**DMEMORANDUM of UNDERSTANDING**

**to**

**OFFER CONCURRENT ENROLLMENT COURSES**

**Academic Year 2024-2025**

Under the terms of this Memorandum of Understanding (MOU), ***College/University***

and ***High School agree*** to allow high school students to enroll in college/university courses offered on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus.

**Authority to offer Concurrent Courses**

Arkansas Statute [6-18-223](https://law.justia.com/codes/arkansas/2017/title-6/subtitle-2/chapter-18/subchapter-2/section-6-18-223/) authorizes Arkansas High School students to enroll in college/university courses to earn credit that will be applicable to a college degree and concurrently to a high school diploma.

The Concurrent Enrollment Policy of the Arkansas Higher Education Coordinating Board ([AHECB Policy](https://adhe.edu/File/Concurrent%20Enrollment%20Policy%20July%202024.pdf)) includes guidelines for establishing and maintaining concurrent courses, but not limited to, requirements for faculty teaching concurrent courses, ownership by the College/University for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

**Approval**

As a program approved by the Arkansas Department of Higher Education (ADHE) or the National Alliance of Concurrent Enrollment Partnerships (NACEP), the High School Concurrent Program adheres to requirements of the Arkansas Higher Education Coordinating Board (AHECB) to offer concurrent courses.

All Arkansas colleges and universities offering concurrent courses will submit concurrent-related data and information to ADHE.

**Oversight of Concurrent Courses**

The college/university administration will be responsible for all aspects of the concurrent course, including hiring/designating an Institutional Concurrent Coordinator, and participating in the faculty selection, orientation, and evaluation processes (See 3.15.4 “Concurrent Course Ownership”).

**Contact Person**

The College/University Concurrent Enrollment Coordinator will be the contact for the concurrent enrollment partnership. The high school will provide a Concurrent Liaison/Coordinator to serve as the High School contact for the partnership.

**College/University Concurrent Enrollment Contact Information**:

Name:

Title:

Phone Number:

E-mail Address:

**High School Concurrent Enrollment Contact Information:**

Name:

Title:

Phone Number:

E-mail Address:

**Requirements for Concurrent Instructors – General Education Courses**

To ensure that concurrent courses meet the same standard as those offered on the college/university campus, high school faculty must meet the same academic qualifications required by the college/university faculty. The college/university Concurrent Coordinator and the college/university Academic Unit must review and approve the credentials of each concurrent instructor. Credentials include:

* A master’s degree that includes 18 graduate hours in the teaching field.
* Current curriculum vitae/resume
* Transcripts
* Syllabi for all concurrent courses previously taught by faculty new to the institution’s concurrent program.
* Other information requested by the college/university.
* Up-to-date (every 5 years) criminal background checks.

**Requirements for Concurrent Instructors - Career and Technical Education (CTE) Courses**

* Faculty members teaching in career-technical areas must hold at least an associate degree or appropriate industry-related licensure/certification.
* Current curriculum vitae/resume
* Transcripts
* Syllabi for all concurrent courses previously taught by faculty new to the institution’s concurrent program.
* Other information requested by the college/university.
* Up-to-date (every 5 years) criminal background checks.

**Concurrent Courses – General Education**

* Freshman and/or sophomore-level courses listed in the course catalog, and approved for concurrent credit by the college/university approval process.
* Courses offered for concurrent credit **will** meet the same standards as courses taught on the college/university campus.
* Concurrent faculty will use the same course syllabi used on the college campus.
* General Education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System ([ACTS](https://app.powerbi.com/view?r=eyJrIjoiOGJjMmM1OWMtYTQ1ZC00YzBmLTk5YjEtNDkyM2Q4M2Q1NjQ3IiwidCI6IjYwOGM2ZDE3LWJhODAtNGY3Mi04NDM1LTk5NWQ1ZWRmZDFhYSIsImMiOjN9))
* General Education courses offered for concurrent credit must be listed in the MOU between the high school and college/university.

**Concurrent Courses – CTE**

* (CTE) courses offered for concurrent credit must be listed in the Memorandum of Understanding (MOU) between the high school and college/university.

**Course Location/Classroom Arrangements**

* Courses offered for concurrent credit may be taught on the high school campus, college campus, or via distance technology.
* Students in classes with a mixed population of concurrent and non-concurrent students must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.
* It is expected that one course will be offered in each classroom used for concurrent courses, and a concurrent-qualified teacher is teaching the course.
* Concurrent courses offered online will be monitored by a concurrent-qualified instructor.
* It is understood that a high school may have a concurrent agreement with more than one college/university; however, there should not be unnecessary duplication of college course offerings.

*Note: If there is not agreement among multiple institutions offering college courses at one high school/school district, the college/university seeking clarification on the implementation of the concurrent enrollment policy must contact the ADHE Director in writing and follow the AHECB Policy Off-Campus Instruction Policy-Criteria for Conflict Resolution.*

**Student Placement for Concurrent Courses**

To ensure successful placement in concurrent English, math, and reading intensive

courses, institutions are encouraged to consider a variety of factors beyond a single

standardized test score. Procedures and standards for placement are outlined in

the Higher Education Coordinating Board Student Placement Policy.

* A college or university may allow simultaneous enrollment in college-level credit

and developmental courses.

* The board and administration of any campus may elect to set minimum scores

for enrollment in college-level mathematics and English composition courses

based on established and documented criteria, which demonstrate the

students’ ability to succeed.

* All concurrent students shall be assessed for placement into credit-bearing

courses by at least one of the following methods:

* + an objective examination,
  + previous coursework and/or career training,
  + or measures supported by sufficient analysis of predicted student success.

The placement assessment should reflect a better than 75 percent likelihood of the

student’s ability to earn a “C” or better grade in the course in which the student is

placed. A student’s reading level should be strong enough for them to earn a “C” or

better in courses that require substantial reading such as courses in the sciences,

humanities, and social sciences. Ideally, students should possess a readiness for

credit-bearing courses and the institution admitting them should develop and refine

a system to determine this.

**Tuition for Concurrent Courses**

Concurrent students will be charged \_\_\_\_\_\_\_\_\_per credit hour for a high school instructor and \_\_\_\_\_\_\_\_per credit hour for college instructor. Schools that elect to utilize the Arkansas Concurrent Challenge scholarship or offer concurrent courses to national school lunch students must adhere to rules established in [Act 456](https://www.arkleg.state.ar.us/Acts/Document?type=pdf&act=456&ddBienniumSession=2019%2F2019R) and [Act 1118](https://www.arkleg.state.ar.us/Acts/Document?type=pdf&act=1118&ddBienniumSession=2017%2F2017R) respectively.

**Effective Date**

This MOU is effective when signed by the College/University President/Chancellor and the High School Principal. The MOU will remain in effect for one academic year, unless terminated by either institution. Either party may terminate this agreement by serving the other with written notice one semester in advance.

**Official Signatures**

**The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by *College/University* and *High School.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President/Chancellor Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Superintendent or Principal Date**