

Academic Year 2018-2019

College Credit Opportunities for High School Students

OVERVIEW, PROCESSES, AND FORMS

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

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1 DEFINITIONS

Overview

The types of courses listed below offer an important opportunity for students to earn college credit while still in high school, which enables them to complete their college education more quickly, and at a lower cost. Unlike Advanced Placement (AP) or College Level Examination Placement (CLEP), the college credit courses allow students to actually experience college-level teaching and learning in the classroom, thereby giving them a critical window into the college experience and easing their eventual transition into college expectations and work.

Northwestern Connecticut Community College (NCCC) welcomes a collaborative approach to work with high schools within the service region. The goal is to give qualified students the opportunity to earn college credits while enrolled in high school. The three opportunities for high school credit are High School Partnership, Satellite Enrollment Partnership, and Dual Enrollment. Below is a brief definition of each.

High School Partnership

High School Partnership is when a high school student takes a college credit course on the NCCC campus taught by NCCC faculty. High school students admitted to the program based off SAT and/or Accuplacer scores would be eligible to enroll in a maximum of eight NCCC credits each semester on a space-available basis. In the case of high school seniors in their last term, the eight credit limit can be exceeded based upon the recommendation of the school principal.

Satellite Enrollment Partnership

Satellite Enrollment Partnership is when a high school student takes a college credit course on the high school campus taught by NCCC faculty. High school students admitted to the program based off SAT and/or Accuplacer scores would be eligible to enroll in a maximum of eight NCCC credits each semester. Approval of offering Satellite Enrollment Partnerships would be based upon availability of NCCC faculty and anticipated student demand. In the case of high school seniors in their last term, the eight credit limit can be exceeded based upon the recommendation of the school principal.

Dual Enrollment

Dual Enrollment is when a high school student takes a college credit course on the high school campus taught by a *credentialed* high school faculty member. High school students would be eligible to enroll in a maximum of eight NCCC Dual Enrollment credits each semester.

Availability of dual enrollment would be based upon availability of NCCC faculty to collaborate with high school faculty, anticipated student demand, and the high school faculty member's successful completion of the credentialing process. In the case of high school seniors in their last term, the eight credit limit can be exceeded based upon the recommendation of the school principal.

2 PROCESS FLOW

Overview

Each of the three opportunities requires collaboration between NCCC and the participating high school. In order to maximize the amount of opportunities and effectiveness of each program, the following processes are in place.

High School Partnership

High school juniors and seniors with a minimum of a “B” average would be eligible to apply for High School Partnership. A process worksheet is available for [High School Counselors](#).

- Eligible students will review the High School Partnership [website](#), fill out the [HSP application](#), and a parent or legal guardian fills out the [minor student consent form](#) if the student is under the age of 18.
- Students submit official high school transcripts and SAT or ACT scores if taken.
- Complete the college’s math and English placement test. Students may be waived from taking the placement test and deemed college ready if they scored: SAT Math 510 or higher; SAT Evidence-Based Reading and Writing 460 or higher; ACT Math score of 17 or higher; ACT combined Writing and Language 37 or higher.
- Submit all material before November 15th for spring semester or June 15th for fall semester courses.

Satellite Enrollment Partnership

A high school designated representative requests a course/s through the online request form. The deadline to request a course is April 15th for fall semester and September 15th for spring semester courses. Once a request has been submitted, the following process takes place:

- The Dean of Academic & Student Affairs at NCCC receives the online request and discusses the feasibility of the request with the appropriate NCCC faculty member.
- The request will be analyzed based upon the following certain criteria:
 - The anticipated number of students.
 - The availability of a faculty member from NCCC to teach the course.

- The ability of the participating high school to pay the salary of the NCCC faculty member (fringe benefits will be paid by NCCC).
- If the request is considered feasible, a Memorandum of Understanding (MOU) will be filled out and signed by a representative from NCCC and the high school. The MOU will contain but not limited to:
 - Minimum number of students in order to run the course (estimated at about 15 for a class taught by an adjunct and 22 for a class taught by a full-time faculty member).
 - The technology requirements for the classroom.
 - The dates/times of the course.
 - The entity responsible for the cost of textbooks.
- The faculty member from NCCC is then assigned to the course and the same steps list under High School Partnership will be taken to enroll the students into the class.

