



ARKANSAS
TECH
UNIVERSITY

Concurrent Student Handbook
2018-2019

Arkansas Tech University
Concurrent Student Handbook
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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 Course	Course	ACTS Common Course
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
Experiencing Art	ART 2123	ARTA 1003
General Psychology	PSY 2003	PSYC 1103
Intermediate Spanish I	SPAN 2013	SPAN 2013
Intermediate Spanish II	SPAN 2023	SPAN 2023
Intro to Computer Based Systems	COMS 1003	CPSI 1003
Intro to Education	MLED 2003	No Common Course Index
Intro to Music	MUS 2003	MUSC 1003
Intro to Theatre	TH 2273	DRAM 1003
Intro to Biological Sciences	BIOL 1014	BIOL 1004
Personal Health & Wellness	HLED 1513	HEAL 1003
Physical Activity - Badminton	PE 1411	No Common Course Index
Plane Trigonometry	MATH 1203	MATH 1203
Public Speaking	COMM/SPH 2003	No Common Course Index
Survey of American History	HIST 1903	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

Eligibility Requirements for Concurrent Enrollment

For concurrent enrollment, students must meet admission requirements. Students will be admitted by Arkansas Tech University as non-degree seeking.

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

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.

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.

Academic Standing

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

Grades

Final grades are reported to the Registrar's Office at the end of the semester. 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.

Beginning the first summer term, 1990, and thereafter, 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. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade point purposes.

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.

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.

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

Although academic guidance counseling via the university's Admissions Office is available, students are also assigned an academic advisor. Students taking concurrent courses are assigned to the Associate Director for Enrollment:

Jana Crouch
Associate Director for Enrollment
Office of Admissions
(479) 356-2188
jcrouch4@atu.edu

A student can also email concurrent@atu.edu anytime with questions or concerns.

Add/Drop Procedure

In order to drop a class, a student must complete the concurrent drop form from their high school counselor. This form must be signed by a high school official and then sent to Jana Crouch, Associate Director for Enrollment. 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 academic calendar at <https://www.atu.edu/catalog/undergraduate/calendar.php>.

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.

Computer Assistance

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

campussupport@atu.edu

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

The Campus Support Center is open 24 hours a day excluding holidays.

Disability Services

Students will follow the accommodations agreed upon in their IEP plan or 504 plan at their respective high schools.

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 required to pay some amount of tuition whether it is paid by the student or the high school. Concurrent billing and student ID cards are handled through our Student Accounts Office. If your high school is one which visits our campus yearly, your 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. All concurrent students are required to pay some amount of tuition whether it is paid by the student or the high school.

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 Services, Doc Bryan, Suite 203, or by calling (479) 968-0238.

High School Concurrent Student Enrollment Memorandum of Understanding 2018-2019



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Dear Student and Parents:

To participate in the Concurrent Enrollment Program (CEP) at Arkansas Tech University, 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/admissions/concurrent.php>. You may also contact us with questions at 800-582-6953.

- 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 that 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 schools code of conduct may also be dismissed from the program permanently. Dismissal from the program may result in a failing grade.
- I understand that, if I choose to enroll in courses, I will earn college credits that will become part of my permanent academic record.
- Concurrent high schools students are not eligible to enroll in developmental courses in reading, mathematics and English.
- I understand that 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 that enrolling in college courses will incur tuition and fees.
- I understand that 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 fees assistance.
- I understand that if my school district is paying for my tuition and fees and I incur other course related expenses or fines, I am responsible for the remaining balance.
- I understand that for courses taken directly on the university campus, I will be responsible for paying half-tuition and fees.
- 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 understand that a copy of my acceptance letter and course schedule will be sent to the mailing address listed on my application.
- I have been provided an academic calendar with important semester dates and deadlines. The calendar may be viewed online at <http://www.atu.edu/academics/catalog/calendar.html>.
- 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.

Please sign in pen.

Student's Legal Name (print)

Student Signature

Date

Parent/Guardian's Name (print)

Parent/Guardian's Signature

High School Official's Name (print)

High School Official's Signature

High School/District