



Concurrent Enrollment Program

Procedures Manual

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The IWCC Concurrent Enrollment program is a partnership between Iowa Western Community College and Southwest Iowa high schools. Under this program the college and participating high schools offer opportunities for college level courses in both arts & sciences and career & technical areas that may accelerate their progress toward a college degree or certificate. High school students who qualify for the IWCC Concurrent Enrollment program can take transferable college courses and/or career & technical courses while still enrolled in high school. The school district pays tuition costs for students for up to as many credits as Iowa Westerns Academic Load policy allows. This program is offered in compliance with the State of Iowa's Department of Education Senior Year Plus policy.

Philosophy

The philosophy of the IWCC Concurrent Enrollment program is based upon the following assumptions:

- (1) Many high school students can successfully complete college-level work while they are in high school. The IWCC Concurrent Enrollment program encourages students to pursue a rigorous course of study while still in high school.
- (2) Offering high school students, the opportunity to take college courses will encourage them to continue with their college studies after graduating from high school. Colleges have found the earlier students begin planning for college, the more likely they are to earn a college degree. The IWCC Concurrent Enrollment Program involves the student, high school counselors & administrators, parents, and college personnel in the selection process of courses throughout the program.

Why was the IWCC Concurrent Enrollment Program Developed?

IWCC partnerships with area high schools began in 1987 with a request from one of the high schools in the college's 7 county service area (Cass, Fremont, Harrison, Mills, Page, Pottawattamie, Shelby). The school wished to partner with IWCC to offer college credit in two courses. From this beginning, IWCC continued to explore and add opportunities for partnerships in the realm of concurrent enrollment with area high schools. In accordance with Senior Year Plus (CEP legislation in Iowa) mixed classes are not permitted; all students enrolled in a section must be registered for college credit. Also, in compliance with Senior Year Plus, courses are paid for by school districts (students can be permitted to purchase textbooks if the school district so chooses). Courses are available in both transfer Arts & Sciences and Career/Technical content areas. Students can participate

in Career focused courses in the areas of: agriculture, automotive, health occupations, early childhood education, culinary arts, construction technology, and information technology.

How do students benefit?

Early Planning. Students have an opportunity to take courses to explore career fields or earn general education credits. These general education credits transfer well to other institutions and help a student get a jump start on their college course work. This can save the student both time and money when they graduate from high school and start at their post-secondary institution.

Rigorous Studies. Besides early planning, this program encourages students to pursue a rigorous course of study in high school. The best preparation for college is a high school program of study designed for college bound students. The program offers students opportunities to take advanced courses and begin acclimating to college level curriculum.

Courses Available

Students should take courses that fit into their current high school program of study, keep them on track to graduate and offer rigorous, challenging opportunities for their education plan. A large variety of courses are available in the Arts & Sciences area. These courses generally transfer well to other institutions. Courses may be offered but not limited to the following disciplines: Accounting, Art, Biological Sciences, Business Administration, Chemistry, Economics, English, Foreign Language, History, Literature, Mathematics, Music, Physics, Political Science, Sociology, & Speech.

In addition, students can take concurrent career and technical classes to earn credit that can be applied toward a certificate or an associate's degree at IWCC. Career & Technical courses may be offered but not limited to the following disciplines: Agriculture, Automotive, Construction Technology, Culinary Arts, Early Childhood Education, Electronic Media Studies, Graphic Communications, Healthcare Occupations, Information Technology, & Turf and Landscape Management.

