

COLLEGE IN THE HIGH SCHOOL
TEACHER HANDBOOK
2020



SKAGIT VALLEY COLLEGE

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TABLE OF CONTENTS

PROGRAM INFORMATION 1

 COLLEGE IN THE HIGH SCHOOL 1

INFORMATION FOR TEACHERS 1

 INSTRUCTOR ELIGIBILITY 1

 COURSE ELIGIBILITY 1

 ARTICULATION PROCESS 2

 GENERAL ROLES & RESPONSIBILITIES 3

 ORIENTATION 4

 CLASSROOM VISITS 4

 GRADE SUBMISSION 5

 COMPENSATION & PAY 5

INFORMATION FOR STUDENTS 5

 STUDENT BENEFITS 6

 STUDENT CONSIDERATIONS 6

 COLLEGE TRANSCRIPT 6

 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 6

STUDENT ADMISSION & REGISTRATION PROCESS 7

 PLACEMENT 7

 CHS STUDENT FORMS 7

 PAYMENT 8

 TUITION RATES 8

 WITHDRAWALS 8

 CHS DEADLINES AND REGISTRATION CALENDAR 2019-2020 8

 GRADES 9

STUDENT SERVICES & RESOURCES 9

ACCREDITATION AND NON-DISCRIMINATION 9

 NON-DISCRIMINATION STATEMENT 9

COLLEGE IN THE HIGH SCHOOL CONTACTS 10

Appendix A – CHS Syllabus Review Form 10

Appendix B – CHS ASSESSMENT REVIEW FORM 12

PROGRAM INFORMATION

COLLEGE IN THE HIGH SCHOOL

Skagit Valley College's College in the High School (CHS) program is a cooperative program between local school districts and Skagit Valley College (SVC). This dual credit program allows 10th through 12th grade students the opportunity to earn SVC college credit while simultaneously earning high school credit in approved high school courses. CHS courses are taught by qualifying high school teachers who work closely with SVC faculty liaisons to ensure that the course objectives and instructional strategies are consistent with those used in the equivalent course at SVC. Students who enroll in the program will receive an SVC transcript with the grade they earned in the course. Students who fail the course will also receive a failing grade on their permanent college transcript. For the complete list of program requirements and standards, please view [Chapter 392-725 WAC](#).

INFORMATION FOR TEACHERS

INSTRUCTOR ELIGIBILITY

Per [WAC 392-725-150](#), College in the High School teachers must meet the minimum qualifications required of on-campus faculty. Minimum qualifications may vary by discipline. Please review the CHS *Minimum Faculty Qualifications* document for a list of disciplines and qualifications. Ability to teach certain courses may require instructors to have completed specific coursework or have specialized experience. Transcripts and resumes will be reviewed for determination.

COURSE ELIGIBILITY

If Skagit Valley College has a College in the High School contract with your school district, your course may be eligible for articulation. You can ask your principal if your school district has a contract with SVC, or you may contact the [SVC Director of Recruitment and Dual Credit Programs](#). There are three main factors considered for CHS course articulations:

1. The college and school district must have a contract in place, or commit to signing one in the future.
2. The high school teacher must meet the minimum qualifications required for on-campus SVC faculty.
3. The high school course must be equivalent to the SVC course, including but not limited to: meeting the College's course outcomes, grading standards, theoretical, and pedagogical standards. The faculty liaison assigned to assist with aligning the course will make the final equivalency determination.

ARTICULATION PROCESS

If you meet the eligibility requirements noted above and believe that your course may align with SVC's course, please follow the steps below to apply for SVC's College in the High School program.

