



ARKANSAS STATE
UNIVERSITY

**A-State Concurrent Enrollment Program
Policy Handbook for Parents and Students**

Arkansas State University — Jonesboro

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Introduction

Program Overview

Welcome to the Arkansas State University (A-State) and the A-State Concurrent Enrollment Program (CEP). This program is a partnership between area high schools and A-State and provides early college access to students in 9th -12th grades. The CEP allows students to obtain both high school and college credit for college courses completed on the high school campus or via online delivery. A-State is accredited by the [Higher Learning Commission](#) (HLC) which assures academic excellence throughout all areas of the university. The A-State CEP is accredited by the [National Alliance for Concurrent Enrollment Partnerships](#) (NACEP) which is a national symbol of quality, excellence, and rigor in concurrent programs. As the sole national accrediting body for concurrent enrollment programs, NACEP ensures these programs adhere to the highest standards of academic excellence so students experience a seamless transition from high school to the college or university environment. The CEP is jointly managed by the A-State Office of Academic Affairs and Research and by the A-State academic colleges and departments that offer specific courses. The CEP staff primarily manages the administrative functions of the CEP while the colleges and departments manage the academic functions.

CEP standards are set by governing laws of the state of Arkansas, directives of the [Arkansas Higher Education Coordinating Board](#) (AHECB), HLC and NACEP.

NACEP accreditation requires compliance with six standards:

Partnership Standards

- P1: Program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
- P2: Program has ongoing collaboration with secondary school partners.

Faculty Standards

- F1: All program instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
- F2: Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
- F3: Program instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
- F4: Program ensures instructors are informed of and adhere to program policies and procedures.

Assessment Standard

- A1: The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

Curriculum Standards

- C1: Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
- C2: The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
- C3: Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

Student Standards

- S1: Registration and transcripting policies and practices for concurrent enrollment students are consistent with those on campus.
- S2: Program has a process to ensure students meet the course prerequisites of the college/university.

S3: Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.

S4: The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

Program Evaluation Standards

E1: The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.

E2: The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.

Concurrent Enrollment

Arkansas Code §6-16-223 defines concurrent enrollment as 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 or by distance/digital technology) for high school credit and college-level credit. Concurrent enrollment allows students to obtain credit for both the high school and college transcript. Transcription of courses completed appears on the high school official student record and the A-State official academic transcript. Per AHECB policy, concurrent students may earn one hour of high school credit for each three hour general education or career and technical education (CTE) college course.

Concurrent courses must be undergraduate freshman (1000) or sophomore (2000) level courses and are typically general education course requirements. General education courses are assigned Arkansas Course Transfer System (ACTS) numbers which assure transferability to public higher education institutions throughout the state. Transferability to out-of-state higher education institutions is solely at the discretion of the particular institution. A limited number of 1000 or 200 level career or professional course may also be offered as concurrent courses. Concurrent credit may be used to fulfill university general education requirements or as free electives at the discretion of the degree program department. Each concurrent course is identified by the same course number, prefix and bulletin description as the A-State campus course; thus they must include the same content and level of rigor as courses taught on the college campus or through online delivery.

Since concurrent courses must meet the same academic standards set for on-campus courses, syllabi of concurrent courses are reviewed for consistency with A-State campus syllabi. Additionally, course tests, quizzes, and other assignments must meet the same content and level of rigor as A-State campus courses. Emphasis is made to assure that all coursework be at a caliber appropriate for a university setting and the conferral of college hours and credits. Since concurrent courses are transcribed on the A-State transcript without being labeled as a concurrent course, they are carefully monitored by the CEP and academic departments to assure the integrity of the A-State curriculum and grading standards are upheld. An academic faculty liaison is assigned to each concurrent faculty member to serve as both a mentor and a monitor to assure course integrity. Concurrent faculty and students are required to participate in the same evaluations and assessments as required in campus courses.

Concurrent course offerings at each high school are determined by the school administration in consultation with the A-State CEP based on curricular needs, student interests, availability of qualified high school instructors, and appropriate classroom facilities or the availability of online course delivery options.

