Arkansas State University-Beebe

Concurrent Enrollment Instructor Handbook

2016/17
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Welcome to Arkansas State University-Beebe!

The ASU-Beebe Concurrent Enrollment Program (CEP) is a partnership program between ASU-Beebe and your school district. Through this program you have the opportunity to help prepare students for the academic challenges of college by enrolling in ASU-Beebe courses before they begin their full-time college studies.

This Concurrent Enrollment Handbook contains important information concerning the course(s) you are teaching. As an official faculty member of ASU-Beebe, you need to become familiar with this important information and reference it during your time as instructor. If you have any questions that are not answered in this handbook, please do not hesitate to contact us.

I wish you the best of luck with your course(s) this year and in the years to come.

Kristine A. Penix, MPA
Director of Concurrent Enrollment & Articulated Credit
Transforming for the Future

In January 2016, Dr. Karla Fisher was named Chancellor of ASU-Beebe and has invigorated the University to continue its tradition as a leader in Arkansas higher education. As the University further develops its role in 21st century education, many transformative changes have either occurred or are on the horizon. The faculty and staff of ASU-Beebe are excited to be a part of this change and are excited to have the concurrent faculty and students as an important part of the University’s future.

In 2014, the Arkansas Department of Higher Education began requiring concurrent enrollment program accreditation through the National Alliance for Concurrent Enrollment Partnerships (NACEP). The organization works with universities to ensure the integrity of concurrent education.

In 2016, the University began the process of acclimating to changes in the way NACEP accredits the Concurrent Enrollment Program. Among these changes, faculty interaction and professional development have become key factors. Collaboration between concurrent faculty and liaisons will be enhanced, and online development opportunities will be created.

It is an exciting future, and together, the University and the concurrent community will transform into a 21st century model of academic excellence.
About ASU-Beebe

Mission, Vision, Core Values, & Components

MISSION

Transforming lives through quality learning experiences

VISION

With 10,000 credit and 5,000 non-credit students, Arkansas State University-Beebe will become a comprehensive university of choice that enriches lives and equips students to become life-long learners capable of achieving excellence within an ever-changing global society.

CORE VALUES

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of integrity, diversity and global awareness, access, and excellence.

Integrity

We value integrity by having honesty and truthfulness in the consistency of our actions, methods, and principles.

Diversity and Global Awareness

We value diversity and global awareness by assisting our students and employees to increase their exposure to and understanding of our diverse local, state, and global societies and their impact on cultural and economic well-being.

Excellence

We value continuous improvement and strive for excellence by accomplishing our tasks with distinction.

Access

We value access to educational opportunities by providing multiple locations and diverse programs and delivery methods.

Student Centered

We value a student-centered culture by focusing on the needs, abilities, interests and education of our students as our highest priority.
MISSION COMPONENTS

1. Offer a core curriculum of courses in which students will acquire the basic foundation of learning.

2. Offer associate degrees which will prepare students for transfer into baccalaureate programs.

3. Offer associate degrees and certificates that enable students to enter the workforce.

4. Provide adult and developmental education programs for underprepared students.

5. Provide economic and workforce development activities to support the needs of business and industry.

6. Provide non-credit opportunities to enhance the cultural and educational well-being of our constituents.

7. Provide meaningful opportunities for students to enhance their learning capabilities outside of the classroom.

8. Partner with programs such as Regional Career Centers to provide additional learning opportunities.

9. Provide assistance to students through academic support, student services, and institutional support.

10. Make baccalaureate degrees available through traditional methods and innovative technology.
General Education Outcomes

The ASU-Beebe faculty has developed a set of general education outcomes. These general education outcomes clarify into measurable terms the knowledge, skills, and attitudes that students will achieve through the successful pursuit of an associate degree. Specific learning objectives developed for each course link directly to the general education outcomes. Course level assessment is designed to ensure that, as an educational institution, we are continually improving student success in obtaining the general education outcomes, as well as knowledge, skills and attitudes specific to the chosen vocation. Following is the ASU-Beebe General Education Outcomes:

Communication

Students achieve general education competency in communication when they:

- Read for comprehension so they can restate, paraphrase, deduce, and summarize written information.
- Write clearly, concisely, and accurately, and revise with logical organization utilizing technological resources.
- Speak clearly, concisely, accurately, logically, persuasively, and enthusiastically.
- Listen for comprehension so they can restate, explain, infer, and interpret information.

Critical Thinking (all courses)

Students achieve general education competency in critical thinking when they:

- Identify or define a problem or task.
- Research a subject by identifying and evaluating information utilizing traditional and technological resources.
- Select appropriate methodology including technology to gather data appropriate to the problem or task.
- Appraise, critique, judge, validate, and verify information.
- Solve problems by recommending, generalizing, modifying, reconstructing, and summarizing.

Mathematical Concepts and Application

Students achieve general education competency in mathematical concepts and applications when they:

- Read, interpret, quantify, model and graph data using traditional and technological formats.
- Write, explain, and interpret the underlying mathematics of a given mathematical situation.
- Solve a variety of mathematical problems using both traditional and technological techniques, formulas, and models.
- Use fundamental processes in new and varied situations.
Scientific Inquiry and Methodology

Students achieve general education competency in scientific inquiry and methodology when they:

- Understand and use scientific methodologies to draw appropriate conclusions.
- Interpret and evaluate scientific data presented in various formats.
- Analyze and compare alternative hypotheses or viewpoints.
- Apply scientific reasoning and processes in new and varied contexts, utilizing technology and including real-world situations.
- Demonstrate knowledge of scientific concepts as related to measurement, systems, organizations, and models.

Society and Self

Students achieve general education competency in society and self when they:

- Demonstrate an awareness and appreciation for cultural diversity.
- Analyze and contrast letters, arts, philosophies and politics of historical periods.
- Demonstrate knowledge of peoples and places throughout the globe.
- Demonstrate knowledge of self in the context of society.
- Demonstrate knowledge of personal needs for health, fitness, and safety.
- Exemplify integrity, ethical behavior, and social responsibility in academic, vocational, and personal pursuits.
Accreditation

Arkansas State University-Beebe

The Higher Learning Commission

A commission of the:
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
(800) 621-7440 or (312) 263-0456
http://www.ncahlc.org/

Concurrent Enrollment Program

National Alliance for Concurrent Enrollment Partnerships

P.O. Box 578
Chapel Hill, North Carolina 27514
(919) 593-5205
http://www.nacep.org/
Contacts

**Concurrent Enrollment**

**Concurrent Enrollment & Articulated Credit**

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mameador@asub.edu

**Mathematics & Science—Math**

**Judy Kirk**

Phone: (501) 882-8996  
jhkirk@asub.edu

**Mathematics & Science—Chemistry**

**Dr. Tuwanda Simmons**

Phone: (501) 882-8871  
tsimmons@asub.edu
UNIVERSITY CALENDAR, 2016-2017

The University is closed on the following recognized holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving break, and Christmas break. Dates are subject to change. Please see current class schedule for any calendar revisions. The Little Rock Air Force Base Center of ASU-Beebe offers classes on an alternative schedule, including 8-, 10-, and 16-week classes. The calendar may be viewed on the website at www.asub.edu. Additionally, online courses are offered during the traditional fall and spring semesters as well as in summer terms and in an 8-week format throughout the year. The 8-week courses run on the following schedule: Term I – August to October; Term II - October to December; Term III - January to March; Term IV - March to May; Term V - May to July.

2016 FALL

August 21 ................................................................. Fall tuition and fee payment due
August 22 ........................................................................ Day and Night classes begin
August 22-26 ............................................................... Change of schedule permitted
August 27 ................................................................. Saturday classes begin
August 26 ............................................................... Last day to register or add courses
September 5 ............................................................ Labor Day Holiday
September 6 .......................................................... Census Date
October 15 ......................................................... Graduation application deadline
October 17-21 ............................................................. Mid-semester grade report period
October 21 ............................................................... Last day to audit a course
October 24 ............................................................. Spring registration begins
November 16 ........................................................ Last day to withdraw from a class or the semester
November 21-26 ....................................................... Thanksgiving Break
December 8-13 .......................................................... Final Exams
December 9 ............................................................... Fall Commencement
December 15 ........................................................ Grade reports due

2016 Eight Week Term I

March 15 .......................................................... Returning student registration begins
August 22 ........................................................ Classes begin
August 23 ........................................................ Last day to register or add courses
September 12-16 .................................................. Mid-semester grade report period
September 16 ........................................................ Last day to audit a course
September 30 .................................................. Last day to withdraw from a class or the semester
October 14 ............................................................... Final Exams
October 13-14 ........................................................ Online Proctored Final Exams
October 18 ........................................................ Grade Reports Due
2016 Eight Week Term II

March 15 ........................................... Returning student registration begins
October 17 ........................................... Classes begin
October 18 ........................................... Last day to register or add courses
November 7-11 .................................... Mid-semester grade report period
November 11 .......................................... Last day to audit a course
November 29 ....................................... Last day to withdraw from a class or the semester
December 13 ...................................... Online Proctored Final Exams
December 15 ......................................... Grade Reports Due

