



COLLEGE IN THE HIGH SCHOOL

Student Handbook



**Community Colleges
of Spokane**

June 2020

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ABOUT SPOKANE FALLS COMMUNITY COLLEGE

Spokane Falls Community College (SFCC) is one of two accredited institutions of Community Colleges of Spokane. SFCC is an educational leader, providing affordable programs of the highest quality with faculty and staff dedicated to excellent instruction and student success. We have options for anyone looking to attain a career/technical degree or certificate, transfer to a four-year university or continue their education with our expanding applied bachelor's degree programs. Our main campus is located in west Spokane with locations in [Pullman](#), [Fairchild Air Force Base](#) and [online](#).

Mission

Spokane Falls Community College meets the needs of our community by advancing student achievement through quality, accessible learning opportunities that embrace diversity, promote equity, and foster global awareness.

Core Themes

We fulfill our mission through five core themes:

- **Excellent Instruction/Learning**
SFCC faculty, students, and administration commit to excellence in instruction and learning.
- **Student Achievement**
SFCC provides students with the tools and opportunities to achieve their goals.
- **Broad Access**
SFCC opens access to all students through a variety of teaching methods, modalities of instruction and services, and locations.
- **Diversity, Equity, Global Awareness**
SFCC advances diversity, promotes equity, and prepares students to live responsibly in an increasingly global civilization.
- **Responsiveness to Community Needs**
SFCC meets the changing needs of our community stakeholders through collaboration and innovation.

Vision

SFCC is an educational leader and partner with the community and region in providing flexible, responsive programs of the highest quality. Our faculty and staff are dedicated to student success, cultural enrichment and lifelong learning in a student-centered environment that encourages personal and professional growth.

Core Values

1. **Academic Excellence** in which both the learner and teacher are responsible for the learning that reflects intellectual vitality, curiosity, creativity, and rigor.
2. **Academic Freedom** in which we recognize freedom of speech, expression and ideas as well as the rights of students, faculty, and staff involved in intellectual inquiry in the development of knowledge.
3. **Collaboration** in governance and working collegially in partnerships which recognize the synergy resulting from broad participation and valuing all voices.
4. **Diversity** in our students, faculty, staff and community in the belief that it enriches our learning and growth.
5. **Personal Excellence** which reflects integrity and caring in the entire work of the college.

6. **Respect** for each other in recognition of diverse life experiences and the promotion of collegiality based on the belief in human rights and the dignity of each individual.
7. **Student Success** enhanced by our comprehensive support services designed to help students succeed.
8. **Environmental Stewardship** through which we demonstrate our respect and responsibility for the natural environment.

What is the College in the High School Program?

Spokane Falls Community College's (SFCC) College in the High School (CHS) program is a concurrent enrollment program between local school districts and SFCC. The program allows high school students, 10th through 12th grade, to enroll in college-level curriculum and earn college credit at little to no tuition cost while completing high school graduation requirements ([WAC 392-725-015](#)). As a result, SFCC CHS students can earn their high school diploma and complete college degree requirements at the same time.

High school teachers work closely with SFCC faculty mentors and the Office of Concurrent Enrollment Programs (OCEP) to ensure their courses give students an opportunity to experience the academic rigor of college coursework while in high school. This program is only offered in high schools with an active SFCC partnership agreement.

High School Teachers: High school teachers who teach CHS classes hold credentials approved by SFCC faculty in their respective fields of study. Most high school teachers hold a Master's degree in their area of instruction. SFCC faculty mentors travel to high schools during the school year in order to evaluate the high school teacher, curriculum, and monitor student progress.

High School Students: Students may take as many CHS classes per semester as offered at their high school. Students are held to the same academic and behavioral standards as any SFCC student.

Curriculum: The curriculum used in CHS classes is the same as the curriculum in an on-campus class at SFCC. SFCC faculty mentors collaborate with CHS high school teachers to develop a syllabus, curriculum, and faculty support necessary to ensure that students have a smooth transition from high school to college. The CHS program at SFCC adheres to the National Alliance of Concurrent Enrollment Partnership (NACEP) standards.

