

# Content

About Southeast Arkansas College.....	2
Degree Programs .....	3
What is a Concurrent Credit Course? .....	4
Applying to Teach a Concurrent Credit Course .....	4
Instructor Credentials .....	4
Instructor Expectations .....	4
Noncompliance with Instructor Expectations .....	6
Student Eligibility Requirements.....	6
Composition of Classroom .....	6
Concurrent Course Ownership .....	6
Partnership Agreement/MOU.....	6
Course Guide .....	7
Syllabus .....	7
Textbooks .....	8
Administrative Procedures .....	9
Contractual Agreement .....	9
Concurrent Course Registration .....	9
Enrollment Process .....	10
Registration Verification .....	10
Dropping/Withdrawal Process .....	10
Submitting Grades .....	10
Changing a Student's Grade .....	10
Time Lines/Deadlines ( <a href="http://www.seark.edu">www.seark.edu</a> ) .....	11
Evaluation of Courses .....	11
Grading Scale .....	12
Other Grade Notation Definitions .....	13
Transferring SEARK College Credit/Requesting SEARK Transcript... ..	12
Concurrent Credit Instructor Benefits .....	15
Library Services for SEARK College Concurrent Credit Instructors... ..	15
Academic Integrity and Plagiarism.....	16
Testing Center/Placement Testing .....	16
FERPA Requirements .....	17
Sexual Harassment Policy .....	17
Disabilities Policy .....	17
Child Maltreatment & Reporting Policy .....	17
Student Academic Due Process.....	18
Contact Information .....	19
<b>APPENDICES .....</b>	<b>20</b>
Course Syllabus Policy	
Withdrawal Form	
Incomplete Grade Contract	
Change of Grade Form	

## About Southeast Arkansas College

### MISSION STATEMENT

Southeast Arkansas College provides quality education and workforce development to meet the needs of our service area.

### VISION

SEARK aspires to be the premier two-year college in Southeast Arkansas where students can change their lives.

In the next five years, SEARK strives to be known and admired for:

- Commitment to excellence in teaching, learning and enhancing job skills
- Focus on putting students first through a student-centered faculty, staff and administration
- Outstanding students and a quality, technology-enhanced, educational experience
- Innovative business, educational and governmental partnerships to promote workforce development
- Contributions to economic, cultural, intellectual and changing environment of the region
- Accessible and hospitable learning environment for all
- Support of the college's human capital as well as buildings and grounds infrastructure growth
- Improvement of technology, maintenance of equipment and replacement of older buildings and offices
- Efforts to increase state and federal supported student funding for college and Foundation Scholarships

### HISTORY OF INSTITUTION

Southeast Arkansas College was created by Act 1244 of the 78th General Assembly of the State of Arkansas, which was signed into law by the Governor on April 17, 1991.

As contained in Act 1244, "The purpose of this Act is to serve as legislative charter . . . for the establishment, organization and administration of a system of educational institutions throughout the state offering courses of instruction in technical, vocational and adult education programs, industry training and two-year college transfer programs. The system established under this Act shall provide educational programs which are easily accessible by all segments of the population to benefit from training, retraining or upgrade training for employment and which is highly responsive to individuals needing to achieve basic, general and specialized education to meet the needs of the workplace."

The Act further states that "technical college means an institution of higher education established under this Act dedicated primarily to the educational needs of the service area offering a comprehensive program including, but without limitation, vocational, trade and technical specialty courses and programs, courses in general adult education and courses comparable in content and quality to freshman and sophomore courses which may carry transfer credit to a four-year institution in a chosen course of study."

The above act re-designated and redefined the mission of eleven (11) existing postsecondary vocational-technical schools located throughout the State to technical colleges. Similarly, state authority for these institutions was transferred from the Arkansas Board of Vocational-Technical Education to the Arkansas Board of Higher Education. The latter serves as the state coordinating agency for all public universities, community colleges and technical colleges in the State of Arkansas.

The predecessor of Southeast Arkansas College was Pines Vocational-Technical School, which began offering postsecondary vocational-technical programs as Arkansas Vocational-Technical School on September 21, 1959. With the enactment of Act 1244, on July 1, 1991, all land, buildings, equipment, and personnel associated with Pines Vocational-Technical School was transferred to Pines Technical College. In October of 1991, the Governor appointed the Charter members of the Pines Technical College Board of Trustees. The College's first president was appointed by the Board of Trustees effective December 1, 1992. In order to better reflect the College's service area, the College changed its name from Pines Technical College to Southeast Arkansas Technical College on July 1, 1996. The word "Technical" was removed from the College's name on July 8, 1998.