2017 SPRING

October 24 ........................................... Returning student registration begins
January 16 ........................................... Dr. Martin Luther King, Jr. birthday observed
January 16 ........................................... Spring tuition and fee payment due
January 17 ........................................... Day and Night classes begin
January 17-23 ...................................... Change of schedule permitted
January 21 ........................................... Saturday classes begin
January 23 ........................................... Last day to register or add courses
January 31 ........................................... Census Date
March 13-17 ........................................... Mid-semester grade report period
March 13 ........................................... Fall and Summer registration begins
March 15 ........................................... Graduation application deadline
March 17 ........................................... Last day to audit a course
March 20-25 ........................................ Spring Break
April 19 ............................................. Last day to withdraw from a class or the semester
May 4-9 ................................................ Final Exams
May 4 ................................................. Spring Certificate Commencement
May 5 .................................................. Spring Degree Commencement
May 11 ................................................... Grade reports due

2017 Eight Week Term III

October 24 ........................................... Returning student registration begins
January 17 ........................................... Classes begin
January 18 ........................................... Last day to register or add courses
February 13-17 .................................... Mid-semester grade report period
February 17 ........................................... Last day to audit a course
February 27 ....................................... Last day to withdraw from a class or the semester
March 13 ........................................... Final Exams
March 10, 13 ........................................ Online Proctored Final Exams
March 15 ........................................... Grade Reports Due
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<td>March 16</td>
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<td>May 9</td>
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<td>May 8-9</td>
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<td>May 30</td>
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<td>May 31</td>
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<td>June 16</td>
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<td>June 26</td>
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<td>June 30</td>
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<tr>
<td>July 11</td>
<td>Last day to withdraw from a class or the semester</td>
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<td>July 25</td>
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2017 Ten Week Term

March 13 .................................................. Fall and Summer registration begins
May 29 ........................................................ Ten week tuition and fee payment due
May 30 .......................................................... Classes begin
May 31 .......................................................... Last day to register or add courses
July 3-7 ............................................................ Mid-semester grade report period
July 4 ............................................................. Independence Day Holiday
July 7 ............................................................. Last day to audit a course
July 28 ..................................................... Last day to withdraw from a course or the semester
August 8 .......................................................... Final Exams
August 10 .......................................................... Grade Reports Due

2017 SECOND SUMMER TERM

March 13 .................................................. Fall and Summer registration begins
July 5 .......................................................... Second Summer tuition and fee payment due
July 5 .......................................................... Classes begin
July 6 .......................................................... Last day to register or add courses
July 17-21 ....................................................... Mid-semester grade report period
July 21 .......................................................... Last day to audit a course
August 1 .......................................................... Last day to withdraw from a class or the semester
August 8 .......................................................... Final Exams
August 7-8 .......................................................... Online Proctored Final Exams
August 10 .......................................................... Grade Reports Due
About Concurrent Enrollment

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of Arkansas State University-Beebe to concurrently enroll for academic courses.

The ASU-Beebe Concurrent Enrollment Program is a joint effort between ASU-Beebe and area high schools. Upon approval of the students’ high school and ASU-Beebe, a student may take college classes on their high school campus and/or on ASU-Beebe’s campuses and receive both high school and college credits.

ASU-Beebe is a proud accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (http://acts.adhe.edu).

The University has listed the equivalent ACTS course index number in the ASU-Beebe course description. For example, ACCT 2003 Principles of Accounting I will have ACTS Course Index: ACCT 2003 listed.

Most institutions require a C or better for transfer.
Faculty Qualifications

Joining the Program

1. Determine what course(s) will be taught jointly between the high school and ASU-Beebe.

2. Check the faculty member’s qualifications with the requirements set by the college. (Master’s degree with 18 graduate hours in the subject area.) ASU-Beebe requires a resume and an official copy of the faculty transcripts plus an interview with the division chair.

3. After the ASU-Beebe Division Chair approves the course and faculty, a Memorandum of Understanding must be in place between the high school and ASU-Beebe.

4. Each school should have a coordinator that facilitates the process between the school and the college. Most high schools elect to have a counselor fill this responsibility.

5. Make sure the faculty has the correct text and matching syllabus as approved by the ASU-Beebe Division Chair.

6. Prerequisites and other course requirements found in the ASU-Beebe catalog should be checked prior to enrollment.

7. Make sure all students have sufficient GPA and ACT or equivalent exam scores prior to enrollment.

8. Teachers and/or counselors may make concurrent course recommendations.

9. Students sign up for courses on the high school registration day at their campus or submit their paperwork to the Concurrent Enrollment Office. Students can only sign up for the courses that have been pre-approved by the counselor.

10. Set registration date with ASU-Beebe. The ASU-Beebe representative needs to be aware of the number of students that will be enrolling.

11. The ASU-Beebe representative will make sure that all ASU-Beebe registration forms are sent to the high school for distribution to the students in Concurrent courses. An course list listing the course, section, and line numbers and any other information that may be required will be sent along with the forms.

12. The forms will need to be handed out to the students prior to the registration date, due to the fact that they require parental signatures.

13. The day of ASU-Beebe’s registration, the ASU-Beebe representative will check each form to verify that all information is filled in correctly and signed. The ASU-Beebe representative will then receive payment from the student (if applicable) for tuition and books, if the students are purchasing books. (Some high schools elect to purchase the books themselves.)

14. There will be a roster ran by ASU-Beebe of students from the high school that are in concurrent class(es). Roster certification for instructors is done at the beginning of each semester. A principal roster certification is done after a semester census date.
This process is completed twice a year: once for the fall semester and again for the spring semester.

Some high schools elect to have an orientation meeting for students and parents with ASU-Beebe officials to help parents to understand the connection between the two schools. If a concurrent instructor would like to have such a meeting, please contact the ASU-Beebe Concurrent Enrollment Office at (501) 882-8832.

Faculty Qualifications

ASU-Beebe’s concurrent enrollment courses are catalogued courses that have been approved through the regular course approval process of the designations, number, title, and credits, and they adhere to the same course description.

All faculty in the concurrent program must meet the same minimum qualifications as the University’s regular faculty. A master’s degree with a minimum of 18 graduate hours in the subject area is required.

Faculty interested in teaching a concurrent class must comply with the following requirements:

- Talk with their high school principal/superintendent and get the course approved
- Submit a resume to the ASU-Beebe Concurrent Enrollment Office
- Faculty teaching the ASU-Beebe Concurrent Enrollment Courses must meet the academic requirements for faculty teaching in post secondary institutions as stipulated by ASU-Beebe’s respective academic divisions.
- ASU-Beebe will provide high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and administrative requirements before certifying the instructors to teach the University’s courses. All concurrent instructors are required to participate.
- Faculty teaching for ASU-Beebe’s Concurrent Enrollment Program are a part of a continuing collegial interaction through required annual professional development, seminars, site visits, and ongoing communication with ASU-Beebe’s faculty and Concurrent Enrollment Program personnel. This interaction will address issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study. Concurrent instructor participation in the professional development is required by NACEP.

Upon approval, official transcripts must be sent to:

Kristine Penix
Director of Concurrent Enrollment & Articulated Credit
ASU-Beebe
P.O. Box 1000
Beebe, AR 72012
Teaching Requirements

As required by the Arkansas Higher Education Coordinating Board, faculty of ASU-Beebe concurrent enrollment courses must hold concurrent students to the same standards of achievement as those expected of students on-campus. Every section of a course offered through ASU-Beebe’s Concurrent Enrollment Program will be annually reviewed by faculty from that discipline to assure that grading standards meet or exceed those on-campus sections. ASU-Beebe concurrent students will be assessed using the same methods as their on-campus counterparts. ASU-Beebe Concurrent Enrollment faculty are required to adopt the same learning outcomes as those developed for the course on campus. ASU-Beebe concurrent enrollment faculty are required to use the same or comparable syllabus and the same textbook as approved by the University. However, an equivalent textbook may be used under the following conditions:

- The textbook has been recently used for the course,
- The textbook is aligned with the course learning outcomes, and
- The textbook has been approved by the college or university.

Evaluations

Since a teacher evaluation is a regular part of the faculty evaluation process at ASU-Beebe, these evaluations will be used for concurrent faculty and course requirements. Each faculty member will be provided with guidelines in this evaluation process by a representative of ASU-Beebe. There is an end-of-term student course evaluation for each CEP course section offered. The faculty member will need to make sure to allow for these surveys to be completed by their students. There is a faculty survey that must be completed by concurrent enrollment instructors at least every three years.

*Failure of a CEP faculty member to participate in these ongoing activities or adhering to the ASU-Beebe CEP faculty standards could result in a faculty member being dismissed from teaching CEP endorsed courses.*
Student Qualifications

Full-time Entering Freshmen

Concurrent students who wish to enter ASU-Beebe will need to complete an online application located at www.asub.edu/sitewide/application2. This application is different from the one completed earlier for Concurrent Enrollment. Students will need an official high school transcript, immunization records, and any other transcript work sent to:

<table>
<thead>
<tr>
<th>Office of Admissions</th>
<th>Office of Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU-Beebe</td>
<td>ASU-Heber Springs</td>
</tr>
<tr>
<td>PO Box 1000</td>
<td>101 River Crest Drive</td>
</tr>
<tr>
<td>Beebe, AR 72012</td>
<td>Heber Springs, AR 72543</td>
</tr>
<tr>
<td>Phone: (501) 882-8860</td>
<td>Phone: (501) 362-1100</td>
</tr>
</tbody>
</table>

Information on New Student Orientation, registration for classes, and housing information will be sent upon completion of your application for admission.