Student Benefits

- Students can accelerate their academic studies by earning college credit while attending high school.
- Students have the opportunity to experience college-level work in a familiar environment.
- The courses included in the program are those most often required in the freshman coursework of Washington's community colleges and universities.
- Upon successful completion, the course is transcribed with the college's course title and number; just as it appears in the college catalog.
- Tuition for a CHS 5-credit course is typically 60% less than an equivalent SFCC course. The cost for a 5-credit College in the High School course is \$250. The cost for an equivalent course taken at SFCC can be as much as \$552, not including fees and textbooks.

- By earning credits through the CHS program, students can seamlessly transition to SFCC after graduation to complete a degree or certificate. SFCC serves students seeking a wide variety of education options, including starting a four-year degree, earning certificates, training for a new job, and experiencing hands-on training in professional and technical programs.

Student Eligibility

- Must be a sophomore, junior, or senior enrolled in a participating high school.
- No ACT or SAT score required for enrollment in courses.
- Some courses require placement testing. If your course requires English or Math placement testing, you will be contacted by the Office of Concurrent Enrollment Programs at SFCC to complete placement requirements prior to enrolling in the course. There is a fee for placement testing, as noted under the section titled "Cost: Tuition, Fees, and Expenses"
- Course prerequisites must be met. Your College in the High School teacher will work with SFCC's Office of Concurrent Enrollment Programs to make sure all prerequisites are met prior to enrolling in the course.
- No GPA requirement to enroll in College in the High School classes. However, to remain in good academic standing through SFCC, students must maintain a 2.0 GPA or higher in all dual credit courses.

Cost: Tuition, Fees, and Expenses

Cost of a College in the High School Course:

- **Tuition:** \$50 per credit.
 - Students pay only \$250 for a 5-credit course through College in the High School. The cost for an equivalent course taken at SFCC is approximately \$538, not including fees and textbooks. On average, students save 60% when enrolling through College in the High School.
- **Fees:** \$30 for Math/English placement testing (if applicable).
 - For courses requiring English or Math placement testing, students must complete either the English/Math placement test (\$30), or submit documents that qualify the student to bypass placement testing (\$30). Students will be contacted about placement testing options, if it is required for enrollment.
- **Expenses:** Determined by the high school.
 - If a course requires textbooks, special equipment, program software, or materials, it is up to the high school to determine what is provided by the high school and what items students must purchase. For information about additional expenses, talk to your high school counselor.

Payment: How to Pay Your Bill

After you are enrolled in the course, you can view your bill by logging in to your ctcLink Student Center. To pay the outstanding balance, you have two options:

1. Pay through ctcLink

Log in to your [student account](#) using your student ID (ctcLink number) and password. If you're accessing your student account for the first time, you need your student ID number that was issued after your application was processed. Then, you can activate your new account by clicking the "First Time User" link below the login screen.

2. Pay through the SFCC Cashier's Office

The Cashier's Office can assist you paying your tuition in a variety of ways. Give us a call at 509-533-3569 or stop by building 17 during regular business hours.

Failure to pay the full bill by the tuition due date will result in students being dropped from the course for non-payment.

Important Program Dates*

**Students will receive a complete list of due dates when they register for CHS courses*

Full year or first semester only classes

Application Deadline: September 8, 2020

- **Tuition due:** September 15, 2020. If tuition is not paid by the tuition due-date, students will be dropped for non-payment.
Last day for 100% refund: September 22, 2020. A 100% refund will be issued and no activity will be posted to the transcript. After this date, refunds are not processed.
Last day to drop without a W on transcript: September 29, 2020. No refund will be issued and no activity will be posted to the transcript. After this date, course activity will be posted on the college transcript (see "Satisfactory Academic Progress" below for more details).
Last day to drop with a W on transcript: November 17, 2020. No refund is issued and a "W" grade is posted to the transcript. Students must notify the SFCC Office of Concurrent Enrollment Programs in writing to withdraw from the CHS class. Notifying high school administration or teacher does not notify the college. Failure to notify SFCC may result in a failing grade posted to the transcript (see "Satisfactory Academic Progress" below for more details). Contact SFCC at SFCC.ConcurrentEnrollment@sfcc.spokane.edu.
Grades due: January 29, 2021. Official grades will post to your ctLink student center and be added to your SFCC college transcript within two weeks of grade submissions.

