

MEMORANDUM of UNDERSTANDING
to
OFFER CONCURRENT ENROLLMENT COURSES
Academic Year 2021-2022

Under the terms of this Memorandum of Understanding (MOU), *South Arkansas Community College (SouthArk)* and *Arkansas Virtual Academy* agree to allow high school students to enroll in college/university courses offered at SouthArk.

The South Arkansas Community College (SouthArk) Early College Start (ECS) Program is an opportunity for high school students to enroll in college courses to enhance their high school education and accelerate their postsecondary education. High school students who are tenth graders and above may concurrently enroll for college credit courses by meeting the following criteria:

Authority to offer Concurrent Courses

Arkansas Statute 6-18-223 authorizes Arkansas High School students to enroll in college/university courses to earn credit that will be applicable to a college degree and concurrently to a high school diploma.

The Concurrent Enrollment Policy of the Arkansas Higher Education Coordinating Board (AHECB Policy 5.16) includes guidelines for establishing and maintaining concurrent courses, but not limited to, requirements for faculty teaching concurrent courses, ownership by the College/University for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

Approval

As a program approved by the Arkansas Division of Higher Education (ADHE), Arkansas Virtual Academy District adheres to requirements of the Arkansas Higher Education Coordinating Board (AHECB) to offer concurrent courses.

All Arkansas colleges and universities offering concurrent courses will submit concurrent-related data and information to ADHE.

Oversight of Concurrent Courses

The college/university administration will be responsible for all aspects of the concurrent course, including hiring/designating an Institutional Concurrent Coordinator, and participating in the faculty selection, orientation, and evaluation processes.

Contact Person

The College/University Concurrent Enrollment Coordinator will be the contact for the concurrent enrollment partnership. The high school will provide a Concurrent Liaison/Coordinator to serve as the High School contact for the partnership.

College/University Concurrent Enrollment Contact Information:

Name: Jayna Winiecki
Title: Registrar
Phone Number: (870) 864-7142
E-mail Address: jwiniecki@southark.edu

High School Concurrent Enrollment Contact Information:

Name: Sarah Beth Blair
Title: Counselor
Phone Number: (501) 664-4225 Ext.2196
E-mail Address: sblair@arva.org

Requirements for Concurrent Instructors – General Education Courses

To ensure that concurrent courses meet the same standard as those offered on the college/university campus, high school faculty must meet the same academic qualifications required by the college/university faculty.

- The college/university Concurrent Coordinator and the college/university Academic Unit must review and approve the credentials of each concurrent instructor. Credentials include:
 - A master's degree that includes 18 graduate hours in the teaching field.
 - Current curriculum vitae/resume
 - Transcripts
 - Syllabi for all concurrent courses previously taught by faculty new to the institution's concurrent program.
 - Other information requested by the college/university.
- According to ADHE policy, an individual under contract with a school district as a teacher will not be considered an adjunct faculty member of the college for payment purposes.
- Faculty teaching concurrent courses are expected to use the college syllabi and follow the policies of both the college and the high school.
- The college will assign a faculty mentor to any high school instructor teaching college courses. The mentor will work with the high school instructor to make sure he or she is using the same assessment methods--departmental final exam, a rubric-graded term paper, a rubric-graded oral presentation, etc.--required in the college's student outcomes assessment plan. The appropriate dean will make sure the assessment data are collected and included in the college's assessment reports.
- If the high school does not have a qualified teacher to teach the college course, the high school will either (1) assist SouthArk in finding a qualified instructor to teach on the high school campus; (2) review the possibility of allowing students to take the course on SouthArk's campus or (3) review the possibility of allowing students to take the course online/streaming video. If this occurs, each course will be reviewed and approved by both parties involved on a case-by-case basis.

Concurrent Courses – General Education

- Freshman and/or sophomore-level courses listed in the course catalog, and approved for concurrent credit by the college/university approval process.
- Courses offered for concurrent credit **will** meet the same standards as courses taught on the college/university campus.
- Concurrent faculty will use the same course syllabi used on the college campus.
- The college administration will approve all courses to be offered in this program according to the state's requirements and will involve all concurrent enrollment instructors in the college's learning assessment program.
- General Education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System (ACTS)
- General Education courses offered for concurrent credit must be listed in the MOU between the high school and college/university.