Parents and Students

Overview

Welcome to the A-State Concurrent Enrollment Program and thank you for choosing A-State for your introduction to the early college environment! The A-State CEP provides high school students the opportunity to earn college credit by completing college level courses while still enrolled in high school. A variety of courses are offered each semester dependent on the curricular needs of the high school, availability of credentialed faculty, and sufficient student interest. Concurrent courses offered at each school are determined by the school administration; however, all concurrent courses offered are A-State college courses. CEP courses are A-State courses that are taught by A-State credentialed high school faculty on the high school campus. In certain instances, A-State concurrent courses may be taught by A-State faculty members and delivered to high school students via online delivery. Concurrent courses are transcribed on the A-State transcript without being labeled as a concurrent course. Most concurrent courses are general education courses and are part of the Arkansas Course Transfer System (ACTS), thus assuring transferability of the course. Courses outside of the general education core are subject to each institution's transfer policy. Transferability to out-of-state colleges is at the discretion of those institutions.

Student Admission Requirements

High school students are eligible for concurrent classes if they meet minimum test scores and demonstrate past academic success. Eligible students are identified by the high school counselor and then guided through the application and enrollment processes by the high school counselor and the CEP staff. The admission requirements for the CEP are:

- All students must have a **minimum ACT composite score of 19, an ACT reading score of 19, AND a 2.75 high school grade point average for admission to the CEP***. An ASPIRE reading score of 428 may be used as an equivalency for admission to the CEP*, but not for admission to A-State later as a freshman.
- Concurrent courses are governed by AHECB and A-State's minimum ACT score for placement in English and mathematics courses.
- High school counselors must submit an official high school transcript and official ACT (or equivalent) scores for each applicant.

*Admission standards and equivalencies are updated annually.

How does A-State ensure a college-level curriculum at the high school level?

Concurrent instructors must meet the same stringent faculty credentials as other A-State faculty members. A-State department chairs and faculty work closely with concurrent teachers to ensure a college level curriculum at the high school level. A faculty liaison from the CEP instructor's specific discipline is assigned to communicate and meet regularly with the CEP instructor. A-State faculty liaisons visit high school classrooms each semester to monitor student progress and collaborate with the high school staff to monitor student progress and collaborate on issues of curriculum and teaching strategies. Concurrent instructors must follow the syllabus guidelines and adhere to the same learning outcomes, curriculum, assessment, and evaluations required by the respective A-State academic departments.

Why should students take a "harder" course than required by the high school?

Concurrent credit coursework is more demanding than high school coursework and requires students to conceptualize and draw conclusions from their reading and research. Success requires concerted effort. Students accept these challenges when they register for a university course, and should be aware that grading standards are more stringent than the typical high school course.

There are several benefits to taking concurrent credit courses. Students receive the college experience, with college level work, in a familiar environment. Having already experienced success in college level coursework, freshmen anxiety is lessened when students arrive on-campus as a full-time student. By getting an early start on college credit in high school, some of the required general education courses are completed at a deeply discounted rate. Students can start on their program of study or "major" courses much faster or have extra time in college to participate in study abroad or other existing activities.

Concurrent Enrollment Courses, Advanced Placement (AP) Courses and Blended Courses

Concurrent enrollment courses and AP courses have unique differences:

Concurrent Courses

- In concurrent credit courses, students earn college credit, credit hours and a grade point average based upon their performance on college level work throughout the course.
- An official A-State transcript is created for all concurrent enrollment.

Advanced Placement (AP) Courses

- In AP courses, students only receive college credit hours for courses in which the required end-of-the-course exam score is achieved as determined by the granting college or university.
- No official A-State transcript is created unless the student registers as a new college freshman following high school graduation.

A student may opt to complete a concurrent course after receiving AP credit hours; however, permission must be obtained from the A-State Registrar's Office before enrolling in the course as a concurrent student. Please contact the Registrar's Office at (870) 972-2031 for more information.

Students are encouraged to examine their individual educational goals to decide on the best course of action in regard to enrollment in concurrent or AP courses. Parents and students should check with the high school counselor to determine weighting of courses which may impact class rank.

Some schools blend the concurrent and AP courses in a single class; see below for more information. **ALL** students enrolled in the blended course **MUST** complete the AP end-of-course exam.

Blended Courses

Concurrent courses may be offered as blended concurrent credit/AP courses. AHECB guidelines require that these merged courses meet all the requirements of the concurrent course. (*AHECB Policy 5.16 — Concurrent Enrollment; effective Spring 2015*)

The blended course and curriculum must:

- include the required A-State departmental learning objectives
- include the AP course guidelines
- the blended syllabus must be presented to College Board AP Course Audit for approval
- documentation of this approval must be on file at the school district
- the blended syllabus must be approved by the A-State academic department
- high schools must document AP scores and the data provided to the university upon request

Students must declare their desire to take the course for concurrent credit during the required course registration period. **ALL** students enrolled in the course as a concurrent or AP student **MUST** take the required AP end-of-course exam.

