A-State Concurrent Enrollment Program

Academic and Administrative Handbook

Arkansas State University-Jonesboro
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Contributor Acknowledgements

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Introduction

The Concurrent Enrollment Program (CEP) at Arkansas State University is jointly managed by the Offices Academic Affairs and Research and by the A-State academic colleges and departments that offer the specific courses. The Concurrent Enrollment Program staff primarily manages the administrative functions of the CEP while the colleges and departments manage the academic functions.

CEP standards are set by governing laws of the State of Arkansas, directives of the Arkansas Higher Education Coordinating Board (AHECB), and the National Alliance of Concurrent Enrollment Partnerships (NACEP).

What is a Concurrent Course?

A concurrent class is a course taught in high schools or via online delivery that counts toward university credit at the same time that the student is enrolled and receiving credit in high school. The concurrent class satisfies both high school and university credit requirements simultaneously. This credit may be used to fulfill university general education requirements.

Concurrent Enrollment Program / High School Partnership

Memoranda of Understanding between A-State and partnering high schools must be filed annually with the Arkansas Department of Higher Education (ADHE). The annual memorandum of understanding provides specifics of the partnership agreement. A-State provides an annual rebate to partnering high schools based on enrollment numbers.

Concurrent Courses offered through Arkansas State University

Course offerings are depend upon qualified faculty at participating high schools. Any freshman or sophomore undergraduate course offered by Arkansas State University that meets the guidelines provided by the Arkansas Department of Higher Education may be provided for concurrent credit, where qualified instructors and appropriate classroom facilities or distant instructional technology exists. Some courses currently offered for concurrent credit at some, not all, partnering high schools are:

**Biol 1001** - Biological Science Laboratory – Two hours per week. It is recommended this course be taken concurrently with BIOL 1003. Special course fees may apply. 1.000 credit hours. (ACTS#: BIOL 1004; BIOL 1024)

**Biol 1003** – Biological Science – The major characteristics and processes of life emphasizing the human organism. Promotes understanding of diversity and unity among living organisms with focus on ecological interactions and responsibilities of
people within their social and natural environment. Lecture three hours per week. Special course fees may apply. It is recommended that this course be taken concurrently with BIOL 1001. 3.000 credit hours. (ACTS#: BIOL 1004)

**CMAC 1003** – Mass Communications in Modern Society – A study of the interaction between society and mass communication through the lenses of history, theory, economics, culture, law, and technology. 3.000 credit hours.

**ENG 1003** – English Composition I - Study and practice of fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. Prerequisite, with grade of C or better, for ENG 1013. 3.000 credit hours. (ACTS#: ENGL 1013)

**ENG 1013** – English Composition II - Continues the practice of ENG 1003, to develop further the skills learned in that course. Based on reading and discussion of various types of writing, the students' essays will provide practice in different kinds of rhetorical development including research and documentation. **Prerequisite, must complete ENG 1003 with grade of C or better for degree.** 3.000 credit hours. (ACTS#: ENGL 1023)

**ENG 2003** – World Literature to 1660 – Introduction to the analysis and interpretation of literary works from several historical periods ranging from early civilizations through the Renaissance. 3.000 credit hours. (ACTS#: ENGL 2213)

**ENG 2013** – World Literature Since 1660 – Introduction to the analysis and interpretation of literary works from several historical periods ranging from the Renaissance to the present. 3.000 credit hours. (ACTS#: ENGL 2223)

**HIST 1013** – World Civilization to 1660 – World and European history. The great civilizations, with emphasis on the main historical currents influencing modern society. 3.000 Credit hours. (ACTS#: HIST 1113)

**HIST 1023** – World Civilization since 1660 – World and European history. Continuation of HIST 1013, with emphasis on the past three centuries. 3.000 credit hours. (ACTS#: HIST 1123)

**HIST 2763** – United States History to 1876 – UNITED STATES HISTORY. Social, economic, and political developments from Columbus to the end of the Reconstruction. 3.000 credit hours. (ACTS#: HIST 2113)

