

## **College Credit Procedures/Accelerated Learning Options**

### **Choosing College Credit Offerings**

College credit (Col-Cred) classes are generally those that meet general education requirements for Oregon and Idaho Universities. They are introductory in nature and meet the basic core requirements of English composition, math, sciences and introductory courses offered during the freshman year. Col-Cred classes are not intended to substitute for university offerings that fulfill depth requirements in specific major fields.

In February or March, in order to be included in the fall TVCC Schedule of Classes, school district personnel will choose classes to be offered at their high school for the following school year. Late offerings are welcome as newly qualified instructors are added to the staff, but classes included on the addendum may not benefit from all the recruitment and advertisement available. Students will only be allowed to register for classes that have completed the class and instructor approval process.

### **Approving Col-Cred Instructors**

During March or April, the TVCC Col-Cred Coordinator will provide the “Responsibilities Agreement” to newly participating high school instructors and explain the qualification process. The instructor will return the completed information and supporting transcripts to the coordinator. The coordinator will present the documentation to the TVCC Dean of Instruction or Department Chair for review and assignment of a department sponsor. Upon approval, the coordinator will facilitate a meeting between the College and high school instructor to begin the collaboration process.

### **Enrolling Students into Col-Cred Classes**

In April, the college and high school col-cred coordinators will collaborate to provide and collect applications and fees to prospective qualified students. The TVCC Col-Cred Coordinator will arrange group placement testing and provide the regular placement test schedule to individuals.

In April or May, the TVCC Col-Cred Coordinator will arrange an advising session for students in collaboration with the high school counselor’s office. Students will be advised of the appropriateness and transferability of their classes, as well as the benefits and responsibilities of building a college transcript. Students must meet placement qualifications to be enrolled in courses that require specific math, reading or writing proficiencies. Placement testing will precede registration.

In May, Col-Cred students may have the option of registering for a year-long sequence of classes or for one quarter.

The TVCC Col-Cred Coordinator will arrange a return visit at the beginning of the high school academic year to collect payments and complete the registration process. Winter quarter payment will be collected in early January, and spring quarter payment will be collected in early April. Late applications and registrations will be accepted throughout the summer on a case-by-case basis (subject to school district approval) in the TVCC Student Services Center.

## **COL-CRED PARTICIPANTS AND THEIR FUNCTIONS**

### **School District Administrative and Support Personnel**

School district boards and administration shall decide if Col-Cred is an appropriate program for their district. If found to be appropriate, they will promote and encourage the philosophy and general purpose of Col-Cred.

### **High School Col-Cred Coordinator**

A designated person at the high school will work closely with the TVCC Col-Cred Coordinator. This person gathers and exchanges paperwork and information, coordinates and schedules visits, and facilitates the communicative process.

### **High School Instructor**

High school instructors participating in the Col-Cred program are expected to have a Masters Degree in the subject they are teaching, or appropriate graduate credits, usually 18 or more. The high school instructor works closely with the TVCC sponsoring instructor to review and maintain college curriculum expectations, share grading criteria, provide instruction and evaluate student achievement.

### **High School Student**

Participating high school students have demonstrated they are ready for college level classes according to the standards of their individual high schools. They also must complete the TVCC admissions process including application, fee and suitable scores on the placement exam or accepted placement alternative.

### **TVCC Instructional Administration and Department Chairs**

The college department chairs and/or instructional administration support and review the effectiveness and integrity of the Col-Cred program. They may be called on to mediate disagreements concerning instructors' qualifications, grade distributions, curriculum or textbook expectations.

### **TVCC Col-Cred Coordinator**

The TVCC Col-Cred Coordinator is the assigned point of contact for high school personnel and the facilitator of the entire program. The coordinator initially reviews instructor qualifications and arranges the mentoring relationship between TVCC and high school instructors. Specific duties include communicating necessary time lines to the high school partners, facilitating recruitment, providing student advisement, supervising placement tests, visiting individual schools and classrooms, answering questions from all parties and maintaining accurate and timely information flow.

## **TVCC Sponsoring Instructor**

The TVCC sponsoring instructor communicates college curriculum expectations, exit outcomes and textbook information to the high school instructor. The sponsor collaborates with the high school instructor in regard to the syllabus, and is available for conferencing, problem solving and regular communication.

