



2019-20
Dual Enrollment
Instructor Handbook



WYTHEVILLE COMMUNITY COLLEGE

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1.1 Dual Enrollment at Wytheville Community College

1.1.1 Dual Enrollment Instructor Handbook – Purpose

The purpose of this handbook is to fully assist our dedicated dual enrollment instructors, credentialed by Wytheville Community College, with all aspects of their important teaching needs.

For information that is not addressed in this handbook, please contact Joshua Floyd, Coordinator of Dual Enrollment, at (276) 223-4110 – office/(276) 613-3639 – cell/text, jfloyd@wcc.vccs.edu, in person at Bland Hall (Room 102A) or any other appropriate person at Wytheville Community College.

Acknowledgements: While a review of handbooks from Lord Fairfax Community College and Northern Virginia Community College help aid previous revisions (and current revision) of the WCC Dual Enrollment Handbooks (6th editions), a large amount of information conveyed and assembled was due to the hard work and dedication of Sharon Alexander. Ms. Alexander, who served as WCC’s Coordinator of Dual Enrollment for numerous years, has played an overwhelmingly pivotal role in helping WCC’s Dual Enrollment program grow to new heights with respect to customer service, student support, partnerships within all school divisions, enrollment and student success.

Ms. Alexander retired from WCC in April 2019. Her dedication to dual enrollment at WCC was crucial in helping make the program what it is today.

1.12 Wytheville Community College Contact List

Administration

Dr. Dean E. Sprinkle, President (276) 223-4848
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Instruction and Student Development

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Health and Occupational Programs Division

Tommy Arnold, Interim Dean (276) 223-4829
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Sarah Ryan, Administrative Assistant (276) 223-4818
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Student Success and Academic Development

Renee S. Thomas, Dean (276) 223-4752
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Karen Hawkins, Administrative Assistant (276) 223-4758
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Coordinator of Dual Enrollment

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Coordinator of Online Learning and Instructional Technology

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Instructional Technologist

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Workforce Development

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Lisa Lowe, Administrative Assistant (276) 223-4867
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1.13 Public and Private School Division Partners

Bland County

Scott Meade, Superintendent

Bland County High School

Dr. Jill Hopkins, Principal

TBD, Counselor

Shasta Sowers, Career Coach

Carroll County

Dr. Shirley A. Perry, Superintendent

TBD, Director of Middle and Secondary Education

Carroll County High School

Charles Thompson, Principal

Byron Stanbery, Guidance Director

TBD, Career Coach

Galax City

Bill Sturgill, Superintendent

Galax High School

Marc Quesenberry, Principal

Kevie Ayers, Director

Heather Cole, Career Coach

Grayson County

Kelly Wilmore, Superintendent

Susan Funk, Supervisor of Education and State/Federal Programs

Grayson County High School

Temple Musser, Principal

Angel Halsey, Counselor

Heather Cole, Career Coach

Oak Hill Academy

Dr. Michael Groves, President

Oak Hill Academy

Todd Giszack, Principal

Joy Groves, Counselor

Smyth County

Dr. Dennis Carter, Superintendent

Marion Senior High School

Mike Davidson, Principal

Kelly Hammond, Counselor/Testing Coordinator

Julie Looney, Counselor/DE Coordinator

Stacy Burchett, Career Coach

Wythe County

Dr. Scott L. Jefferies, Superintendent

Fort Chiswell High School

Dyer Jackson, Principal

Elizabeth Anderson, Counselor

Martha Luper, Counselor

Shasta Sowers, Career Coach

George Wythe High School

Dante Lee, Principal

Melissa Dalton, Counselor

Martha Luper, Counselor

Shasta Sowers, Career Coach

Rural Retreat High School

Roland Cook, Principal

Melissa Reardon, Counselor

Stacy Burchett, Career Coach

Wythe Technology Center

Anthony Sykes, Principal

Shasta Sowers, Career Coach

1.1.4 Academic Calendar 2019-20

Fall 2019

AUGUST

7	Wednesday	First day of fall classes (Carroll and Grayson)
8	Thursday	First day of fall classes (Marion)
12	Monday	First day of fall classes (ALHGS)
12	Monday	Dual Enrollment Orientation Session – New Students (Summit) – 6-8 p.m.
14	Wednesday	First day of fall classes (Wythe)
14	Wednesday	Dual Enrollment Orientation Session – New Students (WCC) – 5-6:30 p.m. and 7-8:30 p.m.
15	Thursday	First day of fall classes (Bland, Galax, and SVETN)
15	Thursday	Dual Enrollment Orientation Session – New Students (Crossroads) – 6-8 p.m.
21	Wednesday	First day of fall classes (WCC)
26	Monday	First day of fall classes (Oak Hill)
26	Monday	Normal drop deadline (Marion)
27	Tuesday	Normal drop deadline (ALHGS, Carroll, and Grayson)
30	Friday	Normal drop deadline (SVETN)

SEPTEMBER

2	Monday	Labor Day Holiday – College closed
2	Monday	Normal drop deadline (Bland and Wythe)
3	Tuesday	Normal drop deadline (Galax)
6	Friday	Normal drop deadline (WCC)
12	Thursday	Normal drop deadline (Oak Hill)

OCTOBER

11	Friday	College-Wide In-Service – College closed
24	Thursday	'W' drop deadline (ALHGS, Carroll, WCC courses)
26	Saturday	'W' drop deadline (Marion and SVETN)
27	Sunday	'W' drop deadline (Grayson)
30	Wednesday	'W' drop deadline (Bland and Wythe)
31	Thursday	'W' drop deadline (Galax)

NOVEMBER

3	Sunday	'W' drop deadline (Oak Hill)
25-27	Mon. – Wed.	In-service Days – No classes
28-29	Thurs. – Fri.	Thanksgiving Holidays – College closed

DECEMBER

11	Wednesday	Last day of classes (WCC)
12-18	Tues. – Wed.	Final Exams – WCC
23-31	Mon. – Mon.	Holiday Break – All Employees – WCC Closes at Noon on Dec. 23

1.15 Academic Calendar 2019-20

Spring 2010

JANUARY

1	Wednesday	Holiday Break – College closed
3	Friday	First day of spring classes (Bland)
6	Monday	First day of spring classes (Carroll, Galax, Marion, and WCC courses)
7	Tuesday	First day of spring classes (Grayson, Oak Hill, and Wythe)
13	Monday	First day of spring classes (ALHGS and SVETN)
20	Monday	Martin Luther King, Jr. Holiday – College closed
22	Wednesday	Normal drop deadline (Bland)
23	Thursday	Normal drop deadline (Galax and Marion)
24	Friday	Normal drop deadline (Grayson, Oak Hill, SVETN, WCC courses, and Wythe)

FEBRUARY

15	Thursday	Deadline to Apply for Selective Admission Health Programs (RN, PTA, DH)
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MARCH

6	Friday	College-Wide In-Service – College closed
9-13	Mon. – Fri.	WCC Faculty/student spring break – No WCC classes
10	Tuesday	'W' drop deadline (Bland)
16	Monday	'W' drop deadline (SVETN)
19	Thursday	'W' drop deadline (Marion)
20	Friday	'W' drop deadline (ALHGS and WCC courses)
23	Monday	'W' drop deadline (Grayson and Wythe)
23	Monday	Summer registration begins – WCC classes
31	Tuesday	'W' drop deadline (Oak Hill)

APRIL

3	Friday	'W' drop deadline (Galax)
3	Friday	Fall registration begins – WCC classes
27	Monday	Last day of classes (WCC)
28-30	Tues. – Thurs.	Final Exams – WCC

MAY

1-4	Fri. – Mon.	Final Exams – WCC
6-8	Wed. – Fri.	In-Service Days
9	Saturday	Commencement
11-15	Mon. – Fri.	In-Service Days

Please note that the spring 2020 dates for secondary schools are subject to change due to weather-related closures. Should weather-related closures affect calendars, normal and 'W' drop dates will be revised and conveyed to all needed entities (students, school personnel, etc.).

2.1 Information for Dual Enrollment Faculty

2.1.1 Qualifications

Only fully credentialed instructors may teach dual enrollment courses.

2.1.2 Credentialing

Dual enrollment faculty who teach transfer-level courses must meet the following minimum standards:

- Hold a Master's degree or higher from an accredited college or university
- Have completed a minimum of 18 graduate semester hours (or 27 graduate quarter hours) in the discipline to be taught. These graduate hours may be included as part of the Master's Degree.
- For credentialing information in the career/technical fields, please contact the Dean of Health and Occupational Programs.
- See **Required Credentials for College Faculty** (*Appendix C*)

2.1.3 Teaching Dual Enrollment Courses

The credentialing process is as follows:

- Submit a state application at <https://virginiajobs.peopleadmin.com/>, an official copy of all transcripts, a resume/CV, and a cover letter to the Coordinator of Dual Enrollment for preliminary review. Instructors will be able to save a draft of the state application and submit to the Coordinator (instead of applying for a respective position).
- Identify the discipline and courses to be taught.
- The appropriate Dean or Coordinator of Dual Enrollment will notify the guidance counselor or coordinator of the high school's dual enrollment program if the candidate meets the requirements.
- Candidate completes employment information for personnel file and returns this to the college's appropriate Dean.
- NOTE: For instructors wishing to be considered for adjunct work, official transcripts (not official copies) will need to be requested and sent.

2.1.4 Credentials for Dual Enrollment Instructors

The primary responsibility of a dual enrollment instructor in the Virginia Community College System is to provide quality instruction for students. This objective is accomplished by working with students in classes, laboratories, individual conferences, and other related activities that will help them develop their interests and abilities to their fullest capacity.

Each instructor is responsible for the appropriate preparation and delivery of subject matter to be taught, regular evaluation and feedback of student performance and progress, maintenance of accurate class rolls and attendance records, and the prompt submission of grades.

2.1.4 Credentials for Dual Enrollment Instructors (continued)

The specific responsibilities of Dual Enrollment faculty include:

- To accept the mission and purposes of the College.
- To be responsible to the appropriate Dean/VP for providing quality instruction.
- To acquaint all students with course requirements and objectives during the first week of class and to provide each student with periodic evaluations of his/her progress.
- To maintain accurate records of student enrollment, attendance and grades. Grades must be reported to the high school's guidance department and posted in the college's Student Information System (SIS) within 10 days of the final class meeting. Assistance can be obtained by calling Martha Winesett at (276) 223-4759. Instructions are also available on the WCC webpage, along with this handbook.
- To check email accounts regularly.
- To seek prior approval from the appropriate Dean/VP to use a substitute instructor either to teach a class or to proctor an exam – and to demonstrate that the substitute is appropriately credentialed. This is applicable to all dual enrollment instructors if a long-term substitute is required.
- To meet assigned class(es) at the scheduled time – and for the entire duration. For dual enrolled courses taught in the high school, any long-term leave of absence needs to be reported to the appropriate Division Dean/VP.
- To submit an electronic copy of the course(s) syllabi to the appropriate Dean during the first week of classes each semester.
- To submit required materials per division (e.g. final grades, a copy of the final examination, attendance forms, textbooks, program assessment materials) to the appropriate Division secretary at the end of the term or upon completion of the course.
- To participate in annual professional development.
- To complete the annual civility and security awareness requirements.

2.1.5 Dual Enrollment/Adjunct Faculty Personnel Files

The college is required to maintain a personnel file for each dual enrollment faculty member. The file is kept in the appropriate Division Dean's office and contains at least the following information:

- VCCS state application
- Official transcripts from all colleges attended
- Credentials verification sheet completed by the appropriate dean
- Resume/Curriculum Vitae (requested)
- Cover letter (requested)

2.1.6 Dual Enrollment Faculty Evaluations

High school faculty members who teach dual enrollment courses will be evaluated under the respective school's division policy. The evaluation will also include a "***Summary Performance Rating for Part-Time Teaching Faculty***" (see page 12) and will be submitted to the appropriate dean, who in turn completes and returns to the respective faculty member.