Roles and Responsibilities

Student Responsibilities:

- Complete the application
- Request enrollment through High School Counselors office or designated post-secondary liaison
- Actively participate in the learning process
- Complete the end of course evaluation
- Abide by course policies

Instructor Responsibilities:

- Prepare course syllabus and post to IWCC Learning Management System
- Ensure all course objectives for the college course are achieved
- Adhere to the Concurrent Enrollment Program faculty agreement
- Report final course grades via IWCC Learning Management System
- Ensure students complete end of course evaluation
- Attend IWCC departmental meetings and other professional development functions
- Complete and provide course assessment tools

College Liaisons Responsibilities:

HS Outreach office

- Track annual site visits and classroom observations
- Provide and track training and professional development of IWCC Concurrent Enrollment instructors in collaboration with IWCC Academic Deans and liaisons
- Coordinate student course evaluations with IT each semester
- Obtain, store and track all academic documents for continued NACEP accreditation
- Ensures that requests for IWCC Concurrent Enrollment classes are forwarded to IWCC Academic Deans for approval process
- Maintains Concurrent Enrollment faculty credential files

Processes applications and registration of concurrently enrolled students in collaboration with Registrar's Assistant
Updates and maintains the IWCC Concurrent Enrollment student handbook and website
Updates and maintains the IWCC Concurrent Enrollment faculty liaison handbook
Maintains communication with High School counselors and administrators
Ensures final course grades are submitted via IWCC Learning Management System by all instructors
Provides 5- and 10-week progress reports to Secondary Partners
Provides 8-week grades and attendance reports to Secondary Partners
Works with Registrar and Billing Office to coordinate roster verification and billing process
Issues contracts to participant school districts for all courses
Coordinates partnership meetings with local school districts
Coordinates and provides Concurrent Enrollment student orientations for all locations and modalities

Division Deans

Review Course requests for approval
Review new IWCC Concurrent Enrollment faculty credentials for approval
Review and communicate course syllabi requirements each semester to ensure all required components are included
Review and communicate changes in textbooks or approve in collaboration with the Faculty Liaison
Ensures CEP instructor end of course assessments are complete on IWCC Learning Management System
In collaboration with Director of HS Outreach, work with Faculty Liaison to provide orientation, site visits, capturing assessment tools, and professional development to CEP instructors

Faculty Liaison

Provide feedback to high school instructors on course curriculum and course assessments/grading
Review of course content for courses taught at the high school
Obtain examples of paired assessments (i.e., tests, projects, essays)
Conduct orientation sessions for new IWCC Concurrent Enrollment Instructors
Creation of professional development course and interact with IWCC Concurrent Enrollment instructors
Conduct site visits
Work with Director of HS Outreach and Academic Dean to provide orientation, site visits and professional development to CEP instructors

High School Counselor/Administrator Responsibilities:

Coordinate student registration process at the high school
Facilitate communications between the high school and IWCC Director of HS Outreach
Ensure that students are meeting program requirements, as dictated by Senior Year Plus and IWCC prerequisites

Assist with the promotion of the program by sharing information with students and parents

Concurrent Enrollment Programs Activity Calendar

Month	Task	Responsibility
August	Conduct orientations at Centers and Campuses, including sharing CEP Student Handbook	Director of HS Outreach, Director of Center(s)
	Manages shared access to Microsoft Teams Spreadsheets. Continue Registration Processes with all Secondary Schools, including building HS courses in Colleague, fulfilling new adds/drops for IWCC based courses, following up with new counselors and setting deadlines for schools that are registering at the beginning of the year.	Coordinator of Distance Learning (HS Communications Assistant, Registrar Assistant during increased registration times)
	Ensure all new CEI have received proper training prior to first day of instruction.	HS Communication Assistant
	Update Master List of CE instructors with new academic year site visit rotations and other various documentation updates.	Director of HS Outreach
	Create Academy Student spreadsheet and send to Registrar for graduation requirements. Also ensure all HS partners have signed & sent back MOU for board report coming up.	Director of HS Outreach

September

Process all HS initiated Rosters by end of 1st week of February.

Coordinator of Distance Learning

Initiate billing for Fall semester courses: download rosters, email to school counselors, make corrections as needed, send completed finalized roster to Business Office for invoices, Business Office invoices all schools.

Registrar, Business Office, Director of HS Outreach

Capture CEI Syllabi (9/30)

HS Communication Assistant and Academic Dean
Director of HS Outreach, HS Communications Assistant (send reminders)

Provide link to master list of CE instructors to Academic Deans and Faculty Liaisons for site visit planning.

