



SOUTHERN ARKANSAS UNIVERSITY TECH
Concurrent & Dual Enrollment
Student Handbook
2016-2017



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MISSION STATEMENTS

SAU Tech Mission Statement

Southern Arkansas University Tech is a two-year college emphasizing technical programs. The College is committed to providing quality educational programs delivered through various technologies and methodologies to meet the needs of its constituencies. The College accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, transitional education, and administrative, student, and community services.

Department of Workforce and Community Education Mission Statement

The Workforce and Community Education department functions to coordinate comprehensive programs of educational activities for high school students, adult citizens of the community, and special programs for the general public.

SAU Tech's Concurrent Enrollment Program

Southern Arkansas University Tech's Concurrent Enrollment Program is a partnership with school districts within the region to provide an opportunity for qualified students to earn college credit while still in high school, allowing students to get a head start on their college career before graduation. Classes are taught by approved high school teachers during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as regular SAU Tech courses. Courses vary by high school based on the qualifications of the high school instructors. Early College Initiative students attend classes on SAU Tech's campus. High school students may take up to eleven college credit hours each semester.

Benefits

Concurrent Enrollment programs encourage more students to continue education beyond high school and improve student success in transitioning from secondary to post-secondary education. Other benefits of concurrent enrollment are:

- Get a jump start on college.
- Save money by reducing the time and cost of obtaining a college degree.
- Learn college level skills before your freshman year.
- Prepare students for college and reduce the need for remedial coursework.

Guidelines

ACT 1097 of the General Assembly provides for students who are enrolled in an accredited high school and meet admission standards of SAU Tech to concurrently enroll for academic courses. High School students who meet the following criteria and procedures may enroll in college classes concurrently with their high school classes:

1. The student must have completed the eighth (8th) grade.
2. Only those students who have the ability to benefit from college-level classes will be enrolled.
3. High school students are subject to all other college regulations, including those related to academic progress, financial responsibility, conduct, adherence to the substance abuse policies, and others as described in the college catalog and student handbook.
4. All arrangements for receiving concurrent high school/college credit and/or arrangements for third party payment of tuition and fees are the responsibility of the student.
5. Prior to enrollment in a math, English, or a college level reading course, students are required to submit the appropriate ACT, ASSET, COMPASS, or SAT test scores or have necessary prerequisite courses.
6. All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

SAU Tech expects its students to conduct themselves as responsible members of the college community. Students are expected to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary rules of good conduct, to protect private and public property, and to make effective use of their time in pursuing an education.

Payment Policy

Tuition for concurrent courses taken at the high school is \$54 per credit hour. Fees are waived. Full payment of tuition and fees is required by the specified due date. Tuition and fees can be paid with credit card (Visa, MasterCard, Discover or American Express) via telephone, or fax. Payment can also be made in person, by mailing a personal check, or via a payment plan through FACTS Tuition Management Company's e-Cashier at www.sautech.edu. In some instances, students are required to reimburse the high school for tuition paid.

Policies and Procedures

All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

A student will not be allowed to register until all admissions requirements are met. Students are only allowed to enroll in a maximum of eleven college credit hours per semester.

A student will not receive college credit for a course he/she is not eligible for. A student who does not register by the deadline or does not have all information submitted will not receive college credit for that course(s).

Students who are not eligible to receive college credit for a class taken at their high school are still able to receive high school credit.

All courses taken will be for college credit and will be posted on the student's college transcript.

SAU Tech *does not* award high school credit for a college course taken online or on SAU Tech's main campus. The student must see the high school principal or counselor to discuss this option.

Any new student who is admitted into the school or vocational/career center after the registration deadline will not be added to any roster and will not receive college credit.

For repeated courses, the higher of the two grades is the grade that will be used in computing a student's college grade point average.

Students who are not making satisfactory progress (C or better) at the end of the semester may be administratively dropped.

Students will receive the course syllabus from their instructor. Concurrent courses must meet the same outcomes as SAU Tech on-campus courses.

Academic Standing

To be in good academic standing, students must maintain the following standards:

Hours Attempted	1-29	Required Cumulative GPA	1.50
Hours Attempted	30 +	Required Cumulative GPA	2.00

A student who does not earn the required cumulative GPA according to the number of semester hours attempted will be placed on academic probation. A student who has been placed on academic probation will have until the end of the next regular semester to show significant improvement in grades or be suspended from SAU Tech.

Significant improvement shall be defined as follows:

Total Hours Attempted	1-29	GPA Earned in Probationary Semester	1.75
Total Hours Attempted	30 +	GPA Earned in Probationary Semester	2.00

Honor Code

The Executive Vice Chancellor is responsible for processing all matters pertaining to academic misconduct, including honor code violations. The Honor Code is based on the philosophy of mutual trust and honesty that is inherent in the SAU Tech mission and goals statements. Academic violations of the Honor Code consist of the following:

Cheating – The actual giving or receiving of any unauthorized aid of any form on any academic work.

