



**MEMORANDUM of UNDERSTANDING  
to  
OFFER CONCURRENT ENROLLMENT COURSES  
Academic Year 2023-2024**

Under the terms of this Memorandum of Understanding (MOU), **Northwest Arkansas Community College (NWACC)** and **Gentry High School** agree to allow high school students to enroll in NWACC courses offered through the Early College Experience programs.

**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 NWACC for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

**Approval**

As a concurrent program approved accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the Northwest Arkansas Community College Concurrent Enrollment Partnership adheres to the NACEP requirements and ADHE policies.

All Arkansas colleges and universities offering concurrent courses will submit concurrent-related data and information to ADHE.

**Oversight of Concurrent Courses**

Northwest Arkansas Community College will be responsible for all aspects of the concurrent courses, including hiring/designating an Institutional Concurrent Coordinator; participating in the faculty selection, orientation, and evaluation processes; awarding college credit to students for successful completion of college coursework; and providing administrative support through the registrar, admissions, and administrative departments.

**Gentry High School** will provide classroom facilities, administrative support, and in some cases instructors whose credentials qualify them to be approved by the appropriate NWACC academic department to teach college level courses.

**Contact Person**

The Northwest Arkansas Community College Concurrent Enrollment Coordinator 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.



**NWACC Concurrent Enrollment Contact Information:**

Name: Jorge Amaral  
Title: Director of Early College Experience  
Phone Number: 479.725.4679  
E-mail Address: jamaral@nwacc.edu

**Gentry High School Concurrent Enrollment Contact Information:**

Name:  
Phone Number:  
E-mail Address:

**Concurrent Faculty Qualifications**

To ensure that concurrent courses meet the same standards as those offered on the NWACC campus, high school faculty must meet the same academic qualifications required by the college faculty. The NWACC Concurrent Coordinator and the appropriate NWACC Academic Department must review and approve the credentials of each concurrent instructor.

**Instructor Qualifications for General Education Courses**

Credentials include:

- A master's degree that includes 18 graduate hours in the subject to be taught
- Current curriculum vitae/resume
- Transcripts
- Other information requested by the college.

**Instructor Qualifications for Career and Technical Education (CTE) Courses**

- Faculty members teaching in career-technical areas must hold at least an Associate degree or appropriate industry-related licensure or certification.
- Current curriculum vitae/resume
- Transcripts
- Other information requested by the college.

**Concurrent Courses**

A list of courses offered at area high schools is attached in Appendix B. Students at **Gentry High School** can enroll in classes approved through the NWACC course approval process. New requests will be required for additional courses.

**Class Size and Enrollment Requirements**

If NWACC is providing (paying) the instructor for a face-to-face class, the minimum enrollment for the course is 16 students. If NWACC is providing the instructor for more than one class, an average of class of 16 students will be used to determine if enrollment is sufficient to justify the cost. The high school can elect to pay the difference in tuition received by the enrolled students, and the 16 students required to hold the class, as an administrative fee to the college.



### **AP/Concurrent or Career and Tech/Concurrent Blended Courses**

For AP/Concurrent or Career and Tech/Concurrent blended classes, 51% or more of the students enrolled in the class must be enrolled for concurrent credit at NWACC, and the course must meet all standards set by the National Alliance of Concurrent Enrollment Partnerships.

For AP/Concurrent Blended courses the Arkansas Department of Higher Education (ADHE) requires that high school instructors submit a course syllabus to the College Board AP Course Audit, and to the college for approval. The school district must have on file the written documentation of the College Board approval for the blended class, and must submit a copy of the College Board approval to NWACC upon request.

### **Course Location/Classroom Arrangements**

- Courses offered for concurrent credit may be taught on the high school campus, online, or on the NWACC campus, based on courses approved by the college.
- For a course to be identified as a concurrent course, 51% or more of the students must be enrolled for concurrent credit. NWACC only allows mixed classes of AP/Concurrent blends, or career and technical classes requiring college placement scores. High schools are required to provide a high school roster documenting that the required percentage is being met.
- It is understood that a high school may have a concurrent agreement with more than one college or university; however, there should not be unnecessary duplication of college course offerings.

