



Southeast Arkansas College
1900 Hazel Street
Pine Bluff, Arkansas 71603
www.seark.edu (870) 543-5900

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Concurrent Credit Student Handbook 2015/16

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W elcome to Southeast Arkansas College!

The Southeast Arkansas College Concurrent Credit Program is a partnership between SEARK College and your school district. Through this program you have an opportunity to get a jumpstart on the academic challenges of college by enrolling in SEARK courses and receiving college credit while taking classes in your high school environment.

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 coursework.

Barbara Dunn
Director of Admissions

Learn more about Concurrent Credit on our website:

<http://www.seark.edu/concurrent-credit>

Southeast Arkansas College holds membership in the National Alliance of Concurrent Enrollment Partnerships (NACEP).

1900 Hazel Street
Pine Bluff, AR 71603
Phone (870) 543-5900
Primary Contact
Barbara Dunn, Director of Admissions
bdunn@seark.edu

What is Concurrent Credit?

Concurrent Credit enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. It is a no-student-cost model for bringing accelerated courses to students in urban, suburban, and rural high schools. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning college credit at the time they successfully pass the course.

Through a partnership agreement with your school district, SEARK is providing college credit for courses taught in your high school.

Benefits of the Concurrent Credit Program

Get a competitive edge. Completing college requirements in high school gives you greater flexibility as a full-time college student.

Reduce the cost of a college education. Concurrent Credit tuition is paid by a scholarship from SEARK College.

Save Time. Receiving college credit while attending high school may allow you to graduate early from college.

Requirements for Participation

The following requirements apply to all high school students seeking concurrent credit.

The student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.

First time students must complete a SEARK College Concurrent Credit Application for admission.

Students must achieve an ACT, EXPLORE, PLAN, or COMPASS score at the level required by the State Assessment and Placement Law in Reading, English, or Mathematics.

Students in general education concurrent courses for college credit must have scored 19 or better on the ACT Reading sub-test or have a reading score of 14 on EXPLORE, 15 on PLAN, or 83 on COMPASS, to enroll in any general education concurrent enrollment course.

In addition to the reading requirement, students who enroll for English Composition must have an English score of 19 on the ACT, 14 on EXPLORE, 16 on PLAN, or 80 on COMPASS.

Concurrent mathematics students must meet the reading requirement plus have a math score of 19 on the ACT, 15 on EXPLORE, 17 on PLAN, or 41 on COMPASS Algebra test.

Students concurrently enrolled will be classified as non-degree seeking and will **not** be eligible for financial aid.

Enrollment Process

1. First-time students participating in the concurrent enrollment program must complete the Southeast Arkansas College Concurrent Credit Application for admission to the College.
2. Your high school will provide the College with name, address, and test scores required for enrollment in Concurrent Credit. Within two weeks of the beginning of the term, you will receive an authorization letter in the mail. This letter must be returned to the College with your signature and if you are under the age of 18, the signature of your parent or guardian. **Failure to return this letter by the date listed on the letter will cause you to be permanently dropped from the class.**

Academic Standards

Concurrently enrolled students are held to the same academic standards as other SEARK College students. Concurrently enrolled students are responsible for abiding by the policies and subject to the same regulations as other SEARK College students.

Courses

Courses offered through SEARK's Concurrent Credit Program are the same general education courses with the same departmental designations, course descriptions, syllabi, course numbers, titles, and credits. Students must meet all course prerequisites as listed in the SEARK College Catalog.

The course syllabus contains the course plan and description whose purpose is to communicate the course purpose, goals, objectives, and how to be successful in the course. The syllabus contains the course name, location of the class, days/time of the class, disability policy, and cheating policy. The instructor's name, contact information, and office hours are also part of the syllabus content. Finally, all syllabi contain information on how learning will be assessed (grading). The syllabus will detail grading procedures, grading methods, and how missed assignments are handled.

Course offerings per school district may vary. For a list of the ACTS (Arkansas Course Transfer System) courses offered through the SEARK College Concurrent Credit Program please see the webpage at:

<http://www.seark.edu/concurrent-credit>

Selection of concurrent credit courses offered by a particular school district is determined by the Vice President for Academic Affairs, in consultation with designated high school/district personnel.

