ONONDAGA
COMMUNITY COLLEGE

College Credit Now

Instructor Handbook

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Contents

College Credit Now (CCN) at OCC

What is CCN?

College Credit Now is an exciting and unique opportunity for high school students to begin earning college credits prior to high school graduation.

- Approximately 40 districts around Central New York participate each year
- Over 3,500 students take one or more CCN class each year
- Courses are delivered by college credentialed high school instructors
- Courses are offered at the high school during normal school hours
- Accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP)

How does this program benefit students?

- ✓ Perfect start to earning an OCC degree
- ✓ Opportunity to explore career options
- ✓ Students gain familiarity with college-level courses and academic rigor
- ✓ No cost is incurred to students who reside in Onondaga County or students who submit a Certificate of Residence
- ✓ Transfer-friendly course offerings
- ✓ Provides an additional academic challenge

NACEP Accreditation

The CCN program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP ensures that college courses offered by high school teachers are as rigorous as those offered on the sponsoring college campus. Additionally, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college, and teachers benefit from meaningful, ongoing professional development. Four faculty standards have been included in the new 2017 NACEP standards to focus on the necessity of the faculty commitment and participation in the success of concurrent enrollment that ensures consistency and quality across concurrent enrollment programs.

Resource: http://www.nacep.org/about-nacep/

NACEP Accreditation Standards

- These standards are available at: http://www.nacep.org/accreditation/standards/

The standards promote the implementation of policies and practices to ensure that:

- Concurrent enrollment courses offered in the high school are the same as the courses offered on-campus at the sponsoring college or university.

- Students registered in concurrent enrollment courses are held to the same standards of achievement as students taking on-campus courses.

- Instructors teaching college courses through the concurrent enrollment program meet the credentialing requirements for faculty and instructors teaching in the sponsoring postsecondary institution.

Financial Aid Implications

Many students rely on financial aid once they enroll in college to assist with paying for their post-secondary education. It is important to know that, while students in College Credit Now do not use federal financial aid for these courses, the credits accrued contribute to a student's satisfactory academic progress calculations once the student becomes a college freshman. A student is eligible to receive federal financial aid for up to 150% of the credits required to earn a degree. For example, if a student's program requires 60 credits, financial aid supports up to 90 credits for that program. Any course that is not successfully completed may negatively affect a student's ability to receive financial aid and still counts toward this 150%. Successful completion of courses is equally important for students who plan to apply for New York State's Excelsior Scholarship.

Because of the financial aid implications, it is important that high school students are ready for college-level courses when they register. Students should understand the additional time commitment, quantity and rigor of work, and responsibility involved in participating in a college class. Please consider the financial aid implications as you and your students assess whether CCN is the right fit for their academic situations.

Teaching a College Credit Now Course

Concurrent enrollment courses are college-level courses. Instructors accept the responsibility to maintain institutional and course-specific learning standards, academic integrity, and high expectations.

Qualifications for CCN Instructors

College Credit Now instructors must meet the same qualifications as OCC College Faculty. New instructor requests are completed by the high school and submitted to the College Credit Now office. These credentials will be sent to the Department Chair for review, and once a decision has been made, the College Credit Now office will be notified. Both the applicant and the principal of the applicant's institution will receive a written confirmation of the applicant's approval.

Instructor request applications include the following:

1. Completion of an instructor request by the high school instructor
2. Submission of a current resume
3. Submission of the unofficial undergraduate and graduate transcripts

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New CCN instructors will be provided with a course outline and course specific training. They will receive a *College Credit Now Instructor Handbook* and are required to attend a College Credit Now orientation which provides an administrative and pedagogical overview of teaching in the CCN program.

