



## What is the College in the High School Program?

Spokane Community College's College in the High School (CiHS) program is a cooperative program between local school districts and SCC. The program allows high school students the opportunity to earn SCC college credit while simultaneously earning their high school credit for approved advanced high school courses. The courses are taught by qualified high school teachers who work closely with SCC faculty liaisons to assure that the work students perform in the high school course is equivalent to a similar course taught on campus.

### Student Benefits:

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- Allows students the opportunity to experience college-level work in a familiar environment.
- Upon successful completion, the course is transcribed with the college's course title and number; just as it appears in the college catalog.
- Significant savings! Tuition for a CHS 5-credit course is typically 60% less than an equivalent SCC course.
- The cost for a 5-credit College in the High School course is \$200 (or \$40 a credit). The cost for an equivalent course taken at SCC can be as much as \$550 not including textbooks. A significant saving to the student.

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

Courses completed can be applied toward a degree or certificate at SCC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution, may be transferred as departmental general electives or may satisfy a prerequisite for a required course. We strongly recommend that you contact the college/university that you plan to attend and verify how these credits will be accepted.

## **Teacher Benefits:**

High school teachers benefit from the experience of teaching a college-level course, setting higher standards for students, and helping to prepare students for higher education. Each participating teacher is sponsored by a Spokane Community College (SCC) faculty member who assists in curriculum development and assessment standards, teaching methodology, and can provide valuable supplemental materials. As a participating teacher you also have access to the SCC library, the online course system Canvas, and content training.

## **College in the High School: 2018-2019 Handbook**

*Included in this packet are a series of steps, rules, and regulations to help ensure SCC's CiHS program meets the NACEP (National Alliance of Concurrent Enrollment Partnership) standards. All instructors and liaisons are expected to meet these expectations and work cooperatively to ensure Spokane Community College's academic standards and policies are upheld.*

*The College in the High School (CiHS) program embodies the campus mission to offer educational opportunities in college readiness, workforce training, and university transfer that meets the needs of the diverse communities we serve. Spokane Community College is committed to student success through active learning, dynamic relationships, and supportive environments.*

## **Instructor Expectations:**

- Complete the employment paperwork, volunteer paperwork, and/or appropriate employment eligibility as requested by the participating department.
- Attend new instructor orientation, participate in Canvas tutorials, and attend annual discipline-specific professional development activities coordinated by the SCC faculty/liaison.
- Market the benefits of the program to students and parents.
- Assist students with registration if necessary.
- Upon request, provide the college with the following: outline, learning objectives, and syllabus, textbook and teaching materials, assessment criteria and tools, evidence that courses reflect the pedagogical, theoretical, and philosophical orientation of the SCC academic department.
- Schedule teaching observation, site visit and/or interview with college faculty or administrator upon request by SCC.
- Instructor will track the course in accordance with the current content expectation, objectives, pedagogical approaches, student performance stands, and assessment strategies as established by the faculty liaison.

- Use the departmental-approved template to create an up-to-date syllabus each time a course is offered. Non-template syllabi are acceptable only if they contain the information contained in the departmental-approved template.
- Distribute a current faculty-approved syllabus to students in all sections.
- Monitor student roster.
- Complete the Teacher Information Form (TIF) - to be drafted and implemented.
- Be aware that noncompliance with requirements to complete current syllabus and TIF may result in the withdrawal of students from the college course and instructor decertification.
- Report episodes of academic misconduct to liaison immediately upon determining such activity occurred.
- Submit grades in as outlined in timeline distributed.
- Follow student disability accommodation recommendations as outlined by the sec DSS center. Please see *CCS Administrative Procedure 3.20 .01-A Accommodations for Students with Disabilities*.
- Notify in advance of plans to retire, change of high school, or the high school's plan to discontinue offering the course.
- Be aware that failure to adhere to policies and expectations will result in decertification.
- Participates in program review or NACEP accreditation committees upon request.

**Relevant Policies:**

- In some cases, courses may be simultaneously taught with AP courses but in no case can a course be taught simultaneously for SCC and another dual credit provider.
- School districts are responsible for providing student books and supplies.
- Students will pay \$40 per college credit for each course and meet entry-level eligibility with placement scores or take a \$40 writing test to be eligible to take college-level courses.
- School districts are responsible for all compensation and expense payments to high school faculty.
- Students must be enrolled for college credit at the time the course is taken; there is no retroactive enrollment or awarding of college credit.
- High school and SCC course grades do not have to be the same grade. College expectations of student performance are not the same as high school expectations, so it is possible that a student's college grade is lower than the high school grade.
- College grades are protected under the Family Educational Rights and Privacy Act (FERPA) and the fact that students are still in high school or under 18 years of age has no impact on grade protection.

- In case of an instructor's extended absence from the classroom (more than five days) the principal will notify the office to make arrangements for an approved suitable replacement.

### **SCC Liaison Expectations:**

- SCC will enter into agreements with high schools to transcript college-level coursework delivered by high school faculty under the mentorship of SCC Faculty.
- College quarter courses will be taught in a high school semester. Course learning outcomes will match those of the applicable college courses and utilize appropriate assessments as determined by the college faculty liaison (NACEP Standards).
- High school courses may be blended with students who are seeking college credit and those who are not seeking college credits.
- SCC faculty liaison are required to mentor high school faculty in course curriculum.
- SCC faculty liaison are required to complete a minimum of two observations per class in which they serve as a liaison, in addition to the initial meeting to review curriculum, syllabi, textbooks, materials and go over assessment criteria and grading.
- SCC faculty liaison will be paid for each mentorship relationship as well as be reimbursed for travel.
- SCC is responsible for all compensation and expense payments to faculty liaison.

### **Non-Compliance Program Policy:**

The SCC CiHS program reserves the right to warn CEP teachers when they are not in compliance with program policies and standards. If a CiHS teacher does not make arrangements to come into compliance, the SCC Dual Enrollment Manager will give a warning. If a teacher still does not make arrangements to come into compliance, he or she will no longer be eligible to participate in the CiHS program.

Applicable NACEP Standards Faculty Standard 4: CEP procedures address instructor non-compliance with the college/university's expectations for courses offered through the CEP (for example, non-participation in CEP training and/or activities).

1. When a CiHS teacher does not meet program policy requirements, the Dual Enrollment Manager will email a warning notifying the teacher of his or her non-compliance.
2. CiHS teachers must notify the Dual Enrollment Manager of their plans to become compliant.
3. If a CiHS teacher does not follow through with plans to become compliant, the CiHS Manager will send official notification of non-compliance.
4. If the CiHS teacher still does not become compliant, the Dual Enrollment Manager or other SCC representative will notify the CEP teacher that he or she is no longer eligible to participate in the CiHS program.

For more information, or to schedule an appointment:

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