



CONCURRENT ENROLLMENT  
FACULTY GUIDE  
2020-2021

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**ACKNOWLEDGMENT**

I have received a copy of the Arkansas Tech University Concurrent Faculty Guide (2020) and will familiarize myself with the information therein. I understand that the Concurrent Faculty Guide, along with the Arkansas Tech University Faculty Handbook, constitutes the general policies and procedures of Arkansas Tech University. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

PLEASE SIGN AND RETURN THIS FORM TO THE CONCURRENT OFFICE.  
THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

## General Information

Welcome to Arkansas Tech University! This guide acquaints concurrent instructors with the goals of ATU, introduces various offices on the Tech Campus, and provides significant instructional guidelines. The guide will also introduce faculty tools and resources, such as the OneTech portal and ATU email.

## Instructor Qualifications

Concurrent courses must be taught by an instructor who meets or exceeds the qualifications required under the Higher Learning Commission and the Arkansas Department of Higher Education. An instructor of an endorsed concurrent enrollment course shall have:

1. no less than an earned master's degree and at least eighteen hours of graduate course work in the subject area of the endorsed concurrent enrollment course;
2. approval of the department head, dean or chief academic officer at ATU and;
3. the relevant credentials and experience necessary to teach from the syllabus approved by Arkansas Tech University.

Note: For the purpose of teaching a concurrent course under the AHECB Policy 3.15 Concurrent Enrollment, an individual under contract with the school district as a teacher will not be considered an adjunct faculty member of the university.

## Course Syllabi

Course syllabi must be prepared according to the template which is required by Academic Affairs and submitted to the Concurrent Office prior to the beginning of each semester. Syllabi will be forwarded to ATU Department Heads for approval each semester. Syllabi should be distributed in each class during the first week of the semester. For online classes, syllabi should be posted when the course is developed. The following information should be included for both face-to-face and online concurrent courses:

- A. ATU course number (e.g., HIST 1503)
- B. ATU course title
- C. ACTS course transfer equivalency
- D. The current term (i.e. Fall 2020, Spring 2020)
- E. Contact information for the instructor, including office hours, phone, e-mail, etc.
- F. ATU catalog course description
- G. Textbook required for course
- H. Bibliography (supplemental reading list)
- I. Justification/rationale for the course
- J. Course objectives
- K. For general education courses, a description of how course meets general education objectives (listed in the ATU catalog)
- L. Assessment methods (include grading policy with specific equivalents for A, B, C)
- M. Policy on absences, cheating, plagiarism, etc.
- N. Course content (outline of material to be covered in course)
- O. Any required pre-requisites for the course

- P. Statement: "If there are questions or concerns about the instruction and/or grading in this course and you have not been able to resolve the issue with your instructor, please contact Jana Crouch, Associate Director for Enrollment, at [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu) or (479) 356-2188."

### FERPA (Family Education Rights and Privacy Act)

As stated in the Arkansas Tech University catalogs, FERPA legislation seeks to assure confidentiality of the educational records containing information directly related to a presently enrolled student, a former student, or alumni. As a matter of policy, Tech makes every effort to abide within the confines of confidentiality and security of educational records as prescribed in the FERPA laws and regulations. For more information on FERPA, please go to <http://www.atu.edu/ucounsel/>

### Concurrent Impact on Future Federal Financial Aid

The Federal Government requires universities to use all attempted hours and the student's cumulative grade point average when calculating a student's satisfactory academic progress (SAP), which includes concurrent hours. **This means concurrent enrollment could affect a student's eligibility for future Federal financial aid.** Federal guidelines state a student must complete at least 67% of the hours he/she enrolls in while attending college, including concurrent classes. Example: If a student enrolls in 6 concurrent hours in Fall and drops (or only passes) 3 hours, the pace would be 50% after Fall and the student would be in violation of SAP. (6 attempted hours / 3 passed hours = 50%)

Also, the student's grade point average (GPA) from concurrent hours will be included in the cumulative college GPA. The student must have a 2.0 cumulative college GPA after the 4<sup>th</sup> semester of attendance at ATU. If a student fails to meet the SAP requirements, he/she will have the option to appeal for financial aid. The Financial Aid office will notify the student of the violation and provide instructions on how to appeal.

