A-State Early College Program

Policy Handbook for:

Instructors/Concurrent Coordinator

2025-2026

Arkansas State University — Jonesboro

TABLE OF CONTENTS

Introduction

Welcome to Arkansas State University (A-State) and A-State Early College Programs (ECP),

I am delighted that your district has chosen to partner with Arkansas State University in Jonesboro to offer concurrent enrollment opportunities to your students. More importantly, I am thrilled that YOU are joining our esteemed faculty by accepting the appointment to teach in the Early College Programs (ECP) offered through Arkansas State University. Your dedication to academic excellence is instrumental in providing students with an invaluable head start on their college journey.

Arkansas State University's Early College Programs meet the established guidelines of the Arkansas Higher Education Coordinating Board and the Arkansas State Board of Education. By participating in the ECP, you are opening doors for students at your high school to gain college credit at a reduced cost, giving them a significant advantage as they pursue their academic goals. Your dedication and passion are vital in making this opportunity a reality and in helping students transition smoothly to higher education.

Arkansas State University values the collaborative partnerships we have established with area high schools, and we deeply appreciate your efforts in promoting student achievement and academic success.

Please do not hesitate to reach out with any comments, questions, or concerns. I look forward to working with you throughout the upcoming year and beyond.

Sincerely,

Alex Dunn

Director of Early College Programs

Contact Information

Arkansas State University

Early College Programs Department

(870) 680-8365

CEP@astate.edu

ITS HelpDesk

(870) 972-3933

itshelpdesk@astate.edu

Alex Dunn

Director of Early College Programs

(870) 680-4236

aldunn@astate.edu

Charles Gabe

Project Coordinator of Early College Programs

(870) 680-4379

cgabe@astate.edu

Kallen Howard

Administrative Analyst for Early College Programs

(870) 680-3588

kahoward@astate.edu

Debra Barnett

Math Faculty Liaison

dbarnett@astate.edu

Fatma AlAmoody

Physical Science Faculty Liaison

falamoody@astate.edu

John Owens

Music Faculty Liaison

eowen@astate.edu

Audrey Bowser

Education Faculty Liaison

abowser@astate.edu

Kellie BuFord

History Faculty Liaison

kbuford@astate.edu

Robert Lamm

English Literature Faculty Liaison

rlamm@astate.edu

Kerri Bennett

Composition Faculty Liaison

klbennett@astate.edu

Mary Mann

Math Faculty Liaison

mmann@astate.edu

John Artim

Biology Faculty Liaison

jartim@astate.edu

What is Early College Programs?

Arkansas State University (A-State), located in Jonesboro, stands as a beacon of higher education, dedicated to its mission of educating leaders, enhancing intellectual growth, and enriching lives. As a catalyst for progress in Arkansas, the Delta, and the Mid-South region, A-State continually strives to meet the evolving educational needs of its diverse student body and surrounding communities.

A-State and ECP Mission Alignment

Arkansas State University's mission to "educate leaders, enhance intellectual growth, and enrich lives" aligns directly with the objectives of its Early College Programs, which expand access to higher education for high school students. By providing rigorous, college-level coursework and awarding over 6,000 credit hours last year, the program strengthens students' critical thinking and academic foundations, promoting intellectual growth and early collegiate success. Through partnerships with thirteen high schools and a commitment to affordable access—such as discounted course rates and waived application fees—the Early College Programs embody A-State's dedication to enriching lives and advancing educational opportunities for students across Arkansas.

The program's standards for academic readiness, combined with strategic state initiatives like ACT 456 and ACT 1118, further reinforce the university's mission to cultivate leaders. These initiatives ensure students from diverse backgrounds can gain college credits affordably, bridging the transition between high school and higher education. Through this approach, Early College Programs upholds A-State's mission of creating meaningful, inclusive educational pathways and developing a prepared, empowered student body equipped for future academic and professional challenges.

Concurrent Enrollment Definition

Concurrent Enrollment is 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) for high school credit and college-level credit. (Arkansas Code §6-18-223) Arkansas State University delivers its concurrent enrollment courses through its Concurrent Enrollment Program (CEP).

Memorandum of Understanding (MOU) and Courses

Your high school has signed a Memorandum of Understanding (MOU) that outlines the agreement between your school and Arkansas State University (A-State). A copy of this MOU can be found in Appendix A at the end of this Handbook.

The MOU outlines that A-State's Concurrent Enrollment Program (CEP) exercises direct oversight of all aspects of each concurrent course, including faculty selection, orientation, and evaluation in addition to course content, textbooks, and grading and assessment processes. To that end, the university assigns a discipline-specific faculty liaison to each CEP instructor to ensure that concurrent courses taught in area high schools meet the same standards as college courses taught on the A-State campus.

Concurrent courses offered are freshman and/or sophomore-level A-State-approved courses as outlined in the MOU and described in the A-State Catalog available at www.AState.edu. These courses are listed in the Arkansas Course Transfer System (ACTS) at http://acts.adhe.edu, which contains information about the transferability of courses within Arkansas public colleges and universities.

The university relies on high school guidance counselors and concurrent enrollment faculty to place students appropriately in concurrent classes. Students must have A-State-established college placement scores in reading for participation in CEP; those enrolled in Composition I and College Algebra must have college placement scores in English/writing and mathematics. Schools should also assess student maturity level and motivation before recommending them to participate in CEP. **CEP instructors and the high school guidance counselor should communicate and address cases of academic distress.** If a student is dropped from a concurrent course due to lack of academic achievement or withdrawal from the school district, the guidance counselor should contact the Early College Programs office.

Faculty

To ensure academic excellence and alignment with university standards, the program establishes specific credentials, course requirements, and instructor expectations. The following guidelines outline the necessary qualifications and responsibilities for concurrent faculty, course structure, and administrative procedures.

Concurrent Faculty Credentials

Concurrent faculty (CEP Instructors) teaching general education concurrent courses at Arkansas State University (A-State) must meet the following criteria:

- Possess a Master's degree with a minimum of 18 graduate hours in the subject area/discipline.

- Be recommended by their respective school district.

- Obtain approval from the appropriate A-State department chair and Director of Early College Programs.

- Submit the following to the Early College Programs office:

  o Official transcripts

  o Resume

  o ECP Application

  o Syllabus

- Complete a criminal background check and fulfill child maltreatment training requirements as mandated for public school teachers and A-State faculty

Concurrent Course Requirements

Concurrent enrollment courses at A-State must adhere to the following standards:

- Courses must be college-level, and CEP instructors are responsible for upholding academic integrity and collegiate expectations.

