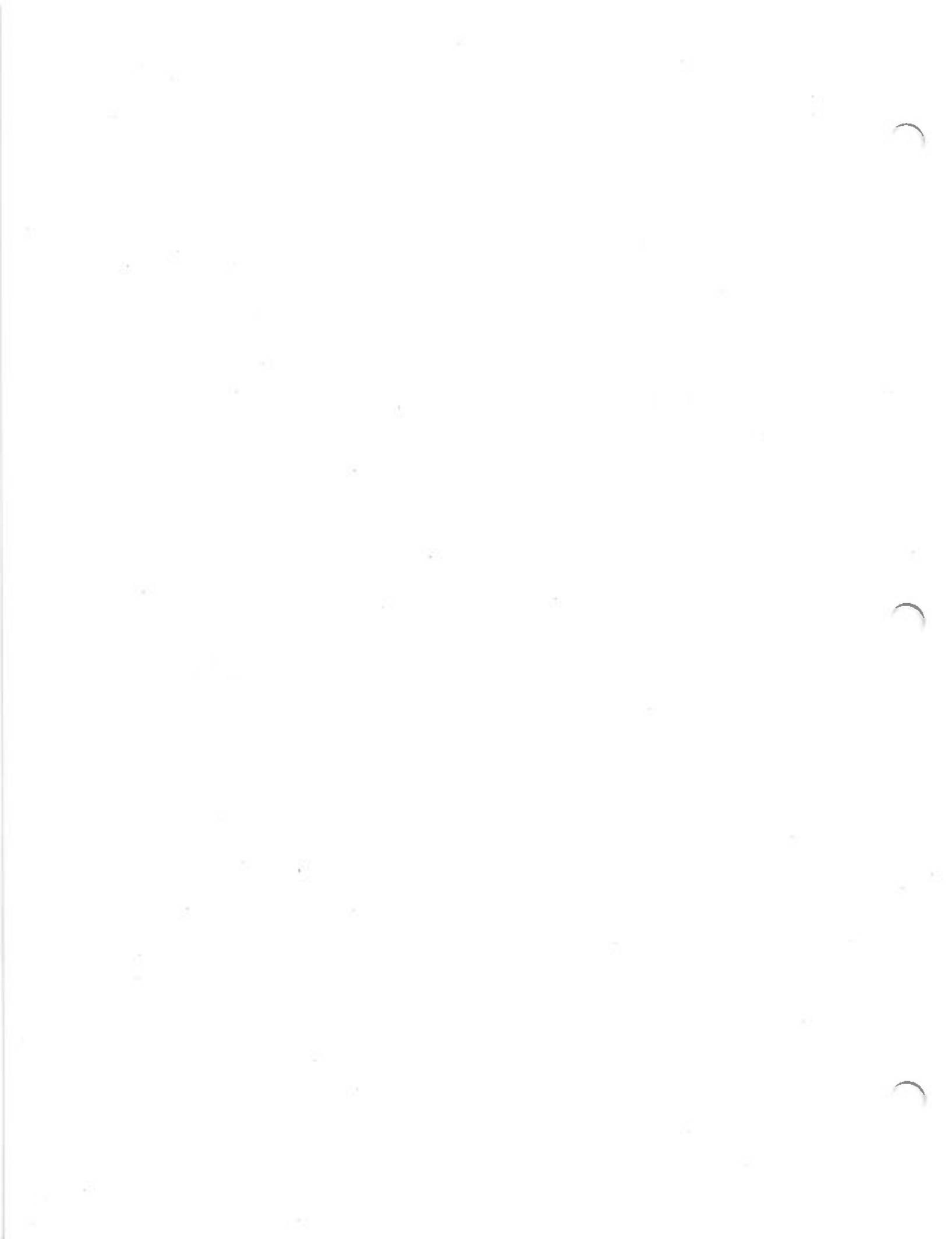




# **Concurrent Enrollment Instructor/Assessor Handbook**

**2011 - 2012 Academic Year**



## A Message from the Concurrent/Dual Enrollment Director

Thank you for agreeing to be a part of offering concurrent enrollment opportunities to high school students in Central Wyoming College's service area. CWC-BOCHES is very excited to partner with county school districts for this purpose, and I look forward to working with you this year.

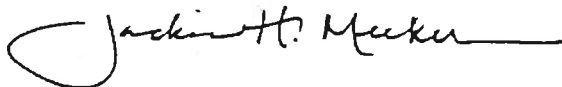
The purpose of the Concurrent/Dual Enrollment Program is to provide enrichment opportunities to academically talented students who are ready for the challenge of college coursework. As you know, the program enables qualified students to enroll in college courses while still in high school, and receive both high school and college credit upon successful course completion. Because of an innovative partnership between Fremont and Hot Springs County school districts and Central Wyoming College, courses are offered at no charge to students and represent a means of avoiding unnecessary duplication of coursework.

*Concurrent* Enrollment courses are offered within the high school, and taught by the high school instructor. *Dual* Enrollment courses are taught on CWC's main campus in a traditional classroom, via the Internet, or over the Interactive Classroom Network (ICN). Upon successful completion, credits earned in the course(s) shall be granted high school academic credit, which shall be counted towards graduation requirements of the district, per state statute. Central Wyoming College is committed to providing a college-level education to concurrent AND dual enrollment students, regardless of the origination site or delivery method. Communication between the instructor and assessor is a vital part of the *Concurrent* Enrollment process. Please take advantage of this connection, as it will help ensure a quality educational experience for your students.

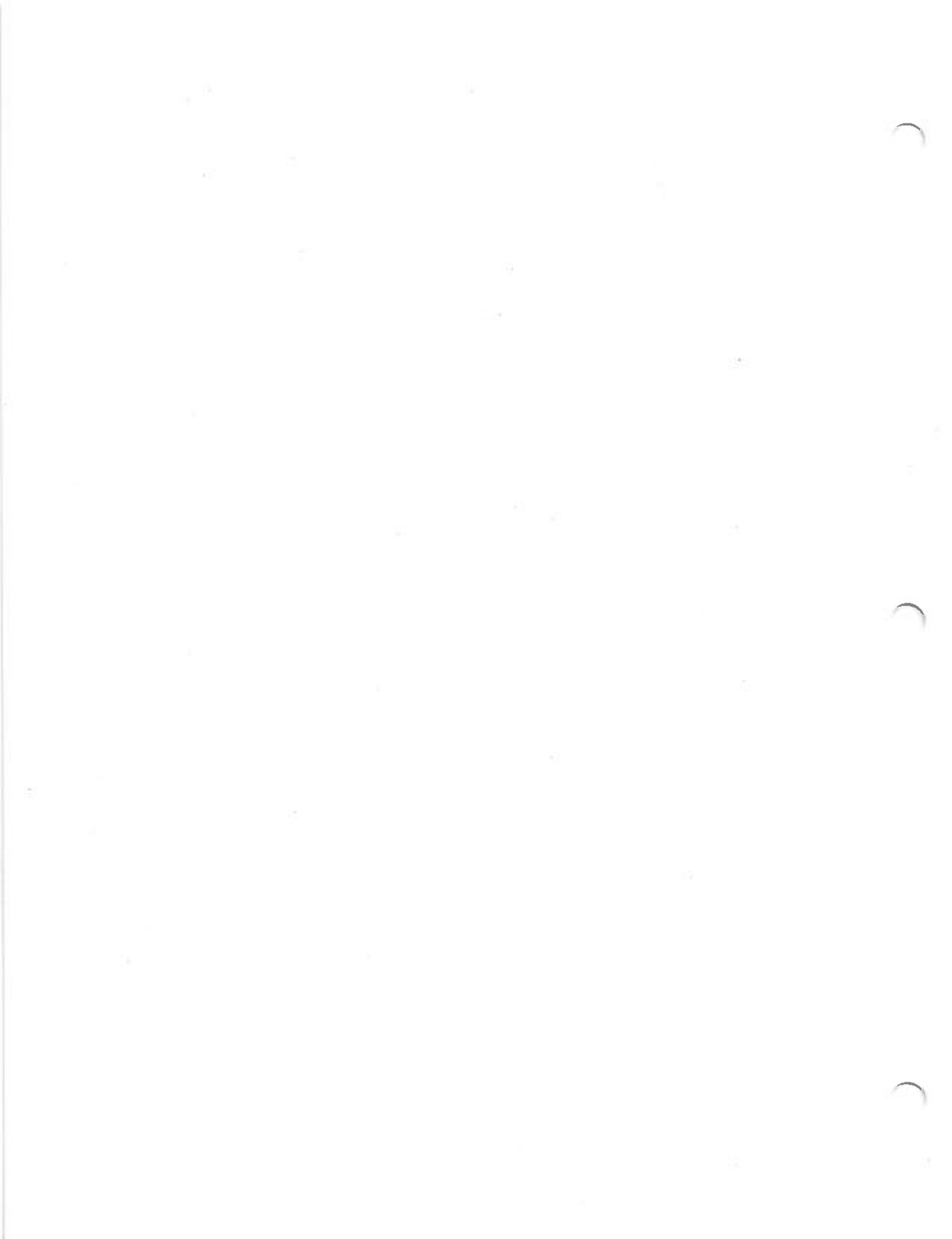
If at any time you have questions or concerns, please contact me. I am always available to help in any way I can.

Again, thank you for being a part of this exciting opportunity. Here's to a great year!

