

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

Partner / Administrators Handbook





UNIVERSITY OF ARKANSAS AT LITTLE ROCK

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Welcome

Welcome to UA Little Rock Concurrent Enrollment Program (CE). The University of Arkansas at Little Rock (UA Little Rock) began offering Concurrent Enrollment for high school students in 1998. The program has undergone major changes and growth throughout the years. We are excited about you assisting us with students in the concurrent program.

The UA Little Rock CE Program is a nationally accredited program and provides the opportunity for high school students to earn college and high school credit simultaneously. UA Little Rock CE partners are considered part of the University of Arkansas at Little Rock family, a doctoral-granting metropolitan research institution with over 10,000 students who have the Heart of a Trojan. All UA Little Rock CE instructors are considered guest faculty of the University of Arkansas at Little Rock.

This handbook provides all the information needed to assist concurrent students and get started on the right path as a Department Chair/Liaison, Administrator, Campus Coordinator, or Faculty member. This handbook contains general information related to administering the CE program as well as links to required forms, student rights and responsibilities, contact information, and a list of courses currently offered through the UA Little Rock CE program.

All the best,

UA Little Rock Concurrent Enrollment



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The goal of the University of Arkansas at Little Rock Concurrent Enrollment (CE) Program is to provide an academically rigorous introduction to college for high school students who have expressed interest and ability in pursuing a post-secondary education. The CE program serves to enhance the partnerships of local high schools with the university and is a model for a quality foundation of academic excellence.

Explanation of Concurrent Credit Enrollment

Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. It is a low-cost scalable model for bringing college courses to students in urban, suburban, and rural high schools. Students gain exposure to the academic challenges of college while in their supportive high school environment and earn college credit upon the successful completion of a course.

Concurrent enrollment also facilitates close collaboration between high school teachers and college faculty that fosters alignment of secondary and postsecondary curriculum.

Sometimes called “dual credit,” “dual enrollment,” or “college in the high school,” concurrent enrollment partnerships differ from other models of dual enrollment, because high school instructors teach the college courses. (nacep.org/about-nacep/what-is-concurrent-enrollment)

Through the CE Program, qualified students in participating high schools earn college credit and high school credit simultaneously. Concurrent credit courses are similar in expectation, as well as academic rigor, to those of standard college classes or high school Advanced Placement classes and are taught on high school campus only after the high school and University have reached a service agreement. In some cases, students are simultaneously enrolled in concurrent credit, AP, and standard high school classes.

Roles and Responsibilities

High School Administrators and Counselors/Coordinators

High School administrators and counselors provide the avenues between CE Program partners and the University which make concurrent enrollment possible and successful. They are the advocates and drivers behind quality instructors and enrollment.

Responsibilities of High School Administrators

- Encourage teachers to attend the UA Little Rock Concurrent Enrollment Professional Development
- Utilize the UA Little Rock Early Credit web page for professional development updates
- Initiate faculty approval and course approval with the CE Coordinator. More information can be found at: ualr.edu/earlycredit/administrators-and-coordinators
- Share success stories about the CE Program and what it does for the community, school, and most importantly the students
- Provide a link to ualr.edu/earlycredit on the high school's website for easy access to teachers, students, and parents
- Encourage collaboration between UA Little Rock and high school faculty

UA Little Rock Concurrent Enrollment Staff

Responsibilities for CE Staff

- Create and maintain an annual Memorandums of Understanding (MOU) for each partnering entity
- Provide support and encouragement for high school faculty with regard to admissions, professional development, syllabus development and submission, grade submission, and access to BOSS
- Work with all parties to ensure a smooth admissions and registration process
- Communicate via email, telephone, letters, newsletters, and social media about deadlines and events

UA Little Rock Department Chair/Liaison

The role of the UA Little Rock Department Chair/Liaison for Concurrent Enrollment is to provide quality collegial support and guidance to the CE partnering high school faculty. In this role, the UA Little Rock Department Chair/Liaison will review syllabi, maintain correspondence with high school faculty, participate/facilitate professional development, and make an annual site visit to CE high school faculty members.