- Courses must utilize the same textbook or an approved equivalent with aligned content and course learning outcomes.

- Courses must implement the same learning outcomes and assignments as their on-campus counterparts, with exceptions subject to approval.

- Courses must maintain consistent grading standards and assessments with on-campus courses; departmental exams, if utilized on campus, must also be used in CEP courses.

- Instructors are required to use an A-State approved syllabus that:

  o Aligns with learning outcomes, grading, and assessment standards.

  o Is submitted to the faculty liaison and CE Coordinator one week prior to the semester start for approval.

  o Is distributed to students within the first week of classes.

- **Instructors must monitor student academic progress and collaborate with high school guidance counselors to address academic distress.** Withdrawals due to academic challenges or school district

transfers should be coordinated with the A-State Early College Programs office. Official withdrawals before the published deadline will result in a grade of "W," while later withdrawals without extenuating circumstances will be recorded as an "F."

- o Arkansas State University (A-State) employs an Early Alert System to proactively address student performance concerns. Academic departments at A-State encourage concurrent faculty to identify students encountering challenges in college coursework and to intervene through one or more of the following measures:
    - Provide individualized academic advising by identifying areas of deficiency and recommending appropriate solutions.
    - Refer students to available tutorial services offered at the ECP school or through A-State resources.
    - Engage relevant stakeholders, such as school counselors, administrators, and/or parents or guardians, to ensure additional support and guidance.
    - Recommend that students who may not be adequately prepared complete the course for high school credit only, utilizing the experience to enhance their reading, critical thinking, and communication skills in preparation for future college-level coursework.
    - Advise students to withdraw from the course, if necessary, with the recommendation to retake it once they have developed the requisite skills to meet university standards.
- Students must achieve a grade of "C" or higher in prerequisite courses (e.g., Composition I) to enroll in subsequent courses (e.g., Composition II). Appendix B has the current year's course crosswalk that includes prerequisites for offered courses.

CEP Instructor Expectations

All CEP instructors must adhere to the following expectations:

- *New Instructor Orientation:*
    - o Participate in at least one meeting (in-person or Zoom) with the faculty liaison before teaching.
    - o Receive an overview of administrative processes and program expectations, ensuring all necessary documentation is submitted. This overview can be found in Appendix C.
    - o Read through this Handbook for the current year.
- *Professional Development:*

- o Participate annually in discipline-specific professional development and collegial engagement regarding course content, delivery, assessment, evaluation, and research.
  - o Failure to attend professional development for three consecutive years will result in a non-compliance notification to the district.
- *Administrative Compliance:*
  - o Adhere to deadlines established in the A-State academic calendar. (Appendix D)
  - o Establish an account in the university's student information system to verify course rosters and submit grades.(Appendix E) (Appendix F)
  - o Review and verify class rosters per A-State Registrar guidelines. (Appendix E)
  - o Submit mid-semester and final grades through the university's system. (Appendix F)
- *Classroom Oversight:*
  - o Facilitate site visits and classroom observations by faculty liaisons and CE Coordinators to ensure instructional quality and alignment with university standards.
  - o Administer anonymous student assessments of faculty and courses each semester provided by A-State.
  - o Utilize student evaluation data to perform best practices in the upcoming semesters.
  - o Participate in periodic surveys conducted by the university for program evaluation and improvement.

By adhering to these guidelines, CEP instructors contribute to the academic excellence and integrity of the concurrent enrollment program at Arkansas State University.

Counselors/Concurrent Coordinator

The role of the Counselor/Concurrent Coordinator is crucial in ensuring that students and instructors have the necessary resources and guidance to succeed in the Early College Programs. Coordinators serve as a bridge between A-State and participating schools, facilitating communication and compliance with program policies.

Forms

All forms for the 2025-2026 academic year can be accessed here, with the exception of Scarlet Shirt Freshman forms, which are available under Student/Parent Resources. **The Early College Programs office will only process forms applicable to the current or upcoming semester. Forms submitted for multiple semesters simultaneously will not be accepted.**

Request Forms:

> All concurrent enrollment section requests must be submitted using the official A-State Online and On-Campus/Traditional request forms. Forms must be completed with accurate information and signed by a school counselor before submission to the Early College Programs office.

> Online

> Counselors from partnering schools may use this form to request enrollment for five or more students in online sections taught by A-State faculty or adjuncts. This is a request form; once the requested course or section has been approved and established, we will notify you via the same email thread. If you have any questions about what courses are available for the Spring 2025 semester, please reach out to our office.

> On-Campus/Traditional

> This form is for requesting courses being offered on-campus/traditional taught by faculty credentialed instructors at your high school. As long as the instructor as your school has been faculty credentialed this form will be approved. Once the courses have been created, we will notify you via the same email thread and you will be able to view them through the Course Tool.

Approved Courses:

> Enrollment Form (Online & On-Campus/Traditional)

> Please complete the enrollment form for each course that has been approved and is listed on your school's Course Tool list. Ensure that all fields are filled out in their entirety to avoid delays in processing.

Drop Procedure:

Students wishing to drop a concurrent course must complete the drop request form and obtain the necessary approvals from their high school counselor and A-State Early College Programs office. Drops processed before the official deadline will result in a grade of "W," while later withdrawals without extenuating circumstances will result in an "F."

[Course Drop Form](#)

To request a course drop, please complete the drop form in its entirety. All required fields must be filled out accurately. Once completed, email the form to cep@astate.edu to initiate the drop process. Incomplete submissions may result in delays.

Scarlet Shirt Freshman Program:

The Scarlet Shirt Freshman Program is designed to support high school students in their transition to college-level coursework. Students interested in exploring courses beyond dual enrollment or those offered by their school's faculty will find this program to be an excellent opportunity. Prior to submission, counselor approval is required on the form provided below. To facilitate the process, a link is included on the form, allowing students to browse [available courses](#) and access all necessary details.

[Scarlet Shirt Freshman Form](#)

Those ready to become a Red Wolf can click the link to access the form and explore the course offerings. Completed forms should be submitted to CEP@AState.edu.