Concurrent Courses are delivered in two distinct lengths: one-semester and two-semester. For example, English Composition I is delivered in a one-semester format, either fall semester (August – December), or spring semester (January – May). College Algebra is delivered as a two-semester course, fall and spring semesters (August – May). In general, the mathematics and science courses are delivered in the two-semester format, while other general education courses (English composition, literature, history, music, speech) are delivered in a one-semester format.

Financial Aid

Students who are enrolled in elementary or secondary schools are **not** eligible for financial aid from Federal Student Aid programs, even if the student is simultaneously enrolled in an eligible postsecondary program. A student is considered to be enrolled in a secondary school if the student is pursuing a high school diploma. (34 CFR 668.32(b)).

FINANCIAL AID IS *NOT* AVAILABLE FOR ANY CONCURRENT CLASS

Withdrawing from a Class

Students can withdraw from classes for any reason. Students withdrawing from a class will have a “W” recorded on the student’s permanent SEARK College transcript for the course. A “W” does not enter into the calculation of the grade point average (GPA).

Last Date to Withdraw and Still Receive a “W”. The last day to withdraw (with a “W”) from a class is approximately two weeks prior to the end of the term. There are no late withdrawals.

A student is not considered to be withdrawn from classes unless proper withdrawal procedures are followed.

Withdrawing from the high school class does not withdraw the student from the college class.

Failure to attend class for a prolonged period of time does NOT constitute a withdrawal.

If a student stops attending a class and/or fails to drop the course through the SEARK Registrar's Office, a grade of "F" will be recorded for the course on the student's permanent SEARK College transcript.

Withdrawal Process

The Official Withdrawal Form is available in the Registrar's Office, located in the Student Services Building, Room 145. The form must be completed and returned to the Registrar's Office by the published deadline to constitute a valid withdrawal. The following signatures must be obtained prior to withdrawal:

1. Instructor (High School Teacher)
2. Student

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:

1. 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. Coursework must be completed within one month of the date the incomplete contract is submitted.
2. At the time of the incomplete request, the concurrent student must have a grade of "C" or better in the course.
3. At the time of the incomplete request, the concurrent student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
4. 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 reasons the student is not able to complete the coursework. If the work is not completed within the time on the incomplete contract, a grade of "F" will be assigned to the course on the student's permanent SEARK College transcript.

Grading System

The Concurrent Credit courses use the same grading system as other SEARK College courses:

GRADE	PERCENT	QUALITY POINTS
A	90-100% (Excellent)	4
B	80-89% (Good)	3
C	70-79% (Average)	2
D	60-69% (Passing)	1
F	59 and below (Failing)	0

Calculating the Grade-Point Average (GPA)

The grade-point average at Southeast Arkansas College is calculated as outlined below:

1. Allow four quality points for each hour of "A", three points for each hour of "B", two points for each hour of "C", and one point for each hour of "D". "S" (Satisfactory), "U" (Unsatisfactory), "AU" (Audit), "W" (Withdrawn), and "I" (Incomplete) are disregarded in calculating the grade-point average. The "F" is calculated in the GPA as zero quality points. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
2. Add these grade points to arrive at the total grade points earned during a semester or term.
3. Divide this grade-point total by the total number of credit hours pursued that term.

NOTE: Grades and credit hours earned in developmental courses are not considered as college-level work and are not calculated in the student's official college Grade Point Average (GPA). The cumulative grade-point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account. See the sample below.

Course	Grade	Hours Enrolled		Quality Points		Grade Points
English Comp I	B	3	*	3	=	9
College Algebra	A	3	*	4	=	12
Spreadsheet App	C	3	*	2	=	6
Basic Electricity	D	3	*	1	=	3
		12				30
30 (Grade Points) divided by 12 (Hours Enrolled) = 2.5 GPA						

NOTE: No grade other than “I” (Incomplete) may be changed after it is recorded unless an instructor finds that a grade has been erroneously calculated and/or recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Dean and/or Vice President for Academic Affairs for approval.