1. Email the SVC Dual Credit team at dualcredit@skagit.edu, stating that you are interested in articulating a course through College in the High School. Please attach a completed *CHS Course Review Form* (with the requested SVC course information and learning outcomes), a current resume, and a copy of your education credentials (transcripts). The academic department will review your materials.
 - a. Please allow 3-6 weeks for the approval process.
 - b. You will receive an approval or denial letter that may request additional information.
2. If you are approved to teach a CHS course, you will be assigned a Faculty Liaison from SVC. The SVC Director of Recruitment and Dual Credit Programs will send you a corresponding course syllabus and instructions on how to format your course syllabus to align. (See Appendix A)
 - a. CHS syllabi must include the following items:
 - i. SVC and high school course titles and numbers, quarter, and year
 - ii. Course meeting time and location
 - iii. Instructor name and contact information (email, phone, office hours, etc.)
 - iv. List of required materials (if any)
 - v. SVC course prerequisites (if any)
 - vi. A statement explaining that the course is eligible for college credit
 - vii. Benefits and responsibilities of enrollment
 - viii. Learning outcomes (which must match SVC's outcomes)
 - ix. Calendar of assignments, due dates, and exam dates
 - x. Grading policy and standards
 - xi. Student Academic Honor Code (cheating/plagiarism policy)
 - b. Recommended items include:
 - i. Course summary and welcome statement
 - ii. Classroom behaviors/expectations
 - iii. Attendance policy
 - iv. Late work policy
3. Once your syllabus is ready for review, please pair your course assessments with their corresponding learning outcomes on the "CHS Assessment Review Form" (See Appendix B). Send the updated syllabus, the sample assessment, and the "CHS Assessment Review Form" to the Director of Recruitment and Dual Credit Programs. They will share your documentation with your appointed SVC Faculty Liaison.

4. After your SVC Faculty Liaison reviews your course materials, they will complete several forms to document the equivalency of the high school and SVC courses, per [WAC 392-725-140](#). The liaison will contact you to schedule a one-time, course-specific training session. CHS teachers must receive course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to teaching the course.
 - a. **CHS instructors are also required to participate in annual, discipline-specific professional development, provided by the college or approved by the faculty liaison. Documentation is required, including a summary of the activity and an explanation of how the activity contributes to the ongoing improvement of the CHS course.**
5. After the liaison approves the course, CHS teachers must complete an SVC employment Application, Orientation and attend an SVC New Hire Clinic. Orientation is provided by the SVC dual credit staff and includes an overview of the [National Concurrent Enrollment Partnership \(NACEP\)](#) accreditation standards.

GENERAL ROLES & RESPONSIBILITIES

Listed below, you will find the primary role and responsibilities for CHS teachers. For the full list of CHS laws and standards, please view [Chapter 392-725 WAC](#).

- Provide the dual credit team with your educational records (transcripts) for review.
- Engage in program orientation, SVC New Hire Clinic, and course-specific training.
- Align course outcomes and standards with SVC course.
- Provide syllabus, materials, and assessments to Dual Credit Director and/or faculty liaison.
- Develop ongoing relationship with CHS staff and SVC Faculty Liaison.
- Provide SVC representatives with dates/times/locations of CHS course offerings and opportunities to visit your classrooms and work with the students.
- Engage in annual, discipline-specific professional development provided by SVC or approved by your faculty liaison. Documentation is required.
- Provide information about CHS opportunities to high school students and their parents/guardians.
- Respond to requests from the SVC dual credit team and liaison, including evaluation surveys.
- Provide student grades to SVC within seven business days of term completion.
 - Teachers should submit end of term grades within seven days of the term end date. SVC operates on an A-F grading scale. If a student is unable to complete the course and requests an extension, please issue a letter grade of "I" (incomplete), and submit the updated grade to SVC within 1 college quarter (excluding summer).

ORIENTATION

In addition to meeting with your SVC faculty for course-specific training, teachers must also complete program orientation and new-hire paperwork. Program orientation will include an overview of Washington State Laws for the College in the High School standards and SVC-specific policies and procedures. Additional topics include program goals and expectations; instructor and liaison roles; timelines; articulation procedures; ongoing expectations for professional development and site visits, etc. New Hire Paperwork is typically completed at an SVC New Hire Clinic on the Mount Vernon Campus or the Whidbey Island Campus.

CLASSROOM VISITS

Once your course has been approved, the SVC dual credit team and faculty liaison will contact you to set up classroom visits. You will have a minimum of 2 visits from the dual credit team and 1 visit from the faculty liaison. At least once per course offering (either annually for yearlong classes or per semester for semester-long classes), your faculty liaison will conduct a site visit. Faculty site visits ensure that your course is equivalent to the on-campus course. The faculty will discuss the results with you and let you know if they have any suggestions for strengthening the alignment of your course with the SVC course.

Below, please find an outline of class visits by representative and objectives and anticipated duration for each visit.

