



# High School Programs

# CONCURRENT

## Student Handbook

# 2023-2024



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## Mission and Purpose

UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.

## Welcome

Welcome to Concurrent Enrollment at UA Cossatot. We are happy that you have chosen to pursue higher education while still completing your high school requirements.

Our college has a history of offering what the student wants. Students will find that, once they are enrolled at UAC, they are part of the Cossatot family. A family of faculty, advisors, business office personnel, and more, with one goal in mind: to help the student.

We are truly glad you are part of our family and look forward to helping you with all of your education endeavors.

Julie Rhodes,  
Director of High School Programs

## Purpose

UA Cossatot's general education concurrent enrollment program is an academic program designed for accelerated students who have completed the eighth grade or its equivalent and are either enrolled in a local public or private high school or a home-school program. The courses offered through the general education concurrent enrollment program are designed to challenge students and prepare them for a rigorous post-secondary education. This concurrent enrollment program is specifically designed for



students who plan to continue their education beyond high school in the pursuit of a bachelor's degree or higher.

General education concurrent enrollment students have all of the privileges and expectations of college students. They are expected to comply with all UA Cossatot regulations and standards of conduct governing their enrollment as college students. General education concurrent enrollment students are also expected to attend class and produce college-level coursework.

## General Information

UAC welcomes all secondary schools in our service area (Sevier, Howard, Little River, and Pike counties) to participate in our Concurrent Enrollment Program (CEP). We currently have Memorandums of Understanding with the following schools: Arkansas Virtual Academy, Ashdown, Centerpoint, DeQueen, Dierks, Foreman, Horatio, Kirby, Mineral Springs, Nashville, South Pike, and Cossatot River /Umpire. A variety of courses are offered. Please contact Julie Rhodes, Director of High School Programs at (870) 584-1343, to inquire about other courses available for CEP credit.

Visit the [ACTS Website](#) for more information.

Requirements to teach in the CEP are the same as any transfer course, a master's degree with 18 hours in the field or closely related field. Transfer credit may be dependent on the receiving college.

Syllabi for each course currently taught may be obtained from the concurrent instructors. Instructors are required to supply UAC with all concurrent class syllabi.

Students will be required to complete an end of course and faculty evaluation, done through an anonymous Survey Monkey to ensure course satisfaction.



If a parent, student, faculty member, or school district personnel has any questions concerning Concurrent Enrollment, courses, or faculty, please contact Julie Rhodes, (870) 584-1343.

## Student Information

For student eligibility, it is best to contact your high school counselor. Generally students must meet the following guidelines:

- Complete UA Cossatot Application
- An official high school transcript showing a cumulative GPA of at least 2.5 on a 4.0 scale;
- Placement test (ACT, ACCUPLACER, AND ASPIRE) scores which meet the established minimums;
- Proof of TWO immunizations against measles (rubella) and ONE immunization against rubella and ONE immunization against mumps.
- Student's signature on Concurrent Enrollment form.
- High school counselor or principal's signature on Concurrent Enrollment form;
- Parent or guardian's signature on Concurrent Enrollment form;

Students concurrently enrolled must maintain a 2.5 GPA in UAC classes. Failure to achieve a 2.5 GPA will result in the student being barred from enrollment in additional UAC classes until after graduation from high school.

## Attendance

Students will be dropped from a class by the instructor for violation of the attendance policy as follows:

- Classes meeting twice weekly in regular (Fall/Spring) term: Students may miss a maximum of four class meetings.
- Classes meeting once weekly in regular (Fall/Spring) term: Students may miss a maximum of two class meetings.



- Classes meeting daily in regular (Fall/Spring) terms: Special attendance policies will be developed by the Division Chair over the program.
- Classes meeting in 8 week terms:
  - Students may miss a maximum of two class meetings for classes meeting twice per week.
  - Students may miss a maximum of four class meetings for classes meeting 4-5 times per week.
- Online Classes: Student attendance in online classes will be established by weekly substantial contributions. Specific weekly contribution requirements will be set forth by the instructor in their syllabi at the beginning of the semester.
  - Students may miss a maximum of two times per semester.

