



ARKANSAS STATE
UNIVERSITY

A-State Early College Program
Policy Handbook for Faculty Liaison

Arkansas State University — Jonesboro

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Introduction

Program Overview

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

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

NACEP accreditation requires compliance with six standards:

Partnership Standards

P1: Program aligns with the college/university mission and is supported by the institution's administration and academic leadership.

P2: Program has ongoing collaboration with secondary school partners.

Faculty Standards

F1: All program instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.

F2: Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

F3: Program instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

F4: Program ensures instructors are informed of and adhere to program policies and procedures.

Assessment Standard

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

Curriculum Standards

C1: Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.

C2: The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.

C3: Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

Student Standards

S1: Registration and transcript policies and practices for concurrent enrollment students are consistent with those on campus.

S2: Program has a process to ensure students meet the course prerequisites of the college/university.

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

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

Program Evaluation Standards

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

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

Concurrent Enrollment

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

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

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

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

Faculty Liaisons

Introduction

Arkansas State University Early College Programs (ECP) offers selected A-State faculty members the opportunity to serve as a liaison on behalf of ECP to discipline-specific instructors who serve students enrolled in ECP-sponsored courses through their high schools. These liaisons are tasked with certain duties and responsibilities, many of which are required to maintain ECP's accreditation, and they receive a salary stipend in exchange for accepting and carrying out those duties and responsibilities.

Faculty Liaison Appointment and Compensation

Concurrent courses are typically monitored by the department chair as part of their contracted assignments when only one section is offered. As section offerings increase or become overly burdensome for the department chair, the Early College Programs will offer a stipend to a faculty member from the department to serve as faculty liaison. Stipends are paid per semester based on academic rank and concurrent load using the following scale:

- Instructor: \$2,000
- Assistant/Associate Professor: \$2,100
- Professor: \$2,200

Liaisons monitoring more than five instructors are provided an extra \$100 per additional instructor for the extended load.

Duties and Responsibilities

Liaison will:

- Serve as the main point of contact for all discipline-specific instructors for the office of ECP.
- Complete textbook adoptions for discipline-specific high school on-site ECP courses according to Textbook Brokers deadlines.
- Check the discipline-specific course syllabus for course alignment according to National Alliance of Concurrent Enrollment Partnerships (NACEP) standards and A-State course standards, including institutional and department standards.
- Upload each discipline-specific course syllabus to the repository on or before eleven days after the start of A-State classes.
- Remind instructors of the midterm grading deadline in writing.
- Conduct required site visits for discipline-specific instructors.
- Submit site-visit and any other required paperwork according to NACEP standards no later than fifteen days after the end of the term.
- Remind instructors in writing of course evaluations.

- Remind instructors in writing of course assessments, should an assessment be offered, prior to the assessment opening and during the week of assessment testing.
- Remind instructors in writing of the last day to drop and final grading deadline.
- Assist discipline-specific instructors with grading questions, grading discrepancies, the change-of-grade process, incomplete grade process, and otherwise assist with any and all grading questions or concerns brought forth by discipline-specific instructors or A-State.
- Notify each discipline-specific Instructor in writing of accreditation, institutional or department changes or updates including but not limited to, textbook, syllabus, NACEP standards, and grading policies and procedures.
- Adhere to any and all administrative, departmental, or NACEP changes under the direction of Enrollment Management and Global Outreach, including the office of ECP.
- Participate, conduct, or otherwise complete any and all other duties and responsibilities as assigned by the office of ECP during the duration period of this contract.

Specifically, with regard to professional development, Liaison will:

- Host a discipline-specific session professional development in July for discipline specific instructors.
- Take attendance for present instructors during professional development session.
- Submit attendance to the office of ECP within three days following the professional development session.
- Confirm that all discipline-specific instructors have completed professional development prior to the first day of class.
- Cover any and all NACEP accreditation standards, requirements, and any other expectations for the instructor.

Failure to Carry Out Duties and Responsibilities

In the event Liaison fails to carry out any of the duties and responsibilities set out in this document, ECP may remove Liaison from their ECP role. In such case, Liaison will forfeit any remaining stipend payments from ECP. Absent aggravating factors or circumstances that potentially carry serious consequences to ECP or any of its participants, ECP will ordinarily provide a written warning before removing a liaison from their role.