Course Location/Classroom Arrangements

- Courses offered for concurrent courses will be taught on the college and/or high school campuses.
- College courses will be scheduled using the high school calendar when they are scheduled during the regular high school day on the high school campus. Courses scheduled on the college campus may use the college calendar during which the student must comply with SouthArk's schedule.
- The standard class size must be limited to 25 students on the high school campuses.
- If SouthArk provides (pays) an instructor to teach on the high school campus, a minimum of 15 concurrent students are required for the class to be considered for college credit.
- For the course to be identified as a concurrent course, 51% or more of the students must be enrolled for concurrent credit.
- Students in classes with a mixed population of concurrent and non-concurrent students must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.
- It is expected that one course will be offered in each classroom used for concurrent courses, and a concurrent-qualified teacher is teaching the course.
- Concurrent courses offered online will be monitored by a concurrent-qualified instructor.
- It is understood that a high school may have a concurrent agreement with more than one college/university; however, there should not be unnecessary duplication of college course offerings.

Note: If there is not agreement among multiple institutions offering college courses at one high school/school district, the college/university seeking clarification on the implementation of the concurrent enrollment policy must contact the ADHE Director in writing and follow the AHECB Policy Off-Campus Instruction Policy-Criteria for Conflict Resolution.

Student Admission Requirements

- The concurrent student must be enrolled in an accredited high school (high graduates are no longer considered concurrent students). The student must complete the Early College Start form, be recommended by the high school principal or designee, and submit this form to SouthArk's Early College Coordinator.
- Students must complete all admission requirements of SouthArk before enrollment as outlined in the current catalog (www.southark.edu).
- The SouthArk Early College Start program is not an open admissions program. Students must achieve the following minimum admissions test scores or equivalent Accuplacer scores; and classification as a Sophomore, Junior or Senior.

	ACT	ACCUPLACER	ACCUPLACER NEXT GEN
English (Writing)	19	83	253
Reading	19	78	253
Math	19	78	256

- Students concurrently enrolled will be classified as non-degree seeking and will not be eligible for financial aid.
- Students enrolled concurrently may not enroll for more than six hours during any given semester (fall, spring, and summer) unless approved by South Arkansas Community College and the participating school district.

- Students enrolled concurrently will be required to comply with the college policies and procedures, including those regarding academic progress.
- Students enrolled concurrently will be responsible for payment of tuition and fees according to established policies. All arrangements for receiving college credit are the responsibility of the student.
- Concurrent students may take summer classes within their designated plan of study at the same tuition rates as outlined in this agreement; however, students are not eligible for the Concurrent Challenge scholarship and are responsible for their summer tuition.
- Students and their parents/guardians have been advised in writing of their rights and responsibilities related to this concurrent enrollment program.

Tuition for Concurrent Courses

Concurrent students will be charged \$41.67 per credit hour (or \$125 per 3-hour course). See Appendix A for the financial model describing the financial responsibilities of each party.

Eligible concurrent students will be submitted for the Concurrent Challenge Scholarship. This scholarship is completely governed by ADHE (ACT 456 of 2019), and any changes in availability, eligibility, or criteria are completely are not the responsibility of South Arkansas Community College or Arkansas Virtual Academy. Current overview of the scholarship can be found at <https://scholarships.adhe.edu/scholarships-and-programs/high-school/>.

Effective Date

Exceptions to this policy will be reviewed by each party involved and decided upon on an as needed basis. The MOU for the coming year will be signed by both parties by June 30 of each year and will be in effect from July 1 through June 30 of the following year. Both parties reserve the right to cancel this agreement at any time the other fails to comply with any provision of this MOU, effective upon sending an email message to the other signatory and copying it to the college's chief academic officer and the high school's principal.

Official Signatures

The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by *South Arkansas Community College* and *Arkansas Virtual Academy*.