Prepare Service Agreement (Academy Agreements) binder, as needed, for approval and signature by Board with specific agreement updates to be provided to VP of Academic Affairs. Provide copies of fully executed Service Agreements to each district for record keeping.

Director of HS Outreach

Send out 5-week progress reports to counselors via Microsoft Teams

Director of HS Outreach, Coordinator of Distance Learning

Visit any new school counselors or administrators.

Director of HS Outreach

	Send out 8-week attendance and grade reports to Secondary Partners	Coordinator of Distance Learning
	Send out accelerated session orientation overview and continue until class start	HS Communications Assistant
October	Begin registration for Spring semester including creation of registration tabs, emailed notification to Counselors on registration dates, registration deadlines, drop dates/deadlines, term dates, progress report dates, college closings, etc.	Director of HS Outreach, Coordinator of Distance Learning, and HS Communication assistant
	Begin building sections in Datatel	Coordinator of Distance Learning
	All Site Visits have occurred	HS Communications Assistant
	Send out 10-week progress reports to counselors via Microsoft Teams Spreadsheets.	Director of HS Outreach and Coordinator of Distance Learning
	Course Evaluation process begins with coordination between IT, Matt Mancuso and CE faculty	Director of HS Outreach
	Begin development of online Professional Development for CE faculty	Faculty Liaisons, Online Department, and HS Communications Assistant

November

Conduct planning meetings at each Center and/or Individual High School, participant schools to share input on schedule and CE Programming

Director of HS Outreach and Vice President of AA

Capture and build Trimester HS sections, enroll students, and update enrollment spreadsheets – notify Liaisons

Director of HS Outreach, Coordinator of Distance Learning, and HS Communications Assistant

Finalize CE Professional Development timeline and email CE faculty with timeline and expectations

Director of HS Outreach, Faculty Liaisons, and CE Faculty

Begin processing IWCC initiated course registration requests according to priority registration schedule.

Coordinator of Distance Learning, HS Communications Assistant, Registrar Assistant

Finalize end of course evaluations timeline with IT and Matt Mancuso.

Director of HS Outreach

Emailed reminder to Concurrent Enrollment faculty to input final grades and assessments into course shell at the end of their academic term.

Coordinator of Distance Learning and HS Communications Assistant

Send WI semester orientation overview notifications

HS Communications Assistant

Begin work on CE Instructor and Faculty Liaison non-compliance letters

Director of HS Outreach, HS Communications Assistant, Academic Deans

December	Emailed reminder to faculty to enter final grades and assessments by Monday at noon following the end of class.	Coordinator of Distance Learning
	Continue entering Spring registrations in addition to building HS course sections in Colleague to coincide with registration of all HS rosters.	Coordinator of Distance Learning
	Course Evaluations Begin & End within a 1-week window. Send reminder to CE Instructor, Liaisons, Academic Deans, and principals evaluation report is ready to view.	Director of HS Outreach
	Continue planning meetings with HS, Centers, etc.	Director of HS Outreach
	Send Orientation email to Concurrent Enrollment students. Generic – NO Orientation associated	Director of HS Outreach and HS Communications Assistant
	Upload IWCC initiated course final grades to shared Microsoft Teams folders for each district	Director of HS Outreach and Coordinator of Distance Learning
	Ensure all new CEI have received proper training prior to first day of instruction.	HS Communication Specialist
	Review Faculty Liaison Appointments	Academic Dean, Director of HS Outreach
	Capture list of graduated academy students from Registrar – send honor cord with congratulations letter	Director of HS Outreach, Registrar, HS Communications Specialist