Student evaluation of dual enrollment faculty will be conducted every semester in accordance with the college's system for student course evaluations. Under WCC policy, a WCC staff or faculty member must conduct student evaluations and be in possession of these forms at all times in order to keep the process objective and anonymous.

2.1.7 Performance Rating Sheet

WYTHEVILLE COMMUNITY COLLEGE SUMMARY PERFORMANCE RATING FOR PART-TIME TEACHING FACULTY

PTF-2

NAME _____ SUBJECT(S) TAUGHT: _____

CRITERIA

The criteria to be used in evaluation shall include but not be limited to the following:

1. Effectiveness in the performance of the tasks delineated in the appropriate position description.
2. Effectiveness in establishing and maintaining positive professional relationships with colleagues, supervisors, students, and the community.
3. Effectiveness in maintaining a current competence in the particular discipline or field of specialization.
4. Adherence to policies, procedures, and regulations of the college and the Virginia Community College System.

Performance evaluations shall include a summary rating of **UNSATISFACTORY, FAIR, GOOD, VERY GOOD, or EXCELLENT**, as defined below:

UNSATISFACTORY	- fails to meet performance standards
FAIR	- marginally meets performance standards
GOOD	- performs satisfactorily, meeting performance standards
VERY GOOD	- clearly exceeds performance standards
EXCELLENT	- consistently delivers outstanding performance, substantially exceeding performance standards

Based on criteria, categories, and definitions for evaluation, the above faculty member received an overall rating of _____ For 2019-20
(year)

1. The person evaluated received a completed copy of this form. _____ **YES** _____ **NO**
2. The person evaluated prepared his/her own reaction to the rating. _____ **YES** _____ **NO**
(attach copy)

Rating Prepared By: _____
Supervisor _____ **Date**

Signature _____
Faculty Member _____ **Date**
(YOUR SIGNATURE DOES NOT INDICATE THAT YOU AGREE WITH THE EVALUATION)

Signature _____
Director/Coordinator _____ **Date**

Signature _____
Division Dean _____ **Date**

Signature _____
Vice President of Instruction _____ **Date**

2.1.8 Professional Development

All dual enrollment instructors are expected to participate in annual WCC professional development activities per the new Concurrent Enrollment Quality Standards policy (Sept. 2018).

2.1.9 Course Syllabus

The terms course plan, syllabus, and outline are considered synonymous. A course syllabus, plan, or outline is required for any course offered by the College. Such outlines are used to assist instructors in their course preparation and development of curriculum. DE faculty should use the college approved syllabus for their content area. They can add to the syllabus, but cannot take away from the approved document.

It is the policy of Wytheville Community College (WCC) to require all teaching faculty, including adjunct and dual enrollment instructors, to use the standardized WCC Syllabus templates.

The Coordinator of Dual Enrollment, Lead Faculty member, or Program Head distributes the dual enrollment syllabus template to the dual enrollment instructor teaching the WCC Dual Enrollment Course(s). The dual enrollment instructor completes the course syllabus by inserting the appropriate content into the WCC Dual Enrollment Syllabus Template (*Appendix E*) and submitting the syllabus to the Lead Faculty/Program Head for review, feedback, and approval.

Once the syllabus is approved at this level, the Lead Faculty Member/Program Head uploads the syllabus into the College Syllabus Database. The Lead Faculty Member/Program Head also updates the Shared Divisional Google Doc indicating the syllabus as approved. Syllabi that do not meet college policy are returned to the dual enrollment instructor for requested revisions.

The appropriate Division Dean ensures that all syllabi are submitted and approved by the Lead Faculty/Program Head and documents final approval of the syllabus. The Coordinator of Dual Enrollment ensures that any syllabi not submitted in a timely manner are collected and forwarded to Lead Faculty/Program Head for review (see *Appendix E* for the Dual Enrollment Syllabus Template, the Syllabus Approval Flow, the Dual Enrollment Process Outline, and the Syllabus Checklist for Faculty Leads/Program Heads.)

Information in the course outline or syllabus represents a contract between the instructor and the students. Each instructor will furnish his or her students with a copy of their syllabus that outlines objectives, assignments, exam dates and other appropriate course information. The syllabus is intended to be a student guide to teaching and learning activities. Not only is it a means of promoting learning, but it is a contract which clarifies the instructor's role as teacher and the instructor's expectations of students.

2.1.9 Course Syllabus (continued)

While the course syllabus reflects the individual instructor's teaching methods and strategies, it must be congruent with the standard course design/template and must contain all of the same material. The course contract, grading system and other information contained therein shall be strictly followed. Since circumstances dictate some adaptability due to the nature of the course, weather, health and other variables, the instructor may find it wise to include a statement that reads "Professor reserves the right to alter the course plan."

An electronic copy of the completed course syllabus must be submitted to the appropriate Dean before the end of the first week of the semester.

2.1.10 Course Content and Academic Freedom

WCC faculty have developed course content deemed appropriate for community college students. Dual enrolled students (and their parents) acknowledge that core content will not be changed or altered for younger students.

To ensure the College has an instructional program marked by excellence, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

Faculty members are entitled to freedom in the classroom in discussing their subject but should be careful not to introduce teaching matters that have no relationship to the subjects of instruction. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence as well as participate as responsible citizens in community affairs.

The System also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When faculty speak or write as citizens, they will be free from institutional censorship or discipline, but their special positions in the community impose special obligations. As professional educators they must remember that the public may judge their profession and the institution by faculty members' utterances. Hence, they should always be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they are not institutional spokespersons.

At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

2.1.11 Textbook Selection (Courses Taught at the High School)

All textbooks and lab manuals must be approved by WCC prior to use.

2.1.12 Canvas

Canvas is the new learning management system used by Wytheville Community College (and all other VCCS colleges) that allows instructors to easily put online their course material such as the course syllabus, handouts and exams. Canvas also has an online grade book. Canvas is a tool that can be used for dual enrollment classes that are delivered online or in the classroom.

Please contact WCC's Coordinator of Online Learning and Instructional Technology for assistance.

The following pages give step-by-step directions for logging in to Canvas, the Student Information System and other account options.

2.1.13 My.WCC/Student Information System (SIS)

To log into your account, click the My.WCC link in the upper right-hand corner of any WCC webpage. WCC's main website is www.wcc.vccs.edu.

The screenshot shows a web browser window displaying the Wytheville Community College website. The browser's address bar shows the URL www.wcc.vccs.edu/new-students. The website header includes the college logo, the name "WYTHEVILLE COMMUNITY COLLEGE", and navigation links for "AskWCC", "Contact WCC", and "My.WCC". A search bar is also present. Below the header is a navigation menu with categories: "STUDENTS", "WORKFORCE", "COMMUNITY", "ALUMNI & GIVING", and "FACULTY/STAFF". The main content area features a large image of students, with a red banner below it that reads "STUDENTS NEW STUDENTS". At the bottom of the page, there is a welcome message: "Welcome to WCC! Anyone who is 18 or older or who has obtained a high school diploma or the equivalent may be admitted to the College. Special consideration is given to others on a case-by-case" and a "MORE INFORMATION" link. A blue arrow points to the "My.WCC" link in the top right corner of the website.

2.1.13 My.WCC/Student Information System (SIS) (continued)

WYTHEVILLE COMMUNITY COLLEGE

myWCC LOGIN PORTAL
Provides a centralized, easy-to-use, easy-to-recognize login system for Web applications at Virginia Community Colleges. Users can log into the system knowing that their myWCC login information is encrypted and secure.

PROTECT YOUR PRIVACY
For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.

My Username
Username

My Password
Password

SIGN IN

Forgot Password | Forgot Username

Privacy Policy | Terms of Service | Contact Us

- Enter your username and temporary password (or permanent password).
- Click the 'Sign In' button.
- NOTE: If you cannot remember your username, click/tap the 'Forgot Username' links.
- If you chose the 'Forgot Username' link, you will get this screen below. Click/tap the 'I'm not a robot' check mark. (NOTE: You may be asked to identify specific items. Once you have done so, click/tap the 'Verify' button. From there, click/tap the 'Continue' button.)

WYTHEVILLE COMMUNITY COLLEGE

[Return to Signin page](#)

Password Reset

Check the "I'm not a robot" box below and click Continue.

I'm not a robot

Continue

Username Lookup Instructions:

To look up your username please enter the information required in the two sections. Then you will be shown your username. The information that you provide must match exactly what you used when you filled out your college admissions application. If you do not have these details then contact your college help desk for assistance at support.vccs.edu

First Section:
Recaptcha
Used for security purposes to ensure you are not an automated system.

Second Section:
Your first name, last name, date of birth, EMPLID or SSN

What is an Emplid?
The emplid is a unique number that identifies you in the Student Information System (SIS). The emplid is also referred to as the student ID number.

What is SSN?
Your Social Security Number

[Return to Signin page](#)

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2.1.13 My.WCC/Student Information System (SIS) (continued)

Lookup Username - myWCC - Google Chrome
 Secure | https://portal2.my.vccs.edu/web/wcc/lookup-username

WYTHEVILLE COMMUNITY COLLEGE

[Return to Signin page](#)

Password Reset

Enter your name, date of birth, and either Emplid or SSN

FIRST NAME:

LAST NAME:

DATE OF BIRTH:

EMPLID:

SSN:

Username Lookup Instructions:

To look up your username please enter the information required in the two sections. Then you will be shown your username. The information that you provide must match exactly what you used when you filled out your college admissions application. If you do not have these details then contact your college help desk for assistance at support.vccs.edu

First Section:
Recaptcha
 Used for security purposes to ensure you are not an automated system.

Second Section:
 Your first name, last name, date of birth, EMPLID or SSN

What is an Emplid?
 The emplid is a unique number that identifies you in the Student Information System (SIS). The emplid is also referred to as the student ID number.

What is SSN?
 Your Social Security Number

[Return to Signin page](#)

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Node 1

To successfully find your username, you must complete one of the following statements:

- First section: Enter your legal first and last name, along with your birthdate (MM/DD/YY) – or –
- Second section: Enter your Student ID (EmplID) or social security number (no dashes) – or –
- Third section: Enter either your faculty/staff email (not applicable), preferred phone number, Student ID (EmplID) or social security number (no dashes)

Once you have been given your username, you can click the ‘Return to Signin page’ and log into your My.WCC account. You can also contact the Coordinator of Dual Enrollment should you need help locating this information.

2.1.13 My.WCC/Student Information System (SIS) (continued)

Reset password - myWCC - Google Chrome

Secure | https://portal2.my.vccs.edu/web/wcc/forgot-password

WYTHEVILLE COMMUNITY COLLEGE

[Return to Signin page](#)

Forgot your username?

Enter MyVCCSID (username)

Password Reset

To reset your password, please follow these steps

Step 1. Enter your account username. If you do not remember your username please use the advanced password reset tool.

Step 2. Answer your three security questions. If you do not have security questions set please use the advanced password reset tool or contact your local helpdesk at support.vccs.edu.

[Advanced Password Reset Tool](#)

Step 3. After successfully answering questions, enter and verify new password following password security standards.

Step 4. Click "Return to Signin page" button and use your new password to signin.

New password must have at least eight characters and not more than thirty-two. Your password must contain a combination of:

- * At least one UPPERCASE letter
- * At least one lowercase letter
- * At least one number (0-9)
- * At least one special character (e.g. '~ ! @ # \$ % & ^ * () _ + { } [] - \ / ? : .)