Dual Enrollment

A high school designated representative requests a course/s through the online request form. The deadline to request a course is April 15th for fall semester and September 15th for spring semester courses. Once a request has been submitted, the following process takes place:

- The Dean of Academic & Student Affairs at NCCC receives the online request and discusses the feasibility of the request with the appropriate NCCC faculty member.
- The request will be analyzed based upon the following certain criteria:
 - The anticipated number of students.
 - The credentials of the high school faculty member. Please note that all
 - The availability of a faculty member from NCCC to coordinate with the high school faculty member on curriculum alignment
 - The ability of the participating high school to release the high school faculty member for professional development opportunities.
- If the request is considered feasible, a Memorandum of Understanding (MOU) will be filled out and signed by a representative from NCCC and the high school. The MOU will contain but not limited to:
 - The technology requirements for the classroom.
 - The proposed amount of time for curriculum alignment, evaluation of high school faculty member, and professional development.
 - The entity responsible for the cost of textbooks.
 - A signed articulation agreement by representatives of the college and high school.

- The faculty member from the high school is then assigned to the course and the same steps list under High School Partnership will be taken to enroll the students into the class.

3 NECHE

NECHE Policy

NCCC is accredited by the New England Commission of Higher Education (NECHE) and follows the [nine standards for a NECHE institution](#) in addition to the eleven standards required by NECHE [policy for dual enrollment programs](#).

4 COURSE DELIVERY

Dual Enrollment Course Delivery

At the heart of earning college credit is the authenticity and integrity of college-level work offered in the dual enrollment course. The college and high school partner must ensure that dual enrollment courses provide a teaching and learning experience that is equivalent to that which students would receive at the college. According to NECHE accreditation standard 4.32:

The institution demonstrates its clear and ongoing authority and administrative oversight for the academic elements of all courses for which it awards institutional credit or credentials. These responsibilities include course content, the specification of required competencies, and the delivery of the instructional program; selection, approval, professional development, and evaluation of faculty; admission, registration, and retention of students; evaluation of prior learning; and evaluation of student progress, including the awarding and recording of credit. The institution retains, even with contractual, dual enrollment, or other arrangements, responsibility for the design, content, and delivery of courses for which academic credit or degrees are awarded. The institution awarding a joint, dual, or concurrent degree demonstrates that the program is consistent with Commission policy and that the student learning outcomes meet the institution's own standards and those of the Commission. (Commission for Institutions of Higher Education, 2018)

Consequently, Dual Enrollment articulated courses are required to conform to several college policies and standards associated with ensuring the integrity of the college-credit experience, including:

- Students enrolling in the course must meet all prerequisites for the course
- Course instructors must possess appropriate qualifications and credentials commensurate with those of on-campus faculty
- Course instructors must participate in ongoing professional development
- Course instructors must participate in faculty and course evaluation
- The course must adopt the college's approved student learning outcomes
- The course must adopt the college's approved general education competencies as well as assessment procedures and instruments (where applicable)
- The course must utilize the college's grading procedures and rubrics (where applicable)
- The course must participate in relevant college-wide course/program assessment

5 CREDENTIALING STANDARDS

Credentialing Standards for Dual Instructors

NCCC follows the CSCU standards for engaging instructors:

“The standard minimum qualification for teaching positions at any of the community colleges remains a master’s degree in the discipline or a related field with zero to two years of experience teaching in the discipline at the college level.”

Exceptions will be at the discretion of the NCCC Chief Academic Officer (Dean of Academic and Student Affairs) in consultation with the relevant department.

- NCCC will clarify in writing, to the extent possible, the existing acceptable qualification of the particular course.
- The Chief Academic Officer (CAO) of NCCC is responsible for oversight of all hiring.
- At the time of hiring, a determination must be made whether or not the candidate will be required to obtain the required credential within six years or not.