### Sexual Harassment and Child Maltreatment and Reporting Policies

College or university faculty who travel to the high school or secondary center to teach concurrent courses (and/or faculty and staff that have direct, *official* contact with the high school student) must have a criminal background check and complete the child maltreatment training course as required of public school teachers.

### Disability Services for Students

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. High schools will provide the accommodations to students agreed upon in the IEP plan or 504 plan; however, accommodations may not include modifications to course content or alter the rigor of the college course.

## Grades and Attendance

It is the responsibility of the concurrent instructor to maintain adequate records necessary for grading and for daily student attendance throughout the semester/term. Class records should be retained for at least six months following the conclusion of the course or turned over to the Department Head or Dean in the event that the concurrent instructor leaves the school district. The grade(s) recorded for a concurrent course on the ATU transcript must match the grade(s) recorded on the high school transcript. If the high school grade changes after the conclusion of the university course, then a grade change form must be submitted to ATU to update the grade.

## Federal Attendance Accounting

At the beginning of each semester, concurrent instructors are required to submit federal attendance accounting for every student enrolled for concurrent credit. The concurrent instructor must ascertain whether students attended, or “participated” for online classes, at least once by the attendance date each term. Attendance accounting must be completed prior to the provided deadline each term.

## Submitting Attendance Accounting

Log on to <https://onetech.atu.edu>. From the “Home” tab, open the Banner Self Service folder. Open the Faculty and Advisor folder. Click Attendance Accounting.

Current Record Set: 1 - 25 | 26 - 50 | 51 - 71 <= You have more than one page

Record Number	Registration Number	Student Name	Credits	Registered Date	Blackboard Attendance Policy Completed	Did NOT Attend
1	7	Atchison, Tyler J.	1.00	Dec 13, 2018	Incomplete	<input type="checkbox"/>
2	12	Austin, Kaia K.	1.00	Dec 13, 2018	Completed on Jan 14, 2019 09:32:14 AM	<input type="checkbox"/>
3	13	Badeaux, Tara N.	1.00	Dec 13, 2018	Completed on Jan 14, 2019 06:21:12 PM	<input type="checkbox"/>
4	2	Bardes, Christina	1.00	Dec 13, 2018	Completed on Jan 19, 2019 01:35:19 PM	<input type="checkbox"/>
5	11	Dwyer, Robert A.	1.00	Dec 13, 2018	Completed on Jan 13, 2019 08:27:17 PM	<input type="checkbox"/>
6	9	Elder, Sarah B.	1.00	Dec 13, 2018	Completed on Jan 23, 2019 10:40:33 AM	<input type="checkbox"/>
7	16	Garner, Rebecca J.	1.00	Dec 13, 2018	Incomplete	<input type="checkbox"/>

If a student has dropped the course it will show 0.00 credits. Federal regulations state we must account for every student who was enrolled in a class on the first day of courses. Please report attendance accurately.

If ALL students are attending, please enter your initials and click "Submit" => tv

Submit Cancel

Enter your Initials.

Click Submit.

More detailed instructions can be found at: [https://www.atu.edu/registrar/banner\\_forms.php](https://www.atu.edu/registrar/banner_forms.php)

## Grading Process and Philosophy

1. Concurrent instructors must have regular interaction with the students and provide timely feedback on assessments, papers, assignments, etc. This is especially critical with web courses. The student should be able to determine what grade they have in a course based on this feedback and the evaluation methods as outlined in the syllabus.
2. It is always best to have several types of assessments rather than relying on one major exam or paper to determine a student's grade. This is particularly important when assigning mid-term grades. Students need to have feedback that presents an indication of their ability to complete the course with a satisfactory grade; otherwise, they may decide to drop the course. Please have some objective measurements for determining the mid-term grade rather than giving a “blanket” grade to all the students.

