



**ARKANSAS STATE**  
UNIVERSITY

**A-State Concurrent Enrollment Program  
Policy Handbook for Faculty**

**Arkansas State University — Jonesboro**

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# Introduction

## ***Program Overview***

Welcome to the Arkansas State University (A-State) and the A-State Concurrent Enrollment Program (CEP). This program is a partnership between area high schools and A-State and provides early college access to students in 9<sup>th</sup> -12<sup>th</sup> grades. The CEP allows students to obtain both high school and college credit for college courses completed on the high school campus or via online delivery. A-State is accredited by the [Higher Learning Commission](#) (HLC) which assures academic excellence throughout all areas of the university. The A-State CEP is accredited by the [National Alliance for Concurrent Enrollment Partnerships](#) (NACEP) which is a national symbol of quality, excellence, and rigor in concurrent programs. As the sole national accrediting body for concurrent enrollment programs, NACEP ensures these programs adhere to the highest standards of academic excellence so students experience a seamless transition from high school to the college or university environment. The CEP is jointly managed by the A-State Office of Academic Affairs and Research and by the A-State academic colleges and departments that offer specific courses. The CEP staff primarily manages the administrative functions of the CEP while the colleges and departments manage the academic functions.

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***

- P1: Program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
- P2: Program has ongoing collaboration with secondary school partners.

## ***Faculty Standards***

- F1: All program instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
- F2: 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.
- F3: Program instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
- F4: Program ensures instructors are informed of and adhere to program policies and procedures.

## ***Assessment Standard***

- A1: The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

## ***Curriculum Standards***

- C1: Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
- C2: 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.
- C3: 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.

## ***Student Standards***

- S1: Registration and transcripting policies and practices for concurrent enrollment students are consistent with those on campus.
- S2: Program has a process to ensure students meet the course prerequisites of the college/university.

S3: Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.

S4: The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

### ***Program Evaluation Standards***

E1: The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.

E2: The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.

### ***What is a concurrent course?***

A concurrent course is a freshman (1000) or sophomore (2000) level college course that provides both high school and college credit and is transcribed on both the high school and college official transcripts. These courses may be used to fulfill university general education requirements or may be credited as free electives by specific college departments. Concurrent courses must include the same content and level of rigor as courses taught on the college campus or through online delivery.

Concurrent course offerings are determined by the high school based on curricular needs, student interests, and availability of qualified high school instructors. CEP staff members present high schools counselors with a list of available classes and assist students with the A-State enrollment process. AHECB-approved A-State freshman or sophomore general education courses (and a limited number of other undergraduate courses) may be provided for concurrent credit, provided high schools have qualified instructors and appropriate classroom facilities available or when online delivery is possible.

Participation in the A-State CEP provides high school students an opportunity to experience college level courses under the watchful guidance of their high school teachers and counselors. In addition, CEP courses allow students to build a successful academic transcript that will follow them into their college career. CEP courses provide parents an opportunity to save college tuition by providing courses at a greatly reduced application fee and tuition rate. The opportunity for early college success at a reasonable cost provides a unique path for students to build a successful college career. While tuition fees are set by the A-State Board of Trustees, traditionally CEP tuition rates have been approximately 20% of the customary undergraduate tuition rate. Current rates may be obtained by contacting the CEP at [CEP@astate.edu](mailto:CEP@astate.edu) or at (870) 680-8365.

# Faculty

## *Overview*

High School faculty play a pivotal role in the success of the A-State Concurrent Enrollment Program (CEP). High school faculty members are the face of A-State on their high school campus and provide their students an opportunity to experience college level work while gaining early exposure to the rigors of a collegiate environment. A-State is accredited by the Higher Learning Commission (HLC). In addition, the A-State CEP is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and, as such, must adhere to all required standards from both accrediting bodies.

## *NACEP Standards*

NACEP Standards require compliance and documentation in six areas of operation: partnership, faculty, assessment, curriculum, students, and program evaluation. These standards form the basis of all A-State CEP requirements and procedures. NACEP standards can be found in the introduction of this guide on page one.

## *Concurrent Courses Policies*

Concurrent faculty members and students must follow policies of their high school **and** A-State. Should an A-State and high school policy differ, the policy of greater rigor should take precedence. In cases of academic standards, the A-State policies should prevail. In particular, the policies that guide grading, attendance, and academic integrity should be in accordance with those applied to on-campus courses and students. For an in depth discussion of university policies, consult the following sources:

- *Undergraduate Bulletin* at <https://www.astate.edu/a/registrar/students/bulletins/index.dot>  
(click on appropriate academic year)
- *Student Handbook* <https://www.astate.edu/a/student-conduct/student-standards/handbook-home.dot>
- *Faculty Handbook* <https://www.astate.edu/a/academic-affairs-and-research/faculty-info>  
(click on faculty handbook link)

## *Academic Calendar*

The A-State academic calendar at <http://www.astate.edu/a/registrar/> (click on appropriate academic year) serves as the official calendar for all concurrent courses. All A-State deadlines **MUST** be adhered to by concurrent faculty and students. Faculty and students are required to comply with the following university deadlines:

- Submission of course syllabi to the faculty liaison the Friday immediately before the beginning of the academic semester.
- Posting of syllabi to the Assessment Syllabus Repository by the 11<sup>th</sup> day of A-State classes.
- Conscientious review of each course roster on the 3<sup>rd</sup> and 6<sup>th</sup> day of the semester and providing roster corrections to the high school counselor for submission to the CEP.
- Thorough review of the 10<sup>th</sup> day course roster to assure correct enrollment and submission of a signed and dated course roster to the high school counselor for submission to the CEP.
- Submission of mid-term and final grades via Self-Service Banner by 10 a.m. on the designated university due date each semester.
- Participation in site visits as scheduled in conjunction with the A-State Faculty Liaison each semester.
- Adherence to course drop, withdrawal, and payment guidelines as set by the A-State academic calendar.
- In some instances, the A-State academic calendar will differ from the participating high school's calendar. Senior students are required to adhere to the A-State academic calendar even if high school attendance requirements differ from the A-State calendar. **Final exams must be completed during the scheduled A-State final exam week.**

## *Concurrent Faculty Expectations*

Concurrent faculty members are contracted employees of their respective school districts. As such, concurrent faculty are not considered A-State adjunct faculty members; however, resources for assistance in teaching concurrent courses is readily available to concurrent faculty members. As an instructor of an A-State course, faculty requirements for course content,

delivery, and assessment are enforced. Similar to new campus faculty, concurrent faculty are required to participate in professional development activities, training and orientation sessions presented by the CEP and/or the academic departments.

### ***Faculty Qualifications and Appointment***

A-State strongly supports and encourages the attainment of Master's and high level credentials for all high school instructors. A-State's preferred model of concurrent course delivery is a traditional model using credentialed high school instructors. After signing an annual partnership agreement with cooperating high schools, the CEP Director, in consultation with the high school principal and counselor, determine concurrent course offerings based on the high school's curricular needs, potential credentialed faculty, and available teaching resources.

Qualifications for A-State concurrent 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 credit hours in the subject area being instructed.
- High school faculty may apply for a position as a concurrent instructor by completing the CEP application form (including principal's recommendation), supplying an official college transcript, and a curriculum vita or resume.
- After initial review by the CEP Director, the faculty credentialing form, application and transcript are forwarded to the appropriate A-State Department Chair and College Dean for approval or denial of the credential.
- The applicant is then notified of acceptance or denial of A-State teaching credentials.
  - ♦ If the faculty credentials are approved, the concurrent faculty remains eligible to teach for the A-State CEP unless the instructor's status changes or teaching performance issues are found. Academic departments may decide to rotate concurrent courses between two or more qualified concurrent faculty in one school district from year to year.
  - ♦ If the faculty credentials are denied, the CEP Director and the academic department chair meet to discuss the necessary coursework that must be completed to gain the department's faculty credential.
- New faculty must complete the necessary paperwork to gain access to the A-State Learning Management System and other A-State teaching resources.
- Concurrent faculty who teach A-State concurrent courses on a high school campus may be subject to a criminal background check by the high school and by A-State.
- Concurrent faculty are required to participate in professional development activities including orientation and annual discipline-specific training presented by the CEP and the academic departments. This professional development training takes place during the summer.
- Concurrent faculty are assigned a discipline-specific faculty liaison who communicates and meets regularly with the CEP instructor. The liaison is responsible for visiting the CEP classroom each semester to evaluate the rigor and content of the course and to ensure the college department's philosophy and pedagogy are part of the course delivery. Liaisons also act as a resource for CEP faculty in curriculum content and pedagogy. Concurrent faculty may receive operational directives relating to concurrent enrollment from the A-State Faculty Handbook, department chair, faculty liaison, or CEP.
- Concurrent faculty who are under contract with a school district as a teacher are not considered adjunct faculty members of A-State.
- Concurrent faculty are required to prepare course syllabi that meet university requirements and submit course syllabi for review by the faculty liaison. Upon approval, the faculty member must upload the current, approved syllabus to the A-State Assessment Repository. University syllabi requirements and training to use the A-State Assessment Repository will be provided during annual professional development.

### ***Professional Development Policy***

A-State academic departments and the CEP provide annual professional development for concurrent faculty. Departmental training is designed to enhance collegiality between department and concurrent faculty and to ensure that concurrent courses continue to mirror university courses pedagogically and in course content. The CEP, in conjunction with departments and the A-State Faculty Center, provide other training materials and opportunities for professional development to concurrent faculty.

Concurrent instructors are required to participate in all planned professional development sessions, including, but not limited to, an annual training workshop at the A-State campus and two yearly meetings with the departmental Faculty Liaison to take place during high school site visits.

If a concurrent instructor is unable to attend the yearly workshop, the instructor must meet with the Faculty Liaison and the CEP Director to receive the training. Alternatively, an online training session may be substituted in cases where the instructor

can attend neither the workshop nor a compensatory meeting. In cases where the instructor cannot meet with the Faculty Liaison for a scheduled site visit, an alternate date will be chosen.

Concurrent instructors who do not comply with the professional development policy will be notified by letter (as will the high school principal) that the instructor is in violation of the policy and a meeting with the instructor, principal, department representative, and the CEP Director will be scheduled. The concurrent instructor will then be monitored for the remainder of the school year and, if no improvement is made, the instructor will not be approved to teach for A-State for the next academic year.

### ***Course Content***

Each concurrent course is an A-State course which was developed by department faculty, approved by the various levels of curriculum oversight committees (and general education committees if required), and finally approved by AHECB to be considered a valid, transferable course. There is no distinction made between the on-campus course and the concurrent credit course in course title, course number, course description, learning outcomes, or official student transcript. As such, each concurrent course curriculum must meet the same rigor and content as the corresponding on-campus course. An academic department liaison is assigned for each concurrent course offered. The faculty liaison is responsible for mentoring the CEP instructor and monitoring the concurrent course curriculum through professional development sessions and site visits. The academic department faculty liaison and the CEP Director must verify that concurrent courses are in fact replicas of the university course.

