

# **Concurrent Enrollment Handbook 2023 – 2024**



## Arkansas State University-Newport

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# Welcome to ASU-Newport

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Arkansas State University-Newport has been an independently accredited and operationally separate two-year institution of the Arkansas State University System since 2000. With campuses located in Newport, Jonesboro, Marked Tree, the Arkansas Correctional units of Grimes and McPherson in Newport, and online, ASU-Newport provides an accessible, affordable, and quality education in and beyond its service region.

## Vision

Empowering individuals. Advancing Communities.

## Mission

ASU-Newport will provide accessible, affordable, innovative learning opportunities that transform lives and strengthen the regional economy.

## Values

- Belonging
- Compassion
- Diversity
- Innovation
- Community
- Diversity
- Integrity

# Concurrent Enrollment Program Overview

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The Arkansas State University-Newport Concurrent Enrollment Program (CEP) is a partnership program between ASUN and local area high schools which provides high school students the opportunity to earn college credits while still attending their high school. This opportunity includes both General Education and Applied Science courses.

ASUN is accredited by the Higher Learning Commission (HLC) which assures academic excellence throughout all facets of the college. In addition, ASUN is a proud accredited member of the National Alliance of Concurrent Enrollment Partnership (NACEP). As the sole national accrediting body for concurrent enrollment programs, NACEP ensures that these programs adhere to the highest standards of academic excellence and rigor. ASUN is also a member of the Arkansas Association of Concurrent Enrollment Program (AA CEP) which further ensures that the ASUN CEP follows higher education policies and regulations.

CEP standards are set by governing laws of the state of Arkansas, directives of the Arkansas Higher Education Coordinating Board (AHECB), HLC, and NACEP.

NACEP accreditation requires compliance with six standards

- Partnership Standards
- Faculty Standards
- Assessment Standards
- Curriculum Standards
- Student Standards
- Program Evaluation Standards

NACEP standards: [https://nacep.org/docs/accreditation/NACEP\\_Standards\\_2017.pdf](https://nacep.org/docs/accreditation/NACEP_Standards_2017.pdf)

## **Concurrent Enrollment**

Arkansas Code §6-16-223 defines **concurrent enrollment** as the enrollment of a high school student in a college course taught on a high school campus (or in selected cases on the college campus or by distance / digital technology) for the high school credit and college-level credit. Concurrent enrollment allows students to obtain credit for both the high school and college transcript/diploma.

Arkansas Code §6-60-202 defines **dual enrollment** as the enrollment of a high school student in postsecondary education for college-level credit exclusively.

Participation in the ASUN CEP provides high school students the opportunity to experience college course work in the comforts of the high school classroom. This exposure to college-level work prepares students for a smooth transition to college. The CEP courses also provide parents an opportunity to save college tuition by applying the ASUN Concurrent Scholarship for all concurrent courses.

Concurrent courses must be undergraduate freshman (1000) or sophomore (2000) level courses. Most general education courses are Arkansas Course Transfer System (ACTS) courses which ensure transferability to public higher education institutions throughout Arkansas. ACTS may be accessed on the Internet by going to the ADHE website, selecting "Academic Affairs," "Arkansas Transfer and Articulation (ATAA)," and selecting "Arkansas Course Transfer System." All ASUN course syllabi and the ASUN Course Catalog include the ACTS course number. Note that some courses require a grade of C or better for transfer.

Concurrent course offerings at each high school are determined by the school administration in consultation with the ASUN CEP based on curricular needs, availability of credentialed high school faculty, and student interest.

This handbook includes information, explanation of policies, and outlines processes for the three areas of:

- Academic Administrators and Counselors
- Faculty Liaisons
- Concurrent Faculty
- Concurrent Students

# Academic Administrators and Counselors

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## Partnership Agreement

ASUN values the partnerships we have established with area high schools to provide early college access for concurrent enrollment students. These partnerships allow high school students to experience college-level courses in the familiar and comfortable environment of their high school classroom.

<b>Partnership Standard 1</b>	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
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In accordance with its mission, the ASUN CEP provides an accessible education by providing high school students the opportunity to take college-level courses while they are still in high school. Concurrent courses are not only provided on the high school campus by credentialed high school faculty, but ASUN also ensures accessibility of concurrent courses to high school students who attend high schools that currently lack credentialed faculty by providing online concurrent courses. Concurrent courses are also affordable due to the ASUN Concurrent Scholarship which is applied to all concurrent courses regardless of delivery format.

Lastly, due to thorough institutional assessment standards, concurrent courses offer the same quality education that is offered to all ASUN students.

The oversight of ASUN's CEP falls under the direction of the Provost/Vice Chancellor of Academic and Student Affairs. Currently, most tasks of ASUN's CEP are coordinated and performed by the Director of Early College Programs under the guidance of the Dean of Academic Success.

<b>Partnership Standard 2</b>	The concurrent enrollment program has ongoing collaboration with secondary school partners.
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ASUN's CEP works with our concurrent partner high schools to determine what courses they want to and are able to offer concurrently with ASUN. At the end of the spring semester, ASUN's CEP contacts the designated high school administrator in charge of



concurrent courses to initiate a discussion of what concurrent courses the high school wants to and can offer for the coming academic year. This initial email includes, if available, a document listing the courses the high school offered the previous academic year.

High schools that intend to use a new concurrent faculty member who has not taught concurrent courses for ASUN's CEP in the past, must have the faculty member submit their academic transcripts to ASUN and must also notify the CEP for a credential review form to be completed.

Concurrent course offerings for each high school need to be established at least three weeks prior to the beginning of a semester. This allows high schools to add any needed concurrent courses, for example, to a Fall Flex II semester or Spring semester after the academic year has begun.

Throughout the academic year, the CEP will reach out to high school administrators in charge of concurrent courses to notify them of any relevant updates or upcoming due dates. Most of this communication will take place via email. In addition, ASUN's CEP also goes out to visit with high school administrators at least once per academic year. This is a great opportunity for us to understand each partner high school's individual needs.

Although, ASUN's CEP encourages all participants from administrators to faculty and students to contact us with feedback at any time, during our annual Professional Development, we set aside a specific time for high school administrators. During this session, we provide high school administrators with any updated policies, new information relevant to concurrent education, and it also allows for high school administrators to share any concerns or barriers they face when it comes to offering concurrent courses.

ASUN has also dedicated three membership slots on our Concurrent Enrollment Advisory Board to high school administrators. This membership ensures representation from our partner high schools, helps to improve ASUN's CEP through feedback from high school representatives, and increases collaboration with our high school partners.

A signed Memorandum of Understanding (MOU) must exist between the high school and ASUN. In adherence with ADHE polices, MOUs must be completed, signed, and uploaded to ADHE by August 31 of each year. Additionally, a Concurrent Agreement document is used to document consent to enrollment in a concurrent course signed by the student, parent, high school, and concurrent.

**Concurrent Student Admission and Registration**

<b>Student Standard 1</b>	Registration and transcribing policies and practices for concurrent enrollment students are consistent with those on campus.
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Concurrent students at ASUN are admitted as non-matriculated students and the Admissions office records these courses on the official college transcript. Concurrent students are treated the same as non-concurrent students except that they must be recommended by the principal (or designee) to

be admitted and enrolled in college courses.

High schools can contact the ASUN CEP to make an appointment for us to assist with the application process.

<b>Student Standard 2</b>	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college / university.
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**Student Admission Requirements**

High school students are eligible for concurrent courses if they:

- (1) have demonstrated past academic success and, as a result, are recommended by their high school principal (or designee)
- (2) meet minimum test scores established by ADHE
- (3) a GPA of a 3.00/4.00

**Test Scores for High School Students: General Education Courses**

Test	Math	English / Writing	Reading
ACT	19	19	19
Accuplacer-Next Generation	263	251	251
ACT Aspire 10 <sup>th</sup> Grade	432	428	428

## Test Scores for Senior High School Students: General Education Developmental Courses

Test	Math	English/Writing	Reading
ACT	17	17	17
Accuplacer-Next Generation	250	249	249
ACT Aspire 10 <sup>th</sup> Grade	426	421	421

## Test Scores for Career Technical Education (CET) Courses

High school students enrolled in concurrent CET courses need to submit a reading score. Acceptable tests include ACT, Accuplacer-Next Generation, and ACT Aspire (10<sup>th</sup> grade or higher).

