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WITCC Mission

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

Values and Guiding Principles

Student Learning. We value the personal, intellectual and occupational growth of our students.

Quality. We are committed to quality instruction and services to maximize student success and employer satisfaction.

Access. We provide access to the College by addressing student needs related to time, location and cost.

Diversity. We respect individual differences and strive to meet the needs in our diverse communities.

Lifelong Learning. We promote lifelong learning for personal and professional development.

Academic Freedom. We are dedicated to the free exchange of ideas and information which promotes our growth as an educational institution.

Shared Governance. We believe in shared governance and encourage our employees and students to contribute the development of the College.

Efficiency and Effectiveness. We are committed to continuous improvement and fiscal responsibility within our educational programs and College services.

Dedication. We value a workplace which promotes mutual respect and cooperation between the College and the employees.

Professional Integrity. We are committed to the high standards of ethics and integrity in our relationships, our professional activities and the performance of our duties.
What is College Now

College Now, our high school Concurrent Enrollment Program (CEP) at Western Iowa Tech Community College (WITCC), has been in existence since 1992. During the 1992/93 school year, College Now started with six high school partners, six course sections, and eighty enrollments. Currently, College Now has grown to twenty eight high school partners. The Iowa Legislature in conjunction with the Iowa Department of Education has supported the growth for concurrent programs through current legislation called Senior Year Plus, found at www.iowaeducate.gov that allows financial incentives for the secondary and post-secondary community college partnerships. The guidelines provided for this collaboration ensure increased student access, equity, program consistency and quality statewide. Our partner schools provide payment for the CEP courses through an agreement/contract with WITCC. The schools receive supplemental funding to offset costs associated with tuition.

WITCC College Now Program information is located on our college web site at http://www.witcc.edu/highschool. Students and parents can find out which courses are available to them at their high school, how to enroll, and the WITCC College Now Handbook. College Now instructors have access to our college information and communication system, mywitcc, and an email address to receive ongoing information. They also have access to our College Now Handbook at our web site, http://www.witcc.edu/highschool under College Now Handbook.

The college academic structure includes the following six divisions:

- Business/Arts
- Humanities/Communications
- Industrial Tech/Transportation
- Math/Science/Social Sciences
- Nursing/Allied Health
- Public Services/Networking

All College Now courses offered under each division are listed in (Appendix A). Each course listed has a designated page number to direct you to the course description located in our catalog.

College Now courses include Concurrent Enrollment, Post-Secondary Enrollment Option (PSEO), Great Start and Articulated courses.

Concurrent Enrollment courses are those offered at the high schools. Concurrent enrollment, often called dual credit, refers to a course through which a student is earning both high school and college. The course is typically taught at the high school by a high school instructor who has been approved by WITCC. The course length and contact hours in the high school match the
length and contact hours required at WITCC to ensure rigor. WITCC works with high schools to provide programming to meet state and local requirements.

**PSEO and Great Start** courses are offered to high school students at a WITCC campus or online. The school district can choose to register students on either form. Discuss with the College Now Coordinator which registration process is best for your district.

**Articulated Courses** are high school courses that meet the college course competencies and have a signed Articulation Agreement with WITCC. These courses are high school credit only until a high school graduate attends WITCC within twelve months of graduating and submits a signed High School Articulation Validation form from the high school teacher. *(Appendix B)*

Enrollment in a College Now course generates an official college transcript for each student reflecting grades, withdrawals, grade point average, etc. Students do not receive a bill from WITCC for courses. All billing is send directly to each school district at the end of each semester.

WITCC College Now Concurrent Enrollment Program is seeking accreditation through the National Alliance for Concurrent Enrollment Programs (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.
Implementing a College Now Concurrent Enrollment Course

1) **Identify course to be considered.**
   - Only courses pre-approved for concurrent enrollment may be offered at the high school. Not all courses offered at the college are eligible as concurrent enrollment courses. To find out which courses are eligible for concurrent enrollment, talk to the Program Coordinator for College Now.