Satisfactory Academic Progress

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward a Degree or Certificate from Southeast Arkansas College is below average in terms of grade point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation. A 2.00 GPA is required for graduation with an Associate degree or Technical Certificate from Southeast Arkansas College. Students pursuing a Certificate of Proficiency (CP) may graduate with a minimum of 2.00 GPA in only the CP’s program courses.

A student in academic difficulty has opportunities to seek counseling and academic support. The Tutoring Center and developmental education classes are available to assist the student, as are opportunities to meet with faculty during office hours.

Academic Probation and Suspension

Understanding two concepts is vital in considering the requirements for Satisfactory Academic Progress. The two concepts are:

1. Overall GPA, which is the GPA of a student’s total course hours, and
2. Semester GPA, which is the GPA of a student’s courses taken during a given semester.

SEARK students must maintain an overall GPA of 2.00 or above to be considered “in good academic standing.” When a student falls below good academic standing, the following occurs:

- A student who has attempted 24 hours or more with an overall GPA below 2.00 is placed on academic probation for the following semester(s) to improve their overall GPA to the required 2.00.
- Students on probation must earn a minimum semester-GPA of 2.00 each semester until their overall GPA also reaches 2.00.
- A student on probation who fails to earn a minimum semester-GPA of 2.00 during any semester will be suspended for one semester.

Academic Suspension

Students may appeal suspensions to the Vice President for Student Affairs Office.

- A student who has been suspended may re-enter SEARK after the suspension period. Suspended students are re-admitted to SEARK on probationary status: they must earn a 2.00 minimum semester-GPA each semester until their overall GPA reaches 2.00 or higher.
- A student who receives a second academic suspension is suspended for one full academic year (fall and spring).
- A student who has been suspended may attend summer sessions however, they must earn a 2.00 GPA or higher for that session. Failure to earn a 2.00 GPA for the session will cause them to receive a second academic suspension. If the student earns a minimum 2.00 GPA for the summer session, they can re-enter SEARK in the fall semester on academic probation (even if their overall GPA is still below a 2.00).
- A student who receives two consecutive academic suspensions for failing to earn a semester-GPA of 2.00 is not eligible to appeal his/her suspension.

A fourth academic suspension results in “expulsion” from the college and the student may not return.

Student/Faculty Disputes

If a student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Dean and then the Vice President for Academic Affairs. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the appeals committee is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer, in writing, of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for appeals in the Allied Health Programs.

Academic Appeals (Grade Petitioning)

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the Dean and then the Vice President for Academic Affairs. Students have 45 days from the end of the semester to appeal.

Initiation of Grade/Academic Appeal

Step One (Instructor-Oral): any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor's answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to Step Two.

Step Two (Dean-Written): The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student's Dean. The Dean and the student shall meet within five (5) business days after receipt of the written appeal, in an attempt to reconcile the appeal. If, within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the appropriate vice president (academic affairs or allied health).

Step Three (Vice President Academic Affairs-Written): The Vice President of Academic Affairs shall respond within five (5) business days after receipt of the written appeal. The Vice President shall form an impartial ad hoc committee of two instructors, and two staff members to hear and read the appeal and advise the Vice President on a resolution. The Vice President shall have ten (10) business days from receipt of the appeal to provide the appealing student with a decision. The decision of the Vice President is final. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for academic appeals in the Allied Health Programs.

Acts of Dishonesty

Acts of dishonesty, including but not limited to: cheating, plagiarism or other forms of academic dishonesty; furnishing false information to any college official or office, forgery, alteration and misuse of any college document, record or instrument of identification, are prohibited.

Cheating includes an attempt to defraud, deceive, or mislead either by means of using unauthorized notes, books, cell phones or other electronic devices; coercion; or misleading the instructor when grades are assigned. Plagiarism is a form of cheating that involves presenting work of another as one's own work. Students are informed of the cheating policy in course syllabi and this handbook. The policy insures due process for alleged cheating or plagiarism.