Plagiarism – Direct copying of the language, ideas, and/or thoughts of another and representing the same as one’s own work.

Falsification – The statement of any untruth either verbally or in writing with respect to any circumstances relating to one’s academic work.

Attempts – Attempts toward the commission of any act which would constitute an academic violation as herein defined (that is, cheating, plagiarism and/or falsification) shall be deemed to be a violation of the honor code and may be punishable to the same extent as if the attempted act had been completed.

Any student who is found by SAU Tech to have either given or received or to have attempted to give or receive information that compromises the intent of a test, quiz, examination, or other form of academic work shall be deemed guilty of a violation of the honor code. The Executive Vice Chancellor will review all cases and make decisions concerning honor code violations.

Registration Process

After being admitted to the college, each student must register for courses at the time designated at their high school and/or career-vocational center.

A student’s registration is incomplete until all admissions requirements are met. Students who do not attend a class without an excused absence during the census period (the first eleven days during the semester) each semester are subject to having that class registration canceled.

A registration date and time will be scheduled.

- A.) A registration location needs to be determined prior to the registration date. Registrations are done online or by using the paper form. If using a paper form, students will need an area where they are able to write on a hard surface. Forms need to be filled out in a black or blue ink pen.
- B.) A second registration session **will not** be provided. It will be the responsibilities of the Liaison/Counselor/Instructor to have students fill out additional information.
- C.) A student will not receive college credit for a course he/she is not eligible for. A student who does not register by the deadline or does not have all information submitted will not receive college credit for that course(s).
- D.) A student’s registration is incomplete until all admissions requirements are met and eligibility is verified

Drop Process

To drop a class, a written request from either the student or instructor stating the student's name, course to be dropped, mailing address, birth date, social security number, reason for dropping, and a signature from the student and/or the instructor should be submitted to the Office of Concurrent Enrollment at SAU Tech. Requests can be submitted by mail, email, or fax.

The student must officially drop the class within the prescribed time allowed for dropping. Students who stop attending a class and fail to follow drop procedures will receive an "F" as their final grade in the course. It is the student's responsibility to drop; however, upon persistent nonattendance, the instructor may administratively drop the student from that class. A drop form needs to be submitted for any student whose schedule changes or who moves.

Course Evaluations

End-of-term student course evaluations will be administered for each course sections offered through the Concurrent Enrollment Program. The intent of this evaluation is to provide instructors with student feedback regarding the course. The evaluation is strictly anonymous.

PLACEMENT TESTING REQUIREMENTS

SAU Tech does not require an admissions test; however, Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing and mathematics. Prior to enrollment in any General Education course (a math, English, or a college level reading course), students are required to submit the appropriate ACT, ASSET, COMPASS, or SAT test scores or have necessary prerequisite courses. Students who have not taken a placement test within the last five (5) years are encouraged to take the ACT or COMPASS test before they register. There are only a **limited** number of courses that students may enroll in without the necessary test scores or prerequisite courses.

All test scores and high school transcripts must be available at registration for verification. If a student is enrolled in a concurrent credit course at their high school and does not have sufficient test scores, that student will not receive college credit, but will still receive high school credit. The test scores submitted during registration are the scores that will be used to determine a student's eligibility. SAU Tech will not accept test scores after registration.

The ASSET (Assessment for Successful Entry and Transfer) or COMPASS (Computerized Placement Exam) is offered on a regular basis through the Testing Center. To schedule a time to take the ASSET or COMPASS or to obtain more information about the test, students may come by Room 200 in the Administration Building or call 1.870.574.4486.

Students who do not achieve designated scores on the reading, writing and mathematics component of ASSET, COMPASS, ACT or SAT tests will be required to successfully complete basic skills courses. Students who enroll in basic skills courses may not be allowed to register for classes that require college-level competency in English, reading and mathematics. All test scores must be available at registration for verification.

American College Testing/College Board Testing

SAU Tech is a national test center for ACT and SAT. The ACT code number for SAU Tech is 6031. The SAT code number for SAU Tech is 04112. For additional information call the Testing Center at 870-574-4486.

Compass Test – Every Tuesday at 9:00 a.m. & 2:00 p.m. Pay \$10.00 to the business office and bring the receipt and photo I.D. to the testing center. No appointment is necessary.

Compass Test Prep - Every Monday at 2 p.m. (unless the Testing Center is closed). Free of charge. Bring photo I.D. to the Testing Center. No appointment is necessary.