### ***Faculty Liaison Site Visits***

Faculty liaisons complete a site visit to the concurrent instructor's classroom each semester. Observations should include monitoring of NACEP standards, content and rigor of courses, and teaching delivery methods. A site visit form (signed and dated by both the liaison and the instructor) is required for documentation. Scheduling for site visits should be completed by the midterm of the semester to allow for appropriate interventions as needed. The site visit form is available on the CEP website at <https://www.astate.edu/concurrent/>. Online courses delivered by concurrent faculty should be monitored for course delivery via the course Blackboard shell. Follow up review sessions with the faculty member should be conducted by phone or email. An online course "Site Visit" form is available on the CEP website at <https://www.astate.edu/concurrent/>.

### ***Concurrent Enrollment Courses, Advanced Placement (AP) Courses and Blended Courses***

Concurrent enrollment courses and AP courses have unique differences:

#### *Concurrent Courses*

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

#### *AP Courses*

- In AP courses, students only receive college credit hours for courses in which the required end-of-the-course exam score is achieved as determined by the granting college or university.
- No official A-State transcript is created unless the student registers as a new college freshman following high school graduation.

A student may opt to complete a concurrent course after receiving AP credit hours; however, permission must be obtained from the A-State Registrar's Office before enrolling in the course as a concurrent student. Please contact the Registrar's Office at (870) 972-2031 for more information.

Students are encouraged to examine their individual educational goals to decide on the best course of action in regard to enrollment in concurrent or AP courses. Parents and students should check with the high school counselor to determine weighting of courses which may impact class rank.

Some schools blend the concurrent and AP courses in a single class; see below for more information. **ALL** students enrolled in the blended course **MUST** complete the AP end-of-course exam.

#### *Blended Courses*

Concurrent courses may be offered as blended concurrent credit/AP courses. AHECB guidelines require that these merged courses meet all the requirements of the concurrent course. (*AHECB Policy 5.16 — Concurrent Enrollment; effective Spring 2015*)

The blended course and curriculum must:

- include the required A-State departmental learning objectives
- include the AP course guidelines
- the blended syllabus must be presented to College Board AP Course Audit for approval
- documentation of this approval must be on file at the school district
- the blended syllabus must be approved by the A-State academic department
- high schools must document AP scores and the data provided to the university upon request

Students must declare their desire to take the course for concurrent credit during the required course registration period.

**ALL** students enrolled in the course as a concurrent or AP student **MUST** take the required AP end-of-course exam.

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. In extreme cases where this blending cannot be avoided, a majority of the total class enrollment must be for concurrent credit.

### *Syllabus*

Concurrent courses are A-State course sections offered on the high school campus. All course content and grading standards must be identical to the on-campus course sections. Syllabi for all concurrent courses must demonstrate this principle of course consistency as demonstrated by:

- Submission of course syllabi to the faculty liaison the Friday immediately before the beginning of each academic semester. University faculty and/or the CEP faculty liaison review the CEP faculty course materials each semester to monitor and ensure academic standards for curriculum content and academic rigor are upheld. A concurrent course review form is utilized to facilitate this process.
- Syllabi requirements are included in annual professional development sessions, and templates are provided by most departments. Additional questions can be directed to the faculty liaison or the CEP Director.
- Concurrent course syllabi must follow the syllabus guidelines required by the A-State academic department that administers the course. The syllabus will include textbooks, resources, student learning outcomes, assignments and assessments that are equivalent to those of on-campus courses. Concurrent instructors will publish A-State policies as well as their high school and personal policies in the course syllabi and are encouraged to make them known orally in class.
- Following liaison approval of the syllabus, the concurrent faculty member is responsible for uploading the course syllabus to the A-State Syllabi Repository for review by Assessment Services.
- Concurrent faculty **MUST** adhere to the submitted syllabus and assure the desired student learning outcomes are addressed through classroom instruction, activities, and assessments.

### *Student Admission Requirements*

High school students are eligible for concurrent classes if they meet minimum test scores and demonstrate past academic success. Eligible students are identified by the high school counselor and then ushered through the application and enrollment processes by the high school counselor and the CEP staff. The admission requirements for the CEP are:

- All students must have a **minimum ACT composite score of 19, an ACT reading score of 19, AND a 2.75 high school grade point average for admission to the CEP.** An ASPIRE reading score of 428 may be used as an equivalency for admission to the CEP\*, but not for admission to A-State later as a freshman.
- Concurrent courses are governed by AHECB and A-State's minimum ACT score for placement in English and mathematics courses.
- High school counselors must submit an official high school transcript and official ACT (or equivalent) scores for each applicant.

\*Admission standards and equivalencies are updated annually.

### *Rosters*

- Concurrent course enrollment must be documented with the Arkansas Department of Higher Education by the 11<sup>th</sup> day of classes. Concurrent faculty **MUST** certify an accurate course roster on the 10<sup>th</sup> day of classes. The **official** course roster is only available through Banner Self Service. Please be advised that rosters provided on Blackboard are **NOT** considered official rosters and should not be used to document student enrollment. It is imperative that the official rosters are downloaded from Banner Self-Service and checked on the 3<sup>rd</sup> and 6<sup>th</sup> day of class to verify enrollment. Rosters from the 3<sup>rd</sup> and 6<sup>th</sup> day of class **DO NOT** need to be submitted to the CEP. Verification is done using the CEP Roster Check

form to show students who wish to drop a course or students who wish to be added to a course. The form is returned to the high school counselor who will return it to the CEP. The 10<sup>th</sup> day roster is considered the **FINAL** official roster, and must be signed and dated by the instructor and returned to the counselor who will return it to the CEP.