 Amy Johnson Date
 Head of School
 Arkansas Virtual Academy
 1400 West Markham Street
 Suite 2006
 Little Rock, AR 72201

 Bentley E. Wallace, Ed.D. Date
 President
 South Arkansas Community College
 311 South West Avenue
 El Dorado, AR 71730

Appendix A - TABLE OF FINANCIAL RESPONSIBILITIES

BUDGET AREA	STUDENT COSTS	SOUTHARK COSTS	ARKANSAS VIRTUAL ACADEMY COSTS
Faculty Salary		Paid by the college when courses are offered beyond the regular day, on the college campus, or if the college needs to use its faculty to obtain proper credentials.	
Instructor supplies and classroom use costs.		Provided by the college when courses are taught at SouthArk.	
Tuition @ \$125 per 3-credit hour (\$41.67 per credit hour)	<p>\$125 per 3-hour course paid to the college; \$166.67 per 4-hour course</p> <p>Eligible students will be submitted for the Concurrent Challenge Scholarship to pay \$125 per class for a maximum of two eligible classes. All tuition costs above the Concurrent Challenge Scholarship and any ineligible courses are the responsibility of the student.</p> <p>Example 1: 4-semester hour course would require the student to pay \$41.67 for the additional hour).</p> <p>Example 2: Student enrolls in 9 semester hours. Student is eligible for 6 hours under Concurrent Challenge Scholarship, but is responsible for 3 hours that are not covered.</p> <p>Example 3: Student takes MATH 1073 and is required to take MATH 0071 due to entrance test scores.</p>		

	<p>Concurrent Challenge pays for MATH 1073, but MATH 0071 is not eligible, and student is responsible for this one-hour course.</p> <p>Example 4: Student is not a high school junior or senior and thus not eligible for the Concurrent Credit Challenge. Student pays for the total number of credit hours enrolled.</p>		
Technology Fee @ \$10.00 per credit		Waived by the college (\$30.00-\$40.00 per course) when courses are taken on the high school campus or on the college campus for concurrent credit	
Academic Support Fee \$30 per semester		Waived by the college (\$30.00) when courses are taken on the high school campus or on the college campus for concurrent credit	
Student Activity Fee @ \$1.00 per credit hour		Waived by the college (\$3-\$4 per course) when courses are taken on the high school campus or on the college campus for concurrent credit	
Laboratory Fee: \$30 per course		Waived by the college (\$30 per course) when courses are taken on the high school campus or on the college campus for concurrent credit	
Academic Enhancement Fee @ \$4 per credit hour		Waived by the college (\$12-\$16 per course) when courses are taken on the high school campus or on the college campus for concurrent credit.	
Online/Hybrid Fee @ \$28 per credit hour		Waived by the college (\$84-\$112 per course) when courses are taken on the high school campus or the college campus for concurrent credit.	

Security fee @ \$7 per credit hour		Waived by the college (\$21-\$28 per course) when courses are taken on the high school campus or on the college campus for concurrent credit	
Support Fee @ \$4.00 per credit hour		Waived by the college (\$12-\$16 per course) when courses are taken on the high school campus	
Books or Access Code - est. \$125 per student	Purchased by the student when courses are taken online or on the college campus. Student is required to check to see if books are to be provided by the high school.		
Teacher Mentoring		Provided by the college	
Student FTE/ADA		FTE claimed by the college.	ADA claimed by the school.

Appendix B – COURSE LISTINGS

General Education List

<i>High School Course</i>	<i>College Course Title</i>	<i>Course Number</i>	<i>College Credit</i>	<i>HS Units</i>
World History-Western Civilization	History of Civilization to 1700	HIST 1003	3	1
World History-Western Civilization	History of Civilization since 1700	HIST 1013	3	1
U.S. History	History of the United States to 1876	HIST 2013	3	1
U.S. History	History of the United States since 1876	HIST 2023	3	1
English IV	Composition I	ENGL 1113	3	1
English IV	Composition II	ENGL 1123	3	1
English Literature	Literature I	ENGL 2213	3	1
English Literature	Literature II	ENGL 2223	3	1
College Algebra	College Algebra	MATH 1023	3	1
College Trigonometry	Plane Trigonometry	MATH 1033	3	1
Oral Communication	Principles of Speech	SPCH 1113	3	1
General Psychology	General Psychology	PSYC 2003	3	1
Biology w/ Lab	Fundamental of Biology/Lab	BIOL 1004/L	4	1
Anatomy & Physiology	Anatomy & Physiology I	BIOL 2404/L	4	1
Anatomy & Physiology	Anatomy & Physiology II	BIOL 2414/L	4	1
	Introduction to Sociology	SOCI 2003	3	
	Introduction to Computers	CSCI 1003	3	

