the petition along with all supporting documentation and – if the student appears – verbal explanation provided by the student.
5. The University Committee denies or approves the petition based on the information provided.
 - If more information is needed, the committee may table the petition and hear it at the next month's meeting.
6. The Registrar will then email the student with the committee's decision.

If you have specific questions or need more details about any part of this process, contact your academic advisor for further guidance.

Graduation

Graduation Fee

This **\$60** fee is required of **ALL** students when filing an intent to graduate, even if not participating in the ceremony. The fee covers the processing of the paperwork, the printing of the Commencement Program and the Diploma and cover. This fee will be processed once the online intent form is completed.

If a student is unable to graduate at the end of the semester for which the intent to graduate application has been made, the student will not receive a refund of the graduation fee and will be required to pay the fee on each subsequent intent to graduate application.

Online Intent to Graduate Form

The online intent to graduate form can be submitted through Self Service by following these steps:

1. 1. Login to [astate portal](#)
2. Select 'Banner9 Self Service Student'
3. From the additional links choose 'Graduation Application'
4. Select a curriculum term
 1. This may not be the same as your graduation term
5. Choose a program and, if the curricula is correct, select 'Continue'
 1. If you do not meet the requirements or have already completed your intent form there will not be a program for you to select
 2. If you have a double major (two majors in the same degree) both majors will be listed under the same program
 3. If you have a double degree the programs will be listed separately and you'll have to file twice, once for each program
6. Select the date you intend to graduate

7. Select whether you intend to attend graduation and click 'Continue'
8. Select the name you want to appear on your diploma and click 'Continue'
 1. Enter this *exactly* as you want it to appear. Middle initials and suffixes (ex. Jr.) should include periods. Do not use all caps.
9. Select a payment method and click 'Continue'
10. If everything on the intent summary is correct click 'Submit Request'

When the online intent to graduate form is completed an automatic email is sent to your campus email account notifying you of the receipt and directing you to the [Graduation Tracker](#).

Follow the link below to access the graduation tracker. The graduation tracker provides personal data on **your** graduation status. Visit the tracker today to see your information. Students will have access to the tracker after they file their intent to graduate application.

[Graduation Tracker >>](#)

Proxy

Proxy is a feature in Self Service that allows students to designate specified people to have access to view certain records online. These records currently include student account information, emergency contacts, holds, grades, and academic transcripts. Students and proxies will find more information listed below about this feature.

Note: This feature does not replace the Student Consent Form for Access which allows some level of access for parents, guardians, etc. in person when speaking to staff and faculty members. That form will still need to be completed and submitted for in-person access, if it has not been completed previously by the student.

[Download the Student Consent Form for Access >>](#)

Setup Instructions for Students and Proxies

[View detailed instructions with screen shots >>](#)

Registration information

Registration

Students who wish to register for courses must do so online through Self Service. Instructions on how to register along with an explanation of the registration pages in Self Service can be located in our Student myCampus Registration Guide.

[Download the Registration Guide >>](#)

Registration Quick Tips

- Be sure you have been cleared to register by your advisor. Information on how to locate your advisor in Self Service can be located in our Student myCampus Registration Guide.
- Be sure you do not have any holds on your account that would keep you from registering. Information on how to view your holds in Self Service can be located in our Student myCampus Registration Guide.
- If you register for a course that you do not plan on taking, please make sure you drop the course in Self Service. Failure to do so may result in a 'WN' grade on your transcript. You could also be held financially responsible for these courses.
- Check the [Registration Station](#) for additional assistance available 24/7.
- For classes that are closed, you may be able to get on the waitlist for the class. This option will show in the drop down box if available.

Waitlisting Information

- [Waitlist Registration Instructions](#)
- [FQA](#)

Late Registration with Permission

Late registration for a course with the permission of the instructor is available to students after the web registration period has ended. **Students are required to obtain permission from the instructor of the course.** If the instructor consents, they can reach out directly to the Registrar's Office via email at registrar@astate.edu.

Registration Overload

The maximum academic load for students with less than a 3.00 cumulative grade point average shall not exceed 18 hours per semester. However, graduating seniors will be permitted to carry a one-hour overload during the last enrollment period if the one-hour overload will complete graduation requirements.

Students holding a cumulative grade point average of 3.00 or above may request permission of the dean of their college to schedule up to 21 hours in a semester.