- Concurrent faculty **MUST** provide an example of a quiz, test, and writing prompt (if used) completed in the course that is comparable to a quiz, test, and writing prompt (if used) in the corresponding on-campus course.

### **Grading**

- Grading scales for both the high school and college course **MUST** be consistent. While assignments and tests values may vary, the corresponding A-State course grading scale must be employed.
- Mid-term grades play a vital role in assuring student success. Concurrent faculty should monitor course grades closely and take action immediately if a student is struggling in the course. Intervention strategies for struggling students are provided in the *Early Alert* section on page 11. Midterm grades provide an opportunity for both students and parents to gauge student performance and take the necessary steps to improve grades or drop the course.
- The final grade for concurrent courses should match the final grade assigned on the high school transcript; although no specific regulations mandate this match. Semester date variations often impact grade differences, but concurrent faculty are encouraged to be consistent in assigning grades for both the high school and college course to avoid student and parent confusion.
- Concurrent faculty are bound by both midterm and final grading deadlines. The published A-State calendar provides specific due dates and times for each semester. CEP instructors are asked to post grades in Banner Self-Service at 10 a.m. (two hours prior to the university deadline of 12 p.m.) to provide ample time for the CEP staff to address any issues that might arise. Academic calendars are posted on the A-State Registrar's webpage at <https://www.astate.edu/a/registrar/>.
- Grades **MUST NOT** be sent to the CEP office by email. Concurrent faculty must use Dropbox to send grades and any other sensitive information. Instructions and training on using Dropbox will be provided by the CEP staff.

Grading system and how to calculate GPA information below is excerpted from the A-State Undergraduate Bulletin, available at <https://www.astate.edu/a/registrar/students/bulletins/index.dot> (click on appropriate academic year).

Students have access to view official grades at the end of each semester in which they are enrolled. Please refer to page 16 of the *Appendix* for instructions.

A-State uses a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

<i>GRADE</i>	<i>DESCRIPTION</i>	<i>EXPLANATION</i>	<i>GRADE PTS./HR</i>
A	excellent	for outstanding achievement	4.0
B	good	for less than outstanding but demonstrating better performance than the normal competency required for satisfactory progress toward graduation	3.0
C	satisfactory	for performance that demonstrates the normal competency required for satisfactory progress toward graduation	2.0
D	poor	for performance that meets minimum course requirements but is below standards required for satisfactory progress toward graduation	1.0
F	failure	for performance that does not meet minimum course requirements and for which no degree credit is justified	0.0
I*	incomplete	for students' inability to complete all course requirements for reasons beyond their control	0.0
W	withdrawal	for dropping an individual course OR for complete withdrawal from the university	0.0
WN	administrative drop	dropped for non-attendance during the first eleven days of class	0.0

**\*Note:** An incomplete (I) grade is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control (i.e., illness of the student, serious illness or death in the family). Procrastination, pressure of work in other courses or work not connected with the student's school load are not satisfactory reasons for an incomplete grade. All incomplete grades must have prior approval of the chair of the department in which the course is offered, which requires the Request for Incomplete Grade form to be on file with the department and the Office of the Registrar. The form is available on the Registrar's Office website at <https://www.astate.edu/a/registrar/faculty-staff/>. **An incomplete grade not removed within one semester will be recorded as an F.**

### ***Computing A-State GPA***

A student's GPA is computed by multiplying the number of hours credit of each grade by the grade points assigned to that grade, then dividing the sum of these several products by the total number of degree-credit hours in which the student was enrolled. See example below.

<i>Course</i>	<i>Title</i>	<i>Grade</i>	<i>Points Assigned to Letter Grade</i>	<i>Credit Hours</i>	<i>Quality Points</i>
ADMS 1512	Keyboarding I	A	4.0	2.00	8
ART 2423	Intro Graphic Design	B	3.0	3.00	9
ENG 2003	Intro Lit West World I	B	3.0	3.00	9
HIST 2773	United States Sn 1876	C	2.0	3.00	6
PE 1131	Aerobic Exercise	B	3.0	1.00	3
<b>TOTALS</b>				12.00	35

<i>Grade</i>	<i>Points Assigned To Letter Grade</i>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

*Total Credit Hours:*  $2.00 + 3.00 + 3.00 + 3.00 + 1.00 = 12.00$

*Total Quality Points:*  $8 + 9 + 9 + 6 + 3 = 35$

*GPA (total quality points/total credit hours):*  $35/12 = 2.917$

### ***Student Academic Standing***

Concurrent credit courses available at the high school are A-State courses and, as such, are part of the student's permanent university level academic record. The A-State student transcript will include all concurrent courses and the acquired GPA will be calculated into the overall college GPA. Poor performance in concurrent courses can negatively impact the rest of the student's college career. Faculty members are encouraged to carefully consider the maturity of the participating students and the time and effort that concurrent courses require. If faculty members, counselors, or administrators are aware of a student who is not academically or emotionally ready to take these courses seriously, he or she should discuss the potentially negative consequences of participating in the CEP with that student. If faculty members know of a student who is already concurrently enrolled and is struggling to meet the requirements of the concurrent course, he or she is strongly urged to reiterate the consequences of low GPA with that student and ask that student to drop the course and/or seek academic assistance.

