



# CONCURRENT ENROLLMENT FACULTY GUIDE

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### **ACKNOWLEDGMENT**

Upon electronic acknowledgement, I understand that the Concurrent Faculty Guide (2025) constitutes the general policies and procedures of Arkansas Tech University-Ozark Campus, and I will familiarize myself with the information therein. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

THE ELECTRONIC ACKNOWLEDGEMENT WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

## General Information

Welcome to Arkansas Tech University- Ozark Campus! This guide acquaints concurrent instructors with the goals of ATU, introduces various offices on the ATU-Ozark 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. If teaching a General Education course, no less than an earned master's degree and at least eighteen hours of graduate coursework in the subject area;
2. If teaching a technical course, the relevant academic and/or industry credentials and/or experience necessary for the course;
3. Approval of the Vice Chancellor of Academic Affairs at ATU-Ozark.

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 ATU-Ozark Office of Academic Affairs prior to the beginning of 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 (if applicable for Gen Ed courses)
- D. The current term (i.e. Fall 2024, Spring 2025)
- E. Contact information for the instructor, including office hours, phone, e-mail, etc.
- F. ATU catalog course description (<https://catalog.atu.edu/courses/>)
- G. Textbook required for course
- H. Bibliography (supplemental reading list, if applicable)
- I. Justification/rationale for the course
- J. Course objectives
- K. Assessment methods (include grading policy with specific equivalents for A, B, C)
- L. Policy on absences, cheating, plagiarism, etc.
- M. Course content (outline of material to be covered in course)
- N. Any required pre-requisites for the course

### 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 alumnus. 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. ( $6 \text{ attempted hours} / 3 \text{ passed hours} = 50\%$ )

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. 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>. In the “Faculty Links” card, click “Attendance Accounting.” Select the current term from the drop-down menu. Then select the course from the drop-down and click Submit.

The screenshot shows the 'Faculty Links' sidebar on the left with 'Attendance Accounting' highlighted by a green arrow. The main content area has three numbered instructions: 1. Click 'Attendance Accounting' (green arrow), 2. Select the current term from the drop-down menu (green arrow pointing to 'Spring Term 2024' in the 'Term Code' field), and 3. Select the course from the drop-down and click Submit (green arrow pointing to the 'CRN' field which shows '--SELECT CRN--').

Faculty Links

- Student Advising Documents (AppXtender)
- Faculty Detail Schedule
- Class List
- Attendance Accounting
- Daily Attendance Tracking (optional)
- Strategic Accountability Matrix
- Academic Integrity Violation Referral Form

2. Select the current term from the drop-down menu.

3. Select the course from the drop-down and click Submit.

Select the course you wish to enter attendance accounting for:

Term Code:  CRN:

More detailed instructions can be found at:

<https://www.atu.edu/registrar/docs/faculty/B9%20Attendance%20Accounting%20for%20Faculty.pdf>

## Grading Process and Philosophy

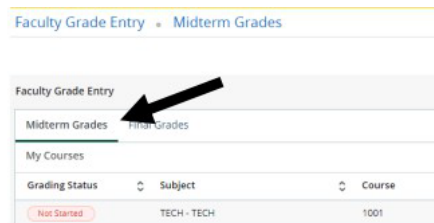
1. Concurrent instructors must have regular interaction with the students and provide timely feedback on assessments, papers, assignments, etc. This is especially critical with web courses. The student should be able to determine what grade they have in a course based on this feedback and the evaluation 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. Grades must be maintained for each class with details for each student. Grades should document percentages or points as outlined in the syllabus for determining the final grade assigned.
4. The concurrent instructor is responsible for keeping grades 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 Academic Affairs Office 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-Ozark faculty liaison.
8. A student who 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 Mid-Term Grades

Log on to <https://onetech.atu.edu>. Access the “Faculty Links” card and use the scroll bar to locate and click “Midterm Grades.”



- . Locate the course(s) that you need to submit grades for.
- . Click on the course you want to grade.
- . Use the drop-down menus to enter grades (see screenshot below).

Note: Do not enter anything in the Last Attend Date Section. If a student NEVER attended your course, do not enter a grade, immediately email [attendance@atu.edu](mailto:attendance@atu.edu) to report the student as non-attending.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	TECH - TECH	1001	014	ORIENTATION TO UNIVERSITY	202370 - Fall Term 2023	70375

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended

Records Found: 41

Page 1 of 2 Per Page 15

Save Reset

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

Large classes have more than one page; Submit grades save page 1, then click on the second page to enter grades for page 2.

6. After you have completed grading for all pages click "Save."

If you save is successful you will get the following message:

Mrs. Alexis Roen Scrimshire 1

Save Successful

Note: There is only one message in the yellow box on the top right. Your grades are not successfully submitted until you have a "Save Successful" message without any errors.

7. If you have multiple classes, click on the next course you want to grade in the "My Courses" menu at the top.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

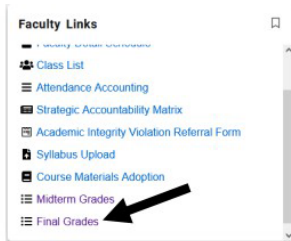
Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	TECH - TECH	1001	014	ORIENTATION TO UNIVERSITY	202370 - Fall Term 2023	70375
Not Started	HIST - History	1903	TC4	SURVEY OF AMERICAN HISTORY	202370 - Fall Term 2023	71265

If you have questions or need assistance contact:  
The Office of the Registrar  
[registrar@atu.edu](mailto:registrar@atu.edu)  
(479) 968-0272

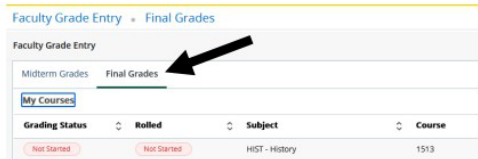
## Recording Final Grades

Log on to <https://onetech.atu.edu>. Access the "Faculty Links" card and use the scroll bar to locate and click "Final Grades."