CCN Instructor Expectations/Responsibilities

- Instructors agree to keep their course materials, textbooks, and course outlines in alignment with the course syllabus or course outline of the matching OCC course.
- A current course syllabus must be submitted to the mentor each year that the instructor is teaching a CCN course via the myCCN portal.
- A syllabus must be given to each student no later than the end of the second week of classes.
- There will be a minimum of 12.5 contact hours per one credit hour of instruction. All lab time requirements must be met.
- High school instructors must work with their faculty mentor to schedule their site visits.
- Site visits should take place on a day when instruction by the CCN instructor occurs, not on a project or student presentation day.
- Refer to the Site Visit Guide for Instructors for a detailed look at how the visit should go and how to prepare for this day.
- New CCN instructors will participate in a New Instructor Orientation and course specific training prior to teaching their CCN course.
- Instructors submit grades online via OCC's WebAccess following the OCC grading system.
- Course grades must be entered electronically within one week after the conclusion of the course.
- Instructors can use the College Board Guide to convert GPA to a 4.0 scale.
  - https://pages.collegeboard.org/how-to-convert-gpa-4.0-scale
- OCC does not grant A+ grades; the highest grade achieved for OCC credit is an A.
- Instructors will ensure that students have a textbook and all required course materials.
- Additional assessment materials may be requested by the CCN office based on the NACEP Accreditation Standards requirements.

Non-Compliance by CCN Instructors

CCN instructors are responsible for adhering to the guidelines established by the College Credit Now Program. These requirements include:

- Attending professional development at OCC each year
- Following the established course outlines
- Meeting course learning outcomes

- Participating in site visits
- Providing data when required

If the college identifies a pattern of absence from professional development or non-compliance with the OCC faculty mentor suggestions and plans for improvement within a reasonable amount of time, a CCN administrator will meet with the instructor to discuss continued participation in the program and an action plan will be established

If instructors are unable to attend the annual CCN sponsored professional development workshops, they should contact the College Credit Now Office to determine an alternative plan which may include professional development provided by the mentor during a site visit or a campus visit that includes professional development activities.

If a faculty mentor has a concern with a course or an instructor, they must bring it to the attention of the Director of Concurrent Enrollment as soon as possible.

If the instructor does not meet the required plans for improvement in the time allotted, they will not be approved to teach in the CCN program the subsequent year, with an opportunity for re-training and orientation again after a one year leave and approval of the appropriate department. Credentials are not grandfathered in if there is a break in teaching due to not meeting instructor requirements.

Administering Instructor/Course Evaluations
Students must evaluate every CCN course to comply with NACEP Standard E1. The instructor and course evaluations will be completed several weeks before the end of the course. The CCN instructor will receive a copy of the evaluations; additionally, a copy will be kept on file in the College Credit Now Office.

Annual Professional Development
Instructors are required to participate in the OCC annual professional development in order to continue teaching CCN courses. Failure to attend the professional development seminar will jeopardize the instructor's ability to teach future College Credit Now courses.

CCN Instructors who are unable to attend the scheduled professional development seminar may have an opportunity to plan an alternative professional development session with their faculty mentor. The mentor will document the professional development session with an agenda and sign in sheet. This information will be communicated to the CCN department. If two professional development sessions are missed in consecutive years without a makeup, the CCN instructor will not be approved to teach in the subsequent academic year.

Instructor's Extended Absence – Leave Replacement
In a case where an approved concurrent enrollment instructor is out of the classroom for an extended period, the high school principal must notify the Director of Concurrent Enrollment within 2 weeks of the extended leave notification.

Once the notification has been communicated, the high school principal is required to submit the following documents pertaining to the substitute instructor for review by the appropriate academic department:

- Completed CCN Instructor Request Form
- Current resume
- Transcript(s) – unofficial undergraduate and graduate

After the documents have been reviewed, the high school principal and substitute will be notified as to whether the substitute has been approved by OCC as a leave replacement and whether the individual will be allowed to instruct the approved curriculum until the teacher of record returns. If the instructor is not approved, a member of the OCC faculty may be assigned to teach the remainder of the course at the expense of the high school.

