

**CONCURRENT ENROLLMENT
PROGRAM
FACULTY, TEACHER, AND ADMINISTRATOR
HANDBOOK**



North Hennepin
Community College

CONCURRENT ENROLLMENT PROGRAM

Welcome

Welcome to the North Hennepin Community College's Concurrent Enrollment Program! We are excited and honored to partner with you and your high school to offer Concurrent Enrollment courses to your students. This packet is designed to give all high school partner teachers, administrators, and faculty mentors thorough information about the Concurrent Enrollment Program. If you have any questions at all, please feel free to reach out to Katie Elsbernd, Director of Partnerships & Collaboration at kelsbernd@nhcc.edu or by phone at 763-424-0787.

Overview

North Hennepin Community College's (NHCC) Concurrent Enrollment Program (CEP) has been providing high school student's college credit through the Concurrent Enrollment Program since 2009.

According to Minnesota Statutes section 124D.09 and Minnesota State Colleges and Universities Board Policy 3.5, a Post-Secondary Enrollment Options (PSEO) concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

NHCC's CEP works closely with partner high schools to determine course offerings, identify partner high school teachers credentialed to teach specific courses, and select students who meet the minimum requirements for participation. Creating close, mutually-beneficial partnerships between the college and participating high schools has led to an increase in the number of CEP courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

HIGH SCHOOL PARTNER TEACHER & FACULTY MENTOR

High School Partner Teacher:

After discussions with high school administrators, counselors, and/or teachers, North Hennepin determines what Concurrent Enrollment courses will be offered for the upcoming academic year. During this process, discussions regarding the expected standards and rigor of the educational opportunities offered to CEP students also take place.

For all new Concurrent Enrollment high school partner teachers, North Hennepin has a specific application process that prospective teachers must complete the year prior to teaching in the Concurrent Enrollment Program. All interested applicants will contact NHCC's Director of Partnerships & Collaboration who will set up a meeting with the high school and NHCC's department dean and/or faculty to review course outline, learning outcomes and teacher

credentials. If NHCC's administration feels that the course aligns with NHCC's course, and that the high school teacher meets the credentialing requirement, the course and teacher will be approved. The high school partner teacher will receive an official letter from NHCC. This letter will also be sent to the principal or program coordinator and faculty mentor. After approval, it is expected that the new high school partner teacher and faculty mentor meet with the Director of Partnerships & Collaboration for a program orientation and discipline specific orientation, as well as review of other key elements of the Concurrent Enrollment Program.

If a high school partner teacher application is denied, the high school partner teacher will receive an official letter from NHCC. This letter will also be sent to the principal or program coordinator.

The specific credentialing requirements for all disciplines can be found on the Minnesota State webpage: <http://www.cfc.mnscu.edu/fields/Code/index.php>. All high school teachers must meet the credentialing in order to be approved to teach in North Hennepin's Concurrent Enrollment Program.

Faculty Mentor

After high school partner teachers are approved to teach in the NHCC Concurrent Enrollment Program, they are assigned faculty mentors. These faculty mentors are typically full-time credentialed instructors and teach in the same discipline as the high school partner teacher. Faculty mentors work with the high school teacher partners before the course is offered to ensure that class rigor, learning outcomes, grading standards, syllabi approval, and assessment measures will be met. During the course, faculty mentors make sure that each expectation outlined within D2L is being met, and support the high school partner teacher in entering grades at the end of the course. All-in-all, faculty mentors are the high school partner teacher's main contact and resource within the Concurrent Enrollment Program.

Roles and Responsibilities of the Program

High school partner teachers teaching in NHCC's Concurrent Enrollment Program are expected to work closely with their assigned faculty mentor to offer students a rigorous, college-level learning experience identical to that offered in an on-campus setting. NHCC will track and monitor all program expectations through our online database, D2L. All high school teachers and faculty mentors have access to the Concurrent Enrollment D2L webpage where they will find announcements, expectations, and forms.

Syllabus:

High school partner teachers and faculty mentors should work together to create the high school syllabus. The high school syllabus should indicate/prove that the course is North Hennepin Community College's course XXXX. It should also include identical learning outcomes, as well as identical grading scale and standard. A copy of the high school syllabus and faculty mentor syllabus must be uploaded to the D2L website.

Assessments:

High school partner teachers are required to assess students the same way as the faculty mentor does for his/her on-campus course. Together, high school partner teachers and faculty mentors should choose at least one assessment that is given in the CEP course and the on-campus course. This assessment must be uploaded to the D2L webpage. After the assessment is completed and graded, the high school partner teacher will randomly choose one completed assessment from each grade category and upload to D2L.

Classroom Observation:

At least one time per course, the faculty mentor is required to complete a classroom observation of the high school CEP course. The high school teacher and faculty mentor should work together to find a date and course topic to observe. It is suggested that the classroom observation occurs by mid-term. The classroom observation form is located in D2L. Faculty mentors should complete and upload the form back to the classroom observation folder.

Student Evaluations:

Near the end of the CEP course, high school partner teachers must hand out an end-of-course evaluation to all students who are taking the course for college credit. Once complete, the high school teacher should collect the evaluations and submit them to the D2L folder. The original end-of-course evaluation can be found in this folder.

Grades:

CEP grades are submitted online just as on-campus student grades are, through eServices. High school partner teachers will log in to eServices with their StarID and password, upload whole letter grades for each student, and save these grades in a draft form. Faculty mentors will then go in and officially submit the grades. Grade submission must be completed within five business days of the course ending.