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Node 1

If you need your password reset, enter your username in the blank provided. Click 'OK'.

From there, you will be asked to answer three security questions. Once you have successfully answered these questions, you will be prompted to enter and verify your new password. Your new password must have at least eight characters (but not more than 32) with the following characteristics:

- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number (0-9)
- At least one special character (e.g. * \$ % @ ! (& { } ' / ?)

If you have not set up your security questions or if you cannot remember the answers, please contact the Coordinator of Dual Enrollment.

2.1.13 My.WCC/Student Information System (SIS) (continued)

If you chose the 'Forgot Password' link, you will get this screen. Enter your username in the blank provided. Click 'OK'.

From there, you will be asked to answer three security questions. Once you have successfully answered these questions, you will be prompted to enter and verify your new password. Your new password must have at least eight characters (but not more than 32) with the following characteristics:

- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number (0-9)
- At least one special character (e.g. * \$ % @ ! (& { } ' / ?)

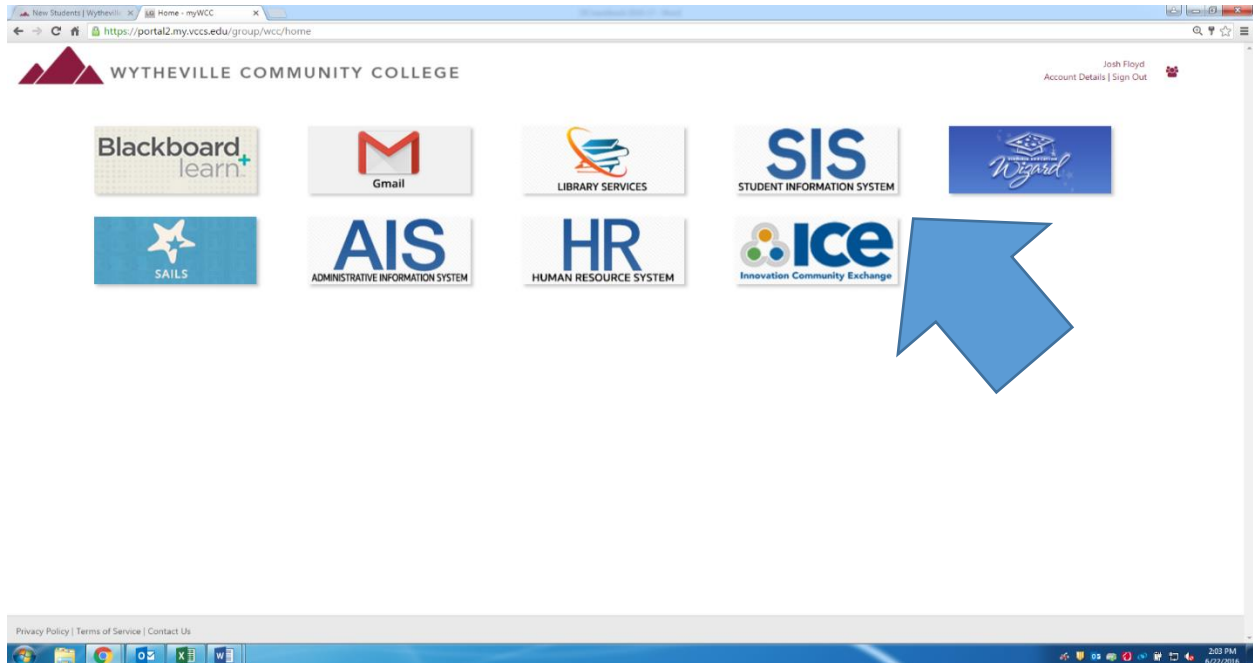
If you have not set up your security questions, click/tap the 'Advanced Password Reset Tool' button. From there, you will get the same screenshot at the bottom of page 16 that asks you to click/tap the 'I'm not a robot' check mark. (NOTE: You may be asked to identify specific items. Once you have done so, click/tap the 'Verify' button. From there, click/tap the 'Continue' button.)

If you still cannot reset your password or if you cannot remember the security question answers, please contact the Coordinator of Dual Enrollment.

2.1.14 Generating and Checking Class Roster

Faculty are responsible for producing their own class roster information from the College's Student Information System. If there is an error, the instructor should contact WCC's Coordinator of Dual Enrollment and the high school's guidance counselor immediately. The instructor should check the roster to ensure that corrections have been made.

Once you have logged into your My.WCC account, click the SIS: Student Information System button.



2.1.14 Generating and Checking Class Roster (continued)

Next, click on the Faculty Center link (**NOTE:** The link may be in a different spot on your account).

The screenshot shows the Oracle SIS PRODUCTION Self Service portal. The 'Faculty Center' link is highlighted with a blue arrow. The portal includes various navigation options and service links.

Self Service
Navigate to your self service information and activities.

- Student Center**
Use the student center to manage school related activities.
- Academic Planning**
Build your academic planner
 - My Planner
 - Enrollment Shopping Cart
 - My Course History
- Campus Personal Information**
Maintain your personal information and review holds and to dos pending to your record.
 - Addresses
 - Names
 - Phone Numbers
 - 11 More...
- Transfer Credit**
Evaluate classes for transfer and view your transfer credit report.
 - View Transfer Credit Report
- Search**
 - Class Search
 - Browse Course Catalog
- Class Search / Browse Catalog**
Find classes that match your selection criteria, or browse the course catalog by subject.
 - Class Search
 - Browse Course Catalog
- Enrollment**
View appointments, plan and enroll in classes, view student and exam schedules.
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - 6 More...
- Academic Records**
View grades and advisors and request transcripts and verification reports.
 - Request Official Transcript
 - View Unofficial Transcript
 - My Course History
 - My Advisors
- Faculty Center**
Use the Faculty center to manage all your class related activities.
 - My Schedule
 - Class Roster
 - Grade Roster
- Apply for Admission**
Apply for admission using the Online Admissions Application only if you are unable to enroll in classes at the desired institution.
- Campus Finances**
View your account, make an electronic payment, view and accept your financial aid awards.
 - Account Inquiry
 - Make a Payment
 - Accept/Decline Awards
 - View Financial Aid
- Degree Progress/Graduation**
View your degree progress report and apply for graduation.
 - My Academic Requirements
 - View What-if Report
 - Apply for Graduation
- Advisor Center**
Use the Faculty center to manage all your advisee related activities.
 - My Advisees
 - Advisee Student Center
 - Advisee General Info
 - 2 More...

Check the term in bold. If it is not the correct semester, click the 'Change Term' button and click the correct term.

The screenshot shows the Oracle SIS/HR TEST My Schedule page. The 'change term' button is highlighted with a blue arrow. The page displays the instructor name, faculty center, and a table of teaching schedules.

Oracle SIS/HR TEST
Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Instructor Name

Faculty Center | Search

my schedule | class roster | grade roster

My Schedule

2013 Spring | Wytheville Community College | change term | My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2013 Spring > Wytheville Community College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ITE 199-20 (66315)	Supervised Study in ITE (Lecture)	20	Mo 4:00PM - 7:30PM	Classroom	Feb 4, 2013- Mar 4, 2013
ITE 199-21	Supervised Study in ITE	13	Tu 4:00PM - 7:30PM	Classroom	Feb 5, 2013-

2.1.14 Generating and Checking Class Roster (continued)

Click the 'Class Roster' tab to show individual rosters. You can also click the individual class roster by selecting the icon on the left-hand tab besides the specified course. **NOTE:** If you have more than one dual enrollment class, you will need to click the link corresponding to the course in which you wish to review respective rosters.

If you wish to download a copy of the class roster, click the 'Download' icon just below the 'My Teaching Schedule' tab (two icons over from the 'View All' link).

To print a copy of the class roster, click the 'Printer Friendly Version' link.

When you are done and wish to log out of your account, click the 'Sign out' link in the upper right-hand corner.

The screenshot shows the Oracle SIS/HR TEST interface. The breadcrumb trail is: Favorites > Main Menu > Self Service > Faculty Center > My Schedule. The 'Instructor Name' section has tabs for 'my schedule', 'class roster', and 'grade roster'. Below this, the 'Faculty Center' and 'My Schedule' sections are visible. The current term is '2013 Spring | Wytheville Community College', with a 'change term' button and a 'My Exam Schedule' link. The 'Select display option' section has 'Show All Classes' selected. The 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. A table lists classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Blue arrows point to the 'class roster' tab, the 'class roster' icon, and the 'Download' icon.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ITE 199-20 (66315)	Supervised Study in ITE (Lecture)	20	Mo 4:00PM - 7:30PM	Classroom	Feb 4, 2013- Mar 4, 2013
ITE 199-21	Supervised Study in ITE	13	Tu 4:00PM - 7:30PM	Classroom	Feb 5, 2013-

2.1.15 Dual Enrollment Grades

Dual Enrollment instructors will enter student grades using SIS before the final deadline for submitting final grades for the fall and spring semesters. Flexibility is provided for all school divisions depending upon start/end dates. However, grades must be entered by the faculty member no later than 10 days following the end of the semester.

2.1.16 Interim Grade Reports

It is a practice in several school divisions to provide interim grades to students and parents through and at the request of the high school guidance department. Since your students should always know where they stand, it is in the best interest of the student to comply with this request.

Students may access final grades by visiting <http://www.wcc.vccs.edu/> and then logging into their My.WCC account.

2.1.17 Grading Scale

The assignment of grades is the responsibility of the instructor.

Grades of *A*, *B*, *C*, and *D* are passing grades. A grade of *F* is a failing grade. Normally, if a student transfers to a four-year college or university, only grades of *A*, *B*, and *C* will be accepted for credit in courses equivalent to those offered at the four-year institution.

The recommended numerical range of each letter grade is as follows:

A	91 – 100	4 grade points per credit
B	81 – 90	3 grade points per credit
C	71 – 80	2 grade points per credit
D	61 – 70	1 grade point per credit
F	60 or below	0 grade point per credit
I	Incomplete	
W	Withdrawal	

Instructors are not required to follow this recommended scale. However, if an instructor plans to deviate from this range, students should be informed in the syllabus of the intended scale at the beginning of the term.

2.1.18 Incomplete ('I') Grades

In accordance with the policies of WCC, a dual enrolled student may receive an incomplete grade. An incomplete should be used for extenuating circumstances as deemed by the instructor and must meet the VCCS guidelines for 'I' grades. Failure to complete coursework during the prescribed time limit will result in an 'F' for the course. Instructors must complete an ***Incomplete Grade Form*** which outlines what work the student needs to complete. A copy of this form may be found in *Appendix F, Form 2*.

Students and parents must understand that an incomplete grade may jeopardize or delay graduation from high school. Students and parents should contact their high school guidance counselor before requesting an incomplete in any course.