Grading

Grading scales for both the high school and college course should be consistent. While assignments and tests values may vary, the corresponding A-State course grading scale must be employed. A-State uses a 4-point system and descriptions of each level of work is available in the A-State Undergraduate Bulletin, located on the Registrar's Office webpage at <https://www.astate.edu/a/registrar/>.

- Mid-term grades play a vital role in assuring student success. Concurrent faculty should monitor course grades closely and take action immediately if a student is struggling in the course.

Intervention strategies for struggling students are provided in the "Early Alert" section of this handbook. Mid-term grades provide an opportunity for both students and parents to gauge student performance and take the necessary steps to improve grades or drop the course.

- The final grade for concurrent courses should match the final grade assigned on the high school transcript; although no specific regulations mandate this match. Semester date variations often impact grade differences, but concurrent faculty are encouraged to be consistent in assigning grades for both the high school and college course to avoid student and parent confusion.
- Concurrent faculty are bound by both mid-term and final grading deadlines. The published A-State calendar provides specific due dates and times for each semester. ECP instructors are asked to post grades in Banner Self-Service two hours prior to the university deadline to provide ample time for the ECP staff to address any issues that might arise. Academic calendars are posted on the A-State Registrar's webpage at <https://www.astate.edu/a/registrar/>.

Assessment and Evaluation

Course Assessment

All A-State courses must include an assessment of course learning outcomes. Each department develops a required assessment instrument for use in all sections of each course. Concurrent students must complete these required assessments for each course. Some departments use a standardized uploading system for assessment, while other departments imbed questions within the course tests or quizzes. The faculty liaisons will notify and mentor concurrent faculty in the completion of the course assessment. Assessment results are tabulated by the various departments and made available to the concurrent faculty via the ECP director.

Concurrent faculty **MUST** provide an example of a quiz, test, or writing prompt completed by students in the course that mirrors a quiz, test, or writing prompt used in the corresponding on-campus course.

Course Evaluations

Course evaluations are conducted at the end of each academic semester. Academic departments are responsible for developing course evaluations for all A-State courses, including concurrent courses. Course evaluations will be conducted by the ECP staff; students are provided the course evaluation link several weeks before the end of each semester. The anonymous evaluations are reviewed by the A-State academic department chair and the ECP director at the conclusion of final exams. Student evaluation results are provided via email link to the instructors and shared with high school principals. Questions may be directed to the ECP director.

Early Alert

A-State uses an early alert system for addressing student performance issues. A-State academic departments recommend that concurrent faculty identify students who are experiencing difficulty in a college course and intervene appropriately in one or more of the following ways:

- Advise the student by identifying deficiencies and recommending solutions.
- Refer student to available tutorial services at the ECP school or at A-State.
- Contact a school counselor, school administrator, and/or a parent or guardian to provide additional support and guidance for the student.
- Recommend that marginally prepared students complete the course for high school credit only and use the experience to develop reading, thinking, and communication skills that will prepare them for college level courses.
- Advise the student to withdraw from the course and perhaps take the course after the student has developed the skills to meet the university standards.

Student Academic Standing

Concurrent credit courses available at the high school are Arkansas State University courses and, as such, are part of the student's permanent university level academic record. The A-State student transcript will include all concurrent courses and the acquired grade point average will be calculated into the overall college grade point average. Poor performance in concurrent courses can negatively impact the rest of the student's college career. If faculty members know of a student who is already concurrently enrolled and is struggling to meet the requirements of the concurrent course, he or she is strongly urged to reiterate the consequences of low GPA with that student and ask that student to drop the course.

Effects of Low Grade Point Average and Academic Standing

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

A-State Resources and Services

Concurrent students and faculty may use the resources of the Dean B. Ellis Library and may contact A-State faculty or staff for advice on research projects or other academic programs. Additionally, all concurrent students and faculty are provided with an A-State email and Banner Self-Service account. Appropriate tools for the instructor's classroom management are available through the Blackboard icon in the My Campus Portal. This online system also provides the student tools to view grades, billing and access unofficial transcripts. The Interactive Teaching and Technology Center also provides training and support opportunities to concurrent instructors who desire to integrate technology in the classroom.

