

## **TYPES OF INSTRUCTION AND SERVICES**

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### **TECHNICAL INSTRUCTION**

UA Cossatot offers occupational and semi-professional certificates of proficiency, technical certificates, and associate of applied science degrees.

All programs are evaluated constantly based on ADHE program requirements, programmatic accrediting agencies, and the standards of the program as related to acceptable employability of the students completing the program.

A complete education includes a core of general education to accompany all types of specialized training in which a technical certificate or degree is awarded.

### **GENERAL EDUCATION**

General Education courses lead to an Associate of Arts, Associate of Science, or an Associate of General Studies and are designed for articulation into baccalaureate programs.

The college ensures transferability to four-year institutions following ACTS guidelines.

### **WORKFORCE EDUCATION/CONTINUING EDUCATION**

The college provides non-credit and special topics credit learning opportunities in a variety of formats beyond the traditional credit-based curriculum to promote personal, workforce, and economic development. Assessment, placement and consultation services are also made available.

### **COLLEGE READINESS**

College Readiness courses prepare students to be successful in technical and general studies programs by providing remediation in English, math, and reading. Enrollment in these courses is based on specific criteria.

### **ADULT EDUCATION**

Adult Education courses assist students in Adult Basic Education (grades 0 – 8.9), General Adult Education (grades 9.0 – 12), English as a Second Language, Workplace Literacy, and Life Skills.

## CONCURRENT ENROLLMENT

Concurrent enrollment is approved and guided by ADHE. Concurrent enrollment credit is available to high school students who meet State Concurrent Policy criteria and/or enroll in the College's Secondary Career Center.

## INDEPENDENT STUDY

Independent study provides an opportunity for a student to do independent research or study in areas not covered in the regular curriculum or to explore in much greater depth a topic covered in a course. With approval, a student may be allowed to take a catalog course as an independent study.

Independent Study must be arranged in advance through a supervising faculty member, and the Division Chair. The Division Chair is responsible for assigning credit hours for the study and requesting approval from the Vice Chancellor for Academics.

Regular tuition charges apply.

Independent study courses must follow the same approval process as other credit courses

HLC Criterion: 1A.3; 1A.4; 2B.1

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### **Policy History:**

September 9, 2019	January 11, 2016	March 2, 2013
	March 2, 2015	January 1, 2011

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**COURSE ENROLLMENT LIMITS**

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**TECHNICAL INSTRUCTION**

Technical course limits are determined by available space in classrooms and labs. Medical programs are limited by accreditation standards.

**GENERAL EDUCATION**

Face-to-face and web conferencing courses are limited to an enrollment of 25.

English courses are limited to an enrollment of 20 regardless of delivery method.

Online are limited to an enrollment of 30.

Online science courses are limited to an enrollment of 20.

In-class science and computer courses are determined by available space in classrooms and labs.

**WORKFORCE EDUCATION/CONTINUING EDUCATION/ADULT EDUCATION**

Workforce education, continuing education, and adult education are determined by instructor and classroom size availability.

**COLLEGE READINESS**

College readiness courses are limited to an enrollment of 20.

**CONCURRENT ENROLLMENT**

Concurrent offerings at high school campuses are determined by high school administration and classroom space available.

Secondary Career Center enrollments are determined by available space in classrooms and labs.

Online concurrent offerings are limited to an enrollment of 30.

Exceptions may be made with faculty and division chair approval under extenuating circumstances.

HLC Criterion: 3C,2

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**Procedure History:**

August 12, 2019

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**CONCURRENT ENROLLMENT**

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The College offers concurrent enrollment credit to high school students who meet State Concurrent Policy criteria and/or enroll in the College's Secondary Career Center.

Students who have completed the eighth grade and meet admission standards of the college may be allowed to enroll in concurrent college courses.

Students concurrently enrolled must maintain a 2.0 GPA in college courses. Failure to achieve a 2.0 GPA results in the student being barred from enrolling in additional institution classes until after graduation from high school.

All sections of concurrent courses are taught using institution approved resources and syllabi outcomes.