The following table provides placement information based on required test scores:

Subject Area	ACT	ASSET	COMPASS	Comparable SAT Scores	EXPLORE	PLAN
Transitional Math I	16 or below	47 or below (Elem. Alg. Test)	100 or below (Pre-Algebra Test)			
College Algebra	19+ Math 19+ Reading	43+ (Int. Alg. Exam)	66+ (Gen. Alg. Exam) 0-100 (Col. Alg. Exam)	460 or Above 469 or Above Reading	15 Math 14 Reading	17 Math 15 Reading
Composition I	19+ English 19+ Reading	45 + (Grammar) 43+ (Reading)	80+ (Writing) 83+ (Reading)	469 + in English/Reading	14 (English & Reading)	16 (English) 15 (Reading)
All Gen Ed courses (excluding Comp and Math)	19 (Reading)	43 (Reading)	83 (Reading)		14 (Reading)	15 (Reading)

ADMISSIONS CHECKLIST

1. First-time students participating in the Concurrent Enrollment Program must provide a copy of their high school transcript.
2. Fill out High School Application for Admission
3. ACT, SAT, ASSET, or COMPASS test scores (Math, English, History, or Science courses) must be provided.
4. All admission requirements must be met before registration can take place.

SOCIAL SECURITY REGISTRATION

Students who enroll at SAU Tech are required to have a social security number. International students who do not have social security numbers when enrolling will be assigned a temporary I.D. number.

GRADING

Unsatisfactory Progress

Courses in which high school students are enrolled for concurrent or dual credit enrollment purposes will adhere to SAU Tech's academic policies. A student will be notified when he/she enters unsatisfactory progress status and will be advised to drop that class.

Grading System

Grades are reported at the completion of each semester/summer term. Midterm progress grade reports are mailed out during the fall and spring semesters. Students receiving less than average mid-term grades will be sent notification letters by the counseling staff. Final grades are mailed to the student's permanent mailing address. The final grade report becomes a part of the student's official transcript. A final grade that has been allowed to stand unchallenged for a period of five (5) years is final.

Grading Symbols

A	Excellent
B	Good
C	Average
D	Lowest passing grade (some institutions may not accept as transfer credit)
F	Failing
W	Withdrawal (no credit)
I	Incomplete
AU	Audit (no credit)
P	Passing
NC	No Credit

Grade Point Average (GPA)

The grade point average (GPA) at SAU Tech is calculated as outlined below:

1. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
 - A = 4 quality points
 - B = 3 quality points
 - C = 2 quality points
 - D = 1 quality point
 - F = 0 quality points
 - I, W, and AU are not considered in determining GPA.
2. Add these grade points to arrive at the total grade points earned during a semester.
3. Divide this grade point total by the total number of credit hours pursued that semester. The cumulative GPA is calculated the same way as the GPA for each term except that all of the student's course work (excluding developmental) is taken into account.

Incomplete Grades

A grade of Incomplete (“I”) will be issued only when a student has been unable, because of illness or other circumstances beyond his/her control, to finish assigned class work, papers, or take the final examination. In order to receive a grade of “I,” a student must make arrangements with the instructor. The student and the faculty member must sign an Incomplete Grade Contract form. The student and faculty member will receive a copy and the original will be placed on file in the Office of Secondary & Community Educational Services along with a copy of the final grade roster. A grade of “I” not made up within eight (8) weeks after the beginning of the following semester will automatically become an “F.” Any additional extension of time requires approval by the Vice Chancellor for Academic Affairs. An “I” or Incomplete is not given in Internet courses. However, a two-week extension to complete work in Internet courses may be granted for extenuating circumstances by the Vice Chancellor for Academic Affairs.

Academic Due Process Guidelines

Grievance or Appeals Process

Grade Appeals

A student has four weeks after a final grade is issued to appeal that grade. The appeals process is as follows:

- A. The student must meet with the particular instructor to challenge the grade. Should the outcome be unsatisfactory to the student, the student may petition, in writing, to the Vice Chancellor for Academics.
- B. If the Vice Chancellor for Academics is unable to resolve the matter between the instructor and the student, or denies or upholds the written grade appeal of the student, the instructor or the student may appeal in writing through the Vice Chancellor for Student Services to the Grade Appeals Committee.
- C. The Grade Appeals Committee will consist of four instructors, a counselor, and two students. The two students and the counselor are appointed by the Vice Chancellor for Student Services. The instructors are appointed by the Vice Chancellor for Academics.

Each party to the grievance may speak for him or herself or herself, or be represented by an SAU Tech employee. Any procedural disputes arising during the hearing shall be settled by a majority vote of the committee members. The person filing the request for hearing shall present written evidence and speak first. The other side will present second. Each side will then be given an opportunity to sum up its position in the order in which the evidence was presented. This is an internal due process procedure, not a court of law.