Professional Development

A-State academic departments and the Early College Programs annually provide professional development activities for concurrent faculty. Departmental activities are designed to enhance collegiality between department and concurrent faculty and to ensure that concurrent courses continue to mirror university courses pedagogically and in course content. The Early College Programs in conjunction with departments and the Interactive Teaching and Learning Center (ITLC) provide other training materials and opportunities for professional development to concurrent faculty.

Concurrent instructors are required to participate in all planned professional development activities, including, but not limited to, one yearly training workshop at the Arkansas State University campus and two yearly meetings with the departmental Faculty Liaison to take place during high school site visits.

If a concurrent instructor is unable to attend the yearly workshop, the instructor must meet with the Faculty Liaison and the Early College Programs Director to receive the training missed. Alternatively, an online training session may be substituted in cases where the instructor can attend neither the workshop nor compensatory meeting. In cases where the instructor cannot meet with the Faculty Liaison for individual professional development, an alternate day will be chosen.

Faculty Non-Compliance

As an education professional, concurrent instructors are keenly aware of the governance structures of various school settings. Maintaining institutional accreditation and the respect of the academic and local community are vital to the success of the Early College Programs. Concurrent faculty members are expected to maintain these standards as representatives of A-State. Instances of non-compliance with set standards will be addressed by the faculty liaison, Director of the Early College Programs, and the Office of Academic Affairs.

Initial faculty orientation and annual profession develop provide an avenue for keeping concurrent faculty up-to-date on both institutional and academic discipline changes as well as current discipline research and strategies. Concurrent faculty are expected to uphold the curriculum and delivery standards of the university. Faculty are also expected to meet required deadlines for submission of course syllabi, mid-term and final grades, and assessment and evaluation data.

Failure to uphold these standards and/or failure to meet the require deadlines will result in a non-compliance inquiry. Non-compliant instructors will be notified by letter, along with the high school principal, that the instructor is in violation of the policy and that the instructor and principal must meet with the proper departmental chairperson and the Early College Programs Director. The concurrent instructor will then be monitored for the remainder of the school year and, if no improvement is made, the instructor will not be approved to teach for A-State for the next academic year.

Appendix

Recommended Browsers

- Google Chrome
- Mozilla Firefox

How to Clear Cookies

Google Chrome:

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

Mozilla FireFox:

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

How to Apply to A-State

1. Go to <https://www.astate.edu>.
2. Hover over Admissions at the top of the page.
3. Click on Early College Programs.
4. Click on the black box labeled Apply Now.
5. Under "WHICH TYPE OF RED WOLF ARE YOU?" select the CONCURRENT HIGH SCHOOL STUDENTS application.
6. When the application opens, click on New Applicant — First Time User Account Creation.
7. Use the directions at the top of the page to create a user name and PIN number. Write down the user name and PIN; these are for temporary access in case there is a problem with the application. You will receive a permanent user name and pin after admission. Click Submit.
8. Scroll down on the opening page. Choose Undergrad HS Concurrent as the application option.
9. Follow the directions on each page to complete the application. When finished, click on Application is complete and affirm that the information you provided is correct by clicking on I agree to the terms.
10. A new screen with your name and information on the admission procedures will display.

11. Your high school counselor will submit your test scores and transcript to the A-State ECP Office.

How to Set Up Your Student Account After Admission

1. Go to <https://www.astate.edu>.
2. Click on myAState at the top of the page.
3. Click on First Time Users located beneath the login button.
4. Review and accept the Acceptable Use Policy by clicking I Accept and then click Submit.
5. To get your Campus Wide ID number (student ID number) and PIN, click the highlighted click here link at the bottom of the page.
6. Fill in all areas requested, Social Security number and date of birth, and click Submit.
7. The next page is the Identity Verification Setup page.
8. Complete this page and TAKE A PICTURE of the screen before submitting the question responses.

NOTE: Pay close attention to how answers are spelled, capitalized, and spaced. The answers must be exact or they will not work.