Due to the advanced curriculum requirements of concurrent courses, it is highly recommended that concurrent and non-concurrent enrollment **NOT** be offered in a blended classroom. In extreme cases where this blending cannot be avoided, a majority of the total class enrollment must be for concurrent credit.

How does a concurrent student continue enrollment at A-State following high school graduation?

Students accepted into the CEP will remain in the program as long as the student does not miss two or more consecutive semesters. Senior students enrolled in CEP courses during their senior year will not need to reapply for A-State admission provided they enroll at A-State in the next regular semester following high school graduation. **Former concurrent students must meet full A-State admission standards and provide an updated high school transcript, updated ACT scores, and an immunization record to the A-State Admission Office.** All documents must be submitted prior to December 1st for full consideration for scholarships.

Can I still use these courses if I attend another institution other than A-State?

General education courses offered through the A-State CEP are part of the Arkansas Course Transfer System (ACTS), thus assuring transferability of the courses to all Arkansas state-supported higher education institutions. Courses outside of the general education core are subject to each institution's transfer policy. Course transfers to out-of-state higher education institutions are governed by the transfer policies of those institutions. A-State courses are easily transferred to the college of choice, as long as that college accepts transfer credit. To assure the credit will transfer, contact the registrar of the intended

college and ask if concurrent courses transferred from A-State will be accepted. If so, concurrent course transfer follows the same process as any other A-State course. When students apply to the college of their choice, they should always have a copy of their A-State transcript sent from the A-State Registrar's Office to the intended college or university. The registrar of the other college will determine course equivalencies.

How can I be sure my student is being prepared for college?

Comparability studies prove that A-State concurrent students consistently out-perform their campus counterparts on examinations and assignments. All concurrent students must complete the same learning outcomes assessments that are completed by their campus counterparts. In addition, at the end of the semester concurrent students complete a course evaluation for each course taken. The processed data from the evaluations are forwarded to the instructor and the chair of the A-State department responsible for the course.

A-State is dedicated to providing quality academic programs and committed to transparency of student learning outcomes; therefore, assessment for improvement of academic programs and learning is of primary importance to the university. Students are responsible for participating in state and institutional assessment exams or related activities. Failure to participate in required assessments can prevent registration and delay degree completion and graduation.

Who can apply to become a concurrent student?

Students meeting the academic requirements as noted on page 3 may apply for admission to A-State as a concurrent student.

The first step to become a concurrent student is the completion of the **Parental Consent Form**, which must be completed by both the parent and the student. This form gives parental permission for the student to enroll in concurrent courses and student permission for information to be released to parents, as well as the CEP Office. The form must be submitted prior to completing the A-State Admission Application.

This form is available at <https://webapps.astate.edu/concurrent/parentconsent.php>. You can also go to <https://www.astate.edu>, then click the search box in the upper right hand corner, type in parental consent, look at the results and click on the "Concurrent Enrollment Program Parental Consent" link.

A video tutorial about the Parental Consent Form is available on our Facebook page at <https://www.facebook.com/AStateConcurrent/>.

Students then apply for admission to A-State by using the online **high school concurrent application** (listed as Undergrad HS Concurrent). Please see the application process on page 28 of the **Appendix**. A reduced application fee is charged for concurrent applications; however, the fee is not collected at the time of application but rather attached to the tuition bill after course enrollment.

What is a student account?

Upon admission to A-State, the student must activate a student account in order to fully access services and learning materials from the A-State website. MyCampus is the portal (entryway) for accessing content from various services on the A-State webpage. Banner Self Service Student is the platform used to conduct student business with the university. This platform includes registration, grades, transcripts, and financial transactions. Student email accounts are also located in the Banner Self Service Student platform. Blackboard Learn, the academic materials platform used by A-State, allows students to access course materials, quizzes, tests, and other assessment and evaluation functions. The procedure for activating the student account and logging into Blackboard Learn are outlined on pages 28 and 29 of the **Appendix**.

What is Duo Security?

Duo is the two factor authentication company that A-State uses. Duo allows users to authenticate anywhere, anytime, with any device using Duo's options for two-factor authentication methods. Two-factor authentication lets A-State identify users' identities before they login to protect against phishing and other identity-related attacks. Please see page 29 of the **Appendix** to set up Duo Security.

How do students enroll?