## Testing Services

ASUN provides free Accuplacer-Next Generation to students who attend one of our concurrent partner high schools. Accuplacer-Next Generation may be given at local high schools by qualified staff. Students can also come to one of our campuses (Newport, Jonesboro, Marked Tree) throughout the year to take the Accuplacer-Next Generation test. For a list of available dates and times, please see:

[https://www.asun.edu/testing\\_services](https://www.asun.edu/testing_services)

Note that when high school students schedule their own Accuplacer-Next Generation testing, the testing fee can be waived if enrolling in a Concurrent Credit course.

## Required Documents

High schools submit a roster for each concurrent course listing the students who need to be enrolled in that specific course. High School administrators must also submit the following documents for each applicant:

- a current high school transcript
- test scores

ASUN strongly recommends that the high schools also submit a student and parent signed "Permission to Release Student Record Information" to streamline any

communication between high school administrators and ASUN regarding concurrent students. This form can be found at [https://www.asun.edu/Admissions\\_Forms](https://www.asun.edu/Admissions_Forms)

After high school transcripts and test scores have been reviewed by ASUN's CEP, we will register students who meet the requirements in courses according to the submitted course rosters. Lastly, ASUN's IT department runs a verification report to ensure that all enrolled concurrent students meet necessary requirements.

### **Course Prerequisites**

Some courses require more than a test score as a prerequisite. For example, students must successfully complete Composition I in order to take Composition II. High school administrators can use the ASUN Course Catalog (<https://www.asun.edu/catalogs>) as well as ASUN's **Concurrent Enrollment Program Resource Guide** to verify prerequisites of courses. The Concurrent Enrollment Program Resource Guide is an Excel file that lists courses with ASUN course ID, ACTS course ID, ASUN course description, course learning outcomes, required score and/or prerequisite requirements, and required faculty credentials. As mentioned above, ASUN's CEP verifies that concurrent students meet any required prerequisites; and as a secondary control, ASUN's IT department runs a verification report to ensure that all enrolled concurrent students meet any necessary prerequisites.

### **Concurrent Course and Delivery Types**

Concurrent courses can be offered in different modalities such as concurrent, advanced placement, and blended. In addition, concurrent courses can be delivered in two different formats.

### **Course Types: Concurrent, Advanced Placement (AP), and Blended**

#### *Concurrent Courses*

- In a concurrent credit course is a course, students earn college credit, credit hours and a grade point average based upon their performance on college level work throughout the course.
- An official ASUN transcript is created for all concurrent enrolled students.

#### *Advanced Placement (A) Courses*

- Advanced Placement courses are high school courses in which students are required to take the AP Exam and make the requisite score in order to receive college credit from an Arkansas institution of higher education.
- No official ASUN transcript is created unless the student registers as a new college freshman following high school graduation.

*Blended Courses: AP / Concurrent*

- According to AHECB Policy 5.16, AP/Concurrent blended courses must meet all the requirements of the concurrent course.
- The curriculum for this type of blended course must include ASUN's required course learning outcomes as well as AP course guidelines.
- The high school must submit the syllabus for an AP/concurrent blended course to the College Board AP Course Audit for approval and then keep the blended syllabus on file at the school district.
- The high school must also get the blended syllabus (like all other concurrent course syllabi) approved by ASUN's CEP Program.
- Students are required to take the AP Exam and the high school must have written documentation on file of the students who took the AP exam with this AP exam data provided to the college upon request.

*Blended Courses: Concurrent / Non-concurrent*

- Due to the advanced curriculum requirements of concurrent courses, it is highly recommended that concurrent and non-concurrent enrollment not be offered in a blended classroom.
- Per ADHE guidelines, for a course to be identified as a concurrent course, 51% or more of the students must be enrolled for concurrent credit.
- Students in courses with a blended population of concurrent and non-concurrent students must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

**Course Delivery Types: Traditional and Online**

The ASUN CEP offers two standard models for course delivery in various content areas:

- Traditional Delivery Model is a concurrent course taught by a credentialed high school faculty on the high school campus. These faculty members have to be

approved by ASUN’s CEP and adhere to ASUN’s CEP curriculum and assessment requirements.

- Online Delivery Model is used to accommodate high schools who do not have access to credentialed faculty. Online courses are delivered using ASUN’s Learner Management System (LMS) called Canvas. Faculty members who teach online courses must be approved by ASUN’s CEP. If possible, we advise that students enrolled in online courses has a dedicated time slot during their high school day where a high school staff member can support students as they are working on their online concurrent coursework.

### ***Faculty Qualifications***

<b>Faculty Standard 1</b>	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
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The ASUN CEP works individually with partner high schools to identify credentialed faculty members who can teach concurrent courses.

#### **Qualification for General Education Concurrent Faculty**

Qualifications for ASUN’s concurrent general education faculty are established by AHECB and the Higher Learning Commission (HLC). These accrediting bodies require:

- A Master’s degree in the discipline or a Master’s degree in any discipline with at least 18 graduate hours in the subject area of instruction. Administrators can use The Concurrent Enrollment Resource Guide to see what credentials are needed for individual courses.
- Concurrent faculty must submit their official transcripts and their CV or resume to ASUN’s CEP as well as fill out an abbreviated ASUN application (supplied by the ASUN CEP).
- All new concurrent faculty members must attend a professional development orientation to ASUN’s CEP.
- Online concurrent faculty members must complete ASUN’s two levels of distance education training as well as have their online courses reviewed and approved by ASUN’s CEP before the course is offered.

## **Qualifications for Career Technical Education Concurrent Faculty**

AHECB has not established any guidelines for concurrent technical education concurrent faculty members. ASUN's CEP collaborated with ADHE and the Office of Skills Development (OSD) to construct requirements for concurrent career educational faculty. Technical instructors teaching at a Career Education Technical center shall have a minimum of:

- An Associate's degree with two years of experience in the specialty area **or** a High School Diploma and at least four years of work experience in the specialty area.
- Concurrent technical faculty must submit their official transcripts and their CV or resume to ASUN's CEP as well as fill out an abbreviated ASUN application (supplied by the ASUN CEP).
  - Transcripts and CV/resume will be reviewed by the appropriate Dean and department.
- All new concurrent faculty members must attend a professional development orientation to ASUN's CEP.

## **Faculty Credential Process**

**(1)** Submit unofficial transcript of faculty member to ASUN's CEP for review: When a high school concurrent partner hires a new faculty member, they can request ASUN's CEP to review the new faculty member's credentials to determine if the new faculty member is able to teach concurrent courses.

**(2)** ASUN's CEP will contact high school administrator with the results of the faculty credential review and let administrators know if the new faculty member is eligible to teach concurrent courses and if so what courses the faculty can teach.

**(3)** If the new faculty member is able to teach concurrent courses, the next step is for the faculty member to fill out and submit required documents:

- Official transcripts (Return to ASUN's CEP)
- Curricula Vitae / Resume (Return to ASUN's CEP)
- Concurrent Instructor Data Form (Return to HR)

**(4)** Lastly, ASUN's CEP and high school administrator will determine what concurrent courses the new faculty member will teach.

<b>Faculty Standard 4</b>	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.
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In addition to the above process, new concurrent faculty members **must attend both** the New Concurrent Faculty Orientation Session (offered during the annual Professional Development) as well as the annual Concurrent Professional Development (consists of two sessions: General Concurrent Enrollment Program Session and Discipline Specific Session). These mandatory professional development sessions orient concurrent faculty to the policies and procedures of ASUN’s CEP which adhere to the standards set by its accrediting bodies of HLC and NACEP.

If new concurrent faculty cannot attend both professional developments, contact ASUN’s CEP to schedule make-up sessions. New concurrent faculty will not be allowed to teach concurrent courses until they have attended both professional development sessions.

Note that concurrent faculty must meet other expectations and standards. These are detailed in the “Concurrent Faculty” section of this handbook. Failure to meet any of these standards will result in an Inquire of Non-Compliance (see “Concurrent Faculty” section for more information).

### ***Concurrent Course Review and Oversight***

<b>Curriculum Standard 3</b>	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.
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ASUN CEP Faculty Liaisons work with and support concurrent faculty so that concurrent courses align with ASUN’s course requirements. More specific information about the work of ASUN CEP Faculty Liaisons as well as that of ASUN Concurrent Faculty are addressed in separate sections in this handbook. ASUN CEP Faculty Liaisons will perform one concurrent site visit per concurrent course taught as well as at least one course observation per academic year.