Sincerely,



Jackie H. Meeker  
CWC-BOCHES Program Director  
307-855-2039

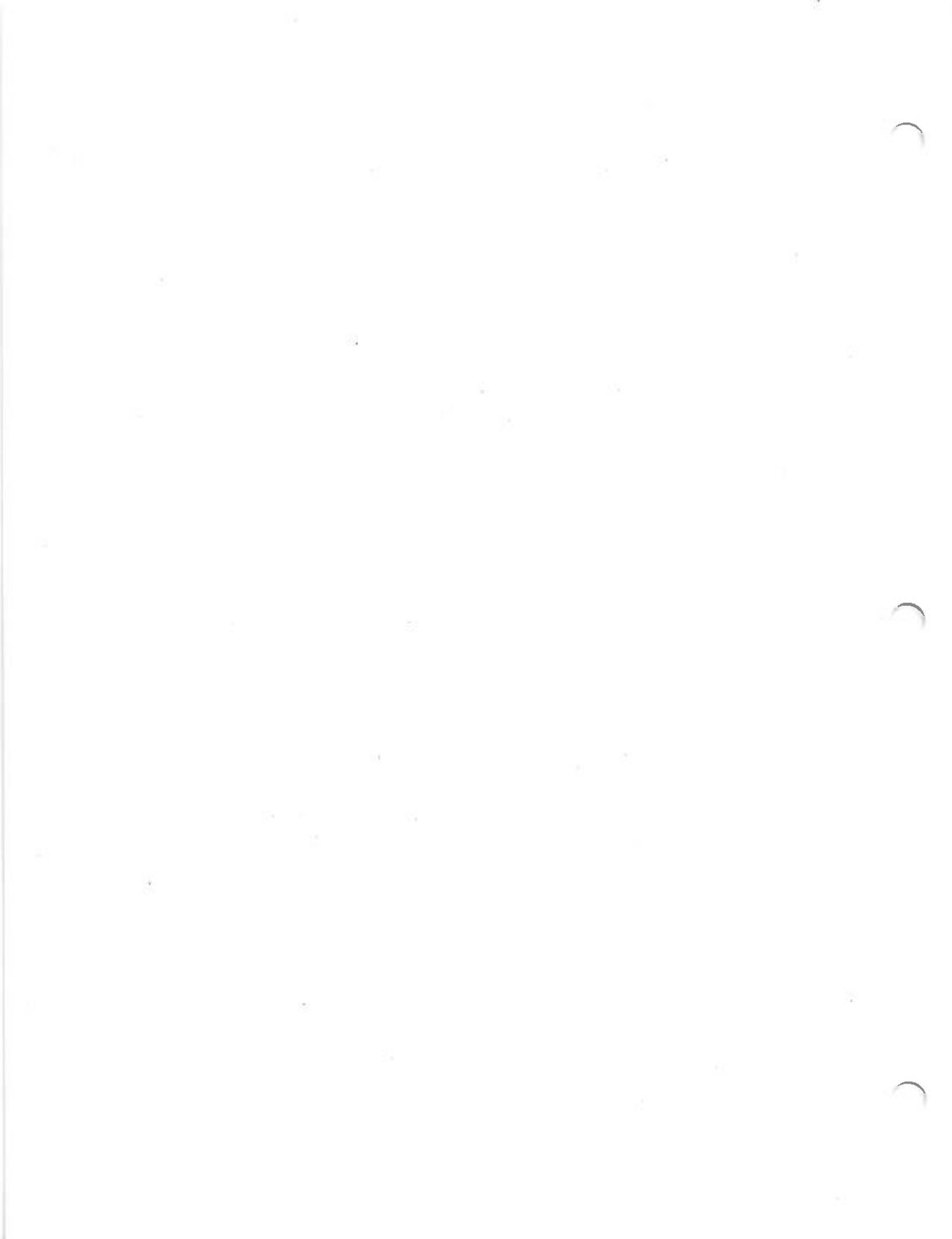


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## ***Benefits of Concurrent Enrollment Courses***

Many of the benefits for Concurrent/Dual Enrollment Courses are self-evident, but a few of the more obvious benefits are worth mentioning here:

### **Student Benefits**

- ❖ Potential to receive a more varied education than might otherwise be available
- ❖ Obtain a head start on a college education
- ❖ Develop important success skills prior to entering college
- ❖ Assist in making future higher education plans
- ❖ Contribute to making the senior year more valuable
- ❖ Decrease the overall cost of a post-secondary degree

### **High School Instructor Benefits**

- ❖ Ability to teach a college level course in their area of interest
- ❖ Develop a closer professional relationship with college faculty colleagues
- ❖ Provide opportunities for their students
- ❖ Utilize college faculty as resources and mentors

### **College Faculty Benefits**

- ❖ Develop a closer professional relationship with high school faculty colleagues
- ❖ Develop a pathway to individual college programs for increased enrollment
- ❖ Serve a greater number of students
- ❖ Assessors are paid \$250 for each course assessed in which 10 or fewer students are enrolled, and an additional \$25 for each student over 10 per class

# *Concurrent/Dual Enrollment Program Guidelines*

Outcomes/Competency Based  
Concurrent/Dual Enrollment Model

## Purpose:

- To provide an opportunity for high school students to receive high school and college credit for college course(s).
- To ensure that high school students enrolled in CWC credit courses shall:
  1. Be treated in the same or similar manner as students on campus;
  2. Be exposed to the same or similar quality learning experience as students on campus;
  3. Demonstrate competency of the same course objectives as students on campus.

## Procedures:

### *In General:*

1. CWC assumes responsibility for college level course delivery.
2. CWC courses offered in the high schools will meet established standards for student performance of competencies and outcomes, regardless of site delivery.
3. Students must meet the established standards required of all students.
4. Most concurrent enrollment courses will be assigned a CWC assessor, who will be an "Instructor of Record" for CWC. The assessor requirement may be waived, on a case-by-case basis.

### *Concurrent Enrollment Course Initiation/ High School Faculty Approval:*

1. High schools interested in offering a concurrent enrollment course shall request the CWC course syllabi and performance outcomes from the CWC-BOCHES Program Director or the appropriate Dean.
2. After review of the course syllabus, if the high school faculty believe it is possible to teach the course for both high school and college credit, the high school faculty shall provide a CWC Exempt Application, his/her resume and his/her official college transcripts to the CWC-BOCHES Program Director, who will complete the course proposal, and forward all information to the appropriate Dean for review and possible approval.

- a) The Professional Application, resume and official transcripts must be received at least 10 working days prior to the beginning of the proposed course start date.
  - b) A "Course Proposal" form will be generated and submitted by the CWC-BOCHES Program Director each time the course is offered (i.e. renewed every year).
  - c) The "Course Proposal" form must bear the signature of the high school principal.
  - d) Concurrent Enrollment courses are normally limited to approved courses as listed in the CWC Catalog. Other courses may be considered on a case-by-case basis.
  - e) CWC-BOCHES shall provide copies of the college textbook free of charge for all Concurrent Enrollment students, if requested by the school district.
  - f) Students who attend courses on the CWC Campus and wish to earn high school credit must consult with the high school principal to determine course eligibility. The "High School affirmation granting high school credit for Central Wyoming College on-campus credit class" form must be submitted to the CWC-BOCHES Program Director before BOCHES will authorize payment of tuition and fees.
3. Proposed courses may be denied for any of the following reasons:
- a) No current articulation agreement;
  - b) Course not listed in the CWC Catalog;
  - c) Courses where articulation agreements with 4 year institutions restrict concurrent enrollment;
  - d) Any other justifiable reason not specifically herein stated.
4. The CWC-BOCHES Program Director shall:
- a) Notify the high school faculty member of the CWC faculty member (the "assessor") responsible for outcome assessment evaluation;
  - b) Facilitate coordination between CWC faculty and high school faculty members regarding content to be included on each assessment and/or a sample assessment and scheduling of the outcome assessment evaluation(s);
  - c) Complete "Course Proposal" forms based on information provided by the instructor;
  - d) Assign course section numbers; and
  - e) Process completed course proposals to allow student registration.

***End of Class Procedures (High School Instructor):***

1. The CWC-BOCHES Office shall provide grade report forms to appropriate high school faculty in January (fall semester classes) and/or May (year long/spring semester classes).
2. Completed grade report forms must be returned to the CWC-BOCHES office within one week of the class end date.
3. Completed student evaluations must be returned to the CWC-BOCHES office prior to the end of the course.
4. Completed assessor evaluations must be returned to the CWC-BOCHES office within one week of the class end date.
5. CWC-BOCHES will generate Purchase Orders and Invoices for reimbursement to the High Schools for instructor and facilities use.

***End of Class Procedures (College Assessor):***

1. Assessors will communicate end-of-course expectations (portfolios, final exams, etc.) to the High School Instructor in a timely manner.
2. Assessors will enter final student grades into the college system, or will make arrangements with the CWC-BOCHES staff to ensure grades have been entered by the deadline established by the Registration and Records Office.
3. Assessors will complete high school instructor evaluations and return to CWC-BOCHES office within one week of the class end date.
4. CWC-BOCHES will generate Assessor Stipend forms for payment to the Assessors.

***Articulation Agreement:***

1. An articulation agreement shall be initiated by Central Wyoming College to include (but not be limited to):
  - a) Purpose
  - b) Length of Term
  - c) Terms of Agreement
  - d) Definition of Concurrent and Dual Enrollment
  - e) Course standards
  - f) Faculty standards
  - g) Assessor information
  - h) Student selection criteria
  - i) Cost for Concurrent/Dual Enrollment courses
  - j) High School reimbursement information

2. The articulation agreement shall be signed by the appropriate college and high school administrator.
  - a) The signed articulation agreement shall reside in the CWC-BOCHES office with copies at the respective high school and in the Vice-President for Academic Services office.
  - b) The articulation agreement shall be modified or revised by mutual consent only.

***Students:***

1. Students must meet the following CWC enrollment standards:
  - a) Be a junior or senior, or have the permission of a high school official;
  - b) Complete an online CWC application;
  - c) Meet all course prerequisites, including ACT or COMPASS testing as appropriate (COMPASS testing is limited to once per 24-hour period, with a maximum of 4 times per semester); and
  - d) Submit a class registration form.
2. No students shall be registered into a concurrent enrollment course until the course proposal process has been completed.
3. The CWC-BOCHES Program Director shall provide a class roster to each instructor for student verification. Should discrepancies exist, it is the responsibility of the high school faculty to immediately notify the CWC-BOCHES Program Director.
4. No students shall be allowed to register into a semester-length concurrent enrollment class after October 14 (fall semester) or February 17 (spring semester).
5. Students shall adhere to all CWC policies and procedures.

# Outcomes/Competency Based Concurrent Enrollment Model

## *Discussion*

This model, which Central Wyoming College currently utilizes, is based upon the following question:

*Have the students acquired the competencies the course is designed to instill?*

**It is the responsibility of the individual assessors to ensure that these competencies and outcomes have been achieved.**

To fulfill this model, it is necessary to devise a way to test and/or assess student performances and/or outcomes. These assessments are course specific and vary greatly depending on the particular discipline.

## Suggested Assessment Options

1. Assessment designed by a CWC faculty member
  - Internet based assessment
  - Additional work beyond regular high school class to alleviate co-mingled class issues
2. Assessment is designed by a CWC faculty member in collaboration with the high school instructor
3. Utilize assessment instruments being used in high school class
4. Assessment must be discipline appropriate
5. Any other method that ensures that the required outcomes and competencies are met by the concurrent enrollment students

It is the responsibility of the Assessor to ensure that the required competencies and outcomes have been met. It does not help the student to pass a course, but not obtain the required education. It also does not help the student to complete the course, and then learn they will not receive a passing grade. By close collaboration between the Assessor and the High School Instructor, these negative consequences can be greatly minimized or even eliminated.