Annual Professional Development:

It is required that faculty mentors provide discipline specific professional development on an annual basis to their high school partner teacher. This can come in many forms; it's important that our high school partner teacher feels they are being developed professionally and that, together, detailed notes/summary of the development is created and uploaded to the D2L folder.

Communication:

High school partner teachers and faculty mentors are responsible for remaining in communication with each other throughout the length of the CEP course. It is equally as important that both high school partner teachers and faculty mentors are in communication with the Director of Partnerships & Collaboration when appropriate. Communication is expected to be prompt, professional, and thorough.

Program Non-Compliance

By teaching in NHCC's Concurrent Enrollment Program, high school partner teachers agree to uphold the rigor of their classes to the same standards of those taught on our campus. Along with teaching a rigorous, college-level course in the high school, high school partner teachers and faculty mentors also agree to attend all Concurrent Enrollment meetings. During the course of the year, there will be two mandatory meetings outside of the classroom that the high school partner teacher and faculty mentor are to attend. The first, a program check-in with the Director of Partnerships & Collaboration. The second, annual Professional Development hosted by the faculty mentor. If the high school partner teacher or faculty mentor do not attend these required meetings, a separate meeting will be held to discuss ways in which this issue can be addressed.

If a faculty mentor determines via correspondence or an in-class observation that the class being taught by a high school partner teacher does not meet the rigorous, college-level standards that are expected, a meeting will be held to discuss ways in which this issue can be addressed.

North Hennepin Community College's Concurrent Enrollment Program reserves the right to decertify, suspend, or dismiss any high school partner teacher at any time for gross misconduct or non-compliance with North Hennepin Community College policies and procedures.

STUDENT INFORMATION

Eligibility

To participate in North Hennepin Community College's Concurrent Enrollment Program, students must meet the eligibility requirements:

- Junior, with a class rank in the top one-third or 66th percentile of graduating class, **OR**
- Senior, with a class rank in the top one-half or 50th percentile of graduating class, **OR**
- Overall GPA of 2.0 or higher for courses that do not require a prerequisite or college level placement, **OR**
- Submit a favorable recommendation from a designated high school official
- For students who register for a CTE course, students must pass the 8th grade MCA to be eligible

Course Application and Registration Information

All CEP students must apply and register online. A North Hennepin Representative will help with this process, but high school partner teachers should be well equipped to help as needed. Application, material submission, and registration must happen within the first **15 days** of the Concurrent Enrollment course starting.

A NHCC Representative will visit the CEP classroom two different times within the first 15 days of class. The first visit, the representative will walk through StarID activation and online application. The representative will also hand out the signature/FERPA page. The signature page is a form that is to be signed by the student, parent/guardian, and high school counselor as permission to enroll in the CEP course. The FERPA form is a form to be filled out by the student

if he/she wants to give permission to an individual to discuss course information with the high school teacher about the CEP course.

During the second visit, the representative will walk through registration, collect the completed signature/FERPA page and official transcripts. After processing, students will receive an acceptance letter into the program.

The NHCC representative will be in contact with the high school partner teacher early in the semester, so please watch for communication in scheduling the application/registration visits. Also, it is important that the students have access to technology during these days. Access to iPads or a reserved computer room will work best.

Adding, Dropping or Withdrawing from a Class

Students may **add or drop** a course through the 15th day of the term.

Students are allowed to withdraw from a course through approximately 80% of the term. Withdraw courses appear on a transcript as a “W” and have a direct impact on academic standing.

Please consult High School Guidance Counselors, Deans, and/or Student Services personnel for high school specific procedures and reporting practices.

Grading Policy

NHCC’s high school partner teachers are responsible for adhering to the policies, procedures, and practices of the Concurrent Enrollment Program. Failing to do so jeopardizes NHCC’s ability to offer Concurrent Enrollment Program classes at secondary institutions and/or award college credit to students taking these courses.

Students taking NHCC CEP courses are to be held to the same learning expectations and outcomes, same grading standards, and assessed using the same methods as students in on-campus sections. The grade given for NHCC’s credit must be the same grade given for high school credit.

Transfer:

North Hennepin Community College, along with other Minnesota state colleges and universities, are committed to making transfer as seamless as possible for students. Transfer agreements have been formalized with several institutions to simplify transfer procedures for students and ensure transfer of credits from North Hennepin Community College to other colleges and universities.

North Hennepin also offers baccalaureate programming on campus through a variety of universities. More information about 4-year programs on the NHCC campus can be found at www.nhcc.edu/universitycenter.

NHCC'S POLICIES AND PROCEDURES

Students taking CEP courses at their high school are considered NHCC students. CEP students have the same level of access to learning resources and are beholden to the same rules, policies, and procedures as all other students. Thus, they are expected to follow all rules, policies, and procedures that pertain to NHCC students. It is imperative that high school administrators are aware of this. You can find a full listing of North Hennepin Community Colleges current official policies and procedures at <http://www.nhcc.edu/policies>.

Policies in place include: Student Conduct, such as Academic Dishonesty, Computer and/or Technology Misuse, Discrimination or Harassment, Code of Conduct, Disruptive or Disorderly Conduct, Hazing, Failure to Comply/Falsifying Information, Gambling, Solicitation, Theft, Damage or Misuse of College or Personal Property, Threatening and/or Harmful Conduct. Violations of Federal, State and Local Laws and Minnesota State Policies are all subject to disciplinary action.