3. Grade books must be maintained for each class with details for each student. The grade book should document percentages or points as outlined in the syllabus for determining the final grade assigned.
4. The concurrent instructor is responsible for keeping the grade book on file in the event of an appeal or question. If the concurrent instructor will not be available after the semester ends, he or she must give the Department Head a current address, phone number, and e-mail, so that if such a matter arises, the Department Head may more easily resolve any questions.
5. Grades (both mid-term and final) are reported online using Self-Service Banner in OneTech.
6. Concurrent course grades for high school students must be recorded permanently on the college/university transcript.
7. If concurrent instructors encounter any difficulties in the instruction of their classes, he or she should discuss these with the appropriate ATU Department Head or faculty liaison.
8. A student that would like to withdraw from a course must do so during the designated timeframe indicated on the Arkansas Tech University academic calendar. School districts cannot prohibit students from dropping or withdrawing from university classes.

### Recording Final and Mid-Term Grades

Log on to <https://onetech.atu.edu>. From the “Home” tab, open the Banner Self Service folder. Open the Faculty and Advisor folder. Click Midterm Grades or Final Grades, as appropriate.

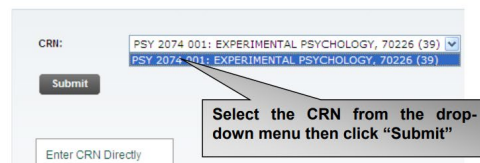
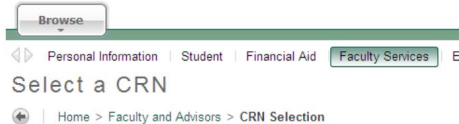
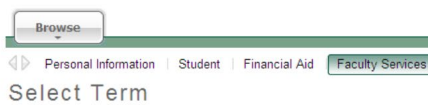
#### **Final Grading in Self-Service**

##### **Banner Self Service**

- Banner Self-Service
  - Personal Information
  - Student
  - Financial Aid
  - Faculty and Advisors
    - Student Information Menu
    - Advisor Menu
    - Term Selection
    - CRN Selection
    - Faculty Detail Schedule
    - Week at a Glance
    - Class Lists
    - Attendance Accounting
    - Midterm Grades
    - Final Grades**
    - Active Assignments
    - Assignment History
    - Schedule of Classes
    - Course Catalog
    - Course, Program, and Gen. Ed.
    - Roger Phillips Transfer Act
    - Student Detailed Information
    - Academic Early Warning
    - Mentee Feedback Form

Select Final Grades

**NOTE: At any time while in Self-Service, click the “Faculty Services” tab at the top to return to the main faculty menu.**



Enter final grades only; please do not enter last attendance date and hours. ATU does not use these fields at this time and they should be left blank. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

SURVEY OF AMERICAN HISTORY - HIST 1903 001  
 CRN: 70729  
 Students Registered: 57

**NOTE: Large classes have more than one page: Submit grades for page 1 (Record Set 1-55), then click on the second Record Set to enter grades for Page 2. \*\*\* Submit each Record Set (page) separately!**

Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Record Sets: 1 - 55 56 - 57

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	Acker, Patricia D.	T00078817	4.000	Web Registered Apr 05, 2010	None	N			6
39	Wiggs, Jessica M.	T00059165	4.000	Web Registered Apr 07, 2010	None	N			

Use the drop-down boxes to select the grade for each student.

Click "Submit" to complete.

**NOTE: You will have the ability to award Incompletes ("I"); you must follow the policy outlined in the Faculty Handbook.**

Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Click "CRN Selection" to enter grades for another course.