ACT/Accuplacer Scores

Students must provide standardized test scores (ACT or Accuplacer), indicating that they meet the minimum placement test scores established for the course or program in which they wish to enroll.

High school students must have scored 19 or better on the ACT Reading sub-test (78 or better on Accuplacer) to enroll in ANY general education concurrent enrollment course. Students must score at least a 19 on the ACT in English AND Reading to enroll in Freshman English I (78 in Reading and 83 in Sentence Skills on the Accuplacer—the lower of the two scores determines placement).

A Writeplacer exam is an alternate way to place into Freshman English I. It is not used as placement between Pre-College Literacy or College Literacy, only Freshman English I. Students must score at least a 19 on the ACT in Math and a 19 in Reading to enroll in College Algebra (42 or better on Accuplacer).

All campuses administer the Accuplacer exam. Testing information is available by contacting a campus or the Office of Concurrent Enrollment or by visiting the University's Student Success Center Testing Services web page: http://www.asub.edu/academics/student-support/student-success-center/ssc-testing-services.

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT Sub-test</th>
<th>ACT</th>
<th>ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>Reading</td>
<td>≥19</td>
<td>≥78</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>English</td>
<td>≥19</td>
<td>≥83</td>
</tr>
<tr>
<td>College Algebra</td>
<td>Math</td>
<td>≥19 (21 on-campus)</td>
<td>≥42</td>
</tr>
</tbody>
</table>
Remedial/Developmental Courses

A student enrolled in grade 12 only at a public secondary school who possesses at least an ACT sub-score of 17 in English, reading or mathematics (or an equivalent measure) may enroll in remedial/developmental education courses in English, reading and mathematics on an Arkansas State University-Beebe campus during a regular fall or spring semester.

The successful completion of remedial/developmental education courses in English, reading and mathematics at one college or university does not guarantee college course placement at another college or university. The student is responsible for checking the placement requirements for the college/university of their choice.

Public school students in grade 12 only who are enrolled in remedial/developmental education courses will not be counted for public higher education funding purposes; therefore, remedial education cost will be at the current on-campus rate.

Required GPA

The student must submit a Concurrent Enrollment and Policy Form, showing they are a student in good standing at their high school and have a cumulative grade point average of at least 2.5 on a 4.0 scale along with ACT or Accuplacer scores.

The student’s counselor, designee, or principal must sign on the Concurrent Enrollment and Policy Form for these items. Even if the student is 18 years of age, the parent or legal guardian must sign the form.

Home schooled students will need to provide the Concurrent Enrollment and Policy Form, along with a transcript showing the GPA plus an ACT or Accuplacer score sheet. The Concurrent Enrollment and Policy Form requires the signature of a parent or guardian, the student and a high school designee.

Tuition & Fees

Students are responsible for paying tuition and fees for course(s), plus purchase textbook(s), unless supplied by the high school. When taking the classes at a high school campus during regular school hours, the Endorsed Concurrent course tuition is at a reduced rate; the difference between this and the regular tuition rate will be considered an academic scholarship and students will receive a federal tax form 1098T at the end of the year, reflecting the scholarship. Refer to the Academic Calendar for important dates and deadlines.

If students do not pay by the concurrent designated deadline, they will be dropped for non-payment. A letter of notification will be sent. For information on your school’s payment deadline, contact the Office of Concurrent Enrollment at 501-882-8809.
Accounts Receivable Policy

As students register for classes, an accounts receivable record is created. The student can pay at that time or anytime up through the required payment date for each term to avoid withdrawal from classes. The methods of payment are:

1. Payment in full through Campus Connect
2. Payment in full by phoning in a credit or debit card payment to the Business Office (Contact Melissa Ahearn at 501-882-8825 or mdahearn@asub.edu)
3. Payment in full by mail
4. Payment in full at the cashier window
5. Partial payments by setting up an Automatic Payment Plan
Resources

Abington Library

Abington Library is located on the ASU-Beebe campus. The mission of Abington Library is to provide a center of academic support for the ASU-Beebe campuses and the communities they serve. The mission is accomplished through the following:

- Acquiring print and electronic scholarly resources which support the curriculum
- Providing access to scholarly resources housed within the library, in addition to using technology to provide access to electronic resources from off campus
- Assisting and instructing library users in the research process
- Providing space and computer access for study, research, and the exchange of information

Abington Library provides access to approximately 60 online research databases, which are accessible from off campus by logging in with the ASU-Beebe ID number and the six-digit birth date. The collection is searchable through the library’s online catalog and contains approximately 113,000 titles, included in that total are approximately 38,000 electronic books, 4,000 audio/visual items, and 185 current periodical subscriptions. Services include interlibrary loan, and general and specialized library instruction for classes and/or individuals. Reference service is available on site, by phone at (501) 882-8959, or by email at refquest@asub.edu. Group and individual study rooms are available for private study. Computers are available for use with printing at no charge. Special resources housed within the library include materials in the Arkansas and Special Collections Room and the George Fisher Gallery. Library materials are also available on the ASU-Heber Springs campus via the ASU-Heber Springs Learning Center.

The library’s website address is http://www.asub.edu/academics/student-support/abington-library.

The Learning Center

The Learning Center staff includes five full-time professionals, who are experienced, qualified, and committed to your academic success. Also assisting are several carefully selected part-time and student tutors.

Locations

**ASU-Beebe**

Student Center Building, Room 200

Phone: (501) 882-8867

Fall and Spring: Monday – Thursday, 8:00 AM – 8:00 PM

Friday, 8:00 AM – 5:00 PM

Summer and Breaks: Monday – Friday, 8:00 AM – 5:00 PM

Tutor Schedule: Please contact one of the staff members by e-mail or call.
Services

- Individualized Tutoring
- Small Group Tutoring
- Online Tutoring through Blackboard
- Open Computer Lab with Internet access and course specific material

Staff

Rebecca Wolf, Ed D, Exe. Director Student Success/Learning Assistance, Email: rewolf@asub.edu
Emily Jones, BS, Student Development Specialist, Email: ejones@asub.edu
Angela Coley, BA, Student Development Specialist, Email: aecoley@asub.edu
Kayla Dean, MS, Student Development Specialist, Email: kidean@asub.edu
Jo Ann Haustein, MSE, Student Development Specialist, Email: jhaustein@asub.edu

Heber Springs

ASU-Heber Springs Student Services/Administration building, room 229
Phone: (501) 362-1121

Fall and Spring:  Monday-Thursday, 8:00 AM – 8:00 PM
               Fridays, 8:00 AM – 3:00 PM
Summer:        Monday-Thursday, 7:30 AM – 4:30 PM
               Fridays, 7:30 AM – 3:00 PM

Staff

Brian Halldorson: Learning Center Coordinator/Student Development Specialist Email: bmhalldorson@asub.edu, (501) 362-1223

Services

- Individualized Tutoring
- Small Group Tutoring
- Workshops: Calculators and Research
- Open Computer Lab
- Online Journals & E-Books
- Inter-Library Loan Services
- Library Functions
- Abington Library Materials
- Online Databases
- Student ID’s
- Lost and Found
- Private Study Rooms
- Copier/Scanner Services

Searcy

ASU-Searcy Technology Annex Bldg. A
Phone: (501) 207-6252

Hours vary. Appointments are recommended but drop in tutoring is also available at specific times. Please call for more information.

Cheryl Cherry, BSE · Special Needs Coordinator, Email: ccherry@searcy.asub.edu

Services: Tutoring for Career and Technical Education (CTE) classes as well as other coursework
Bookstore

Locations

Beebe
- Student Center, 1st Floor
- (501) 882-8849
- Monday – Friday: 7:30 AM - 4:30 PM

Heber Springs
- Student Services/Administration Building,
- 2nd Floor, Room 213
- (501) 362-1206
- Monday – Friday: 7:30 AM – 4:30 PM

Searcy
- Bookstore/Business Office, Hall 1, MB 129
- (501) 207-6204/6202
- Monday – Friday: 8:00 AM – 4:30 PM

Online Bookstore

For the ASU-Beebe Online Bookstore, copy & paste the link into your browser:
http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=14278&demoKey=d

The Bookstore will accept Visa, MasterCard, and Discover cards. Students must use a credit card to purchase through the online store. Purchases may be picked up in the Bookstore or shipped to a physical street address. Orders are not shipped to post office boxes. The online store may be accessed on the ASU-Beebe Bookstore homepage under Online Bookstores. Select the bookstore for the campus you attend, click on “Start Here: Your Official Source for Books” link, and then choose Textbook and Course Material to find the items needed.