*Note: If there is not agreement among multiple institutions offering college courses at one high school/school district, the college or university seeking clarification on the implementation of the concurrent enrollment policy must contact the ADHE Director in writing and follow the AHECB Policy Off-Campus Instruction Policy-Criteria for Conflict Resolution.*

### **Guidelines for Early College Experience Courses**

1. Substitute Teachers:
  - a. If an Early College Experience instructor is absent for five or fewer consecutive school days, a substitute teacher may be assigned from the rotation used by the school.
  - b. If an Early College Experience instructor is absent for more than five consecutive school days, a substitute teacher who meets the minimum qualifications for an Early College Experience instructor must be assigned.
  - c. NWACC Department Chairs may assist in locating qualified long-term substitutes for area high schools, but the ultimate responsibility of locating a qualified instructor lies with the high school.
2. No practice teachers or teaching interns should be assigned to teach Early College Experience classes.
3. Early College Experience instructors should be encouraged to attend all NWACC department meetings with no personal day charged to an instructor for attending. Early



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College Experience instructors should attend at least one NWACC department meeting each semester.

4. Early College Experience classes are capped at the maximum enrollment of the corresponding class at NWACC. English Composition I and II, Public Speaking, and College Algebra online classes are capped at 24 students per section. All other college-credit classes are capped at 30 students per section.
5. Early College Experience instructors must follow NWACC department goals, syllabi, and other academic guidelines.
6. Early College Experience instructors must participate in department evaluations of faculty, department assessments, and other evaluations,
7. Due to confidentiality of Math final exams, the grade submission deadline for all Early College Experience Math courses follows the grade submission deadline as published on the NWACC academic calendar. All other Early College Experience instructors must submit their grades to NWACC based on their high school's grade submission deadline.
8. Early College Experience instructors need to complete the orientation session online, and attend the training session to be held at NWACC during spring semester. Lunch is provided. Total time is two to three hours.

### **Students:**

1. The date on qualifying placement test score reports must be BEFORE classes begin.
2. Waiver requests for GPA or overloads MUST contain the student's reasons for requesting the waiver.
3. Only students enrolled in the NWACC course may be in the classroom for the course. The exception is the AP/Concurrent blended courses or career and technical courses requiring college placement scores, in which 51% or more of the students must be enrolled as Concurrent students. High schools are required to provide a high school roster documenting that the required percentage is being met.
4. Students in ECE Concurrent courses may not switch courses after the official add/drop dates for the semester. This includes students who transfer schools, or whose high school schedule has changed.
5. A student who is expelled or suspended from the high school while taking an ECE course may not switch to an on-campus course. The student may be able to withdraw from the course or take a grade of Incomplete, subject to NWACC policy on Incomplete grades.
6. To withdraw from an ECE course, student and high school counselor must complete and sign the drop/add form and submit to the NWACC Early College Experience office.

### **Student Requirements for General Education Concurrent Courses**

- High school GPA of 3.0 or higher or an approved high school GPA waiver
- Be enrolled in 9-12 grades
- Minimum Placement Test Scores
  - ACT 19 Reading or equivalent score for all General Education courses
  - ACT 19 English or equivalent scores for English Composition I
  - ACT 21 Math or equivalent score for College Algebra
  - ACT 19 Math or equivalent for Quantitative Reasoning



### **Student Requirements for Career and Technical Courses**

- High school GPA of 2.0 or higher or an approved high school GPA waiver
- Be enrolled in 9-12 grades
- ACT 19 Reading score or equivalent for CNA, Dental Assisting, Medical Terminology

**NOTE:** Placement test scores are required by the State.

Some Career and Technical courses may not require minimum Reading scores, but Reading proficiency is recommended. Additional program-specific requirements as applicable

**Exception:** Only high school seniors who possess at least an ACT sub-test score of 17 in English, reading, or mathematics (or comparable exam score) may enroll in the requisite remedial/developmental education courses English, reading, and mathematics at an Arkansas state-supported college or university. Per the Arkansas Department of Education, a three-semester credit hour remedial/developmental education course shall be the equivalent to one-half unit of credit for a high school career focus elective

### **Tuition for Concurrent Courses**

Financial arrangements are these: NWACC will charge **Gentry High School** a reduced tuition rate for all concurrent courses. NWACC will absorb labor costs associated with the program

Tuition for **Gentry High School** students whose residency is within the Bentonville or Rogers school districts:

- \$32 per credit hour
- \$96 for a 3-credit hour course
- \$128 for a 4-credit hour course

Tuition for **Gentry High School** students whose residency is outside of Bentonville or Rogers school districts:

- \$58 per credit hour.
- \$174 for a 3-credit hour course
- \$232 for a 4-credit hour course

A \$30 Concurrent Registration fee will be assessed each semester

Course fees will be assessed as appropriate for online and on-campus courses to cover the cost of materials and supplies, and will be invoiced to the high schools along with tuition.

