



PNW Concurrent Enrollment Instructor Handbook

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Welcome to the Concurrent Enrollment Program!

We are excited that you will be a part of this endeavor. Concurrent enrollment, sometimes referred to as dual enrollment, provides high school students with the opportunity to earn college credit while still in high school. Concurrent enrollment courses introduce students to the rigors of college coursework early. Additionally, recent studies have shown that many students who participate in concurrent enrollment programs are more likely to go on to complete plans of study and receive a college degree.

As a high school instructor, you are an integral part of the Concurrent Enrollment Program at PNW. Your role is to provide college coursework to your students. To support you in your efforts, the Office of Partnerships & Outreach (OPO) at PNW, which oversees concurrent enrollment, will provide you with the following supports:

- A meeting arranged with the PNW Liaison early in the semester to review course syllabi, objectives, learning outcomes, and common assessments.
- A classroom observation visit, typically occurring around midterm.
- A *Follow-up Visit* with you will also be scheduled prior to the end of the semester. Its purposes are to discuss grade submission, professional development opportunities and to determine if there are any problems or needs with which you might need assistance.
- Participation in professional development opportunities with members of the Academic Department that is home to the course you are teaching.

This handbook should serve as a valuable resource for you during this experience. If you have any questions, please feel free to contact me or other members of the Office of Partnerships & Outreach team.

Again, it is a pleasure to have you as part of the Concurrent Enrollment Program at PNW!



Anne E. Gregory, Ph.D.
Executive Director of Concurrent Enrollment Programs

Mission, Vision, and Values

Mission

Provide an academically rigorous introduction to college for high school students in Northwest Indiana.

Vision

PNW will be the institution of choice in Northwest Indiana and beyond as the center for education, innovation, economic development and culture.

Values

The students, faculty, staff, alumni and entire PNW community:

- Embody a commitment to excellence in all we do.
- Foster a culture that supports growth and success for students, faculty and staff.
- Create a welcoming, collegial environment that celebrates diversity.
- Demonstrate respect, caring, dignity and inclusion for all.
- Promote global citizenship, through learning, interconnectedness, strong stewardship and focusing on improving social outcomes.
- Promote growth and mutual success through developing and leveraging partnerships throughout the area.
- Act with honesty and integrity, adhering to the highest ethical standards of personal and professional behavior, in communicating, learning, teaching, research and public service.
- Accept personal and institutional responsibility for everything we do.
- Innovate to increase lifelong learning.
- Demonstrate pride in our university, community, ourselves and one another.

Concurrent Enrollment Program Overview

PNW collaborates with partner high schools to offer college-level classes taught in high school classrooms by qualified high school teachers.

Concurrent Enrollment Program (CEP) courses:

- provide the opportunity to learn what full-time college coursework will be like
- provide an opportunity to learn more about their area of academic interest
- develop college-level study habits and time-management skills
- provide the experiences of college expectations and academic rigor
- allow students to save time and gain flexibility in college by completing credits in high school

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Concurrent enrollment course offerings span the academic disciplines and include many courses listed on the [Indiana Core Transfer Library](#)—a list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades.

PNW is also a provider of the [Indiana College Core Certificate](#). To learn more about this certificate at PNW, including implications for students who earn the certificate (either at PNW or another Indiana institution), visit our website [here](#).

As a Concurrent Enrollment Instructor, you will work to provide eligible high school students with a college experience that engages them and encourages them to persist in taking rigorous coursework throughout their high school and college careers.

For a full list of PNW's current Concurrent Enrollment course offerings, visit the concurrent enrollment webpage [here](#).

CEP Commitment and Responsibilities

PNW Responsibilities to Partner High Schools

PNW is committed to serving our partner high schools with the utmost integrity, providing quality post-secondary educational opportunities for high school students.

The Office of Partnerships & Outreach is responsible for:

- Communicating all Concurrent Enrollment Program requirements.
- Supporting Academic Departments and Liaisons in providing annual professional development opportunities for high school teachers.
- Registering high school students for transcribed college credit.
- Communicating and responding in a timely manner to all correspondence.
- Making on site high school visits (when requested) to meet with students, parents, instructors and/or administrators.
- Collecting and maintaining data for students enrolled in concurrent courses.
- Providing departments with data summaries following grade submission at the end of each term.
- Maintaining an up-to-date record of high school teacher qualifications, eligibility and any coursework needed to attain/maintain eligibility to teach.
- Maintaining Memoranda of Understandings (MOUs) and Course articulations for each school.
- Confirm semester course offerings with high schools and Academic Departments.
- Maintaining materials and documentation of professional development and training provided to high school teachers that includes attendance, written description of training provided for new concurrent enrollment teachers, etc.
- Providing High School Instructors with student feedback each semester.
- Providing superior customer support for any day-to-day occurrence.