Term Selection ■ CRN Selection ■ Class List ■ Faculty Detail Schedule ■ Mid Term Grades ■ Incomplete Grades Summary ■ Student Menu ■ Summary Class List

### Concurrent Academic Grievance Procedure

Concurrent students who disagree with their grade assigned by an instructor may follow the grade appeal process:

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. Immediately, for concurrent purposes, means within one month from the conclusion of the course.
3. All appeals of a grade must begin with the student making a written appeal to the instructor involved explaining the nature of the problem.
4. If the grade appeal is not resolved in step 3, the student wishing further consideration must take the issue to their high school principal, prior to bringing the grievance to the head of the ATU academic department in which the course is taught.
5. If the appeal is not resolved in step 4, the concurrent student may appeal to the dean of the college and ask for a formal hearing. At the time the concurrent student asks for a formal hearing, the student must submit a written presentation of the case, with all related supporting documents, to the dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade or no change.



### Academic Dishonesty

Concurrent students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest behavior. Penalties for various levels of academic dishonesty range from awarding an 'F' on a particular exam or other written work, or giving the student an 'F' or 'W' for the course.

### Concurrent Instructor Responsibilities

All concurrent instructors have the responsibility of upholding the University's high standard of instruction. Since concurrent instructors are not on campus on a regular basis, it is imperative that a timely system for communication, including the use of e-mail and faxes, is used. When departments request the return of a form, textbook request, etc., or when deadlines are set for reporting of class attendance or grades, please respect the deadline given and comply as early as possible. Departments shall provide information to concurrent instructors as soon as possible so that he or she is given adequate time to reply to any request that is made.

The Dean of each College is responsible for the curriculum and quality of instruction; therefore, Deans request that the following guidelines be adhered to. Both web courses and classroom courses must be taught in a consistent manner to ensure the highest level of instructional quality and integrity.

### Non-Compliance Policy

At any point that standards cannot be met as set forth in the memorandum of understanding between ATU and the respective school district, or by State mandated guidelines, either party may terminate participation. See MOU agreement for termination procedures.

### New Instructor Responsibilities

Concurrent instructors must provide official transcripts of all college course work and degrees to the Concurrent Office. Transcripts should be sent directly from the university attended. The transcripts need to be submitted prior to the start of your first term of instruction. The concurrent instructor teaching the college course for concurrent credit must:

1. Use the approved college/university course syllabus.
2. Use the same textbook or a textbook or instructional resources with aligned content and course learning outcomes as approved by the college/university.
3. Adopt the same learning outcomes and assignments as those developed for the course offered on the college/university campus with limited exceptions approved by the college/university.
4. Use the same course grading standards as those on the college/university campus. If departmental exams are used in college/university campus courses, then those course exams must be used at the high school site.
5. Be the individual that teaches the concurrent course.
6. Undergo background check and complete the child maltreatment and reporting guidelines on the high school level. The public school district is required to keep documentation of the background check and maltreatment training.
7. Not be under review for inappropriate academic or personal conduct.

### Faculty Evaluations/Classroom Site Visits

Arkansas Tech University may send a university liaison to observe classroom performance at any time within the term. Please have samples of student work and assessment instruments available for the university liaison to review. The liaison will be evaluating to ensure that the course is consistent with the on-campus counterpart as well as reviewing textbooks and/or additional learning resources among other items within each respective subject area. Each course for each instructor will be evaluated annually. Concurrent instructors who have three consecutive terms of unsuccessful faculty on-site evaluations, or are unable to follow guidelines provided in the Concurrent Faculty Handbook, will be dismissed from the concurrent program.

### Assessment/Online Instructor Evaluations by Students

All students are required to evaluate their concurrent course and instructor by the end of the semester in which they complete the course. Students should be given ample class time to evaluate their experience via online resources. The online evaluation must be administered by a colleague, a staff member, or a designated student in the class and the instructor must be absent when it is administered.

### End of Course Exams

If a common course final is administered on the Russellville campus, then the concurrent class is required to offer the same common course final. At the end of each fall and spring semester, approximately one week is set aside for examination week. Examination week is established as a time to administer end-of-course examinations.

### Textbooks

Textbook selection is completed as soon as the schedule for each semester is finalized; therefore, any specific requests for textbooks or instructional resources must be submitted to chairpersons promptly. If a textbook is required for the Russellville campus class, the textbook will also be required for the concurrent counterpart unless written approval is given by the academic Department Head to substitute with other approved instructional resources or textbooks prior to the beginning of the term. If an approved textbook is not being used, students may not receive concurrent credit for the class.