# Assessment of Concurrent Enrollment Courses

## *Responsibilities of the Central Wyoming College Assessor*

- I. Provide all the information necessary to instructors to allow concurrent enrollment students to demonstrate college level competencies and performance-based outcomes.
- II. Provide sufficient information on final assessment to allow successful attainment of the necessary college level competencies and performance-based outcomes.
- III. Provide the following necessary documents prior to the beginning of class:
  - i. Sample syllabi
  - ii. Syllabus template
  - iii. Course objectives
  - iv. Sample assessments
  - v. Grading Rubric(s)
  - vi. Course guidelines and procedures
  - vii. Contact information
  - viii. Other appropriate information
- IV. Contact the high school instructor as often as necessary, but at a minimum of three (3) times a semester. It is recommended this contact should be prior to the start of each class, during the middle of the course and near the end of the course. It is further recommended that the assessor make every effort to visit the classroom in person once per year.
- V. Provide guidance and mentoring as needed by each high school instructor.
- VI. Grade/Review each established assessment at the end of the class to ensure that students have mastered the required outcomes and competencies.
- VII. Enter grades. The assessor will ultimately decide whether a student meets the required competencies. Students are given the option of withdrawing from a CWC course up to one week prior to the end of the course, and this does not affect the student's ability to earn credit for the high school course. In the event that the assessor determines a student should earn a grade of D or F for a concurrent enrollment course, where a passing grade is recommended by the high school instructor, the assessor will contact the high school instructor directly and try to resolve the issue. Ultimately, the assessor for each class will make the final decision as to whether the outcomes and competencies were met by any individual student, and whether a student will pass or fail the course.
- VIII. Assessors will review and update required information each semester.

### ***Responsibilities of the High School Instructor***

- I. Initiate as much contact as necessary with assessor to allow for the success of the students. The assessor is a resource that should be used as frequently as needed.
- II. Resolve any issues or concerns with your assessor as early as possible.
- III. Utilize the assessor to any extent necessary to allow students to be successful. This may include personal, telephonic, or electronic (email) contact.
- IV. Attend all scheduled assessor/instructor meetings.
- V. Provide all student assessment to the assessor in a timely manner.
- VI. Complete and return "Concurrent Enrollment Assessor Evaluations" to the CWC-BOCHES office in a timely manner.

### ***What the Central Wyoming College Assessor will NOT do***

- I. Dictate the manner in which the instructor conducts his/her class:
  - i. The assessor's function is based on college level curriculum. The assessor is tasked with ensuring that college level competencies and performance-based outcomes are demonstrated by students.
- II. Determine how the instructor teaches:
  - i. Central Wyoming College is concerned with the demonstration of college level performance outcomes and competencies by students.
  - ii. The assessor will review the assessments to determine if the student has met competencies and performance-based outcomes for that discipline. If the student has met the standard, the instructor, **not the assessor**, will assign the final college grade.

### ***Questions***

If you have any questions about the assessor/instructor relationship, please feel free to contact Jackie Meeker, CWC-BOCHES Program Director, at (307) 855-2039 or by email at [jmeeker@cw.edu](mailto:jmeeker@cw.edu).

# Concurrent Enrollment Courses      2011-2012

School District	Location	Course Name	Semester Offered	Course Title
FCSD #2	Dubois	HIST 1220 7DY	YEAR LONG	U.S. History II
FCSD #2	Dubois	MATH 1450 7DY	YEAR LONG	Algebra and Trigonometry
FCSD #2	Dubois	PEAC 1292 7DY	YEAR LONG	PE: Strength and Flexibility
FCSD #2	Dubois	NAAS 1000 7DY	FA 2011	Native American Studies
FCSD #21	Fort Washakie	ART 2145 7FY	YEAR LONG	Digital Photography
FCSD #21	Fort Washakie	COSC 1200 7FY	YEAR LONG	Computer Information Systems
FCSD #21	Fort Washakie	CO/M 2000 7F	FA 2011	Radio Broadcasting I
FCSD #21	Fort Washakie	CO/M 2000 7F	SP 2012	Radio Broadcasting I
FCSD #1	Lander	BIOL 1080 7LY	YEAR LONG	Introduction to Environmental Science
FCSD #1	Lander	CHEM 1020 7LY	YEAR LONG	General Chemistry I
FCSD #1	Lander	FREN 1010 7LY	YEAR LONG	First Year French I
FCSD #1	Lander	FREN 1020 7LY	YEAR LONG	First Year French II
FCSD #1	Lander	HRM 1500 7LY	YEAR LONG	Introduction to the Hospitality Industry
FCSD #1	Lander	MATH 1400 7LY	YEAR LONG	College Algebra
FCSD #1	Lander	MATH 2200 7LY	YEAR LONG	Calculus I
FCSD #1	Lander	SPAN 1010 7LY	YEAR LONG	First Year Spanish I
FCSD #1	Lander	SPAN 1020 7LY	YEAR LONG	First Year Spanish II
FCSD #1	Lander	STAT 2050 7LY	YEAR LONG	Fundamentals of Statistics
FCSD #1	Lander	ZOO 2015 7LY	YEAR LONG	Human Anatomy
FCSD #1	Lander	ART 2410 7L	FA 2011	Ceramics I
FCSD #1	Lander	BIOL 1010 7L	FA 2011	General Biology I
FCSD #1	Lander	ENGL 1010 7L	FA 2011	English Composition I
FCSD #1	Lander	HIST 1210 7L	FA 2011	US History I
FCSD #1	Lander	MATH 1405 7L	FA 2011	Trigonometry
FCSD #1	Lander	PEAC 1009 7L	FA 2011	PE: Recreational Games
FCSD #1	Lander	PEAC 1273 7L	FA 2011	PE: Heavy Resistance
FCSD #1	Lander	POLS 1000 7L	FA 2011	American & Wyoming Government
FCSD #1	Lander	PSYC 1000 7L	FA 2011	General Psychology
FCSD #1	Lander	ART 2090 7L	SP 2012	Printmaking I
FCSD #1	Lander	ART 2210 7L	SP 2012	Painting I
FCSD #1	Lander	ART 2410 7L	SP 2012	Ceramics I
FCSD #1	Lander	BIOL 2020 7L	SP 2012	General Biology II
FCSD #1	Lander	CNTK 1505 7L	SP 2012	Introduction to Construction Trades
FCSD #1	Lander	CNTK 1510 7L	SP 2012	Safety & Tools in Construction Trades
FCSD #1	Lander	COSC 1200 7L	SP 2012	Computer Information Systems
FCSD #1	Lander	ENGL 1020 7L	SP 2012	English Composition II
FCSD #1	Lander	HIST 1220 7L	SP 2012	US History II
FCSD #1	Lander	HRM 1505 7L	SP 2012	Health, Sanitation and Safety
FCSD #1	Lander	MATH 1405 7L	SP 2012	Trigonometry
FCSD #1	Lander	PEAC 1009 7L	SP 2012	PE: Recreational Games
FCSD #1	Lander	PEAC 1248 7L	SP 2012	PE: Beginning Soccer
FCSD #1	Lander	PEAC 1273 7L	SP 2012	PE: Heavy Resistance
FCSD #1	Lander	POLS 1000 7L	SP 2012	American & Wyoming Government
FCSD #1	Lander	PSYC 1000 7L	SP 2012	General Psychology
FCSD #1	Lander	SOC 1000 7L	SP 2012	Sociological Principles

## Concurrent Enrollment Courses 2011-2012 *(continued)*

School District	Location	Course Name	Semester Offered	Course Title
FCSD #25	Riverton	AUTO 1510 7RY	YEAR LONG	Engine Systems Fundamentals
FCSD #25	Riverton	AUTO 1765 7RY	YEAR LONG	Automotive Electrical Systems
FCSD #25	Riverton	BIOL 1010 7RY	YEAR LONG	General Biology I
FCSD #25	Riverton	BIOL 2020 7RY	YEAR LONG	General Biology II
FCSD #25	Riverton	CHEM 1000 7RY	YEAR LONG	Introduction to Chemistry
FCSD #25	Riverton	CO/M 2200 7RY	YEAR LONG	Electronic Media Production
FCSD #25	Riverton	HRM 1500 7RY	YEAR LONG	Introduction to the Hospitality Industry
FCSD #25	Riverton	HRM 1505 7RY	YEAR LONG	Health, Sanitation and Safety
FCSD #25	Riverton	MATH 1400 7RY	YEAR LONG	College Algebra
FCSD #25	Riverton	PHYS 1050 7RY	YEAR LONG	Survey of Physics
FCSD #25	Riverton	SPAN 1010 7RY	YEAR LONG	First Year Spanish I
FCSD #25	Riverton	SPAN 1020 7RY	YEAR LONG	First Year Spanish II
FCSD #25	Riverton	ACCT 1050 7R	FA 2011	Practical Accounting
FCSD #25	Riverton	CMAP 2510 7R	FA 2011	Multimedia: Introduction
FCSD #25	Riverton	CNTK 1505 7R	FA 2011	Introduction to Construction Trades
FCSD #25	Riverton	CNTK 1510 7R	FA 2011	Safety and Tools in Construction Trades
FCSD #25	Riverton	CO/M 1010 7R	FA 2011	Public Speaking
FCSD #25	Riverton	ENGL 1010 7R	FA 2011	English Composition I
FCSD #25	Riverton	MATH 1400 7R	FA 2011	College Algebra
FCSD #25	Riverton	MATH 2200 7R	FA 2011	Calculus I
FCSD #25	Riverton	POLS 1000 7R	FA 2011	American & Wyoming Government
FCSD #25	Riverton	PSYC 1000 7R	FA 2011	General Psychology
FCSD #25	Riverton	ACCT 1050 7R	SP 2012	Practical Accounting
FCSD #25	Riverton	CMAP 2510 7R	SP 2012	Multimedia: Introduction
FCSD #25	Riverton	COSC 1200 7R	SP 2012	Computer Information Systems
FCSD #25	Riverton	ENGL 1020 7R	SP 2012	English Composition II
FCSD #25	Riverton	MATH 1405 7R	SP 2012	Trigonometry
FCSD #25	Riverton	POLS 1000 7R	SP 2012	American & Wyoming Government
FCSD #25	Riverton	PSYC 1000 7R	SP 2012	General Psychology I
FCSD #25	Riverton	SOC 1000 7R	SP 2012	Sociological Principles

