Memorandum of Understanding
Between
South Arkansas Community College
And
El Dorado Public Schools
Concerning
Concurrent Credit Courses for High School Students

High School Student Admission Requirements for Concurrent Courses

The South Arkansas Community College (SouthArk) Early College Start (ECS) Program is an opportunity for high school students to enroll in college courses to enhance their high school education and accelerate their postsecondary education. High school students who are tenth graders and above may concurrently enroll for college credit courses by meeting the following criteria:

1. The student must be enrolled in an accredited high school. The student must complete the Early College Start form, be recommended by the high school principal, and submit this form to SouthArk's College & Career Coach Advisor.

2. Students must complete all admission requirements of SouthArk before enrollment as outlined in the current catalog (www.southark.edu).

3. The SouthArk Early College Start program is not an open admissions program. Students must achieve the following minimum admissions test scores. Notice that the Compass test has been replaced with Accuplacer.

<table>
<thead>
<tr>
<th></th>
<th>ACT</th>
<th>ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (Writing)</td>
<td>19</td>
<td>83</td>
</tr>
<tr>
<td>Reading</td>
<td>19</td>
<td>78</td>
</tr>
<tr>
<td>Math</td>
<td>19</td>
<td>78</td>
</tr>
</tbody>
</table>

4. Students concurrently enrolled will be classified as non-degree seeking and will not be eligible for financial aid.

5. Students enrolled concurrently may not enroll for more than six hours during any given semester (fall, spring, and summer) unless approved by South Arkansas Community College and the participating school district.

6. Students enrolled concurrently will be required to comply with the college policies and procedures, including those regarding academic progress.
7. Students enrolled concurrently will be responsible for payment of tuition and fees according to established policies. All arrangements for receiving college credit are the responsibility of the student.

8. The college administration will approve all courses to be offered in this program according to the state’s requirements and will involve all concurrent enrollment instructors in the college’s learning assessment program.

9. College courses will be scheduled using the high school calendar when they are scheduled during the regular high school day on the high school campus. Courses scheduled on the college campus may use the college calendar during which the student must comply with SouthArk’s schedule.

10. The standard class size must be limited to 25 students on the high school campuses.

11. South Arkansas Community College will endeavor to provide academic advising to students accepted into the ECS program.

12. The college will hire faculty with appropriate credentials according to the Concurrent Enrollment Policy established by the Arkansas Department of Higher Education (ADHE). Specifically, concurrent credit instructors will need to have a master’s degree in some subject area with at least 18 graduate hours in the subject to be taught.

13. According to ADHE policy, an individual under contract with a school district as a teacher will not be considered an adjunct faculty member of the college for payment purposes.

14. Faculty teaching concurrent courses are expected to use the college syllabi and follow the policies of both the college and the high school.

15. The college will assign a faculty mentor to any high school instructor teaching college courses. The mentor will work with the high school instructor to make sure he or she is using the same assessment methods—departmental final exam, a rubric-graded term paper, a rubric-graded oral presentation, etc.—required in the college’s student outcomes assessment plan. The appropriate dean will make sure the assessment data are collected and included in the college’s assessment reports.

16. If the high school does not have a qualified teacher to teach the college course, the high school will either (1) assist SouthArk in finding a qualified instructor to teach on the high school campus or (2) review the possibility of allowing students to take the course on SouthArk’s campus. If this occurs, each course will be reviewed and approved by both parties involved on a case-by-case basis.

17. If SouthArk provides/pays an adjunct instructor to teach on the high school campus, a minimum of 15 students are required for the class to be considered for college credit.
18. SouthArk will collect $50 per credit hour for in-district students enrolling in the concurrent program through secondary partners who use SouthArk faculty to teach concurrent courses.

19. SouthArk will collect $45 per credit hour for in-district students enrolling in the concurrent program through secondary partners who provide their own qualified instructors to teach concurrent courses.

20. If students are participating in the Certificate of General Studies (CGS) program, they must have on file with their SouthArk advisor a signed Intent to Participate form.