PNW Academic Department Responsibilities

The Academic Departments are responsible for:

- Recruiting, assigning and supporting high quality faculty liaisons to support the high school teachers.
- Review the transcripts of high school to determine faculty qualifications to teach; the length of eligibility to teach; the course(s) for which a teacher is qualified; and/or to determine if additional coursework is needed (and, if so, what types of courses). This information is communicated to the Office of Partnerships & Outreach so that an up-to-date record is maintained.
- Review course syllabi and materials to determine if course(s) is comparable to university course(s). This information is communicated to the Office of Partnerships & Outreach so that an up-to-date record is maintained.
- Review and sign annual MOU with each school in which a concurrent enrollment course from their department is being taught. This information is communicated to the Office of Partnerships & Outreach so that an up-to-date record is maintained.
- Construct, maintain, and provide access to a Brightspace course shell for the concurrent course offerings. This shell shall contain resources, materials, course philosophy, curriculum, pedagogy, and assessment for the course that can be used by the high school teachers in training and alignment.
- Collaborate with the Office of Partnerships & Outreach to offer annual professional development and course-specific training for high school teachers.

PNW Faculty Liaison Responsibilities

Each Academic Department will appoint a Concurrent Enrollment Program Liaison for its courses. This person is vital to the program's success and serves as the key connection between high school students, high school instructors and PNW.

The Liaison will:

- Provide information and relevant updates to all high school teachers about PNW.
- Communicate and respond in a timely manner to all correspondence.
- Understand and adhere to FERPA laws.
- With a new mentoring relationship, where either the concurrent enrollment teacher, course, or liaison is new, the liaison completes two class observations, submitted as videos in Brightspace or in person, and reviewed using the provided rubric (based on the [*NACEP Issue Brief: The Classroom Visit*](#)) in Brightspace. Liaisons also conduct a pre-class meeting with the high school instructor, which can be done using technology and they can also conduct their remaining meetings using technology or in person.
- With a repeat mentoring relationship, where the concurrent enrollment teacher has taught the course before and has been mentored by a returning faculty member, the liaison completes one observation, submitted as a video in Brightspace or in person, and uses the provided rubric (based on the [*NACEP Issue Brief: The Classroom Visit*](#)) in Brightspace.

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- Provide support, guidance and mentoring for concurrent enrollment high school teachers to ensure the delivery of a quality, collegiate-level learning experience for concurrent enrollment students.
- Review the [course syllabus](#) with the high school teachers to ensure consistency in course outcomes and expectations.
- Review grading practices to ensure standards are similar to on-campus courses.
- Review [assignments and assessments](#) to ensure students are being assessed using similar methods to on-campus courses.
- Mentor the high school teacher on disciplinary content, course guidelines, required materials, exams, grading, testing procedures, and common assignments and/or assessments.
- Provide information for the high school teacher on PNW academic policies and procedures.
- Monitor student performance at determined points within the semester for the early identification and intervention with students who may need additional supports for academic success.
- Ensure high school students have access to library and other college services to assist them in their academic success.
- Collaborate with the Academic Department and the Office of Partnerships & Outreach to create and deliver the annual professional development day for high school teachers.

High School Teacher Responsibilities

High school teachers will:

- Work with their PNW Liaison to ensure that their [syllabus and course](#) is articulated with a PNW course. The syllabus and course articulation approvals occur prior to the course being offered; approval from the Academic Department is necessary for the course to be offered in the high school.
- Distribute the approved syllabus to their students.
- Meet with their PNW faculty liaison.
- Submit lecture videos to [Brightspace](#) or arrange in person site visits for observation by their PNW faculty liaison.
- For a new class, new instructor or new liaison, six meetings are required. At least one planning meeting (virtually or in person) between the liaison and high school teacher (which includes new teacher orientation) must occur prior to the start of the semester. At least two classroom observations will occur (via uploaded videos in Brightspace) and one follow-up meeting (completed in person, virtually, or documented through email communications). Liaisons will record their observations and recommendations, which are submitted and reviewed by Academic Departments.
- Repeat course offerings with the same high school teacher and liaison are required to have three meetings. At least one of these meetings will be a classroom observation.
- Respond to communications from their liaisons in a timely manner.
- Schedule [Jump Start](#) (required for new instructors, optional for all others but highly recommended).
- Review class lists and work with the PNW OPO and Registrar's office to communicate

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any and all changes to PNW.