## SOUTHEAST ARKANSAS COLLEGE PROGRAMS

<b>ACADEMIC TRANSFER PROGRAMS</b>	<b>Degrees/Certificates*</b>
<b>General Studies</b>	AA
<b>General Studies (Fast Track Academic Honors Programs)</b>	AA
Business	AS
General Studies	CGS
State Minimum Core for Baccalaureate Degrees	
<b>Pre-Professional Curricula (General &amp; Related Studies)</b>	
Nursing (JRMCI); Radiologic Technology (UAMS-CHRP);	
Medical Technology (UAMS-CHRP)	
 <b>INTERDISCIPLINARY AND ENRICHMENT PROGRAM</b>	
Individualized Academic and Technical Studies	AGS
<b>PROGRAMS FOR ARKANSAS LAW ENFORCEMENT</b>	CP, TC, AAS
Partnership with U of A Criminal Justice Institute (CJI)	
Crime Scene Investigation	
Law Enforcement Administration	
 <b>TECHNICAL CAREER PROGRAMS</b>	
<b>Air Conditioning &amp; Refrigeration Technology</b>	TC
<b>Business Technology</b>	TC, AAS
Accounting Option;	
Business Management Option; Office Administration Option	
<b>Computer Information Systems Technology</b>	TC, AAS
<b>Computer Network Technology</b>	TC, AAS
<b>Criminal Justice Technology</b>	AAS
<b>Drafting &amp; Computer Aid Design Technology</b>	TC, AAS
Architectural Option or Mechanical Option	
<b>Early Childhood Paraprofessional Technology</b>	CP, AAS
Child Development Associate Option	
<b>Electrical &amp; Electronics Technology</b>	TC, AAS
Electro-Mechanical or Industrial Electricity Option	
<b>Emergency Administration &amp; Management</b>	AAS
<b>Emergency Medical Sciences</b>	CP, TC, AAS
EMT-Basic	
Paramedic	
<b>General Technology</b>	AAS
Individualized Technical Option	
<b>Industrial &amp; Mechanical Technology</b>	TC, AAS
Industrial Maintenance Option	
<b>Nursing</b>	CP, TC, AAS
Health Sciences; Nursing Assistant/Home Care Aide;	
Practical Nursing; Registered Nursing-LPN/Paramedic to RN	
Transition Option; Registered Nursing-Generic Option	
<b>Paralegal Technology</b>	AAS
<b>PC Maintenance &amp; Repair</b>	TC
<b>Phlebotomy Technology</b>	CP
<b>Radiologic Technology</b>	AAS
<b>Respiratory Care</b>	AAS
<b>Surgical Technology</b>	TC, AAS
<b>Welding Technology</b>	CP, TC
Metal Inert Gas Option or Tungsten Inert Gas Option	

**\*Degrees & Certificates**

AA	Associate of Arts Degree (14 months – 2 years)
AS	Associate of Science Degree (2 years)
AAS	Associate of Applied Science Degree (2 years)
AGS	Associate of General Studies Degree (2 years)
CGS	Certificate of General Studies (1 year)
TC	Technical Certificate (1 year)
CP	Certificate of Proficiency (1 semester or less)

## WHAT IS CONCURRENT CREDIT?

**Concurrent Credit** is the enrollment of a high school student in a college course taught on a high school campus (or in selected cases on the college campus) for high school credit and college-level credit. (Arkansas Code §6-18-223)

### **Concurrent Course Credit – Institutional Requirements**

For concurrent course enrollments to be counted for FTE/higher education funding purposes, the following conditions must be met:

1. Program Accreditation/Authorization - If an institution of higher education offers a concurrent *credit* course(s) on a high school campus taught by a high school teacher, the institution must be accredited by the National Alliance of Concurrent Credit Partnerships (NACEP); **or** the college/university must be approved by the Arkansas Higher Education Coordinating Board to offer courses, including courses offered via distance technology, for concurrent credit.
2. Concurrent Credit Courses - Concurrent credit courses must be freshman-level and/or sophomore-level college/university courses that are approved through the established process of an institution and included in the institutional catalog. The general education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System (ACTS). A list of the career and technical education (CTE) courses offered for concurrent credit must be attached to the signed Memorandum of Understanding (MOU) between the high school/school district and the college/university.

The course offered for concurrent credit must meet the same standards as Southeast Arkansas College's courses taught on Southeast Arkansas College's campus. Students can earn college credit and/or one unit of high school credit for successful completion of each general education concurrent course and each blended AP/concurrent course that is a minimum of 3 semester credit hours. Students can earn college credit and/or up to one unit of high school credit for successful completion of each CTE course that is a minimum of 3 semester credit hours. Southeast Arkansas College will exercise direct oversight of all aspects of the concurrent course, including participation in the faculty selection, orientation, and evaluation processes.

## APPLYING TO TEACH A CONCURRENT CREDIT COURSE

### **Instructor Credentials**

Faculty teaching general education concurrent courses must have a master's degree with a minimum of 18 graduate college credit hours in the subject area being taught. Instructor credentials are reviewed by the respective departmental Dean or Vice President for Academic Affairs. A completed State Application and official transcripts for each instructor must be on file in Southeast Arkansas College's Personnel Office. According to the Arkansas Department of Higher Education, Concurrent Credit Instructors are not considered adjunct instructors.

### **Instructor Expectations**

- Concurrent Credit classes are college level courses, and instructors accept the responsibility for maintaining academic integrity and high expectations.
- Instructors agree to keep their course materials and syllabus in alignment with the master course guide of the matching Southeast Arkansas College course.