CTE List

<i>ACE Equivalency</i>	<i>College Course Title</i>	<i>Course Number</i>	<i>College Credit</i>	<i>HS Units</i>
590300 Information Technology I	Computer Careers and Professional Development	CSCI 1513	3	1
590760 Information Technology II	Windows Operating System	CSCI 1263	3	1
590770 Information Technology III	IT Essentials	CSCI 1114	4	1
590780 Information Technology IV	Principles of Information Assurance	CSCI 1813	3	1
592550 Information Technology V	Network Fundamentals	CSCI 1323	3	1
592560 Information Technology VI	Linux	CSCI 1703	3	1
592570 Information Technology VII	Programming I	CSCI 2063	3	1
592580 Information Technology VIII	Customer Service and Support	BUSI 2043	3	1

<i>ADE Course Code</i>	<i>College Course Title</i>	<i>Course Number</i>	<i>College Credit</i>	<i>HS Units</i>
539970 Concurrent Credit Technical Math	Technical Math	MATH 1073	3	1
590230 Concurrent Credit Orientation to Teaching	Intro to Education	EDUC 2003	3	1
590310 Concurrent Credit Introduction to Criminal Justice	Intro to Criminal Justice	CRJU 1103	3	1
593530 Concurrent Credit Law, Public Safety, Corrections & Security (Requires ADE Approval)	Intro to Corrections	CRJU 1353	3	1
590740 Concurrent Credit Crime Scene Investigation	Criminal Investigation	CRJU 2403	3	1
590750 Concurrent Credit Criminal Law	Arkansas Criminal Law	CRJU 2503	3	1
579900 Other Concurrent Credit Social Studies	Juvenile Justice	CRJU 2513	3	1
579900 Other Concurrent Credit Social Studies	Intro to Criminology	CRJU 2553	3	1
579900 Other Concurrent Credit Social Studies	Rules of Criminal Evidence & Proc	CRJU 2303	3	1
579900 Other Concurrent Credit Social Studies	AR Juvenile Law & Procedures	CRJU 2603	3	1
590730 Concurrent Credit Foundations of Law Enforcement	Police Administration	CRJU 2103	3	1

Appendix C - HIGH SCHOOL FACULTY CREDENTIALS

<i>Faculty Name</i>	<i>Degrees Earned (College name & degree)</i>	<i>Program of Study</i>	<i>Assigned Subject Area</i>	<i>Concurrent Courses taught in past 5 years</i>
Not applicable				

Appendix D - CERTIFICATE OF GENERAL STUDIES (CGS)

The Certificate of General Studies is designed to recognize the completion of a general education core of 31 credits. This program allows students to earn an award after approximately one year of college education. The program is transferable to four-year colleges in Arkansas and should have good transferability to colleges in other states. Students should always contact the university to which they wish to transfer for more information.

To receive a certificate from SouthArk, a student must complete at least seventeen (17) hours or the last nine (9) hours through South Arkansas Community College.

Advanced Placement Program

South Arkansas Community College participates in the Advanced Placement Program (AP) of the College Entrance Examination Board for entering freshmen. A student who submits the official test transcript verifying earned scores of 3, 4, or 5 may be awarded college credit for an equivalent course listed in the general catalog. This policy includes the opportunity for a high school graduate to enter with sophomore standing if sufficient credit has been earned in the AP program. Credits permitted will be allowed for the corresponding course(s) or sequence of courses at the College, but no grade will be assigned to the approved credit, nor will the hours meet residency requirements.

Students who earn a 3 on an AP exam should be aware that credit may not be awarded for that score should they transfer to another college or university. Students should check with the registrar of any institution they plan to transfer to if they have AP test scores of 3 to determine what level of credit or placement they will receive for this score. Scores of 4 or 5 carry an award of credit at all public institutions of higher education in Arkansas. Twelve hours of credit must be completed at South Arkansas Community College before AP credit is listed on the transcript.

College-Level Examination Program (CLEP)

The College awards credit on the basis of the College-Level Examination Program. *Twelve hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript.* Students may not test out of Composition II or any basic studies courses. The CLEP exam is given at The Testing Center, (870) 864-7196.