### **Effects of Low Grade Point Average and Academic Standing**

- Loss of eligibility for both institutional and private scholarships.
- Ineligibility for A-State's Honors College.
- Ineligibility for clubs, organizations, sororities, fraternities and honor societies.
- Failure to qualify for academic honors, such as graduating with honors or being included on honor rolls.
- Ineligibility to participate in university athletic teams and clubs.
- Being put on academic probation or academic suspension.

### ***Assessment and Evaluation***

#### *Course Assessment*

All A-State courses must include an assessment of course learning outcomes. Each department develops a required assessment instrument for use in all sections of each course. Concurrent students must complete these required assessments for each course. Some departments use a standardized uploading system for assessment, while other departments embed questions within the course tests or quizzes. The faculty liaisons will notify and mentor concurrent faculty in the completion of the course assessment. Assessment results are tabulated by the various departments and made available to the concurrent faculty via the CEP Director.

Concurrent faculty **MUST** provide an example of a quiz, test, or writing prompt completed by students in the course that mirrors a quiz, test, or writing prompt used in the corresponding on-campus course.

#### *Course Evaluations*

Course evaluations are conducted at the end of each academic semester. Academic departments are responsible for developing course evaluations for all A-State courses, including concurrent courses. Course evaluations will be conducted by the CEP staff; students are provided the course evaluation link several weeks before the end of each semester. The anonymous evaluations are reviewed by the respective A-State academic department chair and the CEP Director at the conclusion of final

exams. Student evaluation results are provided via email link to the instructors and shared with high school principals. Questions may be directed to the CEP Director.

### ***Early Alert/Pack Support System***

A-State 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:

- Enter the student into the Pack Support System by using the myCampus portal.
- Advise the student by identifying deficiencies and recommending solutions.
- Refer student to available tutorial services at the high school or at the A-State Learning Commons on the A-State Jonesboro campus.
- Contact a school counselor, school administrator, and/or a parent or guardian to provide additional support and guidance for the student.
- Recommend that marginally prepared students complete the course for high school credit only and use the experience to develop reading, thinking, and communication skills that will prepare them for college level courses.
- Advise the student to withdraw from the course and perhaps take the course after the student has developed the skills and/or cognitive maturity to meet the university standards.

### ***A-State Resources and Services***

Concurrent students and faculty may use the resources of the Dean B. Ellis Library and may contact A-State faculty or staff for advice on research projects or other academic programs. Additionally, all concurrent students and faculty are provided with an A-State email and access to Banner Self-Service. This online system also provides the student tools to view grades, billing and access unofficial transcripts. Tools for the instructor's Blackboard course management are available through the Blackboard icon, located in the myCampus portal. The Faculty Center also provides training and support opportunities to concurrent instructors who desire to integrate technology in the classroom.

### ***Professional Development***

A-State academic departments and the CEP provides professional development activities annually for concurrent faculty. Departmental activities are designed to enhance collegiality between department and concurrent faculty and to ensure that concurrent courses continue to mirror university courses pedagogically and in course content. The CEP in conjunction with departments and the Faculty Center provide other training materials and opportunities for professional development to concurrent faculty.

Concurrent instructors are required to participate in all planned professional development activities, including, but not limited to, new faculty orientation, one yearly training workshop at the A-State campus and two yearly meetings with the departmental Faculty Liaison to take place during high school site visits.

If a concurrent instructor is unable to attend the yearly workshop, the instructor must meet with the Faculty Liaison and the CEP Director to receive the training missed. Alternatively, an online training session may be substituted in cases where the instructor can attend neither the workshop nor compensatory meeting. In cases where the instructor cannot meet with the Faculty Liaison for individual professional development, an alternate day will be chosen.

### ***Faculty Non-Compliance***

As an education professional, concurrent instructors are keenly aware of the governance structures of various school settings. Maintaining institutional accreditation and the respect of the academic and local community are vital to the success of the CEP. Concurrent faculty members are expected to maintain these standards as representatives of A-State. Instances of non-compliance with set standards will be addressed by the faculty liaison, CEP Director, and the Office of Academic Affairs.

Initial faculty orientation and annual professional development provide an avenue for keeping concurrent faculty up-to-date on both institutional and academic discipline changes as well as current discipline research and strategies. Concurrent faculty are expected to uphold the curriculum and delivery standards of the university. Faculty are also expected to meet required deadlines for submission of course syllabi, mid-term and final grades, and assessment and evaluation data.

Failure to uphold these standards and/or failure to meet the require deadlines will result in a non-compliance inquiry. Non-compliant instructors will be notified by letter, as will the high school principal, that the instructor is in violation of the policy and that the instructor and principal must meet with the proper departmental chairperson and the CEP Director. The

concurrent instructor will then be monitored for the remainder of the school year and, if no improvement is made, the instructor will not be approved to teach for A-State for the next academic year.

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

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 Admissions, Records, and Registration maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. A-State policies for enforcement of FERPA requirements can be found in the A-State Undergraduate Bulletin, located at <https://www.astate.edu/a/registrar/students/bulletins/index.dot> (select appropriate academic year).

# Appendix

## Recommended Browsers

- Google Chrome
- Mozilla Firefox

## How to Clear Cookies

*Google Chrome:*

1. At the top right click 
2. Click *Settings*.
3. Scroll down and click *Advanced*.
4. Continue scrolling until you see *Clear browsing data*.
5. Click *Clear browsing data* and then *Clear Data*.
6. Close browser and restart.