21. For students who participate in the CGS program and take summer or night time classes to fulfill CGS requirements, SouthArk will offer the same tuition rates as outlined in this agreement; however, students may be responsible for the school district portion and will be required to contact the District for details on a class-by-class basis.

22. Students who participate in the CGS program and take summer or night time classes outside of the Certificate program requirements will be required to pay full tuition as outlined by SouthArk policies.

23. Students and their parents/guardians have been advised in writing of their rights and responsibilities related to this concurrent enrollment program.

Exceptions to this policy will be reviewed by each party involved and decided upon on an as needed basis. The MOU for the coming year will be signed by both parties by June 30 of each year and will be in effect from July 1 through June 30 of the following year. Both parties reserve the right to cancel this agreement at any time the other fails to comply with any provision of this MOU, effective upon sending an email message to the other signatory and copying it to the college’s chief academic officer and the high school’s principal.

The financial model describing the financial responsibilities of each institution is attached.

Agreed upon on the _____ day of ____________, 2018.

Jim Tucker*  
Superintendent of Schools  
El Dorado Public Schools  
200 West Oak Street  
El Dorado, AR 71730

Barbara R. Jones*  
President  
South Arkansas Community College  
300 South West Avenue  
El Dorado, AR 71730

* By signing this document, the signatories acknowledge that this MOU complies with the concurrent enrollment policies of the Arkansas Department of Higher Education as they understand them and that it is their full intention to operate this concurrent enrollment program according to ADHE policies.
<table>
<thead>
<tr>
<th>BUDGET AREA</th>
<th>STUDENT COSTS</th>
<th>SOUTHARK COSTS</th>
<th>EL DORADO SCHOOL DISTRICT COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary</td>
<td></td>
<td>Paid by the college when courses are offered beyond the regular day, on the college campus, or if the college needs to use its faculty to obtain proper credentials.</td>
<td>Paid by the school district when using high school faculty during the regular school day on the high school campus.</td>
</tr>
<tr>
<td>Instructor supplies and classroom use costs.</td>
<td></td>
<td>Provided by the college when courses are taught at SouthArk.</td>
<td>Provided by the school district when courses are taught on the high school campus.</td>
</tr>
<tr>
<td>Tuition @ $84/credit hour for in-district students ($50/credit hour billed for courses where SouthArk provides instructor)</td>
<td>$100 per 3-hour course paid to the college for in-district tuition; $150 per 4-hour course for in-district tuition</td>
<td>$102 per 3-hour course paid in the form of a scholarship for in-district tuition; $136 per 4-hour course paid in the form of a scholarship for in-district tuition</td>
<td>$50 per course per student paid to the college.</td>
</tr>
<tr>
<td>Tuition @ $84/credit hour for in-district students. ($45/credit hour billed when secondary school provides their own instructors)</td>
<td>$90 per 3-hour course paid to the college for in-district tuition; $135 per 4-hour course for in-district tuition</td>
<td>$117 per 3-hour course paid in the form of a scholarship for in-district tuition; $156 per 4-hour course paid in the form of a scholarship for in-district tuition</td>
<td>$45 per course per student paid to the college.</td>
</tr>
<tr>
<td>Technology Fee @ $10.00/credit</td>
<td></td>
<td>Waived by the college ($30.00-$40.00) when courses are taken on the high school campus or on the college campus for concurrent credit</td>
<td></td>
</tr>
<tr>
<td>Fee Description</td>
<td>Fee Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Support Fee $30/semester</td>
<td>Waived by the college ($30.00) when courses are taken on the high school campus or on the college campus for concurrent credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Fee @ $1.00/credit</td>
<td>Waived by the college ($3-$4) when courses are taken on the high school campus or on the college campus for concurrent credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Fee: $30 per course</td>
<td>Waived by the college ($30 per course) when courses are taken on the high school campus or on the college campus for concurrent credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Enhancement Fee @ $4 per credit hour</td>
<td>Waived by the college ($12-$16) when courses are taken on the high school campus or on the college campus for concurrent credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online/Hybrid Fee @ $28 per credit hour</td>
<td>Waived by the college ($84-$112) when courses are taken on the high school campus or on the college campus for concurrent credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security fee @ $7 per credit hour</td>
<td>Waived by the college ($21-$28) when courses are taken on the high school campus or on the college campus for concurrent credit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Fee @ $4.00/credit</td>
<td>Waived by the college ($12-$16) when courses are taken on the high school campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books - est. $100 per student</td>
<td>Purchased by the student when courses are taken on the college campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Mentoring</td>
<td>Provided by the college.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student FTE/ADA</td>
<td>FTE claimed by the college.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADA claimed by the school district.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A member of the SouthArk fiscal affairs staff will process the tuition billing and collection according to the following steps.