Partnering school administrators determine which courses are offered in their respective schools. The list of concurrent courses being offered at a particular high school is generally provided by the high school counselor to the students during class registration. Some courses require pre-requisites, such as: minimum standardized test scores, completion of a lower level course and/or a particular grade achieved in a previous course. The A-State CEP staff assists counselors and students in applying for admission, choosing appropriate courses that meet the high school and college requirements, and course registration.

How many concurrent courses may I take?

Concurrent students should take great care when deciding on an appropriate academic course load for concurrent courses. The additional rigor and academic commitment required in the concurrent courses should be a guiding factor. The maximum academic load for concurrent enrollment is 12 credit hours per semester. While no limit is placed on the total number of hours a student can complete as a concurrent student during the entire high school career, both parents and students *are urged to exercise extreme caution* in determining the best options for the student. Student maturity, availability of study hours, and the anticipated college major should all be considered in determining the usefulness of concurrent credit in the student's future educational endeavors.

What happens if an A-State concurrent course is cancelled?

The A-State CEP reserves the right to cancel advertised courses for reasons beyond the control of the CEP. In the unlikely event that a course offering must be cancelled, every effort will be made to secure enrollment in another section of the course or another appropriate course.

What happens if there is inclement weather?

Concurrent courses are offered at many school districts throughout the region; thus, school closings for inclement weather can vary greatly. A-State may not always be closed when individual school districts are closed. If a student is enrolled in an online course, it is the student's responsibility to complete online assignments and meet deadlines outlined by the professor regardless of local school closings.

What happens if the A-State Calendar and the high school calendar are different?

The A-State academic calendar at <https://www.astate.edu/a/registrar/> (click on appropriate academic year) serves as the official calendar for all concurrent courses. In some instances, the A-State academic calendar will differ from the participating high school's calendar; however, all A-State deadlines **MUST** be adhered to by the faculty and students.

Students and parents must follow all deadlines established by A-State including, but not limited to:

- Course drop, withdrawal, and payment guidelines are set by the A-State academic calendar.
- Senior students are required to adhere to the A-State academic calendar though high school attendance requirements may end prior to the end of the A-State spring semester and final exam period.
- Final exams must be completed during the scheduled A-State final exam week.

How are A-State concurrent courses delivered to high school students?

The A-State CEP offers two standard models for course delivery in various content areas.

- **Traditional Model** uses A-State course materials with course delivery at the high school by a credentialed instructor. The instructor must hold a Master's degree in the discipline or a Master's degree with 18 graduate hours in the content area. Concurrent instructors must participate in orientation and annual professional development sessions covering collegiate level content, rigor, and pedagogy which are provided by the A-State CEP staff, assigned faculty liaisons, and academic department personnel.
- **Online Delivery Model** is used in special cases where specific online material is necessary to facilitate the A-State course or locally credentialed instructors are not available. Online courses are delivered via the Blackboard platform or in some instances, by a third party learning platform. All curriculum delivery and grading is completed by an A-State faculty member or a credentialed instructor employed by the CEP. In this form of delivery, students must be allowed computer access during a regular scheduled period to complete the college coursework. A proctor is required in the classroom during the scheduled period. Students should learn to effectively use the Blackboard system or other required learning platforms. Assistance in learning to use Blackboard or other learning platforms is available from the high school instructor, the A-State CEP office, or support specialist from the third party learning platform.

What tuition and fees are charged for concurrent courses?

CEP courses provide parents an opportunity to save college tuition by providing courses at a greatly reduced application fee and tuition rate. The opportunity for early college success at a reasonable cost provides a unique path for students to build a successful college career. While tuition fees are set by the A-State Board of Trustees, traditionally CEP tuition rates have been approximately 20% of the customary undergraduate tuition rate. Current rates may be obtained by contacting the CEP at CEP@astate.edu or at (870) 680-8365.

The student must be registered for A-State courses before a bill will be generated; thus, payment cannot be made until after the student is enrolled. University policy states that tuition is due and payable **no later than the 5th class day of the A-State semester**. Holds are placed on all student accounts with outstanding balances. To be able to register or change schedules, the student account must be cleared. Unpaid balances are subject to monthly late fees of \$40 and may be submitted to a collection agency.

