



Concurrent Education FAQ (April 2021)

This document is a brief FAQ on various elements of concurrent education in the state of Arkansas. This document is designed to be utilized as a guide or tool; it is not a replacement of the [concurrent policy](#). Please use the section headers to direct to certain areas of the document.

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Definitions

How are concurrent and dual enrollment defined for the state of Arkansas?

In Arkansas, Concurrent enrollment is 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**. ([Arkansas Code §6-18-223](#)). Course location does not apply when counting concurrent courses. If the student is earning both college and high school credit, then it is a concurrent course. On the other hand, **dual enrollment** occurs when a high school student enrolled in postsecondary education for college-level credit exclusively ([Arkansas Code §.6-60-202](#)).

How does the state definitions differ from the federal version used in IPEDS?

From the federal side, dual enrollment refers to students who enroll in college courses offered by an institution of higher education while enrolled in high school or seeking a recognized equivalent. Student performance is recorded on a college transcript and postsecondary credit is awarded for a passing grade in the course ([IPEDS Glossary](#)). The IPEDS definition of dual enrollment is the same as the Arkansas version of concurrent enrollment.



Requirements

What are the institutional requirements for offering concurrent courses in Arkansas?

The institution's concurrent enrollment program (CEP) must either be authorized by the [Arkansas Higher Education Coordinating Board](#) or accredited by the [National Alliance of Concurrent Enrollment Partnerships \(NACEP\)](#).

All institutions must have established memorandums of understanding (MOUs) with their high school partners that reflect the expectations, obligations, and responsibilities of all parties. The [MOUs](#) must be **reviewed annually**, and the college/university must provide to the high school a list of all college courses that may be offered for concurrent credit during the school year. The unit of high school credit that will be awarded for each college course must be noted for each concurrent course along with the high school course replacement/substitution. In addition, we must receive a copy of those MOUs **every year**.

Concurrent credit courses must be freshman and/or sophomore level courses that are listed in the institutions' course catalog. General education concurrent courses offered must be listed in the Arkansas Course Transfer System. For requirements regarding career and technical education concurrent courses, please refer to Tim Johnson at the [Division of Career and Technical Education](#).

What are the teacher requirements for general education concurrent courses?

Faculty or instructors who teach general education concurrent courses must have a masters' degree that includes a minimum of 18 graduate college credit hours in the field that they are teaching; a criminal background check and child maltreatment training as required of public teachers. Faculty or instructors who teach blended AP or IB concurrent courses must meet the same requirements with the addition of documentation of successful AP training.

The background check and child maltreatment training apply to those faculty or instructors who travel to the high school or secondary center as well as those who have direct, official contact with the high school student.

For requirements regarding career and technical education concurrent courses, please refer to Tim Johnson at the [Division of Career and Technical Education](#).

What are the student requirements for general education concurrent courses?

High school students enrolled in General Education concurrent courses must have completed 8th grade and be enrolled as non-award seeking. High school students must have scored 19 or better on the ACT (or test equivalent) to enroll in a concurrent general education course.

There is only **one** exception to this rule and it applies to high school seniors. High school seniors who have a 17 on the ACT (or test equivalent) can enroll to take a remedial, developmental course.



If that student elects to take a remedial, concurrent course, the student must be notified verbally and in writing by the high school principal or designee that successful completion of remedial/ developmental education courses at one college/university **does not guarantee** college-level course placement at another Arkansas college/university, unless there is a written/signed college course placement agreement with the other Arkansas college/university.

After completion of the remedial course, the student will not be able to take the next course in sequence without the appropriate test score. Thus, the student will have to retake the ACT (or test equivalent) in order to take additional courses.

Are institutions required to charge tuition to high school students for concurrent courses?

The college/university **will establish** tuition and fee rates for concurrent students.

The high school student shall be responsible for all costs of college/university courses taken for concurrent credit, unless the costs for these courses are paid by the public school district, a college/university scholarship, a grant, or a private foundation.

