



ARKANSAS STATE  
UNIVERSITY  
**BEEBE**  
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## Concurrent Student Handbook

High School Credit  
+ College Credit

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**CONCURRENT  
ENROLLMENT CREDIT!**

Dear Students,

Welcome to Arkansas State University-Beebe Concurrent Enrollment Program. The ASU-Beebe Concurrent Enrollment Program nationally accredited program and provides the opportunity for high school students to earn college and high school credit simultaneously.

This handbook provides all the information needed to assist concurrent students. This student handbook contains important information related to assisting students and parents with the concurrent enrollment process. If you are a concurrent student taking classes on one of the ASU-Beebe campuses, please also reference ASU-Beebe Student Handbook for other information.

## Mission, Vision, and Core Values

### Transforming Lives Through Quality Learning Experiences

Arkansas State University-Beebe is a public, open access, and operationally separate institution of the Arkansas State University System. The major purpose of this institution is to provide affordable, comprehensive, quality instruction and service programs.

ASU-Beebe offers programs suitable for either immediate entry into the workforce or transfer to other institutions of higher education. Students may earn certificates of proficiency, technical certificates, or associate degrees. Instructional programs beyond the associate degree are available on the Beebe campus through Arkansas State University in Jonesboro.

An open admission policy encourages the enrollment of both traditional and non-traditional students. The institution recognizes the uniqueness of each student and provides programs designed to assist students in determining and achieving their educational, personal, and occupational goals. Additionally, the institution contributes to the economic development of Arkansas by providing comprehensive training and technical support for business and industry.

### ASU - Beebe Vision Statement

Arkansas State University-Beebe will become a nationally benchmarked institution that empowers individuals, embraces communities, and transforms lives

### Core Values

Arkansas State University-Beebe subscribes to the following Core Values:

1. Student Success
2. Integrity
4. Quality
5. Community



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## Requirements to Participate Application and Registration Guideline and Process

### High School Concurrent Enrollment

ASU-Beebe admits qualified high school students to its Concurrent Enrollment program non-degree seeking students. To be eligible for admission to Concurrent Enrollment, the applicant must meet the following requirements:

- The student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or homeschool.
- Concurrent enrollment students are only allowed to take freshman and/or sophomore level courses that are approved through and included in the ASU-Beebe Catalog, which is also listed on the Arkansas Course Transfer System (ACTS). A non-General Education course taught by ASU-Beebe as part of a certificate program offered by ASU-Beebe in the current Academic Catalog.
- Students must meet all course prerequisite requirements, as per the ASU-Beebe online catalog.
- The student's counselor, principal, or high school designee must approve the specific courses and the number of hours in which the student desires to enroll each semester by signing the Concurrent Enrollment Policy/Parent Consent Form.
- The student must submit a Concurrent Enrollment Policy/Parent Consent 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 qualifying ACT or Next Generation Accuplacer scores. The student's counselor, principal, or high school designee must sign the Concurrent Enrollment Policy/Parent Consent Form.
- The student must provide placement test scores (ACT or Accuplacer) indicating that he/she meets the minimum requirement established for the course or program. High school students must have the following scores in order to enroll in general education concurrent enrollment courses:



## Required Test Scores

Class Type	ACT	Next Generation Accuplacer
Math	19 - Reading 19 - Math	253 - Reading 250 - Math QAS
English & Literature	19 - Reading 19 - English	253 - Reading 5 - WritePlacer or 255 - Writing
All Other General Education Courses	19 - Reading	253 - Reading
Career Technical Courses (High School Campus)	N/A	N/A

There may be additional pre-requisites or course sequences required to take specific classes. Test scores are required to be on file for English, Math, and Reading.

- Next Generation Accuplacer exam is offered by appointment only on all ASU-Beebe campuses. You can find information regarding testing on our Testing Services webpage, by contacting the desired ASU-Beebe campus location or the Office of Concurrent Enrollment.
- ASU-Beebe does not allow secondary school students to enroll in remedial/developmental education courses in English or reading for concurrent credit. Remedial/developmental education courses cannot be used to meet the high school or university core subject area/unit requirements in English or math.
- A concurrently enrolled student will be classified as non-degree seeking and will not be eligible for financial aid. College may consider concurrent courses, even those not applicable to my student's degree, as attempted hours when evaluating Satisfactory Academic Progress (SAP) for determining Financial Aid awards. At ASU-Beebe, all college level courses attempted and earned are considered for calculating SAP.
- The student must complete the ASU-Beebe High School Concurrent Enrollment Policy/Parent Consent Form for each semester/term of enrollment.
- First time entering students must complete an online Concurrent Enrollment application.  
<http://www.asub.edu/concurrent-enrollment/>