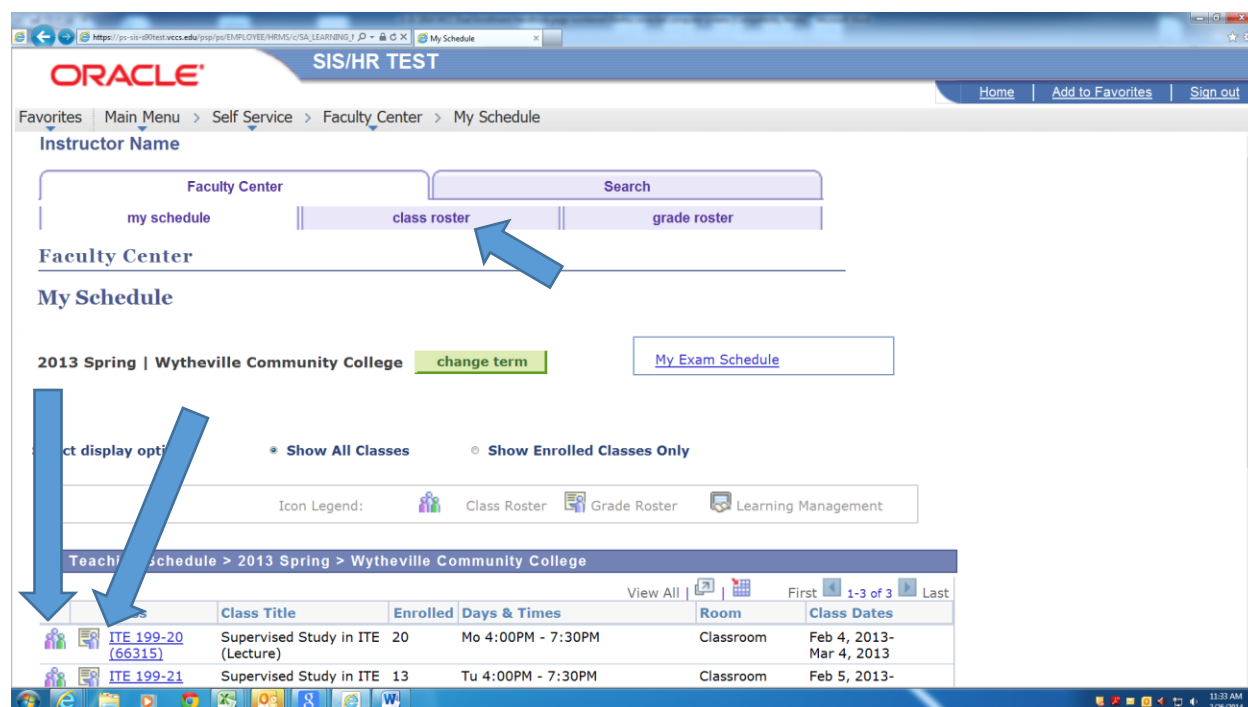
Upon completion of the work, instructors must obtain from the Registrar's Office a ***Change of Grade Form***. The 'I' grade will be converted to an 'F' if the ***Change of Grade Form*** is not received in the Registrar's Office by the end of the subsequent semester. 'I' grades earned in spring may be completed as late as the end of the next fall semester.

2.1.19 Recording Grades

The following pages give step-by-step instructions for entering grades in SIS.

2.1.20 Faculty Instructions for Entering Grades (SIS)

Log into your My.WCC account and click the SIS link. From there, click the 'Faculty Center' link. **NOTE:** Screenshots for these procedures (including the process for lost usernames and/or passwords) are included on previous handbook pages.



Log into your My.WCC account and click the SIS link. From there, click the 'Faculty Center' link. **NOTE:** Screenshots for these procedures (including the process for lost usernames and/or passwords) are included on previous handbook pages.

As noted earlier, the class rosters can either be accessed from the top tab or from the first icon corresponding to each individual class. The grade roster icon is to the right of the class roster icon. **NOTE:** The grade roster icon will be viewable starting with the last week of classes.

When your list of classes comes up, click the icon for grade rosters. If none of your grade rosters are there, please call your division secretary.

- Select each student's grade from the drop down box.
- Then **SAVE** the page.
- Next, change the 'Approval Status' to **Approved** and SAVE the page again.
- Click the RETURN button to return to your list of classes for the next grade roster.
- **NOTE:** It is vitally important that you change the 'Approval Status' to **Approved** and then save the grades. Any other approval status will prohibit the registrar from officially posting grades.

If you have challenges with grade entry, please contact WCC's interim registrar April Mullins at (276) 223-4702 or amullins@wcc.vccs.edu.

2.1.21 **Withdrawing Courses**

It is better for a student to withdraw from a course than to receive a grade less than a 'C'. Grades of 'D' or 'F' do not transfer to other institutions.

2.1.22 **Withdrawal (Courses Taught in High School)**

Requests for withdrawal from a course must be made by the guidance counselor to WCC's Coordinator of Dual Enrollment. The student and/or counselor must send an email to the Coordinator, which contains the following:

- student's name
- student ID number
- course name
- course number

2.1.23 **Instructor Initiated Withdrawal (IIW)**

When an instructor determines that absences constitute unsatisfactory attendance and the student is not progressing satisfactorily in the course, an *Instructor Initiated Withdrawal Form* (*Appendix F – Form 5*) should be completed and submitted to the Admissions and Records Office. The last date of attendance must be documented. Credentialed faculty in the high school shall recommend the withdrawal of a student to the student's high school guidance counselor who will then inform the Coordinator of Dual Enrollment.

2.1.24 **Virginia Community College System (VCCS) Withdrawal Policy**

A student may withdraw from a course without academic penalty during the first 60 percent of an academic term/session. For purposes of enrollment reporting, the following procedures will apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roster and no grade will be awarded.
- b. After the add/drop period, but prior to the completion of 60 percent of an academic term/session, a student who withdraws from a course will be assigned a grade of 'W'.
- c. After that time (60 percent of the academic term/session), if a student withdraws from a course, a grade of 'F' will be assigned. Exceptions to this policy may be made under mitigating circumstances. In these cases, such circumstances must be documented, submitted to the Coordinator of Dual Enrollment for review by the appropriate Dean, and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of the withdrawal, the withdrawal was officially made before the deadline date published in the college calendar or that the student was administratively withdrawn.

2.1.25 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law which protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are 'eligible students'.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health or safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

However, Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (newspaper article, student handbook, or letter) is left to the discretion of each school.

A FERPA form (*Appendix F – Form 6*) is available for the student to sign as part of release of respective educational records to a third party. **NOTE: Students must sign it in person at WCC's Admissions Office in order to establish validity. If this is not possible, students must complete/sign this form with an official notary before submitting the information.**

2.1.26 Library Services

The WCC library (LRC – Learning Resource Center, Smyth Hall) is open during the regular session from 8 a.m. to 7 p.m., Monday through Thursday (8 a.m. – 5 p.m. – Friday). Hours of operation during weekends, summer sessions, and semester breaks are posted on campus.

WCC dual enrollment instructors have access to all the library facilities at the college. All dual enrollment students have full access to the library resources as well. All persons desiring to check out materials from the library are required to have a special identification card which carries a barcode. Identification cards are available in Bland Hall's One-Stop Center.

The materials in the library include print, non-print and electronic media. Dual enrollment faculty members may check out books and audio-visual materials for four weeks. These materials may be renewed for one time if a hold has not been placed on them.

Requests for materials to be placed on reserve should be made at least two days prior to the assignment. Personal copies of books or other materials put on reserve by faculty will be protected and circulated as library holdings, but risk of loss or damage will be assumed by those placing materials on reserve.

Varied resources and services are available in the library. Faculty members are encouraged to utilize these services and to request assistance of the library staff at any time. Faculty members are encouraged to participate in book selection, particularly in their area of specialization, in order to maintain an updated collection. Instruction in the use of the LRC materials and equipment is available upon request. These services will be provided either in the classroom or in the library itself.

Interlibrary loan services are available to faculty members wishing to obtain materials that are not in the WCC collection.

3.1 Non-Compliance and Concurrent Enrollment Quality Standards

3.1.1 New Instructor Orientation

Following approval of required credentialing standards by both Virginia Community College System (VCCS) policy and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Wytheville Community College's Program Heads/Faculty Liaisons must engage new faculty in required course/discipline orientation prior to fall and/or spring instruction.

An approved New Dual Enrollment Instructor Orientation Form (provided in the appendix section) will be completed with the Program Head/Faculty Liaison. The new instructor will review the form and sign following completion. Meetings will normally take place at the instructor's high/secondary school, but meetings can also take place at WCC.

Additionally, new dual enrollment instructors – in addition to current dual enrollment instructors – will be given a handbook each semester regarding policies and procedures. These policies feature syllabus creation and approval, course content/objectives, Canvas utilization, grade recording, withdrawals/drop dates, FERPA rights, site visits, and the availability of student services/library resources. WCC distributes these documents via paper version to each school. WCC now has this information located under the Dual Enrollment portion of the WCC website (<https://www.wcc.vccs.edu/dual-enrollment>) under the 'Next Steps' section.

3.1.2 Annual Professional Development

As part of its commitment to continued partnership and engagement with our dual enrollment partners, Wytheville Community College – in accordance with the Virginia Community College System (VCCS) and the National Association of Concurrent Enrollment Partnerships (NACEP) – must offer annual professional development opportunities. Additionally, it is the requirement of each dual enrollment instructor to participate in annual professional development. Dual enrollment instructors are not required to participate in all professional development activities offered, but they must participate in at least one event each year.

There are a myriad of ways in which dual enrollment instructors can meet this requirement. Professional development must be **discipline-specific**. This is especially true of any professional development outside of the two fall days, even if it is with WCC (TOTAL Training, Workforce Development, etc.) NOTE: This requirement must be led by the Program Head/Faculty Liaison or approved by such person if the professional development is separate from WCC.

Please note that the annual adjunct/dual enrollment in-service session/dinner that takes place in mid-August does **NOT** meet professional development requirements. However, this session is a fantastic way for dual enrollment instructors to connect (or re-connect, if they are a returning instructor) with their Program Head/Faculty Liaison as the semester begins. Additionally, WCC administration will convey College updates to dual enrollment faculty as well.

3.1.2 Annual Professional Development (continued)

These areas include (but are not limited to):

- **Formal Professional Development Meetings:**
 - These meetings are the prime and strongly suggested ways for meeting annual professional development requirements.
 - WCC will feature two separate opportunities this fall.
 - These sessions will consist of a half-day on the main campus (Friday, Nov. 8) or at the Crossroads Institute in Galax (Friday, Oct. 4).
 - Dual enrollment instructors only need to attend one event.
- **TOTAL Training Workshops – WCC (TOTAL Training will end in 2019-20):**
 - Workshops are held online during the fall, spring, and summer semesters.
 - Workshops run anywhere from two to four weeks through the College’s learning management system through Canvas.
 - Workshops are designed to help with discipline-based learning, featuring a variety of topics involving best online teaching practices, Canvas orientation, and collaborative activities, utilizing open educational resources, specific objective writing, and designing effective rubrics.
 - Workshops are supported by WCC’s eLearning Department.
- **Workforce Development Division – WCC:**
 - Non-credit courses are offered during both the fall and spring semesters.
 - Project-based learning, classroom management, metacognition, and rubric incorporation are just some of the opportunities offered each semester.
 - CEUs are offered upon course completion, with many school systems recognizing courses as credit towards recertification points.
- **Customized Professional Development – WCC:**
 - WCC’s e-Learning Department is able to lead professional development opportunities involving Canvas at any of our schools.
 - Karla Yates, WCC’s Coordinator of Institutional Assessment and Professional Development, will be working with local school systems to expand professional development opportunities for dual enrollment instructors (activities will be held on WCC’s campus).
- **Outside Activities:**
 - Annual professional development can occur outside of WCC sponsored activities as long as the activity is designed for **discipline-specific learning** and growth.
 - Attendance/participation must be documented at these events, along with respective activities and engagement.
 - Additionally, Program Heads/Faculty Liaisons must approve of these opportunities.
 - Examples include (but are not limited to) regional peer group conferences, participation in VCCS supported activities such as the annual New Horizons Conference and/or Virginia Master Teacher Seminar, skills/certification training sessions benefitting specific discipline standards, etc.

3.1.3 Site Visits

In an effort to verify dual enrollment courses are equal to that of traditional courses, a site visit schedule has been set by WCC. New instructors will be visited by their Program Head/Faculty Liaison once during the first academic year. Veteran instructors, provided they have received at least a good (or higher) score on course evaluations from dual enrollment students, will be visited on anywhere from a 1-year to 3-year cycle as set by the Program Head/Faculty Liaison.