- Instructors agree to use the same textbook or a textbook with aligned content and course learning outcomes as approved by Southeast Arkansas College
- The Arkansas Coordinating Board Policy requires the Concurrent Credit instructor to use the college syllabus.
- A current course syllabus must be given to each student no later than the end of the first week of classes.
- Instructors must adopt or align with the same learning outcomes and assignments as those developed for the course offered on Southeast Arkansas College's campus with limited exceptions approved by Southeast Arkansas College.
- Instructors agree to review class rosters at the beginning and middle of the terms.
- Instructors must use the same course grading standards as those on Southeast Arkansas College's campus. Instructors must publish a grading scale on their syllabus for Concurrent Credit course and submit the same grades received at the high school and for college credit. If departmental exams are used at Southeast Arkansas College's campus courses, then those course exams must be used at the high school site.
- Instructors understand that a periodic site visits and classroom observations. Since Concurrent Credit students receive college credit from Southeast Arkansas College, the purpose of these observations is to facilitate alignment of course curricula, learning objectives, and assessment methods. It is also hoped that communication among faculty at our partner high schools and Southeast Arkansas faculty and administration will be beneficial to our mutual educational goals.
- Instructors agree to participate in annual Southeast Arkansas College professional development workshops at least once each year. If the College identifies a pattern of absence over a two year period, a designee will meet with the Concurrent Credit instructor to discuss continued participation in the program.
- Newly approved Concurrent Credit instructors will take part in Concurrent Credit orientation in August at Southeast Arkansas College prior to teaching a Southeast Arkansas College Concurrent Credit course at their school.
- Newly approved Concurrent Credit instructors will meet with their departmental Dean to review their course syllabus, textbook, instructional materials and resources before instructing a Southeast Arkansas College Concurrent Credit course at their school.
- All Southeast Arkansas College instructors are required to request students complete the Southeast Arkansas College end of course evaluation each semester for each course they instruct. Surveys may be completed online or paper copies may be mailed upon request. Online surveys are encouraged as instructors receive immediate end of course feedback.
- Students are placed in courses based on the ACT, Accuplacer or COMPASS scores. Southeast Arkansas College relies on school guidance counselors and Concurrent Credit instructors to place students appropriately in Concurrent Credit classes. Schools should assess student skill level, knowledge base, and preparation for the level of work required in a particular Concurrent Credit class through the use of required ACT or placement testing.

**Students who fail the first course in a sequence (e.g. English Composition I) are not permitted to register for the subsequent course (e.g. English Composition II) in the sequence.**

## **Non-Compliance with Instructor Expectations**

Non-compliance with any of the outlined instructor expectations including annual professional development or concerns identified from site visits or end of term course evaluations will result in a conference with the departmental dean. Concurrent Credit instructors are provided with the resources and/or support necessary to assist them in meeting the required expectations during the following semester and academic year. An additional follow-up visit(s) and conference(s) may likely occur during this next academic year. If non-compliance continues in year two, the instructor's contract with Southeast Arkansas College will not be renewed for following academic years. An instructor may reapply to instruct with the college after a three year period of non-contract, but are not guaranteed they will be approved to instruct Concurrent Credit with Southeast Arkansas College.

## **Student Eligibility Requirements**

Students must be approved by their high school principal and/or guidance counselor for admission into Concurrent Credit courses offered in the high school. Guidelines for student eligibility:

- a. The student has a demonstrated readiness to take a college level course.
- b. The student has taken any pre-requisite classes **OR**
- c. The student has demonstrated, through the Placement Test or ACT, the skills/knowledge necessary for the Concurrent Credit class being taken.

## **Composition of Classroom**

The Arkansas Department of Higher Education requires majority of the high school students in a Concurrent Credit class be Concurrent Credit students.

## **Concurrent Course Ownership**

For funding purposes, Southeast Arkansas College will demonstrate "ownership" of all courses offered for concurrent credit. Ownership of courses means that Southeast Arkansas College will:

- 1) Provide the instructors with appropriate training and orientation in course curriculum, assessment criteria, course philosophy, and administrative requirements after approval of the instructors to teach Southeast Arkansas College's course. The Concurrent Credit Orientation will occur during the fall semester each academic year.
- 2) Ensure that instructors receive continuing collegial interaction with college faculty through professional development, required seminars, and site visits. These interactions will address topics such as course content, course delivery, student learning assessment, in-class evaluation, and professional development in the field of study. Southeast Arkansas College will give notice to faculty concerning upcoming professional development.
- 3) Ensure that students have the opportunity to utilize institutional resources including Southeast Arkansas College's Library and Center for E-Learning and academic advising on the college's campus. Students may also have a Southeast Arkansas College identification badge made on campus.

## **Partnership Agreement/Memorandum of Understanding (MOU)**

A written and signed Memorandum of Understanding (MOU) will exist to reflect the various expectations, obligations, and responsibilities of all parties.

The MOU will be reviewed annually and Southeast Arkansas College will work together with the district to develop a list of college courses that may be offered for concurrent credit during the academic year. The unit of high school credit that will be awarded for each college course will be noted for each concurrent course along with the high school course substitution. The high school/school district or the college/university can modify or terminate the written, signed concurrent agreement during the annual review period.