## Grading Policy

ASUN uses a four-point grading system consisting of letter grades and grade point values as follows:

Letter Grade	Description	Grade PTS/HR
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrawals	

### Grade: Incomplete

The grade **Incomplete (I)** can only be issued by the Registrar. This means that faculty members cannot enter the grade of Incomplete on their own. Students are only eligible for a grade of Incomplete when an emergency or other reason beyond the students' control prevents completion of a course near the end of an academic term.

In order to be considered for an Incomplete, the following conditions must be met:

- students must request the Incomplete grade in advance from the instructor by filling out the form "Request for Grade of Incomplete," which can be accessed here: [http://files.asun.edu/admissions/Request for Grade of Incomplete.pdf](http://files.asun.edu/admissions/Request_for_Grade_of_Incomplete.pdf)
- students must work with the instructor to make arrangements for completing remaining coursework.
- at the time of the request of an Incomplete grade, students must have successfully completed at least 75% of all of the coursework.
- students must have a passing grade in the course at the time of the Incomplete grade request.
- when requesting the Incomplete grade, students must also follow all other course requirements as listed in the course syllabus (including attendance requirements).
- students requesting an Incomplete grade may be asked to provide supporting documentation.

After faculty and student have filled out the form “Request for Grade of Incomplete,” the faculty needs to send it to ASUN’s CEP for review. ASUN’s CEP will forward reviewed and approved Incomplete grade requests to the Registrar.

ASUN enforces a maximum time to complete Incomplete grades: by the end of the following 16-week term.

\*If students do not complete Incomplete coursework by the end of the following 16-week term, the grade of “I” will automatically be replaced by the students’ accurate course grade.

### **Grade: Withdrawal**

The grade **Withdrawal (W)** can only be issued by the Registrar. This means that faculty members cannot enter the grade of Withdrawal on their own. Students are only able to withdraw from a course up until the last day to withdraw for each term as listed in the published Academic Calendar.

To withdraw from a course, students must fill out a Withdrawal Request Form. Concurrent faculty can access the Withdrawal form in the Concurrent Enrollment Program course in Canvas. After students have filled out the Withdrawal form, they should submit it to ASUN’s CEP for review and so that representatives from the CEP can counsel students and their parents of possible consequences of withdrawing from a course (see “Student Section” for more information).

### ***Academic Calendar***

Concurrent faculty must follow ASUN’s Academic Calendar which can be accessed at: <https://www.asun.edu/catalogs> . This means, for example, that even though the second high school quarter does not end until January, ASUN’s calendar dictates that the fall semester ends in December. Other important tasks include:

- Before the semester begins, the concurrent faculty must submit their syllabi for review as well as the textbook approval form to their faculty liaison.
- Roster certification on the 10<sup>th</sup> day of class in Banner.
- Posting of midterm and final grades in Banner.
- All coursework must be completed by the last date of classes.
- Master Summative Assessment assignments and rubric must be submitted by the end of the semester.

## Academic Advising and Student Support Services

<b>Student Standard 4</b>	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.
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### Academic Advising

High schools are able to make an appointment for ASUN's CEP to come out to high schools to provide information to students and parents about the CEP. In addition, ASUN's CEP is available to come out and provide in person academic advising services to concurrent students. This academic session can either consist of a group session or individual student appointments.

Concurrent students can also come to one of ASUN's campuses or set up a virtual academic advising appointment.

### Student Support Services

All concurrent students have access to the same support services as that of other ASUN students and can make appointments with individual offices and departments any time. Three support services that may be of special interest to students are:

- **Tutoring Services:** ASUN provides online 24/7 tutoring via Smarthinking. Students can access Smarthinking in any Canvas course (asun.instructure.edu) by using their ASUN Username and Password. Please note that appointments have to be scheduled at least 24 hours in advance. In addition to Smarthinking, ASUN also has a dedicated core of faculty members who use some of their office hours to provide virtual or in-person tutoring.
- **Library Services:** All ASUN students can access ASUN's Library Catalog and Databases by either logging on to Canvas, clicking on the ? icon and then selecting ASUN Library or by going to <https://www.asun.edu/library>.
- **Online / Canvas Support Services:** The ASUN CEP is able to come out and demonstrate how to use, access and navigate online courses in Canvas. The ? icon in Canvas also provides 24/7 technical support to students.
- **Testing Services** (refer to section "Testing Services" for more information)

## Payment and Billing

In alignment with its mission, ASUN's CEP provides a quality education that is both accessible and affordable. ASUN is able to offer all concurrent students, regardless of delivery mode, a Concurrent Scholarship:

Based on the rosters provided by the high schools as well as the verification of student eligibility, ASUN's CEP sends course rosters to the high school for review. If these course rosters are correct, the concurrent faculty or other designee will sign off on the roster and submit it to ASUN's CEP. Once all approved rosters are received from the high school, ASUN's CEP makes copies of the signed rosters and forwards them to Student Billing.

High Schools are billed through the Business Office after all scholarships and aid have been applied to the student's account. Per ASU-Newport's Concurrent Billing Policy, any student who receives Act456 funding for a course will have the remainder of that course paid with an ASUN Institutional Scholarship.

### **Act 1118**

Arkansas Code §6-16-1204 (e) (1) (B), commonly referred to as Act 1118, provides a maximum of six hours of *reduced* college tuition for students who are eligible for free/reduced lunch as determined by the National School Lunch Program. ASUN not only meets but exceeds the requirements of Act 1118 by already offering a significantly reduced tuition for all concurrent courses.

### **Act 456**

The Arkansas Concurrent Challenge Scholarship will award eligible students \$125.00 per course for up to two endorsed concurrent credit courses per semester. The max Concurrent Challenge Scholarship for one semester is \$250.00 and \$500.00 per academic year.

To be eligible for the Arkansas Concurrent Scholarship, students must:

- be an Arkansas resident (or parent is Arkansas resident)
- be a sophomore, junior or senior in high school / homeschool

Endorsed concurrent courses must:

- be listed in the ACTS Matrix
- be on the student's success plan (degree plan)

## ***The Family Educational Rights and Privacy Act of 1974 (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) 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 people 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 Permission to Release Student Record Information form can be found here: [http://files.asun.edu/admissions/Permission to Release Student Record Information.pdf](http://files.asun.edu/admissions/Permission%20to%20Release%20Student%20Record%20Information.pdf)

All Permission to Release Student Record Information forms should be submitted to ASUN's Office of Admissions.

## **Faculty Liaisons**

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### **Overview**

Faculty liaisons serve as mentors and monitors for ASUN's Concurrent Enrollment Program (CEP) courses and are responsible for assuring that concurrent courses meet the content and rigor of the corresponding college course. Deans help ASUN's CEP to identify experienced full-time faculty who can serve as faculty liaisons; these faculty members constitute an important link between ASUN's concurrent high school partners and the college community.

In the beginning of each semester, ASUN's CEP holds a faculty liaison meeting / which goes over all responsibilities and requirements of faculty liaisons. This meeting also reminds faculty liaisons where concurrent resources are located and where they should upload and submit all documents pertaining to their duties as faculty liaisons. In addition, new faculty liaisons must attend the New Concurrent Faculty Orientation session during the annual concurrent professional development.

### **Faculty Liaisons Mentoring and Monitoring Responsibilities**

<b>Faculty Standard 2</b>	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
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## Attending and Planning Discipline Professional Development Session

ASUN's CEP hosts an annual summer mandatory concurrent professional development where updates and new information are shared with all concurrent partners, concurrent faculty, and ASUN faculty liaisons. The annual concurrent professional development consists of three main parts:

- (1) Orientation of new concurrent instructors (only for new concurrent instructors).
- (2) The main session which is attended by new and experienced concurrent faculty, faculty liaisons, high school concurrent administrators and counselors, and many ASUN staff members.
- (3) Discipline-specific training.

Faculty liaisons are responsible for planning and conducting discipline-specific training. This training needs to include, but is not limited to: course philosophy, course learning outcomes, pedagogy, course outline, Master Summative Assessment (MSA) assignment, and the MSA rubric.

