

# **A-State Concurrent Enrollment Program**



## **Concurrent Faculty Handbook**

**Arkansas State University-Jonesboro**

Standards Adopted from the:

National Alliance of Concurrent Enrollment Partnerships (NACEP)  
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## Acknowledgement

*“Teachers, I believe, are the most responsible and important members of society because their professional efforts affect the fate of the earth.”*

— Helen Caldicott

The success of all students can always be traced back to “that teacher”. “That teacher” who inspired the student to realize that he or she has the potential to achieve success regardless of circumstances, obstacles, or inner doubts. “That teacher” is exemplified by high school teachers who expend the energy and investment of time to help students succeed, and spend time beyond the normal day to develop challenging, insightful lessons that inspire students to achieve.

“That teacher” is best illustrated by the A-State Concurrent Faculty. The dedication that each of you show to your students and our program is deeply appreciated. Serving two masters, without extra compensation, exemplifies the dedication and professionalism of our partnering high school instructors.

Please accept my deepest gratitude for your service to the A-State Concurrent Enrollment Program.

Barbara Doyle  
Director, Concurrent Enrollment Program

# Table of Contents

## Introduction

NACEP Standards.....	6
Curriculum Standards .....	6
Faculty Standards .....	6
Student Standards.....	7
Evaluation Standards.....	7
Assessment Standards .....	7
What is a Concurrent Course?.....	7
Concurrent Courses offered through Arkansas State University .....	8

## Concurrent Course Policies

Academic Calendar .....	8
Admission Requirements: Student Eligibility for A-STATE Concurrent Courses .....	8
Concurrent Faculty .....	9
Qualifications .....	9
Concurrent Instructor Hiring Process.....	10
Concurrent Faculty Expectations .....	10
Course Content .....	10
Faculty Liaison Site Visits.....	11
Curriculum Content .....	11
Syllabus .....	11
Rosters.....	12
Grading.....	12
Assessment and Evaluation.....	13
Course Assessment.....	13
Course Evaluations .....	13
Early Alert .....	13
Student Academic Standing .....	13
A-State Resources and Services.....	14

Professional Development..... 14  
    Faculty Non-Compliance ..... 15

**Appendix A**

A-State Policies

    FERPA: The Family Educational Act of 1974 ..... 16  
    Academic Integrity ..... 16  
    Plagiarism..... 16  
    Cheating..... 17  
    Attendance ..... 17  
    Disabilities..... 18  
    Sexual Harassment ..... 18

# Arkansas State University

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## Concurrent Enrollment Program

### 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), Higher Learning Commission (HLC) accreditation requirements, and the National Alliance of Concurrent Enrollment Partnerships (NACEP).

NACEP accreditation requires compliance with five standards:

### Curriculum Standards

- Courses administered through a CEP are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
- College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.
- Faculty site visits ensure that college/university course offered through the CEP are the same as the courses offered on campus.

### Faculty Standards

- CEP instructors are approved by the respective college/university academic department and meet the academic department's requirements for teaching the college/university courses.
- The college/university provides new CEP instructors with discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the instructor teaching the course.
- The CEP provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field. The CEP ensures CEP instructor participation.
- CEP procedures address instructor non-compliance with the college/university's expectations for courses offered through the CEP (for example, non-participation in CEP training and/or activities).

## **Student Standards**

- The college/university officially registers or admits CEP students as degree-seeking, non-degree seeking, or non-matriculated students of the college/university and records courses administered through a CEP on official college/university transcripts.
- The CEP ensures its students meet the course prerequisites of the college/university.
- The CEP provides students and schools with a comprehensive publication that outlines rights and responsibilities of enrolled college/university students.

## **Evaluation Standards**

- The CEP conducts end-of-term student university/college course evaluations for each course section offered through the CEP.
- The CEP conducts an annual survey of CEP alumni who are one year out of high school. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.
- The CEP conducts a survey of CEP alumni who are four years out of high school at least once every three years. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.
- The CEP conducts surveys of participating high school instructors, principals, and guidance counselors at least once every three years. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.