NOTE: Site visits are specific to that of dual enrollment policy and are separate from traditional evaluations from school administration. The official observation form can be found later in this section, denoting part I (pre-observation), part II (observation), and part III (instructor response and signature).

3.1.4 Non-Compliance Policy

In accordance with all policies and procedures established by local, state and national guidelines, dual enrollment instructors must adhere to all aspects surrounding successful dual enrollment policy – including annual professional development and set site visits from Program Heads/Faculty Liaisons.

While it is certainly understandable and unavoidable – especially when dual enrollment instruction and high/secondary school requirements take precedent – that dual enrollment instructors may miss a respective professional development session, this should not be the norm. As part of its commitment to students and dual enrollment from both a qualitative and quantitative sense, WCC features a formal non-compliance policy. Formal notice and establishment of this updated policy takes effect **July 1, 2019**.

Dual enrollment instructors can be out of compliance for not meeting these requirements:

- Absence/lack of any approved annual professional development
- Failure to complete needed syllabi for respective Program Head/Faculty Liaison approval
- Extended delays in completion of needed grading for dual enrollment courses
- Failure to follow required objectives established by program head and course(s)
- Repeated poor evaluations (at least two consecutive) from required site visits
- Improper verification of final dual enrollment rosters
- Any other policies and procedures stated in the dual enrollment handbook/materials not adequately completed

Should dual enrollment instructors fall into non-compliance, WCC has established the following timeline for adhering to non-compliance procedures:

Severe violations:

- Failure to complete needed syllabi for respective Program Head/Faculty Liaison approval
- Extended delays in completion of needed course grading (***no later than 10 days following last day of semester***)
- Failure to follow required objectives established by program head and course(s)
- Improper verification of final dual enrollment rosters

3.1.4 Non-Compliance Policy (continued)

First offense:

- Dual enrollment instructor will be immediately removed from dual enrollment instruction
- Compliance must be regained, demonstrated, and documented with school administration, Program Head and Dean
- If met, dual enrollment instructor will be reinstated the following year
- Upon reinstatement, instructor will have probationary period of three years with which to follow through on action plan; if completed, probationary period is lifted
- If not met, instructor will be permanently banned from dual enrollment instruction

Intermediate violations:

- Absence/lack of any approved annual professional development (except for the initial dates listed below)
- Repeated fair or poor evaluations (at least two consecutive semesters) from student evaluations that fall below the acceptable level
- Any other policies and procedures stated in the dual enrollment handbook/materials not adequately completed

First offense (if non-compliance occurs between August 2019 and July 2020)

- Formal warning issued to instructor and high/secondary administration from WCC (Dean and Coordinator of Dual Enrollment)
- Lead faculty/Program Head notified by Dean and Coordinator of Dual Enrollment
- Action plan will be put in place (conjunction with Coordinator of DE/Program Head/Dean) and delivered to dual enrollment instructor
- Meeting at school with both instructor and administration, as needed

Second offense (second non-compliance occurs between August 2020 and July 2021)

- Required meeting at school with instructor, administration, Coordinator of DE and either Program Head and/or Dean
- Action plan required upon meeting completion

Third offense (third non-compliance occurs between August 2021 and July 2022)

- Dual enrollment instructor will be immediately removed from dual enrollment instruction
- With approval from school administrator, dual enrollment instructor has the possibility of following through with guided reinstatement policy
- If WCC approves of a reinstatement policy, the policy must include individual professional development with lead faculty/program head
- Compliance must be regained, demonstrated, and documented with school administration, Program Head and Dean
- If instructor follows through on needed professional development, dual enrollment instructor may be reinstated the following academic year
- Upon reinstatement, instructor will have probationary period of three years with which to follow through on action plan; if completed, probationary period is lifted

4.1 Appendices

Appendix A Virginia Plan for Dual Enrollment

Appendix B Virginia Placement Test (VPT) Admission Criteria Chart

Appendix C Required Credentials for College Faculty: VCCS 29

Appendix D Guidelines and Template for Computing Class Contact Time

Appendix E Course Syllabus Template

Appendix F Forms

Form 1 Dual Credit Enrollment Request (Add-Drop) – Website [link](#)

Form 2 Incomplete Grade – Website [link](#)

Form 3 DE New Course Request – Website [link](#)

Form 4 Dual Enrollment Permission – Website [link](#)

Form 5 Instructor Initiated Withdrawal

Form 6 FERPA – Website link – Website [link](#)

Form 7 New Instructor Observation

Form 8 Class Observation

**VIRGINIA PLAN FOR DUAL ENROLLMENT
BETWEEN
VIRGINIA PUBLIC SCHOOLS AND COMMUNITY COLLEGES
MARCH 2008**

Broadly speaking, dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit. National research has demonstrated that dual enrollment is a vehicle for increasing postsecondary participation rates. The Virginia Plan for Dual Enrollment gives a state-wide framework for dual enrollment arrangements between the public schools and community colleges. These arrangements may be made at the local level, i.e., between the representatives of boards of the participating public school and the participating community college authorized to contract such agreements. These arrangements may be formed in three distinct ways. First, high school students may be enrolled in the regularly scheduled college credit courses with the other students taught at the community college. Second, high school students may be enrolled in specially scheduled college credit courses conducted exclusively for high school students taught at the high school. Third, high school students may be enrolled in specially scheduled college credit courses conducted exclusively for high school students taught at the community college. In the latter two cases where the college credit courses are specially scheduled for the high school students, these courses shall have the same academic rigor as the regularly scheduled college credit courses and meet all of the college accreditation standards. In all cases, the particular courses to be offered shall be determined through the mutual agreement of the participating public school and community college. Some colleges and school divisions may choose to also enter into partnerships whereby validated course credits are awarded to high school students. These validated credit arrangements must follow accepted VCCS guidelines and be agreed upon by both the college and the school division.

Purpose

The purpose of the Virginia Plan for Dual Enrollment is to provide a wider range of course options for high school students in academic, career/occupational-technical subject areas where appropriate. As such, the plan promotes rigorous educational pursuits and encourages learning as a lifelong process. It recognizes that high school students who accrue college credit are more likely to continue with their education beyond high than those who do not. The plan also offers a direct cost benefit to the Commonwealth of Virginia, especially as it avoids the unnecessary duplication of facilities and equipment when students receive credit towards a postsecondary credential while enrolled in high school.

Collaboration Between Community Colleges and Public School Divisions

Dual enrollment agreements are partnerships between secondary and postsecondary entities, both of whom play essential roles in the educational pipeline. As such, the community college and public school division will collaborate to identify need and select dual enrollment course offerings available to students. Further, the community college will identify a coordinator of dual enrollment to serve as a liaison to the high school, whose responsibilities shall include offering informational sessions to high school students and their parents and facilitating meetings between college and high school stakeholders to discuss logistics.

Student Eligibility

Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the colleges' established institutional policies. It is required that all freshman and sophomore students meet established institutional placement criteria prior to enrolling in dual enrollment coursework. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the dual enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity.

Admissions Requirements

The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia govern the student's participation in dual enrollment arrangements. First, the public school principal must approve the cross registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. All Virginia Community College System and institutional placement criteria must be met by the student prior to enrolling in a dual enrollment course. The community college will assume responsibility for administering the placement test to students recommended for dual enrollment courses, and for registering students in the courses.

Course Eligibility

Courses may be drawn from all the college subject areas. The courses must be offered for college credit and must meet course enrollment requirements at the community college. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the all criteria of the Southern Association of Colleges and Schools and with the Regulations Establishing Standards for Accrediting Public Schools in Virginia.

Credit Awarded

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges.

High school credit also shall be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

Selection of Faculty

The faculty shall be selected and employed by the participating community college and shall meet the faculty hiring criteria established by SACS and the State Board for Community

Colleges. For credentialing guidelines, the SACS criteria state, "Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)."

If a part-time faculty member of the community college is employed simultaneously full-time by the public school, the college may reimburse the public school board for the services of its faculty member in lieu of direct compensation to the faculty member. Alternate faculty compensation plans may be negotiated by the participating community college and public school.

Tuition and Fees

According to the Regulations Establishing Standards for Accrediting Public Schools in Virginia, the public school will not be penalized in its state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no tuition cost to them or their families. In addition, neither the public school nor the community college shall be penalized in state appropriations it receives for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students.

Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess faculty effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

Student and faculty evaluations are an integral component of the assessment process for a college course. The Commission on Colleges Southern Association of Colleges and Schools (SACS) states, within its document Principles of Accreditation, that an institution should regularly evaluate the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. Part of the faculty evaluation process should include student evaluation of faculty effectiveness.

(1) Faculty Evaluation-- The community college will conduct faculty evaluations for dual enrollment instructors using the college guidelines adopted for all adjunct faculty. A copy of the evaluation results will be submitted to the designated school division representative.

(2) Student evaluations on all dual enrollment adjunct instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, Program Lead, faculty member, and designated school division representative.

TR Morris

Dr. Thomas Morris
Secretary of Education

6/17/08

Date

Billy K. Camaday

Dr. Billy K. Camaday
Superintendent of Public Instruction

4/25/08

Date

Glenn DuBois

Dr. Glenn DuBois
Chancellor, Virginia Community College System

3-15-08

Date

Approvals: ASAC 6/2/15; ACOP 6/17/15; SBCC 7/16/15; VDOE 7/31/15; Secretary of Education 8/3/15

GOVERNING PRINCIPLES FOR DUAL ENROLLMENT BETWEEN VIRGINIA'S PUBLIC SCHOOLS AND THE VIRGINIA COMMUNITY COLLEGE SYSTEM

INTRODUCTION

The *Governing Principles for Dual Enrollment between Virginia Public Schools and the Virginia Community College System* exist to provide a state-wide framework for successful, quality dual enrollment partnerships between public schools and community colleges. As such the Principles encourage rigorous educational pursuits; promote a wider range of course options for high school students; and advance access to and success in higher education and the workplace. In addition, because dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit, time is saved and the duplication of facilities and equipment is avoided, both of which have a positive economic impact on the Commonwealth of Virginia.

The benefits of dual enrollment programs are well-known. Dual enrollment programs expose high school students to rigorous coursework and prepare them for the academic and behavioral expectations of colleges and universities. High school students participating in dual enrollment programs have increased motivation and engage deeply with their learning, promoting a smoother college transition and increased chances of long-term academic success. Students who have participated in a dual enrollment program have higher high school graduation and college enrollment rates. When in college, these students have higher persistence and retention rates as well as higher GPAs. The acquisition of dual enrollment credits decreases the time required to complete a college degree resulting in significant cost savings.

These Governing Principles align with the Code of Virginia, which recognizes community colleges as the primary providers of college education for high school students in the Commonwealth; with State Council for Higher Education for Virginia (SCHEV) policy; with Virginia Department of Education (VDoE) policy; and with all policies, standards and requirements set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Dual Enrollment faculty and students shall be bound by these Governing Principles.

For the purpose of this document, dual enrollment refers to community college coursework taken by high school students under the aegis of an agreement between a public school or public school division and a VCCS college wherein a student takes college-level coursework that counts towards high school graduation and is designed to result in earned college credits. High school students may elect to pursue one of several dual enrollment pathways. Students may take dual enrollment courses to enhance the rigor of their high school coursework but without deliberately seeking a post-secondary credential. Qualified students may choose a pathway that provides the opportunity to complete a certificate or an associate of arts or an associate of science degree and take courses that will transfer to post-secondary colleges and universities. Students may choose to enroll in a career technical educational pathway that provides the opportunity to complete a certificate or an associate in applied science degree during or after high school that leads to entry into the workforce. In all cases the community college shall maintain institutional control of the courses and ensure curricular integrity.