*Mozilla FireFox:*

1. At the top right click 
2. Select *Options*.
3. Click *Privacy* on the left.
4. Then click *Remove individual cookies*.
5. Click *Remove All*.

Close browser and restart.

## How to Apply to A-State

- Go to <https://www.astate.edu>.
- Hover over **Admissions** at the top of the page.
- Click on **Undergraduate**.
- Scroll down and click on *Apply Now*.
- Under "WHICH TYPE OF RED WOLF ARE YOU?" select the **CONCURRENT HIGH SCHOOL STUDENTS** application.
- When the application opens, click on *New Applicant — First Time User Account Creation*.
- Use the directions at the top of the page to create a user name and PIN number. Write down the user name and PIN; these are for temporary access in case there is a problem with the application. You will receive a permanent user name and pin after admission. Click *Submit*.
- Scroll down on the opening page. Choose *Undergrad HS Concurrent* as the application option.
- Follow the directions on each page to complete the application. When finished, click on *Application is complete* and affirm that the information you provided is correct by clicking on *I agree to the terms*.
- A new screen with your name and information on the admission procedures will display.
- Your high school counselor will submit your test scores and transcript to the A-State CEP Office.

## How to Set Up Your Student Account After Admission

- Go to <https://www.astate.edu>.
- Click on **myCampus** at the top of the page.
- Click on *First Time Users* located beneath the login button.
- Review and accept the Acceptable Use Policy by clicking *I Accept* and then click *Submit*.
- To get your Campus Wide ID number (student ID number) and PIN, click the highlighted *click here* link at the bottom of the page.
- Fill in all areas requested, Social Security number and date of birth, and click *Submit*.
- The next page is the Identity Verification Setup page.
- Complete this page and **TAKE A PICTURE** of the screen before submitting the question responses.

**NOTE: Pay close attention to how answers are spelled, capitalized, and spaced. The answers must be exact or they will not work.**

- To receive an authorization code, click the highlighted *here* link to answer the security questions you set up.
- Copy and paste the authorization code on the Authorization Code Retrieval page and click *Submit*. You will receive a personal Campus Wide ID number and PIN.
- Select the second link <https://MyCampus.astate.edu> to go to log-in screen.
- Click on *First Time Users* below the log-in box.
- Review and accept the Acceptable Use Policy by clicking *I Accept* and then *Submit*.
- Enter your Campus Wide ID and PIN at the bottom of the page and click *Submit*.
- The next page requires you to develop a personal password.
- Determine a new password using the following guidelines:
  - must contain a minimum of eight characters
  - must contain at least one number
  - cannot start with a number
  - must contain at least one uppercase letter
  - cannot include any symbols, i.e., (&#\*#@)
  - cannot include your name or user name
  - cannot match any previously used passwords
- Complete and verify the new password and click *Submit*. The Authorization Code will be the same code previously used.
- The next page is a Release of STUDENT INFORMATION Authorization Form. Please choose *I authorize* or *I DO NOT authorize* and enter your parent or guardian's first and last name in the correct box. Click *Submit* to assure the password is accepted.
- If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets.
- The password is now set.
- Return to <https://www.astate.edu> and click on myCampus and log in.
- **PLEASE NOTE: A password change is required every three months.**

In order to access Banner Self Service Student and Blackboard Learn in the future, go to <https://www.astate.edu> and click on myCampus and log in. The student will then be able to click on the appropriate icons for each system at that point.

## How to Log into Blackboard

- Log into **myCampus**.
- Click *Blackboard Learn for Students* under **Launchpad** to open the Blackboard Learn platform.
- This will take you directly to Blackboard.
- Use the navigation menu on the left-hand side of the page to explore the course components.
- Each course will be set up according to the instructor.

## How to Set Up Duo Security

### Initial Setup

- Download the Duo Mobile App to your phone.
- Click *Start Setup* in the box in the upper-left hand corner of the screen.
- Select the type of device being added and click *Continue*.
- Enter your phone number.
- Check the box beside your phone number to verify and click *Continue*.
- Select the type of phone you are using and click *Continue*.
- Select *I have Duo Mobile Installed*.
- Open the Duo Mobile app on your phone and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen for the camera to see the bar code on your computer screen.
- Log out and then log back in to verify that Duo Mobile app has been set up correctly by sending a *Push* to your phone.

If you change phones and/or phone numbers, follow these steps to set up Duo again.

### New Phone with the Same Number

- Download the Duo Mobile App on your new phone.
- Go to <https://www.astate.edu> and log in to *myCampus*.
- When prompted, have Duo call your phone number.
- Once you are logged in, look under the *Student* folder for *Duo Management* and click it.

- A new Duo window will open. Click on *Add a New Device* on the left hand side. You must have Duo call you again to continue.
- You will be prompted to add the type of device.
- You will be prompted to add your phone number and confirm it by clicking the box next to your number, then click *Continue*.
- Choose what kind of device you are adding.
- Click *I have Duo Mobile Installed*.
- Open Duo Mobile on your phone and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen for the camera to see the bar code on your computer screen.
- Once you see the green check mark, click *Continue*.
- You are ready to log out and log back in and verify that Duo Mobile app has been set up correctly by sending a *Push* to your phone.

#### New Phone and New Number

- Download the Duo Mobile App.
- Have your Campus Wide ID number ready.
- Call the ITS Help Desk at (870) 972-3933.
- Tell them that you are a concurrent student and tell them the high school you attend.
- Follow their instructions.

