



## AY 2017-18 Concurrent Enrollment Program Student Handbook

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Greetings Concurrent Enrollment Students!

Congratulations on your eligibility for enrollment in the Concurrent Enrollment Program (CEP) offered in partnership between your high school and College of the Ouachitas. This program enables you to get a head start on your college career as you receive both general education college credit and high school credits for your concurrent course(s). I am pleased that your district has chosen to partner with College of the Ouachitas to deliver concurrent enrollment classes to its students. But more importantly, I am pleased that **YOU** are taking advantage of the tremendous opportunity available to you by enrolling in college classes while still in high school.

Not only will you earn high school and transferable college credits simultaneously, you will also gain early exposure to college-level work; possibly shorten the time required to attain a college degree; and hopefully reduce future college expenses. I anticipate that you will have a positive experience in your CEP classes.

The COTO CEP Student Handbook is designed to provide useful information for you and your parents/guardians. However, if at any time you need additional information, please don't hesitate to contact me. I look forward to meeting you in the upcoming year and wish you much success!

Sincerely,

Mrs. Tara Bratton  
Concurrent Enrollment Coordinator/Faculty  
Arts & Sciences Division  
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## Authorization:

Act 1097 of 1991 of the Arkansas General Assembly provides that students who are enrolled in an accredited high school and meet the admissions standards of College of the Ouachitas may concurrently enroll in academic courses. College of the Ouachitas enrolls qualified students through its Concurrent Enrollment Program (CEP) that allows eligible students to earn high school and college credit for the same course taught on the high school campus by credentialed high school faculty or COTO associate faculty. This CEP is governed by COTO policies and procedures established in accordance with its accrediting and governing bodies: the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools; the Arkansas Department of Higher Education (ADHE); the Arkansas Department of Education; and the National Alliance of Concurrent Enrollment Partnerships (NACEP). The participating high school in conjunction with the College will customize and jointly sign a Memorandum of Understanding (MOU) that defines and outlines the arrangements between the two institutions including, but not limited to, admission requirements, course requirements, courses offered and accepted for credit, student costs, billing and payment, and NACEP requirements especially in the areas of instructor credentials and professional development.

## Advantages:

The Concurrent Enrollment Program allows students to

- Earn high school and transferable college credits simultaneously
- Gain early exposure to college-level work
- Reduce the time to attain a college degree
- Offset future college expenses by getting reduced and/or free tuition hours while in high school

## Admission Requirements:

Admission and enrollment requirements reflect sanctioned standards for high school students enrolled in college-credit coursework.

- A participating CEP student (CEP student) must have successfully completed the eighth grade or higher as defined by your school's MOU; be currently enrolled in the participating accredited public or private secondary school; and be approved by the high school principal, counselor, or designee.
- A CEP student must complete the College's Application for Admission prior to their first semester with help from Student Affairs staff, the CE Coordinator, and/or the high school counselor.
- A CEP student is categorized in the College's student information system as a non-award seeking student and is not eligible for financial aid.
- As part of the admissions process, a CEP student must submit college-level placement scores through their high school. Enrollment in **any** general education course requires a placement score in Reading that meets the College's current minimum. Additionally, enrollment in Comp I and College Algebra also require placement scores in English/writing and mathematics that meet the College's current minimums.

**Current minimum ACT/COMPASS/ACCUPLACER:**

**19/83/78 in Reading**

**19/80/83 in English/writing**

**21/45/100 in mathematics**

- A CEP student may not enroll in remedial/developmental education courses.

- At the beginning of each semester, a CEP student will register at the high school campus with assistance from the Student Affairs staff or the CE Coordinator by completing the College's Concurrent Enrollment Registration Form that includes their signature and the signature of the high school counselor, principal, or designee.

In addition:

- High expectations are placed on CEP students. The high school and the college anticipate academic success and mature behavior.
- Although the class is on the high school campus, students are subject to COTO policies and procedures; therefore all students will receive a *CEP Student Handbook*. Students will be removed from the program if classroom and/or campus behavior deems it necessary.
- At the end of the fall semester, students who are not achieving a "C" or better in their course work may be removed from the program and placed in a study hall or elective course as determined by the faculty member, counselor, and/or high school principal.

