CONCURRENT ENROLLMENT PROGRAM

STUDENT GUIDE

http://www.uamont.edu

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

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students enrolled in an accredited high school who meet the admissions standards of the University of Arkansas at Monticello to be able to be concurrently enrolled in academic courses.

Admission Requirements
To receive concurrent credit, a student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.

A concurrent student must contact his/her high school counselor to make decisions about the courses in which to enroll for college credit to achieve maximum benefit from concurrent enrollment. The high school counselor or other school designee will contact UAM with course enrollment student roster information.

A concurrent student must complete a standard University of Arkansas at Monticello Admission application and supply all required admission documents.

Admission documents include:

1. A copy of the student’s high school transcript, complete at the time of application;
2. An ACT, or equivalent test, indicating a minimum composite score of 19 and a score of 19 in Reading. A score of 19 in English is also required for enrollment in any English course; a score of 19 in mathematics is required for enrollment in any non-developmental mathematics course;
3. Proof of immunizations clearly showing two MMR (measles, mumps, rubella) injections and or exemptions.
4. A letter from a high school administrator, completed on school letterhead, indicating that the student may enroll in college-level work.

Academic Advising
For Academic Advising questions, please contact the Office of Academic Affairs. You may also access additional resources through the UAM Academic Advising Webpage.
http://www.uamont.edu/pages/academic-affairs/academic-advising/

Academic Dishonesty
Examples of academic dishonesty include, but are not limited to plagiarism, stealing academic property and cheating. The UAM Academic Dishonesty policy is found in the Student Handbook http://uam-web2.uamont.edu/pdfs/student%20handbook.pdf as well as course syllabi.
An instructor who believes a student is guilty of cheating or plagiarism within the instructor’s class may take any of the following actions:

a. Issue a warning to the student;
b. Lower the grade awarded to the student for the test or paper;
c. Require the student to retake the test or rewrite the paper;
d. Award no credit for the paper or test;
e. Award the student a failing grade for the course;
f. Other action specified in the course syllabus.

A student found guilty of academic dishonesty for a third time is dismissed from the University.

**Appeal Process**

A concurrent student who believes the grade he/she received in a course is not the correct grade should first consult with the instructor regarding any discrepancy. If the issue cannot be resolved, a Grade Appeal form must be completed and the process outlined on the form must be followed.

Other academic due process issues follow the Academic Appeal procedures. The process begins with the completion of an Academic Appeal form, available at [http://www.uamont.edu/pages/academic-affairs/academic-affairs-forms/](http://www.uamont.edu/pages/academic-affairs/academic-affairs-forms/) click “Academic Appeals form.” A student who files an academic appeal will receive an email from Academic Affairs noting the date, time, and place of the appeals committee meeting.

**Courses Available**

Course offerings may vary by high school, however, the following courses are generally offered for concurrent credit.

<table>
<thead>
<tr>
<th>UAM Course</th>
<th>Arkansas Course Transfer Course No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1053</td>
<td>Art Appreciation A.C.T.S.* Equiv. Course ART 1003</td>
</tr>
<tr>
<td>COMM 1023</td>
<td>Public Speaking A.C.T.S. Equiv. Course SPCH 1003</td>
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<tr>
<td>ENGL 1013</td>
<td>Composition I A.C.T.S. Equiv. Course ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1023</td>
<td>Composition II A.C.T.S. Equiv. Course ENGL 1023</td>
</tr>
<tr>
<td>ENGL 2283</td>
<td>Survey of World Literature I A.C.T.S. Equiv. Course ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2293</td>
<td>Survey of World Literature II A.C.T.S. Equiv. Course ENGL 2123</td>
</tr>
<tr>
<td>GEOG 2213</td>
<td>General Geography I A.C.T.S. Equiv. Course GEOG 1103</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>World History to 1500 A.C.T.S. Equiv. Course HIST 1113</td>
</tr>
<tr>
<td>HIST 2023</td>
<td>World History since 1500 A.C.T.S. Equiv. Course HIST 1023</td>
</tr>
<tr>
<td>HIST 2213</td>
<td>American History I A.C.T.S. Equiv. Course HIST 2213</td>
</tr>
</tbody>
</table>
*ENGL 1013 is a corequisite course
HIST 2223 American History II A.C.T.S. Equiv. Course HIST 2113
*ENGL 1013 is a corequisite course
MATH 1043 College Algebra A.C.T.S. Equiv. Course MATH 1103
MATH 1003 Survey of Mathematics A.C.T.S. Equiv. Course MATH 1003
MATH 1033 Trigonometry A.C.T.S. Equiv. Course MATH 1203
MATH 2255 Calculus I A.C.T.S. Equiv. Course MATH 2405
SPAN 1003 Elementary Spanish I A.C.T.S. Equiv. Course SPAN 1013
SPAN 1013 Elementary Spanish II A.C.T.S. Equiv. Course SPAN 1023