Transfer Assistance

Assistance is available to students who plan to transfer to a four-year institution upon completion of their programs at SouthArk through the Advising & Career Services Department. Students are given information on requirements for admission to four-year colleges and transfer scholarships. Those interested in transfer assistance should contact Kimberly Moore at 870-864-7141 or kmoore@southark.edu.

**Intent to Participate in the
Certificate of General Studies (CGS) Program**

Student Information (please print):

Name: _____
Last First Middle

Other Last Name Used: _____ **Birth Date:** _____
Month/Day/Year

SouthArk Student I.D.: _____ **High School Student I.D.:** _____

Ethnicity: (optional)

- American Indian, Asian/Pacific Islander,
- Black/African American, Hispanic,
- White, Non-Hispanic, Other
- Non-resident Alien (if you have a copy of your resident alien card, attach copy),

U.S. Citizen: Yes No

Gender: Female Male

Do you qualify as an Arkansas resident? Yes, No

Are you a first generation college student? (Neither parent has obtained a bachelor's degree) Yes No

Home Phone: (____) _____ **Mobile Phone:** (____) _____

E-mail Address: _____

Permanent Address:

Number and Street City State Zip Code

Beginning Semester at SouthArk: Fall Spring Summer **Year:** _____

Graduation Month and Year from High School: _____

By signing this form, I am entering into an agreement with the Arkansas Virtual Academy and South Arkansas Community College. As a participating student in this program, I understand that my goal is to earn a Certificate of General Studies degree at the time of high school graduation. The catalog of record will be South Arkansas Community College's catalog at the time of entry into the program. I allow the release of my transcripts and grades to both institutions throughout the term of this agreement. Further, I understand that tuition differences for courses taken outside of the normal school day or on SouthArk's campus may exist, and I am aware that I will be advised on these costs before enrolling in any course.

I certify that all information provided on this form is complete and accurate. I understand that withholding or giving false information may make me ineligible for admittance and enrollment at SouthArk.

Applicant's Signature

Date

SouthArk Advisor's Signature

Date

High School Advisor's Signature

Date

**South Arkansas Community College
Certificate of General Studies (CGS)
31 Credit Hours**

Course Number	Course Name	Credit Hours
ENGL1113	Composition I	3
Math Choice	Math Choice	3
SPCH 1113	Principles of Speech	3
CSCI 1003 OR Social Science OR History Choice	Computer and Information Processing, Social Science Choice, or History Choice	3
History Choice	History choice	3
ENGL 1123	Composition II	3
Fine Arts Choice	Fine Arts Choice	3
Fine Arts Choice	Fine Arts Choice	3
Physical or Biological Science Choice w lab	Physical or Biological Science Choice with lab	4
Social Science Choice	Social Science Choice	3

Math Choice Options: MATH 1023 College Algebra, MATH 1033 Plane Trigonometry, MATH 1113 Mathematical Reasoning

History Choice Options: HIST 1003 History of Civilization, HIST 1013 History of Civilization since 1700, HIST 2013 History of US 1876, HIST 2023 History of US since 1876

Social Science Choice Options: PSYC 2003 General Psychology SOCI 2003 Introduction to Sociology, GEOG 2003 Introduction to Geography, ECON 2003 Macroeconomics Principles, PSCI 2003 American Government: National

Biological Science Choice: BIOL 1004/L Fundamentals of Biology/Lab, BIOL 1114/L Biology for Majors/Lab, BIOL 1024/L Vertebrate Zoology/Lab, BIOL `034/L General Botany/Lab, BIOL 2064/L Anatomy and Physiology I/Lab, BIOL 2074 Anatomy and Physiology II/Lab,

Physical Science Choice: CHEM 1004/L Fundamentals of Chemistry, CHEM 1014/L Principles of Chemistry, CHEM 1024/L Chemistry for Science Majors/Lab, GEOL 1004/L Physical Geology/Lab, GEOL 1014/L Historical Geology/ Lab, PHYS 1004/L The Physical Sciences/ Lab

Fine Arts Choice: ENGL 2213 Literature I(Comp II is prerequisite for Literature I and II), ENGL 2223 Literature II (Comp II is prerequisite for Literature I and II), ARTI 2003 Art Appreciation, MUSI 2003 Music Appreciation, THEA 2003 Theatre Appreciation, PHIL 2003 Introduction to Philosophy.

