Memorandum of Understanding  
Between  
South Arkansas Community College  
And  
Westside Christian School  
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 3rd day of October, 2018.

*Robin Colley
WSCS Administrator
Westside Christian School
2800 West Hillsboro
El Dorado, AR 71730

*Barbara R. Jones, Ph.D.
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 OF FINANCIAL RESPONSIBILITIES FOR CONCURRENT ENROLLMENT FOR THE WESTSIDE CHRISTIAN SCHOOL 2018-2019

<table>
<thead>
<tr>
<th>BUDGET AREA</th>
<th>STUDENT COSTS</th>
<th>SOUTHARK COSTS</th>
<th>WESTSIDE CHRISTIAN SCHOOL 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 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 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 when SouthArk faculty teach the course)</td>
<td>$150 per 3-hour course paid to the college for in-district tuition; $200 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></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>$135 per 3-hour course paid to the college for in-district tuition; $180 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></td>
</tr>
<tr>
<td>Technology Fee @ $10.00/credit</td>
<td>Paid by the student ($30.00-$40.00) when courses are taken on the college campus</td>
<td>Waived by the college ($30.00-$40.00) when courses are taken on the high school campus</td>
<td></td>
</tr>
<tr>
<td>Academic Support Fee @ $30/semester</td>
<td>Paid by the student ($30.00) when courses are taken on the college campus</td>
<td>Waived by the college ($30.00) when courses are taken on the high school campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paid by the student ($3-$4) when courses are taken on the college campus</td>
<td>Waived by the college ($3-$4) when courses are taken on the high school campus</td>
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<td>--------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Student Activity fee @ $1.00/credit</strong></td>
<td>Paid by the student ($30 per course) when courses are taken on the college campus</td>
<td>Waived by the college ($30 per course) when courses are taken on the high school campus</td>
<td></td>
</tr>
<tr>
<td><strong>Laboratory fee: $30 per course</strong></td>
<td>Paid by the student ($30 per course) when courses are taken on the college campus</td>
<td>Waived by the college ($30 per course) when courses are taken on the high school campus</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Enhancement Fee @ $4 per credit hour</strong></td>
<td>Paid by the student ($12-$16) when courses are taken on the college campus</td>
<td>Waived by the college ($12-$16) when courses are taken on the high school campus</td>
<td></td>
</tr>
<tr>
<td><strong>Online/Hybrid Fee @ $28 per credit hour</strong></td>
<td>Paid by the student ($84-$112) when courses are taken on the college campus</td>
<td>Waived by the college ($84-$112) when courses are taken on the high school campus</td>
<td></td>
</tr>
<tr>
<td><strong>Security fee @ $7 per credit hour</strong></td>
<td>Paid by the student ($21-$28) when courses are taken on the college campus</td>
<td>Waived by the college ($21-$28) when courses are taken on the high school campus</td>
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</tr>
<tr>
<td><strong>Student Support Fee @ $4.00/credit</strong></td>
<td>Paid by the student ($12-$16) when courses are taken on the college campus</td>
<td>Waived by the college ($12-$16) when courses are taken on the high school campus</td>
<td></td>
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<tr>
<td><strong>Books - est. $100 per student</strong></td>
<td>Purchased by the student.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Teacher Mentoring</strong></td>
<td></td>
<td>Provided by the college.</td>
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<tr>
<td><strong>Student FTE/ADA</strong></td>
<td></td>
<td>FTE claimed by the college.</td>
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</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.
4. Process each individual student’s account by calculating the following:
   - Cost of Tuition & Fees
   - Minus payment. Student pays $50 per credit hour. The high school is not billed.
   - 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.