Students should enroll for no more than fifteen semester hours on a three-day schedule (MWF), or no more than twelve semester hours on a two-day schedule (TTh).

The total academic load resulting from concurrent enrollments at Arkansas State University and other institutions shall not exceed the maximum load stated above. Correspondence and off-campus courses are to be included when computing academic load for each enrollment period.

[Download the Request for Registration Overload >>](#)

Registration Permits

Permits to register for courses are given by the department that houses the course. If you know you will need a permit to register for a course, please contact the department. The moment a permit or override is assigned, an email will be sent directly to the student's University email address. The email will inform the student that a permit has been issued and will instruct them how to register online. **The student is responsible for registering online after the permit is assigned.**

Steps to Complete Registration After Receiving a Permit or Override:

1. Login to [astate portal](#)
2. Select "Banner9 Self Service Student"
3. From the list of additional links choose "Registration and Planning"
4. Click "Register for Classes"
5. Select the appropriate term and select "Continue"
6. Determine the CRN you are permitted into
7. Open the "Enter CRNs" tab
8. Enter the CRN in a box
9. Select "Add to Summary" then select "Submit"

Web Courses

Web (WEB) courses and web assisted (WEBA) courses are those that utilize the Internet for the instructional method between instructors and students. You can determine if you're registered in a web or web assisted section by viewing the instructional method of the course.

Steps to View the Instructional Method of a Course:

1. Login to [astate portal](#)
2. Select "Banner9 Self Service Student"
3. Locate your class schedule on the lower-right of your student profile
4. Select the CRN for one of your registered courses
5. 'Instructional Method' is listed on the "Class Details" tab of the pop-up

Student Identity Authentication Fee

Online classes are assessed a Student Identity Authentication fee to meet accreditation standards. The Federal Compliance Fee is applied to cover costs to meet Higher Learning Commission (HLC) federal compliance standards through authentication processes that include a variety of verification methods that best meet program needs. HLC guidelines require verification of the identity of students participating in online programs and classes institution-wide. The fee is assessed at the time that tuition and other fees are charged. You may pay for the fee with your tuition payment.

Proctoring services may include live proctoring that allows students to take exams from a secure environment using a secure personal computer. Instructors will provide specific information as to the methods and services used to authenticate student identity.

Specific information regarding cost per credit hour for the Student Identity Compliance fee may be viewed at the following links:

[Undergraduate Students >>](#)

[Graduate Students >>](#)

[International >>](#)

Replacement Diplomas

Obtaining Your Diploma

Students receive correspondence from the graduation staff about diploma availability through their student email during the semester of commencement. If you have additional questions, contact graduation@astate.edu.

Replacement Diplomas

To obtain a replacement diploma, you must fill out the form below and submit it to the Registrar's Office. There is a \$15 fee to obtain a replacement diploma. Diplomas cannot be scanned and/or mailed electronically.

[Download the Replacement Diploma Form >>](#)

Replacement Minor Certificates

To obtain a replacement minor certificate, you must fill out our the form below and submit it to the Registrar's Office. There is a \$15 fee to obtain a replacement certificate.

[Download the Replacement Minor Form >>](#)

Apostille/Certification

If you require a transcript or diploma to be certified or apostilled, please note that this process is not immediate and we recommend that you allow sufficient time for processing. Here are the steps that you need to take for this process:

1. Request an official copy of your transcript and/or diploma.
2. Request that this is notarized through the Office of the Registrar. Documents must be properly notarized by an Arkansas Notary Public or must bear the seal and signature of an Arkansas elected official.
3. If you require this to be sent through for the Arkansas Apostille and Certification process, you can find additional information on the [Arkansas Secretary of State's website](#).

Transcripts

[1\) Order an Official Transcript \(National Student Clearinghouse\)](#)

[2\) View an Unofficial Transcript \(for currently enrolled students ONLY\)](#)

[3\) Immunization, Test Scores, Letters of Good Standing](#)

Transcript Policies

- **Transcripts or other evidence of attendance will not be issued to or for a student who is in debt to the university.**
- **We do not accept transcript requests over the phone, by fax or by email. For a copy of your transcript, please use one of the methods above.**
- Official transcripts of the student's ASU permanent record are issued on "security" paper with the seal of the University and the Registrar's signature.
- Transcripts which have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions (including high schools) must be obtained directly from the original issuing institution.
- Transcripts requested for currently enrolled students during the final exam period may have incomplete information from that term.