Second Semester only classes

Application Deadline: February 9, 2021

- **Tuition due:** February 16, 2021. If tuition is not paid by the tuition due-date, students will be dropped for non-payment.
Last day for 100% refund: February 23, 2021. A 100% refund will be issued and no activity will be posted to the transcript. After this date, refunds are not processed.
Last day to drop without a W on transcript: March 2, 2021. No refund will be issued and no activity will be posted to the transcript. After this date, course activity will be posted on the college transcript (see "Satisfactory Academic Progress" below for more details). **Last day to drop with a W on transcript:** April 20, 2021. No refund is issued and a "W" grade is posted to the transcript. Students must notify the SFCC Office of Concurrent Enrollment Programs in writing to withdraw from the CHS class. Notifying high school administration or teacher does not notify the college. Failure to notify SFCC may result in a

failing grade posted to the transcript (see “Satisfactory Academic Progress” below for more details). Contact SFCC at SFCC.ConcurrentEnrollment@sfcc.spokane.edu.

Grades due: June 18, 2021. Official grades will post to your ctclink student center and be added to your SFCC college transcript within two weeks of grade submissions.

CHS Onboarding Process -

Make sure you check your email regularly. You will receive emails from the SFCC Office of Concurrent Enrollment Programs with updates, reminders, and next steps. Email is the primary communication tool used by the college.

Step 1: Apply for Admissions at SFCC

All students must apply for admissions unless the student already has an SFCC student identification number.

- a. New Students: Go to sfcc.spokane.edu/Apply-Now to apply for admissions.
- b. Returning Students: No need to reapply. Fill out the [Student Update Form](#)
- c. Application Deadline: See “Important Program Dates” above for application deadline.

Once the student’s application has been processed, the student will receive a CHS Welcome Letter via email with the next steps and an SFCC student identification number.

Step 2: Complete Online CHS Orientation

Check your CHS Welcome Letter for information about completing the required CHS orientation.

Step 3: Pay for classes through ctclink

To learn about payment options, view “Payment: How to Pay Your Bill” in the student handbook and CHS orientation. For payment due dates, please see “Important Program Dates” above.

How can credits be used towards a college degree or certificate?

Courses completed through CHS can be applied towards a degree or certificate at SFCC, as well as transferred to other institutions. Colleges and universities typically require 90-quarter credits earned in a variety of subject disciplines to fulfill general requirements before selecting an area of concentration or major. Each of the public, four-year colleges/universities within Washington state have agreed to accept transfer credits from CHS. However, SFCC cannot guarantee the class(es) will meet college/university graduation requirements or be accepted by a specific academic department at the college/university. SFCC recommends that students contact the specific college/university admissions office and academic department for clarification.

Students planning to attend a private or out-of-state college/university should speak to the admissions office at that institution to clarify whether these transfer credits will be accepted.

Academic Advising

SFCC wants students to be successful as a CHS student and beyond. CHS students have access to education and career planning to help navigate options after high school. SFCC Concurrent Enrollment advisors can help students understand how a course will apply towards a desired degree. To schedule a time to speak to an advisor, please contact the Office of Concurrent Enrollment Programs by sending an email to: SFCC.ConcurrentEnrollment@sfcc.spokane.edu

Student Resources

CHS students have access to a variety of resources offered at SFCC. Please visit <https://sfcc.spokane.edu/For-Our-Students/> for a complete list of campus resources.

Students with Disabilities

Students with disabilities who have met the eligibility standards for SFCC College in the High School and have met any prerequisites for the course(s) they are wishing to enroll are encouraged to register. Each high school retains the responsibility for providing and coordinating any accommodations or services as described in the student's current IEP, 504 plan, or similar educational plan. However, the disability-rights laws that apply to colleges and universities (Americans with Disabilities Act or ADA) are significantly different from the special education laws (Individuals with Disabilities Educational Improvement Act or IDEiA) that apply to high schools, and all of the accommodation that students currently receive may not necessarily be appropriate or legally required for a college-level class.