## Accreditation Requirements:

To ensure COTO continues to meet the requirements of its governing and accrediting bodies, especially the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards, the following criteria must be met for the courses offered on your campus.

- CEP courses are college catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
- CEP courses are the same as the courses offered on campus.
- CEP students are held to the same standards of achievement, grading standards, and are assessed using the same methods as students in on campus sections.
- CEP instructors are approved, hired, trained, and supervised by COTO's CE Coordinator and discipline-specific faculty liaisons in regards to CEP classes. In general, faculty must have a master's degree with 18 graduate hours in the discipline taught.
- In the case that an approved CEP instructor requests extended leave after the semester begins, the high school principal or counselor must notify the CE Coordinator immediately. The school district and College will work together to find a qualified substitute in order to continue offering the course for CEP credit. Under the requirements of its governing and accrediting bodies, the College reserves the right to rescind CEP credit if a qualified substitute can't be found.
- CEP instructors must participate in orientation, discipline-specific training, and annual professional development activities sanctioned by the College. All CEP instructors will receive a *Concurrent Faculty Handbook*.
- CEP high schools will participate in site visits, annual end-of-course evaluations, and periodic surveys of instructors, principals, and guidance counselors.

## Course requirements:

CEP students are enrolled in the same courses and held to the same standards as on-campus college students. Students should expect more complex reading and/or writing assignments and possibly more homework. These rigorous, college-level courses are taught by faculty who meet criteria set by COTO in accordance with their governing and accrediting agencies.

The first week of class, faculty will provide students with a syllabus for each course. A syllabus is a general guide to the course which includes course outcomes, assignments, grading procedures, and other policies and expectations that govern the class.

High school counselors, Student Affairs staff, and the CE Coordinator will verify that a CEP student meets all course prerequisites as outlined in the College's current catalog. For example, students who do not successfully complete the first course in a sequence with a "C" or better (e.g. Comp I) are not eligible for enrollment in the subsequent course (e.g. Comp II).

## Grades:

- Once officially enrolled in an institution of higher education, students fall under the requirements of the Family Educational Rights and Privacy Act (FERPA) that denies access to a student's records without their written consent. All CEP students will be asked to provide this consent on the COTO Registration Form to allow course progress and grades to be released to the high school and parents/guardians.
- Mid-semester and final course grades must be submitted in accordance with COTO requirements and academic calendar.
- Grades earned in CEP classes will be posted to a students' COTO transcript. The transcript is an official, permanent record listing all COTO coursework, grades, and grade-point averages (GPA). To have this coursework transferred to another institution, follow the transcript request procedure on the web site ([coto.edu](http://coto.edu).) or contact COTO's Assistant Registrar (see Appendix B).
- Most colleges and universities do not transfer in a student's GPA from another institution of higher education. Transferred courses are generally recorded with a grade of "credit" rather than the grade earned on the accepting institution's transcript; therefore, they do not become a part of the GPA. However, there are a few colleges that do transfer in actual grades and, therefore, the GPA. Students should check with their chosen institution to determine the method utilized.

## Changing/dropping classes:

- Students wishing to change and/or drop a program class will begin the procedure with the high school counselor who will contact the Concurrent Enrollment Coordinator. The deadline for a schedule change (generally the second day of the semester) and for "dropping" a class (generally the 11<sup>th</sup> week of classes) are noted in the semester calendar included within this document, published in the Catalog, and posted on the website.
- Students who drop a class by the specified date will receive a grade of "W" designating a withdrawal on their COTO transcript. Although the "W" will appear on the COTO transcript, it does not affect the college grade-point average (GPA).
- Students who do not initiate a drop/withdrawal by the published deadlines will receive the grade earned in the class(es) which may be a failing grade of "F".
- A student who drops the course will not receive credit for the course and may be required to repay the district for any costs incurred for that course.