## Withdraw Process

### Drop an Individual Course

Dropping a course is a serious decision that could have a great impact on a student's educational opportunities. The step-by-step process for dropping an individual class after the open registration period, is as follows:

1. Obtain an Individual Course Drop Request form from the advisor (Concurrent Enrollment Office) - one form per course.
2. Discuss decision to drop course with the instructor and obtain course instructor's signature on the form.
3. Return signed Individual Course Drop Request form to the Concurrent Enrollment Office. The student may request a copy of the form for his/her records.
4. The Concurrent Enrollment Office will notify the Registrar's Office of the drop request.
  - Students, who drop from a course after the end of late registration before the drop deadline, will receive a grade of "W" on his/her transcript at the end of the term.
  - Refunds will be made according to the Refund of Fees schedule that appears in the University Catalog and on the Withdrawal Refunds tab on the Cashier's Office webpage.
  - Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure may receive a "WX" or failing grade(s).

### Withdrawal from the Semester/Term

Students, who wish to completely withdraw (drop all courses) from the current semester/term after the open registration period, must first meet with their high school counselor to discuss alternatives to withdrawing. The process for withdrawing from the semester is as follows:

1. Meet with high school counselor to discuss the decision to withdraw from the semester.
2. The student will then submit the form to the Concurrent Enrollment Office.
3. The Concurrent Enrollment Office will notify the Registrar's Office for processing.

Refunds will be made according to the Refund of Fees Schedule that appears in the University Catalog and on the Cashier's Office/Tuition webpage, Withdrawal Refunds tab.

Students, who withdraw from the semester or term after the end of late registration until the published drop deadline, will receive a grade of "W" on the student's transcript at the end of the term.

Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure, may receive a "WX" or failing grade(s).

## Family Education Rights and Privacy Act Policy (FERPA)

ASU-Beebe respects the privacy of our students and complies with all federal regulations regarding education and privacy issues.

The Family Educational Rights and Privacy Act (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar maintains a copy of the full text of the FERPA, posts electronic information on the FERPA, and processes all FERPA requests and challenges.

Information on directory information, the types of student records maintained at ASUBeebe, disclosure policy in relation to student consent, the procedures for gaining access to records, and the procedure for challenging the contents of those records are available in the Office of the Registrar.

Concurrent Enrollment Policy/Parent Consent Form serves as the FERPA agreement for ASU-Beebe. The Parent/Guardian who signed the concurrent form will be allowed to have access to the high school students' information.

## Tuition

Tuition for concurrent credit coursework will be charged at a rate of \$65 per credit hour per student. For all eligible students, ASU-Beebe will utilize the Access to Acceleration Scholarship, authorized by Act 340 of the 2025 general session, and will submit a roster to ADHE using standard procedures. The scholarship will pay \$65 per credit hour with a maximum of 15 credit hours per semester. The total scholarship amount a student may receive in an academic year, including summer terms, will be capped at \$2,000. This scholarship will be available to 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.

Pursuant to Act 340, institutions may not assess a charge directly to the student or the student's parent or guardian for tuition, fees, or textbooks and course materials for participation in a concurrent credit course. Therefore, high schools are responsible for any course costs beyond those not covered by the Access to Acceleration Scholarship and will be billed accordingly by ASU-Beebe.

Students who do not maintain a 2.5 cumulative college GPA will lose eligibility for the state's Access to Acceleration Scholarship. Students wishing to continue taking concurrent credit courses will be responsible for paying their own tuition until they meet the 2.5 cumulative college GPA requirement to regain eligibility for the state scholarship.

ASU-Beebe will submit eligible students for the scholarship at the beginning of the semester, there is no scholarship application required.

# Academic Policies and Procedures

## Roles and Responsibilities

### Official College Communications

ASU-Beebe student email is the official means of communication with students on all campuses.

Important college-related information will be sent to the student's ASU-Beebe student email account. Students are expected to check their email on a frequent and consistent basis in order to stay current with college 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 [my.asub.edu](http://my.asub.edu).

### Class Attendance

Arkansas State University-Beebe class attendance policy requires students to attend a prescribed number of classes during each course. During a semester, a student may not miss more than twice the number of lectures, laboratory sessions, or other regular class activities that would normally be scheduled during a week. Excessive absences may result in the student receiving a "WX" or failing grade, recorded immediately. Refer to the class syllabus for specific details.

