

**MEMORANDUM of UNDERSTANDING**  
to  
**OFFER CONCURRENT ENROLLMENT COURSES**  
**Academic Year 2023-2024**

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](#) 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 3.15](#)) 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.

**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.

**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](#))
- 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.
- For the course to be identified as a concurrent course, 51% or more of the students must be enrolled for concurrent credit.
- 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 Requirements for Concurrent Courses Listed in ACTS**

- Minimum ACT composite score of 19 (or equivalent test score)
  - Minimum ACT Reading score of 19
  - Minimum ACT Math score of 19
  - Minimum ACT English score of 19
- GPA of 3.0 or higher
- Classification as a High School Freshman, Sophomore, Junior or Senior.

## **Student Requirements for Career and Technical (CTE) Concurrent Courses (Flexible Admissions Option)**

Minimum ACT Reading score of 19* or equivalent assessment	No required GPA	No recommendation required
Minimum ACT Reading score of 17* or equivalent assessment	GPA of 2.7 or higher	No recommendation required
Minimum ACT Reading score of 16* or equivalent assessment	GPA of 2.0 or higher	A recommendation from concurrent credit course instructor endorsed by guidance counselor; No more than 1 concurrent course per semester. Must successfully complete a course with a grade of "C" or better to enroll

in subsequent concurrent courses.

### **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](#) and [Act 1118](#) 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.

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President/Chancellor Signature

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Date

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Superintendent or Principal

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Date

## Concurrent Course Listings

Please identify the concurrent courses that will be offered in the formatted table below.

High School Course Number (ADE Smart Core)	High School Course Name (ADE Smart Core)	College/University Course	College/University Course Number	ACTS Course Number	# of College Credit Hrs.	High School Units
590230	Introduction to Education: Concurrent Credit	Introduction to Education	EDU 1000	N/A CTE Course	3	1
590520	Education Technology: Concurrent Credit	Education Technology	EDU 1001	N/A CTE Course	3	1
592020	Child Growth and Development: Concurrent Credit	Child Growth and Development	EDU 1002	N/A CTE Course	3	1

**Concurrent High School or College Faculty Credentials**

Please identify the concurrent high school instructor(s) or college faculty who will teach concurrent courses in the table below.

Faculty Name	Degree Earned (College name and degree)	Program of Study	Assigned Subject Area	Concurrent Courses taught in the past 5 years

## Concurrent End of Year Report Procedures

Historically, ADHE has required institutions that offered concurrent courses to high school students to compose and submit an end of year concurrent report to the division by June 30th of each year. Instead of continuing this approach, ADHE will pull SIS data during selected cycle periods to compose an end of year report that will be sent to the concurrent contacts and CAOs at the postsecondary institution to verify prior to our July Board Meeting. If there are any discrepancies, the institution must address them with ADHE via its own institutional data. Here is a listing of the report questions and the parties responsible for addressing them (listed in bold text).

1. Name and location of participating High School. **(ADHE)**
2. Provide a list of all general education and CTE courses offered. **(ADHE)**
3. Provide a list of credentials for all concurrent faculty teaching general education and CTE courses. **(ADHE)**
4. Concurrent Course Enrollment **(ADHE)**
  - a. Provide the number of students enrolled in each general education course(s).
  - b. Provide the number of students that completed each general education course(s).
  - c. Provide the number of students enrolled in each career and technical education course(s).
  - d. Provide the number of students completing each career and technical education course(s).
5. What was the tuition amount per student for the fall and spring semester? **(Institution)**
6. How many students did not pay tuition for concurrent courses? **(Institution)**
7. Do you expect to offer concurrent courses at this high school next year? Why/why not? **(Institution)**
8. Provide a breakdown of grades (number of A's, B's, C's) for each general education and CTE course taught at each high school. Please include the following (add rows as needed): **(ADHE)**

High School Name	Instructor Name	Course Name	# Students Enrolled in Course	# A's	# B's	#C's	D's	F's


9. Grade Distribution (ADHE)

Provide a grade comparison of concurrent courses and on-campus course section (ex. Concurrent English 10 grade distribution compared to on-campus English Composition I grade distribution).

10. How often did the Concurrent Supervisor visit the school? **(Institution)**

11. Concurrent Instructor Evaluation (Institution)

Provide the following information related to the evaluation of concurrent instructors:

- a. Describe how each Concurrent instructor is evaluated.
- b. What criteria is utilized during this evaluation?
- c. When is the evaluation conducted?
- d. Who conducts the evaluation?
- e. When is it conducted?

12. Provide a brief summary of the success/problems with the concurrent program at each high school. **(Institution)**