## Course offerings:

Participating school districts will select from courses that are included within the Arkansas Course Transfer System (ACTS) which guarantees transfer of applicable general education credits as well as selected business courses to public colleges and universities in Arkansas.

(For a link to the Arkansas Department of Higher Education database that allows the comparison of individual course transfers between institutions, visit <http://acts.adhe.edu/studenttransfer.aspx>)

<b>College of the Ouachitas Arts &amp; Sciences Division/CEP Courses* AY2016-2017</b>				
<b>Course Number</b>	<b>COTO Course Name</b>	<b>COTO Credit Hours</b>	<b>ACTS Equivalent</b>	<b>Prerequisite<sup>^</sup></b>
BIOL1124	Introduction to Biology	4	BIOL1004	
BIOL2123	Environmental Science**	3	None	
COMM2113	Oral Communication	3	SPCH1003	
DATA1123	Fund. of Information Technology	3	CPSI1003	
ECON2113	Principles of Macroeconomics	3	ECON2103	
ECON2213	Principles of Microeconomics	3	ECON2203	
ENGL1113	Composition I	3	ENGL1013	
ENGL1213	Composition II	3	ENGL1023	Comp I
ENGL2213	World Literature I	3	ENGL2113	Comp II
ENGL2223	World Literature II	3	ENGL2123	Comp II
GEOG1113	Geography	3	GEOG1103	
GOVT2113	American National Government	3	PLSC2003	
HIST1113	Civilization through 16 <sup>th</sup> Century	3	HIST1213	
HIST1123	Civilization since 16 <sup>th</sup> Century	3	HIST1223	
HIST2113	US History through 1865	3	HIST2113	
HIST2123	US History since 1865	3	HIST2123	
HUMN2113	Humanities: Art	3	ARTA1003	
HUMN2123	Humanities: Music	3	MUSC1003	
HUMN2133	Humanities: Theater	3	DRAM1003	
MATH1143	College Algebra	3	MATH1103	
MATH1163	Quantitative Literacy	3	MATH1113	
MATH2153	Plane Trigonometry	3	MATH1203	College Algebra
PHIL2113	Introduction to Philosophy	3	PHIL1103	
PHYC1134	Introduction to Physical Science	4	PHSC2034	Math Placement Score
PSYC1113	General Psychology	3	PSYC1103	
SOCI1113	Introduction to Sociology	3	SOCI1013	
ACTG1113	Principles of Accounting I <sup>^^</sup>	3	ACCT2003	
ACTG1203	Principles of Accounting II <sup>^^</sup>	3	ACCT2013	Acct I
BOIS2203	Legal Environment <sup>^^</sup>	3	BLAW2003	
BOIS2303	Business Communications <sup>^^</sup>	3	BUSI2013	Comp I & FIT

\*Course offerings are dependent on the current MOU, enrollment requirements, and instructor credentials and availability. See additional attachment for a complete list of course descriptions.

\*\*Not a lab science class

<sup>^</sup> Students who do not complete the prerequisite (first course(s) in a sequence) with a “C” or better are not eligible for enrollment in the subsequent course.

<sup>^^</sup>Note – Although a part of ACTS, accounting and business courses are not general education core courses.

## Equivalent COTO/high school courses:

Courses taken at COTO will be equivalent to one unit of high school credit in the same subject area as an elective unless otherwise noted or approved by the high school principal before enrolling in the concurrent course. In most cases, credit earned at COTO will be counted toward graduation. Students should think carefully before choosing college classes to replace high school courses that are required for graduation, as failure to pass those classes may result in not having the required credits to graduate.

Students are not required to pass an exam (e.g. AP classes and exams) to receive the college credit. Generally, CEP classes do not receive weighted credit on the high school GPA.

## Credit transfer to other colleges and universities:

Credits earned through CEP are included within the Arkansas Course Transfer System (ACTS) that guarantees transfer of applicable general education credits to public colleges and universities in Arkansas. For a link to the Arkansas Department of Higher Education database that allows the comparison of individual course transfers between institutions, visit <http://acts.adhe.com>. Transfer is generally only guaranteed when a student successfully completes a course with an "A," "B," or "C." Additionally, some courses may not be accepted within a particular major.