Prior to the annual professional development, faculty liaisons must provide an agenda for the discipline-specific session which has to be approved by the ASUN CEP. After the discipline-specific training has taken place, the faculty liaison must submit the following documents to ASUN's CEP:

- sign-in sheet
- copy of any materials or handouts provided

## Reviewing and Approving Syllabus and Textbook

<b>Curriculum Standard 2</b>	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
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## Course Syllabus

The syllabus is an important tool used to ensure alignment between the college course and the concurrent course. All ASUN courses have a master syllabus that faculty must use when writing their course syllabus. The master syllabus for each course include important course specific information such as course ID and name, course description,

ACTS course number and name, any required prerequisites, course learning outcomes, and the Institutional Learning Outcome (ILO) that the course assesses.

In addition to the institutional and course specific information, each syllabus must contain:

- required textbook and materials
- late work policy
- academic dishonesty policy
- attendance policy
- course outline
- information on the Master Summative Assessment assignment

Concurrent faculty have access to course master syllabi as well as sample ASUN faculty course syllabi in the Concurrent Enrollment Program course in Canvas.

Concurrent faculty must submit their course syllabi for review and approval to their faculty liaisons no later than the Friday before the beginning of each academic semester. Upon approval, the faculty liaison must submit the concurrent syllabus to ASUN's CEP or upload it in the Concurrent Enrollment Program course in Canvas. The concurrent faculty must share and make the concurrent course syllabus available to their students on the first day of the semester.

### ***Textbook Approval***

Faculty liaisons must review and approve the use of new textbooks in concurrent courses prior to the beginning of the semester. The Textbook Approval Form is available in the Concurrent Enrollment Program course in Canvas. After the concurrent faculty completes the Textbook Approval form, they will submit the form to the faculty liaison for review and approval. Upon approval, the faculty liaison must submit the concurrent syllabus to ASUN's CEP or upload it in the Concurrent Enrollment Program course in Canvas.

If the same textbook is used from previous semester, the concurrent faculty does not have to submit a textbook approval form. Textbook Approvals only have to be submitted when a new course is offered or if the textbook is new.

## Reviewing and Approving Master Summative Assessment Assignments

<b>Assessment Standard 1</b>	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.
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In addition to standardized course learning outcomes for each course, ASUN also requires all sections of each course to use the same type (paper, project, presentation, comprehensive exam, etc.) of Master Summative Assessment (MSA) assignment and to evaluate the MSA assignment using the established MSA rubric for that course.

Concurrent faculty can access and view a course's MSA type, sample MSA assignments, and the MSA rubric in the Canvas Concurrent Enrollment Program course. Part of the discipline-specific training during the annual concurrent professional development also addresses the MSA assignment. In addition, new concurrent faculty must submit their MSA assignment to their faculty liaison for approval no later than the Friday before the beginning of each academic semester. If a current concurrent faculty wants to change their MSA assignment, they must also submit this revised / new MSA assignment to their faculty liaison for approval.

All concurrent faculty must submit their students' MSA assignments and rubrics at the end of the semester to ASUN's CEP.

### Grading Policy

The grading scales for both the high school and college course **MUST** be consistent. The values (points) for assessments may vary, but concurrent faculty must use ASUN's grading scale.

Letter Grade	Description	Grade PTS/HR
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrawals	



## Conducting Site Visits and Course Observations

<b>Faculty Standard 3</b>	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.
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In accordance with NACEP standards, ASUN faculty liaisons conduct one site visit per course taught in an academic year and one faculty observation per semester. This means, for example, that if a concurrent faculty teaches two different courses in the same semester, the ASUN faculty liaison conducts two site visits but only one faculty observation.

In the beginning of each semester, ASUN's CEP contacts all concurrent faculty and all ASUN faculty liaisons via email and provides them with information, resources, and forms for the semester's upcoming site visits and course observations. All of these resources and forms are accessible to these stakeholders in the Canvas Concurrent Enrollment Program course.

For the site visit form, faculty liaisons must make note of any challenges, barriers, or resources that the concurrent faculty member needs. The peer observation form allows the faculty liaison to both note exemplary and noteworthy practices, assignments, and assessments used by concurrent faculty as well as any concerns they have with the concurrent course not being equivalent to that of courses taught by college instructors in terms of rigor, content, and delivery methods.

Most site visits and observations should take place in the middle of the semester (October-early November and March-early April). ASUN faculty liaisons need to contact their concurrent faculty partners and schedule the site visit and observation. After the faculty liaison has completed the site visit and course observation, they need to submit completed forms in the Canvas Concurrent Enrollment Program course.

If an ASUN faculty liaison is unable to schedule a site visit and observation, ASUN's CEP will facilitate this process. At times this may mean that a temporary faculty liaison is assigned to a concurrent faculty member.

In times where site visits and observations may not be possible due to extenuating circumstances, such as COVID or inclement weather, the site visit and observation should be conducted via virtual format.

<b>Evaluation Standard 2</b>	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment
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	program’s effectiveness and uses the results for continuous improvement.
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The last step in this part of the process is for ASUN’s CEP to review all site visit and observation forms and to follow up on potential barriers, requested resources and help, concerns noted by faculty liaisons, etc.

ASUN’s CEP also solicits feedback and evaluation on its program from high school administrators and counselors, concurrent faculty, concurrent students, and the Concurrent Advisory Board. This information is used to assure that ASUN’s CEP is not only effective, but that it also adheres to policy standards set by AHECB, HLC, and NACEP.

## **Concurrent Faculty**

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### *Overview*

High school faculty play a pivotal role in the success of ASUN’s Concurrent Enrollment Program (CEP). High school faculty members are the face of ASUN on their high school campus and provide their students an opportunity to experience the rigor of college level courses in the comfort of a familiar environment. ASUN is accredited by the Higher Learning Commission (HLC) and its CEP is also accredited by the National Alliance of Concurrent Enrollment Partnership (NACEP). This means that ASUN’s CEP must adhere to standards set by both HLC and NACEP.

### *Concurrent Faculty Qualifications*

<b>Faculty Standard 1</b>	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
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ASUN’s CEP works individually with partner high schools to identify credentialed faculty members who are able to teach concurrent courses.

### **Qualifications for General Education Concurrent Faculty**

Qualifications for ASUN’s concurrent general education faculty are established by AHECB and the Higher Learning Commission (HLC). These accrediting bodies require:

- A Master’s degree in the discipline **or** a Master’s degree in any discipline with at least 18 graduate hours in the subject area of instruction. Administrators can use The Concurrent Enrollment Resource Guide to see what credentials are needed for individual courses.
- Concurrent faculty must submit their official transcripts and their CV or resume to ASUN’s CEP as well as fill out an abbreviated ASUN application (supplied by the ASUN CEP).
- All new concurrent faculty members must attend a professional development orientation to ASUN’s CEP.
- Online concurrent faculty members must complete ASUN’s two levels of distance education training as well as have their online courses reviewed and approved by ASUN’s CEP before the course is offered.

A more detailed guide that lists required credentials by course is available in the [\*Concurrent Enrollment Program Resource Guide\*](#).

### **Qualifications for Career Technical Education Concurrent Faculty**

AHECB has not established any guidelines for concurrent technical education concurrent faculty members. ASUN’s CEP collaborated with ADHE and the Office of Skills Development (OSD) to construct requirements for concurrent career educational faculty. Technical instructors teaching at a Career Education Technical center shall have a minimum of:

- An Associate’s degree with two years of experience in the specialty area **or** a High School Diploma and at least four years of work experience in the specialty area.
- Concurrent technical faculty must submit their official transcripts and their CV or resume to ASUN’s CEP as well as fill out an abbreviated ASUN application (supplied by the ASUN CEP).
  - Transcripts and CV/resume will be reviewed by the appropriate Dean and department.
- All new concurrent faculty members must attend a professional development orientation to ASUN’s CEP.

### **Faculty Credential Process**

(1) The high school administrator or the new faculty needs to submit unofficial transcript(s) to ASUN's CEP for review to determine if the new faculty member is able to teach concurrent courses.

(2) ASUN's CEP will contact high school administrator and/or the new faculty member with the results of the faculty credential review to confirm if the new faculty member is eligible to teach concurrent courses and if so what courses the faculty member can teach.

(3) If the new faculty member is able to teach concurrent courses, the next step is for the faculty member to fill out and submit the following required documents:

- Official transcripts (Return to ASUN's CEP)
- Curricula Vitae / Resume (Return to ASUN's CEP)
- Abbreviated ASUN Application ("Concurrent Instructor Data Form" – Return to Human Resources)

(4) ASUN's CEP and high school administrator and the concurrent faculty member will determine what concurrent courses the new faculty member will teach.

