



Southern Arkansas University Tech



Concurrent Faculty Handbook 2018-2019

TABLE OF CONTENTS

Concurrent Enrollment Program	2
Benefits	
Guidelines	
Placement Plan	
Faculty	6
Qualifications/Credentials	
Instructional Procedures	
Faculty Responsibilities	
Non-compliance	
Registration	
Rosters	
Drops	
Grading	11
Unsatisfactory Process	
Grading System	
Grading Symbols	
Incomplete Grades	
Academic Calendar	12
Contact Information	13

SAU Tech’s Concurrent Enrollment Program

Southern Arkansas University Tech’s Concurrent Enrollment Program is a partnership with school districts to provide an opportunity for qualified students to earn college credit while still in high school, allowing students to get a head start on their college career before graduation. Classes are taught by approved high school teachers during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as regular SAU Tech courses. Courses vary by high school based on the qualifications of the high school instructors. Early College Initiative students attend classes on SAU Tech’s campus. High school students may take up to eleven college credit hours each semester.

Benefits

Concurrent Enrollment programs encourage more students to continue education beyond high school and improve student success in transitioning from secondary to post-secondary education. Other benefits of concurrent enrollment are:

- Get a jump start on college.
- Save money by reducing the time and cost of obtaining a college degree.
- Learn college level skills before your freshman year.
- Prepare students for college and reduce the need for remedial coursework.

Guidelines

ACT 1097 of the General Assembly provides for students who are enrolled in an accredited high school and meet admission standards of SAU Tech to concurrently enroll for academic courses. High School students who meet the following criteria and procedures may enroll in college classes concurrently with their high school classes:

1. The student must have completed the eighth (8th) grade.
2. Only those students who have the ability to benefit from college-level classes will be enrolled.
3. High school students are subject to all other college regulations, including those related to academic progress, financial responsibility, conduct, adherence to the substance abuse policies, and others as described in the college catalog and student handbook.
4. All arrangements for receiving concurrent high school/college credit and/or arrangements for third party payment of tuition and fees are the responsibility of the student.
5. Prior to enrollment in a math, English, or a college level reading course, students are required to submit the appropriate ACT, ASSET, COMPASS, or SAT test scores or have necessary prerequisite courses.
6. All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

SAU TECH PLACEMENT PLAN

(Revised: 03-01-2018)

SAU Tech's placement plan includes an evaluation of high school performance measures, remedial course completions, and the examinations. SAU Tech tests students upon initial admission using ACT or Accuplacer exams and uses results to place them into freshman-level courses, or, when test scores fall below the required cut-off, into remedial courses. Students who have taken ASSET or Compass within the last five years may utilize those scores for placement. High school concurrent students are not eligible for remediation.

ENGLISH ASSESSMENT						
	<i>(meet one)</i>					Alternative Measure
COURSE ENROLLMENT	ACT English	COMPASS Writing	ASSET Writing	ACCUPLACER Sentence Skills	HIGH SCHOOL GPA	ACT English and High School GPA
ENGL1113 Composition I * <i>(no remediation required)</i>	19+	77+	45+	98+	NA	17-18 and 3.0
CO0243 Writing Workshop	16-18	54-76	38-44	82-97	3.0+	NA
CO0143 Intro to Language Arts	0-15	0-53	0-37	0-81	Below 3.0	NA

READING ASSESSMENT						
	<i>(meet one)</i>					Alternative Measure
COURSE ENROLLMENT	ACT English	COMPASS Writing	ASSET Writing	ACCUPLACER Sentence Skills	HIGH SCHOOL GPA	ACT English and High School GPA
ENGL1113 Composition I * <i>(no remediation required)</i>	19+	81+	43+	90+	NA	17-18 and 3.0+
CO0243 Writing Workshop	16-18	73-80	39-42	70-89	3.0+	NA
CO0143 Intro to Language Arts	0-15	0-72	0-38	0-69	Below 3.0	NA

*Eligibility for Composition I is based on **both** English and Reading Assessments.