2) **Consider who will teach your course.**
   - High school instructors must be approved by the WITCC Division Chair over the specific program.
   - If a high school does not have a qualified instructor, WITCC will assign a qualified adjunct. In this situation, the cost of instruction will be billed to the school district.

3) **Schedule a meeting with the College Now Program Coordinator, Division Chair, high school administrator, and College Now approved high school instructor or WITCC assigned adjunct.**
   Discussion items will include:
   - Course Outline/Course Syllabus
   - Textbooks/Lab materials needed
   - Contact hours/days and minutes course will meet
   - Instructor expectations
College Now Instructor Credentials

- Certification requirements for career and technical classes differ based upon the course. Contact the Division Chair over the requested area for more information. All instructors must meet the Minimum Faculty Standards as outlined in Iowa Legislative Code 281-IAC 24., 281-IAC 24.5 s (Appendix C).
- Instructor must submit an application and unofficial copy of undergraduate and graduate transcripts. Applications should be submitted to the appropriate Division Chair and the College Now department.
- Upon approval, College Now instructors will receive a “Welcome” folder with several documents to be completed and sent back to WITCC, training materials, course information, contact information and invitation to Adjunct Orientation.
- When an applicant is denied, a letter is sent from the College Now Coordinator to the applicant outlining the criteria the applicant must meet. A summary of the information we have received and reviewed is provided. If our information is inaccurate or incomplete, the applicant may provide additional information. An applicant may also reapply once they have met the requirements outlined.

College Now Instructor Expectations

- Academic Integrity and rigor: Concurrent enrollment classes are college level courses, and instructors accept the responsibility for maintaining academic integrity and rigor.
- Syllabus: Submit a WITCC approved syllabus (a template is provided to all College Now instructors (Appendix D) prior to course starting. This must be emailed to College Now representative or WITCC Department Division Chair. All syllabi are derived from the COR (Course Outline of Record). The modality and methodology of instruction may vary and individual instructors may add information to their syllabus, but no change may conflict with the information contained in the in the official COR. Any major changes must be approved by the Division Chair, Dean of Instruction and the Curriculum Committee. A course syllabus must be given to each student.
- Enrollment Verification: Instructors review class rosters at the beginning and middle of the terms and assist College Now representative in keeping rosters accurate with student enrollments. WITCC’s “10-day Count” occurs ten days after the first day of course. Within this time frame, College Now Representatives will visit each high school to confirm rosters.
- Grading: Instructors publish a grading scale for their course on the syllabus for courses and submit final grades online through the WITCC portal.
- Site Visit: Instructors understand that the WITCC Faculty Liaison or Division Chair will conduct periodic site visits and classroom observations. Because concurrent enrollment students receive college credit from WITCC, the purpose of these
observations is to facilitate alignment of course curricula, learning objectives, and assessment methods. Increased communication among WITCC faculty at our partner high schools and WITCC faculty will be beneficial to our mutual educational goals.

- **Orientation:** New concurrent enrollment instructors take part in concurrent enrollment orientation in August and/or January at WITCC prior to teaching a College Now course at their school.

- **Initial Meeting:** New concurrent enrollment instructors meet with their Faculty Liaison and Division Chair to review their course syllabus, textbook, instructional materials and resources before instructing a College Now course.

- **Course Evaluation:** College Now instructors are required to ask students to complete the WITCC end of course evaluation each semester for each course they instruct. Surveys are mailed out to each instructor at the end of each semester.

- **Professional Development:** All College Now instructors are **required** to attend at least ONE on campus training within each academic year. Several opportunities for professional development are provided. Attendance will be recorded by Division Chair and/or College Now Coordinator. Non-compliance with annual professional development results in a conference with the Division Chair, College Now Coordinator, and the high school administration. If the non-compliance concerns identified are not resolved, the instructor is not permitted to teach the College Now Course the following academic year.

**Non-Compliance with Instructor Expectations**

Non-compliance with any of the outlined instructor expectations including annual professional development, concerns identified from faculty liaison site visits, or end of term course evaluations will result in a conference with the Division Chair and the College Now Coordinator. Concurrent enrollment instructors are provided with the resources and/or support necessary to assist them in meeting the required expectations during the following semester and academic year. An additional follow-up visit(s) and conference(s) will occur during the next academic year. If non-compliance continues in year two, the instructor’s ability to teach the College Now course will not be renewed for following academic years.