Credit Transfer
The Arkansas Department of Higher Education’s Course Transfer System (A.C.T.S.)
http://www.adhe.edu/institutions/academic-affairs/colleges-universities/transfer-information-for-students/
allows students, parents, or school personnel to view general education course transferability among
Arkansas’ public college and universities by selecting the appropriate institutions from the list provided
on the website.

A.C.T.S. is designed to ensure the transfer of general education courses. Some college majors have
specific course requirements. It is always important to consult the college or university where you plan to
graduate to be sure of the graduation requirements. Please note that most colleges and universities require
a grade of “C” or better to be able to transfer the course from one school to another.

Disabilities
A UAM concurrent student with a documented disability who requires accommodations should contact
the Office of Special Student Services at 870-460-1226.
http://www.uamont.edu/pages/admissions/special-student-services/

Dropping or Withdrawing from a Course
A student who desires to drop a course with no transcripted record of enrollment must do so within the
first three days of each fall/spring term of official UAM classes. After the third day, an official university
transcript is generated indicating a grade of “W” for any course from which a student has withdrawn by
the official last date to drop a course with a grade of “W.” The last date to drop a course with a grade of
“W” can be found in each course syllabus as well as the UAM Academic Calendar
http://go.activecalendar.com/uamont/.

A concurrent student who desires to drop a course must contact his/her high school counselor or
concurrent liaison so that the necessary paperwork to make the official drop can be completed in a
timely manner.

UAM Satisfactory Academic Progress Policy
All students at UAM must conform to the University of Arkansas at Monticello’s definition of
Satisfactory Academic Progress, even if no financial aid was previously received. All
Satisfactory Academic Progress notices will be sent to the student’s official UAM e-mail account. The standards for Satisfactory Academic Progress at the UAM are as follows:

**Qualitative Standards:**
A student must earn a cumulative and term grade point average (GPA) of 2.00 to receive student financial aid. A student who is suspended (by academic policy) because of failure to maintain the minimum GPA is not making satisfactory academic progress and will not be eligible for financial aid. NOTE: PERMISSION FROM THE ACADEMIC APPEALS COMMITTEE FOR A SUSPENDED STUDENT TO ENROLL DOES NOT REINSTATE THAT STUDENT’S FINANCIAL AID ELIGIBILITY.

**Quantitative Standards:**
There are two quantitative requirements that a student must meet in order to remain eligible for financial assistance:

**Pace of Progression:** Students must successfully complete 67% of cumulative hours attempted. Cumulative hours attempted include hours earned, remedial hours earned, repeated hours, transfer hours and grades of W, F, AU and I. The formula used to monitor Pace of Progression is:

\[
\frac{\text{# of cumulative hours earned}}{\text{# of cumulative hours attempted}} \times 100
\]

