



# Concurrent Student Handbook 2025-2026

Arkansas Tech University  
Concurrent Student Handbook  
2025-2026

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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.

### Eligibility Requirements for Concurrent Enrollment (Career Technical Education Courses)

For Career Technical Education (CTE) concurrent enrollment, students must meet admission requirements. 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. The following documents are required to be on file for applicants who are in high school and wish to apply for concurrent credit admission:

- Reading score from a qualified exam
- Proof of immunization documenting 2 MMR vaccinations for classes held on a university site
- Current high school transcript
- Signed Memorandum of Understanding (MOU)

### Syllabi

Course syllabi that have been approved by the university's respective program chairs 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://catalog.atu.edu/undergraduate/regulations-procedures/>

### 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 Chancellor of 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.

### 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 ATU-Ozark Vice Chancellor of Student Services at [rharris1@atu.edu](mailto:rharris1@atu.edu). 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/ozark/concurrent/index.php>.

**Please see the note on page 6 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 Vice Chancellor of Academic Affairs (VCAA).
5. If the appeal is not resolved in step 4, the concurrent student may appeal to the Vice Chancellor of Academic Affairs 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 VCAA. 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 responsibilities and privileges as 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 <https://adhe.edu/students-parents/transfer-info-for-students>

For transferability of courses outside of Arkansas, contact the Registrar's Office at the institution you are transferring the credit to. Note: Classes with a grade of "D" or "F" may not be transferable. 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](mailto: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.

#### ATU-Ozark Library

(479) 508-3321

[ozarkcampuslibrary@atu.edu](mailto:ozarkcampuslibrary@atu.edu)

<https://www.atu.edu/ozark/library/>

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) 508-3358

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. High schools should provide textbooks for concurrent courses provided on the high school campus, including virtual concurrent classes.

### 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 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.

### *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/docs/FERPA\\_Non-Disclosure\\_Directory.pdf](https://www.atu.edu/ucounsel/docs/FERPA_Non-Disclosure_Directory.pdf) and sending it to the Vice Chancellor of 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 Student Services, or by calling (479) 667-2117.