After this process has been completed, ASUN's CEP will:

- assign the new faculty member an ASUN Faculty Liaison
- provide the new concurrent faculty member access to the Concurrent Enrollment Program course in Canvas which houses a plethora of resources
- share any course discipline specific material (master syllabus, sample syllabi, course outline, MSA assignment, MSA rubric, etc.) that the concurrent instructor needs to begin developing content for the concurrent course
- schedule a professional development session which will address ASUN's CEP policies and guidelines

## ***Concurrent Faculty Responsibilities***

### **Attend the Annual Professional Development**

Every year, ASUN's CEP collaborates with all academic departments to provide an annual professional development for concurrent faculty. This professional development consists of three main sessions:

**(1) *New Concurrent Faculty Orientation:*** New concurrent faculty and new faculty liaisons are required to attend)

**(2) General Concurrent Enrollment Program Session:** All concurrent faculty, faculty liaisons, and high school administrators must attend

**(3) Discipline Specific Session:** Discipline specific faculty and faculty liaisons; there is a specific session for high school administrators

**Note that attendance is mandatory.** All new concurrent faculty and new faculty liaisons must attend the New Concurrent Faculty Orientation. All concurrent faculty must attend both the General Concurrent Enrollment Program Session and the Discipline Specific Session each year. Faculty who cannot attend must contact the CEP and arrange for a make-up session. Only faculty who attend the Annual Professional Development are able to teach concurrent courses the following academic year.

### ***Additional Professional Development Opportunities***

ASUN's CEP extends additional professional development opportunities throughout the academic year for all concurrent faculty. We encourage concurrent faculty to participate in the monthly Academic Division and Department meetings as well as both in-house and external professional developments relevant to the faculty's specific discipline or to concurrent education. ASUN's CEP also shares material in the form of articles, podcasts, websites, newsletters, etc. in the Canvas course Concurrent Enrollment Program. This provides easy access for concurrent faculty to stay abreast of developments in higher education both in their discipline as well as higher education and concurrent enrollment. These professional developments are optional and not mandatory.

### **Adhere to ASUN's Academic Calendar**

Concurrent courses must follow the same academic calendar as that of the college. All ASUN deadlines must be adhered to. When deadlines are not followed, this delays the institution's submission of important state and federal reports.

ASUN's Academic Calendar can be accessed here: <https://www.asun.edu/catalogs>

Some important deadlines include, but are not limited to:

- Before the semester begins, the concurrent faculty must submit their syllabi for review as well as the textbook approval form to their faculty liaison.
- Roster certification on the 10<sup>th</sup> day of class in Banner.
- Posting of midterm and final grades in Banner.
- All coursework must be completed by the last date of classes.
- Master Summative Assessment assignments and rubric must be submitted by the end of the semester.

In addition, at the beginning of each academic year, concurrent faculty also receives an academic calendar specifically modified for concurrent faculty. This calendar lists the important deadlines that concurrent faculty must adhere to as well as information of how to complete the associated task, such as how to certify a roster or enter grades.

ASUN's CEP understands that it is difficult to manage two different calendars (high school and college), so to help concurrent faculty remember upcoming tasks and deadlines, the CEP sends out frequent reminder emails of deadlines, tasks, as well as resources available to help complete these tasks. If concurrent faculty experience any issues with completing a required task or meet a specific deadline, they need to contact the CEP immediately for assistance.

<b>Curriculum Standard 2</b>	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
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### **Develop and Distribute a Course Syllabus**

All concurrent faculty must create and distribute a course syllabus for the concurrent courses they teach.

The syllabus is an important tool used to ensure alignment between the college course and the concurrent course. All ASUN courses have a master syllabus that faculty must use when writing their course syllabus. The master syllabus for each course include important course specific information such as course ID and name, course description, ACTS course number and name, any required prerequisites, course learning outcomes, and the Institutional Learning Outcome (ILO) that the course assesses.

In addition to the institutional and course specific information, each syllabus must contain:

- required textbook and materials
- late work policy
- academic dishonesty policy
- attendance policy
- course outline
- information on the Master Summative Assessment assignment

A sample master syllabus template as well as samples of the above bulleted items are provided in the Canvas course Concurrent Enrollment Program. Concurrent faculty should also consult the ASUN Course Catalog when constructing their course syllabus:

<https://www.asun.edu/catalogs>

Concurrent faculty have access to course master syllabi as well as sample ASUN faculty course syllabi in the Concurrent Enrollment Program course in Canvas.

Concurrent faculty must submit their course syllabi for review and approval to their faculty liaisons no later than the Friday before the beginning of each academic semester. Upon approval, the faculty liaison must submit the concurrent syllabus to ASUN's CEP or upload it in the Concurrent Enrollment Program course in Canvas. The concurrent faculty must share and make the concurrent course syllabus available to their students on the first day of the semester.

### **Ensure Course Curriculum Align and Reflect College Course Requirements**

Each concurrent course is an ASUN course which was developed by department faculty, approved by various levels of curriculum oversight committees, and finally approved by AHECB to be considered a valid, transferable course. There is no distinction made between a course section taught by a college faculty on the college campus or online and a course section taught by a concurrent faculty on the high school campus. All courses adhere to the same course title, course ID number, course description, course learning outcomes, and official student transcript. As such, each concurrent course curriculum must meet the same rigor and content as the corresponding college course.

In addition to the course syllabus, which contains course description and course learning outcomes that have to be met, when developing the course content, concurrent faculty need to ensure that:

- the textbook they use for the concurrent course is equivalent to the textbook used on the college campus: see "Textbook Approval" for more information
- they use the department established Master Summative Assessment (MSA) assignment and rubric as their end-of-semester summative assessments: see "Master Summative Assessment (MSA) Assignment and Rubric" for more information
- the course outline is equivalent to and correspond to that of the college course: see "Course Outline" for more information

To help ensure that the curriculum meet the same rigor and is equivalent to that of the college course, concurrent faculty are assigned an ASUN Faculty Liaison in the discipline they teach. Concurrent faculty will work with their faculty liaisons to complete several tasks such as developing an approved syllabus, ensuring that curriculum and outline are equivalent to that of the college course, and that the textbook used in the concurrent classroom is appropriate for a college-level course.

## Seek Approval for Textbook

Faculty liaisons must review and approve the use of new textbooks in concurrent courses prior to the beginning of the semester. The Textbook Approval Form is available in the Concurrent Enrollment Program course in Canvas. After the concurrent faculty completes the Textbook Approval form, they will submit the form to the faculty liaison for review and approval. Upon approval, the faculty liaison must submit the concurrent syllabus to ASUN's CEP or upload it in the Concurrent Enrollment Program course in Canvas. Textbook needs to be approved no later than the Friday before the beginning of each academic semester.

If the same textbook is used from previous semester, the concurrent faculty does not have to submit a textbook approval form. Textbook Approvals only have to be submitted when a new course is offered or if the textbook is new.

## Develop a Master Summative Assessment (MSA) Assignment and Rubric

<b>Assessment Standard 1</b>	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.
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In addition to standardized course learning outcomes for each course, ASUN requires all sections of each course to use the same type (paper, project, presentation, comprehensive exam, etc.) of Master Summative Assessment (MSA) assignment and to evaluate the MSA assignment using the established MSA rubric for that course.

Concurrent faculty can access and view a course's MSA type, sample MSA assignments, and the MSA rubric in the Canvas Concurrent Enrollment Program course. Part of the discipline-specific training during the annual concurrent professional development also addresses the MSA assignment. In addition, new concurrent faculty must submit their MSA assignment to their faculty liaison for approval no later than the Friday before the beginning of each academic semester. If a current concurrent faculty wants to change their MSA assignment, they must also submit this revised / new MSA assignment to their faculty liaison for approval.

Note that faculty have the ability to personalize the MSA assignment, but it must be of the same type as established by the department and it must adhere to any other established minimum guidelines as established by the department. As a contrast, the MSA rubric does not allow for any personalization. All faculty must use the exact same MSA rubric when evaluating the MSA assignment.



All concurrent faculty must submit their students' MSA assignments and rubrics at the end of the semester to ASUN's CEP.