	SVC Representative	Objective	Duration
Visit 1	Dual Credit Rep.	Provide students with overview of CHS, to include costs, benefits, enrollment process, etc.	20 Minutes
Visit 2	Dual Credit Rep.	Assist students with the online application and registration process.	45-60 Minutes
Visit 3	Faculty Liaison	To observe the course and ensure that the course is equivalent to SVC course.	Class Period
Visit 4 (Optional)	Dual Credit Rep.	Administer student course evaluations (May be administered electronically).	15 Minutes

GRADE SUBMISSION

You must submit your grades to SVC at the end of each term. You may send grades via [secure email](#) or fax to the Director of Recruitment and Dual Credit Programs at dualcredit@skagit.edu or 360.416.7890. CHS college credit will be awarded for grades of D or better, although students should strive for high GPAs as this is a permanent college transcript. Students can replace a D or F grade by re-taking the course.

COMPENSATION & PAY

All CHS teachers must complete new employee paperwork, provided in SVC’s New Hire Clinics. CHS teachers will be paid via stipend by Skagit Valley College. The first check must be mailed, but if you elect direct deposit, it will take effect on your second check. CHS Instructors will be compensated based on the number of students enrolled and paid in each CHS course, at the time of the term completion.

CHS Instructors teaching a “fall semester only” course should receive their full compensation on the February paycheck following the completion of their CHS course. Those teaching “spring semester only” courses should receive their full compensation on the June 25th paycheck following the completion of their CHS course. Those teaching “year-long” courses should receive 50% of their compensation in the February 10th paycheck and the remainder in the June 25th paycheck, after the completion of their course. Please keep your contact information up to date with the Director of Recruitment and Dual Credit Programs and the HR Department at SVC.

The scale below outlines compensation.

Number of Students Registered per CHS Course	Stipend Amount
1-5	\$250
6-10	\$500
11-20	\$750
21+	\$1000

NON-COMPLIANCE

In accordance with WAC 392.725.150. 1(C)(D), issues of CHS instructor non-compliance will be addressed by SVC representatives in consultation with the Agency (participating school district). In the event that a CHS instructor or agent of the Agency should act in non-compliance with SVC's expectations for courses and/or instructors; written notice of warning will be issued, and a meeting will be required. Attendees at the meeting must include (but are not limited to) the CHS instructor, the SVC Dual Credit Specialist and a representative from the Agency. Should the act of non-compliance continue, a Memorandum of Understanding will be issued by SVC stating

that the articulation agreement for the course in question will be discontinued and enrolled students may not be eligible for the previously agreed upon college credit.

INFORMATION FOR STUDENTS

STUDENT BENEFITS

- Students save time by earning high school and college credit simultaneously.
- Students maintain their high school experience.
- Students experience college-level courses without leaving high school.
- Students can start earning credits towards a college degree.
- Students save more than 65% off tuition and fees (or 83% for low-income students).
- Students are not responsible for SVC book, supply, or lab fees for courses.

STUDENT CONSIDERATIONS

- If students earn a poor grade in their CHS course, they will also receive that poor grade on their permanent college transcript.
- If students are planning to attend out-of-state or private colleges, they are advised to call the admissions office to see if/how SVC CHS courses will be accepted.

COLLEGE TRANSCRIPT

Official Skagit Valley College transcripts can be ordered online through the National Student Clearinghouse and sent to the student's college(s) of choice. Students are encouraged to contact the college/university that they plan to attend to verify how SVC credits will be accepted. SVC cannot guarantee that credits will be accepted at other colleges or universities, especially out of state and private institutions. Directions and fee information for obtaining unofficial and official transcripts are available at www.getmytranscript.com. Students will need their Student Identification Number (SID) and Personal Identification Number (PIN) to access their grades. Grades are withheld if all obligations to the College, financial or otherwise, are not filled.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their college education records. These rights also apply to the College in the High School program and do not permit college staff to disclose or discuss students' records with anyone other than the student; this includes non-disclosure to parents and/or legal guardians. When inquiring about student records, the student must make the inquiry. To obtain student grades or records, parents/guardians should work in cooperation with their student to complete

an Information Release Form to gain access to their student's permanent academic records. For more information about FERPA and the [Info Release Form](#), please visit www.skagit.edu/ferpa.

