



Concurrent Enrollment Procedure Manual

2015-2016

Concurrent Enrollment (CE) Procedure Manual

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What is *Jump Start!* Concurrent Enrollment?

Southeastern Community College and area high schools have formed partnerships to offer high school students opportunities to earn college credit while still in high school. *Jump Start!*, SCC's name for Concurrent Enrollment courses, enables juniors and seniors to enroll and complete SCC courses while still enrolled in their home high schools. Concurrent programming is authorized by Iowa Code 282.26 and is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP Accreditation Guidelines, Program Standards, and other information can be accessed at the following Web site: <http://nacep.org/>.

Guidelines for College Credit Courses in Concurrent Enrollment Classes

- All high school students in a course(s) must be taking the course(s) for both high school and college credit . . . there can't be a split.
- Courses will be marketed to juniors and seniors. Sophomores can enroll only under recommendation from their high school administrations.
- Classes are open to the public, if space permits. (Please note, we currently do not aggressively market to the public.)
- Class content, contact hours and outcomes must be identical to the equivalent course taught on the SCC college campus. Instructors may always add additional information if time and resources permit.
- High school instructor credentials must match the same requirements as those of a full time SCC faculty member.
- Facilities are sufficient to support the college curriculum and quality standards.
- The college will assign a Faculty Liaison from the discipline to assist the instructor.

What Concurrent Enrollment Courses are Offered Through *Jump Start!*?

- Agriculture- Agronomy and Farm Welding.
- English/Speech – Composition and Speech are among offerings.
- Construction/Drafting Technology – Carpentry, Construction Management Internship, and Intro to Engineering Design, for example.
- Health – includes Nurse Aide, Medical Terminology, Nutrition, Human Relations, Medical Law and Ethics, and BLS for Healthcare Workers.
- Business/Information Technology – Intro to Computers, Accounting, Dreamweaver and Visual Basic are among offerings in this area.
- Math – Statistics, Pre-Calculus, Calculus I, Calculus II, and Math for Liberal Arts.

Why Consider *Jump Start!*?

- Students earn college credit and are exposed to the college experience while in high school (at no cost to the student).

- Courses lead directly to degrees, diplomas, certificates and/or apprenticeships.
- Students gain hands-on training in technical areas.
- Career and technical programs give students excellent opportunities to explore career options before leaving high school and without investing money in post-secondary programming that they may decide not to pursue.
- Career and technical courses reflect the needs of local industry.
- Students save time and money with an early start on college.

How are *Jump Start!* Concurrent Enrollment Courses Started at High Schools?

- High schools work with SCC personnel to identify potential courses to offer.
- High School identifies an instructor as a potential SCC instructor, if available.
Certification requirements differ based upon the course:
 - In general, academic courses require a master's degree in the curricular area or any master's degree with 18 or more graduate hours in the curricular area.
 - In general, career and technical courses require a bachelor's degree or 3 years of non-teaching related work experience, but specific instructor qualifications may be obtained from one of the SCC Deans.
 - Instructor submits transcripts and resume to appropriate Dean for review.
 - If approved, the qualified instructor must submit an SCC Application for Employment, copy of undergraduate and graduate transcripts, and a resume.
 - Instructor credentials and application are filed with SCC's Human Resource Department.
- Meetings are coordinated by Director of High School Relations: Orientation with Director of HS Relations and the Faculty Liaison. Discussion items will include:
 - Review of Instructor Handbook.
 - Review of Student Handbook.
 - Role of the Faculty Liaison.
 - Curriculum – SCC course quality standards will be provided. All course quality standards must be addressed, and must be completed within the same timeframe as is offered at the college level, generally within one semester.
 - Instruction/required activities – While the methods used to teach a course are usually left to the discretion of the instructor, many courses will have required activities that must be a part of the courses. Examples of required activities may include specific projects or lab activities. Further, each course has a minimum number of contact hours required which must be met.
 - Assessment methods and grading scale.
 - Textbook – The high school must use a SCC approved textbook.
 - Registration – The process for registering students, drop dates, and reporting grades will be explained.
 - End of course student evaluation and feedback process.
- An Educational Services Agreement will be prepared formalizing the roles and responsibilities associated with the course offering.

Which Students are Eligible for Concurrent Enrollment *Jump Start!* courses?

Students must follow eligibility requirements outlined in Iowa Code under Senior Year Plus, including:

- Students who meet proficiency requirements as evidenced by standardized tests or alternative measure of proficiency as approved by the DE and the local school board of education.
- Students must meet all pre-requisite requirements, including placement test scores and/or course pre-requisites, as outlined in the SCC Course Catalog.

What is Required of the Instructor and/or High School Personnel to Offer SCC Concurrent Enrollment Courses?