Payment

Payment for purchases may be made with cash, check, Discover, Visa, and/or MasterCard. Books may also be charged to financial aid awards or scholarships in the store no sooner than five (5) days before each term begins. Some restrictions may apply.

Textbooks

Students can shop for textbooks in the bookstore or online at the ASU-Beebe Bookstore homepage at http://www.asub.edu/academics/student-support/asu-beebe-bookstore. The campus stores stock all of the textbooks and learning materials needed for each course, as well as supplies, apparel, and novelty items.
Rental Textbooks

ASU-Beebe also offers the option to rent textbooks. On the Online Bookstore for your campus, select the “Textbook Choices: Explore Rental and More” link to start the process. You will need the textbook information for each book, which is located on the website under Schedule of Classes.

Textbook Buy Back

Textbook buy back dates are the days of final exams. These dates will be posted on the Bookstore homepage.

Refund Procedure

Returns, with an original receipt, will only be accepted until the last day to register or add classes for each semester. New textbooks must be in the same condition as when purchased with original shrink wrap, if applicable. Used textbooks must be in the same condition as when purchased. After this time period, books may be returned according to the Textbook Buy-Back Policy.

Refund(s) will be issued in the same manner as payment(s) made when purchased (Ex: financial aid, credit/debit cards, check, and cash). For returns by check the Cashiers Office will issue a refund check within seven to ten days. For customers that paid with a personal check, it is University policy that refund checks will not be released for three weeks in the event that a customer’s check is returned unpaid. With proof from the bank the check has cleared, a refund will be released.

General merchandise is non-refundable.

Shipping charges for online orders are non-refundable.
The Testing Center

The Testing Center is located in the Owen Center Room 146 and accepts walk-in or by appointment.

Normal Hours:  Monday – Friday, 9:00 AM – 4:00 PM
Accuplacer Testing:  Monday-Thursday, 9:00 AM - 4:00 PM
                    Friday, 9:00 AM - 1:00 PM

Other testing information can be found at: http://www.asub.edu/academics/student-support/student-success-center/ssc-testing-services

The Testing Center provides services to current and prospective students. The department partners with faculty, staff, and community members to offer workshops, training, and outreach services.

Assessments administered by the Testing Center include:

- Accuplacer
- CLEP (College Level Examination Program)
- Correspondence Tests
- DANTES
- John Deere Mechanical Reasoning
- Residual ACT (American College Testing)
- WORK-KEYS

For more information, visit the Student Success Center webpage at http://www.asub.edu/academics/student-support/student-success-center
Academic Policy

Academic Integrity

Academic integrity is expected of all students. Violation of this policy is a serious breach of conduct and may result in severe disciplinary penalties. Violation of the academic integrity policy includes cheating and plagiarism: for example, copying tests or assignments, giving or getting unauthorized help on tests, using unauthorized aids during tests, possessing tests without permission of the instructor, purchasing papers or assignments, using the ideas or words of another person without proper documentation, using a class assignment for credit in more than one class without consent of the instructors, or committing any other act of academic dishonesty.

Faculty members may respond to cases of cheating and/or plagiarism in any of the following ways:

Cheating

1. Allow the testing progress to continue 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 disciplinary sanctions. (See the current edition of the Student Handbook for procedural details at www.asub.edu.)

Plagiarism

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 disciplinary sanctions.

NOTE: Academic divisions 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).

Emergency Preparedness Information

Though concurrently enrolled students are not on the University’s grounds, the institution recommends helping students to be aware of their school’s emergency procedures. Such information may enhance student and instructor safety in the case of an emergency.

All students are automatically enrolled in the Emergency Alert database upon enrollment. ASU-Beebe strongly recommends participation in order to increase personal safety. Therefore, concurrent students may receive alerts even if they are not on University grounds.
ASU-Beebe’s Emergency Alert System sends voice, text, and e-mail messages that notify users of the following emergency situations.

- Tornado Warnings
- Building Evacuation
- Campus Evacuation
- Lockdown (This alert indicates a threat of violence, such as an active shooter)

If students wish to opt out of the program, they may do so by accessing demographic data in Campus Connect and removing their phone number from the database. Please be advised that students will still receive official messages via e-mail. Further, removal of students’ contact information may hamper receipt of important messages in a timely manner.

ASU-Beebe Emergency Preparedness Procedures & Tornado Shelter Areas were last revised in Jan 2014.

FERPA for CEP

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA and High School Students

If a student is attending a postsecondary institution—at any age—the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

Arkansas State University-Beebe FERPA policy can be found at: [http://www.asub.edu/academics/student-support/registrars-office/educational-records](http://www.asub.edu/academics/student-support/registrars-office/educational-records)

Grading System

Letter grades are used to indicate the following qualities:

- A = Excellent
- AU = Audit
- B = Good
- S = Satisfactory
- C = Average
- U = Unsatisfactory
- D = Below Average
- CR = Credit
- F = Failure
- NC = No Credit
- I = Incomplete
- NR = Not Reported by Instructor
- W = Withdrawn

Midterm and final grades are made available to students through Campus Connect each semester.
Grade Points & Grade Point Averages

For the purpose of computing current and cumulative grade point averages, grade points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

A student’s grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted.

Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average. Grades in developmental classes are not counted in computing the grade point average. Students may check their grade point average by viewing their unofficial transcript on Campus Connect.

Incomplete Grade Policy

A concurrent student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

- The concurrent student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
- At the time of the incomplete request, the student must have completed at least sixty percent of the academic semester. Each instructor may set a higher completion level requirement for his/her individual course.
- At the time of the incomplete request, the student must have a grade of "C" or better in the course.
- At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
- The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

A concurrent student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a Request to Complete Course Form outlining specific work required for course completion and expected date of completion. Incomplete status is not granted until the appropriate division chair and the Vice Chancellor for Academic Affairs approve.

Students must complete all required work by the end of the following fall or spring term.

Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student’s transcript. The one term completion requirement is a maximum time period; instructors may require a shorter time period for satisfactory completion of the course.

Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.
Academic Procedures

Assessment

Course-level Assessment

This information is being provided to help you assist us in our pursuit of quality course-level assessment. As an educational institution, we are pursuing course-level assessment for these three main purposes:

1. To ensure the quality of any course offered through the ASU-Beebe system, at any time and at any location,
2. To ensure the consistency of an individual course offered through the ASU-Beebe system, at any time and at any location, and, most importantly,
3. To provide a means through which improvements in student learning can be achieved at the ASU-Beebe system.

The following information provides you with general information about the assessment process. Specific instructions about the particular course you are teaching will be provided by your division chair and/or your liaison.

If you have general questions or comments about the process, please feel free to contact me or your liaison. Specific questions about your course should be directed to your lead instructor or division chair.

Thank you for your help in this process. We hope it will not only improve the quality of learning for ASU-Beebe students, but also strengthen our support of you as a concurrent instructor in our system.

Sincerely,

Janet McGregor Liles, MS
Associate Vice Chancellor of ITS/Assessment
501-882-4509
jaliles@asub.edu
Course-level Assessment Procedure

General education core curriculum courses are assessed annually. A calendar of course assessment can be viewed on the ASU-Beebe Assessment website (http://www.asub.edu/about-us/assessment) by clicking on the course-level assessment schedule tab. Course-level assessment is coordinated through a course lead instructor. The name of lead instructors may be found on the above linked schedule of course assessment document.

Course-level assessment centers on the specific learning objectives and the aligned general education outcomes listed on your course syllabus. The specific learning objectives listed in the syllabus represent the minimum knowledge and skills that are to be covered in any offering of the course, at any location, at any time. Instructors are encouraged to enrich the course appropriately as their time, talent, and experiences allow, but it is imperative that the integrity of the course curricula be maintained.

It is our goal these procedures are as least intrusive as possible, but it is imperative this process occur in all offerings of the course. Please recognize that once an assessment instrument and procedure have been selected, your participation is required.

Your lead instructor will provide you with instructions and materials for executing the component of course-level assessment that is currently in progress. You may be asked to do an initial assessment, an improvement strategy, and/or a follow-up assessment. The materials utilized in the assessment process, such as the assessment tool, detailed data results, handout examples, etc., should be electronically forwarded to the Lead instructor for your course. After submitting the findings to your lead instructor, s/he will compile all the results into a single report. The report will indicate whether the course’s student learning objectives were met and what, if any, plans have been made for improvement. Overall, the goal of this process is to improve student learning.

We hope to make this a positive experience for you and hope we can work together to improve student learning.
CampusConnect

ASU-Beebe currently uses CampusConnect software for activities such as certifying rosters, entering grades, advising, and much more. See below for instructions to access CampusConnect and how to do some of the important functions. To access CampusConnect,

1. Use the URL [https://www1.asub.edu/cc4/adm.html](https://www1.asub.edu/cc4/adm.html) to go directly to the Campus Connect Log in page.
2. Enter your username (first 2 initials and last name) and your password (social security number, unless you’ve previously changed your login). Your password can be changed by following the instructions under the login area. This site prompts password changes periodically.