- Submit grades in Banner in a timely fashion adhering to the Concurrent Enrollment Timeline.
- Stay in compliance with FERPA, which must be completed annually.
- Attend required annual professional development in spring and/or fall semesters, as planned by Office of Partnerships and Outreach and/or Academic Department.
- Participate in PNW's concurrent enrollment electronic surveys.
- Have access to the course and/or department [Learning Management System \(Brightspace\)](#) where resources and information is shared and communicated.
- Adhere to [NACEP standards](#) facilitating student connection with university learning resources and student support services.
- Receive and use feedback from students each semester using the university adopted student assessment system to improve instruction and the course.
- Report episodes of academic misconduct to the Office of Partnerships & Outreach immediately upon determining such activity occurred.
- Notify the Office of Partnerships & Outreach of plans to retire, change high school, or the high school's plan to discontinue offering the course.

Non-compliance Policy

If a High School Instructor and/or secondary institution does not comply with their respective responsibilities and expectations, they will be cited for non-compliance with an email warning which will be followed by a written warning to the secondary institution's administration if they continue to be in non-compliance.

The OPO will communicate with the High School Instructor and institution to correct the non-compliance issues. If the High School instructor and/or institution fails to comply with the responsibilities/expectations, PNW has the option to end the class and/or partnership.

Timeline and Dates

*Dates below are approximate. Confirm specific dates with Rachel Meyers (Raweaver@pnw.edu) or visit [our webpage here for updated dates.](#)

	Fall Semester	Spring Semester
Placement Exams Open	July 29 th – Aug 27 th	Nov 25 th – Jan 28 th
Registration forms from High Schools <i>due</i> to OPO	Aug 16 th	Jan 27 th
Verification forms sent to High Schools <i>from</i> the OPO (*Free/reduced lunch roster included) Verification forms are to be completed by the high school instructor	Aug 19 th	Jan. 20 th
Verification forms <i>returned by</i> High Schools to the OPO with the Free/reduced lunch roster included)	Aug 26 th	Jan 27 th
Last day for student to ADD a concurrent enrollment class	Aug 26 th	Jan 27 th
Class lists shared with PNW Liaison	Sept 1 st	Feb 1 st
Last day for student to DROP concurrent enrollment class without penalty	Oct 18 th	Mar 21 st
OPO sends email to high schools with proposed course offerings for the next academic year	Nov 1 st	
Student withdrawal from course deadline w/o impact on GPA	Nov 22 nd	Apr 18 th
Final semester grades submission window	Dec 2 nd -Jan 17	May 5 th - June 13 th
Deadline to confirm concurrent course offerings for next academic year	Dec 22 nd	
MOU and Articulation Conferencing between Academic Departments and High Schools for next academic year	Jan 3- Feb 28 th	
MOUs and Articulation agreements for the next academic year <i>due to the OPO</i>	March 1 st	

National Alliance of Concurrent Enrollment Partnership (NACEP)

PNW is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). As such, we adhere to the standards to help us advance and maintain the quality of college courses offered in our partnership high schools. A link to these standards is found [here](#).

The standards most relevant to you as an instructor are discussed below, and are also explored in the New Instructor Orientation module in Brightspace.

Learning Management System (Brightspace)

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PNW uses [Brightspace](#) as our learning management system. Access Brightspace by visiting PNW.edu and:

- Log in to <https://www.pnw.edu/mypnw/> using your career account username and password
- Locate the menu along the left side of the page and click **Brightspace**
- A box labeled Brightspace will contain a link labeled **Go to My Courses**

All required accreditation documentation will be uploaded via *Brightspace*. Submission spaces for your course syllabi, key assessments, and online forums are available.

The [Office of Instructional Technology](#) is an excellent resource for help navigating Brightspace. Our [Customer Service Center](#) can help with login and other technical issues.