**Textbooks**

The high school must purchase and use a WITCC approved textbook. Textbooks are approved for high schools to use for three years. After three years it is determined by the Division Chair if new textbooks for the College Now course are required.
**Division Chair/Faculty Liaison Responsibilities**

College Now is proud to have WITCC faculty and Division Chairs committed to working with concurrent enrollment instructors to ensure quality, consistency, and curricular alignment of concurrent enrollment courses. Faculty Liaisons serve to assist Division Chairs in improving overall communication and encourage dialogue between WITCC faculty and high school concurrent enrollment instructors to enhance teaching and learning.

**Faculty Liaison Responsibilities**

- Conduct Site Visits and Reports. At the completion of a Site Visit, the Faculty Liaison completes a “Collaborative Site Visit Report” *(Appendix E)* to ensure the alignment of College Now Concurrent Enrollment courses with those taught at WITCC. This report is NOT intended as an instructor evaluation.
- Ensure each concurrent enrollment course includes a common assessment
- Hold individual or departmental meetings with high school concurrent enrollment instructor, as needed.
- Assist in designing and delivering orientation workshops for new high school concurrent enrollment instructors.
- Assist in designing and delivering professional staff development workshops for continuing high school concurrent enrollment instructors.

If you would like to know who the College Now Faculty Liaison for your course(s) is, please contact Maria Slaughter at 712.274.6400 ext. 1216, or maria.slaughter@witcc.edu.

**Student eligibility for College Now courses**

- High school students must meet the same course requirements as students attending classes on WITCC campus.
- Senior Year Plus handbook mandates on page 7, under Student Eligibility, “The Student shall have taken appropriate course prerequisites, if any, prior to enrollment in the eligible postsecondary course, as determined by the eligible postsecondary institution deliver the course”.
- If the College Placement Test (CPT) is required as a prerequisite for a course, it is required that students take the (CPT) at any Western Iowa Tech campus or it can be proctored at the high school by the guidance counselor.
- If a student does not meet the eligibility requirements after taking the CPT, the school may recommend that the student be allowed to take the course by submitting a letter of recommendation on the student’s behalf in lieu of the eligibility requirements. In this situation, it is also required that a Student Assumption of Responsibility form be signed and submitted to WITCC *(Appendix F)*.
- The College Now Registration form also states that a high school counselor is confirming that all prerequisites and qualifications for student are being met. The form requires a
guidance counselor signature and College Now will not register student without this signed registration form. *(Appendix G)*

**Student Responsibility for College Now Courses**

- Students are responsible for registering for their WITCC College Now classes through their high school counselor.
- Students under the age of 18 are responsible for acquiring a parent’s signature for all PSEO classes.
- If a student drops course(s) after they have registered, it is the responsibility of the student to meet with the high school counselor and fill out the appropriate “withdrawl” form prior to the deadline *(Appendix H)*.
- Each high school has a policy for courses dropped after the deadline. It is the student’s responsibility to know this policy for their high school.
- The student is responsible to use all textbooks in an appropriate manner, and return books at the end of the semester in excellent condition. If not, the student may have to pay for the book.
- At the end of the semester or year (for year-long classes), the student must contact WITCC to request an official WITCC transcript to be sent to any other college for evaluation.
- It is the student’s responsibility to check with the transfer institution to see if classes are transferrable.
- The WITCC Student Handbook lists student rights and provides a complete listing of WITCC policies and procedures for all College Now students.
- The WITCC Student Handbook can be found on or website [www.witcc.edu](http://www.witcc.edu), on the left go to STUDENT SERVICES, then STUDENT HANDBOOK.