Responsibilities of Department Chair/Liaison

Each University Department Chair/Liaison must facilitate discipline specific professional development for High School CE faculty members teaching in for their department. This professional development includes the following:

- The annual summer professional development forum
- One on one professional development-primarily for high school teachers unable to attend summer Professional Development
- On-going support via email, online forums, phone conversations, or face-to-face interaction
- Annual on-site evaluation visits



High School Faculty

The CE faculty member's role is to provide quality instruction on a collegiate level to the students they serve. As a representative of UA Little Rock, the CE faculty should present materials that uphold the expectations of the UA Little Rock academic divisions.

Responsibilities for HS Faculty

- Read, complete, and return the Faculty Guidelines form from our website
- Make syllabi and all necessary materials available for students
- Submit syllabus to UA Little Rock CE Coordinator by deadline specified in the MOU
- Establish academically rigorous expectations for students
- Attend UA Little Rock CE Program professional development events
- Use grading scale as prescribed by the University department
- Submit grades by specified dates through BOSS account

Creating Community

The University of Arkansas at Little Rock strives to provide quality educational experiences to university community members. CE faculty members can strengthen those partnerships by attending or taking part in the professional development opportunities offered by the CE Program at UA Little Rock.

Concurrent Enrollment Professional Development

Throughout the academic year, there will be a number of professional development opportunities provided by UA Little Rock for CE faculty. The Concurrent Enrollment summer professional development is an informational experience that faculty and coordinators will not want to miss. In addition to our concurrent summer PD opportunity, many other UA Little Rock departments throughout the academic year offer professional development outside the workshop. Look for details under the "Teachers" tab at ualr.edu/earlycredit and check your email often from UA Little Rock department chairs and liaisons. These professional development events will also provide clarification on new policies and procedures as well as fulfill the professional development requirements set forth by the Arkansas Department of Higher Education (ADHE) and the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Connections

The UA Little Rock CE Program website is accessible through ualr.edu/earlycredit. The website offers insights and links for parents, students, teachers, counselors, and administrators about UA Little Rock's CE Program.



Faculty Information

Policies and Regulations

National Alliance of Concurrent Enrollment Partnerships (NACEP)

NACEP Standards are measurable criteria that address quality in concurrent enrollment programs. The standards promote the implementation of policies and practices to ensure that:

- Concurrent enrollment courses offered in the high school are the same as the courses offered on-campus at the sponsoring college or university
- Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses
- Instructors teaching college or university courses through the concurrent enrollment program meet the academic requirements for faculty and instructors teaching in the sponsoring post- secondary institution

Additionally, the standards encourage greater accountability for concurrent enrollment programs through required impact studies, student surveys, and course and program evaluations. The standards are the basis for accreditation, but all concurrent enrollment programs can benefit by using the standards as a framework for program development. As the only national set of quality standards applicable to concurrent enrollment partnerships, NACEP's standards serve as model standards that have been adapted or incorporated into state policy in 16 states.

nacep.org/accreditation/standards



Arkansas Department of Higher Education (ADHE)

ADHE Concurrent Enrollment Policy Section 5.16 was adopted October 23, 1998 and revised October 31, 2014 and effective Spring 2015. UA Little Rock follows all ADHE policies and required procedures. Highlights of the policy are as follows:

- Concurrent credit courses must be college or university approved courses.
- The courses must be listed in the Arkansas Course Transfer System.
- A course must meet the same standards as college courses taught on the campus.
- Institutions of higher education must demonstrate "ownership" of any concurrent course for which students are reported for funding purposes.
- Provide the instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and administrative requirements before certifying the instructors to teach the college/ university's courses.