**HIST 2773** – United States History since 1876 – UNITED STATES HISTORY. Social, economic, and political developments from Reconstruction to the present. 3.000 credit hours. (ACTS#: 2123)

**MATH 1023** – College Algebra - Equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, and miscellaneous topics. No credit given if taken
following MATH 1054. Prerequisite, High School Algebra II and score of 21* or above on ACT Math or 460 or above on SAT Mathematics or 41 or above on COMPASS Algebra or 42 or above on ASSET Algebra or a grade of C or better in MATH 0013 or completion of 12 modules in UC 0173 and UC 022V. 3.00 credit hours. (ACTS#: MATH 1103) *ACT 19 acceptable based on extended classroom instructional time.

**MATH 1033 - Plane Trigonometry** - Right triangles and similar triangles, trigonometric ratios, degrees, and radians, trigonometric functions, circular functions, trigonometric identities, inverse trigonometric functions, trigonometric equations, Law of Sines, Law of Cosines, vectors, polar coordinates, and complex numbers. No credit given if taken following MATH 1054. Prerequisite, High School Algebra II and score of 21* or above on Math ACT or 590 or above on SAT, or a grade of C or better in MATH 0013 or Corequisite, MATH 1023. 3.000 credit hours. (ACTS#: MATH 1203) *ACT 19 acceptable based on extended classroom instructional time.

**MATH 1054 – Pre-Calculus Mathematics** – Selected topics from algebra, trigonometry, and analytic geometry. Prerequisite, High School Algebra II and score of 24 or above on MATH ACT or 630 or above on SAT, or Math 1023. 3.000 credit hours. (ACTS#: MATH 1305)

**MUS 2503 – Fine Arts - Music** – FINE ARTS. An introduction to music for the listener who has had no formal musical training or experience. A study of musical styles and composers and their cultural and historical contexts. 3.000 credit hours. (ACTS#: MUSC 1003)

**Concurrent Course Policies**

An annual Memorandum of Understanding is signed with each participating high school. A-State provides rebates to area high school based on course enrollment. These rebates are intended to be used for course textbook and technology requirements. High schools are responsible for providing all necessary lab equipment, textbooks, and computer software required for successful course completion.

Concurrent faculty members and students must follow policies of their high school and A-State. Should an A-State and high school policy differ, the policy of greater rigor should take precedence. In cases of academic standards, the A-State policies should prevail. In particular, the policies that guide grading, attendance, and academic integrity should be in accordance with those applied to on-campus courses and students. For an in depth discussion of university policies, consult the following sources:

- Undergraduate Bulletin [http://www.astate.edu/a/registrar/students/bulletins/index.dot](http://www.astate.edu/a/registrar/students/bulletins/index.dot)
- Faculty Handbook [http://www.astate.edu/a/academic-affairs-and-research/faculty-info/orientation/Faculty+Handbook+03-08-2013+(3).pdf](http://www.astate.edu/a/academic-affairs-and-research/faculty-info/orientation/Faculty+Handbook+03-08-2013+(3).pdf)
Academic Calendar

- Orientation and training for concurrent faculty is conducted during the summer months prior to the start of fall classes with additional opportunities available throughout the academic year.
- Course syllabi must be submitted to the faculty liaison for approval and then submitted to the designated A-State Syllabi Repository prior to the beginning of classes each semester. Directions for submission are provided by the CEP Director each semester.
- Site visits are conducted by A-State department faculty liaison each semester.
- Concurrent instructors must adhere to other deadlines set by A-STATE University Calendar (grading, drops, withdrawals, tuition payment, etc.): http://www.astate.edu/a/registrar/ (click on appropriate year’s link)

Admission Requirements: Student Eligibility for A-State Concurrent Courses

High school students are eligible for a high school-university class if they meet minimum testing scores to show past academic success and the admission requirements of Arkansas State University-Jonesboro. Requirements include:

- A minimum ACT Composite score of 19 (or equivalent) and an ACT Reading subtest score of 19 (or equivalent). Concurrent courses are governed by Arkansas Department of Higher Education (ADHE) minimum ACT score in English and mathematics (or equivalent score) for enrollment in English Composition I and College Algebra mathematic scores;
- A minimum high school GPA of 2.75 on a six semester transcript or a 2.50 on a seven semester transcript OR high school recommendation with a GPA no lower than 2.50;
- An official high school transcript, ACT scores and an immunization record.