COLLEGE ALGEBRA TRACK						
<i>Meet one placement score <u>AND</u> high school GPA <u>AND</u> high school math core class</i>						
COURSE ENROLLMENT	ACT Math	COMPASS Pre-Alg Algebra	ASSET Elem Alg Int Alg	ACCUPLACER Elem Alg	High School GPA	Successful Completion of High School Math Classes
MATH1023 College Algebra (no remediation required)	19+	58+ (P) 35+ (A)	43+ I	97+	NA	NA
MATH1023 College Algebra (no remediation required)	17-18	43-57 (P) 27-34 (A)	35-42 I	63-96	3.0+	Algebra I, Algebra II, Geometry
MATH0121 Pre-College Alg & MATH1023 College Algebra	16-18	36-57 (P) 23-34 (A)	33-42 E	43-96	NA	NA
MATH0121 Pre-College Alg & MATH1023 College Algebra	13-15	19-35 (P) 16-22 (A)	26-32 E	28-42	3.0+	Algebra I, Algebra II, Geometry
MATH0233 Transitional Math 2	13-15	19-35 (P) 16-22 (A)	26-32 E	28-42	Below 3.0	NA
MATH0133 Transitional Math 1	0-12	0-18 (P) 0-15 (A)	0-25 E	0-27	NA	NA

COLLEGE MATH TRACK						
<i>Meet one placement score <u>AND</u> high school GPA <u>AND</u> high school math core class</i>						
COURSE ENROLLMENT	ACT Math	COMPASS Pre-Alg Algebra	ASSET Elem Alg Int Alg	ACCUPLACER Elem Alg	High School GPA	Successful Completion of High School Math Classes
MATH1063 College Math	13+	19+ (P) 16+ (A)	26+ E	28+	NA	NA
MATH0133 Transitional Math 1	0-12	0-18 (P) 0-15 (A)	0-25 E	0-27	NA	NA

SAU TECH PLACEMENT PLAN

(Revised: 03-01-2018)

CONCURRENT PLACEMENT MEASURES

In addition to the standard placement measures used for college placement, additional measures are available for students enrolling in concurrent courses.

ENGLISH ASSESSMENT		
COURSE ENROLLMENT	ACT Aspire 10th Grade English	PSAT Writing
ENGL1113 Composition I	428+	45+

READING ASSESSMENT		
COURSE ENROLLMENT	ACT Aspire 10th Grade Reading	PSAT Reading
ENGL1113 Composition I	428+	47+

MATH ASSESSMENT		
COURSE ENROLLMENT	ACT Aspire 10th Grade	PSAT
MATH1023 College Algebra	432+	46+

CONCURRENT FACULTY

Qualifications/Credentials

General Education Faculty must hold at least a master's degree and have 18 graduate hours in the subject to be taught.

Career/Technical Faculty teaching concurrent courses must meet the requirements to be employed by the college/university offering the career/technical (CTE) courses.

Official transcripts must be provided and appropriate credentials approved by the Chief Academic Officer.

Instructional Procedures

- A. Course Syllabus: Distribute a syllabus that has been reviewed and approved by the designated faculty liaison to all students enrolled in the concurrent class the first week of the semester. A copy of the approved syllabus must also be submitted to the Concurrent Enrollment Office.
- B. Faculty Mentoring/Academic Alerts: SAU Tech faculty is expected to take a proactive role in helping students to succeed in the classroom. When a student falls into academic distress due to excessive absences or poor grades, faculty members are to make contact with the student in an attempt to discover and correct the problem. If the student does not respond in a satisfactory manner, faculty will complete the drop process to withdraw the student from the college course.
- C. Faculty Checklist: All faculty members must submit the following:
 - 1. Instructor application, copy of college transcripts, teaching license, resume, and any other credentials related to the course to be taught, signed instructor agreement; due prior to the first day of class
 - 2. Course information/syllabus; due prior to the first day of class
 - 3. Instructor Data Form(new instructors only); due prior to the first day of class

Faculty Responsibilities

Concurrent enrollment instructors must agree and adhere to the following responsibilities. Teaching privileges may be revoked for any instructor who does not comply with all policies, procedures, and requirements established by the Concurrent Enrollment Program.