Course Tool/Self Registration

The [Course Tool](#) is an online platform that allows counselors/coordinators to view approved concurrent sections in A-State's system. This course tool can be used to find available course information on Early College courses offered through your High School. Once you have obtained the CRN(s) you are taking for the upcoming term, students may login to Self-Service Banner account to complete registration.

If you experience issues or have any questions, please contact Early College Programs at cep@astate.edu for assistance. For step-by-step directions on registering for classes, please watch the short video available here: [Registration](#)

Please note that an enrollment form including all students' in the approved course must still be submitted to the Early College Programs office.

Roster Checks

Roster checks include a thorough review of concurrent students to ensure they are enrolled in the correct sections, identify those who need to be dropped, and determine if any students require enrollment. This

process helps maintain accurate records, supports compliance with institutional policies, and ensures that students are placed appropriately based on their academic requirements. By systematically verifying enrollment data, institutions can prevent registration errors, optimize class sizes, and provide timely support to students in need of adjustments. Regular roster checks contribute to the overall efficiency of academic operations and enhance the student experience by ensuring accurate and up-to-date enrollment information.

Final Rosters

The procedure for final roster checks involves a thorough review of the emailed rosters to verify their accuracy and completeness. Instructors or administrators are required to carefully examine the rosters and identify any necessary modifications, such as the addition or removal of students. If changes are required, the updated final roster will be provided accordingly. Approval of the rosters must be submitted by the date mentioned in the email sent out to facilitate the timely application of ACT 456/1118 scholarships to students' accounts.

It is important to note that all student IDs have been included in the roster, and any correspondence regarding specific students should reference these IDs to ensure clarity and efficiency.

Scholarships

Scholarship opportunities are available for concurrent students who meet academic and financial criteria. A roster with all needed information will be provided each semester after the final rosters have been approved. Information for both ACT 456 and ACT 1118 is outlined here.

Accommodations

Students requiring academic accommodations must work with their high school counselor to submit a formal request to A-State's Disability Services office. Approved accommodations will be communicated to the CEP instructor to ensure compliance with university policies.

Learn more here.

Handbook Distribution

It is the Counselor/Concurrent Coordinator's job to provide each Early College Programs student and Instructor with a physical or digital copy of their respective handbook for the current year. It is also highly recommended to discuss the main points of each handbook with each group. If you need assistance with this, please reach out to the ECP office for support, and we will be happy to help.

By adhering to these guidelines, CEP instructors contribute to the academic excellence and integrity of the concurrent enrollment program at Arkansas State University.

A-State/Early College Programs Policies

To maintain the high standards of these programs, it is essential for ECP instructors, students, and school districts to adhere to established policies and expectations. This document outlines the guidelines and procedures regarding compliance, academic integrity, student services, and program expectations to ensure a successful partnership between ASU and participating high schools.

Non-Compliance Agreement

Non-compliance with any of the above requirements and/or concerns identified from site visits, observations, or student evaluations will result in a conference with the Early College Programs (ECP) Director. Follow-up visits and support will be provided to assist in meeting the requirements and expectations in the subsequent semester and academic year. If non-compliance continues in the second year, the ECP instructor may be removed from the program. Non-attendance at Professional Development for three consecutive years will result in a Non-Compliance letter sent to the school district. If the instructor is absent the following year, they may be asked to leave the program. A removed ECP instructor may be reinstated after one academic year by submitting an improvement plan agreed upon by the ECP Director and the high school principal.

ECP Instructor Extended Absence

If an approved ECP instructor requests extended leave after the semester begins, the high school principal or counselor must notify the ECP office immediately. The school district and the University will collaborate to identify a qualified substitute to continue offering the course for ECP credit. In compliance with its governing and accrediting bodies, the University reserves the right to rescind ECP credit if a qualified substitute cannot be found.

Academic Integrity

Concurrent enrollment courses are college-level, and ECP instructors and students must uphold academic integrity and a collegiate environment. Any student found engaging in classroom disruption, cheating, plagiarism, unauthorized use of AI, or test tampering will face disciplinary action. Violations may result in lowered assignment scores, a failing grade, suspension, dismissal, or a combination of these sanctions. Each instructor determines penalties for dishonest acts or classroom disruptions.

Students may appeal an academic or disciplinary decision by contacting the ECP Director and filing a grievance in accordance with the Concurrent Student Handbook procedures.

Transfer of ASU Concurrent Credit

Concurrent college credits earned can be applied to an A-State academic program or transferred to other colleges and universities. Transferability is contingent upon the grade achieved and the receiving institution's transfer policies. Some courses may not be accepted within a particular major. Transfer is guaranteed when a

student earns a grade of "A," "B," or "C." Most institutions record transferred courses with a grade of "credit," which does not affect GPA. However, some institutions may transfer actual grades, impacting GPA. Students should verify transfer policies with their chosen institution. Review their ability to transfer credit by reviewing courses offered in [Appendix B](#).

Private and out-of-state institutions are not part of the Arkansas Course Transfer System (ACTS). Each institution determines its transfer policies. It is the student's responsibility to verify credit acceptance by their intended post-secondary institution.

Generally, concurrent college credits do not impact eligibility for freshman scholarships, but students should confirm this with their intended four-year institution.

Access and Accommodations

The Americans with Disabilities Act (ADA) extends civil rights protections to individuals with disabilities. It is the policy of the University to accommodate students with disabilities in compliance with federal and state laws.

College-level accommodations may differ from those required at the high school level. Students should contact A-State's Access & Accommodation Services for accommodations. The link for this can be found on the Early College Program page under "Instructors and Counselor Resources."

Family Education Rights and Privacy Act (FERPA)

FERPA is a federal law that protects student education records, including personal information, grades, enrollment records, and class schedules. Students have rights concerning the release of their records, and parents do not have access without written consent.

Students may file complaints regarding FERPA compliance with the U.S. Department of Education. The University designates specific directory information that may be disclosed without prior consent unless a student submits a written request to withhold disclosure.

Library Services

The A-State Library is available to ECP instructors and students, providing access to resources such as computers, online catalogs, research databases, professional journals, eBooks, and more. The library can be accessed online at the [Dean B. Ellis Library].

Copyright and Fair Use

Copyright law governs the reproduction of various works, including books, digital materials, and multimedia. Faculty and students should assume materials are copyrighted unless proven otherwise. Educators and students at accredited non-profit institutions are permitted to use portions of copyrighted materials for educational purposes during a single semester.