The following is the attendance policy for classes at Arkansas State University-Beebe:

- Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement
- When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make-up work. The responsibility for initiating make-up work rests with the student

Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence.

- The instructor may excuse absences for the following reasons:
  - Illness of the student that is certified by physician or in the judgment of the instructor is serious enough to warrant an excuse
  - Other personal demands, which in the judgment of the instructor are serious enough to warrant an excuse
  - External interferences judged by the instructor to be legitimate and unavoidable through normal precaution
  - Institutional functions for which a staff sponsor provides written notice to the faculty prior to the function

Students must utilize their allowable absences for any reason that requires them to miss class including, but not limited to, vacation, illness, emergency, or religious observances. If a student is aware of an upcoming absence, the student should communicate with the instructor in an effort to make the necessary arrangements concerning material and assignments and must not exceed the allowable number of absences for the course.



The exception to the above attendance policy is excused absences for military duty.

- Student must notify the faculty member in advance if they must miss a class or test due to military duty. In case of emergency, such as a natural disaster, the student must contact their instructor as soon as possible.
- The student must provide the instructor with official documentation:
  - Orders (if issued in advance)
  - Drill letter indicating the date, place, and time the student must report

If notified in advance, arrangements must be made for the student to complete test or assignment before he/she leaves for military duty. The documented time away from class due to military duty should be counted as an excused absence and not held against the student.

If an instructor considers any absence unexcused, the student may request a review of the judgement first by the Academic Dean and then by the Associate Vice Chancellor for Academics, if necessary. This request is to be made immediately following any question about the absence.

Failure to attend class in which you are registered does not mean that you have withdrawn from the class. Contact your academic advisor for proper procedures to withdraw from a course or the semester.

### Grades, Grade Point, Grade Point Average

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.

A student's grade point average is computed:

$$\text{GPA} = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of (All) Attempted Credits}}$$

To determine the Total Number of Grade Points Earned, use the grading system in the table to obtain the Points Earned for each class:

Grading System		
Grade	Meaning	Points Earned
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

To calculate the Total Number of Grade Points Earned:

1. Multiply the Course Credit Hours by the Points Earned for each class = Quality Points
2. Add together all the Quality Points = Total Number of Grade Points Earned

The GPA is carried out to two digits past the decimal point and not rounded up.

The grade point average may be viewed on the Unofficial Transcript located in Banner Self-Service.

### Repeated Courses and Computation of Grade Point Average

A student may repeat a course to change the original grade. The LAST grade earned will become the official grade and will be used to calculate the cumulative grade point average (CGPA), even if the last grade earned is lower than the original attempt.

Students, who choose to repeat courses, should know:

- The exact course must be repeated to have the latest attempt replace the first attempt
- All courses attempted will remain on the transcript
- Last attempt will have an asterisk beside the letter grade [A\*]
- Courses will only count toward graduation requirements once, even if both attempts are successful
- Adjustments to the cumulative GPA are not made for courses transferred from other institutions because no grade points are assigned to transfer credits
- Grades of "W", "WX", "I", or "AU" will not replace the original grade

### Academic Probation and Suspension

All students attending ASU-Beebe are expected to make satisfactory progress in all attempted courses. Academic probation and suspension status is calculated and evaluated at the end of the fall and spring semesters. Probation or suspension status following a summer term is not evaluated. To be in good academic standing, all students must earn a minimum cumulative grade point average (GPA) of 2.00.

Students who fail to meet these standards will be placed on academic probation for one semester (fall or spring). If these students do not achieve the minimum cumulative GPA of 2.00 at the end of the probationary period, they will be suspended until the end of the next semester (fall or spring). Summer is not included.

Exceptions to the above suspension policy are as follows:

1. Students on academic probation achieving at least a 2.00 GPA for each semester enrolled will be eligible to enroll in classes, but will be continued on academic probation until the minimum cumulative GPA is achieved. Note: A student's eligibility to continue to receive Financial Aid will be evaluated separately.
2. A student who has been suspended for poor scholarship may petition for immediate readmission by:
  - a. Obtaining a petition form and a current ASU-Beebe transcript from the Registrar's Office.

- b. Submitting the completed petition and transcript to the Admissions and Appeals Committee. Students will be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Transfer students who are on academic suspension at another college or university are not eligible to enroll at ASU-Beebe until the suspension is completed. Transfer students must be eligible to return to the last institution attended.