STUDENT ADMISSION & REGISTRATION PROCESS

The CHS program has 5 steps for enrollment:

1. Apply for Admission at www.skagit.edu/application and enter CHS in the field for "intended major/area of study"
2. Complete placement (if required)
3. Complete and submit required forms
4. Submit payment for course(s)
5. Attend class

SVC's primary mode of communication is email. It is imperative that students provide SVC with a valid, personal email address and check their email frequently to ensure they receive the most up to date information about their college credit. For more detailed information on the registration process, please visit the [CHS Parent/Student Handbook](#).

PLACEMENT

Students must meet any college course prerequisites prior to enrollment in College in the High School courses. High school staff may send high school transcripts to the Director of Recruitment and Dual Credit Programs in bulk. SVC accepts multiple measures for course placement, students can:

- Take the ACCUPLACER assessment
- Submit high school transcripts or previous college transcripts for evaluation
- Submit Smarter Balance test scores

CHS STUDENT FORMS

To enroll in CHS courses, students must complete and submit documentation to the Dual Credit or Enrollment Services departments at SVC. Students may bring the documents to SVC directly, they may scan and email documents to dualcredit@skagit.edu, or they can submit them to the dual credit representative that visits the classroom. *Some teachers are willing to collect/submit these documents for students as well.

Here is a list of required forms to enroll in CHS courses:

1. Online Application – www.skagit.edu/application
2. [Registration Form](#)

Here is a list of optional forms:

1. [Info Release Form \(online\)](#)

2. Request for Social Security Number – will be given to students in class

PAYMENT

Once students are enrolled in a CHS course, they must pay their balance by the specified due date. Students can pay online at www.skagit.edu/payment or at the SVC cashier window. To pay online, students will need their SVC SID and their PIN. SIDs are sent to students via email, 3-5 business days after submitting online applications. PINs are defaulted to the student's 6-digit birthdate.

***Note** – some school districts are able to pay for some or all CHS students, check with your principal to see if your school district has funding for these students.

TUITION RATES

The 2019-2020 CHS tuition rate is **\$210 for a 5-credit course** (or \$42 per credit) versus \$654 on campus. However, if students are eligible for the Free/Reduced Lunch program, their tuition rate is **\$105 for a 5-credit course** (or \$21 per credit). SVC must receive documentation from the school or district regarding student's eligibility for the Free/Reduced Lunch program. Some schools/districts pay tuition for some or all CHS students. Please check with your principal annually to ask if they are providing funding for some or all CHS students.

WITHDRAWALS

Students must complete a [Registration Form](#) and check the "drop" box by the deadline if they want to withdraw from a CHS course, or they can send an email to dualcredit@skagit.edu with their full name and course they wish to drop. Eligibility for refund is set by specified deadlines. A hardship withdrawal may be available for medical and military withdrawals and must be submitted with third party documentation prior to the end of the enrolled quarter.

***Note:** Students will only receive college credit if they complete the course, they cannot transfer out of the CHS course and receive credit.

CHS DEADLINES AND REGISTRATION CALENDAR 2019-2020

First Semester Only Courses

Application deadline	November 10, 2019
Registration deadline	November 21, 2019
Payment deadline	December 19, 2019
Last day to drop with 100% refund	December 19, 2019
Last day to drop ("W" on SVC transcript - no refund)	January 10, 2020

Full-Year Courses

Application deadline	November 10, 2019
Registration deadline	November 21, 2019
Payment deadline	December 19, 2019
Last day to drop with 100% refund	December 19, 2019
Last day to drop ("W" on SVC transcript - no refund)	May 15, 2020

Second Semester Courses

Application deadline	February 17, 2020
Registration deadline	February 28, 2020
Payment deadline	March 19, 2020
Last day to drop with 100% refund	March 19, 2020
Last day to drop ("W" on SVC transcript - no refund)	May 15, 2020

GRADES

SVC transcripts are typically available online within 15 business days following the end of the quarter. Students will need their SID number and PIN to access their grades via the [student toolbox](#). A grade posted on a student’s transcript is considered final. If a student believes there has been a grading error, it is the student’s responsibility to contact the instructor as soon as possible. Instructors can submit grade changes due to error no more than four quarters from the time the grade was awarded.

***Note:** SVC will average grades for courses that are longer than one semester. For example, if students earn a 4.0 in term one and 3.0 in term two, the SVC transcript will show a 3.5.