Parents and students must exercise diligence in ensuring correct enrollment in concurrent courses during the first five days of the A-State semester. If the student must drop an A-State CEP course, the student must obtain the official drop form from the high school counselor, complete it with the appropriate signatures, and return it to the high school counselor. The form will be sent to the CEP and the drop request will be processed. Dropping a course after the 5th day of classes will require payment of a portion of the tuition bill. The refund schedule for dropped courses is:

| | |
|--|------------------|
| 1 st - 5 th class day | 100% refund |
| 6 th - 10 th class day | 75% refund |
| On or after the 11 th class day | NO REFUND |

Supplemental Tuition Program (Act 1118)

Arkansas Code § 6-16-1204 (e) (1) (B) (commonly referred to as Act 1118) provides a maximum of six hours of free college tuition for students who are eligible for free/reduced lunches as determined by the National School Lunch Program (NSLP). Applications for this federal program are available from and processed by the high school. Each school is responsible for submitting eligible concurrent student names to the CEP by October 15th for the fall semester and March 15th for the spring semester. All NSLP eligibility documentation is processed and stored using A-State protocol for secured data. Only courses taught on the high school campus, by a high school instructor, and listed on the Arkansas Department of Education (ADE) Endorsed Course List will be considered for the course waiver. A current list of endorsed courses is provided in the Appendix of this handbook. **The six hours of credit are the maximum available for the entire high school career.** Since A-State concurrent tuition is already discounted by the university, the remaining tuition waiver for ACT 1118 eligible students is deducted from the total rebate provided to the high school.

How do I pay my bill?

Please see page 30 of the **Appendix** for ways to pay your bill.

How can I access my student academic records?

Banner Self-Service is used for student access to academic records. Please see page 30 of the **Appendix** for instructions on how to access grades.

How can I reset my A-State password or review my security questions?

Instructions for resetting passwords or reviewing security questions can be found on page 31 of the **Appendix**.

What are other benefits associated with being a concurrent student?

- Concurrent students must be officially registered in courses before an A-State ID can be issued.
- Students must visit the A-State ID Center, located on the second floor of the A-State Student Union, to obtain an ID. They must show proof of identity (such as a state driver's license, a high school picture ID, a government issued photo ID, etc.) before it will be issued.
- The first A-State ID issued is free. There is a \$20 replacement fee for damaged, lost or stolen cards.
- Once the ID has been issued, concurrent students will have access to academic resources such as the Dean B. Ellis Library and the A-State Learning Commons.
- Various community businesses and restaurants provide A-State student discounts with an A-State ID.

Do concurrent students receive an A-State email account?

Concurrent students are assigned an A-State email account. Students are required to activate this account and set both security questions and a password for the account. Since A-State email is the official communication tool at the university, **it is vital that students check their A-State email account DAILY to avoid missing critical correspondence from instructors, administrators, and various university offices.** Announcements and important course notices are also posted on Blackboard. Students should log in to Blackboard each day for these important announcements.

What A-State academic policies cover concurrent students?

Concurrent course grades follow the same scale as the on-campus courses. Students have access to view official grades at the end of each semester in which they are enrolled. Arkansas State University is on a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

| GRADE | DESCRIPTION | EXPLANATION | GRADE PTS./HR |
|--------------|---------------------|--|----------------------|
| A | excellent | for outstanding achievement | 4.0 |
| B | good | for less than outstanding but demonstrating better performance than the normal competency required for satisfactory progress toward graduation | 3.0 |
| C | satisfactory | for performance that demonstrates the normal competency required for satisfactory progress toward graduation | 2.0 |
| D | poor | for performance that meets minimum course requirements but is below standards required for satisfactory progress toward graduation | 1.0 |
| F | failure | for performance that does not meet minimum course requirements and for which no degree credit is justified | 0.0 |
| I* | incomplete | for students' inability to complete all course requirements for reasons beyond their control | 0.0 |
| W | withdrawal | for dropping an individual course OR for complete withdrawal from the university | 0.0 |
| WN | administrative drop | dropped for non-attendance during the first eleven days of class | 0.0 |

***Note:** An incomplete (I) grade is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control (i.e., illness of the student, serious illness or death in the family). Procrastination, pressure of work in other courses or work not connected with the student's school load are not satisfactory reasons for an incomplete grade. All incomplete grades must have prior approval of the chair of the department in which the course is offered, which requires the Request for Incomplete Grade form to be on file with the department and the Office of the Registrar. The form is available on the Registrar's Office website at <https://www.astate.edu/a/registrar/faculty-staff/>. An incomplete grade not removed within one semester will be recorded as an F.

Computing A-State GPA

A student's grade point average is computed by multiplying the number of hours credit of each grade by the grade points assigned to that grade, then dividing the sum of these several products by the total number of degree-credit hours in which the student was enrolled.