- _____ 1. Submission of all required paperwork prior to teaching a concurrent course, and as requested thereafter.
- _____ 2. Participate in an orientation session for each new course prior to teaching the course for concurrent credit. Participate in annual discipline specific professional development activities, site visits, and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research provided by the college.
- _____ 3. Distribute a syllabus that has been reviewed and approved by the designated faculty liaison to all students enrolled in the concurrent class the first week of the semester. A copy of the approved syllabus must also be submitted to the Concurrent Enrollment Office.
- _____ 4. Instructors must use the same textbook as the on-campus course or a textbook approved by the college.
- _____ 5. Adhere to all deadlines and timeframes as set forth by SAU Tech, which include but is not limited to, roster certification, electronic submission of grades, drops, assessments, and registration.
- _____ 6. Submitting copies of student work, exams, assessments, and/or grades as requested by the faculty liaison or the Concurrent Enrollment Office.
- _____ 7. Retrieve and respond in a timely manner to all electronic correspondence sent by the faculty liaison and the Concurrent Enrollment Office. Correspondence will be sent to the email address(es) collected during the faculty approval process.
- _____ 8. Participate in annual discipline specific professional development activities, site visits, and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research provided by the college.

Faculty members are expected to know and foster the purpose and objectives of the College by carrying out the following responsibilities:

1. Participate in activities such as orientation, professional development, workshops, and meetings.
2. New instructors must participate in New Teacher Orientation before they teach a concurrent course.
3. Meet all necessary deadlines (roster certification, grades, drops, etc.)
4. Keep students informed as to their progress.
5. Encourage student use of support services.
6. Counsel with students in regard to frequent absences, failures, or necessary make-up work. **Intervene early.**
7. Cooperate with evaluation procedures.

Non-compliance

Concurrent Enrollment high school instructors are required to use the approved SAU Tech course syllabus, use the same textbook or a textbook approved by the college, adopt the same learning outcomes and assignments as those developed for the course offered on the college campus with limited exceptions approved by the college, and use the same course grading standards as those on the college campus. Also, instructors must certify rosters, submit grades and turn in completed assessment forms by the due date and adhere to all standards set by SAU Tech. Additionally, CE instructors are required to attend annual discipline specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research provided by the college annually.

An SAU Tech representative will meet with those instructors failing to comply with the above requirements to discuss the concerns. The next step for those instructors failing to meet the deadlines and other requirements annually is to refer them to their administration. If steps are not taken to correct the problem, the instructor will no longer be approved to teach for the Concurrent Enrollment Program.

Registration Process

Each student must register for courses at the designated time and location.

A student's registration is incomplete until all admission requirements are met. Students who do not attend a class without an excused absence during the census period (the first eleven days during the semester) each semester are subject to having that class registration canceled.

A registration date, location and time will be scheduled.

- A.) All new students (students who have never taken a concurrent course through SAU Tech) must complete an online application for admission.
- B.) A registration location needs to be determined prior to the registration date. Student must complete the Registration/Consent Form .The Registration/Consent Form is incomplete if it does not have the proper signatures (student, parent, school representative).
- C.) A second registration session ***will not*** be provided. It will be the responsibilities of the Liaison/Counselor/Instructor to have students fill out additional information.
- D.) A student will not receive college credit for a course he/she is not eligible for. A student who does not register by the deadline or does not have all information submitted will not receive college credit for that course(s).
- E.) A student's registration is incomplete until all admissions requirements are met and eligibility is verified.

Roster Procedures

- All SAU Tech class rosters must be certified by the due date. Instructors will be notified of the due date by the Office of Concurrent Enrollment.
- The SAU Tech roster provides instructors with the final registration list of students in their classes. Each roster must be carefully checked for accuracy. The prime concern of certification rosters is making sure every *student eligible and attending* a particular course is listed.
- Since rosters are certified electronically, they should be checked early enough to make any necessary corrections. If you notice that a student is missing from your SAU Tech roster, notify the Office of Concurrent Enrollment for instructions on what needs to be done (registration form, test scores, etc.)
- Any new student who is admitted into the school or vocational/career center after the registration deadline will not be added to any roster and will not receive college credit

Students not on the SAU Tech roster will not receive concurrent credit and the instructor is responsible for ensuring the rosters are correct and all eligible students are listed.