To avoid any potential barriers to a student's ability to earn full college credit for participation in CHS, the student is encouraged to contact the high school's special education service provider, case conference committee or similar entity about making the necessary modifications to a current educational plan before enrolling in a College in the High School course. To learn more about the differences between high school and college, take a moment to review the U.S. Department of Education's publication "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities at: <https://www2.ed.gov/about/offices/list/ocr/transition.html>)

How might earning college credit now impact my future in higher education?

Federal Financial Aid: Concurrently enrolled students are not eligible for state or federal financial aid while they are still in high school. However, credits earned in concurrent enrollment programs are used to evaluate satisfactory academic progress, which is used to determine a student's eligibility for financial aid after they graduate from high school. If a student does not maintain satisfactory academic progress while enrolled in CHS courses, they may not qualify for financial aid later on.

For students enrolled in College in the High School classes, here is the most important thing to know about how your classes impact future financial aid:

Satisfactory Academic Progress: Federal regulations mandate that a student receiving financial assistance must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. All students, including dual enrollment

students, must adhere to the Satisfactory Academic Progress Policy to be eligible for financial aid after high school.

The requirements of the policy include:

- Maintaining an overall 2.0 GPA (college coursework) or an equivalent of a C average.
- Completing 67% of courses attempted. Failing grades, withdrawals, and incompletes count as attempted courses and count against your completion percentage. Use the table below as an example of the 67% rule.

If you have attempted....	67%	You must have completed at least...
30 credit hours	67%	20 credit hours
25 credit hours	67%	17 credit hours
20 credit hours	67%	13 credit hours
18 credit hours	67%	12 credit hours
15 credit hours	67%	10 credit hours
10 credit hours	67%	7 credit hours

- Graduate within the Maximum Time Frame (MTF). This is the maximum amount of time a time a student has to complete their program of study. Students cannot exceed 1.5 times the number of credit hours needed to complete their degree. $MTF = \text{Required hours to graduate from your degree} \times 1.5$. An average Associates degree is 90 quarter credits.

Make sure you are taking classes that will maximize your time to degree. Most dual credit courses are general education requirements that most degrees/colleges require.

Maximum Credit Level: Concurrent enrollment course work, like any coursework regardless of source for tuition payment, counts towards the maximum credit allowed for financial aid eligibility.

GPA: A student's high school GPA includes grades received in dual credit courses. A student's SFCC transcript only includes the GPA for courses taken through SFCC (this includes courses taken through Concurrent Enrollment Programs, such as CHS, CTE Dual Credit, Gateway to College, or Running Start).

Grades

Grades in college courses become part of the student's permanent high school and college records.

Community Colleges of Spokane grading system provides a permanent record of grade evaluations that reflect, in various ways, successful course and program completion. The colleges operate on a quarter system. The quarter hour of credit is the unit of instruction.

A Pass or Fail grade is NOT available for students on a 501, 504, or IEP plan for this program.

Grade Legend

Grades at CCS are reported in numerical fractions to the nearest tenth. Letter grade equivalents are as follows:

Numeric Grade	Letter Grade Equivalent
3.8 - 4.0	A (superior achievement)
3.5 - 3.7	A-
3.2 - 3.4	B+
2.9 - 3.1	B (above average achievement)
2.6 - 2.8	B-
2.3 - 2.5	C+
2.0 - 2.2	C (average achievement)
1.6 - 1.9	C-
1.3 - 1.5	D+
1.0 - 1.2	D (minimum achievement)
0.0	F (failure)

Course Withdrawal

It is the student's responsibility to officially withdraw from CHS courses by the CHS class schedule deadlines (see "Important Program Dates"). Failure to follow the required procedures for withdrawal may result in failing grades being submitted and forfeiture of all claims for refund for tuition and fees.

How to transfer credits to a university

Official transcript requests are submitted online through the National Student Clearinghouse (NSC). A base fee of \$5.00 per copy, plus a NSC fee of \$2.25 per recipient will be placed on hold to a valid credit/debit card before processing. If students experience problems requesting a transcript, they may call [509-533-3500](tel:509-533-3500) during regular business hours for assistance. To request an official transcript, students will:

- Visit the [National Student Clearinghouse](http://www.nsc.org) site.
- Submit the paperless consent form electronically to the Clearinghouse.
- Upload any additional documents (scholarship applications, law school or nursing forms) they would like to include with their transcript through the National Student Clearinghouse in 'PDF' or 'JPEG' format only.

