



**Concurrent Student Handbook
2022-2023**

Arkansas Tech University
Concurrent Student Handbook
2022-2023

Contents

Concurrent Enrollment	
Arkansas Course Transfer System Course Listing	3
Eligibility Requirements for Concurrent Enrollment (General Education)	3
Eligibility Requirements for CTE Teacher Residency/Education	4
Syllabi	4
Academic Standing	4
Grades	4
Student Code of Conduct	5
Transcript Requests	5
Academic Advising	5
Add/Drop Procedure	5
Assessment	5
Concurrent Academic Grievance Procedure	5
Concurrent Student Privileges	6
Transferability of Courses	6
Services	
Computer Assistance	6
Disability Services	6
Library, Ross Pendergraft Library and Technology Center (RPL)	6
Student Accounts Office	7
Paying for Concurrent Classes	7
Concurrent Impact on Federal Financial Aid	7
Family Educational Rights and Privacy Act	7
Student MOU Agreement	8
Concurrent Course Drop Form	9

Concurrent Enrollment

Students may receive college credit from Arkansas Tech University while concurrently receiving high school credit for the same course if approved by the student's high school. The following courses may be available for concurrent credit during the school year:

ATU General Education Courses	Course	ACTS Common Course
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 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
Precalculus	MATH 1914	MATH 1305
Public Speaking	COMM/SPH 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
World History to 1500	HIST 1503	HIST 1113
World History since 1500	HIST 1513	HIST 1123
ATU Teacher Residency Courses	Course	ACTS Common Course
Intro to Education	MLED 2003	No Common Course Index
Human Development	ELED 2113	No Common Course Index
Instructional Technology	EDMD 2013	No Common Course Index

Eligibility Requirements for Concurrent Enrollment (General Education Courses)

For general education concurrent enrollment, students must meet admission requirements. Students will be admitted by Arkansas Tech University as non-degree seeking high school students. Concurrent students must apply and be admitted for their initial term or semester attended. Students are required to reapply if there is a break in consecutive enrollment terms.

- Students must have a minimum subcomposite ACT score of 19 in Reading, or equivalent test score
- English, math, and science classes require an additional minimum subcomposite ACT score of 19 in the respective subject area, or equivalent test score.

- A 2.00 cumulative GPA and completion of the eighth grade at a public high school or accredited nonpublic secondary school are also required.
- A student MOU, signed by their legal guardian and secondary school official, must be on file with the ATU Office of Admissions.

Eligibility Requirements for CTE Teacher Residency/Education Courses

Students enrolling in any of the three approved CTE Teacher Residency courses beginning in fall 2022 must meet the following flexible admission requirements:

	Test Score Requirement	GPA Requirement	Additional Requirements
Flexible CTE Teacher Residency Admission Requirements	ACT Reading score of 19 or higher	2.0 cumulative GPA or higher	No additional requirements.
	or 9th/10th ASPIRE Reading score of 428		
	or Accuplacer Reading score of 251		
Flexible CTE Teacher Residency Admission Requirements	ACT Reading score of 17 or 18	2.5 cumulative GPA or higher	No additional requirements.
	or 9th/10th ASPIRE Reading score of 423		
	or Accuplacer Reading score of 245		
MLED 2003 ELED 2113 EDMD 2013	ACT Reading score of 16	2.7 cumulative GPA or higher	Recommendation of high school guidance counselor.
	or 9th/10th ASPIRE Reading score of 421		
	or Accuplacer Reading score of 234		
Flexible CTE Teacher Residency Admission Requirements	ACT Reading score of 16	2.0 - 2.69 cumulative GPA	Recommendation of high school guidance counselor. No more than 1 CTE Teacher Residency course per semester. Must successfully complete course with a grade of "C" or better to enroll in future CTE Teacher Residency courses.
	or 9th/10th ASPIRE Reading score of 421		
	or Accuplacer Reading score of 234		

The only courses under the flexible admission requirements are the three Teacher Residency courses:

- Intro to Education (MLED 2003)
- Human Development (ELED 2113)
- Instructional Technology (EDMD 2013)

Syllabi

Course syllabi that have been approved by the university's respective department heads will be given to each student at the beginning of the semester by the concurrent instructor.