A list of fees is attached in Appendix A.

NWACC does not provide textbooks. However, some districts may purchase and provide these to students. Otherwise, students are responsible purchasing the required textbooks.

**Gentry High School** will absorb their labor costs associated with the program. If NWACC pays for one or more instructors, the high school will absorb the classroom use fees. If NWACC does



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not pay any instructor salaries, the college will pay the high school a room use fee according to the schedule below:

Room use fee paid by NWACC (when NWACC does not pay instructor salaries):

2-credit hour class \$100

3-credit hour class \$150

4-credit hour class \$200

Room usage fees will be deducted from the tuition total before sending the invoice to the school.

ACT 1118 states that a national school lunch student, as defined in § 6-20- 32 2303, shall not be required to pay any of the costs to a maximum of six (6) credit hours of endorsed concurrent enrollment courses taught by a high school instructor at a high school. This act does not apply to courses taught through the ECE Online program or by an instructor paid by NWACC. The school district is responsible for covering the remaining cost of these classes, including textbooks.

### **Academic Credit**

NWACC awards and transcripts college credit for courses high school students take through NWACC. It is the expectation of the college that the high schools will award high school credit as appropriate, following the Arkansas Department of Education guidelines. Recommended course substitution/replacement codes are attached to this MOU as reference for the high school-based concurrent classes. For students taking classes on the college campus, the Arkansas Department of Higher Education's Concurrent Enrollment Policy states the following:

Students can earn college credit and/or one unit of high school credit for successful completion of each general education concurrent course and each blended AP/Concurrent course that is a minimum of three (3) semester credit hours. Students can earn college credit and/or up to one (1) unit of high school credit for successful completion of each CTE course that is a minimum of 3 semester credit hours. A three-semester credit hour remedial/developmental education course shall be equivalent to one-half unit of credit for a high school career focus elective.

### **Effective Date**

This MOU is effective when signed by the NWACC President, and the School 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.



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### Official Signatures

The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by **Northwest Arkansas Community College** and **Gentry High School** and that both parties understand the requirements for offering concurrent courses.

\_\_\_\_\_  
**NWACC President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent of Schools**

\_\_\_\_\_  
**Date**



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### Appendix A: Course Fees

The following fees will be assessed as appropriate for online and on-campus classes, and will be included in the tuition invoice sent to the high school.

Concurrent registration	\$30 per semester
Computer Information lab	\$35
Communication Arts lab	\$35
Culinary	\$395
Construction	\$100
Digital course materials	\$50 to \$130 (Varies by course)
Distance learning	\$22.50 per course
Graphic design	\$50
MyMath Lab	\$82.11 in 2023 <sup>(1)</sup>
Music lab/private lessons	\$40 to \$70
Online proctoring	\$6 per exam (up to 4)
Science lab	\$50

NWACC does not provide textbooks. However, some districts may purchase and provide these to students. Otherwise, students are responsible purchasing the required textbooks.

<sup>(1)</sup> Online Math courses require the purchase of My Math Lab software. An online proctoring fee (\$6.00) is assessed before each exam (up to 4 per semester)





A complete list of college courses is posted at [www.nwacc.edu](http://www.nwacc.edu)  
Some courses are not available online.