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These pathways represent working partnerships between community colleges and the public school divisions and shall be developed at the local level between the public school division and the individual community colleges authorized to contract such agreements. All such agreements, the plans for implementation, and the specific dual enrollment options and pathways provided to students shall comply with these Governing Principles and, as dictated by the Code of Virginia, be submitted by the institutions to the Chancellor of the Virginia Community College System and the Superintendent of Public Instruction annually.

STUDENT ELIGIBILITY AND ADMISSION REQUIREMENTS

The *Regulations Establishing Standards for Accrediting Public Schools in Virginia* (8 VAC 20-131), adopted by the Virginia Board of Education, governs and encourages student participation in dual enrollment arrangements under the following specified conditions:

- Written approval of the high school principal prior to participation in dual enrollment must be obtained;
- The college must accept the high school student for admission to the course or courses; and
- The course or courses must be offered by the college for degree credits (no remedial courses will be offered).

Colleges may offer admission to public and private high school juniors and seniors and home school students studying at the high school junior and senior levels, provided they are college ready according to VCCS policy.¹ Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting a ninth or tenth grade high school student. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

All dual enrollment students must demonstrate readiness for college through placement testing or appropriate scores on the SAT, ACT, or PSAT. Students enrolling in a dual enrollment course must meet all college course pre-requisites. The community college shall assume responsibility, either on campus or at another location approved by the college, for administrative oversight of placement testing and registering students.

Dual enrollment students must be registered by the end of the add/drop period established for each course; exceptions must be approved by the Vice Chancellor for Academic Services and Research. Dual

¹ Colleges are encouraged to apply these principles to private high school dual enrollment offerings and home school dual enrollment students. In all cases community colleges shall maintain institutional control of the dual enrollment courses and ensure curricular integrity of those courses.

Approvals: ASAC 6/2/15; ACOP 6/17/15; SBCC 7/16/15; VDOE 7/31/15; Secretary of Education 8/3/15

enrolled courses taught at the high school may not include non-dual enrolled students without the documented approval of the community college president.

STUDENT SUPPORT SERVICES

In order to support the dual enrolled student's collegial experience, the community college shall provide dual enrollment students access to appropriate student support programs, academic support services, and activities including access and user privileges to adequate library collections and services and any other learning information or resources.

DUAL ENROLLMENT FACULTY

Selection of Faculty

Faculty shall be selected by the participating community college and shall meet the faculty qualification guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Board for Community Colleges policies. When determining faculty qualifications, an institution considers the highest earned degree in the discipline and related work. The following guidelines shall be used:

- Faculty members teaching associate degree courses designed for transfer to a baccalaureate degree have earned a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.
- Faculty members teaching associate degree courses not designed for transfer to the baccalaureate degree have earned a bachelor's degree in the teaching discipline or associate's degree in the teaching field with demonstrated competencies in the teaching discipline and two years of occupational experience.
- Faculty members teaching non-associate's degree occupational programs have earned a high school diploma or equivalent, associate or equivalent in the teaching field preferred, and five years of current occupational experience as defined by the State Board for Community Colleges.

Faculty Responsibility

Dual enrollment faculty shall conform to all college and departmental responsibilities, policies, and procedures related to dual enrollment courses. The faculty member shall:

- Prepare and disseminate a college-approved course syllabus that include all required information for the college course, including the college's grading scale;
- Adhere to the required number of instructional/contact hours for the course;
- Adhere to established college academic/instructional calendars for enrollment and grade submission;
- Use college-approved instructional materials;

Approvals: ASAC 6/2/15; ACOP 6/17/15; SBCC 7/16/15; VDOE 7/31/15; Secretary of Education 8/3/15

- Incorporate all student learning outcomes and assessment of student learning outcomes into instruction;
- Participate in student evaluation of instructional effectiveness;
- Submit final course grades; and
- Participate in required meetings and professional development opportunities.

CURRICULUM STANDARDS

Dual enrollment courses shall be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the VCCS Master Course File. All dual enrollment courses shall be equivalent to the pedagogical, theoretical, and philosophical orientation of the community college department and contain the same student learning outcomes, components of the syllabi, level and rigor of content, assessment and evaluation of student learning outcomes, and instructional effectiveness.

EVALUATION

An effective dual enrollment program requires collaboration between public schools and community colleges to evaluate student learning outcomes, program learning outcomes, instructional effectiveness, and longitudinal outcomes. This evaluative process shall be coordinated by the community college with support from the public school to implement and collect information and data in a timely manner. The following guiding principles establish expectations for the community colleges and public schools regarding the evaluation of the dual enrollment program.

Student Learning Outcomes

In order to ensure that dual enrollment courses taught at the high school meet the curricular depth and breadth of courses taught on community college campuses, all dual enrollment courses shall have the same student learning outcomes as those courses taught on campus. In addition student learning outcomes in all dual enrollment courses shall be assessed using common assessment measures identified and approved by the college and utilized in courses taught on campus. All course learning outcomes shall be communicated to students.

Program Learning Outcomes

Where applicable, the community college's assessment of program learning outcomes shall include dual enrollment students.

Instructional Effectiveness

The community college shall conduct evaluations of dual enrollment instructors using college guidelines established for all adjunct or full-time faculty. High school faculty or adjunct faculty employed by the

Approvals: ASAC 6/2/15; ACOP 6/17/15; SBCC 7/16/15; VDOE 7/31/15; Secretary of Education 8/3/15

community college teaching a dual enrollment course shall be evaluated in accordance with the college's adjunct faculty evaluation process. Full-time community college faculty teaching a dual enrollment course shall be evaluated in accordance with the college's full-time faculty evaluation process.

Part of the evaluation of instructional effectiveness shall include student evaluation of faculty effectiveness. Student evaluation of faculty effectiveness shall be conducted each semester for each course offered in the dual enrollment program and use the same instruments used for all adjunct or fulltime faculty. Results of the student evaluations of teaching effectiveness shall be compiled and shared with the academic dean or designee, the faculty member, and the designated public school representative.

Evaluation of Longitudinal Outcomes

Community colleges and public schools divisions shall work together to provide tracking data on the performance of dual enrollment students, including credits completed, college courses attempted and completed, cumulative GPA, high school graduation data, and any other data agreed upon. The specific data elements will be reported by the community college on a regular basis.

Continuous Improvement

In order to ensure the quality and effectiveness of the dual enrollment program, the community college will specify and evaluate dual enrollment programmatic outcomes and identify changes intended to result in continuous improvement.

FINANCIAL ISSUES

Public school divisions and community colleges should provide the opportunity for students to participate in dual enrollment at little or no cost to them or their families. Virginia Community College System (VCCS) policy requires that full tuition and fees be paid to community colleges for each student in every dual enrollment course. However, a college may reimburse a public school division a portion of tuition in recognition of the school division's contribution of resources toward student participation in the dual enrollment program:

- In accordance with the VCCS Dual Enrollment Financial Model, community colleges will reimburse school divisions *when dual enrollment courses are offered in the high school and are taught by a qualified high school faculty member*. The minimum amount of tuition that will be reimbursed is 60% of tuition charged. The reimbursement rate can be increased up to 100% of the tuition charged based on specific options negotiated by the community college and public school division. Total reimbursement may not exceed 100% of the tuition charged. School divisions may not charge dual enrollment students or their families more than the actual cost of the tuition and fees charged. Reimbursement rates and justifications shall be documented in the annual dual enrollment contract between the community college and the school division.

Approvals: ASAC 6/2/15; ACOP 6/17/15; SBCC 7/16/15; VDOE 7/31/15; Secretary of Education 8/3/15

- When dual enrollment courses are not taught by high school faculty members, the community college may, in order to reduce the net cost to students, reimburse the school division a portion of tuition in recognition of agreed-to contributions of resources provided by the school division.

Neither the school division nor the community college will be penalized in its state appropriation for implementing dual enrollment programs. Public schools shall receive average daily membership (ADM) credit for their students participating in these programs, and the community college shall receive fulltime equivalent (FTE) credits for high school students participating in dual enrollment.

In accordance with VCCS policy, tuition shall be charged at the Virginia in-state rate for any high school student not otherwise qualified for in-state tuition who is enrolled in courses specifically designed as part of the high school curriculum in a community college for which the student may, upon successful completion, receive high school and community college credit pursuant to a dual enrollment agreement between the high school and the community college. In addition, a capital fee shall not be charged to any out-of-state dual enrolled student.

Anne Holton
Secretary of Education for the Commonwealth

Date

Steven R. Staples
Superintendent of Public Instruction
Virginia Department of Education

Date

Glenn Dubois
Chancellor
Virginia Community College System

Date

Policy on SAT and GED Scores for Admission and Placement

6.0.1.1 Dual Enrollment Student Admissions**Admission Criteria for Transfer Courses**

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/ Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	N/A	N/A	18	N/A
Writing/Reading	ENG 111	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

Admission Criteria for CTE Courses

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/ Writing	ENF 1	32	35	N/A	N/A	18	N/A
Reading	ENF 1	62	35	N/A	N/A	18	N/A
Writing/Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

Please contact Joshua Floyd (jfloyd@wcc.vccs.edu, 276-223-4110) to make arrangements to placement test your students.

Virginia Community College System Qualifications of Faculty

Explanation of Policy

1) Minimum Qualifications for hiring and promotion are comprised of State Board for Community Colleges' Policy as stated on this page, the VCCS-29 chart, and the following Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).

“The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.”

2) Emphasis on Continuous Improvement: Faculty qualifications for promotion must emphasize enhancement of knowledge, skills, and abilities through supplemental education beyond the minimum required for initial hiring and through the accrual of successful full-time teaching experience. For this reason, faculty must complete credit hours beyond the current highest degree attained and/or additional years of full-time teaching experience as partial criteria for promotion.

3) Equality of Rank across Disciplines and Programs: Each faculty rank carries comparable levels of responsibility and requires comparable levels of content expertise relative to the discipline/program. To this end, faculty in both transfer and career and technical disciplines retain comparable privileges of and, relative to the discipline, must meet comparable expectations for each rank.

4) SACS-COC Credential Guidelines

a) Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b) Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

In addition to the above two categories of faculty specified by SACS, the VCCS adds the following categories.

c) Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.

d) Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate coursework in developmental education.

e) Faculty teaching Student Development (SDV) courses: A minimum of a bachelor's degree from a regionally accredited institution.

5) Coverage: The accompanying chart (VCCS-29) specifies the normal minimum criteria for each faculty rank for:

a) Full-time and adjunct teaching faculty

b) Administrative and professional faculty (including counselors and librarians)

For administrative and professional faculty:

“Teaching effectiveness” refers to effective performance in the primary area of responsibility;

“Teaching experience” includes professional service in the primary area of responsibility;

“Graduate semester hours in teaching field” refers to coursework in one’s occupational field for the purpose of hiring and promotion.

6) Applicable Policies: The chart will be used and interpreted in conjunction with the above explanation of policy; section 3.2, Faculty Qualifications; section 3.7, Faculty Promotions; and section 3.8.0, Procedure to Determine Faculty Entry Level Salaries in the VCCS Policy Manual.

7) Minimum Requirements

a) Fulfillment of normal minimum criteria does not guarantee original placement in, or promotion to, a given rank.

b) Minimum degree requirements for original appointments and promotions must be met.

c) The following are appropriate substitutions that may be used at the discretion of the college:

(1) Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of full-time teaching experience being considered equivalent to a required year of full-time occupational experience.

(2) Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of full-time, related occupational experience being considered equivalent to a required year of full-time teaching experience.