Course Syllabus

The syllabus is an essential part of the educational process at any college, and OCC's academic policy requires that it be distributed to students during the first week of class. In addition to this policy, the CCN program requires that we maintain a current copy of your syllabus which will be collected by your faculty mentor.

The Faculty Mentor will review the syllabus created by the CCN Instructor and provide feedback. Any further revisions made by the CCN Instructor must be submitted to the Faculty Mentor and the Director of Concurrent Enrollment within one week of the initial review.

The syllabus must include:

- Clearly labeled as an OCC course
- Instructor, term (semester or full year), and course name and course number.
- Course description with prerequisites, must match exactly OCC's course description.
- Student learning outcomes, must match exactly OCC's student learning outcomes
- Requirements for satisfactory completion of the course and grading procedures
- Topic outline
- Academic integrity statement
- Required textbook(s)

Contact your OCC Faculty Mentor if you need assistance with the requirements for the syllabus.

Please be aware that the syllabus has a reading audience much wider than just your students. The OCC Department Chairs review the syllabi of all faculty and adjuncts as part of a required accreditation process. Transfer evaluations, review of course content, and decisions on student grievances are all made through reference to this document. Your syllabus style should be formal, and your information both accurate and complete.

Textbooks

Concurrent enrollment instructors must utilize the <u>same</u> or <u>equivalent</u> textbooks that are being used by OCC faculty and must be approved by your faculty mentor. In some cases, older editions of the textbooks are allowed. Please check with your Faculty Mentor for specific questions regarding textbook editions and requirements.

If you would like information on the title, edition, etc., of the text currently being used by the OCC faculty for a particular course, please contact your faculty mentor or the OCC Bookstore at (315) 498-2246. The OCC Faculty Mentor will advise concurrent enrollment instructors of any required textbook changes.

Student Registration

myCCN

Students will be asked to create an account in the myCCN portal. MyCCN provides students, teachers, mentors, and high school and college administrators, one place to go for all your CCN needs. This portal will allow students to register and view their schedules.

Student Eligibility Requirements

Students must meet the requirements of the course to enroll in the College Credit Now courses. This includes:

- Successful completion of any pre-requisite class(es)

Registering for CCN Courses

ALL STUDENTS will register for CCN courses online. The process is as follows:

- High school principals will receive, sign, and return the OCC Course Confirmation Form confirming the course offerings and sections approved for the following school year.
- Student registration procedures are emailed to the high school instructors and points of contact once courses and sections are confirmed by the high school.
- Registrations are completed by students, in the myCCN portal.
- Students who miss the deadline will not be registered for college credit. They **<u>cannot</u>** receive credit for the course at a later date.
- All teachers will receive an official grade roster to review and confirm.
- Login and grading procedures will be emailed to CCN Instructors. Instructors will submit grades online by the noted deadline.
- All students who live outside of Onondaga County **must complete a Certificate of Residence with their home county** to avoid out of county costs for CCN courses. If students fail to complete this form, the out of county cost of courses will be charged to the student. The deadline for OCC to receive the Certificate of Residence paperwork is thirty (30) days after the CCN start date and is also noted on the CCN timeline.

Pre-requisite requirements must be met, documented in the pre-requisite template and confirmation form by the point of contact, and sent to the Director of Concurrent Enrollment **prior** to course registration.

Student Registration Verification

Once the concurrent enrollment registration period closes, CCN instructors will be notified that they must review and confirm all student data on their course rosters. Instructors must review each roster to ensure that all credit-seeking students appear. If a student does not appear on your roster, notify the College Credit Now team to resolve this issue. Students who do not show up on the official course roster are not registered officially with OCC and will not receive a transcripted grade. Because OCC does not receive high school rosters, we have no other way of knowing if the correct students are registered in the course. This responsibility falls to the course instructor to confirm the roster so each student in their OCC course, receives transcripted credit.