Academic Standing

Concurrent students will follow the University's policy regarding academic standing as discussed in the course catalog at <https://www.atu.edu/catalog/current/undergraduate/regulations-procedures.php>

Grades

Final grades are reported to the Registrar's Office by the concurrent instructor at the end of the semester. Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points. Concurrent course grades for high school students must be recorded permanently on the college/university transcript.

A final grade of "I" may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of "I" is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed. A grade of "I" will not be computed in the grade point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester.

No grade other than “I” may be changed after it is recorded except if an instructor finds that a grade has been erroneously recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.

Student Code of Conduct

All concurrent high school students must comply with the Arkansas Tech University Code of Conduct or face dismissal from the program permanently. Concurrent students who do not comply with their high school’s code of conduct may also be dismissed from the program permanently. Arkansas Tech University student code of conduct policy in its entirety can be accessed online via: <http://www.atu.edu/studentconduct/>. 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 behaviors. Penalties for various levels of academic dishonesty vary from giving an ‘F’ on a particular quiz or exam, to giving an ‘F’ on a term paper or other written work, or giving the student an ‘F’ or ‘W’ for the course.

Transcript Requests

To obtain a transcript, visit <https://www.atu.edu/registrar/transcript.php> for options and instructions.

Academic Advising

Concurrent students are provided with academic guidance by the Associate Director for Enrollment:

Jana Crouch
Associate Director for Enrollment
Office of Admissions
(479) 356-2188
concurrent@atu.edu

Add/Drop Procedure

In order to drop a class, a student must complete the concurrent drop form from their high school counselor/instructor. This form must be signed by the concurrent student and then sent to the Concurrent Office. Students will not be charged for adding or dropping classes. However, students who incur other non-course related charges (i.e. library fines) will be responsible for those charges. Drop and withdrawal dates will be aligned with the university drop and withdrawal processes and can be accessed online via the concurrent academic calendar at <https://www.atu.edu/concurrent/>. **Please see the note on page 7 regarding the “Concurrent Impact to Federal Financial Aid” before dropping a course.**

Assessment

All students are required to evaluate their concurrent course and instructor by the end of the semester in which they complete the course. Students will 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. The instructor must be absent when it is administered.

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.

Concurrent Student Privileges

Concurrently enrolled students are granted the same responsibility and privileges of full-time Tech students. Concurrent students are not only able to participate in Tech events, but are encouraged to do so. With a valid Tech ID, students will have access to the university library, be able to attend athletic events, free movie nights, utilize campus resources, etc. They will also be provided the opportunity for academic guidance counseling via the university's Admissions Office. Students who are added to this program will automatically be added to the university's recruitment database.

Once admitted, each concurrent student is provided an ATU student ID number (T number) and email account which is communicated on your admit letter. The ATU email is considered the official means of communication and you are expected to monitor the account. Concurrent students must activate their email and their student OneTech portal by completing the activation process at <https://webapps.atu.edu/ams/>

Transferability of Courses

Course transfer is not guaranteed for students transferring to Arkansas' private institutions or out-of-state institutions. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements per the Arkansas Course Transfer System (ACTS) between Arkansas public colleges and universities. For more information about the ACTS program, visit <http://acts.adhe.edu/>

For transferability of courses outside of Arkansas, contact the Registrar's Office from the institution you are transferring the credit to. Note: Classes with a grade of "D" or "F" may not be transferrable. Contact the Registrar's Office of the institution courses are being transferred to for clarification on acceptance of credit.

Services

The services and programs described in the Concurrent Student Handbook are provided to enhance student learning and personal development.

Technology Assistance

(479) 968-0646 or (866) 400-8022

campussupport@atu.edu

<https://support.atu.edu/support/home>

Disability Services

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.

Library, Ross Pendergraft Library and Technology Center (RPL)

(479) 964-0569

askalibrarian@atu.edu

<http://library.atu.edu/>

Concurrent students have access to all the Tech library databases and online journal subscriptions, which they may need to navigate as part of their course requirements. Concurrent students can access these databases by using their OneTech email IDs and password communicated on your admit letter.