1. Flag and document message line for concurrent credit students in Jenzabar from list provided by College and Career Coach Advisor.
2. Preparation for billing will begin after the tuition refund period is over.
3. Review/verify each student account from the list of concurrent students. El Dorado High School students must show payment of $100 per concurrent course taken on the EHS campus. EHS is later billed $50 per student per course. Concurrent credit students on the SouthArk campus pay $50 per credit hour. EHS is not billed for these.
4. Process each individual student’s account by calculating the following:
   - Cost of Tuition & Fees
     - Minus payment
     - Minus billable amount per course to be invoiced to school ($50) for courses on EHS campus only.
     = Leftover balance to manually process/transfer to a Concurrent Waiver by creating a Student Transaction Voucher (STV).
5. Enter/Edit/Post STV in Jenzabar.
6. Create and submit invoices to school with backup documentation for each student.
7. Collect/reconcile check payments and receipts.
<table>
<thead>
<tr>
<th>Name</th>
<th>General Education</th>
<th>Student ID#</th>
<th>Semester</th>
<th>Credits from SouthArk</th>
<th>Hrs Earned by AP score(s)</th>
<th>Hrs Earned by CLEP Test(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1113 Composition I (&quot;C&quot; or better)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL</td>
<td>1123 Composition II</td>
<td></td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>SPCH</td>
<td>1113 Principles of Speech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENGLISH COMPOSITION/COMMUNICATIONS – NINE (9) CREDIT HOURS**

**MATHEMATICS – THREE (3) CREDIT HOURS**

| MATH | 1023 | College Algebra | |

**NATURAL SCIENCES – FOUR (4)-EIGHT (8) CREDIT HOURS FROM THE FOLLOWING:**

| BIOL | 1004/L | Fundamentals of Biology/Lab | |
| BIOL | 1024/L | Zoology/Lab | |
| BIOL | 1034/L | General Botany/Lab | |
| BIOL | 2064/L | Anatomy & Physiology I with Lab | |
| BIOL | 2074/L | Anatomy & Physiology II with Lab | |
| CHEM | 1024/L | Chemistry I for Science Majors | |
| GEOL | 1004/L | Physical Geology | |
| GEOL | 1014/L | Historical Geology | |
| PHYS | 2024/L | The Physical Sciences/Lab | |

**FINE ARTS / HUMANITIES – SIX (6) CREDIT HOURS FROM THE FOLLOWING:**

| ART | 2003 | Art Appreciation | |
| ENGL | 2213 | Literature I | |
| ENGL | 2223 | Literature II | |
| ENGL | 2653 | American Literature I | |
| ENGL | 2663 | American Literature II | |
| MUS | 2003 | Music Appreciation | |
| THEA | 2003 | Theater Appreciation | |
| PHIL | 2003 | Introduction to Philosophy | |

**SOCIAL SCIENCES – NINE (9) CREDIT HOURS**

Three hours from the following:

| HIST | 1003 | History of Civilization to 1700 | |
| HIST | 1013 | History of Civilization since 1700 | |
| HIST | 2013 | History of the U.S. to 1876 | |
| HIST | 2023 | History of the U.S. since 1876 | |
| PSCI | 2003 | American Government: National | |