	Finish work with non-compliance notifications	Director of HS Outreach
January	Continue planning meetings with HS, Centers, etc.	Director of HS Outreach
	Continue registrations, building courses in Colleague, etc. High Schools have 10 days after the start of their term to share HS instructor-initiated courses to IWCC.	Coordinator of Distance Learning
	Follow up until all grades are submitted by HS CEP faculty	Coordinator of Distance Learning
	Begin working with Deans on Academy offering and scheduling.	Director of HS Outreach and Academic Deans
	Build SU Spreadsheets, develop SU program, marketing materials, etc.	Coordinator of Distance Learning Director of HS Outreach, Academic Deans
February	Process all HS initiated Rosters by end of 1 st week of February.	Coordinator of Distance Learning
	Initiate Roster Verification Process with Registrar's Office.	Registrar, Business Office, Director of HS Outreach
	Create Academy Student spreadsheet and send to Registrar for graduation requirements. Also ensure all HS partners have signed & sent back MOU.	Director of HS Outreach
	Finalize planning meetings	Director of HS Outreach

Provide link of Master list of Active Spring HS course sections to Shared Drive for Academic Deans/Faculty and follow up as needed through semester.

Director of HS Outreach, HS Communication Assistant (send reminders)

Capture CEI Syllabi (2/15)

HS Communication Assistant and Academic Dean

Upload 5 Week progress reports to Microsoft Teams shared folders

Coordinator of Distance Learning

Capture and build Trimester HS sections, enroll students, and update enrollment spreadsheets – notify Liaisons

Director of HS Outreach, Coordinator of Distance Learning, and HS Communications Assistant

Begin preparation work for Fall semester: including sending out paper application template, ENG/MAT placement scores matrix, schedules, priority and open registration timeline, registration and drop deadlines to counselors, build FA spreadsheets

Director of HS Outreach, HS Assistant, Coordinator of Distance Learning

Send out accelerated sessions orientation overview and continue until classes start

HS Communications Assistant

March

Initiate billing for Spring semester courses: downloads rosters, email to school counselors, make corrections as needed, send completed finalized roster to Business Office for invoices, Business Office invoices all schools.

Business Office, Registrar, Director of HS Outreach

Course Evaluation timeline process begins with coordination between IT, Matt Mancuso and CE faculty

Director of HS Outreach, IT

Share 8-week attendance and grade report to secondary partners.

Coordinator of Distance Learning

Review Service Agreement contracts for any changes. New as of 2018_19, Service Agreements are multi-year, thus eliminating need to initiate new MOU's until required.

Director of HS Outreach

Upload 10-week progress reports to shared folders

Coordinator of Distance Learning

Begin processing HS applications

Coordinator of Distance Learning

Share Academy Schedule with secondary partners. Build Marketing, and Spreadsheets, Degree programs, and send to Admissions for recruitment.

Director of HS Outreach, Coordinator of Distance Learning, HS Communications Assistant, and Registrar

Gather NACEP Evidence when applicable

Director of HS Outreach

	All Site Visits have occurred	HS Communications Assistant
	Begin development of online Professional Development for CE faculty	HS Communications Assistant, Faculty Liaisons, CE Instructors.
April	Registration opens for all Fall sections. Process applications and registrations according to Priority registration timeline. Open registrations are processed as quickly and efficiently as possible.	Coordinator of Distance Learning, HS Communication Assistant, Registrar Assistant
	Finalize CE Professional Development timeline and email CE faculty with timeline and expectations	HS Communications Assistant, Faculty Liaisons, and CE Instructors
	Mail out copy of Service Agreement for a reminder on year to year renewal to Superintendents and Principals	Director of HS Outreach
	Share curriculum changes with Secondary Partners for planning	Director of HS Outreach
	Prepare for Annual NACEP Survey Report and share with Instructional Council	Dean of Institutional Research and Advancement, Director of HS Outreach
	Begin scheduling Orientations for Fall in collaboration with Centers and individual districts	Director of HS Outreach, Center Directors
	Work with College Store on Orientation dates and book deliveries	Director of HS Outreach