### **Certify Roster (Recording Attendance)**

All college course enrollment must be documented with the Arkansas Department of Higher Education (ADHE) by the 11<sup>th</sup> day of classes. This is called "roster certification." In order to meet the deadline established by ADHE, ASUN requires all faculty to post attendance / certify an accurate course roster at the latest on the 10<sup>th</sup> day of classes. ASUN's CEP strongly encourages all faculty to take attendance earlier than the 10<sup>th</sup> day of class. In fact, faculty can record attendance every day the course meets.

To complete the task of roster certification, faculty must post attendance of students in Banner. Note that although course rosters are available in other location as well, such as Canvas, these are not considered official rosters. Only the roster in Banner is official.

Faculty can access Banner here:

**\*Add log in information to Banner here.**

Video tutorial of how to certify rosters for on-campus courses in Banner:

**\*Add link.**

Video tutorial of how to certify rosters for online courses in Banner:

**\*Add link.**

Additional help and resources such as a PDF guide of how to certify rosters are available in the Appendix as well as posted in the Canvas course Concurrent Enrollment Program.

\*Concurrent faculty who need help resetting their password should email ASUN's CEP.

## Adhere to ASUN's Grading Policies

ASUN uses a four-point grading system consisting of letter grades and grade point values as follows:

Letter Grade	Description	Grade PTS/HR
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrawals	

*Institutional Grading Scale that needs to be included in the syllabus (is part of master syllabus template)*

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59
- S: Satisfactory
- U: Unsatisfactory

### Grade: Incomplete

The grade **Incomplete (I)** can only be issued by the Registrar. This means that faculty members cannot enter the grade of Incomplete on their own. Students are only eligible to for a grade of Incomplete when an emergency or other reason beyond the students' control prevents completion of a course near the end of an academic term.

In order to be considered for an Incomplete, the following conditions must be met:

- students must request the Incomplete grade in advance from the instructor by filling out the form "Request for Grade of Incomplete," which can be accessed here: [http://files.asun.edu/admissions/Request\\_for\\_Grade\\_of\\_Incomplete.pdf](http://files.asun.edu/admissions/Request_for_Grade_of_Incomplete.pdf)
- students must work with the instructor to make arrangements for completing remaining coursework

- at the time of the request of an Incomplete grade, students must have successfully completed at least 75% of all of the coursework
- students must have a passing grade in the course at the time of the Incomplete grade request
- when requesting the Incomplete grade, students must also be in compliance with all other course requirements as listed in the course syllabus (including attendance requirements)
- students requesting an Incomplete grade may be asked to provide supporting documentation

After faculty and student have filled out the form “Request for Grade of Incomplete,” the faculty needs to send it to ASUN’s CEP for review. ASUN’s CEP will forward reviewed and approved Incomplete grade requests to the Registrar.

ASUN enforces a maximum time to complete Incomplete grades: by the end of the following 16-week term.

\*If students do not complete Incomplete coursework by the end of the following 16-week term, the grade of “I” will automatically be replaced by the students’ accurate course grade.

**Grade: Withdrawal**

The grade **Withdrawal (W)** can only be issued by the Registrar. This means that faculty members cannot enter the grade of Withdrawal on their own. Students are only able to withdraw from a course up until the last day to withdraw for each term as listed in the published Academic Calendar.

In order to withdraw from a course, students must fill out a Withdrawal Request Form. Concurrent faculty can access the Withdrawal form in the Concurrent Enrollment Program course in Canvas. After students have filled out the Withdrawal form, they should submit it to ASUN’s CEP for review and so that representatives from the CEP can counsel students and their parents of possible consequences of withdrawing from a course (see “Student Section” for more information).

**Utilize ASUN’s Student and Academic Support Services**

<b>Student Standard 4</b>	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.
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ASUN uses an academic support system to provide assistance to students who may be struggling. Concurrent faculty are encouraged to identify students who are experiencing difficulty in a college course and intervene appropriately by doing any of the following:

**(1) Submit an “Early Alert” (CARS) Form**

The CARS Early Alert form is used to report students who may, for example, need extra help to complete assignments or improve time management skills. The CARS Early Alert form is used to report students up to midterm and the form is located in the ASUN SharePoint Employee Center: [https://asun.sharepoint.com/sites/employee\\_center/](https://asun.sharepoint.com/sites/employee_center/) in the “Academics” tab.

When faculty submit a CARS Early Alert, this form is automatically shared via email with the student. Note that ASUN expects faculty to work with the student before filling out the CARS Early Alert form.

**(2) Submit a “Save Our Semester” (SOS) Form**

If students need help as described in “CARS Early Alert,” *after midterm*, the appropriate form to fill out is “Save Our Semester.” This form is similar to that of the CARS Early Alert form and can also be found in the ASUN SharePoint Employee Center in the “Academics” tab.

**(3) Put Students in Contact with ASUN Tutoring Services**

ASUN offers a variety of tutoring options. All students have access to online tutoring 24/7 via **Smarthinking**. Students can access Smarthinking by logging on to their concurrent course in Canvas.

ASUN also offers **traditional tutoring services** that either take place face-to-face on one of our main campuses in Newport, Jonesboro, and Marked Tree. In addition, some ASUN faculty also make themselves available for **virtual tutoring via Microsoft Teams**. All students have access to Microsoft Teams via their ASUN student email account. If students are interested in receiving tutoring help from ASUN, please contact ASUN’s CEP so that they can help set up either face-to-face or virtual tutoring appointments.

If students are not doing well in the concurrent course, other recommendations to consider include:

- advising them to complete the course for high school credit only and use the experience to develop necessary skills that will prepare them for college level courses
- advising them to withdraw from the college course and perhaps take the course after they have developed the skills and/or cognitive maturity to meet college expectations [note that if students are contemplating withdrawing from a course, the CEP needs to be informed so that students and parents understand possible effects of a course withdrawal]

Other resources that may help students to complete work in their concurrent courses is the ASUN Library: <https://www.asun.edu/library> The ASUN Library offers students a plethora of resources including access to all databases.

### **Participate and Prepare for Site Visits and Course Observations**

<b>Faculty Standard 3</b>	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.
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In accordance with NACEP standards, ASUN faculty liaisons conduct one site visit per course taught in an academic year and one faculty observation per semester. This means, for example, that if a concurrent faculty teaches two different courses in the same semester, the ASUN faculty liaison conducts two site visits but only one faculty observation.

The main duty of the faculty liaison is to share information about course curriculum and expectations as well as serve as a mentor to the concurrent faculty. Faculty liaisons work with the concurrent faculty to ensure that concurrent courses meet and adhere to established curriculum, course learning outcomes, and MSA assignments. Site visits and course observations offer the opportunity for both collaboration between the concurrent faculty and the faculty liaison but also for the faculty liaison to mentor the concurrent faculty and ensure that course discipline standards and requirements are met.

In the beginning of each semester, ASUN's CEP contacts all concurrent faculty and all ASUN faculty liaisons via email and provides them with information, resources, and forms for the semester's upcoming site visits and course observations. All of these resources and forms are accessible to these stakeholders in the Canvas Concurrent Enrollment Program course.

Most site visits and observations should take place in the middle of the semester (October-early November and March-early April). ASUN faculty liaisons need to contact their concurrent faculty partners and schedule the site visit and observation. After the faculty liaison has completed the site visit and course observation, they will submit completed forms in the Canvas Concurrent Enrollment Program course.

In times where site visits and observations may not be possible due to extenuating circumstances, such as COVID or inclement weather, the site visit and observation should be conducted via virtual format.

**The semester site visit and course observations are mandatory** and need to be completed by the end of each academic semester. If a concurrent faculty is not contacted by their assigned faculty liaison, they need to notify ASUN's CEP immediately.

### **Faculty Non-Compliance**

<b>Faculty Standard 4</b>	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.
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As an education professional, concurrent faculty are aware of the governance structures of various educational settings. Maintaining institutional accreditation and the respect of the academic and local community are vital to the success of the CEP. As a result, concurrent faculty, just like that of other college faculty members, are expected to maintain the set standards. Instances of non-compliance with set standards will be addressed by the faculty liaison, ASUN's CEP, and Academic Affairs.

