

Onondaga Community College
Policy
for
Onondaga Community College
College Credit Now Courses

It is the goal of Onondaga Community College, in accordance with its Strategic Plan, to partner with Central New York school districts to offer a variety of Onondaga CC credit courses for the benefit of qualifying high school students in our community.

A formal Memorandum of Agreement will be executed between the school district and the college. This agreement will be signed by the school district Superintendent, and the Onondaga Community College President. In addition, an agreement specifying course offerings will be executed between each participating academic department and the Concurrent Enrollment Department. This agreement will be signed by the Department Chair, the Director of College Credit Now, and the Director of Extended Learning.

To insure that all Concurrent Enrollment courses are of high academic quality to merit the awarding of Onondaga credit, the following principles will apply:

1. All school district requests and associated correspondence will originate from and will be processed through the Concurrent Enrollment Department
2. School districts will select prospective instructors, and provide the Director of Concurrent Enrollment with a Teacher Information Sheet, a transcript, or appropriate documentation, and evidence of related educational experience
3. Instructors will be reviewed by the participating OCC department as well as the high school administration. Participating school districts will notify the Concurrent Enrollment Office in a timely fashion of instructor replacements in order for the approval process to be completed for the new instructor prior to the commencement of the academic year.
4. Although specific requirements may vary depending upon the discipline, in general OCC's minimum requirements are:
 - Master's Degree in discipline
 - Master's Degree in Education with a background in the discipline
 - Master's Degree in a closely related field

Note: Some candidates may be considered who are currently pursuing their Master's degree or "grandfathered" due to longevity of teaching career, and substantial experience related to the course request)
5. High schools will use the OCC approved syllabus course outline/curriculum, learning objectives, textbooks, examinations, and additional methods of evaluation (unless otherwise approved by the particular department). High school students will meet all course pre-requisites as stated in the OCC course description.
6. Data needed for General Education assessment or program assessment purposes will be collected and reported by the high schools.
7. There will be a minimum of 15 contact hours per one credit hour of instruction.
8. High school instructors will be trained/mentored by an OCC faculty member who is selected by the participating department for that discipline