



# Faculty, Teacher, and Administrator Handbook

Concurrent Enrollment Program

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# Welcome!

## Welcome to North Hennepin Community College's Concurrent Enrollment Program!

We are excited to partner with you and your high school to offer concurrent enrollment courses to your students. This handbook is designed to give all high school partner teachers, administrators, and faculty mentors thorough information about the Concurrent Enrollment Program at NHCC. If you have any questions, please feel free to reach out.

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HENNEPIN**  
COMMUNITY COLLEGE

# Overview:

North Hennepin Community College's (NHCC) Concurrent Enrollment Program (CEP) has been providing high school student's college credit 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 program works closely with partner high schools to determine course offerings, identify 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 concurrent enrollment courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

NHCC's mission is *engaging students, changing lives*. High school to college partnerships, like concurrent enrollment, align with our mission as we are dedicated to providing access and opportunity to college courses, support services, and resources for students in our community.

# High School Partner Teacher

High school teachers interested in teaching for NHCC's Concurrent Enrollment Program should contact NHCC's Director of Partnerships & Collaboration. Teachers are required to complete an application, submit their official transcripts, and a current resume for review. NHCC's college administration will review application materials and determine whether or not the teacher is approved to teach in the program. The specific credentialing requirements for all disciplines can be found on the [Minnesota State webpage](#). All high school teachers must meet credentialing in order to be approved to teach in NHCC's Concurrent Enrollment Program, or submit a professional development plan that outlines how they plan to meet the needed credentialing by fall 2023.

Upon approval, the high school teacher will receive an acceptance letter and contact information of their faculty mentor. Next, the high school partner teacher and faculty mentor will meet with the Director of Partnerships & Collaboration for program orientation. From there, a second meeting is set up where the faculty mentor and high school teacher will complete discipline specific orientation where course philosophy, curriculum, pedagogy, syllabi, assessment and evaluation are reviewed.

If a high school partner teacher application is denied, the high school partner teacher will receive an official letter from NHCC.

# Faculty Mentor

After a high school partner teacher is approved to teach in the NHCC Concurrent Enrollment Program, they are assigned a faculty mentor. The faculty mentor is typically a full-time, credentialed instructor and teaches in the same discipline as the high school partner teacher. Faculty mentors work with the high school partner teachers 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 are available to support the high school teacher, ensure that all NACEP and program requirements are met (tracked within D2L – an online database where program information is found, uploaded, and stored), and enters official grades at the end of the term.

All-in-all, faculty mentors are the high school partner teachers main contact and resource within the Concurrent Enrollment Program.

# Roles and Responsibilities of the Program

High school partner teachers and assigned faculty mentors are expected to work closely together 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

During discipline-specific orientation, high school partner teachers and faculty mentors work together to create the high school syllabus.

North Hennepin faculty are required to follow certain standards set forth by Minnesota State and their academic department, but for the most part, have academic freedom in building their own course syllabus.

Our high school partners have this same freedom, however, their syllabus should indicate:

1. That the course is a North Hennepin course
2. Highlight departmental designations, course descriptions, numbers, titles, credits
3. Highlight identical learning outcomes
4. Highlight comparable grading scale and standard

A copy of the high school syllabus and faculty mentor syllabus must be uploaded to the D2L website.

# Assessment

**A high school partner teacher is required to assess students the same way as their faculty mentor does for their on-campus course. Together, the high school partner teacher and faculty mentor should choose at least one comparable assessment to use each term. Assessment examples include paper, quiz, test, mid-term, final, presentation, etc.**

**The assessment and rubric (if applicable) must be uploaded to the D2L website.**



# Classroom Observation

At least one time per course, the faculty mentor is required to complete a classroom observation of the high school concurrent enrollment course. The high school partner teacher and faculty mentor should work together to find a date and course topic/learning outcome to observe. It is suggested that the classroom observation occurs by mid-term.

The classroom observation form is a fillable form and can be found on the D2L website. Faculty mentors should complete, save, and upload the final form to the D2L website.