**Maximum Time Frame:** The maximum number of hours a student will be eligible for Title IV aid is limited to 150% of the hours required for their program of study. A student will lose eligibility for Title IV aid when they have attempted more than 150% of the hours required for their program of study. Attempted hours include hours earned, remedial hours earned, repeated hours, transfer hours and grades of W, F, AU, or I. For example, most bachelors degrees at UAM require 120 hours; therefore, eligibility is limited to 180 (120 x 1.5) attempted hours. Associate Degrees and Technical Certificates require less hours, so eligibility for those programs will be limited to fewer attempted hours. All hours attempted for degrees earned at other institutions are considered to be posted to the student’s transcript. If at any point, it becomes mathematically impossible for a student to complete their program of study within the 150% timeframe, the student will lose eligibility for Title IV aid. Pursuit of a second degree will not increase the maximum timeframe for Title IV eligibility. All enrollment periods count toward the maximum time frame, regardless of a change in degree or major. Courses that are repeated will count towards attempted hours each time the course is repeated but will be counted as hours earned only once.

- The following grades will not be considered as hours earned W, I, AU, or F. Any student who earns a 0.00 GPA for a term due to earning all F's, completely withdrawing or a combination thereof will be placed on Financial Aid Denial immediately with no warning period.
- Changes in SAP status due to grade changes will be evaluated at the time that the Registrar’s Office notifies the Financial aid Office of the grade change.
- Satisfactory Academic Progress will be evaluated at the end of the Fall, Spring and Summer terms. All sessions within the summer term will be evaluated as one term. Those
students not meeting the requirements stated above will be placed on Financial Aid Warning. The student may continue to receive financial assistance during the warning period. If the satisfactory academic progress standards have not been met at the end of the warning period, the student will be DENIED assistance from federal and institutional sources.

**Evaluation of Instruction**

The feedback from students leading to improvement of the institution and the quality of its education programs is vital to our success. Students who participate in assessment and evaluation of courses and faculty are expected to be honest and open in an effort to help us improve.

Evaluation of courses and instructors is completed near the end of each academic semester. Students receive an email late into each semester asking them to respond to questions regarding specific courses and instructors. Each evaluation period has a two-week response time limit so each student’s prompt attention is needed.

**Fees/Expenses**

A concurrent student must pay tuition and fees for college-level courses and purchase required textbooks and supplies unless textbooks and other materials are supplied by the high school.

A student is considered to be enrolled in a secondary school if the student is pursuing a high school diploma (34 CFR 668.32(b)). A concurrent student therefore is classified as non-degree/non-certificate seeking and is not eligible for federal student financial aid programs.

**Grade Point Average/ Academic Standing**

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A = 4; B = 3; C = 2; D = 1 and F = 0. A student’s grade point average (GPA) is represented only by those grades earned in residence at UAM. GPA is computed by multiplying the number of credit hours attempted by the grade points assigned and then dividing the sum of these by the total number of credit hours attempted.

**Academic Standing.** Each fall and spring semester, the University reviews the term and cumulative grade point averages of all students. To make academic progress toward a degree, each student is expected to maintain both semester and cumulative grade point averages of 2.00 (a “C” average) or higher. If either the term GPA or the cumulative GPA fall below a 2.00, the student is placed on conditional academic standing, which serves as a warning that academic suspension will follow unless the quality of academic work improves in the next semester. A student who is on conditional academic standing whose semester and cumulative GPAs both fall below 2.00 is subject to suspension from the University. The first suspension is for one semester. Subsequent suspensions are for one year.

Grade point averages and satisfactory academic progress can affect academic standing, financial aid, academic awards, admission to other institutions, as well as scholarships. Students are strongly encouraged to stay informed about their grade point average and academic standing.
**Grades**
A concurrent student may access his/her grades as well as other student information through the student database, WeevilNet. A username and password are required. A student’s grade point average is also included in WeevilNet. Access the following link for directions regarding WeevilNet: [http://www.uamont.edu/pages/resources/weevilnet/](http://www.uamont.edu/pages/resources/weevilnet/)

**Grading System**
Letter grades are used to indicate the following levels of performance:

- **A** = Outstanding
- **B** = Good
- **C** = Average
- **D** = Passing*
- **F** = Unsatisfactory
- **W** = Withdrew, Passing
- **I** = Required Work Incomplete

*A grade of “C” or better must be earned in some courses in order to progress to the next higher-level course or to graduate in some majors. Grades of “D” typically do not transfer to other institutions.*

**Incomplete Grades**
A concurrent student may be eligible for a grade of “I” (Incomplete) *only* when an emergency or other extenuating circumstance prevents the completion of a course near the end of any academic term. The student must contact the instructor of the course as well as the high school counselor or Concurrent Enrollment administrator to request a grade of incomplete. The instructor has discretion regarding grades of “I.”