### **Course Guide**

The master course guide is the curricular blueprint for a course. It covers the subject matter including course goals, learning objectives/topics, general education emphasis, instructional methods and related principles/procedures that must be incorporated into all sections of the course, grading policy, textbooks, bibliography and other non-print learning resources.

#### **Specific items included in the Guide are:**

- Description
- Prerequisite/co-requisite courses
- Standard course policies or requirements: e.g. “during the first week of class, students taking this course must pass an in-class assessment of their writing skills”.
- Course context: A statement of how the course fits into a particular degree program and an explanation of how the course contributes to program outcomes.
- Entry-level basic-skill expectations (reading, writing, math, or other skills/competencies).
- Discipline-specific course objectives: Detail the topics to be covered in the course and the expected learning outcomes related to each topic.
- General education objectives that indicates how the course has been designed to promote specific and significant student learning in the knowledge and skill areas covered by one or more of the college’s general education goals.
- Requirements for satisfactory completion of the course and grading procedures.
- Instructional modes and strategies that may be used in the course.
- Resources – Books, media, electronic databases, instructional technologies, online websites, etc. that might or can be used in the course.

### **Syllabus**

Academic Standards at Southeast Arkansas College require each instructor to provide a course syllabus (**Appendix A**) to each student during the first week of classes. The syllabus will contain specific information about the topics to be covered, dates throughout the semester and the expectations of that instructor, including a grading scale. The syllabus will be consistent with the official course guide objectives.

The course syllabus is an essential part of the educational process at Southeast Arkansas College and our academic policy requires the distribution of course syllabi to students and

the Vice President or Dean's Office by the end of the first week of classes. Concurrent Credit instructors are required to submit their course syllabus to the designee's office at the beginning of each semester that they are teaching that course for Concurrent Credit. This outline must address certain topics important to student success. In addition, it should be consistent with official college course syllabi on file; contact the Dean of General Studies if you are unfamiliar with the requirements of the syllabus.

You should be aware these syllabi have a reading audience much wider than just your students. Colleagues and administrative staff, both within and outside of the college, read these documents, often in critical academic situations. Transfer evaluations, reviews of course content, and decisions on student grievances are all made through reference to these syllabi. Therefore, your style should be somewhat formal, and your information both accurate and complete.

### **Textbooks**

The academic departments at Southeast Arkansas College require our Concurrent Credit partners to utilize the same textbooks that are being used by Southeast Arkansas College faculty. In some cases, academic departments may approve of a different textbook request by the high school for a particular subject area, but a full review of the book must be performed by the College Dean and/or faculty member teaching the same course.



## Administrative Procedures

### The MOU Contractual Agreement

Each year, in early spring, the College and participating district will mutually develop a Memorandum of Understanding which will include the courses offered for the upcoming academic year. This agreement will include the courses offered the next academic year and the teachers who will teach those courses. In addition, the MOU will provide details on the expectation for policy for selecting faculty, policy for approving concurrent syllabi and textbooks, description of faculty orientation process, description of plan to assume Concurrent Credit faculty professional development, description of course assessment process, evaluation of student academic success.

### Concurrent Course Registration

Because discrete classes that totally separate concurrent credit students from non-concurrent credit students may be prohibitive to operate in some cases, those classes with a mixed population must have at least a majority of the students enrolled for concurrent credit; and **all high school students enrolled in the concurrent course must meet the same requirements for completion of the course whether or not the student is registered for college credit.** The concurrent course withdrawal process and procedures must be implemented in accordance with established College guidelines.

### **Concurrent/Dual Course Placement/Statewide Minimum Exam Scores**

High school students must have scored 19 or better on the ACT Reading sub-test **or** have a score on the Accuplacer or Compass assessments (see Table 1) that are projected to produce a 19 or better on the ACT Reading sub-test, or comparable score on the Accuplacer or Compass, to enroll in **any** general education course. Enrollment in English Composition and mathematics courses also require a 19 or better on the respective ACT sub-test **or** a score on the Accuplacer or Compass assessments (see Table 1) that are projected to produce a 19 or better on the respective ACT sub-tests or comparable score on the SAT, Accuplacer or Compass.

The designated exam scores are statewide minimum scores. **Any college/university campus may elect to set higher minimum scores for general education concurrent courses, and may choose to require the COMPASS or ASSET score in addition to EXPLORE, PLAN or PSAT scores.**

**Table 1  
2017-2018 Academic Year**

#### **Placement according to Test Scores Effective Summer 2017**

<b>ENGLISH PLACEMENT</b>	<b>ACT SCORE</b>	<b>COMPASS SCORE</b>	<b>ACCUPLACER SCORE</b>
Basic English ENGL 1013	12 - 14 Writing COMPASS Test Required	10 - 45	40 - 62
Fundamentals of Writing ENGL 1113	15 - 18 Writing COMPASS Test Required	46 - 79	63 - 82