Private and out-of-state higher education institutions are not a part of ACTS. Each determines whether or not they will accept courses for transfer, although the general education credits within the CEP are widely accepted. It is the responsibility of the student to determine if their credits will be accepted by the college or university they plan to enter upon high school graduation.

College credits earned in high school generally do not impact a student's eligibility for freshman scholarships. However, students should contact their preferred transfer institution for their policy.

## Student Rights and Responsibilities:

Students are expected to conduct themselves as responsible individuals while attending college classes. The College gives the CEP faculty and/or school administrators the right to take disciplinary action which may include verbal reprimand, restriction of privileges, suspension, or dismissal from the CEP. Students have the right of due process.

Each semester in each course, concurrent students will complete the anonymous Student Assessment of Faculty/Course. After final grades have been posted, results will be forwarded to the faculty for self-assessment.

## Academic Integrity and the College Classroom:

Concurrent enrollment courses are to be college-level, and students along with faculty accept responsibility for maintaining academic integrity and a collegiate environment. As outlined in College Operation Policy 5.50, "Any student who engages in classroom disruption, cheating, plagiarism, or test tampering will be subject to disciplinary action . . ." Any violation may result in lowered assignment scores, a failing grade in the class, suspension, dismissal, or a

combination of these sanctions. Each instructor determines the penalty for students who perform a dishonest act pertaining to their class work or who disrupts the educational process.

## Due Process/Student Appeal:

Students have the right to due process in order to appeal an academic or discipline decision. A student desiring to have an academic or discipline decision reviewed must contact the Vice President of Student Affairs (see Appendix B) who will furnish the student with the Student Grievance Procedure.

## Library and other campus services:

Concurrent students are always welcome to the COTO campus to use the facilities and support services available to on campus students. The COTO Library/Learning Resource Center is located on campus in Building A and is available online at <http://library.coto.edu> or at [www.coto.edu](http://www.coto.edu) at the Quicklink "Library." Students are encouraged to utilize the many resources that include computers with Internet access, online catalog, and research databases with off-campus access, professional journals, eBooks, books, encyclopedias, magazines, DVDs, and maps/posters.

## Services for Students with Disabilities:

The purpose of the Americans with Disabilities Act (ADA) is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in the private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications services. It is the policy of the College to accommodate students with disabilities, pursuant to federal and state laws.

**However, there is a difference between accommodations required at the high school level as opposed to those required at the college-level. Please contact your CEP instructor and your high school counselor if you are requesting accommodations so the appropriate paperwork can be completed at the College.**

## Sexual Harassment Policy:

It is the policy of the College to prohibit sexual harassment of all students, faculty, and staff. Incidents of sexual harassment seriously affect the working and learning environment. Please report any incident believed to be sexual harassment as soon as possible to the Vice President of Student Affairs.

## Family Education Rights and Privacy Act:

The Family Education Rights and Privacy Act, known as FERPA, is a federal law that protects a student's education records, such as personal information, grades, enrollment records, and class schedules. Students have specific rights regarding the release of these records and FERPA requires that institutions adhere strictly to these guidelines. Parents of college students do not have a right to access their children's college records without the written consent of the students. **However, the College's concurrent students sign their consent on the COTO Concurrent Enrollment Registration Form.** The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605



The College designates the following items as directory information: student name, address, major, participation in officially recognized activities, dates of enrollment, certificates and/or degrees received, attendance status, and most previous school attended, or other similar information. The College may disclose any of these items without prior written consent, unless notified in writing to the contrary prior to disclosure.