Child Maltreatment/Sexual Harassment Mandated Reporter

As public-school teachers, ECP instructors are mandated reporters for child maltreatment and sexual harassment. Any suspected incidents should be reported promptly to the high school principal and the ECP Director. Due process rights are available to students and employees through A-State's grievance procedures.

**MEMORANDUM of UNDERSTANDING
to
OFFER CONCURRENT ENROLLMENT COURSES
Academic Year 2025-2026**

Under the terms of this Memorandum of Understanding (MOU), Arkansas State University (A-State) and High School agree to allow high school students enrolled at _____(High School) to enroll in Arkansas State University courses offered on the _____(High School) campus or via an online platform for concurrent A-State and High School credit. In certain circumstances, A-State may also offer concurrent courses on its own campus.

Contact Person
Name:	Alex Dunn
Title:	Director, Early College Programs
Phone Number:	870.680.4236
E-mail Address:	aldunn@astate.edu

High School Concurrent Enrollment Contact Information:
Name:	_____
Title:	_____
Address:	_____
City, State, ZIP	_____
Phone Number:	_____
E-mail Address:	_____

Authority to Offer Concurrent Courses
Arkansas Code § 6-18-223 authorizes Arkansas high school students to enroll in college/university courses to earn credit that will be applicable to a college degree and concurrently to a high school diploma.

The Concurrent Enrollment Policy of the Arkansas Higher Education Coordinating Board (AHECB Policy 3.15) includes guidelines for establishing and maintaining concurrent courses, including but not limited to, requirements for faculty teaching concurrent courses, ownership by the college/university for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

Approval
As a program approved by the Arkansas Department of Higher Education (ADHE) or the National Alliance of Concurrent Enrollment Partnerships (NACEP), the High School Concurrent Program adheres to requirements of the Arkansas Higher Education Coordinating Board (AHECB) to offer concurrent courses.

All Arkansas colleges and universities offering concurrent courses will submit concurrent-related data and information to ADHE.

Concurrent Course Ownership (NACEP Curriculum Standards: C1, C2; Partnership Standards: P1, P2; Student Standards: S4; AHECB Policy 3.15)
ECP concurrent courses are offered by A-State and are consistent in title, description, and learning outcomes with other A-State courses. University support of the program includes providing access to A-State Library resources, technology, and tutorial assistance, and providing academic advising as needed to ensure college success.

The college/university administration will be responsible for all aspects of the concurrent course, including hiring/designating an Institutional Concurrent Coordinator, and participating in the faculty selection, orientation, and evaluation processes.

Under the guidance of A-State departments, A-State faculty retain full oversight of all curricular decisions and faculty credentialing. A faculty liaison is appointed by the department chair to supervise all concurrent courses offered by the department, including syllabi approval, site visits, assessments, evaluations, and professional development offerings. Departments are encouraged to provide opportunities for interaction with on-campus faculty members and expanded opportunities for participation in departmental meetings and discussions.

Courses Offered
Courses offered at the high school are determined by the curricular needs of the school, the availability of credentialed instructors, and minimum enrollments.

Concurrent Courses – General Education (NACEP Curriculum Standards: C1, C2, C3; Assessment Standard: A1; AHECB Policy 3.15)
- All courses offered concurrently must be approved A-State courses and include the A-State course numbering distinction.
- Freshman and/or sophomore-level courses are listed in the course catalog and obtain approval for concurrent credit by the A-State approval process.
- Courses offered for concurrent credit must meet the same curriculum and grading standards as courses taught on the A-State campus.
- Concurrent instructors will use the same course syllabi that are used on the college campus or a department-approved revised syllabus.
- General Education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System (ACTS).

Course Delivery (NACEP Curriculum Standard: C1, C2; Student Standard: S4; AHECB Policy 3.15)
- It is understood that a high school may have a concurrent agreement with more than one college/university; however, there should not be unnecessary duplication of college course offerings.
- Courses offered for concurrent credit will be taught on the high school campus or via online delivery. In certain instances, concurrent courses may be taught on the A-State campus.

- Concurrent/Advanced Placement (AP) blended courses must include the A-State-designated curriculum and meet all the requirements of concurrent courses as set forth by AHECB policy and NACEP accreditation standards.
- The blended concurrent/AP syllabi must be approved by the AP Board. A copy of this approval must be kept on file by the high school and a copy of the approved blended concurrent/AP syllabus submitted to A-State.
- Students in classes with a mixed population of concurrent and AP students must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.
- All students enrolled in blended concurrent/AP courses are required to take the AP end-of-course exam. High schools must maintain documentation for all test takers and provide test data to A-State upon request.
- Students can earn at least three hours of college credit and one unit of high school credit for successful completion of one blended concurrent/AP course **ONLY** if the student registers for concurrent course credit at the beginning of the term. The AP minimum score is not required for conferral of college concurrent credit.
- For courses taught by high school faculty, it is expected that only one course will be offered in each classroom used for concurrent courses, and a concurrent-qualified and A-State approved instructor teaches the ECP course.
- If no credentialed faculty is on-staff at the partnering high school, a distance education delivery model for concurrent education may be used. This involves an A-State credentialed faculty teaching the college course via electronic technology (Canvas or a third-party learning platform). The college instructor will set the course requirements based on the department-approved syllabus and provide all grades for the college course.
- Electronically-delivered concurrent courses must be monitored by a high school credentialed instructor. Staff proctors may monitor students during assigned class periods for online courses; however, a high school credentialed faculty must be available for student questions and guidance regarding the discipline at some point in the academic day.
- Blending of concurrent and non-concurrent students in a course must have at least a majority (51%) of students enrolled for concurrent credit.
- Specific courses may require specific laboratory experiences, such as in the case of the science or math courses. If it is necessary that students have access to technology beyond the traditional class period for conducting research or completing course requirements, the high school must provide or assure student access to the needed technology. This access can occur in study hall, during a free period, or during any time outside the regular school day. The school district is responsible for supervision of the students during the use of technology.
- When possible, electronic textbooks will be used to conserve textbook resources of the school district.

Course Requirements and Course Transcription (NACEP Assessment Standard: A1; Student Standard: S1, S2)
All courses offered concurrently must be approved A-State courses. Course content, syllabi, assessments, and evaluations will be consistent with those courses that are being taught on campus and must be approved by the sponsoring academic departments and the university requirements which shall comply with the standards of the HLC. Grading criteria and credits awarded will be the same as those used and awarded for on-campus courses. Concurrent courses are transcribed on the official

A-State transcript. All enrollment, as designated on the 11th day of the semester, must remain on the official college transcript and be assigned a final grade.