English Composition I ENGL 1313	19+	80+	83+
<b>READING PLACEMENT</b>	<b>ACT SCORE</b>	<b>COMPASS SCORE</b>	<b>ACCUPLACER SCORE</b>
Developmental Reading READ 1213	11 - 18 Reading COMPASS Test Required	45 - 82	30 - 77
No Reading Course Required	19+	83+	78+
<b>MATHEMATICS PLACEMENT</b>	<b>ACT SCORE</b>	<b>COMPASS SCORE</b>	<b>ACCUPLACER SCORE</b>
Fundamentals of Math MATH 1003	12 - 14 Algebra COMPASS Test Required	16 - 20	28 - 35
Elementary Algebra MATH 1013	15 - 16 Algebra COMPASS Test Required	21 - 30	36 - 62
Technical Math MATH 1233 (Technical students only)	15 - 16	21+	36 - 62
Intermediate Algebra MATH 1023	17 - 18 Algebra COMPASS Test Required	31 - 40	63 - 76
Business Mathematics MATH 1123	17 - 18	31 - 40	63 - 76
Quantitative Literacy MATH 1323	19+	41+	77+
College Algebra MATH 1333	19+	41+	77+

Technical Math is designed for students enrolled in Associate of Applied Science Degree or Technical Certificate programs **ONLY** and may not be transferable.

Quantitative Literacy Math Course:

- An alternative to College Algebra for non-STEM majors (Science, Technology, Engineering, Math)
- College credit course (3 hours)
- Transferable course (ACTS course number MATH 1113)
- Must meet same prerequisite requirements as College Algebra to enroll.
- Emphasis on the math you encounter in everyday life as consumers, employees, and citizens in our society.
- Cover topics in finance, measurement, statistics, probability and modeling.

Test scores will expire after three (3) years.

Scores Effective for First-time Students Entering for the 2016 Summer Semester

### **Enrollment Process**

Each Concurrent Credit student must complete and submit a Southeast Arkansas College Concurrent Credit Application for admission to the College. The high school will provide the College with the name, address, and test scores required for enrollment into Southeast Arkansas College's Concurrent Credit Program. Within two weeks of the beginning of the semester, the student will receive a confirmation letter with a returnable card or form in the mail. This card or form must be completed and returned to the College with the student's signature. If the student is under the age of 18 years, a parent or guardians signature is required. Failure to return the authorization card by the date listed on the card will cause the student to be permanently dropped from the class. Questions regarding enrollment policies and procedures should be directed to Barbara Dunn at 870-543-5957 or email at [bdunn@seark.edu](mailto:bdunn@seark.edu).

### **Registration Verification**

At the end of the second week of classes, the College will provide a current roster for all classes taught by the District. The District shall have the list verified with their internal class roster and identify any discrepancies to the College by the third week of the semester. The exact dates will be included in the MOU.

### **Drop/Withdrawal Process:**

If a student needs to drop or withdraw from a Concurrent Credit course, a written request must be completed to accompany a Withdrawal Form (**Appendix B**) to avoid the student receiving an unsatisfactory grade on their official and permanent Southeast Arkansas College transcript. The completed form, which must include the student's and instructor's signature, must be delivered to the Registrar's Office by the last day of the Withdrawal Period, as stated in the Academic Calendar.

### **Submitting Grades**

Concurrent Credit instructors are required to enter final grades online through the WebAdvisor by the date established by the Registrar's Office. Only final grades should be submitted. If a student was unable to complete work during the term due to special circumstances beyond the student's control, an "I" (Incomplete grade) should be submitted in the final grading field along with the final deadline for the student to submit work or complete exams. An Incomplete Contract Agreement Form must be completed (**Appendix C**) and submitted to the College's Vice President for Student Affairs. The deadline may not be exceeded mid-term of the following term.

### **Changing a Student's Grade**

If a grading error should occur, the Grade Change Form should be used to make an official change in the student's records (**Appendix D**). Grade Change Forms must be submitted to the Registrar's Office for processing. Instructors cannot change grades through WebAdvisor once a grade has been posted for a student.

### **Timelines/Deadlines**

Each semester instructors are provided with deadlines of the last date to add/drop/withdraw (with and without academic penalty), when grades are due, etc., through the Academic Calendar. Typically a student may withdraw up to  $\frac{3}{4}$  of the length of the class. The Concurrent Credit Program at Southeast Arkansas College will follow the same timelines as the College's Academic Calendar.

### **Evaluation of Courses**

Southeast Arkansas College student's complete evaluations of their SEARK College courses each semester and, as part of the SEARK College student body, Concurrent Credit students also complete evaluations of their Concurrent Credit courses to fulfill this requirement.

Southeast Arkansas College will provide an evaluation instrument in the form of a user friendly written survey that contains questions and includes space for additional comments. There is a rating scale for each (e.g. Always, Most of the Time, Some of the Time, Never, Does Not Apply) for each of the basic question listed below:

#### **I. Objectives**

1. The objectives of the course were clearly explained.
2. Instruction was related to the objectives of the course.
3. The objectives of the course were met.