## **Assessment Standards**

- CEP students are held to the same standards of achievement as those expected of students in on campus sections.
- The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections.
- CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

## **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.

## **Concurrent Courses offered through Arkansas State University**

Course offerings are dependent 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.

### **Concurrent Course Policies**

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 accord 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>
- *Student Handbook* <http://www.astate.edu/a/student-affairs/>
- *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 of CEP faculty: Conducted during summer months prior to the start of fall classes with additional opportunities available throughout the academic year.
- Course Syllabi: Must be submitted to faculty liaison for approval and then uploaded to the designated A-State syllabus repository prior to the beginning of classes each semester. Directions for submission are provided by the CEP Director each semester.
- Site visits: Conducted by A-State department faculty liaison each semester.
- Other deadlines set by A-STATE University Calendar (grading, etc.): <http://www.astate.edu/a/registrar/> (click on appropriate year's link)
- Deadlines for dropping and adding a course and for registering grades at midterm and semester final must be followed.

### **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, achieve the required high school grade point average to show past academic success, and meet all 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 mathematics 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

## **Concurrent Faculty**

The high faculty who serve as concurrent instructors are the vital element for student academic success. These faculty members are the face of A-State on the high school campuses and help students achieve early access to a college degree and experience the academic rigor and content of a true college course while under the watchful eye of their high school teacher. A-State is proud of the contributions of our concurrent faculty members.

## **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.

## **Concurrent Instructor Hiring Process**

Arkansas State University signs an annual partnership agreement with cooperating school districts. As part of this agreement, the high school principal, high school counselor, and the Concurrent Enrollment Program Director determine concurrent course offerings for the academic year based on the existing faculty credentials and available teaching resources.

A-State is accredited through the Higher Learning Commission. HLC requires a Master's degree in the discipline or a Master's degree with 18 credit hours in the discipline of the course to be taught. High school teachers meeting these HLC credentials then complete the application process to become an A-State Concurrent Enrollment Program instructor.

- The CEP Application form is completed and submitted to the Director of the Concurrent Enrollment Program. A curriculum vita or professional resume must be submitted with the application form. Official graduate transcripts for all graduate courses completed at all institutions must also be submitted with the application.
- After initial review, the Director of the Concurrent Enrollment Program then forwards the application documents to the chair of the academic department for review. Upon approval, the application is forwarded to the college dean for approval. In instances of denial of faculty credentials, the CEP Director and the academic department chair meet to discuss the necessary coursework that must be completed to gain the department's faculty credential.
- The applicant is then notified of acceptance or denial of A-State teaching credentials. New faculty orientation dates are set and assignment to a faculty liaison is completed.
- New faculty are asked to complete the necessary paperwork to gain access to A-State Learning Management System and other A-State teaching resources.

## **Concurrent Faculty Expectations**

Concurrent faculty members are contracted employees of their respective school districts. As such, concurrent faculty are not considered A-State adjunct faculty members; however, resources for assistance in teaching concurrent courses is readily available to concurrent faculty members. As an instructor of an A-State course, faculty requirements for course content, delivery, and assessment are enforced.

## **Course Content**

Each concurrent course is an Arkansas State University course which was developed by department faculty, approved by the various levels of curriculum oversight committees (and general education committees if required), and finally approved by ADHE to be considered a valid, transferable course. There is no distinction made between the on-campus course and the concurrent credit course in course title, course number, course description, or learning outcomes. As such, each concurrent course curriculum must meet the same rigor and content as the corresponding on-campus course. An academic department liaison is assigned for each concurrent course offered. This faculty liaison is responsible for mentoring and monitoring the instructor and curriculum of the concurrent course through professional development sessions

and site visits. The academic department liaison and the Director of the Concurrent Enrollment Program must verify that concurrent courses are in fact replicas of the university course.

### **Faculty Liaison Site Visits**

Faculty Liaisons conduct site visits in concurrent courses 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. Occasionally, other 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.