Assessment and Evaluation (NACEP Assessment Standard: A1; Evaluation Standard: E1; AHECB Policy 3.15)
- Concurrently enrolled students must adhere to the same grading standards as those used in the university course.
- Course assessments must be consistent with the department/university course assessments.
- Students enrolled in A-State ECP courses must participate in the department's student learning outcomes assessment procedures.
- Students must participate in faculty evaluations each semester.
- Instructors of concurrent courses are evaluated using the same teaching evaluations completed by students at the university each semester.

Requirements for Concurrent Instructors (NACEP Curriculum Standard: C3; Faculty Standards: F1, F2, F3, F4; AHECB Policy 3.15)
To ensure that concurrent courses meet the same standards as those offered on the A-State campus, high school faculty must meet the same academic qualifications required by the A-State faculty and be approved by the appropriate academic department. The credentials and requirements include:
- The instructor of record must be the individual who teaches the concurrent course(s).
- An individual under contract with the school district as a teacher will not be considered an adjunct faculty member of A-State.
- A master's degree that includes 18 content graduate hours in the subject area.
- Instructors of concurrent/AP blended courses must have completed AP training in the subject area(s).
- Current curriculum vitae/resume
- Graduate transcript(s)
- Submission of syllabi for all concurrent courses taught
- Submission of assessment and other information as requested by A-State
- Participation in a new faculty orientation
- Participation in annual professional development provided by the university
- Course monitoring by an assigned university faculty liaison including site visits
- Adherence to the A-State Academic Calendar for grade reporting requirements
- Adherence to all program policies and procedures.
- Up-to-date (every 5 years) criminal background checks.

Instructor non-compliance with A-State ECP policies and procedures will result in the revocation of teaching credentials at the university.

Requirements for Concurrent Instructors - Career and Technical Education (CTE) Courses

- Faculty members teaching in career-technical areas must hold at least an associate degree or appropriate industry-related licensure/certification.
- Current curriculum vitae/resume
- Transcripts
- Submission of syllabi for all concurrent courses taught
- Submission of assessment and other information as requested by A-State
- Participation in a new faculty orientation
- Participation in annual professional development provided by the university
- Course monitoring by an assigned university faculty liaison including site visits
- Adherence to the A-State Academic Calendar for grade reporting requirements
- Adherence to all program policies and procedures.
- Up-to-date (every 5 years) criminal background checks.

Admission Requirements for Concurrent Courses (AHECB Policy: 3.15; A-State Admission Policy)
- Minimum ACT* reading score of 19
    - Minimum ACT* Math score of 19 (for math placement)
    - Minimum ACT* English score of 19 (for composition placement)
    - Equivalent scores on accepted standardized tests
- GPA of 2.75 or higher
- Completion of the 8th grade
- Adherence to course pre-requisites
- Submission of the electronic A-State ECP Parental Consent
- If a university policy conflicts with that of the high school, the policy of greater rigor will be enforced

Admission and Course Enrollment
ECP staff work closely with counselors to identify students desiring to participate in taking concurrent credit. Admission applications must be completed no later than one week prior to the beginning of the academic semester. Counselors are responsible for communicating the required admission requirements and procedures to the high school students. ECP staff work closely with the counselors to gather required admission documentation and assist new students in moving through the application, activation, and registration processes.

High school counselors and instructors are responsible for confirming student registration for courses. When requested, ECP staff will visit school campuses to assist with this task. Instructors or Counselors must provide roster correction forms prior to the 6th day of AState classes to ensure correct enrollment. No students may be enrolled for courses after the 11th day of class for any reason.

Concurrent Tuition
Concurrent students are assessed a reduced application fee ($15) which is applied to the student's tuition statement. In addition, tuition will be charged at $40 per credit hour. A-State tuition policy allows for course drops without tuition charges until the two business days before the final drop date depending on the course session outlined in university academic calendar.

Tuition is payable via the my.Astate campus portal, postal mail to the A-State Treasurer's Office, or at the on-campus Cashier's Window. High schools may choose to provide tuition payments for students by requesting an invoice from the ECP.

Arkansas Act 1118 of 2017

Under certain circumstances, Section 2 of Arkansas Act 1118 of 2017, codified at Ark. Code Ann.§ 6-16-1204(e)(3), provides public high school students meeting the Federal Free/Reduced Lunch Program (FRLP) guidelines a maximum of six hours of credit during their high school career at no tuition cost to the student. For a concurrent course to qualify for the student to receive free tuition, the course must be taught: (a) on the grounds of the public high school district in which the student is enrolled and (b) by a teacher employed by the public-school district in which the student is enrolled. A-State will recognize FRLP eligibility based on National School Lunch Program (NSLP) applications completed at partnering high schools. NSLP eligibility must be certified for both the fall and spring semester each academic year. Students who meet the eligibility requirements under Act 1118 and wish to enroll in a concurrent course that meets that statute's requirements and is included on the addenda to this MOU may earn and receive concurrent credit within the statute's limits at no cost to the student. Act 1118 tuition waivers must be utilized for eligible course enrollment before the Arkansas Concurrent Challenge Scholarship is applied.

Although an eligible student under Act 1118 is not directly charged tuition for their enrollment in a qualifying course, the public-school district in which the student is enrolled is responsible for paying the tuition cost to A-State. High School agrees to pay the student's tuition in such case to A-State.

Act 1118 is limited to students enrolled in public school districts. Accordingly, this section of the MOU (under the heading "Arkansas Act 1118 of 2017") does not apply if High School is not an Arkansas public school.

The following procedures are used to ensure confidentiality of FRLP data:
- The designated High School contact will provide A-State a list of concurrent enrolled students who meet FRLP eligibility. No further data concerning eligibility criteria is required.
- The ECP Director, ECP Staff, and designated A-State Student Accounts representatives are the only A-State representatives privy to the student eligibility list.
- The FRLP eligibility information is used to apply credit to the identified students' accounts.
- All FRLP data is kept secure in the ECP Office and Student Accounts Office using A-State standards of confidentiality of materials.
- Under the Family Educational Rights and Privacy Act (FERPA), all A-State personnel are subject to disciplinary actions ranging from verbal reprimand up to and including termination for the disclosure of confidential student records.