The New Concurrent Faculty Orientation session as well as the annual professional development sessions provide an avenue for keeping concurrent faculty abreast of both institutional and discipline specific standards as well as any changes to these standards. The expectations and standards that concurrent faculty must uphold have been described in detail in the section "Concurrent Faculty Responsibilities." To sum up, these expectations include:

- attend annual concurrent professional development
- adhere to ASUN's Academic Calendar by certifying course rosters and submitting midterm and final grades by specified deadlines
- develop, submit for approval, and distribute a course syllabus
- ensure that concurrent course curriculum align and meet the required expectations and student learning outcomes
- submit textbook for approval
- develop and submit a MSA assignment for approval
- submit students' MSA assignments and MSA rubric at the end of each semester
- adhere to ASUN's grading policy
- participate in concurrent site visits and course observations
- advise students to utilize ASUN's support services and other academic resources

Failure to uphold these standards and/or failure to meet the required deadlines will result in a non-compliance inquiry. Non-compliant instructors, as well as the high school principal, will be:

(1) notified by letter and email that the instructor is in violation of the standards and expectations set by ASUN as well as the CEP

(2) asked to attend a meeting with ASUN's CEP in which an improvement plan will be created

The faculty liaison in collaboration with ASUN's CEP will also closely monitor the concurrent instructor for the remainder of the academic year to ensure that the concurrent faculty is following and adhering to the improvement plan. If no improvement is made, the high school faculty member will not be approved to teach concurrent courses for ASUN the following academic year.

### ***The Family Educational Rights and Privacy Act of 1974 (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) 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 people 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 Permission to Release Student Record Information form can be found here:

[http://files.asun.edu/admissions/Permission to Release Student Record Information.pdf](http://files.asun.edu/admissions/Permission%20to%20Release%20Student%20Record%20Information.pdf)

All Permission to Release Student Record Information forms should be submitted to ASUN's Office of Admissions.

### ***Concurrent Faculty Resources and Support***

All resources and discipline specific material are housed in the Canvas course Concurrent Enrollment Program. Concurrent faculty can access this course by using the same username and password as they do for their ASUN email. To access Canvas, use: <https://asun.instructure.com/>

Concurrent faculty can also access Canvas by going to ASUN's website and clicking on "Canvas" in the top menu.

ASUN's CEP is always there to help and support its faculty, so please do not hesitate to reach out to us!

# Concurrent Students

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## Overview

Arkansas State University-Newport's Concurrent Enrollment Program (CEP) is a nationally accredited program and provides the opportunity for high school students to earn college and high school credits simultaneously.

Concurrent courses adhere to the same curriculum, rigor, and student learning outcomes as that of the equivalent college course. In addition, concurrent courses follow ASUN's Academic Calendar (and not that of the high school).

This section of ASUN's Concurrent Enrollment Program Handbook addresses some important information and resources for concurrent students. However, this section is not comprehensive and ASUN's CEP strongly advises concurrent students and parents of concurrent students to familiarize themselves with two important ASUN resources:

**Course Catalog:** <https://www.asun.edu/catalogs>

**Student Handbook:**

[https://files.asun.edu/student\\_affairs/ASUN\\_Student\\_Handbook\\_22-23.pdf](https://files.asun.edu/student_affairs/ASUN_Student_Handbook_22-23.pdf)

## Requirements to Participate in ASUN's CEP

ASU-Newport admits qualified high school students to its Concurrent Enrollment Program (CEP) as non-degree seeking students. To be eligible for admissions to the Concurrent Enrollment Program, the applicant must meet the following requirements:

- Students must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
- Students must be recommended by and have the approval of their high school counselor, principal, or other designee to be enrolled in concurrent courses.
- Students must be in good standing at their high school.
- Students seeking to enroll in General Education ACTS transferable courses must have an ACT Reading score of 19 or equivalent Accuplacer Reading score.



Other general education courses such as Composition I, College Algebra, and Quantitative Literacy also require specific ACT/Accuplacer scores.

- Students seeking to enroll in Career Technical Education (CTE) courses must have a reading score on file, but no specific score has to be met.
- Students must meet all other course prerequisite requirements as detailed in ASUN's Course Catalog.

## ***Registration Steps***

### **(1) Complete Concurrent Enrollment Application**

First time entering students must complete an online Concurrent Enrollment admission application which can be accessed by going to ASUN's website, selecting "How to Get Started," and then "Apply and Get Started." Next, select "Concurrent High School Program," to complete the correct application: <https://www.asun.edu/getstarted>

Students must complete a Concurrent Enrollment & Policy form.

### **(2) Submit Test Scores**

High school administrators submit students' test scores to ASUN's CEP. ASUN offers students enrolled in partner high schools Accuplacer Next Generation testing free of charge. Students can also take the Accuplacer Next Generation test at on one ASUN's campuses in Newport, Jonesboro, and Marked Tree.

ASUN Testing Services: <https://www.asun.edu/resources/testing-services>

If concurrent students are testing on one of ASUN's campuses, please contact CEP to arrange for the test to be offered free of charge.

## ***Payment and Billing***

In alignment with its mission, ASUN's CEP provides a quality education that is both accessible and affordable. ASUN is able to offer all concurrent students, regardless of delivery mode, a Concurrent Scholarship:

Students are responsible for the payment of their tuition and fees for concurrent courses and for purchasing textbooks and other required materials (unless textbooks and other required materials are supplied by the high school).

Each high school sets up their own plan for how students will pay for their concurrent courses. Concurrent students need to consult their high school of how to pay for concurrent courses. ASUN bills the high school for concurrent courses.

### **Act 1118**

Arkansas Code §6-16-1204 (e) (1) (B), commonly referred to as Act 1118, provides a maximum of six hours of waived college tuition for students who are eligible for free/reduced lunch as determined by the National School Lunch Program. ASUN not only meets but exceeds the requirements of Act 1118 by already offering a significantly reduced tuition for all concurrent courses.

### **Act 456**

The Arkansas Concurrent Challenge Scholarship will award eligible students \$125.00 per course for up to two endorsed concurrent credit courses per semester. The max Concurrent Challenge Scholarship for one semester is \$250.00 and \$500.00 per academic year.

To be eligible for the Arkansas Concurrent Scholarship, students must:

- be an Arkansas resident (or parent is Arkansas resident)
- be a sophomore, junior or senior in high school / homeschool

Endorsed concurrent courses must:

- be listed in the ACTS Matrix
- be on the student's success plan (degree plan)

## ***Course Requirements and Grading Policy***

### **Course Requirements**

Concurrent faculty will distribute a course syllabus for the concurrent course. The course syllabus includes the course learning outcomes, course assignments and requirements, as well as a tentative course outline for students to follow.

### **Grading Policy**

ASUN uses a four-point grading system consisting of letter grades and grade point values as follows:

Letter Grade	Description	Grade PTS/HR
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrawals	

### *Institutional Grading Scale*

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59
- S: Satisfactory
- U: Unsatisfactory

### ***Withdrawing from a Concurrent Course***

Withdrawing from a course is a serious decision that could have great impact on a student's educational opportunities. Before withdrawing, ASUN's CEP recommends that concurrent students consult their concurrent faculty and additional ASUN Academic Support Services (refer to "Academic and Student Support Services" section for more information).

### **Possible Consequences of Withdrawing from a Concurrent Course**

Before withdrawing from a concurrent course, high school students need to consider how withdrawing may impact their:

- 1) Arkansas Concurrent Challenge Scholarship
- 2) Future Federal Financial Aid

### **Arkansas Concurrent Challenge Scholarship**

Some high school students taking concurrent college courses may be eligible for the Arkansas Concurrent Challenge Scholarship. To remain eligible for the Concurrent Challenge Scholarship, students have to complete concurrent courses with a grade of “C” or better. This means that if concurrent students withdraw from a course, they will **not** earn a grade of “C” or better.

Concurrent students who earn a “failing grade” (D, W, F) in one concurrent course will only be eligible to receive the Concurrent Challenge Scholarship for **one** concurrent course in the following semester. If concurrent students do not earn a passing grade (A, B, C) in a concurrent course for the second time, they are not eligible for the Concurrent Challenge Scholarship anymore.

**Example:** Mary took two concurrent courses (6 credit hours) during the Fall semester, but she chose to withdraw from one of these courses (3 credit hours). In the Spring semester, Mary enrolls for two new concurrent courses (6 credit hours). The Concurrent Challenge Scholarship can only be applied to one of these two courses. The ASUN concurrent scholarship will be applied to both of the concurrent courses.

If Mary also withdraws (or earns F or D) from one concurrent course in the Spring semester, Mary will not be eligible for the Concurrent Challenge Scholarship in the coming Fall semester. Mary will still be eligible for the ASUN concurrent scholarship.