A full list of Transcript Policies can be found in the most current [bulletin](#).

View the Class Schedule

[click here to view](#)

Advanced Placement

A-State College Board Code - 6011

Advanced Placement (AP)

Arkansas State University awards college credit to students who complete Advanced Placement (AP) exams through the College Board. To receive consideration for AP credit, students should have the College Board send their official AP score report to A-State after admission.

AP credit is not granted for any course the student has already completed at the college or university level. AP credit that was awarded by another institution does not automatically transfer to A-State; students must submit official score documentation for review.

Once a student has been enrolled at Arkansas State University for at least one full semester or summer term and has met the minimum scores listed below, eligible AP credit will be added to the academic record as credit hours without grade points.

Receiving a Grade for an AP / Concurrent Course

Students who want both high school and college credit may enroll in concurrent credit. In this option, the AP course counts toward high school graduation and also appears on a college transcript for the partnering university (such as A-State) or another institution.

When a student is registered for concurrent enrollment, a final course grade is reported to the university at the end of the semester. The grade, grade points, and credit hours are used in calculating the student's university grade point average (GPA). The student may still be required to take the AP exam for high school purposes, but the AP score does not determine university credit in this scenario, since credit is based on the course grade.

Receiving AP Credit Without a Grade

If a student completes an AP course in high school but did not enroll for concurrent college credit, then the student may still earn college credit based solely on the AP exam score. In this situation, A-State posts credit hours only—no letter grade is recorded—once the student achieves the

required minimum AP score listed below.

Advanced Placement Credit Awarded

Students who meet the required minimum AP exam scores will be awarded A-State course credit as outlined in the following table. Additional conditions may apply for certain exams as noted.

Advanced Placement Exam	Minimum AP Score for Credit	A-State Course Credit Awarded
AP20: Biology	3	BIOL 10043 & BIOL 10031
AP65: Pre-Calculus	3	MATH 13004
AP66: Calculus AB	3	MATH 24004
AP68: Calculus BC	3	MATH 25004
AP25: Chemistry	3	CHEM 14103 & CHEM 14101
AP31: Computer Science A	3	CPSI 10003
AP33: Computer Science Principles	3	CPSI 11104
AP34: Microeconomics	3	ECON 22003
AP35: Macroeconomics	3	ECON 21003
AP36: English Language and Composition*	3*	ENGL 10103*
AP37: English Literature and Composition*	3*	ENGL 10203*
AP40: Environmental Science	3	BIOL 11063 & BIOL 10031
AP43: European History	3	HIST 11103 or HIST 11203
AP48: French**	3**	FREN 20103**

Advanced Placement Exam	Minimum AP Score for Credit	A-State Course Credit Awarded
AP55: German**	3**	GERM 20103**
AP57: U.S. Government and Politics	3	PLSC 20003
AP58: Comparative Government and Politics	3	PLSC 11003
AP13: History of Art	3	ARHS 10003
AP75: Music Theory	3	MUSC 10003
AP78: Physics B	3	PHYS 20104 & PHYS 20204
AP82: Physics C – Electricity and Magnetism	3	PHYS 20404
AP80: Physics C – Mechanics	3	PHYS 20304
AP83: Physics I	3	PHYS 20104
AP84: Physics II***	3***	PHYS 20204***
AP85: Psychology	3	PSYC 11003
AP87: Spanish**	3**	SPAN 20103**
AP90: Statistics	3	MATH 21003
AP14: Studio Art – Drawing Portfolio	3	ARTS 11153
AP07: United States History (Score 3)	3	HIST 21103 or HIST 21203
AP07: United States History (Score 4)	4	HIST 21103 & HIST 21203
AP93: World History	3	HIST 11103 or HIST 11203

** Scoring 3 on both English Language and Composition (AP36) and English Literature and Composition (AP37) awards credit for ENGL 10103 and ENGL 10203.*

*** Language credit requires successful completion of Intermediate II.*

**** For Physics II, completion of PHYS 20304 or PHYS 20104 is required before credit can be awarded.*

Contact Information

Office of the Registrar

Email: registrar@AState.edu

Phone: (870) 972-2031

Room: 2130, Reng Student Union

Postal Address:

PO Box 1570

State University, AR 72467

Immunization, Test Scores, Standing

To obtain copies of test scores or immunization records, please reach out to the test website, or your local health department or healthcare provider. Below is contact information for the most requested documents.