- Concurrent courses must include instruction for meeting all student learning outcomes and departmental course content guidelines.
- Concurrent courses may be offered as blended concurrent credit/Advanced Placement courses. ADHE guidelines require that these merged courses meet all the requirements of the concurrent course. AP guidelines require that blended course syllabi must include the AP course guidelines. The blended syllabus must be presented to College Board AP Course Audit for approval. Documentation of this approval must be on file at the school district. The blended concurrent credit/AP course must be approved by through the syllabus review procedures. All students enrolled in blended concurrent credit / AP courses are required to take the AP exam. High schools must document AP scores and the data provided to the university upon request. (AHECB Policy 5.16 – Concurrent Enrollment; Effective Spring 2015)

### **Syllabus**

- Concurrent faculty are required to submit the course syllabus to the faculty liaison for review prior to beginning of each semester. 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.
- Syllabi requirements are included in annual professional development sessions, and templates are provided by most departments. Additional questions can be directed to the faculty liaison or the Director of the Concurrent Enrollment Program
- Syllabus format: Instructors should follow the syllabus guidelines required by the A-STATE academic department that administers the course. The syllabus will include textbooks, resources, student learning outcomes, assignments and assessments that are equivalent to those of on-campus courses. Concurrent instructors will publish their policies in their course syllabi and are encouraged to make them known orally in class.

- Following liaison approval of the syllabus, the concurrent faculty member is responsible for uploading the course syllabus to the A-State Syllabi Repository for review by Assessment Services.
- Current faculty **MUST** adhere to the submitted syllabus and assure the desired student learning outcomes are addressed through classroom instruction, activities, and assessments.

## Rosters

- Concurrent course enrollment must be documented with the Arkansas Department of Higher Education by the 11<sup>th</sup> day of classes. Concurrent faculty **MUST** certify an accurate course roster by the 11<sup>th</sup> day of classes. The **official** course roster is only available through Banner Self- Service. Please be advised that rosters provided on Blackboard are **NOT** considered official rosters and should not be used to document student enrollment. It is imperative that the official rosters be downloaded from Banner Self-Service early during the first few days of class and the high school counselor and/or the Director of the Concurrent Enrollment Program notified of any discrepancies.
- Concurrent faculty **MUST** provide an example of a quiz, test, and writing prompt (if used) completed in the course that mirrors a quiz, test, and writing prompt (if used) in the corresponding on-campus course.

## Grading

- Grading scales for both the high school and college course **MUST** 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. (<http://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 parental 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. Academic calendars are posted on the A-State Registrar’s webpage. (<http://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 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 embed 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 Director of the Concurrent Enrollment Program.

### **Course Evaluations**

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.

### **Early Alert**

A-State uses Starfish Retention Software for an early alert system. 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 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.

#### *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 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.

#### **Professional Development**

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.

### **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 Concurrent Enrollment Program. 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 Concurrent Enrollment Program, 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 Concurrent Enrollment Program 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 A A-State Policies

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

(Excerpt from the *A-State Student Handbook* – full text available at link provided)  
(<http://www.astate.edu/a/registrar/students/bulletins>)

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.

### **Academic Integrity**

(Excerpt from the *A-State Student Handbook* –full text available at link provided)  
(<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**

(Excerpt from the *A-State Student Handbook* – full text available at link provided)  
(<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***

(Excerpt from the *A-State Student Handbook* – full text available at link provided)  
(<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.

- Section 504 of the Rehabilitation Act of 1973 (Section 504, 29 U.S.C. ~794, amended 1992 and its implementing regulation at 34 C.F.R. Part 104 (2006)
- Title II of the Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. ~12132, and its implementing regulation at 28 C.F.R. Part 35 (2006)

### ***Sexual Harassment***

(Excerpted from the *A-State Student Handbook* – full text available at link provided)

Arkansas State University is committed to creating and maintaining a university community that is free from all forms of sexual harassment.

A-State shall not tolerate harassment in relation to the evaluation of employee or student performance, nor shall the university tolerate such behavior on the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position. A-State maintains as its official policy that sexual harassment of either employees or students will not be tolerated. The university shall act promptly to investigate all allegations of sexual harassment and to effect appropriate remedy when an allegation is determined to be valid.