2. Make sure you are on the Final Grades tab.

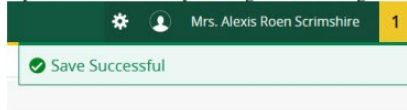


3. Locate the course(s) that you need to submit grades for.
4. Click on the course you want to grade.
5. Use the drop-down menus to enter grades (see screenshot below).  
Note: If you enter the grade of "F," you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, do not enter a grade, immediately email [attendance@atu.edu](mailto:attendance@atu.edu) to report the student as non-attending.

Note: You will have the ability to assign an "I" for incomplete; you must follow the policy outlined in the grading section of the [Faculty Handbook](#).

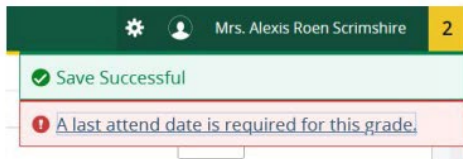
6. After you have completed grading for all pages click "Save."

If you save is successful you will get the following message:



Note: There is only one message in the yellow box on the top right. Your grades are not successfully submitted until you have a "Save Successful" message without any errors.

It is possible that grades are saved, but there is an error (see below). Make sure your save is without error.



7. If you have multiple classes, click on the next course you want to grade in the “My Courses” menu at the top.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ENGL - English	2053	TC2	TECHNICAL WRITING	202270 - Fall Term 2022	70123
Not Started	Not Started	CJ - Criminal Justice	2003	002	INTROCRIMINAL JUSTICE	202270 - Fall Term 2022	70342

### 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 attention of ATU-Ozark.
5. If the appeal is not resolved in step 4, the concurrent student may appeal to the ATU-Ozark Vice Chancellor of Academic Affairs (VCAA) 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.

### 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 deadlines are set for reporting class attendance or grades, please respect the deadline given and comply as early as possible. The Vice Chancellor of Academic Affairs (VCAA) is responsible for the curriculum and quality of instruction; therefore, the VCAA requests 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- Ozark and the respective school district, or by State-mandated guidelines, either party may terminate participation. See the MOU agreement for termination procedures.

### **New Instructor Responsibilities**

Concurrent instructors must provide official transcripts of all college coursework and degrees to the ATU-Ozark Academic Affairs 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 who teaches the concurrent course.
6. Undergo a 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. 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 the course is completed. An email with a link to the online evaluation survey will be sent to each student's ATU email address during the evaluation period. Students can also access the evaluation through the Online Evaluations card on their OneTech portal. Ample class time should be provided for students to complete the evaluation. The evaluation must be administered by a colleague, staff member, or a designated student, with the instructor absent during the process.

#### End of Course Exams

At the end of each fall and spring semester, approximately one week is set aside for examination week. Concurrent courses may provide final exams outside of this established schedule, as long as it allows time for the instructor to review and submit final grades for the course by the published deadline.

#### 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 ATU-Ozark campus class, the textbook will also be required for the concurrent counterpart unless written approval is given by the Vice Chancellor of Academic Affairs or the applicable program chair 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

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**

<b>Concurrent Admissions, Enrollment, &amp; Dropping Courses</b>	<b>Concurrent Attendance &amp; Grades</b>
Richard Harris	Erin Brickley
479-667-2117, cell 479-414-0754	479-508-3366
<a href="mailto:rharris1@atu.edu">rharris1@atu.edu</a>	<a href="mailto:ebrickley@atu.edu">ebrickley@atu.edu</a>
<b>Concurrent MOU, Course Schedule, &amp; Syllabi</b>	<b>Concurrent Billing</b>
Brianna Ingram	Alina House
479-508-3349	479-508-3365
<a href="mailto:bingram3@atu.edu">bingram3@atu.edu</a>	<a href="mailto:ahouse6@atu.edu">ahouse6@atu.edu</a>

### Office of Information Systems (OIS)

All technology access is controlled by the Office of Information Systems. Each concurrent instructor is provided with a Tech e-mail account. The username and password for the e-mail account provide 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 Monday – Friday, 7 AM – 7 PM.

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

### ATU-Ozark Library

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).

ATU- Ozark Library  
479-508-3321  
[ozarkcampuslibrary@atu.edu](mailto:ozarkcampuslibrary@atu.edu)  
[atu.edu/ozark/library](http://atu.edu/ozark/library)

## **ATU Resources and Forms**

Your ATU T-Number and username will be used to log in to the majority of systems on campus, including the OneTech portal, ATU email, and Blackboard. Once approved as a concurrent instructor by Academic Affairs, you will receive your T-Number and ATU username, 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](https://mail.atu.edu), or you can download email into a program such as Microsoft Outlook (directions for setting up Outlook [here](#)).

## CONCURRENT ENROLLMENT DROP FORM

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

**\*Warning: Dropping a course may impact future financial aid eligibility at Arkansas Tech University. Please contact [rharris1@atu.edu](mailto:rharris1@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://catalog.atu.edu/>.

Please complete drop form and return it to:

Email: [rharris1@atu.edu](mailto:rharris1@atu.edu)  
Phone: (479) 667-2117