#### **II. Methods of Instruction**

1. Class time was sufficient for meeting course objectives.
2. Instructional time in class was productive.
3. A variety of instructional methods were used to present the material.
4. The instructional methods used helped me to understand the major concepts of the course

5. Course exercises and activities directly related to the course.

### **III. Instructional Material**

1. I was able to understand the course materials.
2. Materials were current, legible and relevant to the subject.
3. The textbook helped me understand course concepts.
4. Instructional technology used in this course contributed to my learning.

### **IV. Methods of Assessment**

1. The type of assessments used in the course were appropriate for the course objectives.
2. I had many opportunities to demonstrate what I had learned in this course.
3. The grading system was posted/explained and followed.
4. The assessments gave me the opportunity to demonstrate what I had learned.
5. Exams and assignments were returned in a timely fashion.
6. The instructor's comments were helpful in understanding course content.
7. I was aware of my academic progress throughout the course.

### **V. Communication**

1. Instructor was approachable.
2. I was comfortable asking questions in this course.
3. The instructor communicated clearly and appropriately.
4. The instructor maintains a positive classroom atmosphere.

### **VI. Outcomes of Instruction**

1. I gained an understanding of major concepts in this field.
2. My interest in this course was stimulated.
3. I was encouraged to think for myself.
4. I learned to identify problems and explore different solutions.
5. I learned to value different viewpoints.

Concurrent Credit Instructors may provide your students with class time to complete this survey or give it out as an assignment to be completed outside of class. We ask that students complete a separate evaluation for each course in which they are concurrently enrolled even if the teacher is the same. We also thank them in advance for taking this process seriously and for providing honest, thoughtful, and respectful evaluations.

The results of these evaluations are tabulated in the Office of Institutional Research at Southeast Arkansas College and the anonymous totals for your classes will be sent to the Concurrent Credit Instructor and the Dean of General Studies for review.

### **Grading System**

At the beginning of the course, the instructor will inform students of the criteria to be used in determining the final grade and publish on their class syllabus.

Concurrent Credit students need to understand the implications of starting a college transcript:

- Their grades in Concurrent Credit courses become part of a permanent college transcript.
- Poor grades in Concurrent Credit courses could have an impact on college academic standing and eligibility for financial aid after high school.
- Students should be made aware of any differences in the way that final grades will be calculated for their college transcript grade and their high school credit grade.
- Students should understand the difference between cancelling a course and withdrawal from a course. Students should be familiar with Southeast Arkansas College's calendar deadlines.

Grades should be posted on WebAdvisor and are available to students through WebAdvisor.

It is recommended the instructor's assessment of each student's achievement should be in accordance with the following four point grading scale:

100-90 A    89-80 B    79-70 C    69-60 D    59/below F

### **Other Grade Notation Definitions**

**W – Withdrew:** A “W” grade will be given to students who have officially withdrawn from a class before 75% of the total course has elapsed.

**I – Incomplete:** An incomplete may be issued upon the student's request at the discretion of the instructor in situations where a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. If the student fails to complete the requirements by the contract deadline, the grade will be changed automatically to an F.

**F – Failure:** This grade will be given to students who have failed to complete course requirements. F is a failure grade and factors into the grade point average (GPA).

Note: The most recent grade earned in a repeated course will be included in the final GPA. (The previous course will still be listed on the transcript, but with a repeat grade with be in the place of the grade.)

A student may appeal in writing an alleged capricious grade within 45 calendar days following the end of the course in which the grade was assigned.

**All grades earned will be included on the student's permanent Southeast Arkansas College record/transcript.**

### **Transferring Southeast Arkansas College Credit**

Every college and university has its own policies governing transfer credit. Arkansas Colleges and Universities are required by law, to accept any course listed as an Arkansas Course Transfer System (ACTS) Course. Credit is usually accepted on a course-by-course basis and will vary widely at private colleges and those outside of Arkansas. In some cases, a college may accept some, but not all, of these credits. The credits that students earn while participating in the Concurrent Credit Program are, of course, accepted at Southeast Arkansas College.

We recommend that students check with colleges they are interested in to inquire about their policies regarding transfer credits.

Students may request an official transcript by either of the methods below. Transcript requests will only be processed if the request is submitted by the Southeast Arkansas College student. Federal law prohibits the release of student information to anyone other than that student over the age of 18 years.

**Note:** Please keep in mind that grades for Concurrent Credit courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.

Transcripts can be requested by mail, by FAX, or in person.

By Mail:

Request for personal transcript: Complete the Request Transcript form (Appendix E), which is also available on the College's website and mail to: Southeast Arkansas College, ATTN: Data Entry, 1900 Hazel Street, Pine Bluff, AR 71603

By FAX:

Request for transcript sent to another institution: Complete the Request Transcript form located [here](#) and FAX to: 870-543-5956. Please note transcript requests via FAX can only be sent to another institution.

In Person:

Student pickup: Visit Southeast Arkansas College, Student Services Building, Registrar's Office, Room 145, 1900 Hazel Street, Pine Bluff, AR 71603.

Third party pickup: If you want someone other than yourself to pick up a transcript, a written request from you stating their name and your signature with the above information has to accompany that person. That person will need to supply ID before releasing your transcript and your signature will be verified with the signature in your file.