### Additional Course Requirements

Classes taught with a mixed population of concurrent students and non-concurrent students **must have at least a majority of the students enrolled for concurrent credit**. All high school students enrolled in a concurrent credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

## Campus Facilities and Contacts

### Concurrent Enrollment

The Associate Director for Enrollment is the initial point of contact for the concurrent program. Course syllabi, admission, advising, registration, student grievances, course drops/withdrawals, instructor approval, etc. are all facilitated by the Associate Director for Enrollment.

Jana Crouch  
Associate Director for  
Enrollment  
105 West O Street, Suite 104  
Russellville AR 72801  
Phone: (479) 356-2188  
Text: (479) 888-2368  
[jcrouch4@atu.edu](mailto:jcrouch4@atu.edu)

Suzanne Kellar  
Administrative Specialist III  
Concurrent Enrollment  
105 West O Street, Suite 104  
Russellville AR 72801  
Phone: (479) 356-2188  
Fax: (479) 964-0522  
[skellar1@atu.edu](mailto:skellar1@atu.edu)

### Office of Information Systems (OIS)

All technology access is controlled by the Office of Information Systems. Each concurrent instructor is provided with an e-mail account. The username and password for the e-mail account provides access to library search and many other campus technology resources. Concurrent instructors will find they do not need computer access beyond the standard Banner Self-Service for faculty that is automatically applied to your role as a concurrent instructor. For help related to computer services, please contact Campus Support. Campus Support Center hours are 24 hours a day, 7 days a week.

Campus Support  
479-968-0646  
[campussupport@atu.edu](mailto:campussupport@atu.edu)

### Ross Pendergraft Library and Technology Center (RPL)

Concurrent students and instructors have access to all ATU library databases and online journal subscriptions, which they may need to navigate as part of their course requirements. Databases can be accessed using an active ATU login (directions to activate account below).

Library  
479-964-0569  
[askalibrarian@atu.edu](mailto:askalibrarian@atu.edu)  
<http://library.atu.edu/>

## ATU Department Heads

Ms. Summer Bruch  
Department Head, Art  
Norman Art Building  
203 West Q Street  
Russellville, AR 72801  
(479) 968-0478  
[sbruch@atu.edu](mailto:sbruch@atu.edu)

Dr. John Jackson  
Department Head, Biological Sciences  
McEver Building  
1701 N Boulder Ave  
Russellville, AR 72801  
(479) 964-3226  
[jjackson@atu.edu](mailto:jjackson@atu.edu)

Mr. Anthony Caton  
Department Head, Communication & Journalism  
Center for Energy Studies  
1815 Coliseum Dr  
Russellville, AR 72801  
(479) 964-0890  
[acaton@atu.edu](mailto:acaton@atu.edu)

Dr. Tim Carter  
Associate Dean, College of Education  
Crabaugh Building  
1310 North El Paso Ave  
Russellville, AR 72801  
(479) 968-0420  
[tcarter@atu.edu](mailto:tcarter@atu.edu)

Dr. Jeff Bright  
Department Head, Music  
Witherspoon Hall  
407 West Q St  
Russellville, AR  
(479) 968-0368  
[jbright6@atu.edu](mailto:jbright6@atu.edu)

Dr. Carl Brucker  
Department Head, English & World Languages  
Witherspoon Hall  
407 West Q St  
Russellville, AR 72801  
(479) 968-0484  
[cbrucker@atu.edu](mailto:cbrucker@atu.edu)

Dr. Rockie Pederson  
Department Head, Health and PE  
Hull Building  
1306 North El Paso Ave  
Russellville AR 72801  
(479) 968-0323  
[rpederson@atu.edu](mailto:rpederson@atu.edu)

Dr. David Blanks  
Department Head, History & Political Science  
Witherspoon Hall  
407 West Q St  
Russellville, AR  
(479) 968-0266  
[dblanks@atu.edu](mailto:dblanks@atu.edu)

Dr. Jeanine Myers  
Department Head, Mathematics  
Corley Building  
1811 N Boulder Ave  
Russellville, AR 72801  
(479) 968-0659  
[jmyers32@atu.edu](mailto:jmyers32@atu.edu)

## ATU Resources and Forms

Your ATU ID will be used to login to the majority of systems on campus, including the OneTech portal, ATU email, and Blackboard. Once approved as a concurrent instructor by the appropriate ATU department head, you will receive your T number and ATU username from the Concurrent Office, which you will need to activate your account.