#### **How to Pay Your Bill**

Students must use one of the following payment options:

##### 1. Pay Online

###### *Option 1: myBill*

Pay with debit/credit card or electronic check. A small service fee will be applied to debit and credit card payments. To find the student's tuition bill, follow these steps:

- Log into **myCampus**.
- Click on *Banner Self Service Student* under the **Launchpad**.
- Click the *Student* tab located at the top of the page.
- Click *Student Records*.
- Click on *myBill* and again on *myBill* on the next page.
- Complete the online payment process.

###### *Option 2: Set an Authorized User*

Students can set up an authorized user:

- Log into **myCampus**.
- Click on *Banner Self Service Student*.
- Click the *Student* tab located at the top of the page.
- Click *Student Records*.
- Click on *myBill* and *myBill* again.
- Click on *Authorized User*.
- Fill out authorized user's email (**parent or guardian's email address**).
- Agree to at least the first statement.
- Click *Submit*.
- The authorized user will receive emails with instructions on how to proceed.

##### 2. Pay at Cashier's Window

Check or cash; the office is located on the 2<sup>nd</sup> floor of the Student Union.

##### 3. Pay by Mail

Payment can be made by mail using a check or money order made payable to "ASU Treasurer's Office."

***THE STUDENT'S NAME AND ASU ID MUST BE INCLUDED ON THE MEMO LINE*** so that it will be credited to their account. Call the Student Accounts Office at (870) 972-2285 for assistance with payment issues.

**Mail to:**

Treasurer's Office  
P.O. Box 2640  
State University, AR 72467

## 4. Online Payment Plan

This is only available for Fall and Spring terms; \$40 fee required. This fee is *in addition to* any late fees already charged. This must be set up in myBill.

**View Balance/Account Summary**

- Log into **myCampus**.
- Click on *Banner Self Service Student* under the **Launchpad**.
- Click on *Student*.
- Click on *Student Records*.
- Click on *Account Summary by Term*.

**How to Review Grades**

- Log into **myCampus**.
- Click on *Banner Self Service Student* under the **Launchpad**.
- Click on *Student*.
- Click on *Student Records*.
- Click on *Mid Term Grades* or *Final Grades*.

**How to Reset a Password**

**PLEASE NOTE: A password change is required every three months.**

- Go to <https://www.astate.edu>.
- Click on *myCampus* at the top of the page.
- The log-in page will appear. Click on *Reset Password* below the login box.
- Review and accept the Acceptable Use Policy, click *I Accept* and then *Submit*.
- Enter the Campus Wide ID number and PIN, fill in this information and submit.\*\*\*
- Click on the highlighted *here* link to receive an Authorization Code.
- Answer the required security questions. For assistance with security questions, please call the ITS Help Desk at (870) 972-3933.
- Copy the Authorization Code or write it down. Click *Go Back to PIN Retrieval*.
- Determine a new password using the following guidelines:
  - must contain a minimum of eight characters
  - must contain at least one number
  - cannot start with a number
  - must contain at least one uppercase letter
  - cannot include any symbols, i.e., (&#\*@)
  - cannot include your name or user name
  - cannot match any previously used passwordsComplete and verify the new password and click submit.
- The next page is a *Release of STUDENT INFORMATION Authorization Form*. Please choose *I authorize* or *I DO NOT authorize* and enter the student's parent or guardian's first and last name in the correct box. Click *Submit* to assure the password is accepted.
- If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets.
- The password is now reset.
- Return to <https://www.astate.edu> and click on myCampus and log in.

\*\*\* If you do not know Campus Wide ID and PIN, please refer to the Password Reset video located on the A-State CEP Facebook page for assistance in using a Social Security number and birthdate.

**How to Review Security Questions**

- Go to <https://www.astate.edu>.
- Click on *myCampus* at the top of the page.
- Log in using your A-State username and password.

- When the student campus portal opens, click on the *Student* folder located on the left-hand side of the page under **Launchpad**.
- Click on *Security Question Setup/Edit*.
- The security question set up page that was completed during the student account setup process will appear. Review answers and correct as needed.

**NOTE: Pay close attention to how answers are spelled, capitalized, and spaced. The answers must be exact or they will not work.**

- Print a copy of this page and keep in a safe place **AT HOME**.
- A step-by-step video on resetting the password is available on the A-State CEP Facebook page if needed. [www.facebook.com/AStateConcurrent/](http://www.facebook.com/AStateConcurrent/)

## How to Drop a Course

To drop an A-State Concurrent Enrollment course after the 10th day of class, you must use a Course Drop Form, which is available from your high school counselor.

- The form must be completed, signed and dated by you and your parent/guardian.
- You will need the following information:
  - your name
  - your school
  - your A-State ID number
  - course name
  - CRN
  - class period (if applicable)
  - instructor name
- When the form is complete, take it to your high school counselor who will return it to the A-State CEP office.

## Arkansas Course Transfer System (ACTS)\* Course List◊

NOTE: Courses in **red** do not qualify for Act 1118.