Transcripts can be picked up in the Registrar's Office, Room 145, in the Student Services building.

#### **TELEPHONE OR EMAIL REQUESTS ARE NOT ACCEPTED**

A copy of the Transcript Form is available on Southeast Arkansas College's website at:

<http://www.seark.edu/admissions/requesting-transcript-southeast-arkansas-college>

Requests will be honored as quickly as possible in order of receipt. Students can expect some delays during peak periods (i.e. registration and end of semester).

#### **Concurrent Credit Instructor Benefits**

Southeast Arkansas College recognizes the importance of helping to keep our Concurrent Credit instructors at the forefront of education. We are pleased to be able to provide the following Concurrent Credit instructor benefits:

- Concurrent Credit faculty may benefit from the programs offered through Workforce Development Center noncredit courses.
- All Concurrent Credit faculty have access to the Southeast Arkansas College Library and Center for E-Learning and resources available for check-out. Some library services are available online. We also welcome student use of the library. A Library Orientation is available upon request.
- The College will provide training for Concurrent Credit faculty interested in becoming qualified to teach a course online using Moodle. If you are interested in teaching an online course for Southeast Arkansas College, or just want to explore the Moodle classroom capabilities, let us know.
- Southeast Arkansas College's Office of Admission will be happy to host tours of the college for Concurrent Credit faculty and their students upon request. If you would like to visit the college, and/or connect with other faculty on campus, please contact the Vice President for Academic Affairs Office.

For additional information on any of these opportunities, please contact Southeast Arkansas College's Office of Recruitment (870-543-5957) and/or Vice President for Academic Affairs Office (870-543-5906).

### **Library Services for Concurrent Credit Instructors**

**Southeast Arkansas College's Library and Center for E-Learning is located on the front lawn of the College.** The Library's catalog is Internet based and can be accessed from the College's web site at <http://www.seark.edu> or at [www.youseemore.com/searkcollege](http://www.youseemore.com/searkcollege). The catalog provides information on the Library's collections and links to other information sources, as well as calendars with current and upcoming library and campus events. The Library's hours and contact information are also located on the web site.

The Library complies with the Copyright Laws of the United States and honors all applicable usage and license agreements. The Library also supports the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Code of Ethics. The Library's collection development policy and procedure for responding to challenged material are included in the current Policy Manual for the Library and Distance Learning Division.

A listing of library services available for Concurrent Credit Instructors are below. To



learn more about each service, please contact the College's Librarian at (870-850-4815).

Borrowing SEARK College Materials  
Instruction

Tutoring  
Research Databases

### **Academic Integrity and Plagiarism**

Issues involving academic integrity, cheating and plagiarism are among the most difficult and contentious problems faculty face today. The library staff is committed to helping you inform students about plagiarism and to help you develop strategies to prevent it happening in your classroom. We also can assist you to verify cases of suspected plagiarism.

**Turnitin** is an online software program that identifies unoriginal material in research papers and other student work. While an effective tool in verifying incidents of plagiarism, **Turnitin** also has proved a very effective deterrent. **Turnitin** provides Training Material for students, instructors and administrators consisting of videos, user manuals and guides. For more information concerning plagiarism or to obtain a password to **Turnitin**, contact the Dean of General Studies at 870-543-5944.

### **Testing Center: Placement Testing – Skills Assessment-Tutoring**

The Accuplacer placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The Accuplacer, an untimed computerized placement test, is available by appointment through the Tutoring and Testing Center located in the Library and Center for eLearning. An on-line orientation and tutorials to prepare for the Accuplacer test are available through the SEARK College home page.

The Testing Center also provides the PAX and Kaplan entrance/placement test for nursing school candidates.

Skills assessment testing includes the WorkKeys test for the Arkansas Career Readiness Certificate and the Collegiate Assessment of Academic Proficiency (CAAP) test.

#### **TUTORING SERVICES**

Free tutoring is offered to all students enrolled in courses offered by the College. The goal of the Tutoring Center is to help students build the skills and confidence needed to be successful in the classroom. Tutoring by peer and professional tutors is available by appointment or on a walk-in basis in the Library and Center for eLearning.

### **FERPA Requirements**

## **Equal Opportunity/Affirmative Action Policy Statement**

Southeast Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability in making decisions regarding employment, student admission or other functions, operations or activities.

The College is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA).

Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact:

Affirmative Action/Equal Opportunity Officer  
c/o President's Office  
Southeast Arkansas College  
1900 Hazel Street  
Pine Bluff, AR 71603  
(870) 543-5900 or 1-888-732-7582 Toll Free

## **Sexual Harassment Policy**

The College community is considered to be a place of work and study free of harassment, which includes sexual harassment and all forms of sexual intimidation and exploitation. The determination of sexual harassment will vary with the particular circumstances, but may be described generally as inappropriate or unwanted sexual behavior such as physical contact, verbal comments, or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to contact the Affirmative Action/Equal Opportunity Officer.

## **Disability Policy**

Southeast Arkansas College abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments. If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, please visit the Office of Disability Services, located in the Retention Center-Room 161 so that such reasonable accommodations may be arranged.