**Registration Process for College Now Courses**

- Each concurrent enrollment student must complete a College Now application/registration and submit ACT or College Placement Test (CPT) scores when required. Some courses require a pre-requisite course or certain score on the ACT or CPT. *(Appendix G)* provides a sample registration.
- Registration for all College Now courses takes place in the months before classes start. A specific timeline with registration dates will be communicated before each semester. College Now representatives receive high school counselor or administrator approved rosters, spreadsheets, or applications from all partnering high schools. Registration begins immediately upon receipt. WITCC Concurrent Enrollment rosters are printed a week prior to classes starting.
- Within first 10 days of each semester, College Now representatives visit schools and compare WITCC rosters to the high school rosters. During this initial visit, the College Now representative visits classrooms to register any student that wasn't preregistered.
The representative will explain college credit opportunities, guidelines, and all Career Academy opportunities that may be related to the class and high school students.

- PSEO and Great Start students are registered immediately as applications are received as well.

**Add/Drop Policy**

Students may change course(s) by contacting their high school counselor. All College Now adds/drops must completed within 10 days of the start of the class and faxed to the College Now Department immediately (712)274.6453. An official Add/Drop form (Appendix H) must be completed, approved, and signed by the high school counselor. The form is then faxed to the College Now department prior to the deadline for that semester. Students wishing to add or drop a course must do this through their counselor. It is imperative that high school counselors are aware of these changes so they can adjust the student’s schedule.

**Grading**

At the beginning of the course, the instructor will inform students of the criteria to be used in determining the final grade and publish the criteria on their class syllabus.

Concurrent enrollment students need to understand the implications of starting a college transcript:
- Grades for concurrent enrollment courses become part of a permanent college transcript.
- Poor grades in concurrent enrollment courses could have an impact on college academic standing and eligibility for financial aid after high school.
- Students should understand the difference between cancelling a course and withdrawal from a course and what the calendar deadlines are.

**Submitting Grades**

Concurrent enrollment instructors are required to enter final grades online within 10 days after conclusion of the course. Only final grades must be submitted. If a student is unable to complete work during the term due to special circumstances beyond the student’s control, an “I” (Incomplete grade) should be submitted in the final grading field along with the final deadline for the student to submit work or complete exams. Any “incomplete” for a course must be discussed and approved by Division Chair and College Now Coordinator. Detailed instructions for logging into and reporting grades online are provided (Appendix I).
Transferring WITCC College Now Credit

Every college and university has its own policies governing transfer of credit. Credit is usually accepted on a course-by-course basis and will vary widely at private colleges and those outside of Iowa. In some cases, a college may accept some, but not all, of these credits. The credits that students earn while participating in the Concurrent Enrollment Program are, of course, accepted at WITCC. We recommend that students check with colleges they are interested in attending and inquire about their policies regarding transfer credits.

Transcript Requests

Students may request an official transcript by either of the methods below. Transcript requests will only be processed if the request is submitted by the WITCC student. Federal law prohibits the release of student information to anyone other than that student. Note: Grades for concurrent enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.

Via the Internet:
1. Go to www.witcc.edu/alumni_friends/transcripts.cfm or email transcripts@witcc.edu
2. Click on TRANSCRIPT REQUEST FORM
3. Complete TRANSCRIPT REQUEST FORM
4. Fax or Mail in completed form with $4.00

Written Request:
If the student does not have access to the Internet, we must have a request in writing which includes the following information:
* Current name and any previous names
* Dates of attendance
* Student ID or SSN
* Student signature
* Complete address for where transcript needs to be sent to

Transcript Requests must be mailed to:
WITCC Transcript Center
PO Box 5199
Sioux City, IA 51102

Evaluation of Courses

WITCC students complete evaluations of their WITCC courses each semester and, as part of the WITCC student body, concurrent enrollment students also complete evaluations of their concurrent enrollment courses. This is also a requirement of National Alliance of Concurrent Enrollment Partnerships (NACEP) standards. Each semester WITCC provides the evaluation instrument. There is a rating scale (e.g. Always, Most of the Time, Some of the Time, Never, Does Not Apply).
The survey instrument is designed to assess student perception of the CEP course. The WITCC College Now department collaborates with WITCC Institutional Research Department to evaluate all concurrent enrollment program courses. The results of the evaluations are reviewed by Division Chairs and the College Now Coordinator before distribution to the instructors at the close of the term.