## Concurrent Enrollment Courses 2010-2011 *(continued)*

School District	Location	Course Name	Length of Course	Course Title
FCSD #24	Shoshoni	AGEC 2010 7SY	YEAR LONG	Farm & Ranch Business Records
FCSD #24	Shoshoni	CHEM 1000 7SY	YEAR LONG	Introduction to Chemistry
FCSD #24	Shoshoni	CNTK 1505 7SY	YEAR LONG	Introduction to Construction Trades
FCSD #24	Shoshoni	CNTK 1510 7SY	YEAR LONG	Safety & Tools in Construction
FCSD #24	Shoshoni	HIST 1210 7SY	YEAR LONG	US History I
FCSD #24	Shoshoni	MATH 1405 7SY	YEAR LONG	Trigonometry
FCSD #24	Shoshoni	PEAC 1273 7SY	YEAR LONG	PE: Heavy Resistance
FCSD #24	Shoshoni	ENGL 1010 7S	FA 2011	English Composition I
FCSD #24	Shoshoni	ENGL 1020 7S	SP 2012	English Composition II
FCSD #6	Pavillion	ART 2410 7WY	YEAR LONG	Ceramics I
FCSD #6	Pavillion	ART 2420 7WY	YEAR LONG	Ceramics II
FCSD #6	Pavillion	ENGL 1010 7W	FA 2011	English Composition I
FCSD #6	Pavillion	POLS 1000 7W	FA 2011	American & Wyoming Government
FCSD #6	Pavillion	ENGL 1020 7W	SP 2012	English Composition II
FCSD #6	Pavillion	PSYC 1000 7W	SP 2012	General Psychology
FCSD #14	Ethete	AUTO 1510 7NY	YEAR LONG	Engine Systems Fundamentals
FCSD #14	Ethete	AUTO 1765 7NY	YEAR LONG	Automotive Electrical Systems
FCSD #14	Ethete	MATH 1400 7NY	YEAR LONG	College Algebra
FCSD #14	Ethete	MATH 1405 7NY	YEAR LONG	Trigonometry
FCSD #14	Ethete	WELD 1700 7NY	YEAR LONG	General Welding
FCSD #14	Ethete	PEAC 1273 7N	FA 2011	PE: Heavy Resistance
FCSD #14	Ethete	POLS 1000 7N	FA 2011	American & Wyoming Government
FCSD #14	Ethete	SOC 1000 7N	FA 2011	Sociological Principles
FCSD #14	Ethete	UNST 1000 7N	FA 2011	Orientation to College
FCSD #14	Ethete	PEAC 1292 7N	SP 2012	PE: Strength and Flexibility
FCSD #14	Ethete	PHYS 1050 7N	SP 2012	Survey of Physics
FCSD #14	Ethete	POLS 1000 7N	SP 2012	American & Wyoming Government
FCSD #14	Ethete	NAAS 1000 7N	SP 2012	Introduction to Native American Studies
HSCSD #1	Thermopolis	ART 2145 7TY	YEAR LONG	Digital Photography
HSCSD #1	Thermopolis	AUTO 1510 7TY	YEAR LONG	Engine Systems Fundamentals
HSCSD #1	Thermopolis	BIOL 1010 7TY	YEAR LONG	General Biology I
HSCSD #1	Thermopolis	CHEM 1000 7TY	YEAR LONG	Introduction to Chemistry
HSCSD #1	Thermopolis	MATH 1400 7TY	YEAR LONG	College Algebra
HSCSD #1	Thermopolis	MATH 1405 7TY	YEAR LONG	Trigonometry
HSCSD #1	Thermopolis	MATH 2200 7TY	YEAR LONG	Calculus I
HSCSD #1	Thermopolis	PSYC 1000 7TY	YEAR LONG	General Psychology
HSCSD #1	Thermopolis	SPAN 1010 7TY	YEAR LONG	First Year Spanish I
HSCSD #1	Thermopolis	SPAN 1020 7TY	YEAR LONG	First Year Spanish II
HSCSD #1	Thermopolis	ENGL 1010 7T	FA 2011	English Composition I
HSCSD #1	Thermopolis	ENGL 1020 7T	SP 2012	English Composition II



# STATE STATUTE: COOPERATIVE EDUCATIONAL SERVICES

## CHAPTER 20 - COOPERATIVE EDUCATIONAL SERVICES

### ARTICLE 1 - IN GENERAL

#### **21-20-101. Short title.**

This act may be cited as "The Boards of Cooperative Educational Services Act".

#### **21-20-102. Purpose.**

The purpose of this act is to provide a method whereby school districts and community college districts or any combination may work together and cooperate to provide educational services, including but not limited to postsecondary education, vocational-technical education, adult education and services for children with disabilities, when the services can be more effectively provided through a cooperative effort. Educational services provided under this act by or in cooperation with public schools shall be subject to the standards for educational programs imposed under W.S. 21-9-101 and 21-9-102, and by rule and regulation of the state board.

#### **21-20-103. Definitions.**

(a) As used in this act:

(i) "Assessed value" means the total assessed value of the member school district or community college district;

(ii) "Board of trustees" means the board of trustees of any school district within the state or the community college district board of any community college within the state;

(iii) "Post secondary education" means education programs offered by any accredited Wyoming college, the University of Wyoming or any accredited college or university outside of Wyoming if services are unavailable in Wyoming;

(iv) "This act" means W.S. 21-20-101 through 21-20-111.

#### **21-20-104. Board of cooperative educational services; generally.**

(a) If two (2) or more boards of trustees desire to establish a board of cooperative services for the purpose of providing cooperative educational services and if the services can be provided more effectively through a cooperative effort, the boards of trustees of the interested districts, a majority

of whose members respectively vote in favor of doing so, may enter into an agreement to form a board of cooperative educational services. The agreement shall specify among other things the length of term of the agreement, the rights, responsibilities and obligations of each participating district, the types of services to be rendered, the procedure for the establishment of additional services and the procedure for the inclusion of additional districts within the cooperative educational services program. The agreement shall also provide a method for the amendment and dissolution of the agreement with the consent of each participating district. Any agreement to form a board of cooperative educational services entered into between the participating districts shall be approved by the state board of education.

(b) The boards of trustees agreeing to participate in the board of cooperative educational services shall appoint members of the participating boards of trustees to a board of cooperative educational services. The appointed board shall be composed of not less than five (5) nor more than nine (9) members unless there are more than nine (9) districts participating in which event each participating district shall have one (1) member. Each participating board of trustees shall have at least one (1) member appointed to the board of cooperative educational services. The terms of office of each of the members of the board of cooperative educational services shall be coterminous with their respective terms of office upon their boards of trustees. As the terms of office expire, or as vacancies occur, new members of the board of cooperative educational services shall be appointed by the board of trustees of the participating district.

**21-20-105. Board of cooperative educational services; chairman, vice-chairman, clerk and treasurer; meetings.**

At its first meeting, the members of the board of cooperative educational services elected as set forth in W.S. 21-20-104(b) shall proceed to elect from their membership a chairman, a vice-chairman, a clerk, and a treasurer, whose terms of office shall be for one (1) year unless their terms of office as school board members expire earlier. The duties of the chairman, vice-chairman, clerk and treasurer of the board of cooperative educational services shall be the same as the duties provided by law for similar offices of boards of trustees of school districts within this state insofar as they are applicable. Meetings of the board of cooperative educational services shall be called, held and conducted as provided by law for the meeting of the boards of trustees of school districts within this state.

**21-20-106. Cost of facilities, equipment and services.**

Except as provided under W.S. 21-20-110(g) for revenues generated from any additional special school district tax, the costs of facilities, equipment and services performed under the direction of the board of cooperative educational services shall be financed by participating districts on a basis agreed upon by the boards of trustees of the participating districts.

**21-20-107. Powers and duties of board of cooperative educational services.**

(a) Each board of trustees of cooperative educational services shall:

(i) Prescribe and enforce rules, regulations and policies for its own government and for the government of the services and affairs under its jurisdiction which are consistent with the laws of the state;

(ii) Keep minutes of all meetings at which official action is taken and a record of all official acts which are public records;

(iii) Be responsible for such programs and services as shall be provided by joint agreement of the boards of trustees involved in the cooperative educational programs;

(iv) Administer and abide by the terms of the agreement or agreements entered into by the participating districts.

**21-20-108. Powers and duties of board of cooperative educational services; property; contracts; gifts, grants, bequests or devises; employment and discharge of personnel; expenses; bonding of employees.**

(a) Each board of trustees of cooperative educational services may:

(i) Hold, convey, lease, rent and manage property;

(ii) Except as provided by paragraph (a)(iii) of this section, contract for educational and related services with any other agency;

(iii) Contract for post secondary education services with any accredited Wyoming college or the University of Wyoming or if services are unavailable in Wyoming, with an accredited college or university outside of Wyoming;

(iv) Accept or reject any federal or other gift, grant, bequest or devise;

(v) Discharge any employee;

(vi) Employ any personnel needed to perform the services for which the board of cooperative services is formed;

(vii) Receive and spend funds and provide for the necessary expenses of the board incurred in the exercise of its powers and performance of its duties;

(viii) Require any employee responsible for funds or property of the board to be bonded under suitable bond indemnifying the board against loss, for an amount and of a type determined by the board.

**21-20-109. Special school district tax for board of cooperative educational services; election not required; determination of levy amount.**

(a) For the purpose of maintaining programs offered by a board of cooperative educational services, the school districts comprising the board may levy a special school district tax not to exceed one-half (1/2) mill on the assessed value of the member districts. The vote of the electors within the member districts shall not be required for the tax levy.

(b) The amount of the mill levy shall be determined on the basis of a predetermined formula based upon a participating district's total enrollment, ascertained by the board and ratified by at least three-fourths (3/4) of the participating boards. The assessment shall raise only the necessary funds to meet the financial requirements of programs and services offered.

(c) Repealed by Laws 1989, ch. 248, 2, 3.

**21-20-110. Additional special school district tax; election; limitations; special community college district levy.**

(a) The school districts comprising any board of cooperative educational services established under this act and providing post secondary education services may impose an additional special school district levy not to exceed two (2) mills on the assessed value of the member districts. Any additional levy imposed under this section is in addition to any tax levied under W.S. 21-20-109.

(b) Except as provided by subsection (h) of this section, no additional tax shall be levied under this section until a

proposition to impose the levy is submitted to a vote of the qualified electors of the member school districts comprising the board and a majority of all votes cast within the member districts vote in favor of imposing the additional tax levy. The proposition to impose the additional levy shall be submitted at an election held on a date authorized under W.S. 22-21-103. The board shall publish notice of the election within a newspaper of general circulation in the affected districts and the election shall be conducted in accordance with the procedures provided by W.S. 22-22-301 through 22-22-304. Each member school district shall pay all costs incident to the election within its district or if a concurrent election, an equally proportioned share of the costs as determined by the county clerk.

(c) At the election, the ballot shall contain the words "for the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services" and "against the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services".

(d) Each county clerk of the counties involved shall immediately give notice of the election results to the county commissioners and if the proposition is authorized by the electors of all participating school districts, each involved county commission shall levy the additional special school district tax in the manner provided by law.

(e) If the additional tax levy is approved, the proposition of continuing the additional special school district levy shall be submitted by the board at each second general election following approval of the proposition until the proposition for continuing the additional levy is defeated. The ballot shall contain the words "for continuing the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services" and "against continuing the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services".

(f) If the proposition to impose or continue the increased tax is defeated, the proposition shall not again be submitted to electors of the member school districts for at least eleven (11) months. If the proposition is defeated at any general election following initial adoption of the additional tax, the tax is repealed effective December 31 of that calendar year in which defeated and the levy imposed by the county commissioners for

the following calendar year shall not exceed the levy authorized under W.S. 21-20-109.