(3) Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.

(4) For Columns 3 and 5, business, industry, and professional certifications may substitute for educational requirements. These equivalencies must be documented, approved by the president, and placed in the personnel file.

(5) Eighteen graduate semester hours of course work related to the teaching field may substitute for the requirement that a bachelor’s degree be related to the teaching field.

8) Program Accreditation Requirements: In cases where program accreditation agencies recommend specific graduate courses for faculty, those courses should be considered to be “in the teaching field” for VCCS- 29 purposes regardless of the course prefix or other criteria normally used to determine the status of coursework.

9) Measurement of teaching effectiveness: For initial appointments teaching effectiveness is determined through references. Measurement of performance evaluation for promotions is determined by whether teaching faculties have achieved a “Meets Expectations” summary rating on their most recent faculty evaluation. Administrative and Professional faculty must receive at least a “good” summary evaluation rating on the most recent evaluation to qualify for promotion eligibility. (Per VCCS Policy 3.7.0.1.0, fulfillment of normal minimum criteria does not guarantee promotion to a given faculty rank.)

10) For Promotions Only: Credit hour equivalency may be granted for no more than a total of 15 semester hours by either a) or b) below or a combination of both during employment with the VCCS.

a) Active participation in given learning experiences (continuing educational unit classes, workshops, conferences, seminars, etc.) when part of a written professional development plan, approved in advance by the president applying the following formula: 45 contact hours is equivalent to one semester credit hour.

b) Non- teaching work experience directly related to the faculty member's field at a rate not to exceed 1.25 semester credit hours per month of full- time equivalent work experience and not to include work experience applied toward initial appointment, when part of a written professional development plan approved in advance by the president of the college.

11) Human Resource Delegated Authority Agreements: Any exceptions to the criteria as outlined in the VCCS-29 must be fully justified and documented in accordance with the community college's Human Resource Delegation Agreement.

VCCS-29: Normal Minimum Criteria for Each Faculty Rank

May 2013

	Faculty in Humanities, Social Science, Natural Science, Math, Developmental Studies, English as a Second Language, Administrative and Professional Faculty, Counselors, Librarians		Faculty in Specialized Professional or Technical Associate in Applied Sciences or Art Degree Fields		Faculty in Non-Associate Degree Occupational Fields	
	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ASSISTANT INSTRUCTOR	Appointment on a temporary or emergency basis for a period of one year for persons who meet most of the minimum requirements for the instructor rank and who show evidence of being able to complete such requirements within one year.					
ASSOCIATE INSTRUCTOR	Appointment as a Level I associate instructor requires the same credentials as an instructor or assistant professor. Appointment as a Level 2 associate instructor requires the same credentials as an associate or full professor					
INSTRUCTOR						
Teaching Effectiveness	Demonstrates Potential		Demonstrates Potential		Demonstrates Potential	
Academic Preparation	Master's in field or Master's with 18 graduate semester hours in teaching field (The minimum requirement for faculty teaching ESL & developmental courses at the instructor level is a baccalaureate degree related to the teaching field.)		Bachelor's in teaching field <i>or</i> Associate's in the teaching field with demonstrated competency in teaching field.		H.S. diploma or equivalent; Associate's or equivalent in teaching field preferred.	
Experience Related Occupational Experience Total Teaching Experience F/T Community College Experience	0 years 0 years 0 years		2 years 0 years 0 years		5 years current experience 0 years 0 years	
ASSISTANT PROFESSOR						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Master's + 24 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field	Master's + 15 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field	Bachelor's in teaching field + 24 graduate semester hours obtained subsequent to the Bachelor's	Bachelor's in teaching field + 15 graduate semester hours obtained subsequent to the Bachelor's	Associate's or equivalent (Major in teaching field)	High school or equivalent + 30 semester hours toward an Assoc. Degree
Experience: Related Occupational Experience. Total Teaching Experience F/T Community College Experience	0 years 0 years 0 years	0 years 3 years 3 years	2 years 0 years 0 years	2 years 3 years 3 years	5 years 0 years 0 years	5 years 3 years 3 years
ASSOCIATE PROFESSOR						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Doctorate (36 graduate semester hours in teaching field)	Master's + 39 graduate semester hours obtained subsequent to the Master's (for a total of 36 grad hours in teaching field)	Master's related to teaching field + 15 graduate semester hours obtained subsequent to the Master's	Master's related to teaching field	Bachelor's related to the teaching field	Assoc. related to the teaching field or equiv. + 30 semester hours obtained subsequent to the Associate's
Experience: Related Occupational Experience. Total Teaching Experience F/T Community College Experience Minimum VCCS Experience in Previous Rank	0 years 6 years 0 years 0 years	0 years 6 years 3 years	2 years 6 years 0 years 0 years	2 years 6 years 3 years 3 years	5 years 6 years 0 years 0 years	5 years 6 years 3 years 3 years
PROFESSOR						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Doctorate (36 graduate semester hours in teaching field)	Doctorate (36 graduate semester hours in teaching field)	Master's related to teaching field + 36 graduate semester hours obtained subsequent to the Master's	Master's related to teaching field + 36 graduate semester hours obtained subsequent to the Master's	Master's related to the teaching field	Master's related to the teaching field
Experience: Related Occupational Experience. Total Teaching Experience. F/T Community College Experience Minimum VCCS Experience in Previous Rank	0 years 9 years Postsecondary 0 years 0 years	0 years 9 years 3 years 3 years	2 years 9 years Postsecondary 0 years 0 years	2 years 9 years 3 years 3 years	5 years 9 years Postsecondary 0 years 0 years	5 years 9 years 3 years 3 years

(1). Administrative and Professional faculty must receive at least a "good" summary evaluation rating on the most recent evaluation to be considered for promotion

Computing Course Contact Hours for Dual Enrollment Courses

<u>Contact Hours</u>	X	<u>Required Weeks per Semester</u> (Including Final Exam Period)	X	<u>Minutes per Contact Hour</u>	=	<u>Total Minutes Per Course</u>
3		16		*50		2400
4		16		50		3200
5		16		50		4000
6		16		50		4800

*50 Minutes equal 1 academic hour

High School 4 X 4 Block Schedule: 90 Days X 90 Minutes = 8100 Total Minutes

The following examples will further show how required contact hours with exam period are computed:

<u>Course</u>	<u>Course Credits</u>	<u>Lecture Hours + Laboratory Hours = Contact Hours</u>		<u>Exam Minutes</u>	<u>Total Minutes</u>
BIO 101	4	3	3	300 (Lecture + Lab)	4800
BIO 102	4	3	3	300 (Lecture + Lab)	4800
ENG 111	3	3	3	150	2400
ENG 112	3	3	3	150	2400
HIS 121	3	3	3	150	2400
HIS 122	3	3	3	150	2400
MTH 163	3	3	3	150	2400
MTH 164	3	3	3	150	2400

**Guidelines for Required Course Hours (Contact Hours)
In
Dual Enrollment Courses**

Course Hours are the number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experiences).

Lecture and laboratory hours in class each week are also called “contact” hours because it is time spent under the direct supervision of a faculty member.

In addition to the lecture and laboratory hours in class each week as listed in the course description in the college catalog, each student must also spend some time on out-of-class assignments under his or her own direction. Usually each credit per course requires an average of three hours of out-of-class work each week for 15 weeks. Thus, a 3 credit course will require an average of 9 hours of out-of-class work each week.

Note that Week 16, as shown on the preceding template, is allotted for a final exam period of 150 minutes.

Wytheville Community College
Dual Enrollment Program
Course Number, Section, and Course Title
Semester/Year

Contact Information

Include: Name, High School, Position, Office Location, Contact Phone Numbers, Email Address, Office Hours if applicable.

Course (Catalog) Description

VCCS Master Course Description, credit hours, co-requisites and/or prerequisites.

Course Materials

Textbook/ISBN, Supplemental Materials, Required Supplies.

Course Learning Outcomes/Objectives

Enter your outcomes and objectives for the course.

Method of Evaluating Student Achievement

List your evaluation method

WCC Student Links and Resources

It is the student's responsibility to be familiar with the current [WCC Catalog and Student Handbook](#). A list of key policies with brief descriptions and page numbers appears in the table below.

Policy	What the policy covers	Page
Academic and Computer Integrity	Cheating, plagiarism, and other forms of academic dishonesty. Computer ethics guidelines.	92
Alcohol and Substance Abuse Policy	Drug and alcohol prevention program.	105
FERPA (Family Education Rights and Privacy Act)	Access to educational records.	96
Financial Aid Policy/Return of Funds Policy	Financial Aid Information and policy.	22
Inclement Weather/WCC Alert	Inclement weather policy and schedule.	112
Title IX	Sexual harassment policy.	107
VCCS/WCC Withdrawal Policy	Withdrawing from a course.	95



Wytheville Community College

Course Information

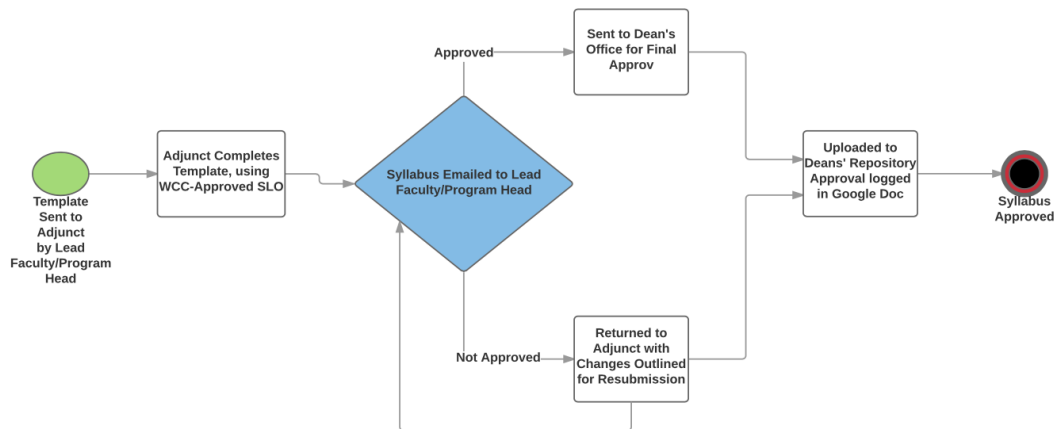
Customized by Instructor

Instructor Name/ High School

Email Address

3

SYLLABUS APPROVAL PROCESS



Dual Enrollment Process

To ensure that the rigor of high school dual enrollment classes are consistent with WCC classes:

Goals	Details for Meeting Goals
<p>Goal 1: Objectives identified in the college course outlines are incorporated in the high school curricula</p>	<ol style="list-style-type: none"> 1. DE Instructor submits syllabi and final examinations to the WCC contact (faculty lead or program head) 2. Faculty lead/program head reviews syllabi and approves or assists DE faculty with meeting WCC objectives and forwards to the dean for approval 3. Faculty lead/program head reviews new textbooks for appropriateness
<p>Goal 2: Data collection is consistent with program assessment measures and completing faculty evaluations</p>	<ol style="list-style-type: none"> 1. Faculty lead/program head requests assessment information for course outcomes 2. Faculty lead/program head assists Dean with distribution and collection of student evaluations 3. Faculty lead/program head provides feedback to Dean for the dual enrollment faculty evaluations 4. Dean completes the annual faculty evaluation and forwards to the DE faculty in June
<p>Goal 3: Communication between college and dual enrollment faculty is regular, ongoing, and facilitates meeting course and college objectives</p>	<ol style="list-style-type: none"> 1. Faculty lead/program head sends a welcome letter or email to all new dual enrollment instructors 2. Faculty lead/program head maintains regular contact with DE faculty 3. Faculty lead/program head and dean meet with DE faculty a minimum of two times per calendar year 4. Business Office will reconcile billing and issue reimbursement. 5. Professional development activities conducted
<p>Goal 4: Facilitate best practices between program heads or faculty leads, the coordinator of dual enrollment, the high school faculty, and the high school division</p>	<ol style="list-style-type: none"> 1. Dual enrollment coordinator works with the high schools to determine potential DE instructors; collects transcripts, resume, application and other supporting documents from the candidate/school system Forwards all information with a course request form to the appropriate Dean 2. DE Coordinator notifies identifying person(s) of a credentialing decision (principal, counselor, etc.) 3. DE Coordinator meets with Dean and/or faculty lead/program head to discuss courses to be offered at each school for the academic year 4. DE Coordinator sends a list of DE instructors and classes to the Deans and faculty leads/program heads, including name, location and contact information before classes start or as soon as a new course is added 5. DE Coordinator will meet with school administrators to discuss any faculty that fall below the acceptable evaluation limits 6. Contracts are signed and sent to the System Office before September 1



Syllabus Check Sheet

Course Prefix and Number: _____ Section: _____

Regular Credit Course: _____ Dual Enrollment Course: _____

Required Credit Course Items

- College's Name
- Contact Information
- Course Description
- Course Material
- Course Learning Outcomes/Objectives
- Method of Evaluating Students
- WCC Student Links
- Course Information

Lead Faculty/Program Head
Approval_____
Date

**APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT:**

- Permission to register for more than 18 credits excluding SDV 100 (Written justification for the overload is required.)
- Permission to enroll in a full class.