Arkansas Concurrent Challenge Scholarship Program

Concurrent students will be charged $40 per credit hour for a high school instructor and $40 per credit hour for college instructor in regards to tuition.

The Arkansas Concurrent Challenge Scholarship Program, created by Arkansas Act 456 of 2019, codified at Ark. Code Ann. § 6-85-401, *et seq.*, and implemented through the Arkansas Department of

Education, Division of Higher Education Rules Governing the Arkansas Concurrent Challenge Scholarship Program (ADHE Concurrent Challenge Rules), provides scholarships for sophomore, junior or senior level Arkansas resident students enrolled in qualifying math, English, social studies, and science courses at approved institutions of higher education. Eligibility and qualification of the student and the selected concurrent course for a scholarship under this program are governed by Ark. Code Ann. § 6-85-401, *et seq.*, and the ADHE Concurrent Challenge Rules.

For qualifying students enrolling in scholarship-eligible courses, High School is responsible for demonstrating that the student meets all of the eligibility requirements set out in the statute and ADHE Concurrent Challenge Rules. Among these responsibilities, High School must certify that each sophomore, junior or senior student has a student success plan on file with the high school counselor to be eligible for the scholarship.

Scholarships are awarded based on availability of funding from the state of Arkansas. No guarantee of funding can be provided by A-State.

Effective Dates
This MOU is effective for the 2025-2026 academic year when signed by the A-State Provost and Executive Vice Chancellor for Academic Affairs and Research and the High School Principal. The MOU will remain in effect for one academic year, unless terminated by either institution. Either party may terminate this agreement by serving the other with written notice one semester in advance.

Refusal to comply with the terms of this agreement within a reasonable timeframe after providing documentation of non-compliance will result in the termination of this MOU for good cause.

If for any reason the school district chooses to end an individual concurrent course or partnership with A-State, the school will inform the university in a timely manner.

<div align="center">[SIGNATURES TO FOLLOW ON NEXT PAGE]</div>

Official Signatures

The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by *Arkansas State University* and
_____*(High School).*

_____

Provost & Exec. Vice Chancellor for
Academic Affairs and Research Arkansas
State University

_____   _____

Provost Signature   Date

_____

Principal Name Printed

_____   _____

Principal Signature   Date

Appendix B

Arkansas State University Early College Programs Courses*					
All courses required college-level Reading and a 2.75 GPA.					
*Courses offered are dependent on A-State Fall/Spring scheduling, enrollment, and instructor availability.					
Course #	**A-State Course Name**	**A-State Credit Hours**	**Prerequisite**	**Textbooks**	**ACTS #**
ACCT 2033	INTRO TO FINANCIAL ACCOUNTING	3		Fundamental Financial Accounting Concepts	ACCT 2003
ANTH 2233	INTRODUCTION TO CULTURAL ANTHROPOLOGY	3			ANTH 2013
ART 2233	CURRENT ISSUES IN FASHION	3			Not in ACTS
ART 2503	FINE ARTS VISUAL	3			ARTA 1003
BIOL 1001	BIOLOGICAL SCIENCE LAB	1		Exploring Biology in the Laboratory, custom for ASU	BIOL 1004
BIOL 1003	BIOLOGICAL SCIENCE	3		Campbell Essential Biology with Physiology	BIOL 1004
BIOL 1063	PEOPLE AND THE ENVIRONMENT	3	Corequisite, BIOL 1001		Not in ACTS
COMS 1203	ORAL COMMUNICATIONS	3		Understanding Human Communication 15th ed	SPCH 1003
CRIM 1023	INTRODUCTION TO CRIMINAL JUSTICE	3		Criminal Justice	CRJU 1023
CS 1013	INTRODUCTION TO COMPUTERS	3		SIMnet for Office 365/2019, Standalone, Office Suite Registration Code	CPSI 1003
DIGI 1113	DIGITAL DESIGN LANGUAGE	3			UPSKILL
DIGI 2003	INTRO TO CODING WITH SWIFT	3			UPSKILL

ECON 2313	PRINCIPLES OF MACROECONOMICS	3		Macroeconomics (Optional, NOT required)	ECON 2103
ENG 1003	COMPOSITION I	3		Writing With the Pack	ENGL 1013
ENG 1013	COMPOSTION II	3	ENG 1003 with C or better		ENGL 1023
ENG 2003	WORLD LITERATURE TO 1660	3		Norton Anthology of World Literature Vols A-C	ENGL 2213
ENG 2013	WORLD LITERATURE SINCE 1660	3		Norton Anthology of World Literature, Vol. 2, Shorter, 5th ed.	ENGL 2223
GEOG 2613	INTRODUCTION TO GEOGRAPHY	3			GEOG 1103
GRFX 1223	INTRO DIGITAL GAME DEVELOP	3			UPSKILL
GRFX 2223	DIGITAL GAME ASSET CREATION	3			UPSKILL
HIST 1023	WORLD HISTORY SINCE 1500	3		The Heritage of World Civilizations 5th Edition	HIST 1123
HIST 1113	WORLD HISTORY TO 1500	3		A Brief Global History, from 1500 to the Present	HIST 1113
HIST 2763	THE UNITED STATES TO 1876	3		Give Me Liberty	HIST 2123
HLTH 2513	PRINCIPLES OF PERSONAL HEALTH	3		An Invitation to Health	Not in ACTS
ISBA 1503	MICROCOMPUTER APPLICATIONS	3		New Perspectives Collection, Microsoft 365 & Office 2021 Introductory	Not in ACTS
MATH 1023	COLLEGE ALGEBRA	3	High School Algebra II and score of 21 or above on ACT Math	College Algebra	MATH 1103
MATH 1033	PLANE TRIGONOMETRY	3	High School Algebra II and	Cengage WebAssign	MATH 1203