(g) Revenues generated from any additional special school district levy under this section shall not be:

(i) Considered as a part of any local revenues to be included in any community college district budget or as a part of the operating budget of the University of Wyoming, except for tuition and fees collected for post secondary education services offered by and included within the budget of any community college or the University of Wyoming. The revenues shall be identified in the community college biennial funding report under W.S. 21-18-205(b); or

(ii) Used for building any capital construction project.

(h) In addition to subsection (a) of this section, the board of trustees of any community college district participating in an agreement under W.S. 21-20-104 may levy a special levy of not to exceed one-half (1/2) mill on the assessed value of the district for a period not to exceed two (2) years. Any levy imposed under this subsection shall be used solely for purposes of maintaining programs offered by the board of cooperative educational services of which the district is a participant and when combined with any levy imposed under subsection (a) of this section, shall not exceed two (2) mills. A determination by the board to impose the levy shall be made at a regular or special meeting following a public hearing announced by the board. Any tax imposed under this subsection may be renewed by the board for an additional two (2) years subject to public hearing requirements specified under this subsection. Revenues collected under this subsection shall be identified as district revenue in the biennial funding report of the district under W.S. 21-18-205(b) but shall not be restricted by the commission in any manner.

**21-20-111. Special school district taxes; in addition to existing district tax limitations; distribution of tax revenues; withdrawal from participation.**

(a) Any special school district tax imposed under W.S. 21-20-109 and any additional special school district tax imposed under W.S. 21-20-110 shall be in addition to the tax limitations imposed under W.S. 21-13-102.

(b) Revenues generated from any special school district tax levy imposed under W.S. 21-20-109 and 21-20-110 shall be distributed to the appropriate board of cooperative educational services and shall be deducted from the total operating costs when assessing tuition and maintenance costs for participating

districts. In addition and in accordance with W.S. 21-20-110(g), revenues generated under any additional tax levied under W.S. 21-20-110 shall be restricted to necessary operating expenses connected with maintaining post secondary education services.

(c) One (1) year advance notice shall be provided by any participating school district board of trustees before withdrawing from funding any cooperative educational services.

## ARTICLE 2 - WYOMING POSTSECONDARY EDUCATION OPTIONS PROGRAM

### **21-20-201. Agreement between districts and postsecondary education institutions authorized; student participation; credits; financial arrangements; transportation; accessibility.**

(a) A Wyoming school district board of trustees and a Wyoming community college district board of trustees or the University of Wyoming may enter into an agreement to establish a postsecondary education enrollment options program whereby students resident of the participating district may attend postsecondary education programs offered by the university or a participating community college. Additional student eligibility requirements for program participation shall be based upon criteria established by the university or the community college.

(b) An eligible student may, according to the agreement between the school district and the university or community college, enroll in a postsecondary education program offered at:

(i) The university, a community college, an off-campus center or at a site meeting safety and accessibility requirements under the instruction of a faculty member;

(ii) A higher education center which is part of a college outreach cooperative education services agreement entered into by one (1) or more community college districts and one (1) or more school districts under W.S. 21-20-104; or

(iii) A high school or other facility maintained by the participating district, under the instruction of a certified teacher employed by the district or by a faculty member of the institution entering into an agreement with the district.

(c) A student participating in a postsecondary education enrollment options program pursuant to this section shall upon successfully completing any course offered under the program, receive academic credit by the resident school district which shall be counted towards the graduation requirements of the district. Evidence of successful completion of each course, the secondary credits granted and a statement that the credits were earned through program participation shall be made a part of the participating student's records maintained by the district. In addition, the participating student shall receive postsecondary

education credit for any course successfully completed under the program.

(d) The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection. Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution.

(e) A student participating in the program shall be counted within the average daily membership of the resident school district as defined under W.S. 21-13-101(a)(i) and concurrently by the participating higher education institution for its full-time equivalent enrollment count.

(f) If the postsecondary education options program is offered at a facility operated by the university or participating community college which is located at a reasonable distance from the high school at which the participating student is enrolled, the district may provide for the transportation of the student between the high school and the location at which the program is offered. Costs incurred by the district under this subsection shall be included as part of the district transportation expenses as used in computing the district foundation program amount under W.S. 21-13-309.

(g) Nothing in this section prohibits a high school student from taking a college or university course apart from agreements outlined in this section if the student bears the cost.

(h) Each school district board of trustees shall in conjunction with the University of Wyoming, community college district boards of trustees or other postsecondary education institutions accredited by recognized and accepted accrediting agencies, make postsecondary education options programs pursuant to this section reasonably accessible to eligible students.

# Exhibits

## *Samples:*

Articulation Agreement

Course Proposal

Assessor Evaluation

Instructor Evaluation

Student Agreements:

- i. Concurrent Enrollment
- ii. CWC campus Dual Enrollment
- iii. CWC credit only

## *Policies:*

ACT Payment

Tuition/Fees Payment

College Credit Only Payment

## *Instructions:*

CWC Online Application

MyCentral/Angel



# Articulation Agreement 07-01-11

Between

Central Wyoming College  
and  
School District

## ***AGREEMENT FOR CONCURRENT AND DUAL ENROLLMENT***

This agreement is made and entered into by and between Central Wyoming College (hereinafter referred to as "**CWC**") located at 2660 Peck Avenue, Riverton, Wyoming 82501, and School District (hereinafter referred to as "**DISTRICT**") located at ADDRESS, for the purpose of providing post-secondary educational opportunities to SCHOOL DISTRICT High School students.

### **LENGTH OF TERM**

This agreement shall commence upon the day and date last signed and executed by the duly authorized representatives of the parties to this agreement and shall remain in full force and effect until the end of the 2011-2012 academic year. Either the HIGH SCHOOL or CWC may terminate this agreement, with or without cause, by giving thirty (30) days written notice; provided, however, that students receiving instruction in the HIGH SCHOOL shall be given the opportunity to complete the full course during the instructional period.

### **TERMS OF AGREEMENT**

#### **PURPOSE**

The purpose of this agreement is to establish a partnership between Central Wyoming College (CWC), and SCHOOL DISTRICT in offering concurrent and dual credit courses at SCHOOL DISTRICT High School. This agreement also defines the policy and procedures related to concurrent and dual enrollment classes for high school students as defined by Wyoming Statute 21-20-201.

The fundamental principle will always be that students in *concurrent/dual* enrollment courses are expected to accomplish the same *objectives or performance* standards as college students taking CWC courses on campus. As an educational institution accredited by The Higher Learning Commission of the North Central Association, CWC must ensure that its College credit courses are delivered in a consistent manner regardless of how and where they are delivered. Moreover, ensuring this consistency reduces transfer issues for students.

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

- **Serve as an impetus or vehicle for seamless transition between high school and post secondary education.**
  - Establish a partnership to support student success.
  - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
  - Ensure that the high school faculty and students are informed of the rigor of college courses.
  - Ensure that more high school students are prepared for college-level work upon graduation.
  
- **Serve as an access point for students who otherwise are unlikely to attend college.**
  - Reduce the time associated with completing a postsecondary credential.
  - Provide opportunities for those who did not know that they were “college material.”
  - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
  - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.
  
- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
  - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

## **DEFINITION OF CONCURRENT AND DUAL ENROLLMENT COURSES**

### **Concurrent Enrollment Courses**

Concurrent enrollment courses are CWC courses taught by high school faculty who have been approved as CWC adjunct faculty and who are teaching said course as part of their duties as a High School employee. High School faculty teaching concurrent credit courses will be considered adjunct faculty for the purposes of CWC and will be included in all adjunct faculty communications. Additionally, High School faculty teaching concurrent courses for CWC will be expected to communicate as necessary with the appropriate College representatives for issues such as student records, grades, and other institutional or student situations.

Because it is a CWC course, the student will be graded according to College standards and expectations. The students will receive a grade on a CWC permanent transcript.

### **Dual Enrollment Courses**

Dual enrollment courses are not the same as concurrent enrollment courses and, therefore, do not fall under the terms of concurrent enrollment guidelines. Dual enrollment courses are College courses for which CWC hires and pays the instructor either on-site at the CWC Main campus or other classroom facility, or via a distance education medium, typically the Internet. Because it is a CWC course, the student will be graded according to College standards and expectations. The students will receive a grade on a CWC permanent transcript. Qualified high school students can enroll in these courses. They become “dual enrollment courses” IF HIGH SCHOOL decides to allow the course to meet part of their graduation requirements.

### **COORDINATION**

The district will designate someone as the *Concurrent and Dual Enrollment Contact*. This person will be the point of contact at the high school on matters related to concurrent and dual enrollment. Duties will include coordinating the appropriate paperwork, such as adjunct faculty applications, syllabi, and *concurrent course* proposals. Because concurrent courses are CWC courses, all faculty and proposed concurrent courses must meet the same standards as for on-campus courses. These standards are

described later in this document. The *Concurrent and Dual Enrollment Contact* and CWC Contact will also work to identify and propose dual enrollment opportunities for students either in the local community or through a distance medium.

The *Concurrent and Dual Enrollment Contact* will work with the CWC Dual Credit Program Director concerning student registration, notifying students of the last day to withdraw, and other student services issues. The *Contact* will assure that students complete all required registration paperwork, obtain necessary signatures, and submit by designated deadlines each semester. The *Contact* will also assure that each student is given a copy of the Dual Credit Parent/Student Handbook which discusses student responsibilities and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent or dual credit course will result in a college grade on a college transcript. This handbook helps clarify these issues.

The CWC Dual Credit Program Director will provide SCHOOL DISTRICT one consistent contact who will answer any questions related to concurrent and dual enrollment.

### **COURSE IDENTIFICATION**

- 1) CWC assumes responsibility for college level course delivery.
- 2) Participating high schools shall submit course proposals per Concurrent Enrollment Procedure.
  - CWC will provide participating high schools with a sample course syllabus upon request.
  - Submission deadline dates shall be strictly enforced.

### **COURSE STANDARDS**

- 1) All CWC courses approved for delivery in cooperation with the participating high school must meet the established CWC standards for performance outcomes regardless of site of delivery.
- 2) Concurrent enrollment courses contain college-level material and content for college-age students and may contain controversial material or content. Such material or content must fit within the HIGH SCHOOL guidelines regarding censorship or the course will not be taught.

### **COURSE TRANSCRIPTION**

- 1) The participating student will, upon successful completion of the concurrent/dual enrollment course(s), receive academic credit by the participating school district to be counted toward graduation requirements, and
- 2) Participation in the concurrent/dual enrollment program will generate a permanent CWC transcript on which grades for concurrent/dual enrollment courses will be recorded.