Certify Rosters

1. Click on “Faculty Access.”
2. Click on “Roster Certification.”
3. Select the Term.
4. Select class from drop-down menu and click “Go!”
5. Select “Attending” or “Never Attended” for each student. (If attended at least once, mark “Attending.” If never attended, select “Never Attended.”)
6. Click on “Certify Roster.”
7. Click on “Submit.” *Once clicked, the roster page is locked and can only be unlocked by the Registrar.

1 At some point during the 2016/17 academic year, the University will be switching to a different software. New instructions will be made available on the ASU-Beebe website.
Grade Entry

1. Click on “Faculty Access.”
2. Click on “Grade Entry.”
3. Select the Term.
4. Select the class from the drop-down menu and click “Go!”
5. Enter grades by clicking on the pull-down arrow. Select A-F.
6. Select “Mid-term” or “Final Grades” in red.
7. Click “Submit.”
   - An email showing the grades is sent to your ASU-Beebe account.
   - For Final Grades ONLY, select Final Grades. Once submitted, grades are official entered and locked.
     If changes need to be made, contact the Registrar at 501-882-8880.

Request an Official Transcript

- There is no charge for transcripts, except when requesting 10 or more ($1.00 per transcript.)
- Unofficial transcripts can be viewed and printed on Campus Connect.
- Transcripts will not be released to a third party without written permission from the student.
- Unofficial transcripts will only be faxed to other colleges or universities. Your request must include name of institution, office or ATTN: to, and valid fax number.

There are four different ways you may request a copy of your official transcript:

1. **ONLINE via CampusConnect.** This option is available to current and former (since 1988) students. Log onto CampusConnect using your secure username and password.
   Go to REGISTRATION > FORMS > TRANSCRIPT REQUEST
   *You must give complete information on the form or your request will not be processed.

2. **BY MAIL.** Complete the Transcript Request Form.
   Mail the complete form to:
   Arkansas State University–Beebe
   Office of the Registrar
   PO Box 1000
   Beebe, AR 72012-1000
   *You must give complete information on the form or your request will not be processed.

3. **BY FAX.** Complete the Transcript Request Form
   Fax the complete form to: (501) 882-4421. *You must give complete information on the form or your request will not be processed.

4. **IN PERSON.** Visit the Registrar’s Office at the ASU-Beebe campus and complete the Transcript Request Form. A transcript will be printed with minimal waiting time. If requested in person at Heber Springs, Searcy, or LRAFB, the student’s form will be forwarded to the Beebe campus to be processed.
Change in Schedule/Drop Course

During the open registration period, students wishing to add or drop courses must contact the Office of Concurrent Enrollment at 501-882-8832.

Students wishing to drop a class after the open registration period will do so through Campus Connect by clicking on the Drop Class(es) request link.

Students must be cleared by their academic advisor before they will be allowed to access this option.

Once the student has requested the change in schedule, the request will be sent to the Office of the Registrar where the request will be processed. Students wishing to drop another course later in the semester/term must be cleared again by their academic advisor.

Refunds will be made according to the Refund of Fees schedule that appears in this catalog. Students may drop a course up to the published deadline on the academic calendar.

Withdrawal from the Semester

A concurrent student wishing to drop a course or completely withdrawing from the semester must obtain a DROP A COURSE/WITHDRAWAL FROM SEMESTER form from their high school counselor. Once completed and signed by the counselor and student, the form must be forwarded to the Registrar’s Office or the Concurrent Enrollment Office to have it processed. Refer to the Academic Calendar for appropriate dates to drop a course or completely withdraw. It is important for you to know that these dates are different.

Refunds will be made according to the Refund of Fees schedule that appears in the University Catalog.

Following proper procedure to drop a course or completely withdraw will protect the students’ academic record. Failure to follow proper procedure may result in the student receiving failing grades.

Note: Prior to the census date of each semester or term, students withdrawing will be removed entirely from the course(s) and the course(s) will not appear on the student’s transcript. After the census date, students withdrawing before the published deadline will be given a grade of "W" and the grade(s) will appear on the student’s transcript. (See university calendar for appropriate deadline dates.)

Students who stop attending a course or all courses without following the appropriate drop or withdrawal procedure will receive failing grades.
Academic Forms

Blackboard Shell

The primary forms that are of use to concurrent faculty have been uploaded to the Concurrent Enrollment Program Blackboard shell.

ASU-Beebe Website

To view the forms library on the ASU-Beebe website, go to the ASU-Beebe Website: www.asub.edu.

1. Scroll down to the bottom of the home page.
2. Click on “Faculty & Staff.”
3. Username: facstaff
4. Password: gOasubeebe! (Note: The O is a number not a letter.)
5. Scroll down to the heading FACULTY RESOURCES and select “Faculty Forms.”

6. Select the faculty form you need.

If a form cannot be located, contact: Kristine Penix, (501) 882-8832 or Daphnie Lane, (501) 882-8809.
University Syllabus

University Syllabus
ASU-Beebe, Heber Springs, Searcy, & LRAFB

University Mission
Transforming lives through quality learning experiences

University Core Values
- Integrity
- Diversity & Global Awareness
- Excellence
- Access
- Student Centered

General Education Outcomes
ASU-Beebe is committed to providing students with a broad-based educational experience and focuses, through general education coursework, on five essential learning outcomes:
- Communication
- Critical Thinking
- Mathematical Concepts and Application
- Scientific Inquiry and Methodology
- Society and Self

The learning objectives of all courses are linked to these institutional learning outcomes to ensure that outcomes of individual courses are consistent with the university’s institutional goals. These institutional essential learning outcomes can be viewed at www.asub.edu.

Academic Honesty Policy
Dishonesty in any form—including plagiarism, turning in assignments prepared by others, and cheating on exams is not acceptable within the ASU-Beebe system. Please see Instructor Syllabus for Academic Honesty policies specific to your course.

Credit Hour Policy
ASU-Beebe defines credit hour according to the federal standard. The credit hour value of a traditional course is calculated as follows: A clock hour of instructional time is the equivalent of 50 minutes of class time or 60 minutes of independent-study work; and a minimum of two hours of out-of-class work is expected for every hour (50 minutes) of instructional time.

For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and
other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Official University Communications

ASU-Beebe student email is the official means of communication with students on all campuses. Important university-related information will be sent to individual ASU-Beebe student email accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings. The ASU-Beebe student email system can be accessed at www.google.com/a/smail.asub.edu.

Title IX and Sexual Discrimination

Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Arkansas State University-Beebe is committed to providing an educational and work environment, for its students, faculty, and staff, that is free from sexual discrimination including: sexual harassment, sexual assault, and sexual violence. No form of sexual discrimination will be tolerated. All forms of sexual discrimination will be investigated with prompt steps taken to end the misconduct, prevent its recurrence, and address the effects.

The health, safety, and well-being of the public and members of the University community are the primary concern of ASU-Beebe. If you or someone you know may be a victim of any form of sexual discrimination, you are strongly encouraged to seek immediate assistance by contacting the Title IX Coordinator at titleix@asub.edu. For additional information, please refer to http://www.asub.edu/title-IX.

Accommodation Statement

It is the policy of ASU-Beebe to accommodate students with disabilities, pursuant to federal law and state law. Any student with a disability, who would like to request accommodations, should contact Tisha Marzewski, Counselor/Coordinator of Disability Services at tmarzewski@asub.edu or 501.882.8863 at the ASU-Beebe campus.

Students requesting accommodations on the ASU-Heber Springs campus may also contact Tim Abbott tpabbott@hebersprings.asub.edu or 501.362.1225. Documentation review and accommodations for all ASU-Beebe system students with disabilities are authorized by the Counselor/Coordinator of Disability Services.

Technical Support

- BLACKBOARD HELP DESK – 501.882.4409 or BbHelpDesk@asub.edu
- HELP DESK is open Monday-Thursday, 8:00 am to 8:00 pm, Friday, 8:00 am-4:00 pm.
- The HELP DESK is closed on holidays and when classes are not in session. In the event of inclement weather the HELP DESK will be closed if the Beebe campus is closed.
Academic Support

- Advanced Technology/Allied Health Director, Mr. Michael Troop, 501–882–8811, mltroop@asub.edu.
- Business/Agriculture Division Chair, Mr. Robert Mitchum, 501–882–8847, rlmitchum@asub.edu.
- Education/Social Sciences Division Chair, Ms. Teddy Davis, 501–882–8873, tldavis@asub.edu.
- English/Fine Arts Division Chair, Dr. Dennis Humphrey, 501–882–4406, djhumphrey@asub.edu.
- Math/Science Division Chair, TBA, 501–882–8815.
- Occupational Technology Director, Mr. Carroll Moody, 501–207–6206, cmoody@searcy.asub.edu.
- Distance Learning Director, Ms. Rhonda Durham, 501–882–4442, rsdurham@asub.edu.
- LRAFB Director, Ms. Nancy Shefflette, 501–882–4581, nashefflette@asub.edu.
- Associate Vice Chancellor of Academics, Dr. Counts, 501–882–8830, wrcounts@asub.edu.