## **Credit by Examination**

Challenge credit is earned by demonstrating proficiency in course requirements. Students who wish to challenge a class should submit a written request to the Dean of Students. The Dean will contact the department chair to determine if a challenge exam is allowed. Not every class is subject to challenge. The method of demonstrating proficiency, usually a comprehensive exam, is determined by the appropriate department. The following guidelines apply to challenge exams:

1. A student must be currently enrolled at TVCC before challenge credit is awarded;
2. Challenge exams may not be repeated for additional credit;
3. Challenge credit is not granted if credit has been earned for a more advanced course;
4. A maximum of 12 challenge credits may be earned in a specific subject area;
5. A maximum of 24 credits of challenge work may be applied toward a TVCC certificate;
6. A maximum of 45 challenge credits can be applied toward a TVCC degree;
7. Challenge credit is normally assigned an “S” (satisfactory grade) and will not affect the grade point average (GPA). No academic record is kept for unsuccessful challenge exams;
8. Challenge credit will not affect a financial aid award;
9. A \$15 fee is charged per challenge exam and a \$10 fee is charged for each credit awarded.

## **Credit for Military Experience**

Credit for military experience at TVCC is awarded according to the following guidelines:

1. Military credit is awarded as recommended by the American Council of Education (ACE) guidelines;
2. A maximum of 12 credits for military experience may be earned in a specific subject area;
3. A maximum of 24 credits for military experience may be applied toward a TVCC certificate;
4. A maximum of 45 credits for military experience may be applied toward a TVCC degree;
5. A \$10 fee is charged for each credit posted on a transcript for military experience;

6. Military credit is not graded and will not affect the GPA;
7. Military exams may not be repeated for additional credit;
8. Military credit is often not applicable to an academic transfer degree;
9. A student must be enrolled at TVCC before military credit will be awarded.

### **Fee for Evaluating Fire Science/Natural Resources Nontraditional Credit**

TVCC will evaluate, certify and/or award fire science/natural resources credit earned through nontraditional educational experiences. The cost for evaluating, certifying and awarding credit for these “outside-the-traditional-classroom” experiences is as follows:

1. A minimum of \$25 will be charged for nontraditional educational experiences in fire science/natural resources, regardless of whether credit is awarded. The \$25 fee will cover the evaluation of up to five separate classes/experiences. Once the \$25 minimum is paid, the following fees apply:
  - a. For each additional evaluation, \$5 will be charged to students who have earned 15 or more fire science or natural resources credit at TVCC;
  - b. For each additional evaluation, \$10 will be charged to students who have earned less than 15 fire science or natural resources credits at TVCC.

### **ACCELERATED LEARNING OPTIONS**

#### **Eligible Students**

Eligible students may apply to take courses at a post-secondary institution through the Expanded Options Program. A student is eligible for the Expanded Options Program if he/she is in grade 11 or 12 or is 16 years or older, has developed an educational learning plan and has not completed four years of high school. A student who has graduated from high school may not participate; however, a student who has completed course requirements for graduation, but who has not received a diploma, may participate in the Expanded Options Program.

#### **Student Notification**

If the College accepts a student for enrollment, it will send written notice to the student, the student’s district and the Oregon Department of Education within 20 days of acceptance. The notice shall indicate the College courses and hours of enrollment offered to the student.

#### **Student Advising**

The College shall provide academic advising to the student as appropriate. Once participating in the Expanded Options Program, a student must maintain satisfactory academic progress as defined by the College. The College shall award post-secondary credit for any eligible college-level course successfully completed.

## **Financial Agreement**

The College will enter into a financial agreement with the student's district and may not charge the student for tuition, fees and other required instructional costs associated with the student's enrollment.

## **Special Education Services**

The College shall comply with State Board of Education standards and shall also enter into a written contract with the student's district if it intends to provide special education and related services to the student. The contract shall include the following at a minimum:

1. Allowance for the student to remain in the program during the pendency of any special education due process hearing unless the parents and district agree otherwise;
2. Immediate notification to the district if the institution suspects that a student participating in the program may have a disability and requires special education or related services;
3. Immediate notification to the district if the student engaged in conduct that may lead to suspension or expulsion; and
4. Immediate notification to the district of any complaint made by the parents of the student regarding the student's participation in the program at the institution.