## Minimum Scores for Concurrent Enrollment

*\*NOTE: Some technology classes have special requirements for concurrent enrollment. The appropriate Division Chair or Dean will provide information for these courses.*

Class Type	Communications, Life Science, or Technology Classes		Mathematics, Computer Science, or Physical Science Classes		All other courses i.e. Speech, Health, WFF
	Reading	English-Writing	Reading	Math	Reading
<b>ACT</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>ACCUPLACER Next Gen.</b>	<b>253</b>	<b>260</b>	<b>253</b>	<b>263</b>	<b>253</b>
<b>ACCUPLACER</b>	<b>88</b>	<b>89</b>	<b>88</b>	<b>77</b>	<b>88</b>
<b>ASPIRE</b>	<b>428</b>	<b>428</b>	<b>428</b>	<b>432</b>	<b>428</b>

*\*Please note that the ASPIRE scores will apply only while the student is enrolled in high school.*

# Grading System

Letter Grade	Percentage	Grade points/credit	Rating
<b>A</b>	<b>90%-100%</b>	<b>4.00</b>	<b>Excellent</b>
<b>B</b>	<b>80%-89%</b>	<b>3.00</b>	<b>Good</b>
<b>C</b>	<b>70%-79%</b>	<b>2.00</b>	<b>Average</b>
<b>D</b>	<b>60%-69%</b>	<b>1.00</b>	<b>Inferior</b>
<b>F</b>	<b>50%-59%</b>	<b>0.00</b>	<b>Failure</b>

## Secondary Grade Reports

Secondary students' grade reports for each course are submitted to the office of High School Programs by Secondary Career Center instructors and high school faculty teaching concurrent credit on high school campuses at the close of each term. Once a grade has been reported it becomes part of the student's permanent record and can be changed only by the faculty member through the grade change process and must receive approval from the Vice Chancellor of Academics.

Traditional high school students choosing to enroll in college course prior to high school graduation are considered college students by UA Cossatot. Grades are the property of the student and the college. Release of grade information must follow the process of the student requesting a UAC transcript be sent to the high school or the student releasing their grade information to the high school. UAC will not release information to the school unless requested by the student.



A student who seeks grade information before the end of a term must request the information from the course instructor.

All grades are submitted as letter grades and not as numeric percentages.

## Cost

UA Cossatot partners with local school districts to offer concurrent classes. When the class is taught at the high school with qualified teachers as instructors, there is no cost to the student. If a student chooses to take a class at the college for concurrent credit, they will be subject to UA Cossatot fees.

## Educational Resource Center

The UA Cossatot Educational Resource Center (ERC), located on the DeQueen campus, is a fully functioning, media-rich, user-friendly resource center striving to enrich the lives of students through active learning. Working with faculty, we seek to promote higher education and help students achieve their maximum academic potential. Knowledge staff is available to assist students during our hours of operation. The ECR offers more than 9,000 titles in book and media format, which are also available to the other campuses via intercampus mail or by special delivery. After acquiring a student ID card with UAC, you may access numerous online databases through our website. The Learning Center is also available on each campus for tutoring.

## Frequently Asked Questions

Included in this section are answers to some of the most frequently asked questions about concurrent credit, including transferability of coursework, eligibility for scholarships as a college freshman, and the number of classes that can be taken?

**1. What is concurrent credit?** *The State of Arkansas allows qualified high school students to take college courses and receive both college and high*





*school credit. For example, a student may enroll in English Composition I and English Composition II, and upon successful completion of the courses, receive one English credit toward high school graduation and six hours of college English credit on a college transcript at UAC. UAC is accredited by the Higher Learning Commission of the North Central Accreditation; therefore, general education courses such as English Composition, College Algebra, and U.S. History are transferable to other accredited colleges and universities in the United States.*

**2. Do students need to maintain a certain GPA to continue as general education concurrent enrollment student?**

*Yes. UAC requires that an overall 2.5 GPA in both high school and college courses be maintained for continued participation.*

**3. Will students with concurrent/dual college credit still be eligible for freshman college scholarships?**

*Yes. According to various colleges and universities in which UAC high school students enroll, students who earn college concurrent hours while in high school are viewed as entering freshmen for admission, registration, and scholarship purposes. Students are encouraged to contact their potential baccalaureate institution for their specific policy.*