## Transcripts

Arkansas State University-Beebe has partnered with the National Student Clearinghouse (NSC) online transcript service to provide our students and alumni a faster and more efficient method to obtain official transcripts. Please see the Registrar's Office webpage for more instructions, students may request an official transcript online for a nominal fee of \$3.50 per transcript.

## Academic Honesty Policy

Dishonesty in any form--including plagiarism, turning in assignments prepared by others, using unauthorized technology or materials, and cheating on exams --is not acceptable within the ASU-Beebe system. See your course syllabus for Academic Honesty policies specific to your course. Students are expected to have read and understood the Academic Honor Code found in the Student Handbook as part of the Student Code of Conduct. In the event a student is found in violation of the academic honesty policy in a course, the following applies:

1. **First Violation:** Zero grade on the assignment; the instructor will notify the student and complete the reporting form; the form will be sent to the division dean, instructor, and Distance Education.
2. **Second Violation:** Zero grade on the assignment; the instructor will notify the student and complete the reporting form; the form will be sent to the division dean, instructor, and Distance Education.
3. **Third Violation:** Immediate Course failure following review and confirmation from the division dean; the instructor will notify the student and complete the Third Violation reporting form; the form will be sent to the division dean, instructor, Distance Education, and Dean of Students.

In the event of an egregious or excessive violation, the Division Dean has the discretion to escalate any offense to a higher-level violation. Instructor will notify Division Dean of egregious or excessive violation for review.

The Academic Honesty Policy does not supersede the policy of Academic Programs governed by national and/or state accreditation bodies.

Any student who disputes the Academic Honesty Policy will follow the Institutional Complaint and Grievance Procedure found in the Student Handbook. Students will follow the Final Grades Appeal Policy found in the Student Handbook for Final Course Grades.

### Artificial Intelligence Use Rule

Faculty select from the following three options of expectations for AI use based on the appropriateness for student learning in the course. A violation of the selected AI use policy constitutes a breach of the Academic Honesty Policy above.

- 1) **Prohibiting Use:** Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, we expect that all work students submit for this course will be their own. Additionally, students are not allowed to use any generative artificial intelligence tools at any stage of the work process, including preliminary ones. AI-generated submissions are not permitted and will be considered plagiarism.
- 2) **Instructor Selecting Use:** The default is that such use is prohibited unless otherwise stated. Certain assignments in this course will permit or even encourage the use of generative artificial intelligence (GAI) tools such as ChatGPT. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any GAI output that is submitted; you, the student, bear the final responsibility.

**Encouraging Use:** This course encourages students to explore the use of generative artificial intelligence (GAI) tools for all assignments and assessments. Any such use must be appropriately acknowledged and cited, and it is each student's responsibility to assess the validity and applicability of any GAI output that is submitted - you, the student, bear the final responsibility.

### Academic Advisors

Each student is assigned an academic advisor. Students should frequently consult with their advisor concerning educational goals, including courses, majors, and degree programs. The Degree Works software serves as a guide when selecting courses, planning a degree program, and preparing for future institutional transfers. The name of the academic advisor is posted in Banner Self-Service.

## Student Information and Services Resources

### Abington Library

The library circulates a wide variety of printed and electronic books, movies, audiobooks and CDs. Books can be checked out for 28 days and renewed for another 28 days. Audiovisual materials can be checked out for five days and renewed for another five days. The ASU-Beebe ID card is used as the library card.

Services include general specialized library instruction for classes and/or individuals and interlibrary loans. Reference service is available on site, by phone at 501.882.8976, on the library website, <https://www.asub.edu/abington-library>, or by email at [circ@asub.edu](mailto:circ@asub.edu).



## Advising and Learning Center

The Advising and Learning Center staff includes full-time professionals on multiple ASUBeebe campuses who are experienced, qualified and committed to your academic success. Carefully selected part-time and student tutors also assist students. The Learning Center offers free, walk-in tutoring for a variety of subjects taught on our campuses. Students usually see a tutor within a few minutes, but there might be a wait during peak hours.

For specific services available, contact information, or scheduling go to <https://www.asub.edu/advising-learningcenter> or call 501.882.8867.

## Activity Calendar

A master calendar of activities is maintained by the Student Life Office. All events, both on and off campus, involving students and faculty must be scheduled on the Campus Event Calendar.

## Banner Student

Banner Student is the student information system for the ASU-Beebe, accessible at [my.asub.edu](http://my.asub.edu).