Additional Services Available to Students

The Learning Center on the ASU-Beebe Campus

- Student Center, Room 200
- 501–882–8867
- learningcenter@asub.edu
- Fall/Spring Hours: Mon–Thurs 8:00 am–8:00 pm, Friday 8:00 am–5:00 pm
- Summer/Breaks: Mon–Fri 8:00 am–5:00 pm

The Learning Center provides academic support to all ASU-Beebe students. Tutoring and other services are free and no appointments are necessary. Students in every department—from developmental through advanced courses—are encouraged to utilize these services. Drop in for tutoring or to utilize the open computer lab. Check the Web site for tutor schedules, links to test practice (Compass, Praxis, etc.) and other useful information. Students who are unable to come to campus may access online tutoring through Blackboard.

ASU-Heber Springs Learning Center

- Student Services and Administrative Building (SSA), 2nd floor
- 501–362–1121
- Fall/Spring Hours: Mon–Thurs 8:00 am–8:00 pm, Friday 8:00 am–3:00 pm
- Summer/Breaks: Mon–Thurs 7:30 am–4:30 pm, Friday 7:30 am–3:00 pm

The ASU-Heber Springs Learning Center provides academic support to all Arkansas State University-Heber Springs students. All services are free, including access to the open computer lab. Appointments are not necessary. Students in every department—from developmental through advanced courses—are encouraged to utilize these services. Links to test practice are available on the website and tutor schedules, resource materials, and other additional materials are available in the Learning Center.

Abington Library

Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. It includes over 75,000 print books, 65,000 eBooks (including downloadable titles for eReaders), 4000
audio/visual items, and active print subscriptions to approximately 120 periodicals. In addition, we
provide access to over 30,000 eJournal titles through approximately 50 online databases from our library
website http://www.asub.edu/library/.

On-campus access is provided at ASU-Beebe, ASU-Searcy, ASU-Heber Springs, and the Little Rock Air
Force Base Degree Center. Off-campus access is also available by using the ASU Beebe ID number and
six-digit birthdate. Please contact the Library at 501.882.8959 or email at circ@asub.edu if you are
unable to access the online databases.

Library services include building tours, on-site and off-campus research assistance, interlibrary loan,
subject specific class instruction, and participation in ARKLink reciprocal borrowing agreement.
Information is also available by calling 501.882.8976 or emailing circ@asub.edu. Computers, printers,
and wireless access are available. Group Study Rooms are also available on a first come, first serve
basis.

Students and faculty at the Heber Springs campus may request library materials from the Beebe campus
library through the Heber Springs Learning Center. Searcy students and faculty may request materials
from the Beebe campus library by filling out a request form. The materials are usually delivered to other
campuses through the ASU-Beebe courier service. Students at Little Rock Air Force Base may use the on-
base library. A student’s military identification card or Base Education Center student identification card
is used for library access.

Student Support Services

Student Support Services provides academic support to qualified students. One-on-one tutoring services
are free with or without an appointment. Subjects tutored include math through College Algebra, English
and other subjects as available. SSS also offers various workshops, cultural activities, and transfer trips.
Please go to the campus locations listed below to pick up an application. Additional useful information
about the program can be found on the ASU-Beebe website by going to the A-Z menu and clicking on
Student Support Services. The application for services may be accessed through this link as well.

ASU-Beebe Campus

State Hall, Room 125B or Room 136
Phone: 501.882.8964 or 501.882.4456
Email: kmdollar@asub.edu or cbkuchel@asub.edu

ASU-Heber Springs Campus

Academic Center, Suite 230
Phone: 501.362.1232
Email: jharter@hebersprings.asub.edu

Revision Date: Fall 2014 (originated Fall 2013)
Instructor Syllabus

ASU-Beebe

[Course Name and Code]

[Semester/Term Year]

Instructor: Name/Rank

Instructor Contact Information:

- Office Location
- Office Hours (By Appointment for part-time faculty)
- Office Phone
- E-mail Address
- Division Contact Information

Course Description: Should be identical to catalog description and is available in the Course Philosophy.

Course Prerequisites: This should contain any prerequisite courses and any basic skill requirements that may exist for students enrolled in the course. Course prerequisites are available in the Course Philosophy.

Required/Supplementary Materials: Required and supplementary texts and equipment (i.e. calculators) should be listed here with enough precision to allow the student to find and purchase them on their own.

Evaluation and Grading: This section must be comparable to the sample syllabi provided to concurrent instructors. At least 80% of the grade activities must be equivalent to the method used on-campus. This will allow a certain amount of academic freedom for the instructor to add or vary optional activities. If required activities are not included, the syllabus is non-compliance. The section should be very specific and clear. Students should be able to clearly understand how grades are calculated. Supervisors reviewing grade appeals should be able to clearly determine how grades were calculated.

- Grading Scale
- Source of Grades (i.e. Exams, essays, projects, homework, etc.)
- Weight of individual assignments

Assessment: The following statement must be included in the syllabus:

General education core curriculum courses are assessed annually through course-level assessment. Typically administered at the end of the semester, this assessment tool is not for a grade. Instead, it is designed to assess student learning comprehension of the general education outcome identified for the course. However, some teachers choose to make the assessment a part of the course grade. All students must participate in this assessment.

Course Timeline: A Course Timeline/Schedule/Outline is a plan for the semester and provides a reasonable expectation of content to be covered during the semester. A week-by-week timeline, written to the best of the instructor’s ability, should be provided. This timeline could also include the due dates of major projects.
and/or exams. The timeline represents a best case plan for the semester though changes are likely to occur. Student learning should not be sacrificed to maintain a timeline.

**Academic Honesty Policy:** This should relate to the student what constitutes academic dishonesty and what the consequences could be should a student be found guilty of such action. “See Student Handbook” is not acceptable.

**Important Dates:** Must include last day to drop an individual class and to withdraw from the semester. Can include other important dates as your division dictates or as you so choose.

**Learning Objectives:** These objectives must be the same as those listed in the Course Philosophy. The objectives must appear in the syllabus.

**General Education Outcome(s):** Available in the Course Philosophy, instructors must indicate the General Education Outcome(s) (GEO) specified for this course.

This course satisfies the following General Education Learning Outcome(s): ______________.

**Attendance/Participation Policy:** This should spell out what is acceptable and what is not concerning class attendance for on-site courses. Included here should be the definition of “excused absence”, even if this will be at the instructor’s discretion. For online courses, this will outline what is required of student participation. “See Student Handbook” is not acceptable. ***NOTE – online classes must use the Online Participation Policy.***

**Make-up/Late Work Policy:** This policy should include both missed exams and assignments. It should also include any penalties that will result from missed or late work. This should outline what the student should expect should an assignment be missed or turned in after its due date. The policy itself is open to the instructor’s discretion, but it should be clear to the student. (i.e. it’s ok to say that no make-up exams will be allowed and no late assignments will be accepted, but the student should know that.)

**Disclaimer—Example:** This syllabus represents a “best” plan for the course, but, as with most plans, it is subject to changes made necessary by time, space, and personal constraints. The course outline, as well as exam and assignment dates, may change as the course progresses. Students should attend all class meetings to learn of any schedule changes.

**Syllabus Revision Date:** __________ REQUIRED FOR ONLINE SECTIONS

**Online Participation Policy:** Frequent and consistent participation is required in online classes. You will be expected to log in on a regular basis to check your communications, to review dues dates, and to participate in class activities (assignments, discussions, exams, etc.). Failure to log in **AND** participate could result in your access to the class being denied. If access is denied, you must contact your instructor through their asub.edu email account within seven days or you will be deemed inactive and could be dropped from the class with an “F”.

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Students enrolled in online courses are also expected to conduct themselves in an appropriate manner while online and conform to standards considered to be in good taste at all times. Failure to meet these standards of student conduct can result in a student being dropped from the course with an “F.”

**Response Information:** Provides online students with an idea of how long it will take for the instructor to respond to questions. It would also be helpful to include unavailable times (i.e. the instructor will not log into Bb on weekends or holidays). The response time needs to be reasonable but should not exceed 48 hours (excluding the weekend).

Here is an example of what you could use:

*I check my Bb mail several times a day, Monday through Friday. My goal is to respond to your questions as quickly as possible, which is usually within a 24 hour period, excluding weekends and holidays. If I will be offline for more than one day during the week I will try to give you advanced notice.*

**Exam Proctoring Information:** Online students are required to take a proctored final exam. Some courses may also require students to take a proctored midterm. Exams are proctored free of charge within the ASU-Beebe system. Students who live outside of this system area will be required to arrange for an approved proctor at an approved proctoring location. For specific information review the proctoring policy by clicking on the following link: [http://www.asub.edu/dotAsset/33298.pdf](http://www.asub.edu/dotAsset/33298.pdf). **Proctoring arrangements must be completed by the Distance Learning Office posted deadline,** which will always be at least a week before the testing period begins. Failure to meet this deadline may result in the denial of your proctor request.

**OPTIONAL SECTIONS**

**Course Outline:** If the Learning Objectives are drawn sufficiently, an outline may not be necessary. This does not necessarily have to contain chapter references to the text as doing so automatically forces dramatic syllabus revision with text change.