All credit received through concurrent enrollment is noted on the students' transcript.

HLC Criterion: 2B.1; 4A.4

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**Procedure History:**

Became procedure: August 12, 2019  
March 2, 2015  
January 28, 2013

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**CONCURRENT ADMISSIONS**

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Students who have completed the eighth grade and meet admission standards of the institution may be allowed to enroll in concurrent college courses. Requirements for concurrent enrollment include:

1. Complete UA Cossatot Concurrent Application;
2. An official high school transcript showing a cumulative GPA of at least 2.0 on a 4.0 scale;
3. Placement test (ACT, Accuplacer, ASSET, COMPASS, Aspire, SAT, Next Generation) scores which meet the established minimums;
4. Student’s signature on Concurrent Enrollment form;
5. High school counselor or principal’s signature on Concurrent Enrollment form;
6. Parent or guardian’s signature on Concurrent Enrollment form;
7. Immunization Record showing (2) MMRs
8. Payment arrangements of all tuition and fees are made with the Business Office.

Students concurrently enrolled must maintain a 2.0 GPA in UA Cossatot classes. Failure to achieve a 2.0 GPA results in the student being barred from enrollment in additional UA Cossatot classes until after graduation from high school.

MINIMUM SCORES FOR CONCURRENT ENROLLMENT:

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	Communications, Life Sciences, or Technology classes		Mathematics or Physical Sciences classes		All other classes (ex., Speech, Health, etc.)
TEST	Reading & English/Writing		Reading & Math		Reading
ACCUPLACER	88	94	88	Elem. Alg. 77	88
ACT	19	19	19	19	19
ASSET*	43	45	43	Intrmd.Alg. 39	43
ASPIRE	428	428	428	432	428
COMPASS	83	80	83	Algebra 36	83
NEXT GEN	263	276	263	QAS 263	263
SAT	510	510	510	510	510

\*ASSET must be 9<sup>th</sup> grade or above.

Although it is not required, it is recommended that an ACT Math score, an ASSET Intermediate Algebra score, or an Accuplacer Math score be provided. The math score does not prevent a student from taking an English, social science, or technology class.

Some technology classes have special requirements for concurrent enrollment. The appropriate Division Chair will provide information for these courses. Accommodations for students with

documented disabilities are arranged with Disability Services at 1-800-844-4471

HLC Criterion: 2B.1; 3D; 4A

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**Procedure History:**

August 12, 2019  
May 21, 2018

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**SECONDARY/CONCURRENT GRADE REPORTS**

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Secondary students' grade reports for each course are submitted to the office of High School Programs by Secondary Career Center instructors and high school faculty teaching concurrent credit on high school campuses at the close of each term. Once a grade has been reported it becomes part of the student's permanent record and can be changed only by the faculty member through the grade change process and must receive approval from the Vice Chancellor of Academics.

Traditional high school students choosing to enroll in college courses prior to high school graduation are considered college students by UA Cossatot. Grades are the property of the student and the college. Release of grade information must follow the process of the student requesting a UAC transcript be sent to the high school or the student releasing their grade information to the high school. UAC will not release information to the school unless requested by the student.

A student who seeks grade information before the end of a term must request the information from the course instructor.

All grades are submitted as letter grades and not as numeric percentages.

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**Procedure History:**

August 12, 2019  
July 8, 2019

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**NON-CREDIT COURSES**

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Non-degree courses provided by UA Cossatot meet the educational needs of area citizens not addressed through university transfer or technical programs, based on the following criteria:

1. Provide learners with opportunities for learning new skills, advancing their careers, and for personal enrichment.
2. Include an organized experience in which instruction is offered.
3. Provide for a minimum contact of one hour.
4. Maintain a course syllabus on file at the college.
5. Provide instruction under the direction of a qualified instructor (paid volunteer or contractual agreement with an agency).
6. The subject matter of the course is within acceptable community standards.

HLC Criterion: 1B.3; 2B.1

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**Procedure History:**

August 12, 2019

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