The Concurrent Challenge Scholarship has no bearing on the Challenge Scholarship that eligible students may receive when they start college. In other words, the Concurrent Challenge Scholarship does not negatively impact the Challenge Scholarship in any way. So even though concurrent students may have “lost” the eligibility to receive the Concurrent Challenge Scholarship in high school, when they begin college the loss of eligibility of the Concurrent Challenge Scholarship does not affect students; these students are still eligible to receive the Challenge Scholarship in college.

### **Impact on Future Federal Financial Aid**

Students taking college courses (**all** forms of college courses including concurrent and dual) while still in high school are not eligible for federal financial aid (“FAFSA”). However, students’ **future** federal financial aid (when applying for financial aid to attend college) is impacted by the grades they earn in college courses taken while still in high school.

When a student applies for federal financial aid (completes a FAFSA) to receive money for college, the University must look at previous college (concurrent, dual, regular college credits) courses. A student is required to have:

- a minimum 2.00 GPA and
- completed 67% of all attempted college classes

**Example:** Mary took two concurrent classes (6 credit hours) during the Fall semester, but she had to withdraw from one class (3 credit hours). Mary's completion rate is 50%. As a student takes additional classes, the University checks GPA and pace (completion) each semester. To be eligible for and keep receiving Pell grants and/or student loans a student must maintain the federal standards for SAP, Satisfactory Academic Progress (2.00 GPA and 67% completion).

So what happens when Mary gets accepted to college and applies for federal financial aid (FAFSA)? The college that she got accepted to will run a report. If Mary has only taken those two concurrent courses in the Fall semester and she withdrew from one of them, her completion rate would be 50%. She needs to have a completion rate of 67% to be able to receive financial aid.

If Mary, however, took two more concurrent courses (6 credit hours) in the Spring semester and she successfully passed those courses, she has now attempted to take 12 credit hours and she has successfully completed 9 credit hours which puts her completion rate at 75%.

### **Steps to Withdraw from a Concurrent Course**

1. Consult with the course instructor.  
Discuss current grade and possibilities of improving the grade.
  
2. Email/Contact the ASUN Concurrent Enrollment Program Coordinator.  
The email needs to include:
  - student's name
  - high school
  - concurrent course
  - instructor teaching the course
  
3. The ASUN Concurrent Enrollment Program will provide students with the Withdrawal Request Form.
  
4. Student will need to sign and date the form and email back to ASUN's Concurrent Enrollment Program.

### ***Academic and Student Support Services***

ASUN offers its students a plethora of academic and student support services including, but not limited to:

#### **Academic Support Center**

ASUN offers a variety of tutoring options. Open your course in Canvas. Scroll down on the left side of the page and click the link that says Brainfuse Online Tutoring. Click the Launch Button. Select the topic and subject you need help with then click connect.

ASUN also offers **traditional tutoring services** that either take place face-to-face on one of our main campuses in Newport, Jonesboro, and Marked Tree. In addition, some ASUN faculty also make themselves available for **virtual tutoring via Microsoft Teams**. All students have access to Microsoft Teams via their ASUN student email account. If students are interested in receiving tutoring help from ASUN, please contact ASUN's CEP so that they can help set up either face-to-face or virtual tutoring appointments.

To find out more about ASUN's Academic Support Center:  
[https://www.asun.edu/academic\\_support\\_center](https://www.asun.edu/academic_support_center)

## **Library Services**

As ASUN students, concurrent students have access to all services and resources provided by ASUN's Library. The library collection and services support coursework and research, along with providing recreational reading for students, faculty, staff, and community members. All patrons have access to reference materials, circulating books, periodicals, online databases and audiovisual materials.

A wide range of electronic resources and services supplement these collections. Additional resources include access to the Internet, the library catalog, user education and the Academic Support Center computer labs.

To find out more about ASUN's Library Services and to access the library catalog or online databases: <https://www.asun.edu/library>

## **Academic Advising**

All concurrent students have access to the same academic advising services provided to all ASUN students. Academic advising is strongly encouraged for all ASUN students. As research and studies have shown, academic advising plays a pivotal role in helping students complete their degree in a timely manner.

ASUN's CEP recognizes that high school counselors do an outstanding job of advising and helping concurrent students to plan for their educational goals. However, if concurrent students want to set up an appointment to meet with an academic advisor at ASUN, they can do so by contacting ASUN's CEP.

To find out more about ASUN's Academic Advising Services:

<https://www.asun.edu/advising>

## **Testing Services**

As mentioned earlier, ASUN offers students enrolled in partner high schools Accuplacer Next Generation testing free of charge. Students can also take the Accuplacer Next Generation test at on one ASUN's campuses in Newport, Jonesboro, and Marked Tree.

To find out more about ASUN Testing Services:

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If concurrent students are testing on one of ASUN's campuses, please contact CEP to arrange for the test be offered free of charge.

## **Computer Labs and Internet Access**

All three of ASUN's campuses located in Newport, Jonesboro, and Marked Tree have dedicated computer labs that students can utilize to complete coursework. Students access computers by logging in using their ASUN username and password. Internet services are also provided to ASUN's students in the parking lots of each ASUN campus.

As an ASUN student, concurrent students can download the Microsoft Office Suite for free.

## ***Online Concurrent Courses and Canvas Access***

ASUN uses Canvas as its Learning Management System. All concurrent students can access Canvas; however, students can only see their concurrent courses in Canvas if their concurrent instructor has published the course in Canvas (which may not be the case).

Concurrent students who take online concurrent courses will access their online courses by logging on to Canvas. Students can access Canvas by going to ASUN's website ([www.asun.edu](http://www.asun.edu)) and then selecting "Canvas" in the top menu.

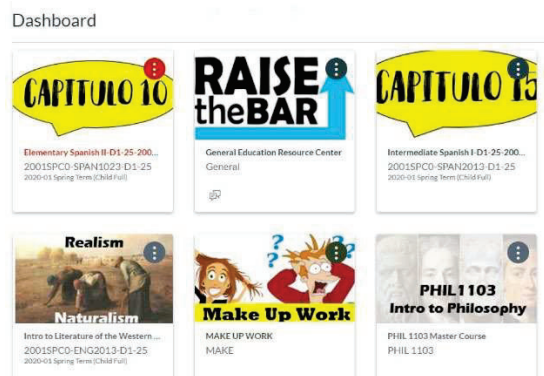
**The direct link to Canvas is:** <https://asun.instructure.com/>

To log on to Canvas, students need their ASUN Username and Password. The username is often: first name\_last name@student.asun.edu

If you need help to reset your password, email [its@asun.edu](mailto:its@asun.edu) from your private email and put “Reset Password” in the subject box. In your email, include:

- full name
- high school
- date of birth
- last four digits of social security number (used to identify student)

After you log on to Canvas, you will land on the Dashboard (see image below).



The Canvas Dashboard has an “icon” (box) for each course that students are enrolled in. To access the course, click on the icon.

### ***Common Troubleshooting Issues***

- Recommended browsers: Google Chrome or Firefox
- Clearing the “cache” can sometimes solve issues when it comes to uploading/submitting work in Canvas.
- Don’t be afraid to contact Canvas Support for help. They are available 24/7.

Additional considerations and strategies of how to be successful in online courses are available upon request to ASUN’s CEP.

### ***ASUN Student Email Accounts***

ASUN communicates important information to its students via email, so it is important for students to log on and check their ASUN student email account on a regular basis.



Students can access their email by going to ASUN's website ([www.asun.edu](http://www.asun.edu)) and then selecting "Email."

### **IT Help**

The username and password are the same for both Canvas and ASUN email accounts. For help to retrieve usernames and passwords, please contact our IT department: [its@asun.edu](mailto:its@asun.edu)

### ***Requesting a Transcript***

Students can request their ASUN college transcript by going to ASUN's website ([www.asun.edu](http://www.asun.edu)) and then selecting "Get Started" / "Forms and Resources" / "Transcript and Records Request Form."

### ***The Family Educational Rights and Privacy Act of 1974 (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) 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 people 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 Permission to Release Student Record Information form can be found here: [http://files.asun.edu/admissions/Permission\\_to\\_Release\\_Student\\_Record\\_Information.pdf](http://files.asun.edu/admissions/Permission_to_Release_Student_Record_Information.pdf)

Concurrent students can submit signed forms to their high school counselor who can then submit them to ASUN.