Advising

Entry to the Program

High School Counselors can advise students of ACT test dates, concurrent courses available, registration dates and procedures, and furnish transcripts and immunization records. Any questions should be directed to the Director of the A-State Concurrent Enrollment Program.

Early Alert

Arkansas State University uses the Starfish Early Alert System. Concurrent faculty are encouraged to identify students who are experiencing difficulty in a college course and intervene appropriately:
• Enter the student into the Starfish Early Alert Program,
• Advise the student by identifying deficiencies and recommending solutions,
• Refer student to available tutorial services at the CEP 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, and/or
• Advise the student to withdraw from the course and perhaps take the course after the student has developed the skills and/or cognitive maturity 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. Faculty members are encouraged to carefully consider the maturity, the time and the effort that concurrent courses require on the behalf of the participating students. If faculty members, counselors, or administrators are aware of a student who is not academically or emotionally ready to take these courses seriously, he or she should discuss the potentially negative consequences of participating in the concurrent enrollment program with that student. 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 and/or seek academic assistance.

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

Assessment Tools

Student Evaluation of Course and Instruction
Course evaluations are conducted at the end of each academic semester. Academic departments are responsible for developing and conducting course evaluations for all A-State courses including concurrent courses. Students are provided the course evaluation link by the academic departments several weeks before the end of each semester. The anonymous evaluations are reviewed by the A-State academic department chair and the Director of the A-State Concurrent Enrollment Program 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 Director of the Concurrent Enrollment Program.

**Peer Review and Self-Evaluation**

Concurrent instructors may choose to ask a colleague to conduct a peer review. This may include: 1) by having a colleague visit and observe your classroom or 2) by self-evaluating your classroom instruction. Using the NACEP standards can be useful in terms of checking compliance with all requirements.

**Concurrent Course Review Form**

University faculty and/or the concurrent course facilitator review the CEP faculty course materials each semester to monitor and assure academic standards for curriculum content and academic rigor are upheld. A concurrent course review form is utilized to facilitate this process.

**Concurrent Course Site Visit Report Form**

Faculty Liaisons conduct site visits in concurrent course offered at partnering high schools each semester. A standardized form is utilized by the CEP supervisor when a site visit to the concurrent classroom is conducted. Faculty liaisons are required to share observations results with the concurrent instructor and offer professional advice regarding course content, presentation, and overall teaching effectiveness.

**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 Banner Self Service icon in the My Campus Portal. This on-line 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.

**Concurrent Faculty Qualifications**

- Minimum qualifications for concurrent faculty are established by the Arkansas Department of Higher Education and the Higher Learning Commission (HLC). These accrediting bodies require faculty who teach concurrent courses to have a Master’s degree with at least 18 graduate credit hours in the subject area being instructed. Concurrent faculty, who are
under contract with a school district as a teacher, will not be considered an adjunct faculty member of Arkansas State University.

- Concurrent faculty who teach A-State concurrent courses on a high school campus may be subject to a criminal background check by the high school and by A-State.
- Concurrent faculty must be approved by the chair of the A-State academic department that is offering the course. Approval is documented through the Instructor Credential form which is distributed to the appropriate department chair by A-State’s Concurrent Enrollment Program Director. An official transcript and curriculum vitae or résumé must accompany the form. Once approved, the concurrent faculty will remain eligible to teach for A-State unless the instructor’s status changes or teaching performance issues are found. Academic departments may decide to rotate concurrent courses between two or more qualified concurrent faculty in one school district from year to year.
- Concurrent faculty are required to participate in professional development activities, training and orientation sessions presented by the Concurrent Enrollment Program and/or the academic departments.
- Concurrent faculty may receive operational directives from the Arkansas State University Faculty Handbook, as necessary, relating to concurrent enrollment.