### ATU Account Activation

Activate your account by going to <https://ams.atu.edu>

## Account Management System (AMS)

The Arkansas Tech Account Management System (AMS) is designed to help you perform the following actions:

- **Activate Account** - For users who have never logged in to the Arkansas Tech network before and need their account activated. This will typically apply to all first time students, faculty, and staff.
- **Change Password** - For users who need to change their existing password.  
**Note:** You may also change your expired password.
- **Forgot Password** - For users who forgot their password.

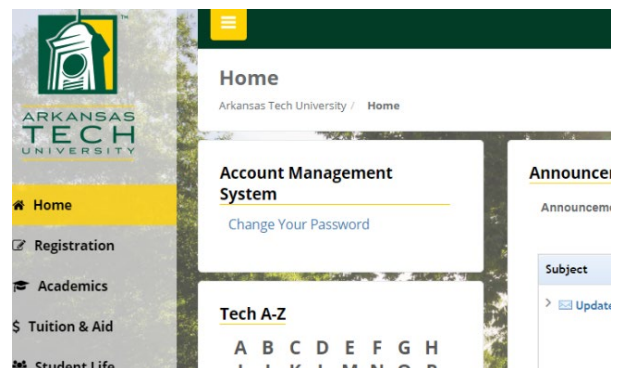
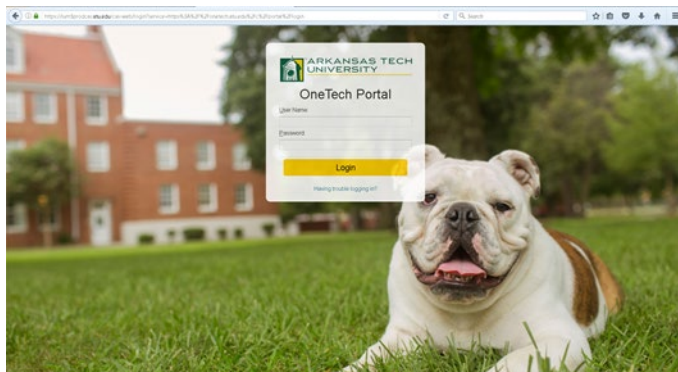
**Note:** During this process, you may be asked to answer a series of security questions. These questions will allow us to better streamline the identification process for future password management.

For any questions, concerns, or issues regarding the AMS, please contact Campus Support at (479) 968-0646

You are required to change your password every 90 days. If you do not reset the password, you will be locked out of the system. **To regain access to your account, you will go to [ams.atu.edu](https://ams.atu.edu) to Change Password. If you cannot remember your previous password, follow the Forgot Password prompt.**

### OneTech Portal

The OneTech Portal can be accessed at [onetech.atu.edu](https://onetech.atu.edu). You will have access to instructor tools such as attendance accounting and grade submission, as well as university resources such as announcements and directories.



### ATU Email

ATU email can be accessed at [mail.atu.edu](mailto:mail.atu.edu) or you can download email into a program such as Microsoft Outlook (directions for setting up Outlook [here](#)).