Three hours from the following:

| PSYC | 2003 | General Psychology | |
| SOC | 2003 | Introduction to Sociology | |

Three hours from the above listing of history courses or from the following:

| ECON | 2003 | Macroeconomic Principles | |
| GEOG | 2003 | Introduction to Geography | |

**TECHNOLOGY – THREE (3) CREDIT HOURS FROM THE FOLLOWING:**

| CSCI | 1003 | Computers & Info Processing | Technology Elective |

*Composition II must be taken through SouthArk; students are not allowed to use CLEP or AP results in the place of this course.*
South Arkansas Community College
Certificate of General Studies (CGS)
34 Credit Hours

The Certificate of General Studies is designed to recognize the completion of a general education core of 34 credits. This program allows students to earn an award after approximately one year of college education. The program is transferable to four-year colleges in Arkansas and should have good transferability to colleges in other states. Students should always contact the university to which they wish to transfer for more information.

To receive a certificate from SouthArk, a student must complete at least seventeen (17) hours or the last nine (9) hours through South Arkansas Community College.

Advanced Placement Program
South Arkansas Community College participates in the Advanced Placement Program (AP) of the College Entrance Examination Board for entering freshmen. A student who submits the official test transcript verifying earned scores of 3, 4, or 5 may be awarded college credit for an equivalent course listed in the general catalog. This policy includes the opportunity for a high school graduate to enter with sophomore standing if sufficient credit has been earned in the AP program. Credits permitted will be allowed for the corresponding course(s) or sequence of courses at the College, but no grade will be assigned to the approved credit, nor will the hours meet residency requirements.

Students who earn a 3 on an AP exam should be aware that credit may not be awarded for that score should they transfer to another college or university. Students should check with the registrar of any institution they plan to transfer to if they have AP test scores of 3 to determine what level of credit or placement they will receive for this score. Scores of 4 or 5 carry an award of credit at all public institutions of higher education in Arkansas. Twelve hours of credit must be completed at South Arkansas Community College before AP credit is listed on the transcript.

College-Level Examination Program (CLEP)
The College awards credit on the basis of the College-Level Examination Program. Twelve hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript. Students may not test out of Composition II or any basic studies courses. The CLEP exam is given at The Testing Center, (870) 864-7196.

Computer Skills Placement (CSP)
The CSP is an exam that covers competency skills in the following 8 areas: Basic Computer Concepts, File Management, Word Processing, Spreadsheets, Databases, Presentations, Internet, and E-mail. Students who earn a score of 70% or higher receive credit for SouthArk’s Computer Information Processing (CSCI 1003) course. The CSP exam is given at The Testing Center, (870)864-7196.

Transfer Assistance
Assistance is available to students who plan to transfer to a four-year institution upon completion of their programs at SouthArk through the Department of Academic Advising. Students are given information on requirements for admission to four-year colleges and transfer scholarships.

Those interested in transfer assistance should contact Heather Smith at (870) 875-7233 or hsmith@southark.edu.
Intent to Participate in the
Certificate of General Studies (CGS) Program

Student Information (please print)

Name: ______________________________________

Last First Middle

Other Last Name Used: ________________________

Birth Date: _______ _______ _______ (Month/Day/Year)

SouthArk Student I.D. Number: ____________

High School Student I.D. Number: __________

Ethnicity: (optional) □ American Indian, □ Asian/Pacific Islander,
□ Black/African American, □ Hispanic,
□ White, Non Hispanic, □ Other
□ Non-resident Alien (if you have a copy of your resident alien card, attach copy),

U.S. Citizen: □ Yes, □ No Gender: □ Female, □ Male

Do you qualify as an Arkansas resident? □ Yes, □ No

Are you a first generation college student? (Neither parent has obtained a bachelor’s degree) □ Yes □ No

Home Phone: (___) _____________ Mobile Phone: (___) _____________

E-mail Address: ____________________________

Permanent Address:

Number and Street __________________________

City __________________ State __________ Zip Code __________

Beginning Semester at SouthArk: □ Fall □ Spring □ Summer Year: __________

Graduation Month and Year from High School: __________

By signing this form, I am entering into an agreement with the El Dorado School District and South Arkansas Community College. As a participating student in this program, I understand that my goal is to earn a Certificate of General Studies degree at the time of high school graduation. The catalog of record will be South Arkansas Community College’s catalog at the time of entry into the program. I allow the release of my transcripts and grades to both institutions throughout the term of this agreement. Further, I understand that tuition differences for courses taken outside of the normal school day or on SouthArk’s campus may exist, and I am aware that I will be advised on these costs before enrolling in any course.

I certify that all information provided on this form is complete and accurate. I understand that withholding or giving false information may make me ineligible for admittance and enrollment at SouthArk.

_________________________________________ Date

Applicant’s Signature

_________________________________________ Date

SouthArk Advisor’s Signature

_________________________________________ Date

EHS Counselor’s Signature

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Academic Calendar 2018-2019

Fall Semester 2018
Aug TBD ............ New Student Orientation
Aug 15 ............... Faculty In-Service – administrative offices closed until 12:00 p.m.
Aug 16 ............... In-Service – Division, Department, & Committee meetings
Aug 17 ............... Advising and registration
Aug 20 ............... Classes begin
Aug 21 ............... Last day of late registration or to add a class without instructor permission
Sept 3 ............... Labor Day Holiday, college closed
Sept 6 ............... Last day to change to audit status
Oct 10 ............... Last day to apply for December graduation
Nov 14 ............... Last day to withdraw from a course with a grade of “W”
Nov 21 ............... No Classes
Nov 22-23 .......... Thanksgiving Holiday – College closed
Nov 29 ............... Last day of classes
Dec 3-6 .......... Final exams
Dec 7 ................ Semester ends – Grades due electronically at 10:00 a.m.
Dec 10-13 .......... Assessment days
Dec 13 ............... Commencement (Thursday)

Spring Semester 2019
Jan TBD ............. New Student Orientation
Jan 7 ............... Faculty In-Service – administrative offices closed until 12:00 p.m.
Jan 8 ............... Advising and registration; Division & Department Meetings
Jan 9 ............... Classes begin
Jan 11 ............... Last day of late registration or to add a class without instructor permission
Jan 21 ............... Martin Luther King Holiday, college closed
Jan 29 ............... Last day to change to audit status
Mar 7 ............... Last day to apply for Spring Graduation
Mar 18-22 .......... Spring Break, no classes
Mar 22 .......... Spring Break, college closed
Apr 15 ............... Last day to withdraw from a course with a grade of “W”
Apr 25 ............... Last day of classes
Apr 29-May 2 ...... Final exams
May 3 ............... Semester ends – Grades due electronically at 10:00 a.m.
May 6-9 .......... Assessment days
May 10 ............... Commencement

Summer 2019 First Term
May 27 .......... Memorial Day Holiday, college closed
May 28 ............... Classes begin
May 31 ............... Last day of late registration or to add a class without instructor permission
June 5 ............... Last day to change to audit status
June 24 ............... Last day to withdraw from a course with a grade of “W”
June 25 .......... Final exams – Semester ends - Grades due electronically at 5:00 p.m.
Summer 2019 Second Term
June 26 ............... Registration
July 1 ................. Classes begin
July 2 .................. Last day of late registration or to add a class without instructor permission
July 4 .................. Independence Day Holiday, college closed (Thursday)
July 9 .................. Last day to change to audit status
July 30 .................. Last day to withdraw from a class with a grade of “W”
July 31 .................. Final exams – Semester ends. - Grades due electronically at 5:00 p.m.