- Order updates will be emailed or texted.
- Transcripts marked "Hold for Pick up" will only be held for 30 days after request has been fully processed.

Policies & Procedures

Student Rights & Responsibilities

Spokane Falls Community College meets the needs of our community by advancing student achievement through quality, accessible learning opportunities that embrace diversity, promote equity, and foster global awareness. As a SFCC College in the High School student, it is your responsibility to review the [Students Right to Know](#) and [Standards of Conduct for Students \(WAC 132Q-10\)](#) policies as you will be held to the same standards for academic integrity, honesty, and plagiarism.

Academic Integrity Policy

Academic dishonesty and ethical violations ([WAC 132Q-10-210](#))

Acts of academic dishonesty will be reported to the student conduct officer and include the following:

- Cheating which includes:
 - Use of unauthorized assistance in taking quizzes, tests, or examinations.
 - Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
 - Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes:
 - Counterfeiting data, research results, information, or procedures with inadequate foundation in fact;
 - Counterfeiting a record of internship or practicum experiences;
 - Submitting a false excuse for absence or tardiness;
 - Unauthorized multiple submission of the same work; sabotage of others' work.
 - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - Plagiarism which includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - Facilitation of dishonesty, including not challenging academic dishonesty.
- Knowingly furnishing false information to any college official, faculty member, or office including submission of fraudulent transcripts from other institutions.
- Forgery, alteration or misuse of any college document, record or instrument of identification.
- Tampering with an election conducted by or for CCS college students.

Acts of ethical violations will be reported to the student conduct officer and include the following: The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal.

Family Educational Rights and Privacy Act (FERPA)

FERPA: The Family Educational Rights and Privacy Act of 1974, requires that CCS adopt institutional procedures and guidelines in compliance with Public Law 93-380. Student rights to privacy are protected with certain restrictions on the disclosure of their student educational records and information. Students have the following rights, protection and privacy of their educational records at the Community Colleges of Spokane.

1. **The right to inspect and review their student education records** within 45 days after the college receives a written request for access. If the requested records are not maintained by the Registrar's Office, the Registrar will forward the request to the appropriate college official. If the requested records contain more than one student, the student may inspect and review only the records portions which relates to them. Students must submit a written request to the College Registrar identifying the record(s) they wish to inspect. The college may charge reasonable fees for preparing copies for the students. The college reserves the right to have a college representative present during the review and disclosure of student records.
2. **The right to request the amendment of the student's educational records** the student believes inaccurate. A written request to the College Registrar identifying the records in question clearly identify the part which is inaccurate and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Grades are not subject to amendment of a student records.
3. **The right to have some control over the disclosure of information from student's education** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college may disclose directory information (see Directory Information).
4. **The right to file a complaint with the US Department of Education** concerning alleged failures by CCS to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Spokane Community College and SFCC are part of District 17, CCS. Educational records may be shared among the two entities for the purpose of admission, registration, library access, financial aid and billing.

There are exceptions which permit disclosures without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Information from educational records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

Federal and state officials requiring access to educational records in connection with the audit and evaluation of a federally or state supported educational program or in connection with the enforcement of the federal or state legal requirements.

Any person or entity designated by judicial order, or lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of such orders or subpoenas in advance of the compliance therewith (unless the order or subpoena specifically orders the student not be notified). The Patriot Act legislation requires that students will not be notified of such orders or subpoenas.

Upon request, the college discloses educational records without consent to officials of another school in which a student seeks or intends to enroll, in connection with financial aid, to parents of dependent students to comply with subpoena orders issued by the US Attorney General under the USA Patriot Act to organizations conducting studies on behalf of educational institutions.

FERPA also permits disclosure to the parents of a student regarding the student's violation of any federal, state or local law, or if any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under 21.

Information may also be disclosed for health and safety reasons and to an alleged victim as a result of a disciplinary hearing.