STUDENT SERVICES & RESOURCES

College in the High School students are considered SVC students. CHS students have access to the SVC Library, Tutoring Center, and other campus resources as listed on the SVC website at www.skagit.edu or in the [SVC Student/Parent Handbook](#).

ACCREDITATION AND NON-DISCRIMINATION

SVC is accredited by Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

NON-DISCRIMINATION STATEMENT

SVC provides a drug free environment and does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability, marital status, or age in its programs and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carolyn Tucker

Associate Vice President of Human

Resources and Title IX Coordinator
2405 East College Way
Mount Vernon, WA 98273
360.416.7794
Carolyn.Tucker@skagit.edu

COLLEGE IN THE HIGH SCHOOL CONTACTS

Director of Recruitment and Dual Credit Programs	Britny Covert-Avilla	Britny.Covert-Avilla@skagit.edu	360.416.7633
Associate Dean of Enrollment Services	Caryn Regimbal	Caryn.Regimbal@skagit.edu	360.416.7620
Director of Community Relations	Dr. Dave Paul	Dave.Paul@skagit.edu	360.679.5281
Enrollment Services	Staff	enrollmentservices@skagit.edu	360.416.7697
Dual Credit Team	Staff	Dualcredit@skagit.edu	360.416.7633

Appendix A – CHS Syllabus Review Form

Course Syllabus Checklist

SVC Course _____ CiHS Instructor _____ High School _____

Note: Items in Bold type are expected. Other items strongly recommended.

Elements to be included	Yes or No	Comments
SVC and High School course names and numbers; title; quarter and year.		
Course meeting time and location/room		
Instructor name and contact info (e.g. email; office hours)		
Course summary and welcome statement		
Required materials (textbooks, calculators, etc.)		
Required pre-requisites		
Statement explaining benefits and responsibilities of enrollment in CHS.		
Learning outcomes (as stated in SVC course outline)		
Classroom behaviors/ expectations		
Attendance policy		
Calendar of assignments, due dates, quizzes and exams		
Late work policy		
Grading policy includes both grading breakdown (assignments, participation, tests) and final grade		
Date, location and time of final or 'NO FINAL'		
Student Academic Honor Code (cheating/plagiarism policy)		
Other course specific information:		
Logical organization / information easy to find and understand		

Reviewed by Faculty Liaison: _____ Date: _____

Example CiHS Benefits and Responsibilities Statement:

College in the High School provides students in approved high school courses the opportunity to earn college credit from Skagit Valley College. Students enrolled in SVC College in the High School are afforded all SVC student rights and responsibilities. Grades earning through College in the High

School will be transcribed by Skagit Valley College and become part of the student's permanent college record.

Example Academic Honor Code statement:

All students of Skagit Valley College are responsible for knowing and adhering to the Academic Honor Code of this institution found at <http://www.skagit.edu/honorcode>. Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Academic Honor Code are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including expulsion from the College.

Appendix B – CHS ASSESSMENT REVIEW FORM

SVC COLLEGE IN THE HIGH SCHOOL
COURSE CONTENT AND ASSESSMENT
REVIEW FORM
Skagit Valley College

High School _____ Date _____

CHS Instructor _____ SVC Faculty Liaison _____

High School Course Name _____ SVC Course Name _____

SECTION 1: TO BE COMPLETED BY THE HIGH SCHOOL CHS INSTRUCTOR

Please complete section 1 and return this form to dualcredit@skagit.edu with a copy of the updated course syllabus AND a sample assessment tool. The SVC course learning outcomes are available via the "catalog course search" feature at https://www.mysvc.skagit.edu/cat_search2.asp. Assessment methods may include but are not limited to written exam; research paper; project completion; demonstration; or oral presentation.

<u>SVC Course Outline Learning Outcome</u>	<u>Assessment Method</u>

SECTION 2: TO BE COMPLETED BY THE SVC FACULTY LIAISON

SVC course learning outcomes are listed in the CHS course syllabus: Yes No

Pre-requisites and content are equivalent with the SVC course: Yes No

Assessment methods and grading policies are equivalent in determining student achievement of SVC learning outcomes and core competencies: Yes No

Course articulation recommendation:

Approve

Approve with the following revisions:

Not approved due to the following:

Faculty Liaison Signature: _____ Date: _____

Dean Approval: Yes No Comments:

Dean Signature: _____ Date: _____