Disciplinary Sanctions

Students who commit acts of dishonesty are subject to disciplinary actions/sanctions authorized by the Vice President for Student Affairs. These include:

- An oral admonition/statement.
- An official written reprimand, warning, or notice that continuation/repetition of wrongful conduct can result in harsher action.
- Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
- Disciplinary probation/exclusion or restrictions from privileges and extracurricular activities.
- Restitution/reimbursement for any damage(s) or loss(es) to property or person(s).
- Forfeiture of academic credit.
- Required release from a mental health or medical professional.
- Suspension/exclusion from classes and privileges for a defined period of time.
- Expulsion/termination of the club/organizations/student(s).
- Sanctions as deemed necessary by the Vice President for Student Affairs.

All disciplinary actions are reviewed by the Vice President for Student Affairs. Unusual circumstances (i.e., threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student's status at SEARK. Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Vice President for Student Affairs. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the College.

Student Due Process

Students accused of dishonesty are guaranteed due process through a prescribed set of administrative procedures. Violations are adjudicated in an informal meeting, or an appeal hearing conducted by an academic Dean or the Vice President for Student Affairs. The College, through the Counseling Offices, may require a student to obtain a release to return to campus and classes from a mental health professional or a medical health professional.

An informal hearing is a meeting between the accuser, the accused and the academic Dean or the Vice President for Student Affairs, who conducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice President for Student Affairs, who makes a final determination. This may include a directive from SEARK's Counseling Offices to obtain a return to campus and class release from a mental health professional.

Transcripts

Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with federal guidelines under the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail should include the name under which the student was enrolled, College I.D. number or Social Security number, dates of attendance at Southeast Arkansas College, and name and address of the business or institution to which the transcript is to be sent. Telephone requests for transcripts are not accepted. A Release of Information Form may be requested or the student may write a letter containing the above information. There is not a fee for transcripts; however, the number requested must be reasonable and necessary. The College reserves the right to charge for transcripts in cases where the number requested is excessive.
2. Official transcripts of the student's complete permanent record are issued with the Embossed Official College Seal of Southeast Arkansas College.
3. Transcripts (and other documents) which have been presented for admission or evaluation of credit become the property of Southeast Arkansas College as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.
4. Requests for official transcripts are normally filled within two working days. The College does not guarantee "over the counter same day service". Transcripts given to students will be stamped "Issued to Student" are not considered official transcripts.

Transferring Credit

Every Concurrent Course is a part of the Arkansas College Transfer System (acts.adhe.edu) and will transfer to ANY 2 or 4 year public college or university in the

State of Arkansas. Most credits may transfer to other in-state or out-of-state colleges or universities. However, please contact the school to assure transferability.

Academic Calendar

Key Academic Calendar Dates, 2015-2016

Fall Classes Begin Monday, August 17, 2016

Last Day to withdraw from single semester classes, November 20, 2015

Spring classes begin Monday, January 11, 2016

Last Day to withdraw from spring and two-semester classes, April 29, 2016

Please refer to the SEARK College website for the full Academic Calendar. The calendar is located at:

<http://www.seark.edu/academics/academic-calendar>

Student Evaluation of Instruction

Each semester, the Vice President of Academic Affairs will select a few courses from all course sections for evaluation. The selection may or may not include Concurrent Credit course sections. The instructors of the selected sections will be notified of the date and time for the evaluation. The evaluation is administered by Institutional Research who will administer the evaluation using an online survey instrument.

Student Services

Every concurrent credit student is entitled to access the full range of services available to regular on-campus students.

1. Library – library book loan, electronic database access, computer lab
2. Tutoring – assistance is available for any course, by appointment
3. Wi-Fi access – SHARKNET our wireless Internet access on campus
4. Student email – Email account provided to each student
5. Student Life – participate in our on-campus student activities and events which occur several times each semester
6. Webadvisor – access to our central portal for access to the registration, unofficial transcripts, final grades, and more
7. Disability, Career, Life counseling – support for life issues
8. Student ID Card – free ID card provides access to Library and other campus services
9. Parking – students are issued free parking permits for on-campus parking

10. Student Clubs and Organizations – participate as a student member

College Accreditations

Southeast Arkansas College is accredited to offer Concurrent Credit by the Arkansas Department of Higher Education, through May 31, 2020.

www.adhe.edu, (501) 371-2000

Southeast Arkansas College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

www.ncahigherlearningcommission.org, (312) 263-0456.