

Eastern Wyoming College Post-Secondary Options Program

Concurrent Enrollment MEMORANDUM OF UNDERSTANDING

**Between Eastern Wyoming College
And
Converse County School District #2**

PROGRAM TITLE

Eastern Wyoming College Post Secondary Education Options Program – Concurrent Enrollment

DEFINITION

Concurrent Enrollment

Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by the college as having equivalent course content, learning objectives, and work assignments as an existing college course. Course content and learning objectives are equivalent to the related college course as determined and defined by the college faculty.

High school faculty teaching concurrent enrollment courses will be considered adjunct faculty for the purposes of the college. Adjunct faculty teaching concurrent enrollment courses are approved by the college and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative for issues such as student records, grades, and other student or learning issues.

Because it is a college course, the student will be graded consistent with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college. The students will receive a grade on the official college and high school transcripts.

PURPOSE

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post secondary education.**
 - Establish a partnership to support student success.
 - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
 - Ensure that the high school faculty and students are informed of the rigor of college courses.
 - Ensure that more high school students are prepared for college-level work upon graduation.

- **Serve as an access point for students who otherwise are unlikely to attend college.**
 - Reduce the time associated with completing a postsecondary credential.
 - Provide opportunities for those who did not know that they were “college material.”
 - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
 - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.

- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
 - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

COURSE OFFERINGS

EWC will collaborate with the appropriate personnel at the local high school to identify potential courses and faculty for that high school.

FACULTY APPROVAL

High school faculty who teach concurrent enrollment courses are EWC adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other EWC adjunct faculty. All employment forms and transcripts must be submitted through the EWC Outreach Office.

At a minimum, faculty teaching transfer courses must have 18 hours above a bachelor’s degree in the teaching field; a master’s degree in the appropriate discipline is preferred. Faculty who teach occupational courses must have the appropriate degree, certification, and/or work experience. The EWC Outreach Office will provide contact information to all parties, and the EWC division chairs will provide the appropriate degree, certification, and/or work experiences required of an adjunct faculty member who teaches courses in specific curricular areas.

BEFORE any students can enroll in a concurrent course, two approvals must be completed:

1. An **Approved Faculty Member**: The high school faculty member must have been approved as an EWC adjunct faculty member. To do so, he/she must meet the minimum requirements for approval as stated for transfer and/or technical courses.
2. An **Approved Course Syllabus**: The course syllabus must be completed and approved by the EWC Associate Vice President for Outreach as meeting the same objectives and competencies as the on-campus course. Adjunct instructors must use the same course syllabus as that being used on campus unless the high school adjunct

instructor and an EWC full-time instructor jointly develop a different course syllabus. Typically, the same textbooks must be used although some departments have multiple texts than an instructor may select.

3. **Submission of Syllabus:** The course syllabus must be submitted for each semester the course is taught. It should be on file at EWC before the class begins.

STUDENT ELIGIBILITY

- HS students must meet the same criteria as any college student enrolling in a community college course. The school district can require additional criteria in this agreement (defined below in Terms of Agreement).
- Approvals:
 1. High school counselor or principal must sign the appropriate form authorizing enrollment.
 2. Parent signs that student is enrolling in a college course.
 3. Student signs that he/she is enrolling in a college course with college regulations and guidelines as well as creating a college academic record.
 4. Student signs that his/her grades can be released to the high school and to parents (FERPA).
- All students must meet EWC's criteria for transfer or technical courses.

Standards for enrollment in TRANSFER courses must:

1. Be seniors and juniors (sophomores by special exception only) – *and*
2. Have permission from their parent(s) or guardian(s) and high school counselor or principal- *and*
3. Score high enough on EWC's required placement exams to be placed in the appropriate college-level course. The "cut-off" scores for placement are determined by EWC -OR- have an equivalent score on other national exams, such as ACT or SAT.

Standards for enrollment in TECHNICAL courses must meet the standards agreed upon by the college and high school faculty. Usually those standards are competency-based. Typical standards include:

1. Be seniors, juniors (sophomores by special exception only),- *and*
2. Have permission from parent(s) or guardian(s) and high school counselor or principal.