- Concurrent credit instructors will receive continuing collegial interaction with college faculty through annual professional development, required seminars and site visits.
- Students will have access to resources including the institution's library, academic advising, and faculty counseling on the college campus.
- Students must meet minimum test scores as prescribed by the state.
- Colleges and universities may not claim student semester credit hours or funding if tuition is not paid.
- Developmental courses are not considered a part of the concurrent enrollment program.
- A memorandum of understanding (MOU) should exist to reflect the various expectations, obligations, and responsibilities of all parties.
- Colleges and universities that offer Advanced Placement/Concurrent Credit blended courses must ensure that these merged courses meet all the requirements of concurrent enrollment policy:
- The AP course guidelines and course description must be incorporated into the course syllabus.
- The course syllabus must be provided for approval by the College Board AP Course Audit.
- Students enrolled in these merged courses must meet all requirements for both courses.
- Students in merged courses may be counted for full time enrollment purposes.
- The teacher of the merged course must have completed AP training in the subject area and meet the requirements as listed in policy.

For a full view of the official ADHE Concurrent Enrollment policy, see [Policy](#) at the ADHE website.

Faculty Checklist

The following items must be completed by each faculty member and checked off by the CE Coordinator to ensure compliance to Arkansas Higher Education Coordinating Board Policy:

- Faculty in general education concurrent enrollment courses must have a master's degree and official transcripts sent to the CE Coordinator with a minimum of 18 college credit hours in the subject area being taught
- Submission of resume/curriculum vitae upon request for approval
- Syllabus for each course which exhibits evidence of course structure, rigor, and assessment turned in by the first day of each new semester for approval by the UA Little Rock Department chair
- Participation in at least one professional development opportunity hosted by UA Little Rock CE Program in a given Academic year or verification of accepted professional development. Accepted professional development outside UA Little Rock can include: AP Institutes, discipline specific national or international conferences, or any other professional development deemed acceptable by the UA Little Rock Department Chair
- Communication between university department liaison and/or University CE coordinator

Notes: University faculty who teach concurrent courses on a high school campus will be subject to a criminal background check. All faculty should be familiar with Family Educational Right and Privacy Act of 1974 (FERPA) as it pertains to students and parents access in Higher Education: ualr.edu/records/ferpa

Faculty Processes for Concurrent Enrollment (CE)

Classroom Observations

- CE teachers will be observed and evaluated by UA Little Rock departmental liaisons once per year.
- CE high school courses and teachers will be evaluated, and information will be communicated to teachers and administrators

Noncompliance

If teachers are found in noncompliance to the UA Little Rock CE Faculty Guidelines, the following disciplinary measures will be taken:

- First offense: Teacher and CE coordinators will be notified.
- Second offense: Formal written notification is sent to the principal/building level supervisor.
- Last offense: The teacher will not be reappointed as CE faculty.

Verification of Rosters

Teachers must verify class rosters and immediately report any discrepancies to the appropriate High School Campus CE Coordinator. All rosters must be verified and reported on the following dates:

- By noon on the tenth day of class both semesters
- September 15, October 15, November 15
- February 15, March 15, April 15

Directions for accessing BOSS to verify rosters and inputting final grades are as follows:

- Access your BOSS account at boss.ualr.edu
- Click Secure Login and enter your T# and PIN #
- Click on Faculty Services. Under faculty services you will see rosters and final grades options. Please make sure and select the correct term. (Note: Year long courses will not be visible for a grading period until spring when that grading period is opened which is usually May 1st.)

Drops/Withdraw Process

Students may drop classes without penalty to their transcripts within the first week of courses. The HS Campus Coordinator will work with CE staff in regards to the drop and withdraw process. The HS Coordinator will notify CE staff via email of concurrent students who need to drop a course by the following deadlines: October 15 and November 15 for the fall semester and March 15 and April 15 for the spring semester. HS Coordinators and Teachers need to be familiar with the deadlines to drop courses each semester as these concurrent students are not on campus and will be handled by the Office of Concurrent Enrollment in collaboration with the Office of Records and Registration staff.