Appendix E – ACADEMIC CALENDAR 2021-2022

Fall Semester 2021

August 16 - 17	New Student Orientation
August 17	Book store charges open
August 18	Convocation
August 19-20	Faculty In-Service
August 23	Classes begin – Fall and Mini-Mester 1(First 8 weeks)
August 25	Last day of late registration or to add a class without instructor permission
August 31	6 th day class rosters
September 01	6 th day rosters due at 5:00 pm
September 06	Labor Day Holiday (college closed)
September 09	Last day to change to audit status
September 09	11 th day class rosters
September 10	11 th day class rosters due at 12:00 pm
October 08	Last day to apply for December graduation
October 18	Classes begin – Mini-Mester 2 (Second 8 weeks)
October 23	ACT Exam on West Campus
October 29	Advising Day for Spring 2022
November 15	Last day to withdraw from a course with a grade of “W”
November 24	No Classes (Administrative offices open)
November 25-26	Thanksgiving Holiday – College closed (No classes)
December 02	Last day of classes
December 06 - December 09	Final exams (follow final exam schedule)
December 10	Semester ends – Grades due electronically at 12:00 p.m.
December 11	ACT Exam on West Campus
December 13 - December 16	Assessment days
December 16	Commencement (Thursday)

Spring Semester 2022

January 04	Book store charges open
January 05	Convocation
January 5-6	New Student Orientation
January 6-7	Faculty In-Service
January 10	Classes begin - Spring and Mini-Mester 1(First 8 weeks)
January 17	Martin Luther King Holiday (college closed)
January 12	Last day of late registration or to add a class without instructor permission
January 19	6 th day class rosters
January 20	6 th day class rosters due at 5:00 pm
January 27	Last day to change to audit status
January 27	11 th day class rosters
January 28	11 th day class rosters due at 12:00 p.m.
February 05	ACT Exam on West Campus
March 04	Last day to apply for May graduation
March 07	Classes begin for Mini-Mester 2 (Second 8 weeks)
TBD	Spring Fling
March 21-25	Spring Break, no classes
March 25	Spring Break, college closed
April 09	ACT Exam on West Campus
April 15	Last Day to Withdraw from Spring classes
April 28	Last day of classes
April 29	Advising Day for Fall 2022
May 2 -5	Final exams
May 06	Semester ends – Grades due electronically at 12:00 p.m.
May 9-12	Assessment days
May 12	Commencement (Thursday)

Summer 2022 First Term

May 30	Memorial Day (campus closed)
May 31	Book store charges open
June 01	Classes begin for Summer Session 1
June 03	Last day of late registration or to add a class without instructor permission
June 09	Last day to change to audit status
June 09	11 th day class rosters

June 10	11 th day class rosters due at 5:00 pm
June 11	ACT Exam on West Campus
June 28	Last day to withdraw from a class with a grade of “W”
June 30	Final exams – Summer Session 1 ends
June 30	Grades due electronically at 5:00pm
Summer 2022 Second Term	
July 04	Independence Day
July 05	Classes begin for Summer Session 2
July 06	Last day of late registration or to add a class without instructor permission
July 13	Last day to change to audit status
July 13	11 th day class rosters
July 14	11 th day class rosters due at 5:00 pm
August 01	Last day to withdraw from a class with a grade of “W”
July 16	ACT Exam on West Campus
August 03	Final exams – Summer Session 2 ends
August 03	Grades due electronically at 5:00 pm
Summer 2022 Long Summer	
May 30	Memorial Day (campus closed)
June 01	Classes begin for Long Summer
June 03	Last day of late registration or to add a class without instructor permission
June 09	Last day to change to audit status
June 09	11 th day class rosters
June 10	11 th day class rosters due at 5:00 pm
July 04	Independence Day
August 01	Last day to withdraw from a class with a grade of “W”
August 03	Final exams – Full Summer Semester ends
August 03	Grades due electronically at 5:00 pm

Note: The College reserves the right to adjust the calendar in the event of inclement weather or other unforeseen circumstances.