Course Equivalency

Each concurrent course is identified by the same course number, prefix and bulletin description as if it were taught on the Arkansas State University campus. Concurrent sections are distinguished by a “900” course section number.

Course Evaluations

Concurrent students will complete a course evaluation for each course as distributed by the academic department. The processed data from the evaluations will be forwarded from the Concurrent Enrollment Program Director to the academic department chair and the high school principal.

Course Standards

Each concurrent course offered at a high school must meet the same academic standards set for on-campus courses. Syllabi of the concurrent courses are reviewed as well as test samples and assignments. Emphasis is made to assure that all coursework be at a caliber appropriate for a university setting.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act 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 student have the right to review their education records for the purpose of making any necessary corrections. The Office of
Admissions, Records, and Registration maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. A-State policies for enforcement of FERPA requirements can be found in the A-State Undergraduate Bulletin. ([http://www.astate.edu/a/registrar/students/bulletins](http://www.astate.edu/a/registrar/students/bulletins))

Grades and Grading System
(Excerpted from the A-State Undergraduate Bulletin)

Students have access to view official grades at the end of each semester in which they are enrolled. Arkansas State University is on a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

**Grades: Description, Explanation and Grade Points/Hours**

- **A:** *Excellent*; for outstanding achievement: 4 **points/hour**.
- **B:** *Good*; for less than outstanding but demonstrating better performance than the normal competency required for satisfactory progress toward graduation: 3 **points/hour**.
- **C:** *Satisfactory*; for performance that demonstrates the normal competency required for satisfactory progress toward graduation: 2 **points/hour**.
- **D:** *Poor*; for performance that meets minimum course requirements but is below standards required for satisfactory progress toward graduation: 1 **point/hour**.
- **F:** *Failure*; for performance that does not meet minimum course requirements and for which no degree credit is justified: 0 **points/hour**.
- **P:** *Pass*; for satisfactory performance (non-degree credit courses only - no degree credit).
- **CR:** *Credit*; for meeting minimum degree credit standards for courses not requiring letter grades: 0 **credit**.
- **NC:** *No Credit*; for NOT meeting minimum degree credit standards for courses not requiring letter grades: 0 **credit**.

In addition to the letter grades listed above, the grading system utilizes the following *Symbols*. All of these are awarded 0 (zero) credit/hours.

- **AU:** *Audit*; for meeting all course requirements except taking examinations and completing written papers
- **I**: *Incomplete*; for students’ inability to complete all course requirements for reasons beyond their control. (An incomplete grade not removed within one semester will be recorded as an F.)
- **W:** *Withdrawal*; for dropping an individual course OR for complete withdrawal from the university.
- **WN:** *Administrative Drop*; dropped for non-attendance during the first eleven days of class.
- **FN:** *Failure*; failure to attend and not withdraw from the University.
*Note*: A grade of "I" (incomplete) is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control (i.e., illness of the student, serious illness or death in the family or extended research projects at the graduate level). Procrastination, pressure of work in other courses or work not connected with the student's school load is not satisfactory reasons for an "I" grade. All "I" grades must have prior approval of the chair of the department in which the course is offered, which requires the "Request for Incomplete Grade" form to be on file with the department and the Office of the Registrar. ([http://www.astate.edu/a/registrar/students/bulletins](http://www.astate.edu/a/registrar/students/bulletins))

**Professional Development Policy**

A-State academic departments and the Concurrent Enrollment Program 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 Concurrent Enrollment Program 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 Concurrent Enrollment Program 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.

Concurrent instructors who do not comply with the professional development policy 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 Concurrent Enrollment Program Coordinator. 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.

**School Visits**

Occasionally, A-State department faculty may visit concurrent classes to observe the teaching and learning environment and to answer questions that students or concurrent faculty may have about the concurrent courses.
Syllabus

• **Syllabus review**: Concurrent faculty will submit syllabi to the chair of the A-STATE academic department for review prior to the beginning of each new semester. Department chairs and/or designated faculty will review the syllabi and provide appropriate feedback to concurrent faculty before the beginning a new semester. Following approval, the concurrent faculty must upload the course syllabus to the A-State syllabi repository. Specific directions for uploading syllabi will be provide by the Concurrent Enrollment Program Director each semester.