Drops

- A.) All drops must be submitted by the drop date.
- B.) A drop request will not be processed if proper procedures are not followed.
- C.) A drop may be done one of the following ways:
- a. Through Campus Connect
 - o Login to your campus connect account
 - o Go to your class roster
 - o Once you pull up your roster you will see a green down arrow ↓ beside each student, just click on the arrow beside the student you intend to drop and complete the online form.
 - o Once you are finished completing the form and click submit at the bottom of the page the drop request will automatically be sent to the student's advisor.
 - o Once the 10 (7) calendar days are complete you will be notified via email that the drop has been submitted to the registrar's office for completion.

***If the student contacts you before the 10 (7) days are up and wishes to remain in the course and you grant them permission, you MUST notify the advisor IMMEDIATELY! Once the 10 (7) days are up and the advisor has submitted the information to the Registrar's office; the drop CANNOT be reversed.

- b. Mail a letter from either the student or instructor stating the student's name, course to be dropped, mailing address, birth date, student id, reason for dropping, and a signature from either the student or the instructor to:

SAU Tech
Attn: LaClaire Williams
P.O. Box 3499
Camden, AR 71711

- c. Email lwilliam@sautech.edu stating student's name, course to be dropped, mailing address, birth date, student id and reason for dropping.

- D.) Any student who moves at any time during the semester must be dropped.
- E.) Any student who is not listed on the instructor's roll sheet, but whose name is on any SAU Tech roster must be dropped.
- F.) Students will receive a drop confirmation once a drop request has been processed.
- G.) Students who are not making satisfactory progress at the end of the semester may be administratively dropped.

GRADING

Unsatisfactory Progress

Concurrent enrollment courses will adhere to the College's or University's academic policies. A student will be notified when he/she enters unsatisfactory progress status and will be advised to drop that class. The student and parent will need to sign a letter agreeing that they are aware of the student's unsatisfactory progress if the student refuses to drop after being advised.

Grading System

Grades are reported at the completion of each semester/summer terms. Students receiving less than average midterm grades will be sent notification letters by the counseling staff. The final grade report becomes a part of the student's official transcript. A final grade that has been allowed to stand unchallenged for a period of five years is final.

Grading Symbols

- A** Excellent
- B** Good
- C** Average
- D** Lowest passing grade (some institutions may not accept as transfer credit)
- F** Failing
- W** Withdrawal (no credit)
- I** Incomplete
- AU** Audit (no credit)
- P** Passing
- NC** No Credit

Incomplete Grades

A grade of Incomplete, "I," will be issued only when a student has been unable, because of illness or other circumstances beyond his or her control, to finish assigned class work or papers or take the final examination. In order to receive a grade of "I," a student must make arrangements with the instructor. The student and the faculty member must sign an Incomplete Grade Contract form. The student and faculty member will receive a copy and the original will be placed on file in the appropriate division chair office along with a copy of the final grade roster. A grade of "I" not made up within eight weeks after the beginning of the following semester will automatically become an "F." Any additional extension of time requires approval by the Vice Chancellor for Academics.

SOUTHERN ARKANSAS UNIVERSITY TECH

**Academic Calendar
2018-2019**

Fall 2018

Classes Begin.....August 22
Roster Certification.....September 6
Campus Closed (Labor Day).....September 3
Mid-Term Grades Due.....October 15
Last Day to Drop.....October 31
Campus Closed (Thanksgiving)...November 21-23
Final Grades Due.....December 10
Campus Closed (Christmas).....December 24-January 1

Spring 2019

Classes Begin.....January 9
Roster Certification.....January 24
Mid-Term Grades Due.....March 4
Spring Break.....March 18-22
College Day.....February 7
Last Day to Drop.....March 27
Final Grades Due.....May 6
Campus Closed (Memorial Day).....May 27

SAU Tech Contact Information

Concurrent Enrollment Program

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Business Administration

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SAU Tech does not discriminate on the basis of sex, race, color, creed, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Concurrent Credit
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