

University of Central Arkansas Concurrent Enrollment: Academic Guidelines

University of Central Arkansas academic guidelines for concurrent enrollment detailed in this document have been developed in the context of—and are intended to be consistent with—guidelines adopted by the Arkansas Higher Education Coordinating Board (AHECB) in April 2007, Arkansas legislation referenced in the AHECB guidelines, and the standards promoted by the National Alliance of Concurrent Enrollment Partnerships (NACEP), of which UCA became a provisional member in 2007.

While differences exist among academic disciplines, consistent policy and practice will be applied so far as possible across all UCA departments offering concurrent enrollment courses.

I. Timeframe for Approval of Concurrent Courses and Instructors:

Planning, approvals, and scheduling for concurrent courses should be completed four months before the course commences.

II. Instructor Qualifications and Approval

A. *Qualifications and Resources*

The instructor of record should meet the same minimum qualifications as an instructor at UCA. The instructor will hold at least a Master's degree that includes at least eighteen (18) hours of completed course work in the subject area of the endorsed concurrent enrollment course.

Additional qualifications may be stipulated by departments offering courses; these additional stipulations will be specified before partner schools propose instructors for proposed courses.

Courses cannot be approved without simultaneous approval of an instructor meeting university and department qualifications.

If multiple concurrent course sections are offered by a department—and particularly if those sections are offered in more than one school—the university will, upon recommendation of the department affected, hire a course coordinator for those courses. A course coordinator's compensation will be paid by Academic Outreach with non-departmental funds or by the department with additional funds transferred to the department's budget (i.e., not with existing department funds). Other support for affected departments may be proposed by such departments (e.g., reassigned time for faculty members) with replacement costs underwritten by the university (i.e., not by existing department funds).

B. Information Needed for Instructor Approval

Undergraduate transcripts, graduate transcripts, and an updated Curriculum Vitae are required for review by departments requested to grant concurrent credit. Other information may be requested by the reviewing department.

All questions about instructor eligibility/qualifications will be referred to the appropriate department chair.

III. Course Selection, Design, and Approval

Every UCA-sanctioned concurrent offering must receive written departmental approval of both the instructor and the course before the course is promised or scheduled.

A. Course Identification and Coverage

Departments will identify courses appropriate for inclusion in the university's concurrent enrollment initiative. Each high school requesting concurrent credit must request a specific UCA course.

High schools requesting a course will be supplied with a current syllabus for the comparable UCA course and with additional course-, program-, or discipline-specific requirements, if any, as stipulated by the department in which a course is housed. From this information, high schools will develop a syllabus that incorporates the required course content and objectives into the high school course curriculum.

Concurrent course proposals will be reviewed by the UCA department upon receipt of an appropriate syllabus and other course material from the requesting high school. These materials must include at least the following information, as relevant: lecture/lab schedule, course objectives, topical coverage, textbook/lab book titles and editions, assessment methods, and grading scale.

Syllabi for any course included in UCA's general education core will explicitly indicate how the course meets the university's general education objectives for the area the course is intended to satisfy. [UCA's general education requirements are listed in the Undergraduate Bulletin: www.uca.edu/ubulletin/02/207.html]

Additional information such as examples of examinations and other assignments may also be requested by the reviewing department.

All questions about course approval will be referred to the appropriate department chair.

B. Course Prerequisites

As a general rule, courses with college-level prerequisites will not be approved for concurrent credit. Departments may allow exceptions, but these exceptions may be made only after receiving an endorsement of the exception by an appropriate departmental committee (e.g., curriculum, general education) and with the explicit approval of the department chair and the college dean. Written justification must accompany such approvals.

In the event of such exceptions, it is the responsibility of the school/school district to verify students' satisfaction of prerequisite requirements before enrollment in the course.

C. *Timely Review*

University of Central Arkansas' approval process of high school-based concurrent courses and their instructors will occur in a timely manner.

Within ten business days of receiving a fully documented proposal, the academic department should complete its review of the course and instructor proposal and submit to Academic Outreach a brief written response.

IV. Student Qualifications and Performance

The university adheres to the enrollment requirements set by the Higher Education Coordinating Board. In addition, the university requires a high school GPA of 3.0 and junior or senior standing. The university retains the right to add additional criteria to the state's minimum standards.

Students enrolled in high school-based concurrent courses will be accountable for their performance as measured by the grade earned in what UCA has affirmed is a course substantially comparable to an on-campus course.

Any grade earned in a UCA concurrent-credit course will be recorded on the student's UCA transcript unless the student withdraws from the course by the date specified by the University Registrar. This date will be analogous to that specified in UCA's academic calendar but will be calculated based on the high school calendar.

V. Accountability and Renewal of CE Partnerships

Departments will provide high school instructors with training and orientation in course curriculum, assessment criteria, and course philosophy.

Student learning outcomes will be assessed according to the standards specified by individual departments. If an on-campus course uses a common final examination or other common assessment across all sections, then concurrent-enrollment sections of this course will be required to use the common final examination or other common assessment. If an on-campus course does not use a common examination or other common assessment on campus, concurrent-

enrollment sections of these courses will not be required to do so. Departments offering courses in which no common assessment is required on campus will specify how outcomes in high school-based concurrent courses will be measured to ensure comparability with on-campus sections of the same courses.

High school instructors will engage in professional development activities including but not limited to attending workshops and seminars, collaborating with post-secondary faculty, participating in site visits, and maintaining ongoing communication with university faculty and administrators. In its guidelines for course delivery, a department may outline curricular initiatives, assessment programs, and/or other professional development activities in which high school instructors must participate. The department may withdraw approval of any instructor who fails to participate in such activities.

To assist UCA department chairs in their oversight responsibilities, students enrolled in high school-based concurrent enrollment courses will be asked to complete an instructor evaluation toward the end of the semester. The results of this evaluation will be provided to the instructor and the chair.

The Office of the Provost will oversee an annual review of the concurrent enrollment program at UCA and submit a written report to the Faculty Senate by August 1 of each year.

VI. General Guidelines for Concurrent Credit

A school/school district may require, for AP courses, that concurrent credit be validated by an AP exam score. If UCA credit is to be validated by an AP score in a course for which UCA currently grants AP credit, the required score must be the same score currently used in UCA's AP credit policy. It is UCA's wish to complement—not to undermine—AP programs developed by its high school partners.

If college credit is based on a combination of the grade in the course and an AP score, the same general policy applies, with this difference: if the student passes the course but fails to achieve the necessary AP score for college credit, NC (no credit) will be recorded as the grade in the course.

Additional stipulations may be requested by schools/school districts as long as they do not violate this policy.