PROGRAM COORDINATION

The high school will provide a designated official at the high school to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to) coordination of appropriate paperwork (WDE requirements, course summary form, student registration, etc.), act as communication liaison for college with faculty and students, assist college personnel in implementation of electronic course evaluations, etc. The designated high school official will also assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent enrollment course will result in a college grade on a college transcript and a high school grade on a high school transcript.

The college will provide a designated official at the college to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to) database

entry of concurrent enrollment classes, data entry of student registrations, notifying students of appropriate student services issues, etc.

TUITION AND FEES

By WS 21-20-201, if there is a concurrent enrollment agreement, students cannot be charged.

As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Therefore, the school district agrees to pay the tuition for all students enrolled in concurrent enrollment based on the final class roster issued on or about midterm of the current semester. After the college receives the sum for students' tuition from the school district, the college agrees to pay an identical amount to that school district for space, supplies, instruction, and other related costs.

TEXTBOOKS

EWC full-time faculty and Division Chairs select or approve the textbooks for concurrent enrollment courses and will take reasonable measures to inform concurrent instructors of planned changes. The high school is responsible for ensuring that textbooks are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."*

COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. All students will have access to the college's online student portal that includes

- E-mail address.
- Tutoring through EWC's 24/7 online tutoring program.
- Access to online research and library resources.

TERMS OF AGREEMENT- CONCURRENT ENROLLMENT

Be it known that Eastern Wyoming College (EWC) and Converse County School District #2 have agreed to the following:

1. EWC will offer college courses on the HIGH SCHOOL campus. The course(s) will be scheduled in the HIGH SCHOOL daily bell schedule and according to the HIGH SCHOOL calendar and will meet no less than the minimum number of seat hours required for each college credit as determined by EWC.
2. Upon successful completion of a course, the participating students will receive academic credit from EWC and the HIGH SCHOOL.

3. The participating students may only register for courses offered at EWC during the fall and spring semesters under this agreement.
4. The adjunct faculty member is responsible for providing grade information to the EWC Registrar within ten working days after the end of the class as determined by the HIGH SCHOOL.
5. HIGH SCHOOL will provide a classroom and needed instructional technology on site for the college class.
6. HIGH SCHOOL will provide an instructor for the college class who meets the qualifications for adjunct faculty at EWC. The instructor will be an approved adjunct faculty member for EWC.
7. HIGH SCHOOL determines student eligibility for participation in the program; however, students who are not seniors or juniors must have permission from EWC and HIGH SCHOOL to enroll in classes.
8. Students will meet all prerequisites and requirements of a course as defined in the EWC Catalog prior to enrollment in that course.
9. Students will sign a release of information prior to participating in the program for EWC in order for EWC to release information to HIGH SCHOOL staff and parent/guardian.
10. Students will abide by EWC student policies and procedures as written in the EWC Student Handbook and the EWC Catalog.
11. HIGH SCHOOL and EWC will share assessment data as required for reporting and program evaluation purposes.
12. HIGH SCHOOL will pay all mandatory tuition and fees for the participating student. EWC will bill HIGH SCHOOL for student tuition and fees.
13. HIGH SCHOOL will bill EWC for instructor payment, rent, and other costs associated with the class. This cost will equal the tuition and fees billed by EWC.
14. The designated HIGH SCHOOL official is *name and title* and contact information is _____.
15. The designated COLLEGE official is Connie Woehl, Associate Vice President for Outreach and Learning, connie.woehl@ewc.wy.edu, 307-532-8346, 3200 West C. Street, Torrington, WY 82633.
16. Evaluation of concurrent enrollment instructors is consistent with EWC administrative rules.

Renewal of Agreement: This agreement will be renewed on an annual basis.

Kirk Hughes, Superintendent
Converse County School District #2
PO Box 1300
Glenrock, WY 82637

X: _____

Date: _____

Dr. Tom Armstrong, President
Eastern Wyoming College
3200 West C. Street
Torrington, WY 82240

X: _____

Date: _____