



**MEMORANDUM OF UNDERSTANDING
TO
OFFER CONCURRENT ENROLLMENT COURSES**
Academic Year 2017 – 2018

Under the terms of this Memorandum of Understanding (MOU), **Black River Technical College** (BRTC) and _____ **High School** agree to allow high school students to enroll in college courses offered on the _____ **High School** campus.

Authority to Offer Concurrent Courses

Arkansas Statute 6-18-223 authorizes Arkansas High School students to enroll in college 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 5.16) includes guidelines for establishing and maintaining concurrent courses, but not limited to, requirements for faculty teaching concurrent courses, ownership by the College for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

Accreditation/Approval

As a program approved by the Arkansas Department of Higher Education (ADHE), **Black River Technical College** Concurrent Program adheres to requirements of the Arkansas Higher Education Coordinating Board (AHECB) to offer concurrent courses.

Oversight of Concurrent Courses

The College 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.

Contact Information

The College Coordinator of Concurrent Programs 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 Coordinator of Concurrent Programs Contact Information:

Name: Mylea White
Title: Coordinator of Concurrent Programs
Phone Number: 870-248-4000 ext. 4179
Email Address: mylea.white@blackrivertech.edu

High School Concurrent Enrollment Contact Information:

Name:

Title:

Phone Number:

Email Address:

Advisement of Rights and Responsibilities

Concurrent students and their parents or guardians are advised of their rights and responsibilities related to concurrent enrollment by direct communication with the Coordinator of Concurrent Programs and the high school counselor and/or principal, and by regular monitoring of BRTC's concurrent enrollment website, including but not limited to the Student and Parent Handbook.

Approval and Assessment of Courses

Concurrent credit courses must be college courses which are approved through the normal process of an institution and included in the BRTC Catalog. For the purposes of this MOU, concurrent credit courses are defined as courses taught at the high school by high school instructors. The course must be listed in the Arkansas Course Transfer System (ACTS). Concurrent Courses will follow the same assessment plan used for the equivalent BRTC campus course.

Concurrent Student Requirements

High school students in general and technical education concurrent courses will be those who are recommended by letters of good standing from their high school principals or counselors, have successfully completed the eighth grade and are admitted to BRTC as non-award seeking students. Concurrent students must complete a concurrent application with required paperwork each semester. Required paperwork for new students as listed on the concurrent application includes: high school transcript, shot records, test scores, and completed FERPA form. Returning concurrent students must submit the concurrent application and any additional documents requested by BRTC. Concurrent students must meet the following score requirements.

Student Requirements for Concurrent Courses Listed in ACTS

- Minimum ACT reading score of 19 or equivalent for all concurrent classes
 - Minimum ACT math score of 19 or equivalent for all math concurrent classes
 - Minimum ACT English score of 19 or equivalent for all English concurrent classes
- Classification as a sophomore, junior or senior

Table of Required Scores

Test	Reading	English	Math	
ACT	19	19	19	
SAT	470	450	460	
Aspire	428	428	432	
Compass	83	80	41	
Explore	14	14	15	
Plan	15	16	17	
PSAT	47	45	46	
Accuplacer	78	83	80	
ENROLLMENT	Reading Score Required	English Score Required	Math Score Required	Total Test Scores Required
Any General Education Course	YES	NO	NO	1
Any General Education English Course	YES	YES	NO	2
Any General Education Math Course	YES	NO	YES	2
Any Career and Technical Education Course	VARIABLES	VARIABLES	VARIABLES	VARIABLES

Concurrent Student Accessibility to Library Resources and Tutoring

All enrolled students have access to BRTC's Library and Academic Success Center. Students may access more information on the concurrent enrollment website or by contacting the Coordinator of Concurrent Programs.

Syllabi and Textbook Requirements

Instructors will use syllabi and textbooks as approved by the College and adopt the same learning outcomes as those developed for the course on the campus. Syllabi and textbooks are approved annually by discipline-specific BRTC faculty.