Grade Submission

Teachers are expected to submit grades using UA Little Rock's BOSS system and must use a grading scale approved by the UA Little Rock Faculty Department Chair/Liaison. Training in grade entry will be provided through the professional development events. Grades must be submitted in accordance to the university course schedule of grade reporting. Teachers are responsible for keeping and posting grades for each course taught through CE. It is imperative to communicate progress to the students as well as submit final grades by University due dates. For more information: ualr.edu/records/calendar

Final Grades

Grades must be submitted in BOSS no later than January 15th for Fall and June 15th for Spring for HS Concurrent Courses.



Admissions Requirements

High School Concurrent Enrollment

A concurrent student takes UA Little Rock courses offered at high school. UA Little Rock offers concurrent enrollment through a number of Arkansas high schools. High school concurrent students enroll in UA Little Rock courses offered on their high school campus.

At least one of the following:

- Complete at least 50 percent of the state-recommended college preparatory courses with a minimum GPA of 2.5
- Achieve a minimum overall high school grade point average of 3.0
- Official ACT (composite score of 21), SAT [taken in or after March 2016] (total score of 1080 or higher), SAT [taken prior to March 2016] (combined Critical Reading/Math SAT I score of at least 990), or complete ACCUPLACER with a minimum reading sub-score of 262 taken within the last four years

Admission under these guidelines does not guarantee that a student may be enrolled in a particular course. Individual University departments may restrict enrollment into specific courses based on the following criteria:

- Acceptable score on a departmentally-approved placement or proficiency test
- Acceptable sub-scores on the ACT or Accuplacer test in the specific subject area

More information regarding testing requirements can be found in the Registration Guidelines and Processes section of this Handbook. You can also see for additional information at Testing Services.

Student Application Process

Students who desire admission into the Concurrent Enrollment (CE) program must first apply for admissions using the Concurrent Enrollment Application at apply.ualr.edu/hsc.

Items needed when applying for admissions to CE:

- Social Security Number
- Full legal name
- Make sure and check accuracy of all information before submitting application
- Completed signature page
- Completed consent form: ualr.edu/earlycredit/consent-form

Students will return signature page and consent form to High School Concurrent Coordinator.

The High School Coordinator in collaboration with UA Little Rock CE staff will guide students through the application process as prescribed by the University. To be considered for initial admissions and enrollment in CE for the fall semester, a student should apply to the University no later than June 1. For initial enrollment in spring semester, a student should apply to the University no later than December 15.

- Students who qualify for admission to the University after the deadlines will be considered for acceptance in CE courses on a case-by-case basis.
- Students must be fully admitted and credentialed by the 11th day of classes in the Fall and Spring semesters.



High School Concurrent Enrollment Consent Form

The University of Arkansas at Little Rock's concurrent enrollment program provides enrichment opportunities for high school students who have excelled academically.

As the parent (or legal guardian) of _____

(Please print clearly and use full legal name of child)

I hereby consent to his/her enrollment in the University of Arkansas at Little Rock's Concurrent Enrollment Program. In addition to such consent, I hereby acknowledge and accept the following:

1. My child will be subject to all rules, regulations, and policies of UA Little Rock, including academic probation and suspension rules of academic and financial standing.
2. My child can earn college academic credit as a result of his/her enrollment and successful completion of this program.
3. The academic record earned from this coursework will be a permanent part of my child's collegiate record, maintained in UA Little Rock student records.
4. My child's UA Little Rock record is protected under the Family Educational Rights and Privacy Act and as a parent, I will not have access without my child's written consent (see below).
5. The tuition cost for Concurrent Enrollment is \$100.00 per course, and as his/her legal guardian/parent I am responsible for payment of Concurrent courses.

Parent (or legal guardian) Information:

Name *(please print clearly)*: _____

Relationship to student: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Parent email: _____

Parent/Guardian Signature: _____ Date: _____

As the student enrolled in the UA Little Rock Concurrent Enrollment Program, I hereby:

1. Grant UA Little Rock permission to release information to the parent/guardian whose name and signature appear above, thereby waiving my rights to privacy under the Family Educational Rights and Privacy Act (FERPA).
2. Understand that in order to drop a Concurrent Enrollment course, the high school coordinator must communicate this to the UA Little Rock Concurrent Enrollment department by the prescribed drop dates.