			score of 21 or above on Math ACT	Access Code (Trigonometry 11th ed)	
MATH 1043	QUANTITATIVE REASONING	3	High School Algebra II and score of 19 or above on ACT Math	Using and Understanding Mathematics	MATH 1113
MATH 1054	PRECALCULUS MATHEMATICS	4	High School Algebra II and score of 24 or above Math ACT	Pre-Calculus with Limits	MATH 1305
MATH 2143	BUSINESS CALCULUS	3	MATH 1023 or MATH 1054 or a Math ACT score of 26	Applied Calculus	Not in ACTS
MUS 1711	INTRODUCTION TO JAZZ STUDIES	1			Not in ACTS
MUS 2503	FINE ARTS MUSIC	3		Music: An Appreciation, Brief, 10th Edition	MUSC 1003
NS 2203	BASIC HUMAN NUTRITION	3		Nutrition	Not in ACTS
PHIL 1103	INTRODUCTION TO PHILOSOPHY	3		A Dialogue on Personal Identity and Immortality	PHIL 1103
PHSC 1201	PHYSICAL SCIENCE LAB	1	Corequisite, PHSC 1203		PHSC 1004
PHSC 1203	PHYSICAL SCIENCE	3	Corequisite, PHSC 1201		PHSC 1004
POSC 2103	INTRODUCTION TO US GOVERNMENT	3		We the People	PLSC 2003
PSY 2013	INTRODUCTION TO PSYCHOLOGY	3		Psychology	PSYC 1103
PSY 2133	DEVELOPMENTAL PSYCHOLOGY	3		Essentials of Human Development: A Life-Span View	Not in ACTS
SOC 2213	INTRODUCTION TO SOCIOLOGY	3		The Real World	SOCI 1013
TE 2003	INTRODUCTION TO EDUCATION	3	15 hours of college credit	Those Who Can, Teach	Not in ACTS
TE 2013	INTRO TO EDUCATIONAL TECH	3			Not in ACTS

THEA 2503	FINE ARTS THEATRE	3		Why Theatre? The Essential Questions	DRAM 1003

Arkansas State University-Jonesboro
Early College Programs
Admission Standards

Applicants

Concurrent applicants who meet one of the following criteria will receive admission to A-State Early College Programs. While you have to meet minimum criteria, test scores are still required:

- 2.75 cumulative high school grade point average
- Qualifying reading test score (Highlighted below); or SAT Composite

	Math	Reading	English Writing	Composite
ACT	19	19	19	19
ASPIRE (9th or 10th grade scores only)	432	428	428	**
ACCUPLACER (This test is used to project ACT scores and may only be used for A-State admission through the A-State Concurrent Program.)	255-QAS 220 AAF	253	251	**
SAT*				900

**A composite score is not available for the Aspire test or Accuplacer test. Students may be admitted to the A-State Concurrent Program based on the Aspire or Accuplacer reading subtests.

Courses Requiring Prerequisites

Concurrent students must meet placement requirements in English and Math per the list below:

Subject	Course Name	Prerequisite	Standardized Test Score
	Composition I (ENG 1003)		ACT English score of 19 **OR**

			ASPIRE English score of 428 *OR* ACCUPLACER Writing score of 251
English	Composition II (ENG 1013)	Composition I (ENG 1003) *O* *R* AP English score of 3 or higher	
Math	College Algebra (MATH 1023)	High School Algebra II	ACT math score of 19*** **OR** ASPRIRE math score of 432 **OR** ACCUPLACER QAS score of 255 **OR** ACCUPLACER AAF score of 220
Math	Plane Trigonometry (MATH 1033)	High School Algebra II *O* *R* Pre/Co-requisite, MATH 1023	ACT math score of 19*** **OR** *ASPIRE math score of 432 OR* ACCUPLACER QAS score of 265 **OR** ACCUPLACER AAF score of 230

A-State ECP Academic Calendar 2025-2026

<u>Fall 2025</u>

Concurrent Application Deadline .... August 13

First Day of Classes ....August 20

Online/SSF Courses Enrollment Deadline ....August 20

On-Campus/Traditional Courses Enrollment Deadline ....August 29

Labor Day Holiday (A-State Closed) ....September 1

Last Day to Drop Session I Courses ....September 19

Last Day of Session I Courses ....October 3

First Day of Session II Courses ....October 13

Mid-Semester Break (tentative) (A-State Closed) ....October 16-17

Last Day to Drop/Withdraw ....November 21

Thanksgiving Holiday/Fall Break (A-State Closed) ....November 24-28

Last Day of Courses ....December 4

Final Exams ....December 8-12

All Grades Due @ Noon ....December 15

<u>Spring 2026</u>

Concurrent Application Deadline .... January 9

First Day of Classes ....January 12

Online/SSF Courses Enrollment Deadline ....January 12

MLK Jr. Day (A-State Closed) ....January 19

On-Campus/Traditional Courses Enrollment Deadline ....January 23

Last Day to Drop Session I Courses ....February 13

Last Day of Session I Courses ....February 27

First Day of Session II Courses ....March 9

Last Day to Drop/Withdraw ....April 17

Last Day of Courses ....April 30

Final Exams ....May 4-8

**To view A-State's full Academic Calendar click [here.](#)
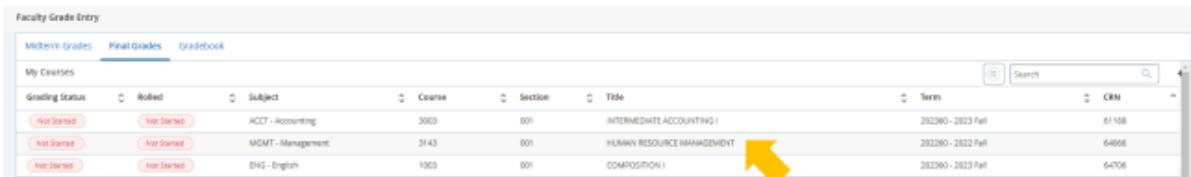
FACULTY GRADE ENTRY

Final grades can be entered either in Canvas or directly in Banner Self Service – PLEASE review page 2 of this document for directions on entering grades directly in Canvas
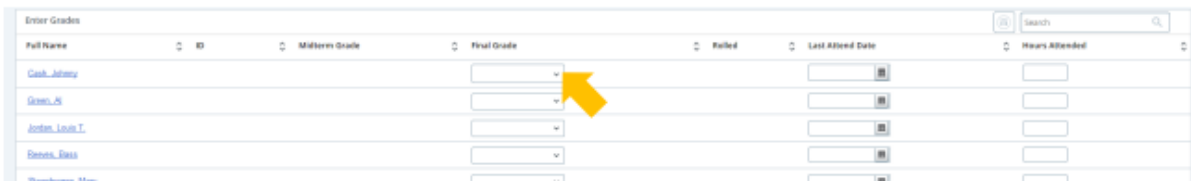
FINAL GRADING IN SELF SERVICE