Alternative minimum credentials may be deemed necessary for a particular position. Any proposed alternate qualification must be initiated by a NCCC faculty member within the department and approved by the NCCC college president. The President and/or the CAO must also confirm the determination that the field is one where a master’s degree is not customary (Golden, 2015).

6 DUAL ENROLLMENT CREDENTIALING PROCESS

Dual Enrollment Credentialing Process

Credentialing Policy for Dual Enrollment Instructors

All instructors must go through the approval process prior to teaching a credit bearing dual enrollment course.

If an instructor leaves the current high school, a new instructor must go through the credentialing process before the course can be taught in dual enrollment format. Also, the participating high school must follow the process flow as indicated in section 2 of this document.

If a credentialed instructor moves to another high school in the service region and wishes to teach the same dual enrollment course at the new school, she or he must follow the process flow as indicated in section 2 of this document but will not need to go through the credentialing process again.

Approval of New Instructors

The instructor must complete the teacher certification form found in the Appendix section of this document. Once the approval and hiring process has been complete, the instructor will receive a letter from the NCCC CAO that acknowledges them as an adjunct at NCCC along with the course/s they are qualified to teach.

Requirements After Hire

All dual enrollment instructors must agree to have the NCCC faculty member conduct a minimum of one classroom observation during the first year. Thereafter, instructors may expect observations every two to three years. Instructors will also be expected to participate in annual professional development. NCCC offers free training each year with the college's Center for Teaching (CFT).

De-Certification of Dual Enrollment Instructors

The following constitute cause for de-certification of instructors in the dual enrollment program:

1. Unsatisfactory evaluations
2. Failure to follow the policies of the course and NCCC regarding
 - a. Enrollment
 - b. Delivery of the course (e.g. outcomes not followed or met)
 - c. Grade reporting (examinations, final grade)
 - d. FERPA
 - e. Conduct unbecoming

Appendix A: High School Counselors Process Worksheet: https://www.nwcc.edu/wp-content/uploads/2011/02/High_School_Partnership_overview_for_school20counselors.pdf

Appendix B: High School Partnership Application: https://www.nwcc.edu/wp-content/uploads/2011/02/HSP_Registration_Form1.pdf

Appendix C: Minor Student Consent Form: https://www.nwcc.edu/wp-content/uploads/2011/02/Minor_Student_Consent_Form.pdf

Appendix D: NECHE Policy for Dual Enrollment Programs: https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp128_Policy_on_Dual_Enrollment_Programs.pdf

Appendix E: Teacher Certification Form – Dual Enrollment: Next page



Teacher Certification Application

Required Personal Information

Name _____
Last First Middle

Address _____
Street City State Zip Code

Home Phone _____ Work Phone _____

Cell Phone _____ Date of Birth _____

Personal E-Mail Address _____

Work E-Mail Address _____

Academic Teaching Discipline _____

Institution Information

High School Name _____

High School Address _____
Street City State Zip Code

High School Phone/Extension _____

I understand that obtaining certification requires me to adhere to all standards set by Northwestern Connecticut Community College. I also understand that professional development and workshop attendance are necessary to remain certified to teach NCCC courses. My principal has agreed to allow release time to attend NCCC workshops on campus.

Instructor Signature _____ Date _____

Principal Signature _____ Date _____

This application must be submitted with a current resume and official copies of transcripts from undergraduate and graduate studies.

EDUCATIONAL BACKGROUND

It is the policy of the Board to recognize only those degrees granted by regionally accredited institutions of learning. If the institution of higher learning is located outside the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

Dates (From – To)	Institution	Location (City, State)	Degree Awarded (e.g. BA, MBA)	Major/Area of Concentration

Please list any license or professional designation (e.g. P.E., C.P.A.)

Please list coursework related to the subject.

TEACHING EXPERIENCE

(List in reverse chronological order beginning with your current/last position)

Dates (From – To)	Institution & Location	Subjects

EMPLOYMENT OTHER THAN TEACHING (List in reverse chronological order beginning with your current/last position)		
Dates (From – To)	Organization & Location	Position

Please describe other professional development, continuing education or experience that should be considered in your application to teach Northwestern Connecticut Community College courses.

Send completed application form, current resume, and official transcripts to:

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