Counselors/Administration

- All students within a course offering college credit must complete an SCC Application for Admission (available on-line).
- Courses must be listed in High School Course Selection Handbook by SCC's course title.
- High School Counselors must provide documentation of pre-requisite placement scores (ACT or Compass test scores).
- The High School Counselor will communicate with SCC's Director of High School Relations regarding additions or dropped students from the roster of each class.
- High School Counselors will inform students of applicable drop-dates.
- High schools shall list *Jump Start!* classes within the high school course registration handbook.
- High school will assist in providing appropriate oversight of *Jump Start!* courses, including student discipline.
- High school will provide students access to the current version of the "SCC Concurrent Enrollment Student Handbook"
- High Schools and Instructors will allow SCC personnel (Enrollment Services and Faculty Liaisons) to visit classrooms for the purposes of student orientation and classroom observation, respectively.
- **Instructors will participate in Professional Development networking events with their Faculty Liaison and should be allowed release time, if necessary. If instructors are not able to attend a professional development event, they will be required to make a site visit to the same course offered on the SCC campus by their Faculty Liaison.**

What are the specific expectations for CE Instructors and what oversight is provided?

All instructors are expected to carry out the tasks and duties assigned below.

Compliance will be monitored through participation, met deadlines, site visits by faculty liaisons, academic deans, and student evaluations. If determination is made that the expectations are not adhered to, a meeting will occur between the SCC academic dean and the instructor. Instructors will be provided with resources/tools/direction to help them improve on the unmet expectation. The SCC Dean will provide the concurrent

enrollment instructor documentation of the discussion as part of the faculty evaluation process/visit. If instructors are unable or unwilling to show that they meet the expectations below after having the opportunity to improve, instructors will be dismissed from their duties and not considered for future concurrent enrollment opportunities.

- Instructors will use the same quality standards and assessment methods as the course on campus.
- Instructors will establish and maintain accurate records related to student progress within each class.
- Instructors will verify rosters and submit grades in a timely manner as requested by SCC's Registrar office.
- High schools and instructors will allow SCC personnel (enrollment services and Faculty Liaisons) to visit classrooms for the purposes of student orientation and classroom observation, respectively.
- Instructors will participate in professional development networking events with their Faculty Liaisons.
- Attendance is required at all sessions of concurrent enrollment classes. If serious illness or emergency warrants a missed class, instructors should notify the high school and the Director of High School Relations immediately.
- In the high school setting, classes should be supervised at all times. (In other words, students should remain in class for the allotted class time.)

What Additional Oversight and/or Services does SCC Provide for *Jump Start!* Concurrent Enrollment Courses?

- The Director of High School Relations will maintain communication with the high school and is available to meet with the instructor and/or administration related to any questions or concerns about *Jump Start!* courses.
- SCC Enrollment Services Personnel maintain communication related to registration, course rosters, and grades. Further, Enrollment Services Personnel are available to meet with students individually or as a class to provide assistance with college registration, obtaining transcripts, and transferring credits.
- SCC provides a Faculty Liaison as a content expert resource for the Concurrent Enrollment Instructor. The Faculty Liaison will have contact with the Instructor at least 3 times during the class term, including one classroom visit.
- SCC provides professional development opportunities to Concurrent Enrollment Instructors, including New Teacher Workshops, Concurrent Enrollment Dinner/Networking session, e-Companion training (on-line platform to supplement classroom activities), etc. If Concurrent Enrollment instructors are not available to attend annual professional development events, they will be asked to make a site visit to the Faculty Liaison's course on the SCC Campus and to meet with the Director of High School Relations to gain the information covered.

Additional Information

- **Point of Contact with High Schools** – Michelle Randall, Director of High School Relations: 319-208-5046 or mrandall@sccowa.edu.
- **Billing** – High schools will be billed each semester for Concurrent Enrollment courses. The K-12 school district may apply for supplemental weighted funding if the course meets weighting criteria (Chapter 257.11) for each student during the portion of the day the student is enrolled in a college credit course.
- **Grades** – Final grade reports are issued from the SCC Office of Academic Records after the end of the class term, as determined by SCC. Upon completion of *Jump Start!* courses, students earn permanent grades that appear on their official college transcripts.
- **Add/Drop Policy** – Students may add or drop courses through their High School Counselor and determination of no grade, W, or failing grade will be based upon timing of the drop, which varies course to course.
- **College Credit** – Students may use their college credit at SCC, or may transfer that credit to another post-secondary institution. SCC has articulation agreements with many institutions that honor SCC credit. It is the responsibility of the student to communicate with the receiving college to decide if and how credit will be accepted.
- **Transcripts** – Students may request transcripts from the Registrar’s Office at SCC.
- **Cancellation of *Jump Start!* Courses** – SCC reserves the right to decline and/or cancel any contractual agreements with secondary school systems regarding *Jump Start!* courses for reasons which may include, but not be limited to, the following:
 - limitations on available and qualified staff
 - limitations on equipment
 - financial reasons
 - course found to not meet Iowa Department of Education requirements
 - course does not meet SCC content, time requirements, or rigor
 - any other reason as determined by SCC to not be in the best interest of the college