### “TurnItIn” Instructions

Instructors can log in to TurnItIn at [www.turnitin.com](http://www.turnitin.com) and using their ATU email address. If a TurnItIn account is not created, an ATU Blackboard Admin can create one for them. You can do this by contacting the Campus Support Center at [campussupport@atu.edu](mailto:campussupport@atu.edu) or (479) 968-0646 and requesting a new TurnItIn account. When the Blackboard administrator has created your account you will receive an email in your OneTech inbox. Once this arrives, please follow these steps:

1. Check your email for the subject line Set up Your Turnitin Instructor Account.
2. Follow the Get Started button to do just that.
3. From the Account Setup page, enter your email address and Last Name.
4. A new email will be sent to your OneTech inbox. Look for the subject line “Create your Turnitin account” and open this email.
5. Follow the link you'll find in the email.
6. Create a password for use with your account.
7. You can now use the details you've just created to log in to Turnitin

For more information, use the resources below:

- Instructor Quick Start Guide - [https://help.turnitin.com/feedback-studio/turnitin-website/instructor/quickstart.htm?\\_ga=2.63193967.1588297760.1584364799-337714198.1584364799](https://help.turnitin.com/feedback-studio/turnitin-website/instructor/quickstart.htm?_ga=2.63193967.1588297760.1584364799-337714198.1584364799)
- Turnitin Support Services- [http://www.turnitin.com/en\\_us/support](http://www.turnitin.com/en_us/support)

## ACTS Common Course Listing

ATU Course	ATU Course Number	ACTS Common Course Number
Experiencing Art	ART 2123	ARTA 1003
Beginning Spanish I	SPAN 1013	SPAN 1013
Beginning Spanish II	SPAN 1023	SPAN 1023
College Algebra	MATH 1113	MATH 1103
College Mathematics	MATH 1003	MATH 1003
Composition I	ENGL 1013	ENGL 1013
Composition II	ENGL 1023	ENGL 1023
General Psychology	PSY 2003	PSYC 1103
Intermediate Spanish I	SPAN 2013	SPAN 2013
Intermediate Spanish II	SPAN 2023	SPAN 2023
Intro to Biological Sciences	BIOL 1014	BIOL 1004
Intro to Computer Based Systems	COMS 1003	CPSI 1003
Intro to Critical Thinking	PHIL 2053	PHIL 1003
Intro to Education	MLED 2003	No Common Course Index
Intro to Music	MUS 2003	MUSC 1003
Intro to Statistical Methods	STAT 2163	MATH 2103
Intro to Theatre	TH 2273	DRAM 1003
Personal Health & Wellness	HLED 1513	HEAL 1003
Physical Education – Badminton	PE 1411	No Common Course Index
Plane Trigonometry	MATH 1203	MATH 1203
Public Speaking	COMM 2003	No Common Course Index
Survey of Chemistry	CHEM 1113	CHEM 1214
Survey of Chemistry Lab	CHEM 1111	CHEM 1111
US History to 1877	HIST 2003	HIST 2113
US History since 1877	HIST 2013	HIST 2123

\*ACTS Course number to be included on every syllabi along with the ATU Course Number



**CONCURRENT ENROLLMENT  
DROP FORM**

Term:	ATU Student I.D. Number (T#, NOT Social Security#)	Date
Name Enrolled Under (Last, First, Middle, Other)		

**\*Warning: Dropping a course may impact future financial aid eligibility at Arkansas Tech University. Please contact [concurrent@atu.edu](mailto:concurrent@atu.edu) with any questions you may have.**

CRN	Course Prefix and Number	Course Title	Section Number

INSTRUCTOR/ HIGH SCHOOL OFFICIAL'S SIGNATURE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

In the event a student is unable to physically sign drop form, an email from the student's ATU email account requesting the course to be dropped will suffice as long as it is attached to the drop form signed by a high school official. Students must abide by ATU's drop/withdrawal policy located on the academic calendar <https://www.atu.edu/catalog/undergraduate/calendar.php>.

**Please complete drop form and return it to:**

Jana Crouch  
Associate Director for Enrollment  
104 Brown Hall  
Russellville, AR 72801  
Phone: (479)356.2188  
Fax: (479)964.0522  
Email: [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu)





CONCURRENT CREDIT COMBINED DROP FORM

TERM:	ATU STUDENT ID NUMBER (T#, NOT Social Security #)	DATE:
Name Enrolled Under (Last, First, Middle, Other)		
School District	Instructor	Reason for dropping:

\*Warning: dropping a course may result in loss of future financial aid at Arkansas Tech University. Please contact [concurrent@atu.edu](mailto:concurrent@atu.edu) with any questions you may have.