**Course Calendar:** This would outline important assessment dates and also important institutional dates.

**Instructor Specific Notes:** Instructors may include additional comments made to the students that do not fit anywhere above.

**Optional Policy Statements:** Cell phone policy, eating in class policy, children in the classroom policy, tardiness policy, etc.

**Laboratory/Field Experience Section:** This section would be for courses that have a laboratory or field experience component. The section could include specific requirements or expectations related to this type of course.
Course Content Disclaimer

Arkansas State University-Beebe

COURSE CONTENT DISCLAIMER

In this course, students may be required to read text or view materials that they may consider offensive. The ideas expressed in any given text do not necessarily reflect the views of the instructor, the department, or ASU-Beebe. Course content is selected for historical and/or cultural relevance, or as an example of practice, style and/or technique. Discussion based on selected materials may raise topics that some consider controversial or offensive. These exchanges, within the context of relevant course material, are a necessary part of the intellectual inquiry appropriate at the university level. The student’s continued enrollment in this course is considered an acknowledgement of this issue and indicates a commitment to engaging the course material and class discussion.

STUDENT ACKNOWLEDGMENT OF COURSE CONTENT DISCLAIMER

I, the student, acknowledge receipt of the Course Content Disclaimer. I have read through its terms and understand that there may be materials and discussion within the context of this course that touch on controversial subject matter. If I have questions or concerns about such content, I understand that I should contact my instructor immediately.

Course________________________________________________

Student Name___________________________________________

Student Signature________________________________________Date________________
Concurrent Enrollment & Policy Form

1st time Students – Online Enrollment Application must be filled out – www.asub.edu

**ASU-BEEBE/HIGH SCHOOL CONCURRENT ENROLLMENT & POLICY FORM**

Concurrent Enrollment Program Office: Kristine Penix-Phone: 501-882-8832 or 889 Fax: 501-882-4412

P.O. Box 1000, Beebe, AR 72012
Email: kpenix@asub.edu or dmillar@asub.edu

**REQUIRED (Please Print)**

**STUDENT NAME:**

**HIGH SCHOOL:**

**STUDENT SS#:**

**DOB:**

**Line Number**

**Class Time**

**Class Days**

**Course Title**

Students **MUST** have a **READING SCORE** of 19 ACT, 83 COMPASS, or 78 ACCUPLACER to take any general education concurrent enrollment course.

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Class Time</th>
<th>Class Days</th>
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**These Blocks for High School Personnel ONLY**

The above student is in good standing with our high school, has at least a 2.5 GPA, and is approved to take the CEP classes listed above.

**High School Grad Year:**

**Principal, Counselor, or High School Designee Signature:**

**Student GPA:**

**Date:**

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<tr>
<th><strong>ACT</strong></th>
<th><strong>COMPASS</strong></th>
<th><strong>ACCUPLACER</strong></th>
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<tr>
<td>Reading</td>
<td>19</td>
<td>83</td>
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<td></td>
<td>78 or higher</td>
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<td>English/Writing</td>
<td>19</td>
<td>80</td>
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<td>83 or higher</td>
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<tr>
<td>Math</td>
<td>19 (On-campus 21)</td>
<td>42</td>
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<td></td>
<td>42 or higher</td>
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**College Algebra requires a Reading score of 19 ACT, 83 COMPASS, or 78 ACCUPLACER AND 19 ACT, 59 COMPASS, or 42 ACCUPLACER in MATH.**

**English requires a Reading Score of 19 ACT, 83 COMPASS, 78 ACCUPLACER AND 19 ACT, 80 COMPASS, or 83 ACCUPLACER in English/Writing.**

**Biology requires a Reading Score of 19 ACT, 83 COMPASS, OR 78 ACCUPLACER OR Freshman English 1 with a grade of C or better.**

(Please Read the Concurrent Student Handbook found at www.asub.edu or contact the Office of Concurrent Enrollment)

Please read the following, by signing this form you agree to each statement.

1. I, the undersigned student, understand in order to enroll in concurrent classes I must meet certain requirements set forth in the ASU-Beebe Concurrent Student Handbook and ASU-Beebe catalog. I also understand that concurrently enrolled students are expected to meet the same standards of achievement as the traditional student body at ASU-Beebe and that I will receive college credit for the course work after successful completion of all course requirements as defined in the instructor’s syllabus.

2. I understand that payment of tuition is due at the time of registration. When taking classes at the High School Campus during high school hours there is a difference between the regular tuition rate and the concurrent tuition rate. This difference will be considered an academic scholarship as required by Act 1451 of 2009. Students will be sent an income report 1040T for income tax purposes (unless tuition is paid for by the high school).

3. I understand that the grade received from these classes will go on my college transcript and toward my college Grade Point Average (GPA).

With the Arkansas Department of Higher Education’s Course Transfer System (ACTS) students can view how general education courses transfer from and to the various Arkansas public colleges and universities. Using this information, students, parents, and school personnel can select an institution from the list provided and view how courses transfer. Some majors will have different requirements and/or may substitute courses for their program. The Course Transfer System may be found at: [http://acts.adhe.edu](http://acts.adhe.edu). Most institutions require a C or better for transfer.

Furthermore, I authorize ASU-Beebe to release and receive needed records, information, and my final grades to/from my parent(s) or legal guardian(s) and authorized personnel at my high school.

**Contact Number:**

**Email Address:**

**Student’s Signature**

**Date**

**Parent/Legal Guardian Signature**

**Date**

Revised 5/31/2016
Change of Grade

Arkansas State University-Beebe

CHANGE OF GRADE

Arkansas State University-Beebe
Office of the Registrar
PO Box 1000
Beebe, AR 72012
PH: 501.882.4415
FAX: 501.882.4421

Student Name _______________________________________________ ID # __________________

Instructor Name ____________________________________________

Grade of ______ to be changed to grade of ________

__________________________________________________________
SEMESTER/TERM & YEAR OF COURSE (EX: FALL 2007)

__________________________________________________________
COURSE TITLE

__________________________________________________________
LINE # OF COURSE

__________________________________________________________
DEPT. COURSE # SECTION # (EX: ENG 1003 4)

Reason for Grade change:

__________________________________________________________
__________________________________________________________

**SUBMIT THIS COMPLETED FORM TO THE OFFICE OF THE REGISTRAR**

APPROVED BY:

__________________________________________________________
INSTRUCTOR SIGNATURE DATE

__________________________________________________________
UNIVERSITY REGISTRAR DATE

Revised 03/31/15
# Faculty Information Update

Arkansas State University-Beebe

## FACULTY INFORMATION UPDATE

<table>
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<tr>
<th>FIRST NAME</th>
<th>MI</th>
<th>LAST NAME</th>
<th>ADDRESS</th>
<th>TELEPHONE/E-MAIL</th>
<th>E-MAIL</th>
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**SPECIFY NAME OF HIGH SCHOOL**

Highest Degree & Emphasis:  
Institution/Year:  
Hours Beyond Highest Degree:  

Please complete and return to Vice Chancellor for Academics.

Revised 2016-07
Request to Complete Course

Arkansas State University-Beebe

REQUEST TO COMPLETE COURSE

This form must be completed and approved prior to making any arrangements for an incomplete grade of “I.” This is to ensure proper arrangements and recording of credit and grades. Incomplete grades not removed within one semester following the recording of an “I” will automatically become grades of “F” on the student’s permanent record. Instructors will be notified of approval so they can make arrangements with the student for course completion.

TO BE COMPLETED BY THE INSTRUCTOR

Student Name ___________________________ ID# ___________________________

Address ___________________________

Term __________ Course ___________________________ Line # __________

State the reason(s) the student cannot complete this course during the term for which the student registered:

________________________________________________________________________
________________________________________________________________________

Describe specific work required for course completion:

________________________________________________________________________
________________________________________________________________________

Give expected date of completion (must be within policy limits):

________________________________________________________________________

SIGNATURES

Signatures indicate an understanding of the above. When the course requirements have been met, the instructor will use a CHANGE OF INCOMPLETE GRADE form to report the grade to the Vice Chancellor for Academics.

________________________________________________________________________

Student Date

________________________________________________________________________

Instructor Date

APPROVALS

________________________________________________________________________

Division Chair Date

________________________________________________________________________

Vice Chancellor for Academics Date

________________________________________________________________________

Registrar Date

The Registrar will file this form in the student’s record.

Revised 2016-07
Textbook Change
Arkansas State University-Beebe

REQUEST FOR CHANGE/NEW ADOPTION OF TEXTBOOK

Semester Deadlines
Fall – March 15  Spring – October 1  Summer – February 1

Check One:  □ Department Change  □ Individual Instructor Change

Comments: ________________________________________________________________

Submitted by: ___________________________  Date: ___________________________

Course: ___________________________  Semester: ___________________________

Catalog No.  Title

Number of sections of the course offered this semester: _____

CURRENT TEXTBOOK

Author: ___________________________________________

Title and Edition: ___________________________________________

Publisher: ___________________________________________

Publisher’s Web Address: ___________________________

Estimated enrollment: ___________________________

Number of textbooks in stock at Bookstore: ___________________________

PROPOSED TEXTBOOK

Author: ___________________________________________

Title and Edition: ___________________________________________

ISBN #: ___________________________________________

Publisher: ___________________________________________

Publisher’s Web Address: ___________________________

Estimated enrollment: ___________________________

Approved by:

Division Chairperson  Date

Vice Chancellor for Academics  Date

(The Academics office will forward the form to the Bookstore.)