**4. Can students drop concurrent classes on the college side?**

*Yes, students need to notify their high school counselor to complete a drop form, drop date for Fall 2023 is November 13, 2022 and April 18, 2024 for Spring 2024.*

**5. How does a student get a college transcript to the college they will be attending post high school?**

*Student must complete a transcript request form found on the UAC website.*

# What is FERPA and how does it affect me?

## **FERPA**

- Family Educational Rights and Privacy Act (FERPA) of 1974
- Established requirements pertaining to the release of and access to education records
- Applies to all schools that receive funds under an applicable program of the U.S. Department of Education

### FERPA and Dually Enrolled Students:

- Under FERPA, the rights belong to the student with regards to the records at the college, but the rights still belong to the parents with regard to educational records at the high school

If you, as a concurrent college student, want anyone besides yourself to be able to obtain grades, transcripts, class schedules, financial aid information, or business office information, you must obtain and complete a FERPA Release Form from UAC in order for your information to be released.

## **Student Academic Integrity**

### ***Cheating***

Academic cheating is anything you do to make it appear that someone else's work is your own, or allowing someone else to copy your work and submit it as his or her own. It can include sharing another's work, copying answers on an exam or homework assignment, buying a research or creative paper, paying someone else to do your work for you, obtaining copies of exams, homework assignments, and notes and using them in place of doing your own work, etc. If a student is found to have cheated (other than strict plagiarism), the student will be subject to one of the following consequences:

- I. Receiving a ZERO on the assignment/exam
- II. Removal from the course with the grade of "F"

III. Removal from program of study

IV. Removal from the institution

\*\*\*The actual consequence initiated by the Vice Chancellor of Academics will only be determined after consultation with the instructor and appropriate division chair. The consequence will also be in line with individual departmental procedures\*\*\*

## ***Plagiarism***

Like cheating, plagiarism is also implying that another person's work is your own. Plagiarism is a form of cheating.

If a student is found to have strictly plagiarized, please see the CUMULATIVE ACTIONS for this offense.

Definition of plagiarism:

1. Buying a paper from a research service or term paper mill, or turning in a paper from a free term paper website.
2. Turning in another student's work without that student's knowledge.
3. Turning in a paper written by any person other than the student.
4. Copying a paper from a source text without proper acknowledgement.
5. Cutting and pasting materials from an Internet source without proper acknowledgement.
6. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
7. Paraphrasing materials from a source text without appropriate documentation.

If a student plagiarizes, his/her name will be turned in to the Vice Chancellor of Academics and kept on record. The consequences are cumulative throughout a student's history with UAC and are not limited to one class. If at any time, a student believes that he/she was unfairly accused of plagiarism, then he/she may file a grievance or a grade appeal.

The following are the cumulative actions for plagiarism:

- First offense - Student is required to redo the paper and receive counseling regarding plagiarism. Points awarded are left to the discretion of the instructor. Only students with papers qualifying as plagiarism under definitions 5, 6 and 7 are eligible to meet this step.
- Second offense - Student will receive a “0” on the paper, and another counseling session. Only papers qualifying as plagiarism under definitions 5, 6 and 7 are eligible to meet this step.
- Third offense - Student will receive an “F” in the course. Third offense students with papers qualifying as plagiarism under definitions 5, 6 and 7 are eligible to meet this step.
- Papers meeting definitions 1 through 4 will automatically fall into this category, bypassing first and second offense remedial steps.
- Fourth offense - Student will be suspended from attending UAC. Fourth offense students with papers meeting definitions 5, 6 and 7 are eligible to meet this step. Second offense students with papers meeting definitions 1 through 4 will enter this category.

## **Student Grade Appeal Procedure**

1. If you believe an error in a grade has occurred, you should formally initiate a review of the grade no later than three (3) weeks after the beginning of the next semester (fall or spring.)
2. It will be your responsibility to verify with the instructor the accuracy of the recorded grade book scores and the listed grade as the first step in the process. If the issue is not satisfactorily resolved, the formal appeal process is to initiate at this point.