9. To receive an authorization code, click the highlighted here link to answer the security questions you set up.
10. Copy and paste the authorization code on the Authorization Code Retrieval page and click Submit. You will receive a personal Campus Wide ID number and PIN.
11. Select the second link <https://MyAState.astate.edu> to go to log-in screen.
12. Click on First Time Users below the log-in box.
13. Review and accept the Acceptable Use Policy by clicking I Accept and then Submit.
14. Enter your Campus Wide ID and PIN at the bottom of the page and click Submit.
15. The next page requires you to develop a personal password.
16. Determine a new password using the following guidelines:
 - must contain a minimum of eight characters
 - must contain at least one number
 - cannot start with a number
 - must contain at least one uppercase letter
 - cannot include any symbols, i.e. (&#*@)
 - cannot include your name or user name
 - cannot match any previously used passwords
17. Complete and verify the new password and click Submit. The Authorization Code will be the same code previously used.
18. The next page is a Release of STUDENT INFORMATION Authorization Form. Please choose I authorize or I DO NOT authorize and enter your parent or guardian's first and last name in the correct box. Click Submit to assure the password is accepted.
19. If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets.
20. The password is now set.
21. Return to <https://www.astate.edu> and click on myAState and log in.

NOTE: A password change is required every three months.

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

How to Log into Canvas

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

How to Set Up Duo Security

Initial Setup:

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

New Phone with the Same Number

- Download the Duo Mobile App on your new phone.
- Go to <https://www.astate.edu> and log in to myAState.
- When prompted, have Duo text your phone number.
- Once you are logged in, look under the Student folder for Duo Management and click it.
- A new Duo window will open. Click on Add a New Device. You must have Duo send you a push again to continue.
- You will be prompted to add the type of device.
- You will be prompted to add your phone number and confirm it by clicking the box next to your number, then click Continue.
- Choose what kind of device you are adding.

- Click I have Duo Mobile Installed.
- Open Duo Mobile on your phone and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen for the camera to see the bar code on your computer screen.
- Once you see the green check mark, click Continue.
- You are ready to log out and log back in and verify that Duo Mobile app has been set up correctly by sending a Push to your phone.

New Phone and New Number

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

How to Pay Your Bill

Students must use one of the following payment options:

- Pay Online

Option 1: myBill

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

1. Log into myAState.
2. Click on Banner9 Self Service Student under the Launchpad.
3. Click View and Pay Bill.
4. Complete the online payment process.

Option 2: Set an Authorized User

Students can set up an authorized user:

1. Log into myAState.
2. Click on Banner9 Self Service Student under the Launchpad.
3. Click View and Pay Bill.
4. Click on Authorized Users.
5. Click on Add Authorized User
6. Fill out authorized user's email (parent or guardian's email address).
7. Agree to at least the first statement.
8. Click Continue.
9. The authorized user will receive emails with instructions on how to proceed.

- Pay at Cashier's Window

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

- Pay by Mail

Payment can be made by mail using a check or money order made payable to "ASU Treasurer's Office."

The student's name and A-State ID must be included on the memo line so that it will be credited to their account. Call the Student Accounts Office at (870) 972-2285 for assistance with payment issues.

Mail to:

Treasurer's Office

P.O. Box 2640

State University, AR 72467

- Online Payment Plan

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

View Balance/Account Summary

1. Log into myAState.
2. Click on Banner Self Service Student under the Launchpad.
3. Click on View and Pay Bill.
4. Click on Account Summary by Term.

How to Review Grades

1. Log into myAState.
2. Click on Banner Self Service Student under the Launchpad.
3. Click on View Grades.
4. Click on which term you would like to view.

How to Reset a Password

Please note: A password change is required every three months.

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

How to Drop a Course

To drop an A-State Concurrent Enrollment course after the 10th day of class, you must use a Course Drop Form, which is available from your high school counselor.

- The form must be signed and dated by you. You will need the following information:
 - your name
 - your school
 - your A-State ID number
 - course name

- CRN
 - instructor name
- When the form is complete, take it to your high school counselor who will return it to the A-State Early College Programs office.

Campus Contact Information

ITS Help Desk: (870) 972-3933

Cashier's Window: (870) 972-2285

Admissions Office: Admissions@AState.edu

Registrar's Office: Registrar@AState.edu