

TYPES OF INSTRUCTION AND SERVICES

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

Policy History:

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

COURSE ENROLLMENT LIMITS

TECHNICAL INSTRUCTION

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

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 courses are limited to an enrollment of 30. If course enrollment reaches 31-39 students, the instructor will be paid per additional student. If course enrollment reaches 40, the course will be split into 2 sections and paid at the full course pay.

Online science and math courses are limited to an enrollment of 25.

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.

Instructors will be paid a per student rate for lab-based readiness courses (Comp I Lab, College Algebra Lab, Applied Math Lab).

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.

Exceptions may be made with faculty and division chair approval under extenuating circumstances. Enrollment minimums may be waived for recently developed programs or phase out programs.

Procedure History:

December 1, 2025
June 13, 2022
August 12, 2019

SECONDARY/CONCURRENT ENROLLMENT

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 2.5 GPA in college courses. Failure to achieve a 2.5 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 instructors, resources and syllabi outcomes.

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

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 credit received through concurrent enrollment is noted on the students' transcript. All grades are submitted as letter grades and not as numeric percentages.

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~~ 2.5 on a 4.0 scale
3. Placement test (ACT, Accuplacer, Aspire, SAT, Next Generation) scores which meet the established minimums shown below. Scores must be no older than five years.
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.

Procedure History:

December 1, 2025
June 13, 2022
Became procedure: August 12, 2019
March 2, 2015
January 28, 2013

NON-CREDIT COURSES

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.

Procedure History:

August 12, 2019