Student's UA Little Rock ID number: T _____

Student Signature: _____ Date: _____



Student Registration Guidelines and Process

In order to register in courses through the UA Little Rock Concurrent Enrollment Program, students must have first applied, been admitted, and meet the following minimum test score requirements:

- All CE courses: ACT score of 19 or above on the Reading component of the ACT or a comparable score on the Accuplacer Next Generation (Next Gen.) Reading test (255)
- Rhetoric courses: ACT score of 19 or above on the Reading and English components of the ACT or comparable scores on the Accuplacer Next Gen. Reading (255) and Writing (261) tests.
- Math and Science courses: ACT score of 21 in Math or a comparable score on the Accuplacer Next Gen. Elementary Algebra (256), Advanced Algebra (250) or Quantitative Reasoning, Algebra, and Statistics (256) tests.

Student On-Site Registration

Before Registration, the student should:

- Check all course registration numbers (CRN's) on the registration worksheet.
- Use registration worksheet to ensure proper placement in CE courses.
- If you have a past due balance, you will not be allowed to register.

Student BOSS Registration:

- Log onto BOSS at: **boss.ualr.edu**
- Click on secure login. Enter Trojan ID# (Ex: T12345678) and PIN (Ex: 654321)

- Your ID# and PIN# will be included in a letter you receive from the UA Little Rock Office of Admissions. Keep this handy for registration purposes. If you forget your PIN#, click forgot PIN. If you still cannot access your PIN please contact the Concurrent Enrollment staff.
- Once you are on the BOSS System. Click Student Services and select Registration.
- Click Add/Drop Classes
- Select the correct term, then submit.
- Type in your course registration numbers (CRN's) from your registration worksheet and submit changes.

Once you receive the message you have web-registered, you are officially a UA Little Rock Trojan!

If at anytime students have questions regarding their record they can contact the UA Little Rock Office of Records and Registration at **501-569-3110**

Course Approval

UA Little Rock CE Coordinator must receive an updated copy of the syllabus used for each course by August 5th for the fall term and by December 5th for the spring term. Instructors must provide students with a copy of the syllabus prior to or at the time of registration. The following list of criteria must be included on the syllabus:

- Name of Course as prescribed by the university
- Faculty name
- Course description from the University Catalog
- High school / University prerequisites
- Instructional materials
- Grading expectations
- Grading guidelines set for by UA Little Rock Department Chair/Liaisons
- Code of conduct for students
- Modifications statement- instructors need the option to change course materials
- List of scheduled learning activities
- Student learning outcomes

Billing/Payment

One of the many benefits from Concurrent Enrollment at UA Little Rock is the nominal cost of \$100.00 per course. However, there are deadlines that must be met with payment. High schools will collect course fees and set payment deadlines.

UA Little Rock Concurrent Enrollment Courses

Courses administered through CE are University courses with the same departmental designations, course descriptions, numbers, titles, and credits as found in the UA Little Rock Undergraduate Catalog.

The majority of the CE courses are part of the Arkansas Course Transfer System (ACTS) and are guaranteed to transfer to all Arkansas public colleges and universities. For more information, please see the Arkansas Course Transfer System: acts.adhe.edu/studenttransfer.aspx

A list of courses offered through UA Little Rock's Concurrent Enrollment Program can be found at the UA Little Rock Early Credit [website](#).



CONTACTUS

Admissions

501-569-3127

admissions@ualr.edu

Concurrent Enrollment

ualr.edu/earlycredit

501-907-5125

earlycredit@ualr.edu

Student Accounts

501-569-3450

studentaccounts@ualr.edu

Records & Registration

501-569-3110

records@ualr.edu

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