Academic Calendar 2017 – 2018

Completed by August 1	Mandatory Professional Development
August 21	Fall Classes Begin
September – October 2017	Student Evaluations/Instructor Observations
October 14	Fall Midterm Grades Due
November – December 2017	Spring 2018 Registration
November 17	Last Day to Drop a Fall Class
December 13	Final Grades Due for Fall
January 16	Spring Classes Begin
February – March 2018	Student Evaluations/Instructor Observations
March 16	Spring Midterm Grades Due
March 19 – 24	Spring Break
April – May 2018	Summer and Fall 2018 Registration
April 13	Last Day to Drop a Spring Class
May 15	Final Grades Due for Spring

Add/Drop Procedure

Students must fill out and sign an add/drop form to make schedule changes after the initial concurrent registration date at their high school. The add/drop form has been made available to all high school and can be downloaded from BRTC's concurrent enrollment website.

Tuition, Billing, and Refund Information for 2017-2018 Academic Year

BRTC offers concurrent students a tuition and fees discount. BRTC communicates tuition and fees to concurrent students each academic year during the registration period, during annual student and parent orientation sessions, and via the concurrent enrollment website. Additionally, the high school communicates with concurrent students regarding BRTC tuition information.

A. Payment Deadlines

Fall Semester – Friday, August 25, 2017

Spring Semester – Friday, January 9, 2018

B. Tuition Rates

3 credit hour course at high school = \$144.00

4 credit hour course at high school = \$192.00

3 credit hour course on BRTC campuses = \$360.00

4 credit hour course on BRTC campuses = \$480.00

3 credit hour course taught online = \$420.00

4 credit hour course taught online = \$560.00

C. Payment Instructions

i. Pay by check or money order by mailing to:

Black River Technical College

Attn: Beverly Edington

P.O. Box 468

Pocahontas, AR 72455

ii. Pay by debit or credit card by phone:

BRTC Pocahontas Campus – Beverly Edington, 870-248-4033

BRTC Paragould Campus – Darlene Crawford, 870-239-0969, ext. 5250

iii. Pay by cash, check, money order, or debit/credit card in person:

Pocahontas BRTC Campus-Payment Window, Administration Building

Paragould BRTC Campus-Bookstore

iv. Tuition Refunds

a. Refund for Credit Courses – Fall or Spring Semester

Before semester begins – 100%

Second week of semester – 70%

Third week of semester – 50%

b. Refund for Credit Courses – Summer Sessions I & II

Before session begins – 100%

Fourth day of class – 50%

Fifth day of class – 0%

c. Refund for Intersession and Accelerated Classes

Before classes begins – 100%

Second day of class – 50%

Third day of class – 0%

d. Refund for Short Duration Class (1 to 7 days)

Before class begins – 100%

Start of class – 0%

e. Refund for Non-Credit Courses

Before course begins – 100%

Start of course – 0%

To receive tuition refunds students must complete a Refund Request Form and return to Black River Technical College, Attn: Beverly Edington, P.O. Box 468, Pocahontas, AR 72455.

Request must be made within one year of the occurrence of the credit. The refund request form has been made available to all high schools and can be downloaded from BRTC's concurrent enrollment website.

Requirements for Concurrent Instructors – General Education Courses

To ensure that concurrent courses meet the same standards as those offered on the college campus, high school faculty must meet the same academic qualifications required by the college faculty.

The college Concurrent Coordinator and the College 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

Requirements for Concurrent Instructors – Career & 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

High School Faculty Credentials

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

Concurrent Courses – General Education

- Freshman and/or sophomore-level courses listed in the course catalog, and approved for concurrent credit by the College approval process
- Courses offered for concurrent credit will meet the same standards as courses taught on the College campus
- Concurrent faculty will use the same course syllabi that is 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

Concurrent Courses – CTE

- Career Technical Education (CTE) courses offered for concurrent credit must be listed in the Memorandum of Understanding (MOU) between the high school and College

Course Location/Classroom Arrangements

- Courses offered for concurrent courses will be taught on the high school campus
- 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, however, there should not be unnecessary duplication of college course offerings

Course List

High School Course	College Course	College Course Number	College Credit	High School Units

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Effective Date

This MOU is effective when signed by the College President and the High School Principal or Superintendent. 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.

The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by Black River Technical College and _____ High School.

President Signature

Date

Superintendent or Principal Signature

Date