**College Now Instructor Support and Benefits**

WITCC College Now recognizes the importance of keeping our concurrent enrollment instructors at the forefront of education. We are pleased to be able to provide the following CEP instructor benefits:

- **WITCC Campus Library:** All CEP instructors have access to the WITCC library and resources available for check-out. Most library services are available online.
- **Tours:** We enjoy hosting tours of the college for CEP instructors and their students upon request. If you would like to visit the college, and/or connect with your on campus Faculty Liaisons or other faculty on campus, please contact the WITCC College Now offices at 1-800-352-4649, extension 1216.
- **Professional Development:** We host Professional Development Days throughout the academic year. For additional information on any of these opportunities, please contact College Now at 1-800-352-4649, extension 1216.
- **College Now support:** A College Now representative is assigned to each school. The representative communicates with the high school counselor and is available to meet with the instructor, counselor, or administrator to discuss opportunities, new course proposals or issues related to College Now. The College Now representative maintains communication with the school administration regarding registration, course rosters, grades, and transcripts.
- **CEP classroom support:** The College Now representative is available to meet with CEP classes or individual students to provide assistance with college registration, obtaining transcripts, transferring credits, and Career Academy information.
- **College Now instructors** have access to the anti-plagiarism website and instrument, [www.turn-it-in.com](http://www.turn-it-in.com). Please contact the College Now Program Coordinator to set up an account.
**Student Academic Responsibilities**
Students are responsible for their own learning and development. They have a responsibility to be an active learner by attending class, completing class and laboratory assignments, and preparing in advance of the scheduled class session. Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. Students should assume responsibility for fostering effective relationships with instructors and peers. Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed. Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment or complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Examples of academic dishonesty include, but are not limited to, the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise including, but not limited to, the following:
   a. Substituting on an exam or course for another student.
   b. Submitting a paper written by another person.
   c. Copying with or without the other person’s knowledge during an exam.
   d. Turning in a paper that has been obtained from a commercial research firm or internet site.
   e. Using unauthorized notes during an exam.
   f. Padding items on a bibliography.
   g. Accessing and/or altering exams or grade records.

2. **Plagiarism.** A student must not use the words and/or ideas of another, representing them as his/her own, without proper credit to the author or source.

3. **Fabrication.** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

4. **Dual Submission.** A student is expected to submit work solely for a single course unless prior written permission of the instructor is obtained that addresses the nature of the changes required in that work before submission to a second course.
5. Facilitating Academic Dishonesty. A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

**Responsible Use of Services**

Students are responsible for appropriate use of services provided by the College. This includes the following:

1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success; and
4. Meeting financial obligations to WITCC and those incurred through student loan programs.

**Computer Conduct**

College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:

1. Unauthorized copying of anything that is licensed or protected by a copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
COLLEGE NOW DEPARTMENT CONTACTS

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Appendix C

MINIMUM FACULTY STANDARDS

24.5 (1) Faculty
Community College employed instructors who are under contract for at least half-time or more, and by July 1, 2011 all instructors who teach in Career and technical education or arts and sciences shall meet minimum standards. In accordance with Iowa Code Supplement section 260.48 (1) as amended by 2008 Iowa Acts, House File 2679, standards shall at a minimum require that community college instructors who are under contract for at least half-time or more, and by July 1, 2011 all instructors meet the following requirements:

**Arts & Sciences Transfer College Credits Teaching Requirements**

- Possess a master’s degree from a regionally accredited graduate school and have successfully completed 12 credit hours of graduate level course in each field of instruction the instructor is teaching

**OR**

- Have two or more years of successful experience in a professional field in which the instructor is teaching classes and in which postbaccalaureate recognition or professional licensure is necessary for practice (e.g. law, engineering, accounting, medicine)

**Career & Technical College Credit Course Teaching Requirements**

- Possess a baccalaureate or graduate degree in the area or related area of study or occupational area in which the instructor is teaching classes

**OR**

- 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

Also, all CTE instructors must be Registered/Certified/Licensed in the occupational area if required by the state.