	Finalize end of course evaluations timeline with IT, Mancuso	Director of HS Outreach
	Send our Partnership Satisfaction Surveys	Dean of Institutional Research and Advancement, Director of HS Outreach
May	Upload IWCC initiated final grades to Microsoft Teams folders.	Coordinator of Distance Learning
	Course Evaluations Begin & End within a 1-week window. Send reminder to CE Instructor, Liaisons, Academic Deans, and principals evaluation report is ready to view.	Director of HS Outreach
	Develop Academy and Regional Center, if applicable, MOU and send to partnering school districts. Review costs with Academic Deans.	Director of HS Outreach and Academic Deans
	Remind instructors to post final grades by Monday at noon following the end of the course. Continuous follow up until all grades are submitted.	Coordinator of Distance Learning
	Send SU orientation overview and continue until classes start	Director of HS Outreach and HS Communications Assistant
	Begin work on CE Instructor and Faculty Liaison non-compliance letters	Director of HS Outreach, HS Communications Assistant, Academic Deans

	Capture list of graduated academy students from Registrar – send honor cord with congratulations letter	Director of HS Outreach, Registrar, HS Communications Specialist
	Continue entering registrations as they are submitted from schools. Track enrollments and share enrollment updates.	Coordinator of Distance Learning, HS Communication Assistant, Registrar Assistant
June	Continuous registration, follow up with schools as needed	Coordinator of Distance Learning
	Finish work with non-compliance notifications	Director of HS Outreach
	Close out academic year tasks and begin preparing for next academic year; orientations, update site visit schedules, clean up files, update all CES documents and Communication Folders, CES Website, IWCC Faculty Liaison Handbook, etc.	Director of HS Outreach
July	Post SU progress reports and final grades	Coordinator of Distance Learning
	Conduct end of course evaluations	Director of HS Outreach
	Obtain, track, and store NACEP accreditation documents, when applicable	Director of HS Outreach and HS Communications Assistant
	Start sending orientation notifications and continue throughout month	HS Communication Assistant

Instructional Process

INSTRUCTORS

Qualifications

Faculty shall meet the professional standards as set forth by the Higher Learning Commission. Arts and Sciences: Master's degree in the discipline or a Master's plus 18 graduate hours in the discipline to be taught. Career and Technical: (1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching class OR (2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.

Instructor Approval

Individuals seeking to be approved to teach in the IWCC Concurrent Enrollment program must complete the necessary paperwork required by the college for any instructional position. Transcripts are submitted to the Director of HS Outreach. A copy of the transcripts, along with the Concurrent Enrollment Instructor Application Form, are submitted to the appropriate Academic Dean for review. The Dean will complete the transcript review to determine if the candidate does or does not meet minimum standards. The form is returned to the Director of HS Outreach, the school is notified of the results of the review, and a pre-orientation email is prepared for the newly appointed Concurrent Enrollment instructor.

Personnel Records

The Director of HS Outreach will maintain personnel files of all high school-based faculty who teach IWCC Concurrent Enrollment classes; including official transcripts, resume, faculty agreement and any other official documents associated with the Concurrent Enrollment faculty member. Copies of transcripts and other employment file information may be kept by the IWCC College Liaisons and/or Academic Deans as well. The Director of HS Outreach will enter into the employee data base each IWCC Concurrent Enrollment faculty member's name, address, home phone number, date of birth. A Master list is maintained by the Director of HS Outreach and shared with the Vice President of Academic Affairs, Academic Deans and IWCC Faculty Liaisons.

Instructor Responsibilities

(A) Work Schedule for IWCC paid faculty

Instructors paid by IWCC and teaching at the high school location are required to hold class when the high school begins even if it differs from the college start date. If a high school semester ends at a different time than the college semester, instructors paid by IWCC are required to hold classes at the high school beyond the end of the IWCC semester.

(B) Communications with Campus-Based Faculty

Instructors based in the high schools should be in regular contact with campus-based College Liaisons and should feel free to bring suggestions and/or concerns about the program to the attention of the appropriate College Liaisons.

IWCC Faculty Liaisons will conduct site visit/classroom observation for each high school instructor on a three-year rotation cycle. This is a time to observe academic rigor as it relates to course content, standards, grading, and classroom assessments and discuss any curriculum issues. All new faculty will have a site visit conducted during their first term of instruction.

IWCC Concurrent Enrollment faculty are IWCC faculty and, therefore, will be encouraged to attend all pertinent campus-based faculty meetings, if schedules and agenda's permit.