1. Login to Self Service via my.AState

2. Go to "**Faculty Grade Entry**" on the Self Service home page

3. Open the **Final Grades** tab to display a list of courses where you are an instructor.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61108
Not Started	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT	202360 - 2023 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I	202360 - 2023 Fall	64706

4. Select the relevant class section and your full roster will appear. When grading is available grade drop-down boxes will appear; select a grade from the drop-down for each student
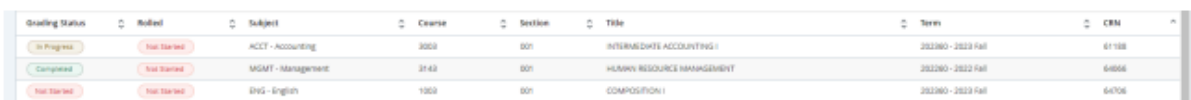
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Cash, Johnny						
Green, Al						
Jordan, Louis T.						
Reeves, Bass						

5. After you have assigned grades, scroll to the bottom and select "**Save**"

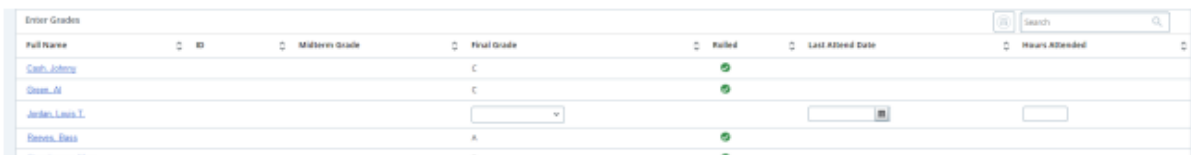|	Save	Reset

6. You can save and return later if not all grades are available. Classes with missing grades show the grading status "*In Progress*", once all grades are entered the grading status changes to "*Completed*"

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61108
Completed	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT	202360 - 2023 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I	202360 - 2023 Fall	64706

You can make changes to entered grades following the steps above until the grades are rolled into academic history. Rolled grades are viewable to the student and available on the student's transcript. A rolled grade can be identified by a green check in the "Rolled" column on the grading roster.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Cash, Johnny			C	✓		
Green, Al			C	✓		
Jordan, Louis T.						
Reeves, Bass			A	✓		

** If final grading has ended, you need to submit a Change of Grade form to the Registrar's Office to update to the appropriate letter grade (Change of Grade forms can be collected from your College Dean's office).**

If you have any questions regarding Final Grading, please contact either Chris Boothman (cboothman@astate.edu) or Caroline Moseley (mmoseley@astate.edu) for further information.

FINAL GRADING IN CANVAS

1. In order to enter final grades in Canvas, you will need to activate the "Submit Grades to Banner" application if this is not already available on your left navigation menu. If this is already available, please view step 5 of this guide.
2. Click on Settings on the left navigation menu of the course.
3. Click the Navigation tab at the top.
4. Locate the "Submit Grades to Banner" menu item, click the three dots and click Enable. Click Save. The "Submit Grades to Banner" menu item will appear.

5. Click on the "Submit Grades to Banner" menu item and wait for the page to load. You will be prompted with both Mid-Term and Final grading tabs at the top of the page. Please click Final Grades tab and your class roster will be listed. The student's current grade as a percentage will appear.
6. Please enter your final grade as a letter grade (please ensure you enter valid grades as per the level of the course (e.g. undergraduate vs graduate) and course type (e.g. letter grade, pass/fail, credit/no credit etc.)

7. Ignore the Extension Date column and scroll to the bottom and hit Submit. After a short time, you should receive a confirmation message that your grades have been successfully entered. Any incorrectly formatted grades will result in an error message that appears. Please be sure to check these closely as failure to enter a grade will result in this appearing on an outstanding grades report generated by the Registrar's Office.
8. Instructors are encouraged to subsequently check Self-Service Banner to ensure the grades have successfully migrated.

FALL 2024 GRADING DEADLINES

WN Grading - Full Session and Session I Courses:

   September 4 at noon (12:00 PM Central)

Final Grading - Session I Courses:

   October 11 at noon (12:00 PM Central)

WN Grading - Session II Courses:

   October 18 at noon (12:00 PM Central)

Final Grading - Full Session and Session II Courses:

   December 16 at noon (12:00 PM Central)

FINAL GRADING WINDOW

Faculty can add, delete and update final grades up until grades are posted into academic history (i.e. moved to student's transcripts). Once the final grading worksheet is turned off and grades have been posted, or "rolled" as it is frequently called, the grades are locked and students are able to view the grades in Banner Self-Service and on their transcripts. Any grade changes after the grading period require a Change of Grade form. Please be aware that during grade rolls, final grading may be temporarily unavailable.

WN GRADE ELIGIBILITY

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

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

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

Web Classes

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

Financial Obligations

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

Student Responsibility

Students are responsible for dropping/withdrawing from all classes they are not attending. Student should not depend on the University to assign a grade of WN. Students should review their schedule

of classes using Self Service to make sure their enrollment is accurate. They should check their midterm grades as soon as they are available to confirm their enrollment is still accurate. Students should check their transcript at the end of final grading each semester to be sure it accurately reflects their enrollment and grades. Failure to do so could result in unnecessary financial obligations and inappropriate grades (usually F's).

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

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

Submit the Reinstatement Form >>

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

IP GRADE

Theses and dissertations initially receive the grade of IP (In Progress) during the final grading period. The grade of IP assists to resolve issues that have arisen due to financial aid and/or student loan deferment. The Office of the Registrar assist faculty by entering a grade of IP on all graduate level theses and dissertations before final grading is made available.

Once a student has completed their thesis/dissertation and applied for graduation, the Office of the Registrar will update the IP grade to either CR (Credit) or NC (No Credit) during the graduation checkout process, after confirmation from the student's thesis/dissertation advisor.

INCOMPLETE GRADES AND CHANGE OF GRADE FORMS

Incomplete grades can be issued during the final grading period directly in Banner Self-Service. When the student has completed his or her work and you are ready to change the I grade to their earned grade, a Change of Grade form must be submitted to update the grade.

Unless otherwise noted by the instructor, all work must be completed by the student and the instructor must turn in the official Change of Grade form to the Office of the Registrar by the end of the next regular semester. If not, the I will become an F.