## **Child Maltreatment & Reporting Policy**

Southeast Arkansas College abides by the Child Maltreatment and Reporting Act A.C.A. 12-18-103 (2011), which states in cases which the suspected abuse is caused by someone other than a family member, or which the abuse involves sexual abuse or severe injury to the child, are considered crimes and must be cross-reported to law enforcement agencies for investigation.

## **Student Academic Due Process**

Concurrent Credit students are afforded the same due process as SEARK College students are allowed when accused of any violation(s) of the regulations of the SEARK Student Code of Conduct. High school's rules and regulations may be considered were applicable. For violations resulting in suspension/expulsion, students have the right to:

- a. A notice in writing of any charges.
- b. Admit to the alleged violation, waive an appeal, and accept the college's action(s).
- c. Admit to the alleged violation and request an appeal.
- d. Deny that the alleged violation occurred and request an appeal.
- e. A fair appeal heard before an impartial committee.
- f. Appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
- g. Select an advisor who will attend the appeal along with the student.
- h. Call witnesses and present evidence.
- i. Receive a list of witnesses who are to testify against the accused student.
- j. Confront and cross-examine witnesses and/or accusers.
- k. Request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
- l. Appeal to the Student Advocate and/or Vice President for Student Affairs; and if no resolution occurs, directly to the President of the College.

### **Contact Information**

#### STUDENT AFFAIRS

Mr. Scott Kuttenkuler, Vice President for Student Affairs - 870-850-4826

Barbara Dunn, Recruitment Director – 870-543-5957

#### ACADEMIC AFFAIRS

Dr. Kaleybra Morehead, Vice President for Academic Affairs – 870-543-5963

Mr. Andrew Vogler, Administrative Assistant – 870-850-4822

## **APPENDICES**

# APPENDIX A

## COURSE SYLLABUS

COURSE NAME (Instructors Name \_\_\_\_\_ )

Course Number & Section:  
Fall/Spring 20\_\_\_\_

Course Title & Semester:

### TEXTBOOK /MATERIALS

Textbook:

Optional Textbook(s) and Materials:

### EVALUATION METHODS

### TENTATIVE TEST SCHEDULE

### ATTENDANCE & CLASSROOM RULES

### CLASS PREPARATION AND PARTICIPATION

### HOMEWORK

### MAKE UP

### DISABLED STUDENT SERVICES

### USE OF COLLEGE SERVICES

### Course Description

Prerequisite:

### General Course Goals

### Grading System

### Grading Scales: (Averages)

### Learning Objectives

**Appendix B**  
**WITHDRAWAL FORM**

[http://www.seark.edu/sites/default/files/upload/Add\\_Drop\\_withdraw.pdf](http://www.seark.edu/sites/default/files/upload/Add_Drop_withdraw.pdf)

## **Appendix C**

### **Incomplete Contract**

<http://www.seark.edu/sites/default/files/upload/IncompleteGradeContract2.pdf>

**Appendix D**  
**Change of Grade Form**

<http://www.seark.edu/sites/default/files/upload/Sep102014Gradechangeform2.pdf>



## **Appendix E Syllabus Policy**

### **SOUTHEAST ARKANSAS COLLEGE SYLLABUS POLICY**

Academic Standards at Southeast Arkansas College require each instructor to provide a course syllabus to each student during the first week of classes. The syllabus will contain specific information about the topics to be covered, dates throughout the semester and the expectations of that instructor, including a grading scale. The syllabus will be consistent with the official course guide objectives.

The course syllabus is an essential part of the educational process at Southeast Arkansas College and our academic policy requires the distribution of course syllabi to students and the Vice President or Dean's Office by the end of the first week of classes. Concurrent Credit instructors are required to submit their course syllabus to the designee's office at the beginning of each semester that they are teaching that course for Concurrent Credit. This outline must address certain topics important to student success. In addition, it should be consistent with official college course syllabi on file; contact the Dean of General Studies if you are unfamiliar with the requirements of the syllabus.

You should be aware these syllabi have a reading audience much wider than just your students. Colleagues and administrative staff, both within and outside of the college, read these documents, often in critical academic situations. Transfer evaluations, reviews of course content, and decisions on student grievances are all made through reference to these syllabi. Therefore, your style should be somewhat formal, and your information both accurate and complete.

## **Appendix F Textbook Policy**

### **SOUTHEAST ARKANSAS COLLEGE TEXTBOOK POLICY**

The academic departments at Southeast Arkansas College require our Concurrent Credit partners to utilize the same textbooks that are being used by Southeast Arkansas College faculty. In some cases, academic departments may approve of a different textbook request by the high school for a particular subject area, but a full review of the book must be performed by the College Dean and/or faculty member teaching the same course.

## **APPENDIX F**

### **Instructors Credential Policy**

#### **Instructor Credentials Policy**

Faculty teaching general education concurrent courses must have a master's degree with a minimum of 18 graduate college credit hours in the subject area being taught. Instructor credentials are reviewed by the respective departmental Dean or Vice President for Academic Affairs. A completed State Application and official transcripts for each instructor must be on file in Southeast Arkansas College's Personnel Office.