### **COURSES PROVIDED BY CWC VIA DISTANCE DELIVERY METHODS**

- 1) At the discretion of the HIGH SCHOOL, students may earn high school and college credit for courses provided by CWC via distance delivery under the following conditions:
  - Distance education courses may be delivered via telecourse, videotape, Interactive Classroom Network (ICN), online, or any other means where instruction does not occur on CWC's Main Campus or at an established Outreach Center, and
  - CWC will provide the course syllabus and/or course outline for each distance course to the HIGH SCHOOL upon request, and
  - Each distance education course will be conducted following the regular schedule of CWC, and
  - All course prerequisites must be met before students will be eligible to register for distance education courses, including English and Math placement scores, as appropriate.
- 2) The HIGH SCHOOL shall provide a classroom facilitator to monitor student progress and success.
  - Students enrolled in a distance education course shall be required to report course expectations and progress to the HIGH SCHOOL facilitator, and
  - The HIGH SCHOOL shall be responsible for the monitoring of standards established by the HIGH SCHOOL.

## FACULTY STANDARDS

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

- 1) All CWC courses approved for delivery in cooperation with the participating high school must be taught by CWC approved faculty, regardless of site of delivery.
- 2) Established CWC faculty standards include:
  - a. Transfer Courses
    - i. Masters degree in the subject area or related area; **or**
    - ii. If a masters degree is not in the subject area or if baccalaureate prepared, then 18 graduate hours in the subject area.
  - b. Vocational/technical Courses
    - i. Appropriate credential/licensure/certification.
- 3) High school faculty not meeting CWC faculty standards will be evaluated for approval on a case by case basis.
- 4) All approved high school faculty may have a CWC assessor assigned. In the event CWC does not have an appropriate assessor for a particular course, this requirement will be waived until such time as a CWC assessor becomes available.

## STUDENT SELECTION

- 1) Students must meet the following CWC enrollment standards.
  - Be seniors, juniors, or have the permission of a high school official; and
  - Have permission from their parent(s) or guardian(s); and
  - Meet course entrance requirements and/or prior course work required before enrolling in a particular course; and
  - Submit a CWC application form; and
  - Submit a class registration form; and
  - Submit English and Math placement scores using COMPASS, ACT or SAT if enrolling in a math, English, certain chemistry and physics class and / or other courses requiring this type of placement score; and
  - Satisfactory completion of course prerequisites, if applicable.
- 2) **No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.**
- 3) Students enrolled in CWC concurrent enrollment courses shall adhere to all CWC policies and procedures.

## COST FOR CONCURRENT/DUAL ENROLLMENT COURSES

- 1) The current CWC tuition/fees rate (general and course fees) shall be assessed for all concurrent and dual enrollments, in accordance with state statute.
- 2) Tuition and fees shall be paid at the time of registration by the CWC Board of Cooperative Higher Educational Services (CWC-BOCHES).
  - a) Failure to successfully complete the course will result in ineligibility of the student to take a concurrent or dual enrollment course the following semester at CWC-BOCHES expense.
- 3) CWC-BOCHES will not pay tuition or fees for any concurrent or dual enrollment course which has not received approval from CWC-BOCHES and Central Wyoming College. CWC-BOCHES approves courses taught cooperatively between Central Wyoming College and the partnering school districts. Approval of all concurrent and dual enrollment courses subject to this agreement must be received and approved on an annual basis.
- 4) CWC-BOCHES will not pay tuition or fees for courses offered through other institutions of higher education, except in instances in which:

- a) A request for course and / or curriculum comes to BOCHES from a participating member high school, and
  - b) CWC is unable to provide the requested course and / or curriculum, and
  - c) An articulation agreement exists between the offering institution of higher education and CWC, and
  - d) The course originates through and is coordinated by and registered under the auspices of the CWC BOCHES, and
  - e) Delivery of course and / or curriculum is consistent with this agreement, CWC policies and procedures and state and federal law, and
  - f) Delivery of course and / or curriculum is approved by CWC
- 5) CWC-BOCHES shall bear the cost of textbooks for concurrent and dual enrollment courses, as resources are available.

### **TEXTBOOKS AND MATERIALS**

- 1) CWC-BOCHES shall bear the cost of textbooks for concurrent and dual enrollment courses, as resources are available. If funds are not available through CWC-BOCHES, the high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."*

### **HIGH SCHOOL REIMBURSEMENT**

- 1) If the Concurrent Enrollment class is taught on the HIGH SCHOOL campus by a CWC-approved HIGH SCHOOL teacher, the DISTRICT may be eligible for compensation according to the Concurrent Enrollment Reimbursement Schedule.
- 2) Student enrollment figures shall be based on the 12% enrollment report.
- 3) Payment to the high school shall not occur until:
  - Required assessment materials for each course have been provided to appropriate assessor(s); and
  - Completed evaluations by students have been received in the CWC BOCHES office; and
  - Completed assessor(s) evaluations by high school instructors have been received in the CWC BOCHES office.

### **COLLEGE RESOURCES**

Students will have access to all the standard support services that any college student has available. Services include: college library services, including online database resources and reference assistance; financial aid advising; counseling; live and online tutoring; transfer advising; academic advising; career action planning; and career transfer workshops.

### **GRADING**

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

### **DATA COLLECTION AND ANALYSIS**

Concurrent and dual enrollment courses provide some students and families substantial benefit, but only if the courses truly provide students opportunity to acquire the knowledge and skills necessary for success in subsequent related courses and/or the workforce. To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in concurrent

and dual enrollment coursework, high school graduation, success in subsequent academic coursework, persistence of post-secondary programs toward certificate and/or degree completion may be collected. Wyoming community colleges and the University of Wyoming have common course names and numbers which may facilitate data analysis. Courses numbered identically, i.e., ENGL 1010, offered students at schools, community colleges and UW will be included in any assessments and analysis. Any data and/or results will be made available, by request, to educational providers, educational researchers, and governmental entities with an appropriate rationale.

**RENEWAL OF AGREEMENT:** This agreement will be renewed on an annual basis.

### REVISIONS

This agreement may be modified or revised by mutual consent. Revisions shall be in writing and attached to this agreement.

### ENTIRE AGREEMENT

This agreement contains the entire understanding and agreement of the parties, and supercedes all prior agreements and understandings, whether oral and/or in writing, and sets forth the entire agreement and understanding of the parties.

\_\_\_\_\_  
CWC Vice President for Academic Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, SCHOOL DISTRICT

\_\_\_\_\_  
Date

**CONCURRENT/DUAL ENROLLMENT COURSE PROPOSAL**

CWC Course Prefix & Number \_\_\_\_\_ Section Number 7 Semester/Year FA11  
 Fall Semester                       Spring Semester                       Year Long

CWC Course Title Course Title Credits 3

Prerequisites NO PREREQUISITES

**(An appropriate COMPASS/ACT score is required for ALL English and math classes. Many other courses have prerequisites such as Math prerequisite for Accounting and Chemistry. Please check the CWC catalog for prerequisites.)**

High School Course Start Date 08/25/10 High School Course End Date 05/30/11

Location (City) \_\_\_\_\_ Meeting Place(Bldg & Room) \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_ Maximum Size \_\_\_\_\_

Meeting Days M-F Letter Grade Y

Additional Course Specific Fees: N Amount of Fee \$ \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone No. 307-xxx-xxxx

City, State, Zip \_\_\_\_\_ Work Phone No. 307-xxx-xxxx

E-Mail Address \_\_\_\_\_ Salary \$ N/A

***Courses may be denied for cause. See Credit Course Proposal Procedure.***

\_\_\_\_\_  
**Dual Credit/Outreach Director**

\_\_\_\_\_  
**High School Principal**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Assessor \_\_\_\_\_  
Name Phone Email

Comments \_\_\_\_\_

**AC Approval**

**Date**

**Office Use only: Computer End Date**

High School Course Name \_\_\_\_\_

Input: In Progress \_\_\_\_\_ Completed \_\_\_\_\_

Completed Date \_\_\_\_\_ Completed by \_\_\_\_\_

Synonym \_\_\_\_\_

## CONCURRENT ENROLLMENT ASSESSOR EVALUATION

Assessor: \_\_\_\_\_  
Term \_\_\_\_\_

Course Number & Title \_\_\_\_\_

Instructor Name \_\_\_\_\_ High School \_\_\_\_\_

It is very important that you take a few moments to complete the evaluation form. The purpose of the evaluation is to give instructors an opportunity to express their opinions regarding the how well the assessor assisted you and how many times you were in contact with your assessor. Please return the evaluation to my attention by \_\_\_\_\_.

1. Were you contacted by your assessor & how often?
2. Did you receive a course syllabus in a timely manner?
3. Did you receive course guidelines and procedures in a timely manner?
4. Were expectations for the course clearly explained by the assessor?
5. Were course assessments discussed in a timely manner?
6. How helpful was your assessor with questions and/or concerns? Please explain.
7. Were your questions and/or concerns answered within a reasonable time? Please explain.
8. What suggestions do you have for improving your experience as a dual/concurrent instructor?
9. What materials would assist you as a dual/concurrent instructor to be more effective?
10. Please give an overall ranking for your dual enrollment course assessor. (1 = poor; 2 = minimally acceptable; 3 = average; 4 = good; 5 = exceptional)

## CONCURRENT ENROLLMENT INSTRUCTOR EVALUATION

Term:  
HS Instructor:

Course No & Title:  
CWC Assessor:

1. Describe those aspects of your dual enrollment assessor experience that worked well.
2. Describe those aspects of your dual enrollment assessor experience that did not work well and/or could be improved.
3. Did your dual enrollment student receive a college level education, and did they demonstrate appropriate performance outcomes.
4. If yes, how was this measured and evaluated. If no, how can these goals be achieved.
5. Do you believe your dual enrollment experience will result in more students entering CWC? Why or why not.
6. What suggestions do you have for improving your experience as a dual/concurrent assessor?
7. What materials would assist you as a dual/concurrent assessor to be more effective?
8. Would a WebCT internet shell for your dual enrollment course be a useful too?
9. Please provide any other information that you believe could improve the learning experience for your dual enrollment students.
10. Please give an overall ranking of your dual enrollment course as an assessor. (1 = poor; 2 = minimally acceptable; 3 = average; 4 = good; 5 = exceptional)



## CENTRAL *Wyoming* COLLEGE

Board of Cooperative Higher Educational Services  
2660 Peck Avenue, Riverton, WY 82501 307-855-2039

### CONCURRENT ENROLLMENT STUDENT AGREEMENT and STUDENT RESPONSIBILITIES

*Fremont and Hot Springs County high schools in cooperation with Central Wyoming College, offer students the opportunity to take classes for both high school and college credit (concurrent enrollment). Credits earned will appear on both the student's high school and college transcripts.*

The following conditions and/or expectations apply to students enrolling in concurrent enrollment classes. Students must:

- Achieve a grade of "C" or better in all concurrent enrollment classes in order to be eligible for enrollment in paid concurrent enrollment classes the following semester. Students who withdraw from any concurrent enrollment class will be ineligible for paid concurrent enrollment classes the following semester.
- Be aware that if he/she drops the college credit portion of a concurrent enrollment class after the drop/add date set by Central Wyoming College, he/she may be required to continue the class for high school credit until the end of the semester. Students should check with the high school guidance counselor for the school district's policy.
- Submit a CWC Application for Admission, if he/she has NEVER taken a CWC college credit course.
- Complete and submit this Student Agreement.
- Take the COMPASS or ACT and submit results to Central Wyoming College, if wishing to register into English, math, physics and/or chemistry.
- Register for classes by completing the appropriate CWC-BOCHES registration form.
- Adhere to CWC policies and procedures – i.e. course prerequisites, instructor requirements for success, change of schedule to add or drop classes, last day to withdraw from a class, etc.
- Know that he/she may meet all course requirements to earn credit at the high school, but not meet the course requirements to earn credit at the college.
- Know that concurrent enrollment courses contain content for traditional college-age students that may be considered controversial.
- Know that receiving less than a "C" (including withdrawing from a class) in one or more concurrent enrollment classes will impact his/her cumulative college grade point average (GPA) and may affect his/her financial aid eligibility when he/she continues college after high school.