<b>Course #</b>	<b>Course Title</b>	<b>College Credits</b>
ACCT 2013	Principles of Accounting I	3
ACCT 2023	Principles of Accounting II	3
AHSC 1123	Electronic Health Records	3
AHSC 1213	Certified Nursing Assistant	3
AHSC 1223	Patient Care Assistant	3
ANTH 1023	Cultural Anthropology	3
ARHS 1003	Art Appreciation	3
ARHS 2913	Art History I	3
ART 1033	Intro to Studio Art	3
ART 1313	Design I	3
ART 2333	Color Studies	3
ART 2803	Intro to Photography	3
ASTR 2004	Survey of the Universe	4
BIOL 1544	Principles of Biology	4
BIOL 1604	General Zoology	4
BIOL 2214	Anatomy and Physiology I	4
BIOL 2224	Anatomy and Physiology II	4
BLAW 2013	Legal Environment of Business	3
BOTY 1614	Plant Biology	4
CHEM 1054	Chemistry in the Modern World	4
CHEM 1074	Fundamentals of Chemistry	4
CHEM 1104	College Chemistry	4
CHED 2033	Child Growth and Development	3
CIED 1003	Intro to Education	3
CISM 1223	Photoshop	3
CISM 2123	Intro to Web Page Design	3
CISQ 1103	Intro to Computer Information Systems	3
CMJS 2013	Intro to Criminal Justice	3
COMM 1003	Film Arts	3
COMM 1303	Public Speaking	3
CST 1313	Materials of Construction	3
ECON 2013	Principles of Macroeconomics	3



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ECON 2023	Principles of Microeconomics	3
ECON 2143	Basic Economics: Theory and Practice	3
EMTA 1022	Emergency Medical Responder Lecture	2
EMTA 1021	Emergency Medical Responder Lab	1
EMTA 1042	Emergency Medical Tech I Lecture	2
EMTA 1052	Emergency Medical Tech I Lab	2
EMTA 1061	Emergency Medical Tech II Lab	1
EMTA 1062	Emergency Medical Tech II Lecture	2
ENGL 1013	English Composition I	3
ENGL 1023	English Composition II	3
ENGL 2023	Imaginative Writing	3
ENGL 2213	Survey of World Literature to 1650	3
ENGL 2223	Survey of World Literature since 1650	3
ENSC 1003	Environmental Sciences Lab	3
ENSC 1001L	Environmental Sciences Lecture	1
ETEC 2003	Education Technology	3
FDST 1003	Food Systems	3
FDST 1013	Food Safety	3
FDST 1023	Foundations of Culinary Arts	3
FDST 1033	Sauces	3
FDST 1043	Methods of Culinary Arts	3
FDST 1103	Culinary Nutrition	3
FDST 1203	Baking	3
FDST 1603	Cost Control	3
FDST 1613	Food Entrepreneurship	3
FDST 2013	Seasonal Kitchen	3
FREN 1003	Elementary French I	3
GEOG 1123	Human Geography	3
GEOL 1114	General Geology	4
HIM 1403	Medical Terminology	3
HIST 1033	World Civilizations to 1500	3
HIST 1043	World Civilizations from 1500	3
HIST 2003	History of American People to 1877	3



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HIST 2013	History of American People since 1877	3
HLSC 1002	Wellness Concepts	2
HLSC 1103	Personal Health and Safety	3
HLSC 2103	Nutrition in Health	3
HUMN 1003	Exploring the Humanities	3
MATH 1313	Quantitative Reasoning	3
MATH 1203	College Algebra	3
MATH 1213	Plane Trigonometry	3
MATH 1285	Pre-Calculus	5
MATH 2043	Survey of Calculus	3
MATH 2053	Finite Math	3
MATH 2554	Calculus I	4
MUSI 1003	Music Appreciation	3
MUSI 1603	Music Theory I	3
MUSI 1613	Music Theory II	3
NTWK 2053	MicroComputer Hardware Support	3
NTWK 2153	MicroComputer Software Support	3
PHIL 2003	Introduction to Philosophy	3
PHIL 2103	Intro to Ethics	3
PHSC 2004	Intro to Physical Science	4
PLSC 2003	American National Government	3
PROG 1003	Introduction to Programming Logic	3
PROG 1203	C++ Programming	3
PROG 2203	C++ Programming II	3
PSYC 2003	General Psychology	3
PSYC 2103	Human Growth and Dvelopment	3
SOCI 2013	General Sociology	3
SOCI 2033	Social Problems	3
SPAN 1003	Elementary Spanish I	3
SPAN 1013	Elementary Spanish II	3
SPAN 2033	Spanish for Heritage Speakers	3
THTR 1003	Introduction to Theatre	3