Summer 2019 Long Summer
May 27 ................. Memorial Day Holiday, college closed
May 28 .................. Classes begin
May 31 .................. Last day of late registration or to add a class without instructor permission
June 5 .................. Last day to change to audit status
July 4 .................. Independence Day Holiday, college closed (Thursday)
July 30 .................. Last day to withdraw from a class with a grade of “W”
July 31 .................. Final exams – Semester ends. - Grades due electronically at 5:00 p.m.

Note: The College reserves the right to adjust the calendar in the event of inclement weather or other unforeseen circumstances.

Secondary Career Center
Programs of Study

NOTE: All programs are designed to be two years in length, therefore accommodating a high school student’s junior and senior years. However, high school juniors and seniors can attend only one year if they so desire.

Automotive Service Technology
The automotive service technology program consists of 8 courses over a 2-year period. Each of the 8 courses allows the high school student to acquire 4 college credits for a total of 32. The program is nationally accredited by the National Automotive Technicians Education Foundation (NATEF) and the instructors are nationally certified through The National Institute for Automotive Excellence (ASE). Students will utilize state-of-the-art equipment while gaining knowledge and skills in the following 8 areas, automatic transmissions/transaxles, automotive electronics, brakes, engine performance, engine repair, heating/air conditioning, manual drivetrain/axles, and steering/suspension.

Criminal Justice
The criminal justice program has 8 courses available and a total of 12 college credits available. The program provides students with a broad overview of the criminal justice system. Courses such as Introduction to Criminal Justice and Rules of Criminal Evidence Procedures allow students to acquire an understanding of the careers available within the criminal justice system along with gaining hands-on experience in law enforcement practices.
Health Science Technology
The health science technology program is comprised of 10 courses that allow students to acquire 10 college credits. Students will gain knowledge and skills that can be utilized in a variety of medical fields from courses such as Anatomy and Physiology, Medical Terminology, and Medical Procedures. The program has been approved to offer courses that can lead toward students gaining their Certified Nursing Assistant (CNA) credential. (The practicum for the CNA certification is held during the summer after the student completes their second year of the program.)

Industrial Technology
The industrial technology program is designed for students interested in careers in engineering and manufacturing. The program’s 6-8 courses offer students the opportunity to acquire 18-24 college credits in manufacturing coursework. Students will cover topics such as electronics, programmable logic controllers (PLCs), pneumatic controls, fluid power systems, and robotics as they learn how modern manufacturing plants operate and are serviced.

Process Technology
This process technology program is designed to train refinery operators, chemical operators, and process technicians. These operators control and monitor the systems that run industrial plants. Operators gather information using instrumentation and lab equipment to maintain safe work areas and keep plants in compliance with regulatory requirements. Operators work both indoors and outdoors alongside engineers, chemists and other professionals. The program offers 4 courses with the opportunity for students to acquire 12-16 college credits.

Welding
Our welding program consists of 8 courses that allow students to acquire up to 32 college credit hours. The three major welding processes, Shielded Metal Arc Welding (SMAW), Metal Inert Gas (MIG), and Tungsten Inert Gas (TIG) are thoroughly covered. During the program, students have the opportunity to earn national certifications through groups such as the National Center for Construction Education and Research (NCCER) and the American Welding Society (AWS).

Unit of High School Credit and High School Course Replacement/Substitution for Each Concurrent Enrollment Course

Comp I = 413000 English IV semester 1, 1 credit
Comp II = 413000 English IV semester 2, 1 credit
College Algebra = 539900 College Algebra concurrent credit, 1 credit
Plane Trig = 539960 College Trig concurrent credit, 1 credit
Civilization to 1700 = 471000 World History, semester 1, 1 credit
Civilization since 1700 = 471000 World History, semester 2, 1 credit
United States History to 1876 = 470000 American History semester 1, 1 credit
United States History since 1876 = 470000 American History semester 2, 1 credit
Principles of Speech = 414000 Oral Communication, 1 credit
Anatomy & Physiology I = 424030 Anatomy & Physiology semester 1, 1 credit
Anatomy & Physiology II = 424030 Anatomy & Physiology semester 2, 1 credit