I acknowledge that I understand the guidelines for concurrent enrollment classes offered through CWC-BOCHES and my school district as presented on the previous page.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Social Security Number

\_\_\_\_\_  
Student's High School

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**OPTIONAL WAIVER:**

I hereby authorize the release of my educational information (including grades, credit hours registered, class schedule, financial aid, transcripts, and billing/payment information to the following individuals:

\_\_\_\_\_

This release of information authorization will expire one month after my high school graduation:  
July 1, \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

STRK \_\_\_\_\_  
INITIALS & DATE ENTERED

CENTRAL *Wyoming* COLLEGE

High School affirmation granting high school credit  
for Central Wyoming College credit class

Student Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

High School Attending: \_\_\_\_\_ Term: \_\_\_\_\_

List the CWC class(es) that the student will be taking, and for which the school district will be granting high school credit:

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

***The course(s) listed above will be added to the student's permanent high school transcript, as part of the official student record. Upon successful completion, credits earned in the course(s) shall be granted high school academic credit, which shall be counted towards graduation requirements of the district, per state statute.***

\_\_\_\_\_  
High School Principal signature

\_\_\_\_\_  
Date

*Student, parent/guardian and high school principal must read and sign the agreement on the back of this affirmation.*

## DUAL CREDIT STUDENT AGREEMENT

Fremont and Hot Springs County high schools offer students the opportunity to take CWC classes for both high school and college credit (dual enrollment). Credits earned will appear on both the student's high school and college transcripts.

The following conditions and/or expectations apply to students enrolling in dual enrollment classes.

- Students may take dual enrollment classes at no cost. All tuition and regular course fees will be paid for by CWC BOCHES.
- CWC-BOCHES will purchase textbooks for dual enrollment courses. The textbooks will be issued to the high school, and will be subject to any textbook issuance and/or return policy maintained by the high school.
- Students must maintain a "C" grade or better in all dual credit classes in order to be eligible for enrollment in paid dual credit classes the following semester.
- Any student who drops a dual enrollment class after the drop/add date set by Central Wyoming College will be ineligible for the paid concurrent/dual enrollment classes the following semester.
- By signing this agreement, students enrolled in a dual enrollment course through Central Wyoming College grant permission for CWC to share his/her course progress and final grade with appropriate high school personnel, as requested.

### DUAL ENROLLMENT STUDENT RESPONSIBILITIES

As a dual enrollment student, I understand I am responsible for:

1. Submitting a CWC Application for Admission if I have not yet done so.
2. Completing and submitting the Student Agreement.
3. Taking the COMPASS or ACT test and having the results sent to Central Wyoming College. Test results are required for registration into certain dual enrollment classes.
4. Coordinating with CWC-BOCHES to register into dual enrollment classes.
5. Adhering to CWC policies and procedures, i.e. course prerequisites, instructor requirements for success, dates of refunds, change of schedule to add or drop classes, last day to withdraw from a class.
6. Knowing that my course grade will impact my cumulative college grade point average (GPA) and potentially impact my college financial aid eligibility.
7. Knowing that I may meet all the course requirements to earn credits at the high school, but not meet the course requirements to earn credits at the college.
8. Knowing that dual enrollment courses contain college-level material and content for college-age students and may contain controversial material or content.

As a participant in the concurrent/dual credit program, I, the student, understand that it is the responsibility of the postsecondary institution to release my grades to my high school. I have the right to inspect any written records released pursuant to this consent. **I understand that I may revoke this consent at any time.**

I acknowledge I have read and understand the guidelines for dual enrollment classes offered through CWC-BOCHES and my school district.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Principal signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOCHES Office

\_\_\_\_\_  
Date

CENTRAL *Wyoming* COLLEGE

Board of Cooperative Higher Educational Services  
2660 Peck Avenue, Riverton, WY 82501 307-855-2039

Acknowledgement of high school student enrollment in  
Central Wyoming College on-campus credit class

*This is not a permission form. By signing this form, the High School Principal is acknowledging that the student listed above is registering for a traditional Central Wyoming College class, to be held off the school district premises, and has obtained permission from the school district to be released, if necessary. This form is to be used when the student WILL NOT be earning equivalent high school credit for the CWC class.*

Student Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

High School Attending: \_\_\_\_\_ Term: \_\_\_\_\_

List the CWC class(es) in which the student will be enrolled:

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

\_\_\_\_\_  
High School Principal signature

\_\_\_\_\_  
Date

*Student and parent/guardian must read and sign the agreement on the back of this affirmation.*

## STUDENT AGREEMENT

According to CWC-BOCHES policy, tuition and fees will be paid on behalf of Fremont County high school students who want to register for college credit classes at Central Wyoming College, even though the classes may not qualify for high school credit.

The following conditions and/or expectations apply to students requesting CWC-BOCHES pay tuition and fees on their behalf:

- High school students may take CWC credit classes at no cost. All tuition and published fees will be paid; if the student registers to take the course for a letter grade (i.e. the student may NOT audit the course).
- Students will provide their own textbooks for any CWC credit classes that are held on CWC's campus, via Internet, telecourse, or videotape.
- Students must maintain a "C" grade or better in all CWC credit classes in order to be eligible for enrollment in paid CWC or dual credit classes the following semester.
- Any student who drops a dual credit class after the drop/add date set by Central Wyoming College will be ineligible for the paid dual credit classes the following semester.

## STUDENT RESPONSIBILITIES

As a high school student who wishes to enroll in a CWC class for which CWC-BOCHES will pay the tuition and fees, I understand I am responsible for:

1. Submitting a CWC Application for Admission if I have not yet done so. (To submit an application on the web, log on to [www.cwc.edu](http://www.cwc.edu) and click on Apply Now!, located on the left side of the page.)
2. Completing and submitting this Student Agreement.
3. Taking the COMPASS or ACT test and having the results sent to Central Wyoming College. Test results are required for registration into certain CWC credit classes.
4. Registering for classes either online or through the registration process at CWC's Main Campus or Outreach locations.
5. Adhering to CWC policies and procedures, i.e. course prerequisites, instructor requirements for success, dates of refunds, change of schedule to add or drop classes, last day to withdraw from a class.
6. Knowing that my course grade will impact my cumulative college grade point average (GPA) and college financial aid eligibility.
7. Knowing that CWC credit courses contain college-level material and content for college-age students and may contain controversial material or content.
8. Knowing that receiving less than a "C" (including withdrawing from a class) in one or more dual credit classes may affect my financial aid eligibility once I enter college after high school.

I acknowledge I have read and understand the guidelines for CWC credit classes offered through CWC-BOCHES.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOCHES Office

\_\_\_\_\_  
Date

**Please return this form to:**  
Central Wyoming College BOCHES  
2660 Peck Avenue  
Riverton, WY 82501  
(307) 855-2039

## BOCHES ACT Payment Policy

The American College Test (ACT) is comprised of two components: the traditional, multiple choice test, and a separate writing assessment. Students are able to choose to take either just the traditional test, or the traditional test *and* the writing component. The writing component incurs an additional cost. CWC – BOCHES will provide funds for each eligible Fremont County student to take both parts of the ACT once during their junior or senior year. Coordination for registering to take the test will be the responsibility of the BOCHES Program Director, with cooperation from each Fremont County high school. Payment for registrations of Fremont County students will be made directly to the ACT organization.

*Adopted by the BOCHES Board, 11-30-2005*

## BOCHES Tuition and Fees Payment Policy

CWC – BOCHES will pay for all tuition and fees for eligible students wanting to take dual credit classes. Students will be required to achieve a grade of C or better to be eligible for BOCHES to pay for additional classes the next semester. If students do not achieve a grade of C or better, they may choose to continue to take dual credit classes the following semester, but will bear the financial responsibility for them. In extenuating circumstances, exceptions to this policy may be made upon the recommendation of the school counselor or principal. Upon registration, parents will receive a statement with a zero balance reflecting the total monetary value of the classes in which the student is enrolled.