Approved _____ (Vice President of Instruction)

Date _____

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE APPROPRIATE ACADEMIC DEAN:

- Permission to register past the deadline.
- Permission to withdraw from class(es) after the deadline.

Reason _____

Approved _____ (Date)

APPROVAL NEEDED BY THE APPROPRIATE ACADEMIC DEAN:

- Permission to waive (or substitute) a pre-requisite for a course.

Reason _____

Approved _____ (Date)

APPROVAL IS NEEDED TO DROP CLASS(ES) AFTER THE DEADLINE AND RECEIVE A TUITION REFUND:

Reason _____

Financial Aid's approval _____ (Date)

VP of Instruction's approval _____ (Date)

VP of Finance's approval _____ (Date)



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

INCOMPLETE GRADE FORM

Student Name _____ Student ID _____

Course Prefix and Number _____ Section _____ Term _____

The following is a description of the work that must be made up by the student:

In the event that I am not available to assist the student, the assignments, tests, or other materials described above may be found in:

If a Change of Grade form is not by submitted by the end of the subsequent term, the grade that the student should receive is: (Circle One)

A B C D F P (For standard credit classes)

S R U (For developmental classes)

Additional information or directions (if needed)

Name (Print): _____

Signature: _____ Date _____

Dual Enrollment New Course Request Form

This form must be submitted and the course approved before students are enrolled.

The proposed course must meet course enrollment requirements at Wytheville Community College. The college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment, and faculty evaluation.

High School _____

Course Prefix _____

Course Name _____

***Credentialed Instructor** _____

Placement Test Requirements _____

Number of Minutes Required _____

Time/Weekdays Class Will Meet _____

Semester Class will be Offered _____

Text Book Required _____

*ALL NEW INSTRUCTORS MUST COMPLETE WCC APPLICATION PACKETS. Please provide name, email and mailing address for all NEW instructors.

Name **Email**

Street **City** **State** **Zip**

SIGNATURES

High School Principal

Academic Dean

High School Counselor

Dual Enrollment Coordinator

Return to:
Joshua Floyd, Coordinator of Dual Enrollment
Bland Hall, Room 102A

Email: jfloyd@wcc.vccs.edu
Fax: (276) 223-4861



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

Dual Enrollment Permission Form – 2019 – 2020

Name (Please print legibly!):

Last First M.I. Grade DOB (mm/dd/yy)

Student Section: I am a student at _____ requesting approval to enroll in the following dual credit courses through Wytheville Community College for the 2019-20 school year.

Fall Semester 2019

Spring Semester 2020

Summer Semester 2020

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand I must apply to the college and meet course eligibility requirements, including placement tests or appropriate College Board scores. I authorize Wytheville Community College to send my transcript and/or final grades to my high school's guidance department at the end of the applicable term.

Student's Signature

Date

Parent or Legal Guardian Section: I give permission for my child to enroll in the dual credit courses listed above and offered through WCC.

Parent's or Legal Guardian's Signature

Date

High School Principal Section: This student meets eligibility requirements to enroll in Wytheville Community College's Dual Enrollment Program and is approved to enroll in the dual credit courses listed above.

Principal's Signature

Date

NOTE: This form must be completed and returned to the dual credit course instructor or school counselor before student will be enrolled in any dual credit course. Students withdrawing from the course after the withdrawal date will receive an 'F' grade for the course. All withdrawal requests shall be made through the appropriate instructor and high school guidance counselor.



WYTHEVILLE COMMUNITY COLLEGE
1000 East Main Street • Wytheville, VA 24382

Instructor Initiated Withdrawal Form

I. WITHDRAWAL

The following student should be withdrawn for unsatisfactory attendance:

NAME: _____

Emplid (required): _____

Course & Number	Section	Number of Absences	Last Date of Attendance
-----------------	---------	--------------------	-------------------------

Instructor Signature

Date

Financial Aid Signature

Date

Submit form to Admissions Office

II. REINSTATEMENT

INSTRUCTOR RECOMMENDATION: REINSTATE: ____ YES ____ NO

Explanation:

REINSTATEMENT: ____ APPROVED ____ DISAPPROVED

Instructor Signature

Date

Explanations/Conditions:

FERPA Consent Educational



to Release Records

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of her or his educational records to a third party. Please print legibly in ink when completing this form.

Student Name: _____

Student ID: _____ Date of Birth: _____

Person(s) to whom you authorize the release of your records: _____

You can list multiple people. You must provide each authorized person listed with the password you choose below. *If they are unable to provide the password, your records cannot be released.*

Password: _____

You are responsible for the security of this password. Protect it from unauthorized parties.

I authorize the release of educational records in the following areas (check all that apply):

- Academic Records
- Financial Aid
- Student Accounts

Select the duration for which you authorize the release of your educational records. *Granting access to the parties listed does not preclude you from revoking access to any of the parties or record types above, if done so in writing.*

- Grant continuous access for the duration of my academic career
- I do not wish to grant continuous access. Access should end on ____/____/____.
Month Day Year

I realize that if I choose to limit access no information will be shared with the people listed above after the date I select. Access can only be reinstated by completing a subsequent *FERPA Consent to Release Educational Records* form.

Student Signature: _____ Date: _____

Form must be submitted in person at the office below, along with a picture ID. **Otherwise a Notary signature is required.**

I am not submitting my form in person. My notary verification is below.

Notary: _____ Commission Exp: _____

Return Completed Form to:
Wytheville Community College
Admissions Office
1000 East Main Street
Wytheville, VA 24382

Office Use Only

Person who entered authorization into SIS: _____ Date entered: _____

WYTHEVILLE COMMUNITY COLLEGE
NEW DUAL ENROLLMENT INSTRUCTOR ORIENTATION FORM

Instructor: _____ Faculty Liaison: _____

School: _____ Date: _____

General Overview:

- Program Review
- Faculty Liaison/Instructor Relationship – site visits, in-service items, etc.
- Instructor Roles and Responsibilities
- Syllabus Review
- Book/Lab Requirements
- Grading Review

Discipline Overview:

- Course Outcomes/Curriculum
- Course Philosophy/Learning Outcomes
- Assignments/Assessments
- Grading
- Additional Items:

Meeting Notes:

Instructor: _____

Faculty Liaison: _____

Date: _____

Date: _____



WCC CLASS OBSERVATION ASSESSMENT FORM

DIRECTIONS

1. This form is intended for observations of face-to-face class meetings. For online class observations, the dean/supervisor should use Quality Matters™ or a similar rubric.
2. The dean/supervisor will review with the instructor the class observation process and expectations for the class observation.
3. The instructor should identify possible course(s), section(s), day(s), and time(s) for the class observation. The dean/supervisor will make the final decision about which class will be observed.
4. **Part 1: Background Information** on this form will be completed by the instructor and forwarded to the dean/supervisor observer at least 24 hours before the class observation.
5. **Part 2: Assessment** on this form will be completed by the dean/supervisor observer and returned to the instructor no more than one week after the observation.
6. **Part 3: Response** on this form will be completed by the instructor and returned to the dean/supervisor observer no more than one week after receiving the Part 2 Assessment.
7. The instructor and dean/supervisor observer will meet in person no more than two weeks after the class observation to discuss the class session, the assessment, and the instructor's response. The instructor and supervisor observer will identify both areas of excellence and areas of potential improvement in the instructor's practice. The instructor and supervisor observer will identify specific strategies for addressing areas of potential improvement.

Instructor Name		Position Title	
Supervisor Observer Name		Position Title	
Catalog/Section Number of Observed Class		Course Title	
Date and Start/End Times of Observation		Location	

PART 1: OBJECTIVES

(To be completed by the instructor at least 24 hours before the class observation.)

1. What are the <u>student learning outcomes</u> for this class session?
2. What methods will be used to foster <u>instructor-student interaction</u> ?
3. What methods will be used to foster <u>collaborative learning among students</u> ?
4. What methods will be used to facilitate <u>active learning</u> ?

5. What methods will be used to develop students' <u>high order cognitive skills</u> (e.g. analyzing, evaluating, creating)?
6. What methods will be used to meet a <u>diversity of learning styles</u> ?
7. What <u>support materials</u> (technology, media, handouts, etc.) will be used to achieve instructional objectives?

PART 2: ASSESSMENT

(To be completed by dean/supervisor observer no more than one week after the class observation.)

1. The instructor was prepared for the class session.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
2. The instructor described the learning outcomes to students at the start of the class session.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
3. The instructor successfully interacted with students.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
4. The instructor facilitated student-to-student interaction to achieve instructional objectives.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
5. The instructor employed methods to facilitate active learning.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		

6. The instructor employed methods to develop students' high order cognitive skills (e.g. analyzing, evaluating, creating).		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
7. The instructor employed methods to target a variety of student learning styles.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
8. The instructor effectively used support materials (e.g., technology, media, handouts, etc.) to achieve instructional objectives.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
9. The stated learning outcomes were achieved.		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		
10. The instructor summarized learning outcomes for the class session, explained how they connect to previous and to upcoming learning outcomes, and communicated to students, <u>both verbally and in writing</u> (e.g. through Blackboard, on the chalkboard, in the syllabus), the assignments due for the next class session(s).		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PARTIALLY
Comments:		

11. Within the categories of (1) instructional design, (2) instructional delivery, (3) instructional effectiveness, and (4) instructional expertise, identify a total of 3-5 specific instances where the instructor exceeded expectations. (If the instructor did not exceed expectations in any of the four areas, please note that.)

Comments:

12. Within the categories of (1) instructional design, (2) instructional delivery, (3) instructional effectiveness, and (4) instructional expertise, identify a total of 3-5 specific teaching behaviors the instructor could improve upon. (Note: A behavior targeted for improvement does not necessarily indicate subpar performance; instead, it may indicate the potential to further develop an excellence.)

Comments:

PART 3: RESPONSE

(To be completed by the instructor no more than one week after reviewing the completed Part 2 above.)

Instructor comments after reviewing Part 2 above or after meeting with the supervisor observer to discuss Part 2 above.
Comments:

Instructor Signature

Date

Dean/Supervisor Observer Signature

Date