• **Syllabus format**: Instructors should follow the syllabus guidelines required by the A-STATE academic department that administers the course. Assessment Services provides syllabus guidelines on the Assessment website (http://www.astate.edu/a/assessment/index.dot). The syllabus must include textbooks, resources, student learning outcomes, assignments and assessments that are equivalent to those of on-campus courses. Concurrent instructors must publish their policies in their course syllabi and are encouraged to make them known orally in class.

Syllabus Policy Inclusions

A-State requires the syllabi for on-campus courses to include statements on Academic Integrity, Attendance, Disabilities, and Sexual Harassment. These statements often are briefer than the official statements included in A-STATE’s *Student Handbook, Faculty Handbook*, and *Undergraduate Bulletin*.

CEP instructors may instead use statements from their school policies, as long as those policies are in accord with A-State policies. Below are official policy statements from A-State:

**Academic Integrity**

(Excerpted from the Arkansas State University *Student Handbook*)

(http://www.astate.edu/a/student-conduct/index.dot)

Arkansas State University enthusiastically promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in disciplinary action and severe penalties.

1. **Plagiarism**

*Plagiarism* is the act of taking and/or using the ideas, work, and/or writings of another person as one's own. The following are examples of plagiarism:

• To avoid plagiarism give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just reference to a general idea.

• If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
• Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments)

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

• Return the paper or other item for rewriting; the grade may be lowered.
• 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.
• Give the student who plagiarized a failing grade in the course.
• Recommend sanctions, including disciplinary expulsion from the university. All cases should be referred to the student conduct system.

2. Cheating

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. The following are examples of cheating:

• Observing and/or copying from another student’s test paper, reports, computer files and/or other class assignments.
• Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.)
• Using class notes, outlines, and other unauthorized information during an examination.
• Using, buying, selling, stealing, transporting, or soliciting, in part or in whole the contents of an examination or other assignment not authorized by the professor of the class.
• Using for credit in one class a term paper, book report, project, or class assignment written for credit in another class without the knowledge and permission of the professor of the class.
• Exchanging places with another person for the purpose of taking an examination or completing other assignments.

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

• Allow the testing to progress 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.
• Seize the test of the offending student and give a failing grade on the paper.
• Give the offending student a failing grade in the course.
• Recommend sanctions, including disciplinary expulsion from the university.

**Attendance**  
(Excerpted from the Arkansas State University *Student Handbook*)  
([http://www.astate.edu/a/student-conduct/index.dot](http://www.astate.edu/a/student-conduct/index.dot))

Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored events, even when those events cause them to be absent from class. Students participating in university sponsored events will be given reasonable opportunities to make up missed assignments and exams.

Students enrolled in freshman or sophomore level courses numbered 1000 or 2000 may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of “F” for the course. Students who may be assigned a grade of “F” in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course. In determining whether excessive absences should result in a failing grade, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absence.

**Disabilities**  
(Excerpted from the Arkansas State University *Student Handbook*)  
([http://www.astate.edu/a/student-conduct/index.dot](http://www.astate.edu/a/student-conduct/index.dot))

Arkansas State University is committed to offering all current students, students desiring admission to the university, and other interested parties the rights and protections afforded them by Federal and State laws regarding discrimination of any type. A-State ensures that the following laws and regulations will be carried out as they pertain to those constituencies. The full text of A-State disabilities policies can be found in the A-State Student Handbook


**Sexual Harassment**  
(Excerpted from the Arkansas State University *Student Handbook*)  
([http://www.astate.edu/a/student-conduct/index.dot](http://www.astate.edu/a/student-conduct/index.dot))
Arkansas State University 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, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated. The full text for the A-State Sexual Harassment policy may be found in the A-State Student Handbook.