- |   |   |  |
|---|---|--|
| 1. ANTH 1013 Introduction to Anthropology                 | 35. ENGL 2683 British Literature II                         | 70. PHIL 1003 Introduction to Critical Thinking      |
| 2. ANTH 2013 Cultural Anthropology                        | 36. <b>FREN 1013 French I</b>                               | 71. PHIL 1103 Philosophy                             |
| 3. <b>ARTA 1003 Art Appreciation</b>                      | 37. <b>FREN 1023 French II</b>                              | 72. PHSC 1004 Physical Science                       |
| 4. <b>ARTA 2003 Art History Survey I</b>                  | 38. <b>FREN 2013 French III</b>                             | 73. PHSC 1104 Earth Science                          |
| 5. <b>ARTA 2103 Art History Survey II</b>                 | 39. <b>FREN 2023 French IV</b>                              | 74. PHSC 1204 Introduction to Astronomy              |
| 6. BIOL 1004 Biology for Non-Majors                       | 40. GEOG 1103 Introduction to Geography                     | 75. PHYS 2014 Algebra/ Trigonometry-Based Physics I  |
| 7. BIOL 1014 Biology for Majors                           | 41. GEOG 1113 Human Geography                               | 76. PHYS 2024 Algebra/ Trigonometry-Based Physics II |
| 8. BIOL 1024 Botany for Non-Majors                        | 42. GEOG 2103 World Regional Geography                      | 77. PHYS 2034 Calculus-Based Physics I               |
| 9. BIOL 1034 Botany for Majors                            | 43. GEOG 2113 Cultural Geography                            | 78. PHYS 2044 Calculus-Based Physics II              |
| 10. BIOL 1054 Zoology                                     | 44. GEOG 2223 Physical Geography                            | 79. PLSC 2003 American National Government           |
| 11. BIOL 2004 Introductory Microbiology                   | 45. GEOL 1114 Physical Geology                              | 80. PLSC 2103 State and Local Government             |
| 12. BIOL 2404 Human Anatomy and Physiology I              | 46. GEOL 1124 Environmental Geology                         | 81. PSYC 1103 General Psychology                     |
| 13. BIOL 2414 Human Anatomy and Physiology II             | 47. GEOL 1134 Historical Geology                            | 82. PSYC 2103 Developmental Psychology               |
| 14. CHEM 1004 Chemistry I for General Education           | 48. <b>GERM 1013 German I</b>                               | 83. SOCI 1013 Introduction to Sociology              |
| 15. CHEM 1214 Chemistry for Health Related Professions    | 49. <b>GERM 1023 German II</b>                              | 84. SOCI 2013 Social Problems                        |
| 16. CHEM 1224 Chemistry II for Health Related Professions | 50. <b>GERM 2013 German III</b>                             | 85. <b>SPAN 1013 Spanish I</b>                       |
| 17. CHEM 1414 Chemistry I for Science Majors              | 51. <b>GERM 2023 German IV</b>                              | 86. <b>SPAN 1023 Spanish II</b>                      |
| 18. CHEM 1424 Chemistry II for Science Majors             | 52. <b>HEAL 1003 Personal Health</b>                        | 87. <b>SPAN 2013 Spanish III</b>                     |
| 19. <b>CPSI 1003 Introduction to Computers</b>            | 53. HIST 1113 World Civilizations I                         | 88. <b>SPAN 2023 Spanish IV</b>                      |
| 20. <b>CRJU 1023 Introduction to Criminal Justice</b>     | 54. HIST 1123 World Civilizations II                        | 89. SPCH 1003 Introduction to Oral Communication     |
| 21. <b>DRAM 1003 Theatre Appreciation</b>                 | 55. HIST 1213 Western Civilization I                        |  |
| 22. ECON 2103 Principles of Macroeconomics                | 56. HIST 1223 Western Civilization II                       |  |
| 23. ECON 2203 Principles of Microeconomics                | 57. HIST 2113 United States History I                       |  |
| 24. ENGL 1013 Composition I                               | 58. HIST 2123 United States History II                      |  |
| 25. ENGL 1023 Composition II                              | 59. MATH 1003 College Math                                  |  |
| 26. ENGL 2013 Introduction to Creative Writing            | 60. MATH 1103 College Algebra                               |  |
| 27. ENGL 2023 Introduction to Technical Writing           | 61. MATH 1113 Quantitative Literacy/ Mathematical Reasoning |  |
| 28. ENGL 2113 World Literature I                          | 62. MATH 1203 Plane Trigonometry                            |  |
| 29. ENGL 2123 World Literature II                         | 63. MATH 1305 Pre-Calculus                                  |  |
| 30. ENGL 2213 Western Literature I                        | 64. MATH 2103 Introduction to Statistics                    |  |
| 31. ENGL 2223 Western Literature II                       | 65. MATH 2203 Survey of Calculus                            |  |
| 32. ENGL 2653 American Literature I                       | 66. MATH 2405 Calculus I                                    |  |
| 33. ENGL 2663 American Literature II                      | 67. MATH 2505 Calculus II                                   |  |
| 34. ENGL 2673 British Literature I                        | 68. MATH 2603 Calculus III                                  |  |
|   | 69. <b>MUSC 1003 Music Appreciation</b>                     |  |

\*ACTS <https://www.adhe.edu/institutions/academic-affairs/arkansas-transfer-and-articulation/arkansas-course-transfer-system>

◊Provided by Mr. Thomas Coy, Arkansas Department of Education, via email correspondence, 7/21/17. Reaffirmed 7/16/18.

**See full Act 1118 requirements in the Academic Administrators and Counselors Handbook.**

**Campus Contact Information**

- ITS Help Desk: (870) 972-3933
- Cashier's Window: (870) 972-2285
- Admissions Office: [Admissions@AState.edu](mailto:Admissions@AState.edu)
- Registrar's Office: [Registrar@AState.edu](mailto:Registrar@AState.edu)