# Student Evaluations

Near the end of the concurrent enrollment course, high school partner teachers must disburse the end-of-term survey link to all students who are taking their course for college credit.

This link can be found on the D2L website.

Once a student completes and submits the survey, NHCC's Institutional Research Department will collect and aggregate the information and provide it to the Director of Partnerships & Collaboration.

The Director of Partnerships & Collaboration will send the student survey responses to the high school partner teacher and faculty mentor to review, discuss, and make any necessary changes to the course.

# Grades

**Concurrent enrollment grades are submitted online through eServices, just as on-campus student grades are submitted.**

**The high school partner teacher will log in to eServices with their StarID and password, upload whole letter grades that each student earned, and save the grade in a draft form. The high school partner teacher will notify their faculty mentor who will log into eServices and officially submit student 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, but should enhance pedagogy and breadth of knowledge in the discipline.

Together, the high school partner teacher and faculty mentor will complete a detailed summary and description of the professional development and submit to the D2L website.

# Communication

High school partner teachers and faculty mentors are responsible for remaining in communication with each other throughout the length of the concurrent enrollment course.

It is equally 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 class to the same standards of those taught on the NHCC 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.

1. An annual program meeting with the Director of Partnerships & Collaboration at the end of each academic year.
2. 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 during 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 suspend or dismiss any high school partner teacher or faculty mentor at any time for gross misconduct or non-compliance with North Hennepin Community College policies and procedures.*



# Student Information

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 66<sup>th</sup> percentile of graduating class, OR
- Senior, with a class rank in the top one-half or 50<sup>th</sup> 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 8<sup>th</sup> grade MCA to be eligible

# Student Information

All concurrent enrollment students must apply and register online. Application, signature form, transcript, and registration must happen within the first 15 business days of the concurrent enrollment course starting.

On the Concurrent Enrollment Program [webpage](#), NHCC has provided several resources to help students apply and register. This includes a step-by-step video and document.

Students should activate their StarID and apply to NHCC during the first week of class so that NHCC has time to process applications for registration. During the second week of class, students should plan to register for the class through eServices. Students and their parent/guardian will also need to complete a signature form indicating their awareness and implications of the concurrent enrollment course.

NHCC will create a shared spreadsheet for each concurrent enrollment course to keep school officials and NHCC staff up-to-date on each students enrollment.

NHCC staff offer Zoom drop in sessions on a regular basis for any student that needs support with this process.

# Adding, Dropping or Withdrawing From a Class

Students may add or drop a course through the 15<sup>th</sup> business day of the term.

Students are allowed to withdraw from a course after the 15<sup>th</sup> day through approximately 80% of the term. Withdraw courses appear on a transcript as a “W” and have a direct impact on academic standing but not GPA.

*Students should consult a high school counselor, Dean, and/or student services personnel for high school specific procedures and reporting practices.*

# Grading Policy

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

**Students taking NHCC concurrent enrollment courses are to be held to the same learning expectations and outcomes, comparable grading standards and scale, 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. NHCC uses whole letter grades.**

# Transfer and Transcripts

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 and pathways have been formalized with several institutions to simplify transfer procedures for students and to ensure transfer of credits from NHCC to other colleges and universities.

NHCC also offers baccalaureate programming on campus through a variety of universities. More information about our 4-year programs on the NHCC campus can be found at [www.nhcc.edu/universitycenter](http://www.nhcc.edu/universitycenter).

After graduation, if a concurrent enrollment student enrolls at a Minnesota State College or University, they will not need to request an official transcript from NHCC as our systems are connected. If a student is attending any college in the University of Minnesota system, private college system, or out-of-state, they will need to request an official transcript from NHCC.

Students should follow the directions at the link below:

<https://nhcc.edu/registration/records-registration/request-transcripts>

# NHCC's Policies and Procedures

Students taking concurrent enrollment courses at their high school are considered NHCC students. Concurrent enrollment 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.