Grading

At the beginning of the course, the instructor informs students of the criteria used to determine the final grade. The breakdown of how grades are calculated must be included in the course syllabus/outline and consistent with courses on OCC's campus.

Concurrent enrollment students need to understand the implications of starting a college transcript:

- Grades in concurrent enrollment courses become a part of a **permanent** college transcript.
- Poor grades in concurrent enrollment courses have an impact on college academic standing and eligibility for financial aid after high school.
- Students should be made aware of any differences in the way that final grades will be calculated for their college transcript grade and their assigned high school grade.
- Students should understand the meaning of dropping or withdrawing from a course and be aware of the CCN academic calendar deadlines.
- A "W" grade (withdrawal) can only be given if a student has completed an add/drop form* from OCC, and it has been processed through College Credit Now and Registration and Records Office by the appropriate date as outlined on the CCN timeline. *This form may be found under the "High School Faculty" tab on the College Credit Now website.

Timeline/Deadlines

Each semester instructors are provided with a CCN Timeline that contains the deadlines for the last date to register, drop a course, or withdraw from a course, due dates for Certificates of Residence, when grades are due, etc.

Dropping/Withdrawing Students

If a student is enrolled in a concurrent enrollment course for credit and needs to drop or withdraw from the course, the instructor needs to complete the withdrawal in myCCN under the

correct course section. **A student will remain officially registered until we receive communication from the high school instructor or point of contact.**

During the two-week registration period, a concurrent enrollment student may drop a course until the date listed on the CCN timeline. Dropping a course does not appears on a student transcript and will not impact any future financial aid.

If a student drops a class after the add/drop period, this is considered a **withdrawal**. He or she will receive a grade of "W" on their transcript; this will not affect the GPA. All withdrawals affect the student's credits earned/attempted ratio for Onondaga Community College. Please refer to the drop/withdrawal dates on the CCN Timeline.

Submitting Grades

Course grades must be entered electronically on the official grade roster via myCCN within <u>one week of the conclusion of the course</u>. It is recommended that instructors print a copy for their records. Grades must be in **<u>letter</u>** format. Please refer to the CCN timeline for the grading deadline.

Student grades will appear on their college transcripts in an A-F format. Please use https://pages.collegeboard.org/how-to-convert-gpa-4.0-scale as a guide for your number to letter grade conversion. (**Please note that OCC does not grant A+ grades. The highest letter grade given for OCC credit is an A**).

All withdrawals affect the student's credits earned/attempted ratio for Onondaga Community College. A grade of a W can impact financial aid eligibility in the future.

Grades posted electronically are available to students via their myOCC account on their student transcript. Printed grade reports are NOT sent to students. If you make an error in your grading, please contact the College Credit Now office for assistance. **<u>All grades will be included on the student's OCC transcript</u>**.

Release of Student Information

Student Records: Review and Release of Information

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, Onondaga Community College gives students the right to inspect and review their educational records and to challenge the contents of these records. In addition, the college will not release personally identifiable records of students to any individual (including parents), agency, or organization without the prior written consent of the student, except as allowed by law.

Faculty Mentors

Each high school instructor teaching in the CCN program is paired with a faculty mentor. This mentor has experience teaching the course on campus and can provide valuable insight into the institutional and course specific learning outcomes.

CCN Faculty Mentor Responsibilities

1. Develop, participate in and/or lead a department professional development session.
2. Establish and maintain communication between the mentor and the assigned high school instructor.
3. Review the course syllabus from each assignment to ensure consistency with on campus offerings.
4. Make a site visit to observe one section of each assignment in the high school setting and complete a report to be submitted to the College's concurrent enrollment office.
5. Collect a minimum of one assessment item from each mentor assignment and perform a comparison of the assessment's grading methodology between the concurrent enrollment offering and a comparable assessment of an on-campus offering and file a report detailing the findings to the college's concurrent enrollment office.

CCN Contact Information

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