Immunization Records

- [Arkansas Resident](#)
- [Missouri Resident](#)

Test Scores

- [ACT](#)
- [Praxis](#)
- [GED-Arkansas](#)

Letters of Good Standing

A-State does not provide letters of good standing. The student's most recent standing is printed on their transcript.

Residency

In-State Students

A student applying to Arkansas State University shall be classified as an in-state student for fee payment purposes if he or she is a bona fide domiciliary of Arkansas and has resided in the state for at least six consecutive months prior to the beginning of the semester or term for which the fees are to be paid. Bona Fide Arkansas domiciliary means that Arkansas is the legal home and place of permanent living of the student for all purposes.

Out-Of-State Students

An out-of-state student enrolled for a full, or substantially full, program of courses at Arkansas State University is considered to be in Arkansas primarily for the purpose of attending school and not for the purpose of establishing in good faith a true, fixed and permanent home. Continued presence in Arkansas during vacation periods or during a period when not enrolled, where any one such period does not extend for at least six months, shall not justify reclassification to an in-state student status. Mere physical presence in the state alone is insufficient for establishing residency.

Students who have established a bona fide domicile in Arkansas may request a change of residency status through the Office of Admissions, Records and Registration. Documents required for consideration of residency status reclassification include an "Application for Residency Classification as In-State Domiciliary" (application forms available in the Office of Admissions, Records and Registration) and an Arkansas state income tax return, Form AR1000, for the year preceding enrollment. A parent or legal guardian of unmarried applicants under 24 years of age must submit a copy of Arkansas tax return, Form AR1000. A minimum of three additional documents from the following must be provided for consideration of residency status change: (1) employer verification of dates of employment, (2) permanent Arkansas driver's license, (3) Arkansas voter registration, (4) lease agreement, (5) property tax payment assessment receipt, (6) utility bills. All documents submitted must include dates indicating six months of residency.

Initial out-of-state residency classification shall not prejudice consideration for reclassification for subsequent semesters or terms of enrollment, provided the student has acquired a bona fide Arkansas domicile and has resided in Arkansas thereafter for six continuous months prior to reclassification by the university. Non-immigrant alien students who have petitioned for permanent resident status will be eligible for consideration for in-state tuition six months from the date of petition.

[Download the Residency Application >>](#)

False Information

A student who knowingly gives false information in an attempt to evade out-of-state fee payment shall be subject to dismissal from the university.

Submission Deadline

Applications and appropriate documentation must be received by the Office of Admissions, Records and Registration no later than the tenth class day (fifth day of summer session) to be considered for in-state fee assessment for the semester or term.

Tuition and Fee Waiver Policy for Out of State Students

Information on the waiver policy can be found here: [Tuition and Fee Waiver Policy](#)

Final Exam Schedules

A final examination is a requirement of all courses except those in which written examinations are not used for evaluating student achievement. Courses that might not have final examinations include, for example, laboratory courses, clinical experience courses, student-teaching courses, fine arts performance and studio courses, readings courses, special problems, independent studies, and internships.

Final Exam Schedule

Examinations must be given on the dates scheduled. Exceptions may be granted only for individual students in cases of emergency or other compelling circumstances over which the student has no control. Exceptions must be approved by the dean of the college in which the course is offered. All Summer session examinations are given on the last day of class of that session during regular meeting times.