- D. The Student and the instructor must be advised that the decision of the Grade Appeals Committee is final. The committee should request all pertinent materials for the grade in question. The chairperson of the committee will invite the student and the instructor to meet. Notes on the proceedings must be made and filed with the Vice Chancellor for Student Services. The committee chairperson should inform the Vice Chancellor for Student Services of the decision in writing, and the Vice Chancellor will inform both the instructor and the student.
- E. If the committee decides that the grade should be changed, the instructor will change the grade in the registrar’s office, according to the committee’s decision.

STUDENT SERVICES

Transcripts & Student Records

A college transcript is a complete and unabridged academic record. It is used to communicate information concerning a student from one institution or agency to another. Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with the federal guidelines. Requests may be made in person, by fax, or by written request in the mail; no telephone requests will be honored. Requests for a transcript by mail or fax should include the full legal name of the student (include birth name, if applicable), Social Security number, dates of attendance at SAU Tech, signature, and name and address of the person or institution to which the transcript is to be sent.

Transcripts will not be released when a student has any outstanding financial obligations with SAU Tech. Transcripts from other institutions submitted to SAU Tech become property of SAU Tech and are not reproduced and/or mailed to other institutions, agencies or individuals. Requests for copies of test results, immunization records, or other information from a student's personal admission file should be made to the Registrar's Office.

Transcript Request

To request a free transcript:

Written Procedure	Faxed Procedure	In Person Procedure
Print and complete the Transcript Request Form. This request cannot be honored without the student's written signature.	Print and complete the Transcript Request Form. This request cannot be honored without the student's written signature.	Come to Administration Building (AD 124 or AD 126) during normal business hours.
<u>Mail the signed form to:</u> Southern Arkansas University Tech Office of the Registrar P.O. Box 3499 Camden, AR 71711	<u>Fax the signed form to:</u> 870-574-4478	

Transfer of Credit

Through the Arkansas Course Transfer System (ACTS), students and parents may view how general education courses transfer among Arkansas' public colleges and universities by selecting the appropriate institutions from the list provided. The Arkansas Course Transfer System may be found at <http://acts.adhe.edu/>. Please note that the ACTS program is designed to ensure the transfer of "core" courses. However, some majors have specific requirements. It is always important to consult the college you plan to transfer about these issues. Most institutions require a C or better for transfer. Courses with a "D" frequently do not transfer and institutional policies may vary.

Student IDs

Student IDs are issued to SAU Tech students upon request. The IDs may be used in a number of ways: library, student activities, personal IDs for check writing, etc. Student IDs are required in order to have access to the computer commons lab. There is a \$5.00 replacement fee for IDs. IDs have to be obtained on campus at the Learning Resource Center.

College Bookstore

Internet students, students taking classes on SAU Tech's campus, and/or students taking classes at their high school after regular school hours are responsible for purchasing their own textbooks. They may purchase their textbooks, supplies, and other personal items in the bookstore. The bookstore is located in the student center and online at <http://sautech.textbooktech.com>.

Learning Resource Center (Library)

The Dr. George J. Brown Library/Learning Resource Center (LRC) is located east of the Administration Building. The 12,050 square foot facility houses a variety of resources which include over 18,000 volumes of books, over 16,000 eBooks, over 1,600 audiovisual materials, approximately 50 current periodical titles, and a growing collection of DVDs. Also the LRC's online public access catalog provides access to various online subscription databases, reference eBooks, tutorials and other guides. It is located at <http://library.sautech.edu>. Services available to patrons include Interlibrary Loan, Bibliographic Instruction, color photo identification cards, fax and photocopy services, and access to a scanner station. The LRC charges \$0.10 for all computer-generated printouts.

In all instances, currently enrolled students of SAU Tech have priority use of all materials and resources. All members of the community served by SAU Tech are welcome to use the resources of the LRC.

SOUTHERN ARKANSAS UNIVERSITY TECH
Academic Calendar
2016-2017

Fall 2016

Classes Begin.....August 17
Roster Certification.....August 31
Campus Closed (Labor Day).....September 5
Mid-Term Grades Due.....October 12
Last Day to Drop.....November 22
Campus Closed (Thanksgiving)...November 24-25
Final Grades Due.....December 7
Campus Closed (Christmas).....December 23-January 2

Spring 2017

Classes Begin.....January 11
Roster Certification.....January 26
Mid-Term Grades Due.....March 8
Spring Break.....March 20-24
College Day.....March 30
Last Day to Drop.....April 25
Final Grades Due.....May 10
Campus Closed (Memorial Day).....May 29

SAU Tech Concurrent Enrollment Program
Contact Information

LaClaire Williams
Concurrent Enrollment Coordinator
Office Phone: 870-574-4476
Cell Phone: 870-390-0729
Email: lwilliam@sautech.edu
Fax: 870-574-4446

SAU Tech does not discriminate on the basis of sex, race, color, creed, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

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