(C) Annual Professional Development

High school instructors are required to receive professional development by the college. The purpose of the annual professional development is to strengthen the relationship with and provide information to the instructors at the high school. Professional development is offered electronically via classroom learning module initiated by the IWCC faculty liaison. High School Instructors who do not participate in any IWCC professional development after one semester may be placed on probation. If an instructor does not participate in a professional development event in the second semester, the instructor may not be eligible to teach.

(D) Class Rosters

High schools are required to submit rosters within 10 days after that high school begins. After which the roster verification process will begin. The Registrar's office, in collaboration with the Director of H.S. Outreach, will send each instructor's class rosters to the high school counselor's office for verification. These rosters are then returned to Iowa Western so that tuition invoices may be prepared. Students not listed on the roster are not registered for the class and will not receive Iowa Western credit. H.S. students can drop courses with no penalty or charges up until Roster Verification is complete. After roster verification, students dropped from any current course will receive a "W" on

their academic transcript and the school district will be billed the full contracted rate, until 75% of the course is completed. After which, students will not be allowed to withdrawal from the class.

(E) Grading

Instructors are responsible for submitting all their final grade rosters with letter grades online through Iowa Western Learning Management System (IWCC LMS). Questions on user names and passwords should be directed to the IWCC Help Desk at 712-325-3220 or support@iwcc.edu.

Divisions/departments will also require completion of course assessment tools. It is the responsibility of the Academic Dean or College Liaisons to make clear these required materials to the instructor. Instructors should deliver any such material directly to the division.

Student End of Course Evaluation

The IWCC Concurrent Enrollment instructor is expected to perform all teaching duties at a level comparable to other instructors of those same courses on the IWCC campus including posting grades on IWCC LMS and completing course assessments. At the end of each academic term, students enrolled into an IWCC college course offered by a Concurrent Enrollment instructor will receive an end of course evaluation to complete electronically. All results are shared with the Concurrent Enrollment faculty, IWCC faculty Liaisons, building principal and IWCC Academic Dean.

Instructor Evaluation

Because IWCC Concurrent Enrollment instructors are IWCC faculty members, they are evaluated by the same criteria as campus-based faculty. Specifically, IWCC Concurrent Enrollment faculty members will go through student and administrative reviews. In addition, instructors will be observed by the faculty liaison for the academic discipline the first semester teaching and have a site visit each academic year thereafter. The faculty liaison should notify the high school in advance of the intended day of visitation in case of changes in the school's regular daily schedule.

COURSES

Specifications

Courses in which students are enrolled must adhere to the college's academic policies. It is strongly recommended that students, instructors, and high school personnel working with the IWCC Concurrent Enrollment have a copy of the IWCC concurrent enrollment student handbook and become familiar with the general policies of the college.

For courses in which IWCC pays the instructor, the course must have a minimum class size of 12 students enrolled. For courses in which the high school pays the instructor, the minimum class size may be determined by the high school.

Selection

The participating high school should notify the Director of HS Outreach of any new course requests for the upcoming academic year (fall and spring semesters). This request should also be in written form and submitted to the Director of HS Outreach. Upon receipt of the course request, the Director will forward it to the appropriate Division Dean for approval of requested courses.

Instructor Agreement

Once the instructor has been approved, a pre-orientation notification email will be drawn up and faculty agreement form shared. The orientation email and agreement form reflect the various expectations, obligations, and responsibilities of the parties involved. The faculty agreement form is to be signed by the instructor, Principal and Superintendent of the high school. Faculty Agreement forms are stored in the Director of HS Outreach's office within each faculty file.

Instructor Non-Compliance

If an Instructor is found to be noncompliant, a notification will be sent to the instructor, building principal, IWCC academic Dean, IWCC Vice President of Academic Affairs, and the Director of HS Outreach. The instructor will be placed on probation and required to create an improvement plan, the plan must be approved and submitted to the Director of HS Outreach. IWCC academic Dean or faculty liaison will follow up with instructor to ensure compliance is met. If an instructor does not become compliant, the instructor will be denied to continue teaching for Iowa Western's concurrent enrollment program.