Student Academic Standing

Concurrent credit courses available at the high school are Arkansas State University courses and, as such, are part of the student's permanent university level academic record. The A-State student transcript will include all concurrent courses and the acquired grade point average will be calculated into the overall college grade point average. Poor performance in concurrent courses can negatively impact the rest of the student's college career. Faculty members are encouraged to carefully consider the maturity of the participating students and the time and the effort that concurrent courses require. If faculty members, counselors, or administrators are aware of a student who is not academically or emotionally ready to take these courses seriously, he or she should discuss the potentially negative consequences of participating in the concurrent enrollment program with that student. If faculty members know of a student who is already concurrently enrolled and is struggling to meet the requirements of the concurrent course, he or she is strongly urged to reiterate the consequences of low GPA with that student and ask that student to drop the course and/or seek academic assistance.

Effects of Low Grade Point Average and Academic Standing

- Loss of eligibility for both institutional and private scholarships.
- Ineligibility for Arkansas State University's Honors College.
- Ineligibility for clubs, organizations, sororities, fraternities and honor societies.
- Failure to qualify for academic honors, such as graduating with honors or included on honor rolls.
- Ineligibility to participate on university athletic teams and clubs.
- Academic Probation or Academic Suspension.

A-State is a community of scholars whose members include its faculty, students and administrators. It is a forum where ideas are discovered, discussed and tested. The basic purposes of the university are the enlargement, dissemination and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, group living and leadership development.

Under certain circumstances, A-State students have the right to grieve alleged violations of their academic rights. A grievance is a complaint alleging that one or more of the “academic rights of students” (as stated in the Student Handbook) have been violated. More information about academic integrity, student academic rights, and the student academic grievance procedure can be found in the student handbook at <http://www.astate.edu/a/student-conduct/student-standards/>.

A-State enthusiastically promotes academic integrity and professional ethics among all members of the A-State academic community. Concurrent students are Arkansas State University students. As such, all students are expected to demonstrate the highest level of academic integrity in all assignments, evaluations, and personal conduct. Violations of this policy are considered as serious misconduct and may result in severe penalties.

What is considered academic misconduct?

Plagiarism

The act of taking and/or using the ideas, work, and/or writings of another person as one's own.

- To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
- If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
- Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments)

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Give a failing grade on the paper or other item — "F" if a letter grade is used or zero if a numerical grade is used.
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

Cheating

An act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

- Observing and/or copying from another student's test paper, reports, computer files and/or other class assignments.
- Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.)
- Using class notes, outlines, and other unauthorized information during an examination.
- Using, buying, selling, stealing, transporting, or soliciting, in part or in whole the contents of an examination or other assignment not authorized by the professor of the class.
- Using for credit in one class a term paper, book report, project, or class assignment written for credit in another class without the knowledge and permission of the professor of the class.
- Exchanging places with another person for the purpose of taking an examination or completing other assignments.

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

1. Allow the testing to progress without interruption, informing the offending student about the offense — and award a failing grade on the test — "F" if a letter grade is used or zero if a numerical grade is used.
2. Seize the test of the offending student and give a failing grade on the paper.
3. Give the offending student a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

What other sanctions may be imposed for academic misconduct?

Sanctions for academic misconduct may be imposed by the faculty member or instructor discovering the academic misconduct except in the case of dismissal from a particular program which shall be made by the department chair or program director, or suspension or expulsion from the university, which shall be made by the dean. The following sanctions may be imposed for academic misconduct:

- A failing grade on the paper or project;
- Rewriting or repeat performance of course work;
- A failing grade for the class;
- Dismissal from the class;
- Dismissal from a particular program;

- Suspension or expulsion from the university;
- Other appropriate sanctions as warranted by the specific acts of the student.

A student may not avoid academic sanctions by withdrawing from a class, a program, or the university.

NOTE: Colleges and Departments (e.g., Art, Nursing, Biology) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

Appendix

How to Apply to A-State

- Go to <https://www.astate.edu>.
- Hover over **Admissions** at the top of the page.
- Click on **Undergraduate**.
- Scroll down and click on *Apply Now*.
- When the application opens, click on *New Applicant — First Time User Account Creation*.
- Use the directions at the top of the page to create a user name and PIN number. Write down the user name and PIN; these are for temporary access in case there is a problem with the application. You will receive a permanent user name and pin after admission. Click *Submit*.
- Scroll down on the opening page. Choose *Undergrad HS Concurrent* as the application option.
- Follow the directions on each page to complete the application. When finished, click on *Application is complete* and affirm that the information you provided is correct by clicking on *I agree to the terms*.
- A new screen with your name and information on the admission procedures will display.
- Your high school counselor will submit your test scores and transcript to the A-State CEP Office.