Fall 2026 Final Exam Schedule

Final Exam Schedule Fall 2026 Dec 7 - Dec 11					
If you have class:	Then your final exam will be:		If you have class:	Then your final exam will be:	
8:00 am MWF, MW or WF 8:00 am M, W or F 8:00 am MTWR or MTWRF	M, Dec 7	8:00 am -10:00 am	7:30 am MTWR or MTWRF 8:00 am TR, T or R	T, Dec 8	8:00 am -10:00 am
9:00 am MWF, MW or WF 9:00 am M, W or F 9:00 am MTWR or MTWRF	W, Dec 9	8:00 am -10:00 am	9:30 am TR, T or R 10:00 am TR, T or R	R, Dec 10	8:00 am -10:00 am
10:00 am MWF, MW or WF 10:00 am M, W or F 10:00 am MTWR or MTWRF	R, Dec 10	10:15 am – 12:15 pm	11:00 am TR, T or R	T, Dec 8	12:30 pm – 2:30 pm
11:00 am MWF, MW or WF 11:00 am M, W or F 11:00 am MTWR or MTWRF	M, Dec 7	12:30 pm – 2:30 pm	12:30 pm TR, T or R	T, Dec 8	2:45 pm – 4:45 pm
12:00 pm MWF, MW or WF 12:00 pm M, W or F 12:00 pm MTWR or MTWRF	W, Dec 9	12:30 pm – 2:30 pm	2:00 pm TR or R	R, Dec 10	12:30 pm – 2:30 pm
1:00 pm MWF, MW or WF 1:00 pm M, W or F 1:00 pm MTWR or MTWRF	M, Dec 7	2:45 pm – 4:45 pm	2:00 pm T 3:00 pm T, R or TR 3:30 pm T, R or TR 4:00 pm R	F, Dec 11	10:15 am – 12:15 pm

2:00 pm MWF, MW or WF 2:00 pm W 2:00 pm MTWR or MTWRF 2:30 pm MWF, MW or WF	W, Dec 9	2:45 pm – 4:45 pm			
2:00 pm M 3:00 pm M 3:30 pm M	F, Dec 11	8:00 am – 10:00 am	4:00 pm TR or T 5:00 pm T or TR 5:30 pm TR	T, Dec 8	5:30 pm – 7:30 pm
3:00 pm MWF, MW or WF 3:00 pm W 3:30 pm MWF, MW or WF 3:30 pm W	R, Dec 10	2:45 pm – 4:45 pm	5:00 pm R 6:00 pm T 6:30 pm TR or T	W, Dec 9	10:15 am – 12:15 pm
4:00 pm MWF, MW or WF 4:00 pm M 5:00 pm MWF, MW or WF 5:30 pm M	W, Dec 9	5:30 pm – 7:30 pm	6:00 pm TR or R 6:30 pm R 7:00 pm R 7:30 pm R	T, Dec 8	7:45 pm – 9:45 pm
4:00 pm W 5:00 pm W 5:30 pm W	M, Dec 7	5:30 pm -7:30 pm	7:00 pm TR or T 7:30 pm TR or T 8:00 pm TR, T or R	R, Dec 10	7:45 pm – 9:45 pm
5:00 pm M 5:30 pm MWF, MW or WF 6:00 pm MWF, MW or WF 6:00 pm W 6:30 pm MWF, MW or WF	R, Dec 10	5:30 pm – 7:30 pm	SATURDAY CLASSES: All Saturday class final exams are given at the regularly scheduled class time on Saturday, Dec. 12. *NIGHT CLASSES: All night classes, including general education courses which may be scheduled for block exams, will take final exams at the time periods scheduled for night class examinations. Night classes are those that regularly begin at 5:00 pm or later.		
6:00 pm M 6:30 pm M 7:00 pm M 7:30 pm M 8:00 pm M	M, Dec 7	7:45 pm – 9:45 pm	All final exams must be given at the time indicated on this schedule. Students will not, under any circumstances, be granted permission to take examinations earlier than the scheduled time, unless for a disability accommodation need, which must be confirmed by Access and Accommodation Services.		
6:00 pm F 6:30 pm W 7:00 pm W 7:30 pm W 8:00 pm W	W, Dec 9	7:45 pm – 9:45 pm	NOTE TO FACULTY: If you have a class that meets at an irregular time from the traditional class schedule, it may not appear on the exam schedule or may conflict with the exam schedule. If so, select the time that is most appropriate and does not create other final exam conflicts for your students.		

BLOCK EXAMS Regardless of the time* your class usually meets, if you are enrolled in any course below:	Then your final exam will be:		NOTE TO STUDENTS: It is your responsibility to confirm with your instructors the date and time of each of your final exams prior to the final exam period.
ENG 1003 or ENG 1013	M, Dec 7	10:15 am – 12:15 pm	
CHEM 1013 or CHEM 1023	T, Dec 8	10:15 am – 12:15 pm	ONLINE COURSES: Final exams for online classes should be given during final exam week. Details on the date and time should be posted in the individual course syllabus.
MATH 1023	W, Dec 9	10:15 am – 12:15 pm	
In the event that inclement weather or other campus emergencies delay or postpone scheduled dates, exams will be rescheduled for Saturday, Dec. 12.			