

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE

SUBJECT AREA: **Student Affairs**
POLICY PROCEDURE: **Admission to Concurrent Enrollment Program**
DATE: **September 24, 2002**
REVISION(S)

NUMBER: **5.26**

Policy

Act 1097 of the Arkansas General Assembly provides that students who are enrolled in an accredited high school and meet the admissions standards of Ouachita Technical College may concurrently enroll for academic courses. Ouachita Technical College considers those students who are less than 18 years of age or who have not graduated from high school as falling under the provisions of this policy.

Procedure

During all enrollment periods, currently enrolled high school students in grades nine through twelve may enroll for credit courses if the following criteria are met:

1. A student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
2. A student must submit a high school transcript, a signed concurrent enrollment form that includes the signature of a parent if required by the high school, the signature of the high school counselor and/or principal and assessment scores (ACT, ASSET, or COMPASS). Assessment scores indicate if the student has met minimum placement test scores established for the course or program in which they want to enroll.
3. A concurrently enrolled student may not enroll in any **Basic Skills** classes as prescribed by the Arkansas Department of Higher Education.
4. A concurrently enrolled student will be classified as non-degree/non-certificate seeking.
5. A concurrently enrolled student may not enroll for more than nine semester hours during any semester without the approval of the Registrar.
6. A concurrently enrolled student will not be eligible to participate in institutionally or federally funded financial aid programs.

Concurrent enrollment may be financed through one of the following two options:

1. Students pay the full amount of tuition and books. A class must have enough students to enroll in it to meet OTC's minimum enrollment policy.
2. High Schools pay a set amount ("blocked tuition") to OTC for the delivery of instruction. Students incur no costs for tuition and fees and no class enrollment minimums are imposed. The High School, at its option, may purchase and furnish the students with the required textbooks. Textbooks purchased by the high school for concurrent enrollment classes will be used for a period of at least three years.

Instructors may be compensated through one of the following methods:

1. If OTC employs a non high school faculty member to teach a concurrent enrollment course, the instructor will be paid directly by the College.
2. If OTC employs a high school faculty member to teach a concurrent enrollment course outside of their regularly scheduled class period, the instructor will be paid directly by the College.
3. In the event the high school administration wishes to have a concurrent enrollment class taught by one of their instructors during a regularly scheduled class period, OTC will make payment directly to the school and the school will determine how the instructor is to be compensated.

All instructors will meet the qualifications of academic credentials and work experience required of Ouachita Technical College instructors as determined by the Vice President of Instruction.

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| AUTHENTICATION (Signature): | | COPP |
| _____ | 09/24/2002 | |
| President | (Date) | 5.26 |