CRN	Course Prefix and Number	Course Title	Section Number

\*Students may remain in class for HIGH SCHOOL CREDIT ONLY; However, the concurrent office must be contacted for arrangements.

HIGH SCHOOL OFFICIAL'S SIGNATURE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

In the event a student is unable to physically sign drop form, an email from the student's ATU email account requesting the course to be dropped will suffice as long as it is attached to the drop form signed by a high school official. Students must abide by ATU's drop/withdrawal policy located on the academic calendar. <https://www.atu.edu/catalog/undergraduate/calendar.php>

**Please complete drop form and send to BOTH Arkansas Tech University and Virtual Arkansas.**

Jana Crouch  
Associate Director for Enrollment  
104 Brown Hall  
Russellville, AR 72801  
Phone (479)356-2188 or Fax (479)964-0522  
Email: [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu)

Jana Adcock, Registrar  
Virtual Arkansas  
Concurrent Campus  
Monticello, AR 71655  
Phone (870)367-4884 or Fax (870)367-8179  
Email: [Jana.Adcock@VirtualArkansas.org](mailto:Jana.Adcock@VirtualArkansas.org)

FOR USE BY VIRTUAL ARKANSAS CONCURRENT CAMPUS

Date Rec'd	Final Count	ATUSS/Roster	Univ/VA/School	PP

### Concurrent Courses Offered and Requirements to Register for Each Class

Courses offered for concurrent enrollment must be 1000 or 2000 level college courses, normally in the Arkansas Course Transfer System, which are approved through the regular process of an institution and included in the catalog. Each course must meet the same standards as those required when the course is taught on the campus, use the college or university approved syllabus and adopt the same learning outcomes as those developed for the on campus course. The minimum test score required for enrollment into each concurrent course offered is below.

Arkansas Tech University Concurrent Courses Offered 2020-2021																		
Course Name	Course	Minimum Test Scores Required																Prerequisites
		ACT				ACCUPLACER				Next Generation ACCUPLACER				ASPIRE				
		English	Math	Reading	Science	Elmtry Algebra	College Algebra	Sentence Skills	Reading	Writing	Arithmetic	Quant Reasoning/ Algebra	Reading	English	Math	Reading	Science	
		*19+ required for all courses					*78+ required for all courses					*248+ required for all courses			*428+ required for all courses			
Experiencing Art	ART 2123			19				78				246			428			
Intro Biology	BIOL 1014		19*	19	19*			78			250	246		432	428	432	*Math OR Science score	
Public Speaking	COMM 2003			19				78				246			428			
Comp I	ENGL 1013	19		19				78	248			246	428		428			
Comp II	ENGL 1023	19		19				78	248			246			428		"C" or better in ENGL 1013	
World History I	HIST 1503			19				78				246			428			
World History II	HIST 1513			19				78				246			428			
US History I	HIST 2003			19				78				246			428			
US History II	HIST 2013			19				78				246			428			
Health & Wellness	HLED 1513			19				78				246			428			
College Math	MATH 1003		19	19		77*	42*	78		250		246		432	428		*either score	
College Algebra	MATH 1113		19	19		77*	42*	78			250	246		432	428		*either score	
Plane Trigonometry	MATH 1203		22*	19				78			257*	246			428		*or MATH 1113	
Precalculus	MATH 1914		21*	19				78				246			428		*or "C" or better in MATH 1113	
Intro to Education	MLED 2003			19				78				246			428			
Intro to Music	MUS 2003			19				78				246			428			
Physical Activity	PE 1411			19				78				246			428			
Beginning Spanish I	SPAN 1013			19				78				246			428			
Beginning Spanish II	SPAN 1023			19				78				246			428			
Intro to Stats	STAT 2163			19				78				246			428		MATH 1003, 1113, 1203 or higher	