New Instructor Orientation

NACEP Faculty Standard 2 (F2) requires that all new concurrent enrollment instructors must receive an orientation prior to teaching PNW course(s). Details of this required standard are below, including the evidence which must be collected to satisfy accreditation requirements.

NACEP Faculty Standard 2 (F2)	Faculty Liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course. Required Evidence: 1. For each discipline, a sample of course-specific training materials and agenda for new concurrent enrollment instructor training. 2. For each of these examples, a description written by the faculty liaison of how new instructors are trained. Include a description on how the materials provided for evidence are used. 3. Attendance tracking report documenting the date each new concurrent enrollment instructor received initial course-specific training.
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The OPO will coordinate an administrative New Instructor Orientation for new instructors through Brightspace. Department Liaisons and Department Chairs will provide the required discipline-specific orientation for new instructors in their subject area. Following the orientation, the liaison will submit the required evidence listed above into New Instructor Orientation space in OPO [Brightspace](#) page.

Jump Start

Jump Start presentations are offered to help CEP students navigate their experience as a concurrent enrollment student. During a Jump Start presentation, OPO staff will visit the high school classroom to discuss relevant concurrent enrollment policies and procedures (particularly those outlined in the [CEP Guide to Student Success](#)), as well as the consequences for students if they do not take their college coursework seriously. In addition to the Administrative New Instructor Orientation, all new instructors are required to schedule a Jump Start presentation for their students during their first semester teaching. This serves as a continuation of the New Instructor Orientation and not only helps instructors better understand the concurrent enrollment program, but also allows for continued support by the OPO staff.

Syllabus and Key Assessment Review

To ensure quality and comparability in our high school CEP sections, the liaison should review the course syllabus and key assessment(s) prior to the start of the class. Instructors should submit copies of their high school syllabi to the OPO Brightspace page in the appropriate submission spaces; liaisons should also submit copies of the PNW on-campus syllabi. NACEP Curriculum standard 2 addresses the syllabus requirement, and Assessment Standard 1 addresses the Key Assessment. In addition to these NACEP requirements, CEP Instructors should refer to the [Attendance](#) and [Plagiarism](#) policies below for guidance on items to include in the syllabus.

<p>NACEP Curriculum Standard 2 (C2)</p>	<p>The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.</p> <p>Required Evidence:</p> <ol style="list-style-type: none"> 1. Paired syllabi from on campus and concurrent enrollment sections from one course per discipline, with the learning objectives highlighted. 2. A Statement of Equivalency for each discipline written by each discipline’s faculty liaison that follows the NACEP Statement of Equivalency Guidelines. A standard response is not appropriate.
<p>NACEP Assessment Standard 1 (A1)</p>	<p>The college/university ensures concurrent enrollment students’ proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.</p> <p>Required Evidence:</p> <ol style="list-style-type: none"> 1. A Statement of Equivalency written by each discipline’s faculty liaison that follows the NACEP Statement of Equivalency Guidelines. A standard response is not appropriate.

	2. Paired student assessment tools from on-campus and concurrent enrollment sections – one paired example from each discipline for side-by-side comparisons (such as final exam, lab exercise, essay assignment, or grading rubric).
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From the above, it is clear that NACEP also emphasizes the Statement of Equivalency to ensure equivalence in courses. The Statements of Equivalency are on file in the OPO and will be sent to Department Chairs and Liaisons annually for review and updating, if necessary. This process takes place at the end of the academic year. The most current Statements of Equivalency can be found in [Brightspace](#).

PNW Student Policies and Resources

CEP Guide to Student Success

All concurrent enrollment students receive a copy of the [PNW CEP Guide to Student Success](#) each year, which is also available for instructors to view in the Instructor Brightspace page. The CEP Guide to Student success details the most relevant student policies for concurrent enrollment students and includes all relevant dates and contact information to help support their experience.

In addition, concurrent enrollment students are considered PNW students and have access to the PNW Dean of Students office. Therefore, in addition to the information in the CEP Guide to Student Success, they are expected to follow the PNW Academic Integrity and Academic Standing policies as outlined below. Outside of those listed here, a more complete list of PNW policies and resources relevant for students can be found at the Dean of Student's pages below.