If the costs for a college/university course(s) **are paid** by the public school district, a college/university scholarship, a grant, or a private foundation; a signed agreement **must exist** between the public school district, the external entity or foundation, and the Arkansas state-supported college/university.



Data Reporting

What data points must be considered when reporting concurrent students?

High School GPA and High School Code: For all high school concurrent students, a current High School GPA and High School Code must be reported. The GPA requirement will not apply for students in the 9th grade but the high school code must be reported.

Test Scores: Any student taking an ACTS transferrable course must report the appropriate required score for the subject (Math or English) in addition to the Reading score requirement.

Although CTE courses are not directly addressed in policy, for the purpose of statewide best practice, all High School Concurrent students must report a Reading score even if the score is not required or used by the institution for placement into a course. Thus, if a full set of test scores is available for a student, it is highly recommended the full set of scores be reported.

Test scores have implications for student scholarships. For a student to be a recipient of the Concurrent Challenge Scholarship (beginning January 2020), all test scores are required to be reported regardless of which course the student is enrolled in. This is to maintain compliance with Lottery Scholarship reporting requirements in the law.

Can concurrent students be enrolled in courses with matriculated students for reporting purposes?

While a concurrent student can be enrolled in courses with matriculated students – **for reporting purposes**, they must be reported in a separate section from the matriculated students with the section marked as concurrent. This is to allow for proper counting of concurrent SSCH.

For example – if two concurrent students are enrolled in a class with 12 matriculated students, the two concurrent students would be in one class section with the high school concurrent field marked as Y. The 12 matriculated students would be in another class section with the high school concurrent field marked as N. The two sections would then be linked using the linked course indicator and the linked unique course sequence number to show that they are a single course with multiple dimensions.



Academic Affairs

Are there any required reports that an institution must submit to ADHE?

Yes. In addition to other duties related to concurrent ownership, institutions have to complete the Concurrent Faculty Audit (Concurrent Verification Form) each semester and the Concurrent End of Year (EOY) Report every year.

Concurrent Faculty Audit: The concurrent faculty audit is administered each semester. The fall deadline is in October and the spring deadline is in March. Institutions will provide the following information in relation to three faculty members (one per differing content area): (a) curriculum vitae, (b) course syllabi of concurrent courses taught, and (c) professional development events related to the concurrent course taught. While the content areas requested have been English Composition, College Algebra, and US History, they can be subject to change.

Concurrent End of Year Report: Each June, institutions submitted an EOY report to ADHE detailing their concurrent numbers (e.g. enrollment, success rate, grade distribution) during the academic year. Instead of continuing this procedure, we are easing the data burden from the institution by creating a pre-populated report from the SIS data reported to us for them to verify. There are still some items that the institution has to provide. Listed below are the data responsibilities for ADHE and the institutions.

Institutional Responsibilities

- Disclosure of tuition amount per student per fall and spring semester (before & after scholarships)
- Number of students who did not pay tuition for concurrent courses (after scholarships)
- Do you expect to offer concurrent courses at this high school next year? Why or why not?
- Concurrent Instructor Evaluation
 - Describe how instructor is evaluated
 - Criteria used for evaluation
 - When is evaluation conducted
 - Who conducts evaluation
 - When is it conducted?
- Summary of success/problems with the CEP.

ADHE Responsibilities

- Name and locations of High Schools
- Listing of General Education & CTE courses offered (HS and college locations)
- List of credential for concurrent faculty teaching General Education and CTE courses
- Concurrent Course Enrollment
 - Number of students enrolled in each general education and CTE course
 - Number of students that completed each general education and CTE course
- Breakdown of grades for each general education and CTE course taught at each concurrent site.
- Grade comparison of concurrent courses and on-campus course section.



How does ADHE contact institutions on concurrent-related issues?

For all correspondence related to academic affairs issues, we address the Chief Academic Officer (CAO) of the institution. With regards to concurrent related issues, we also include the designated institutional concurrent contact as well. A listing of these [concurrent contacts](#) is located on the ADHE website. In order to update a contact, please make the request to Academic Affairs.