How to Set Up Your Student Account After Admission

- Go to <https://www.astate.edu>.
- Click on **myCampus** at the top of the page.
- Click on *First Time Users* located beneath the login button.
- Review and accept the Acceptable Use Policy by clicking *I Accept* and then click *Submit*.
- To get your Campus Wide ID number (student ID number) and PIN, click the highlighted *click here* link at the bottom of the page.
- Fill in all areas requested, Social Security number and date of birth, and click *Submit*.
- The next page is the Identity Verification Setup page.
- Complete this page and **TAKE A PICTURE** of the screen before submitting the question responses.
- To receive an authorization code, click *here* to answer the security questions you set up.
- Copy and paste the authorization code on the Authorization Code Retrieval page and click *Submit*. You will receive a personal Campus Wide ID number and PIN.
- Select the second link <https://MyCampusastate.edu> to go to log-in screen.
- Click on *First Time Users* below the log-in box.
- Review and accept the Acceptable Use Policy by clicking *I Accept* and then *Submit*.
- Enter your Campus Wide ID and PIN at the bottom of the page and click *Submit*.
- The next page requires you to develop a personal password.
- Determine a new password using the following guidelines:
 - must contain a minimum of eight characters
 - must contain at least one number
 - cannot start with a number
 - must contain at least one uppercase letter
 - cannot include any symbols, i.e., (&#*@)
 - cannot include your name or user name
 - cannot match any previously used passwords
- Complete and verify the new password and click *Submit*. The Authorization Code will be the same code previously used.
- The next page is a Release of STUDENT INFORMATION Authorization Form. Please choose *I authorize* or *I DO NOT authorize* and enter your parent or guardian's first and last name in the correct box. Click *Submit* to assure the password is accepted.
- If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets.
- The password is now set.
- Return to <https://www.astate.edu> and click on myCampus and log in.

In order to access Banner Self Service Student and Blackboard Learn in the future, go to <https://www.astate.edu> and click on myCampus and log in. The student will then be able to click on the appropriate icons for each system at that point.

How to Log into Blackboard

- Log into **myCampus**.
- Click *Blackboard Learn for Students* under **Launchpad** to open the Blackboard Learn platform.
- This will take you directly to Blackboard.
- Use the navigation menu on the left-hand side of the page to explore the course components.
- Each course will be set up according to the instructor.

How to Set Up Duo Security

Initial Setup

- Download the Duo Mobile App to your phone.
- Click *Start Setup* in the box in the upper-left hand corner of the screen.
- Select the type of device being added and hit *Continue*.
- Enter your phone number.
- Check the box beside your phone number to verify and *Continue*.
- Select the type of phone you are using and hit *Continue*.
- Select *I have Duo Mobile Installed*.
- Open the Duo Mobile app on your phone and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen for the camera to see the bar code on your computer screen.
- Log out and then log back in to verify that Duo Mobile app has been set up correctly by sending a *Push* to your phone.

If you change phones and/or phone numbers, follow these steps to set up Duo again.

New Phone with the Same Number

- Download the Duo Mobile App on your new phone.
- Go to <https://www.astate.edu> and log in to *myCampus*.
- When prompted, have Duo call your phone number.
- Once you are logged in, look under the *Student* folder for *Duo Management* and click it.
- A new Duo window will open. Click on *Add a New Device* on the left hand side. You must have Duo call you again to continue.
- You will be prompted to add the type of device.
- You will be prompted to add your phone number and confirm it by clicking the box next to your number, then click *Continue*.
- Choose what kind of device you are adding.
- Click *I have Duo Mobile Installed*.
- Open Duo Mobile on your phone and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen for the camera to see the bar code on your computer screen.
- Once you see the green check mark, hit *Continue*.
- You are ready to log out and log back in and verify that Duo Mobile app has been set up correctly by sending a *Push* to your phone.

New Phone and New Number

- Download the Duo Mobile App.
- Have your Campus Wide ID number ready.
- Call the ITS Help Desk at (870) 972-3933.
- Tell them that you are a concurrent student and tell them the high school you attend.
- Follow their instructions.

How to Pay Your Bill

Students must use one of the following payment options:

1. **Pay Online**

Option 1: myBill

Pay with debit/credit card or electronic check. A small service fee will be applied to debit and credit card payments. To find the student's tuition bill, follow these steps:

- Log into **myCampus**.
- Click on *Banner Self Service Student* under the **Launchpad**.
- Click the *Student* tab located at the top of the page.
- Click *Student Records*.
- Click on *myBill* and again on *myBill* on the next page.
- Complete the online payment process.