<https://www.pnw.edu/dean-of-students/policies/>

<https://www.pnw.edu/dean-of-students/parent-and-supporter-resources/>

Academic Integrity Policy

The Academic Integrity process is one component of an overall system promoting academic integrity at Purdue University Northwest. Academic dishonesty comes in many forms, including (but not limited to) cheating on exams and committing plagiarism on assignments. Academic dishonesty need not be intentional. Instructors are charged with the responsibility of responding appropriately and promptly to instances of academic dishonesty that occur among students in their courses. An instructor who determines that academic dishonesty has occurred possesses the authority to impose on the student(s) in question any grading penalty he or she deems appropriate, up to and including issuing a failing grade for the course.

Academic Notice, Separation, and Readmission

Academic Notice

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A student at Purdue University Northwest shall be placed on academic notice if the student's fall or spring semester or overall or cumulative GPA at the end of any fall or spring semester is less than a 2.0.

A student on academic notice shall be removed from that standing at the end of the first subsequent fall or spring semester in which the student achieves semester and overall GPAs equal to or greater than 2.0.

Any grade change due to a reporting error will result in a recalculation of the GPA and determination of notice standing.

Academic standing will not be assessed in summer sessions.

Students Separated from the University Due to Academics

A student on academic notice shall be dropped from the University at the close of any fall or spring semester in which the student's semester and overall GPA is less than a 2.0.

Any grade change due to a reporting error will result in a recalculation of the GPA and determination of academic separation.

Academic Standing Regulations

A student must maintain a minimum 2.0 semester **and** cumulative GPA to remain in Good Academic Standing.

Access and Accommodation

PNW is committed to providing equal access to education for all students. On-campus PNW students that have a disability or believe they may have a disability are invited to contact the [PNW Disability Access Center](#) to determine eligibility and/or submit accommodation requests. Concurrent enrollment students should work with their high school counselors for accommodations in high school.

Appeals

Students who wish to appeal their GPA and/or assessment score requirements need to work with their high school teacher and the PNW Liaison to complete [the appeals process](#).

Attendance

Students are expected to attend all course meeting dates. Instructors may determine a specific policy regarding attendance in their class and the impact, if any, student non-attendance might have on their final grade. If an instructor decides that an attendance policy is warranted for his/her class, **then that policy must be included on his/her syllabus.**

Drop/Add/Withdrawal

Students needing to initiate a withdrawal from all their college courses can do so by contacting their high school teacher, high school counselor, or PNW liaison. PNW encourages students to meet with their counselor before making a decision, as withdrawing may have an impact on high school diploma requirements, satisfactory academic progress, and future eligibility to receive

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financial aid and eligibility for enrollment in college. Concurrent enrollment students have until the designated drop/withdrawal dates listed in the [date portion](#) of this document.

Grade Information

Semester Grade Point Average

To determine semester grade point average, you need to determine the number of total semester points earned during the semester and the total credit hours that were attempted.

Semester Points/Semester Credits Attempted = Semester GPA

Cumulative Grade Point Average

To determine overall grade point average, you need to determine the number of total grade points earned and the total credit hours attempted beginning with the first semester of attendance.

Total Grade Points/Total Credits Attempted = Cumulative GPA

GPA Calculation

PNW Instructors have the option of assigning plus/minus letter grades. Quality points are allocated to each recorded grade according to the following scale:

Letter Grade	A+, A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Points	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

Plagiarism Policy

Plagiarism is the use of someone else's words and ideas as one's own. Any instructor who has evidence of plagiarism will provide the student with the opportunity to provide an alternate explanation for the evidence or admit fault. The instructor may choose one of the following options in dealing with this infraction; **this policy must be outlined in the submitted syllabus.**

1. Reprimand the student and require a revision of the work.
2. Lower the grade on the assignment/exam without the opportunity to regain the lost credit.
3. Withdrawal of the student from the course.
4. Enter the grade of "F" for the course.

Student Rights and Responsibilities

Purdue University students enjoy the protections and freedoms afforded in the [Bill of Student Rights](#). Privacy, expression, grades and more are addressed in this document.

Transcript Request

Official transcripts of a student's academic record are provided free-of-charge. Transcripts may be ordered and/or received at Lawshe Hall, Room 130, Desk 3 (Hammond Campus) or Schwarz Hall, Room 120 (Westville Campus). Students will be asked for a valid picture ID at pick-up. Transcripts may also be requested through the students PNW portal or by contacting Tracey Radtke at radtket@pnw.edu.

University Resources

A list of additional resources available to students enrolled in Concurrent Enrollment Courses can be found [here](#).