## Cost:

**You will be notified of your costs when you register for your course(s) in accordance with the high school's current MOU with the College.**

\_\_\_\_\_ Bill the high school \_\_\_\_\_ Bill the student

- Either the partnering school district or the CEP student is responsible for all financial obligations to the College which may include tuition, fees, textbooks, and other required course materials.
- The COTO Business Office is responsible for billing the student and/or the high school in accordance with the high school's current MOU with the College. Payment is due upon receipt.
- If the school district is providing the instructor for the concurrent class, the cost is a \$10 assessment fee per student per semester regardless of the number of classes. The student tuition and other fees are covered by COTO through a Partnership Scholarship.
- If COTO is providing the instructor, the total cost is \$289 for a three-credit hour class. (student tuition of \$93 per credit hour and the \$10 assessment fee) All other fees are covered by COTO through a Partnership Scholarship.
- The College Board of Trustees reserves the right to adjust tuition and fees annually.

## Textbooks:

\_\_\_\_\_ Students are required to buy their own books and any additional course materials. New and used books may be purchased on campus or online through the COTO Bookstore as well as through outside retailers. Students should acquire the International Standard Book Number (ISBN) of their required text(s) to ensure the purchase of the correct book(s) from these other retailers. The ISBN number is available online through the COTO homepage [www.coto.edu](http://www.coto.edu) via the "Online Bookstore" quick link. Please see the CEP course list that includes new textbook price estimates from the COTO bookstore.

\_\_\_\_\_ The school district will furnish the textbooks for our students. However, students are responsible for any additional course materials.

# APPENDIX A – COTO Academic Calendar

## AY 2017-2018

### **FALL 2017**

Classes Begin .....	August 21
Last Day to Adjust Schedule by 6:00 p.m.....	August 22
Labor Day Holiday (Campus Closed) .....	September 4
Mid Semester .....	October 13
<b>Mid Semester Grades Due.....</b>	<b>October 18</b>
<b>Last Day to Withdraw with a "W" .....</b>	<b>November 3</b>
Priority Registration Spring 2018 (Current Students Only) .	November 13 – November 17
Thanksgiving Holiday (No Classes) .....	November 20 – 24
Campus Closed.....	November 22 –24
Final Exams .....	December 11 – 15
<b>Final Grades Due.....</b>	<b>December 17</b>

### **SPRING 2018**

Martin Luther King Jr. Holiday (No Classes) .....	January 15
Classes Begin .....	January 16
Last Day to Adjust Schedule by 6:00 p.m.....	January 17
Mid Semester .....	March 9
<b>Mid Semester Grades Due.....</b>	<b>March 14</b>
Spring Break (No Classes).....	March 19 – 23
Campus Closed.....	March 22 – 23
<b>Last Day to Withdraw with a "W" .....</b>	<b>April 6</b>
Priority Registration Summer & Fall 2018 (Current Students Only).....	April 16 – April 20
Final Exams .....	May 7 - 11
<b>Final Grades Due.....</b>	<b>May 13</b>

## APPENDIX B - Contact Information

College of the Ouachitas  
One College Circle  
Malvern, AR 72104  
501-337-5000 or 800-337-0266  
FAX 501-337-9382  
www.coto.edu

Mrs. Tara Bratton  
Concurrent Enrollment Coordinator/Faculty  
Arts & Sciences Division  
501-332-0311  
tbratton@coto.edu

Paulette Overton  
Student Affairs Advisor/Counselor  
501-332-0287  
poverton@coto.edu

Mrs. Tricia Baar, Dean of Learning  
501-332-0238  
tbaar@coto.edu

Mr. Pat Simms, Vice President of Instruction  
501-332-0245  
pats@coto.edu

Dr. Kim Armstrong, Vice President of Student Affairs  
501-332-0231  
karmstrong@coto.edu

Amy Carter, Assistant Registrar  
501-332-0289  
acarter@coto.edu

Rebecca Kidder, Interim-Librarian  
501-332-0209  
rkidder@coto.edu



**CE Student/College of the Ouachitas  
Concurrent Enrollment Program (CEP)  
2017-2018 Academic Year**

My signature below indicates acceptance of the requirements and conditions set forth in the College of the Ouachitas Concurrent Enrollment Program (CEP) Student Handbook and District MOU for the 2017-2018 academic year.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date