Option 2: Set an Authorized User

Students can set up an authorized user:

- Log into **myCampus**.
- Click on *Banner Self Service Student*.
- Click the *Student* tab located at the top of the page.
- Click *Student Records*.
- Click on *myBill* and *myBill* again.
- Click on *Authorized User*.
- Fill out authorized user's email (**parent or guardian's email address**).
- Agree to at least the first statement.
- Click *Submit*.
- The authorized user will receive emails with instructions on how to proceed.

2. **Pay at Cashier's Window**

Check or cash; the office is located on the 2nd floor of the Student Union.

3. **Pay by Mail**

Payment can be made by mail using a check or money order made payable to "ASU Treasurer's Office." ***THE STUDENT'S NAME AND ASU ID MUST BE INCLUDED ON THE MEMO LINE*** so that it will be credited to their account.

Mail to:

Treasurer's Office
P.O. Box 2640
State University, AR 72467

Call the Student Accounts Office at (870) 972-2285 for assistance with payment issues.

4. **Online Payment Plan**

This is only available for Fall and Spring terms; \$40 fee required. This fee is *in addition to* any late fees already charged. This must be set up in myBill.

View Balance/Account Summary

- Log into **myCampus**.
- Click on *Banner Self Service Student* under the **Launchpad**.
- Click on *Student*.
- Click on *Student Records*.
- Click on *Account Summary by Term*.

How to Review Grades

- Log into **myCampus**.
- Click on *Banner Self Service Student* under the **Launchpad**.
- Click on *Student*.
- Click on *Student Records*.
- Click on *Mid Term Grades* or *Final Grades*.

How to Reset a Password

- Go to <https://www.astate.edu>.
- Click on “myCampus” at the top of the page.
- The log-in page will appear. Click on “Reset Password” below the login box.
- Review and accept the Acceptable Use Policy, click “I Accept” and then “Submit”.
- Enter the Campus Wide ID number and PIN, fill in this information and submit.***
- Click on the “here” button to receive an Authorization Code.
- Answer the required security questions. For assistance with security questions, please call the ITS Help Desk at (870) 972-3933.
- Copy the Authorization Code or write it down. Click “Go Back to PIN Retrieval”.
- Determine a new password using the following guidelines:
 - must contain a minimum of eight characters
 - must contain at least one number
 - cannot start with a number
 - must contain at least one uppercase letter
 - cannot include any symbols, i.e., (&#*@)
 - cannot include your name or user name
 - cannot match any previously used passwords
 Complete and verify the new password and click submit.
- The next page is a "Release of STUDENT INFORMATION Authorization Form". Please choose "I authorize" or "I DO NOT authorize" and enter the student’s parent or guardian's first and last name in the correct box. Click “Submit” to assure the password is accepted.
- If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets.
- The password is now reset.
- Return to <https://www.astate.edu> and click on myCampus and log in.

*** If you do not know Campus Wide ID and PIN, please refer to the Password Reset video located on the A-State CEP Facebook page for assistance in using a Social Security number and birthdate.


How to Review Security Questions

- Go to <https://www.astate.edu>.
- Click on *myCampus* at the top of the page.
- Log in using your A-State username and password.
- When the student campus portal opens, click on the *Student* folder located on the left-hand side of the page under **Launchpad**.
- Click on *Security Question Setup/Edit*.
- The security question set up page that was completed during the student account setup process will appear. Review answers and correct as needed.
- **NOTE:** Pay close attention to how answers are spelled, capitalized, and spaced. The answers must be exact or they will not work.
- Print a copy of this page and keep in a safe place **AT HOME**.
- A step-by-step video on resetting the password is available on the Astate Concurrent Enrollment Program Facebook page if needed. www.facebook.com/AStateConcurrent/


Other Information

Clear Cookies

Google Chrome:


1. At the top right click 
2. Click "Settings".
3. Scroll down and click "Advanced".
4. Continue scrolling until you see "Clear browsing data".
5. Click "Clear browsing data" and then "Clear Data".
6. Close browser and restart.

Internet Explorer:

1. At the top right click 
2. Click on "Safety".
3. Click "Delete browsing history".

4. Click on the "Cookies and website data" and "History".
5. Click "Delete".
6. Close browser and restart.

Mozilla FireFox:

1. At the top right click 
2. Select "Options".
3. Click "Privacy" on the left.
4. Then click "Remove individual cookies"
5. Click "Remove All".
6. Close browser and restart.