*Adopted by the BOCHES BOARD, 11-30-05*

## BOCHES Policy: Tuition and Fees Payment for CWC classes that do not qualify for high school credit

CWC – BOCHES will pay for all tuition and fees for eligible Fremont County and Hot Springs County high school students wanting to take Central Wyoming College classes, even though the class may not qualify for high school credit. Students will be required to obtain the high school principal's signature on the student release form prior to registration. This policy is intended to provide post-secondary opportunities to students when they are not on the high school campus, i.e. before or after school, or on the weekend. If the course is offered during regular school hours, the student must obtain permission to be released according to their school district's policy. Students will be required to achieve a grade of C or better to be eligible for BOCHES to pay for additional classes the next semester. If students do not achieve a grade of C or better, they may choose to continue to take dual credit classes the following semester, but will bear the financial responsibility for them. In extenuating circumstances, exceptions to this policy may be made upon the recommendation of the school counselor or principal. Upon registration, parents will receive a statement with a zero balance reflecting the total monetary value of the classes in which the student is enrolled. ***In order to take advantage of this opportunity, students must be 16 years of age.***

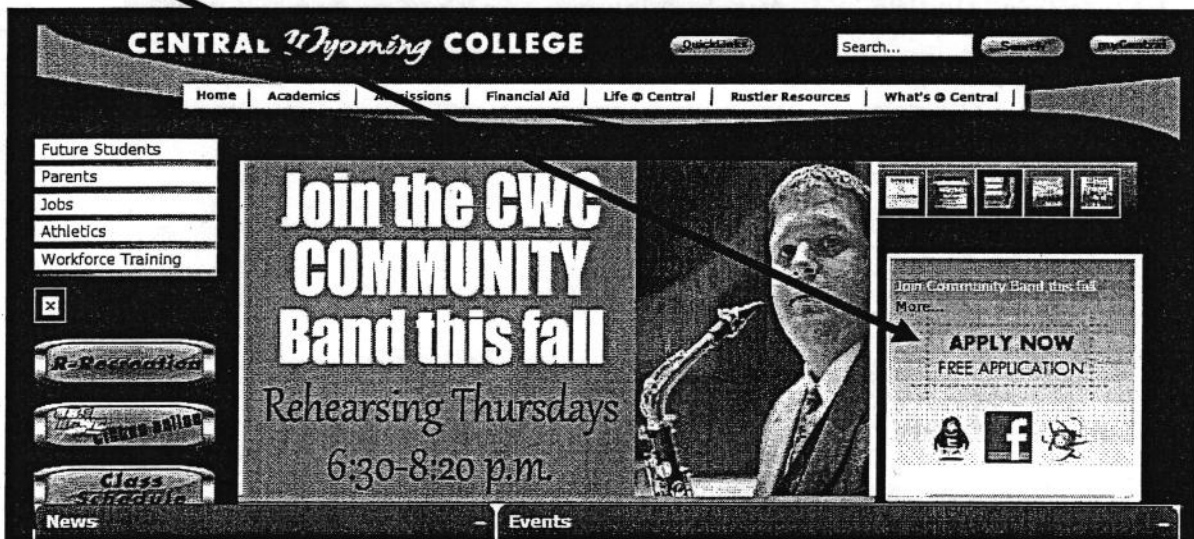
*Adopted by the CWC-BOCHES Board 02-28-07*



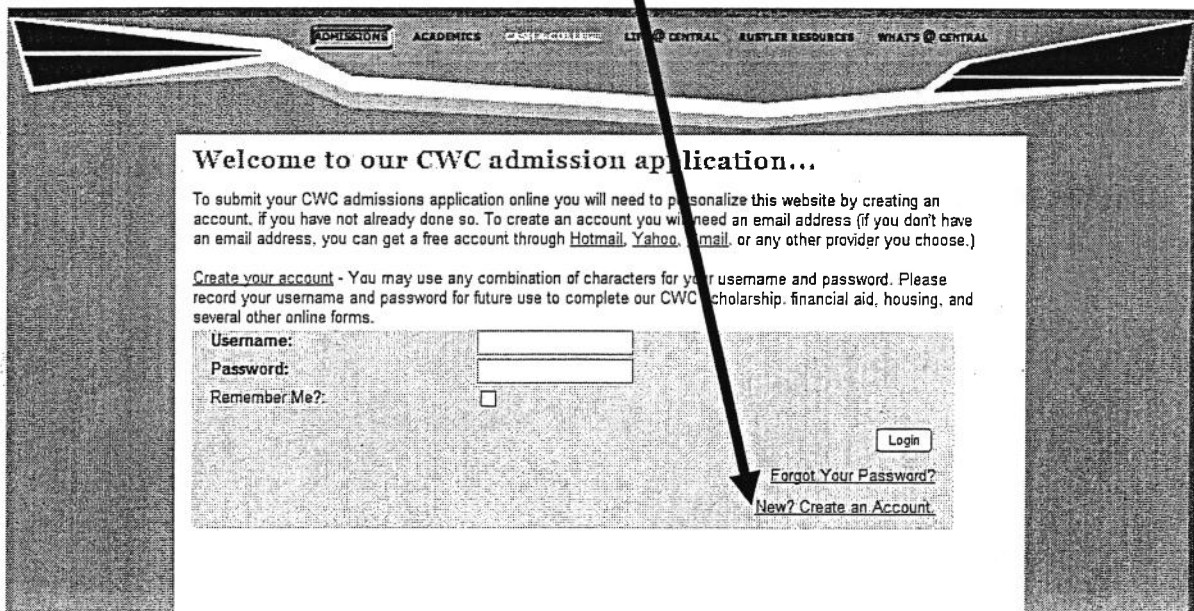
# Directions for Completing the Central Wyoming College On-line Application

NOTE: Please only complete ONE application to CWC for credit courses. If you have completed an application in the past, we do NOT need another one. If you are unsure, you may call the Records Office and ask if you have an application on file (855-2133 or 1-800-865-0194)

Go to Central Wyoming College's homepage at [www.cwc.edu](http://www.cwc.edu). On the right-hand side of the page, click on "Apply Now!"



The following page will appear Click on "New? Create an Account"



Complete the screen which appears (see below) by following the directions on the screen. An email address is required – if you do not have an email account and do not want to get an account through the suggested vendors, you may use: [admit@cw.edu](mailto:admit@cw.edu)

**Create your CWC.edu account...**

To create an account you will need an email address (if you don't have an email address, you can get a free account through [Hotmail](#), [Yahoo](#), [Gmail](#), or any other provider you choose.)

You may use any combination of characters for your username and password. Please record your username and password for future use to complete our CWC scholarship, financial aid, housing, and several other online forms.

**My Account**

First Name:

Middle Name/Initial:

Last Name:

Preferred Name:

Email Address:

Confirm Email:

I wish to receive e-mail updates:

Student Type:

Use my email address as my username (recommended):

Username:

Password:

Confirm Password:

**Next**

The username and password you create on this page are temporary, and are only used to allow you to access the CWC application. You will not be required to use them again.

After providing all required information on the screen, click "Next."

The first of FOUR pages will appear. Complete the information requested on all pages. When you get to the bottom of page 1, you can click on "Save", then click on "Next" and continue. If you have entered any information in an incorrect format or missed any required information fields, the information will be highlighted in red print:

**RESIDENCY INFORMATION**

Are you a (Pick One):

U.S. Citizen

Resident Alien

International Student

None of the above

Since you are a high school student the questions on page 2 need to be answered in a specific way.

1. The anticipated start term must be the first semester you will be taking concurrent enrollment classes.
2. Your Planned Academic Program at CWC will be Non Degree-Seeking.
3. The educational goal is HS student for Head-Start.
4. Since you have not previously attended CWC the answer to the last question would be No.

Required fields in blue:

Page 1 Page 2 Page 3 Page 4

**Application for Admission**

**ENROLLMENT INFORMATION**

1 Anticipated Start Term:

2 Planned Academic Program at CWC:

3 Educational Goal:

4 Have you previously attended CWC?  Yes  No

Previous Print Save Done Next

- Click Print to view a printable version of your application so far.
- Click Save to save the progress of your application so far.
- Click Done to submit your application.
- Click Next to move onto the next step of the application.

**Be sure to SAVE your Application if you need to leave the computer!**

On page 3 when you complete your High School information, you can click on the appropriate button (see example below) and then choose your high school if it was in Wyoming, or choose the state in which it was located if NOT in Wyoming; or if you obtained a GED or were home-schooled; or attended an International High School. Your choice will be populated below the buttons.

**High School Information**

Students must submit an official High School/Home School transcript or GED Certificate of completion if applying for Federal Financial Aid and/or Scholarships. Send all transcripts to the Records Office, Central Wyoming College, 2660 Peck Ave, Riverton, WY 82501.

I have graduated from a high school, home school, or earned a GED (if you are currently a senior in high school who will graduate, please check yes):

Yes  No

I am a current High School Student  
 I am not pursuing a High School Diploma or GED Certificate

High School: State   
City   
School

Graduation Year (YYYY):

Have you previously attended a college or university?  Yes  No

What influenced you to attend CWC?

When all data fields on all pages have been completed correctly, click on the "Done" link. If you ONLY Save the pages and do NOT click on "Done", your application will NOT get to the CWC Records Office.

Your application will be received by the CWC Records Office within 24 hours on weekdays. If you have any questions about your application please call the CWC Admissions office at 855-2119 or 1-800-865-0193.

## MyCentral/Angel: Instructor Instructions

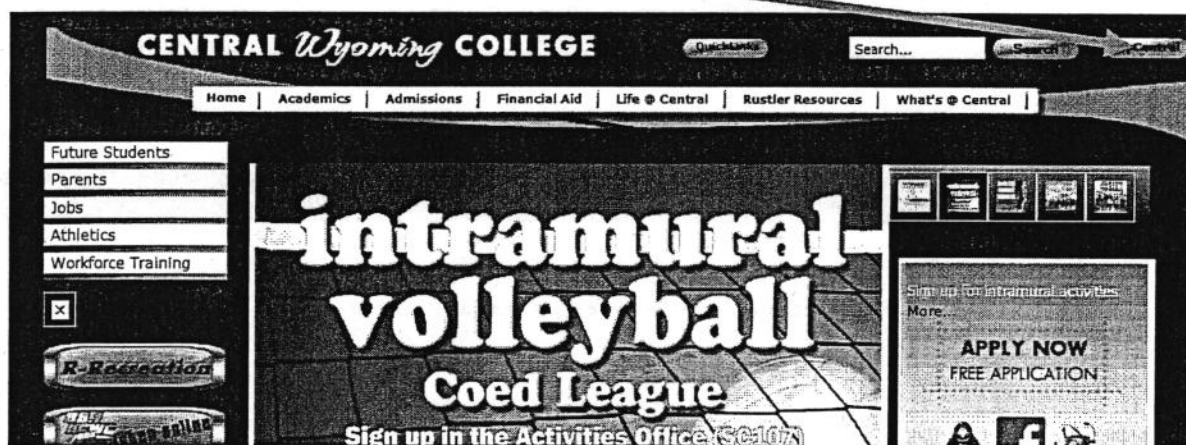
**What is MyCentral?** It is a log-in portal to access all of Central Wyoming College's resources.

**What can you do in MyCentral?** Open WebAdvisor to enter your grades, review and revise the Angel (on-line) portion of your Concurrent Enrollment class, view your CWC email account, etc.

**Where do you access MyCentral?** Access the Central Wyoming College website at [www.cwc.edu](http://www.cwc.edu). The MyCentral link is on the top right hand side.

### General Instructions:

To access your MyCentral account through Central Wyoming College you need to go to [www.cwc.edu](http://www.cwc.edu). Click on the MyCentral link



This will bring you to the MyCentral Login page.

Your username is your first initial and the first 7 letters of your last name (Abel Barnestorm – abarnsto) and password is, if you have not changed it, Wy plus your seven digit id number. If you have forgotten your password or id number contact the CWC Help Desk: 855-2198.

Once you have logged in the main page for MyCentral will appear.

%	Votes
46%	92
42%	84
11%	22

This is where you will access:

- A. Your on-campus email (myEmail);
- B. Enter grades (myAdvisor aka WebAdvisor);
- C. The on-line part of your Concurrent Enrollment classes Angel (myClasses).