**Library Services**
The Taylor Library and Technology Center hours of operation are posted on their website [http://www.uamont.edu/pages/library/](http://www.uamont.edu/pages/library/) Electronic databases and journals are available to all UAM students 24 hours/day; 7 days/week. A student I.D. number is required to access some resources. Phone: 870-460-1080.

**Parking and Traffic Violations**
A concurrent student is always encouraged to visit our campuses and use the facilities and services that are available. In doing so, however, a student is required to adhere to UAM campus policies and rules.

Any student who operates a vehicle on the UAM campus to attend classes must register that vehicle with the Department of Public Safety. An auto registration fee for the school year must be paid at the UAM Cashier’s Office. Receipt of payment and proof of state vehicle registration must be provided to the Department of Public Safety before a parking permit is distributed.

Visitors are always welcome on campus and may park in any non-restricted “visitor” parking area. If you have questions, contact the Department of Public Safety [http://www.uamont.edu/pages/public-safety/](http://www.uamont.edu/pages/public-safety/) or 870-460-1083.
Schedule Changes
A student who is currently enrolled in a course for concurrent credit is permitted to change his/her schedule according to the times listed in the UAM Academic Calendar http://go.activecalendar.com/uamont/ The concurrent student must contact his/her high school counselor or Arkansas Early College High School administrator before making any schedule changes. The last official day to change a schedule is the 3rd class day.

Scheduling/Enrolling in Classes
There are two ways for a concurrent student to enroll in a course:

1. Some high school teachers are qualified to teach college credit classes allowing a student to take a concurrent course at his/her high school. A student should contact his/her high school counselor for the most up-to-date information regarding enrolling in a concurrent on-site course.

2. A concurrent student can take a UAM course on the college campus during the day (with permission from his/her high school), after high school hours, or in an online delivery format. A student should contact his/her high school counselor prior to enrolling in any concurrent course to ensure timely high school graduation.

Syllabus
A syllabus is the contract between the faculty member and the student regarding the requirements to complete a course. The syllabus contains course information, faculty contact information, textbook/supplemental materials required, important dates, information to be covered in the course, and other important information.

A syllabus is typically distributed at the first (or soon after) class meeting so each student will know course requirements and the requirements for being successful in the class. Each course will have a different syllabus outlining course requirements.

Transcripts
A transcript is the permanent record of college courses taken and grades received. The University currently charges $10 for each transcript issued. No transcript will be issued until all financial records have been cleared and the transcript fee is paid.

Only the student may request his/her transcript. Details of how to request a transcript can be found at www.getmytranscripts.org

E-Mail & I.D. Number
Each concurrent student is provided a UAM e-mail account. The student’s UAM e-mail address is the official means of communication between the University and the student. Concurrent students are encouraged to regularly check their UAM email and WeevilNet account.

A student can determine his/her e-mail address as well as Student Identification Number by accessing http://www.uamont.edu/pages/resources/information-technology/it-for-students/.
Withdrawal from the University
A concurrent student who withdraws from all courses for the semester is considered to be withdrawing from the University. A “Withdrawal from the University” form must be completed. A concurrent student should see his/her high school counselor for timely completion of this form.

How to look up UAM username and password
- On the UAM home page click on EMAIL in the upper right hand corner
- Click on the link “What’s my UAM User Account” and the UAM Account Lookup page will display
- Enter the required information in the fields provided and then click SEARCH
- Click on your UAM Student ID# to display your account credentials