### ***Formal Grade Appeal Process***

If the grade difference have not been resolved through discussion with the instructor and the student seeks additional mediation, the student, in the first three (3) weeks of the semester, must initiate the appeal process by the following procedures:

1. The student must submit a letter requesting a review to the appropriate Division Chair, with a copy to the instructor and the Vice Chancellor of Academics. The Division Chair has the responsibility to confer with the instructor concerning the documentation of the grade for its completeness and accuracy. The Division Chair will notify the

student in writing of the grade status within ten (10) days of receiving the student's request.

2. If the student wishes to make further appeals, the student must request, in writing, a formal review by mid-term. This review will be conducted by the Student Appeals Committee.
3. At the hearing, the instructor and the student may both make individual presentations, and the Appeals Committee may ask questions and seek clarification. A final written decision will be provided by the Committee and, in the event of a grade change, the final grade will be recorded by the Registrar as directed by the Vice Chancellor of Academics. This procedure shall be completed by the end of the semester in which the grade is appealed.

## Counseling/Disability Support

If you have special needs and are interested in requesting accommodations please contact the UAC Counselor, Rachel Barfield at 870.584.1337 or email [rhickey@cccua.edu](mailto:rhickey@cccua.edu). UAC Counseling and Advising Services is dedicated to the academic and personal success of all students. The counselor will work with any student to recognize opportunities to grow and learn, identify any barriers to academic and/or personal success, and develop action plans to overcome those barriers. The counselor has an open door policy. ALL students are welcome and discussions will be confidential.

## UAC Transcripts

In order to obtain an official transcript from UA Cossatot, students must complete the online form found on the college website. Official transcripts will only be released if the student has graduated from high school, and has sent their official high school transcript to UA Cossatot. Unofficial UAC transcripts may be requested through High School Programs.

## Login Information

How do I log in?

What's my password?

Username?



### BLACKBOARD

Your Virtual Classroom: Use Blackboard to access your online, hybrid, or enhanced courses.

**Username:** ua\_studentid

**Password:** First letter of your first name (capitalized), the first letter of your last name (lowercase) + full eight digit date of birth. Example: John Smith born on January 15, 1989 would be: Js01151989

### CAMPUS CONNECT

Your Student Account: View your schedule, grades, payments, financial aid, and contact info.

**Username:** studentid

**Password:** Date of birth in the following format MMDDYYYY

**Note:** If your birth month starts with a zero, leave the leading zero off.



## OFFICE 365

Your College Email: Access your student email, as well as all Microsoft Office software such as Word, Excel, PowerPoint, and OneDrive.

**Username:** ua\_studentid@cccu.edu

**Password:** First letter of your first name (capitalized), the first letter of your last name (lowercase) + full eight-digit date of birth. Example: John Smith born on January 15, 1989 would be: Js01151989

## FALL 2023 HIGH SCHOOL PROGRAMS CALENDAR

### August

Monday	August 14	SCC Courses Begin
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### September

Monday	September 4	College Closed: Labor Day Holiday
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### October

Thursday	October 5	SCC Mid Term Grades Due
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### November

Monday	November 13	Last Day to Withdraw with a "W"
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Monday-Friday	November 20-24	SCC Closed-Thanksgiving
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Thursday-Friday	November 23-24	College Closed: Thanksgiving
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### December

Monday-Thursday	December 4-7	Finals
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Thursday	December 7	SCC Courses End
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Thursday	December 7	SCC Final Grades Due
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## SPRING 2024 HIGH SCHOOL PROGRAMS CALENDAR

January		
Monday	January 8	SCC Classes Begin
Monday	January 15	<i>College Closed: Martin Luther King Day</i>
Tuesday	January 30	<i>Last Day to Withdraw with a "W"</i>

  

February		
Thurs-Fri, Mon	February 15-19	SCC Closed-Winter Break

  

March		
Thursday	March 7	SCC Mid Term Grades
Monday-Friday	March 18-22	SCC Closed-Spring Break

  

April		
Thursday	April 18	Last Day to Withdraw with a "W"

  

May		
Monday-Thursday	Apr 29-May 2	SCC Finals
Thursday	May 2	Courses End
Thursday	May 2	SCC Final Grades Due



“Let us think of **education** as the means of developing our greatest abilities, because in each of us there is a private hope and dream, which fulfilled, can be translated into benefit for everyone and greater strength for our nation. One person can make a difference and everyone should try.”

**John F. Kennedy**