Within Banner Student, students may access a variety of information and student services including:

- Set-up and access student email
- Checking placement test scores
- Accept Financial Aid rewards
- Registering for classes
- Viewing class schedules
- Adding or dropping classes
- Viewing account holds
- Viewing an unofficial transcript

Students can access tutorial guides on navigating Banner Student at <https://www.asub.edu/banner-self-service>.

## Canvas

Canvas is the Learning Management System used by students taking online classes through ASUB Online. All students have access to Canvas through [Canvas | Arkansas State University-Beebe \(asub.edu\)](https://www.asub.edu/canvas).

For Canvas assistance, students must use their AS-Beebe email to send messages to the Canvas Help Desk, contact the Canvas Help Desk at 833-741-0031 or ASUB Online at 501.882.8894 or [distance.education@asub.edu](mailto:distance.education@asub.edu).

## Career Services

Career Services offer guidance as students search for a career path that matches their interests, skills, and values. A full range of resources and services available can be located at <https://www.asub.edu/careerservices>. For more information call 501.207-6276 or email [careerservices@asub.edu](mailto:careerservices@asub.edu).

## Counseling Services

Counseling Services are available to students experiencing personal problems that interfere with academic and social performance. Services are free and confidential.

For more information or scheduling an appointment go to <https://www.asub.edu/counseling>, call 501.882.8906, or email [counseling@asub.edu](mailto:counseling@asub.edu) (non-emergency).

## Disability Services

ASU-Beebe's Coordinator of Disability Services is the designated counselor to students with disabilities and is the College's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities who believe they may need accommodations are required to meet with the Coordinator of Disability Services for possible accommodations before the start of the semester. The Office of Disability Services will contact the instructor regarding approved accommodations for the student in the class.

Copies of the College's policy on services to students with disabilities are available through the Student Success Center on the ASU-Beebe campus. The telephone number for the Office of Disability Services is (501) 882-8863 and the email address is [disabilityoffice@asub.edu](mailto:disabilityoffice@asub.edu). For more information, visit [www.asub.edu/disability-services](http://www.asub.edu/disability-services). As stated earlier, your course syllabus must include a statement on compliance with the Americans with Disabilities Act.

## Registrar

The Office of the Registrar is dedicated to providing quality administrative support to the ASU-Beebe campuses and its students. To find information on how to request transcripts, degree audits, update personal records or other services provided visit [Office of the Registrar | Arkansas State University-Beebe \(asub.edu\)](http://www.asub.edu/registrar), or contact 501.882.4415 or email [registrar@asub.edu](mailto:registrar@asub.edu).

## Testing Services

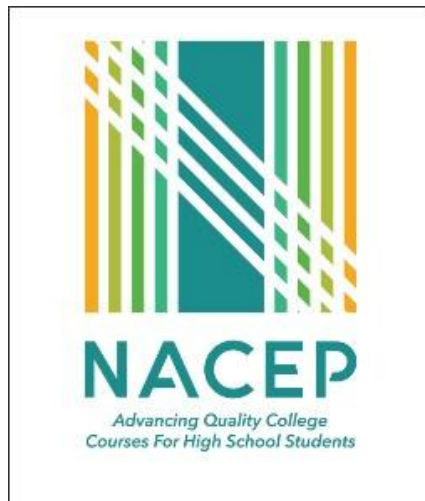
Testing Services target admissions, certifications, evaluations, ADA /special needs, distance learning, and make-up tests. For a complete list of tests offered, testing centers and testing appointments go to <https://www.asub.edu/testing-center>. For additional information call 501.882.8812 or email [testing@asub.edu](mailto:testing@asub.edu).

## Transfer Services

Transfer Services offers assistance in navigating the transfer process from ASU-Beebe to a four-year college or university. To find a schedule of transfer events, scholarship opportunities, or schedule an appointment with a Student Success Coach go to [Transfer Services | Arkansas State University-Beebe \(asub.edu\)](http://www.asub.edu/transferservices), call 501.882.4429, or email [transferservices@asub.edu](mailto:transferservices@asub.edu).

## ASU-Beebe Concurrent Handbook

The ASU-Beebe Student Handbook is the official handbook for all students. This Concurrent Student Handbook is a supplement designed to assist concurrent students.



Arkansas State University-Beebe is accredited through the National Alliance of Concurrent Enrollment Partnerships, the leading organization in Concurrent and Dual Enrollment Education in the United States. Visit [nacep.org](http://nacep.org) for more information on how our program maintains the rigor of college level coursework.



Arkansas State University-Beebe is accredited by the Higher Learning Commission.