Student Accounts Office

(479) 968-0271

Concurrent students are responsible for any tuition and fees not paid by their high school. Concurrent billing and student ID cards are handled through our Student Accounts Office. The ATU student ID card permits admission to University- sponsored events at no cost to you.

Paying for Concurrent Classes

Students will be admitted by Tech as non-degree seeking and are not eligible for federal financial aid. Concurrent students are responsible for any tuition and fees not paid by their high school. High schools should provide textbooks for concurrent courses provided on the high school campus, including virtual concurrent classes.

For courses taken directly with ATU (whether online or on-campus), high school students will have 50% of the undergraduate tuition waived. Students will be responsible for the remaining 50% of tuition, 100% of fees, and any required textbook(s).

Concurrent Impact to 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%)

Additionally, 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 4th 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.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of educational records containing information directly related to a presently enrolled student, a former student or alumni. The institution, according to the Act, may make public "directory information" about a student, i.e., student's name, hometown, electronic mail address, major field of study, enrollment status (undergraduate, graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

A request to suppress from public distribution the above mentioned information can be submitted by completing the form found at https://www.atu.edu/ucounsel/documents/FERPA_Non-Disclosure_Directory.pdf and sending it to the Vice President for Student Services. This request will remain in effect until rescinded in writing by the student. Further information about the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Vice President for Student Affairs, Doc Bryan, Suite 203, or by calling (479) 968-0238.

High School Concurrent Student Enrollment Memorandum of Understanding 2022-2023



Dear Student and Parents:

To participate in the Concurrent Enrollment Program (CEP) at all Arkansas Tech University campuses (Russellville, Ozark, and the Arkansas Tech Career Center (ATCC)), please review the regulations, and have your parent/guardian and school official sign and date this form. For additional details about the program, you may review the Concurrent Student Handbook at <http://www.atu.edu/concurrent> (Russellville). You may also contact us with questions at 479-356-2188 (Russellville) or 866-225-2884 (Ozark/ATCC).

- I understand I must submit my complete concurrent application and meet admission requirements by the date established by my school district and ATU. If I do not, I may not be eligible to participate.
- I understand I must comply with the Arkansas Tech University Code of Conduct or I may be dismissed from the program permanently. Students who do not comply with their high school’s code of conduct may also be dismissed from the program permanently. Dismissal from the program may result in a failing grade.
- I understand, by choosing to enroll in concurrent courses, I will earn college credits that will become part of my permanent academic record.
- I understand concurrent high schools students are not eligible to enroll in developmental courses in reading, mathematics and English.
- I understand the GPA I earn in my college courses may impact my high school GPA, and may also impact my future college admission and federal aid.
- I understand enrolling in college courses will incur tuition and fees.
- I understand with the CEP courses taught through my high school, I must meet the deadlines set forth by my school district to be eligible for tuition and fee assistance.
- I understand I am responsible for any course related expenses or fines I incur that are not paid by my school district, Ozark Campus, or ATCC.
- I understand for courses taken directly through the university campus (on-campus or online) rather than through my high school, I will be responsible for paying 50% of undergraduate tuition and 100% of fees, plus any required course materials.
- I understand that I will receive electronic bills and can access my bill via ATU OneTech.
- I agree to check my ATU OneTech and Blackboard account regularly.
- I have been provided an academic calendar with important semester dates and deadlines. The calendar may be viewed online at <https://www.atu.edu/catalog/undergraduate/calendar.php>.
- I understand that after taking CEP classes, if I have a break in enrollment terms (fall/spring), I must complete the application process for the CEP before I will be able to enroll again.
- I understand that I may enroll in a maximum of 15 hours of concurrent courses per semester. Maximum semester hours include all college credit courses offered through ATU to include both the Russellville and Ozark campuses.

Student’s Legal Name (print)

Student Signature

Date

Parent/Guardian’s Name (print)

Parent/Guardian’s Signature

Date

High School Name

High School Official’s Signature

Date



**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 with any questions you may have.**

CRN	Course Prefix and Number	Course Title	Section Number

STUDENT'S SIGNATURE _____

HIGH SCHOOL/CONCURRENT OFFICIAL'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 or concurrent office 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:

Concurrent Enrollment Office
Email: concurrent@atu.edu
Phone: (479) 356-2188
Fax: (479) 964-0522