Revised 09/11/06
REQUEST FOR LATE ADOPTION OF TEXTBOOK

The Arkansas Act 175 of the Regular Session of 2007, requires that textbooks be approved by the following dates:

- April 1 for fall semester
- November 1 for spring semester
- April 1 for summer semester

For approval after these dates the following must be provided with the request for approval of the textbook:

PROVIDED BY THE REQUESTING FACULTY MEMBER TO THE DIVISION CHAIR

1. Name of the course.
2. Name of the textbook, for which approval is being sought.
3. Name of the person or persons responsible for the late request.
4. A written statement explaining why the requested adoption was late. This will need to be a detailed statement.

PROVIDED BY THE REQUESTING DIVISION CHAIR TO THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS, IF APPROVED

1. The above materials as provided by the faculty member.
2. A written statement explaining why the requested late adoption is being approved. This will need to be a detailed statement.

If the request is approved, the above materials will be held in the Academics Office and will be made available to ADHE and legislative committees.
Liaison Forms & Procedures

Non-compliant Instructor Process

Arkansas State University-Beebe
Concurrent Enrollment Program

Non-compliant Instructor Process

Concurrent enrollment instructors are employees of the high school at which the concurrent enrollment course is taught. If the high school wishes to have instructors teach a course as a concurrent enrollment course, instructors must be approved through ASU-Beebe with the Concurrent Instructor Approval Form.

Concurrent instructors must meet the same educational requirements as all other university instructors. When instructors are approved, their course may be taught as a concurrent enrollment course. On a semester-by-semester basis, ASU-Beebe approves or disapproves all courses as a concurrent enrollment course.

If an instructor is found to be in non-compliance, the process listed below will be followed, which may lead to the instructor not being approved to teach the course in the future. Because Arkansas is an at-will employment state, ASU-Beebe simply informs instructors that they will not be used in the future for concurrent classes.

The following items are considered to be examples of non-compliance:

1. Not participating in ASU-Beebe Professional Development
2. Not having a syllabus approved by the discipline-specific faculty liaison
3. Not participating in the University Assessment of Student Learning process
4. Issues discovered during a site visit
5. Other issues identified by the division chair or discipline-specific faculty liaison

Non-compliant Instructor Process

1. First Act of Non-compliance.
   The instructor is informed about an issue and told to fix the problem. Failure to correct the issue may lead to rescinding approval to teach concurrent classes.

2. Second Act of Non-compliance.
   If the issue remains uncorrected to the satisfaction of the discipline-specific faculty liaison, a letter will be sent to the instructor, the principal, and the superintendent. The letter will inform them of the non-compliance issue, that it is the second act of non-compliance by the instructor, and that the issue must be corrected. The letter will also inform them that a third instance of non-compliance will lead to the removal of the instructor from the approved list of concurrent instructors. In addition, failure to correct the issue may lead to rescinding approval to teach concurrent classes.

3. Third Act of Non-compliance.
   The instructor will be removed from ASU-Beebe’s list of approved instructors.

Revised 2016-07
Liaison Visit Procedure

Arkansas State University-Beebe
Concurrent Enrollment

Liaison Visit Procedure

Liaison visits are conducted at least once during the academic year. New instructors will be visited by the Division Chair and the Liaison.

1. Before the Visit, the liaison:
   a. Liaisons request the syllabus.
   b. Liaisons request examples of graded student work.
   c. Liaisons request the CEP teacher explain where they are in the semester timeline.
   d. Liaisons review grading procedure/criteria: observe samples (the goal is to make certain that grading is comparable to classes at the University)

2. During the Visit, the liaison:
   a. Liaisons observe the entire class period.
   b. Liaisons meet with the instructor to discuss the observation.
   c. Liaisons meet with the instructor to discuss materials received prior to the visit.

3. After the Visit
   a. Liaisons complete the Liaison Visit Form within one week of the visit.
   b. Liaison comments should be in-depth and thoughtful.
   c. Liaisons keep a copy of the completed Liaison Visit Checklist.
   d. Liaisons send the completed form to the:
      i. CEP instructor
      ii. appropriate division or department chair
      iii. office of concurrent enrollment program
   e. If there are areas to be corrected, the liaison will maintain contact with the CEP instructor. Once the CEP instructor has made the corrections that are approved by the liaison, if there are new materials, then any new materials will be forwarded to:
      i. appropriate division chair
      ii. office of concurrent enrollment program

Revised 2016-07
Liaison Checklist

Arkansas State University-Beebe
Concurrent Enrollment

Liaison Checklist

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Liaison Name</th>
<th>Semester/Year</th>
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Professional Development
- Concurrent instructor attended the professional development day for the current academic year.

Before the Visit
- Syllabus Review Form has been completed and submitted to 1) CEP instructor, 2) division/department chair, and 3) Office of Concurrent Enrollment.
- Visit date has been confirmed with CEP instructor.

During the Visit
- University syllabus is shared with students.
- Course syllabus is shared with students.
- Textbook is comparable or the same as the one used by full-time ASU-Beebe faculty.
- Confirmed that the final exam will be comprehensive.
- Concurrent instructor has received the Course-level Assessment Tool. If the instructor has not received the tool, then the liaison must contact the lead instructor to send the tool.

Concurrent Instructor Signature after the Visit

After the Visit
- Class activities were appropriate for the observation by the liaison.
- The course content covered was reasonably consistent with the syllabus timeline/schedule.

End-of-Semester
- The Final Exam was comprehensive.
- The Course-level Assessment tool was administered and the results shared with the lead instructor for the course. The liaison will contact the lead instructor to confirm.
- Concurrent instructor participation in other forms of professional development during this semester (list all). Instructor compliance on all items listed above has been verified with physical evidence or in visiting with the concurrent instructor.

Liaison Signature

Revised 2016-07
Syllabus Review/Revision Process

Arkansas State University-Beebe
Concurrent Enrollment

Syllabus Review Procedure

Each semester syllabi for concurrent enrollment classes will be reviewed. Syllabi must be submitted by the concurrent enrollment instructor to the Office of Concurrent Enrollment by the end of the first week of classes for the concurrent course. Each syllabus will be reviewed by a discipline-specific faculty liaison to certify that the syllabus is equivalent to the on-campus syllabus.

If deficiencies or errors are found by the discipline-specific liaison, the syllabus will be returned by the Office of Concurrent Enrollment to the concurrent enrollment instructor for corrections.

The concurrent enrollment instructor must resubmit the corrected syllabus to the Office of Concurrent Enrollment within one week of being notified of the deficiencies or errors for review by the discipline-specific faculty liaison.

The discipline-specific faculty liaison—at a minimum—will review the following items to confirm they are in the syllabus and that they are correct:

1. Course Description
2. Learning Objectives for the Course
3. General Education Outcome(s) for the Course
4. Grading Activities/Scale
5. Course Schedule/Outline

This review process will be reported on the Syllabus Review Form.

Revised 2016-07
Syllabus Review Form

Arkansas State University-Beebe
Concurrent Enrollment

Syllabus Review Form

Course Title _______________________________ Date __________________

Concurrent Enrollment Instructor _________________________________

High School _________________________________

Discipline-Specific Faculty Liaison _________________________________

For each of the following categories, please indicate if the syllabus was compliant or non-compliant. If the syllabus was non-compliant, explain the non-compliance and necessary correction(s) needed. Feel free to attach an extra page if additional space is needed for explanation and corrections needed.

1. □ Compliant  □ Non-compliant  The course description is correct.

2. □ Compliant  □ Non-compliant  The Learning Objectives are the same as listed in the Course Philosophy.

3. □ Compliant  □ Non-compliant  The General Education Outcome(s) identified for the course is/are the same as listed in the Course Philosophy.

4. □ Compliant  □ Non-compliant  The course timeline/schedule/outline is/are designed to cover the appropriate content during the semester and is designed to cover the content at an appropriate pace.

5. □ Compliant  □ Non-compliant  The activities used to determine the grade and the grading scale used for the classes are appropriate.
   At least 80% of the grade activities are equivalent to the method used on-campus. This will allow a certain amount of academic freedom for the instructor to add or vary optional activities. If required activities are not included, the syllabus is in non-compliance.

6. □ Compliant  □ Non-compliant  It is clear that the final exam is comprehensive.

7. □ Compliant  □ Non-compliant  Information about University resources is up-to-date.

8. □ Compliant  □ Non-compliant  Division chair contact information is included.

Continued on Next Page
6. List any other deficiencies or errors found in the syllabus and the correction(s) that need to be made.

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Keep a copy and send copies to: 1) CEP Instructor, 2) Division/Department Chair, and 3) Office of Concurrent Enrollment

Liaison Signature

Date

Date Syllabus Review Form received in Concurrent Enrollment Office

Revised 2016-07