Service Agreements

Annually, the Director of HS Outreach will review Service Agreements with each school district. The agreement is signed by the school district and is then returned to the Director of HS Outreach. Each Fall, as needed, the Director of HS Outreach presents all agreements to the Board of Trustees for approval. The agreements are then signed by the Board of Trustees President and Secretary. A fully executed copy is sent to the school district, the original is maintained in the Director of HS Outreach's office.

Scheduling

Classes offered through the IWCC Concurrent Enrollment in various subject matter areas are presented in the same sequence as on the main college campus; in other words, an English Composition II class in the spring semester follows the English Composition I class taught in the fall. Likewise, college Mathematics courses are arranged to be taught in the proper sequence. The Director of HS Outreach will consult with the school districts about what courses will be offered and when during the year.

Students should expect to follow the class schedule as outlined by the instructor. The high school may start classes at the beginning of the semester before the college does and end after IWCC's last day. In such case, the high school should make clear to students their attendance requirements for IWCC Concurrent Enrollment classes during these time intervals.

Students wishing to drop an IWCC Concurrent Enrollment class must do so by the date stated in the IWCC "Schedule of Classes" for the current semester. If a high school has a different schedule for exiting an IWCC Concurrent Enrollment class, this policy should be made clear to students at that school. (For specifications and procedures for dropping an IWCC Concurrent Enrollment class, please refer to the IWCC Concurrent Enrollment Student Handbook for withdrawal information).

TEXTBOOKS

Selection

IWCC Concurrent Enrollment classes are IWCC classes and therefore use the same or approved alternative, textbooks and materials as classes taught on the main campus. These books and materials are selected by the division; however, it should be stressed that IWCC Concurrent Enrollment instructors should feel free to communicate any concerns or suggestions about any class materials to the appropriate division or department. IWCC will provide instructors with a complimentary copy of course textbooks and materials.

Responsibilities

(A) Student

It is the responsibility of the student to pick-up and return books to each designated location.

(B) Instructor

All IWCC Concurrent Enrollment instructors are expected to use the same textbook/s and course materials, in the same editions, as those used for on-campus classes. Complimentary copies of course materials will be provided to instructors. Alternative books may be explored and approved by IWCC.

(C) Deans/Faculty Liaisons

It is the responsibility of the Dean or liaison to order instructor materials for new instructors, or new editions when textbooks are updated.

College Store

The College Store will work directly with each district to assist in ordering, delivering and pick-up of any books.

Guidelines for IWCC Concurrent Enrollment courses

Iowa Western Community College has earned accreditation with the National Association of Concurrent Enrollment Partnership (NACEP) to strengthen our concurrent enrollment classes in the high schools. To maintain this prestigious accreditation, Iowa Western has agreed to adhere to the following guidelines for all postsecondary courses:

Instructors:

1. Faculty shall meet the professional standards as set forth by the Higher Learning Commission. Arts and Sciences: Master's degree in the discipline or a Master's plus 18 graduate hours in the discipline to be taught. Career and Technical: (1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching class OR (2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.
2. Substitute teachers: If an IWCC Concurrent Enrollment instructor is absent for more than five consecutive school days, a substitute who meets the minimum qualifications for an IWCC Concurrent Enrollment instructor must be used.
 - a. If an IWCC Concurrent Enrollment instructor is absent for five or fewer consecutive school days, the substitute may be chosen from the rotation the school uses.
 - b. IWCC faculty liaisons may assist in locating qualified long-term substitutes for area high schools but the ultimate responsibility of locating a qualified instructor lies with the high school.
3. No student teachers or teaching interns should be assigned to IWCC Concurrent Enrollment classes.
4. IWCC Concurrent Enrollment instructors are encouraged to attend all IWCC department meetings with no personal day charged to an instructor for attending.
5. IWCC Concurrent Enrollment instructors must follow IWCC department goals, syllabi, and other academic guidelines.
6. IWCC Concurrent Enrollment instructors must participate in department assessments and student course evaluations.
7. All IWCC Concurrent Enrollment instructors must submit their grades to IWCC based on their high school's grade submission deadline. Grades must be submitted electronically via ROC.
8. IWCC Concurrent Enrollment instructors must complete a new instructor orientation session with their Academic Dean and/or Faculty Liaison before starting teaching, and receive annual professional development initiated by IWCC to be held face to face or electronically.

Students:

1. All student must meet minimum proficiency standards, as outline by Senior Year Plus legislation, in order to register for concurrent enrollment courses
2. All students must complete the IWCC High School Student Application.
3. Students must have qualifying placement scores for all math and English courses. The date on qualifying placement test score reports must be BEFORE classes begin.
4. Waivers are not available. Developmental courses are not allowed under concurrent enrollment programming.

5. All students in a section designated as a college credit earning section must be qualified and registered with the college to earn concurrent enrollment credit.
6. A student expelled from the high school while taking an IWCC Concurrent Enrollment course will be dropped from the course. The student may be able to withdraw from the course or take a grade of Incomplete, subject to IWCC policy.
7. To withdraw from an IWCC Concurrent Enrollment course, student and counselor must submit the request via secured registration process. Drop deadlines are shared with all schools via important dates document and counselor calendar.

Admissions and Registration Procedures

Qualifications

To participate in the IWCC Concurrent Enrollment Program, students must meet the following criteria:

- Be enrolled in grades 9-12 at a participating school district.
- Must meet state mandated minimum proficiency standards as outlined in Senior Year Plus legislation.
- Complete the IWCC Concurrent Enrollment Application.

Continued Enrollment

Students who earn a “C” or better in each class and maintain a 2.0 cumulative IWCC GPA may continue enrollment in the IWCC Concurrent Enrollment Program

If a student at Iowa Western has a grade below a “C” in a course, they cannot take the next course in a sequence; however, the student can take another IWCC Concurrent Enrollment course in a different discipline, provided the student maintains a 2.0 cumulative in the IWCC Concurrent Enrollment classes.

Re-taking college-level courses

High school students taking college-level courses MAY re-take a course while still in high school when a grade below a “C” is received from Iowa Western IF they maintain a 2.0 cumulative IWCC GPA and a 3.0 cumulative high school GPA. However, the last grade earned is the grade that the student receives. For example, if a student takes a course during the Fall semester and earns a “D” and repeats the course during the Spring semester and earns an “F”, the “F” grade is the one that is official.

Registration Process

- The Director of HS Outreach establishes and maintains contact with the high school counselors. Deadlines for submission of enrollment paperwork are established each semester for each high school.
- The IWCC Concurrent Enrollment Application/Registration documents are provided to each high school counselor prior to the registration date.
- Registration dates are determined each semester based on registration deadline dates for IWCC and each high school.
- The Director of HS Outreach goes to high schools as needed each semester to assist in advising the students for the IWCC Concurrent Enrollment Program. Other schools manage their own registration process and submit application and registration requests once they are completed.
- High school students must submit the Application form.
- The IWCC Concurrent Enrollment Application/Registration request is entered into the IWCC computer system.
- Class Rosters are downloaded by the Registrar's Office and emailed to each high school counselor for review and correction.

Billing process

- Once all registrations are processed, the Registrar generates rosters for each school. The rosters are emailed to each counselor with directions on how to add or delete students. Changes are made in Datatel as rosters are returned.
- When all changes are completed, an official roster is downloaded and given to the Business Office.
- The Business Office prepares the invoice for each high school.
- The Director of HS Outreach reviews the invoice and makes corrections as needed.
- The Business Office will send an invoice to each high school for the appropriate tuition each semester. The invoice from the Business Office is based on the contract signed by each high school stating the tuition payments previously established.

Additional processes performed by Director of HS Outreach

- The Academic Calendar is given to each high school counselor with pertinent add/drop deadlines, college closings, and any other important dates.
- IWCC Student Handbook are given to IWCC Concurrent Enrollment students each semester and available online.
- If an official transcript is required, the student must complete a Transcript Release form and submit it to IWCC.