

North Central Now! Concurrent Enrollment Policies and Procedures

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Program Overview

North Central Michigan College began concurrent enrollment in the Fall of 2013. Concurrent enrollment (CE) is defined at North Central as courses that are offered in area high schools in specially designated sections that cover the same college course content while eliminating travel barriers. CE offers students the opportunity to earn semester based college credits that will appear on a North Central transcript and that may be transferred to any public or private university in the state. CE courses are taught by a high school teacher who has been qualified as an adjunct instructor by North Central or by an adjunct instructor hired by North Central. CE courses follow the same course syllabus and semester guidelines as other North Central courses.

Concurrent enrollment courses are offered in the high school with a minimum of 10 students. Once minimum enrollment has been met, it is possible to allow 50% of total enrollment to be non-registered students.

Students participating in CE courses, who are choosing not to enroll in the course for college credit, shall still meet all applicable course prerequisites and placement requirements and shall adhere to the same textbook and curriculum.

Concurrent enrollment courses taught by a North Central approved high school instructor will be offered for \$33 per contact hour for in-district (Emmet County) and \$38 per contact hour for out-of-district schools. North Central will bill each high school for the number of enrolled students after the official add/drop date for the course.

The policies and procedures contained herein have been established and adopted to ensure consistent quality and academic integrity throughout the program.

Program Contacts

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Section I

Academic Standards and College Transcript

Course Outline/Syllabus

The course outline/syllabus used in each North Central Now! (NCN) course must be the same or equivalent to the corresponding course taught on the North Central campus, including course objectives, grading standards, evaluation, assessment, and learning outcomes; this syllabus must be adhered to by all students participating in the class.

Textbook/Course Materials

When a textbook is not being used on campus, the instructor from the high school will have access to the supplemental materials that are being used on campus. Additionally, when there isn't a textbook being used on campus, the high school instructor may use an AP textbook, if one is already used at the high school. When selecting textbooks for North Central Now! classes taught in area high schools, the College commits to selecting and using a textbook for at least three years, allowing the College bookstore and area high schools to maximize the financial and intellectual return on their investment. However, if there is a significant revision impacting the curriculum, an instructor with the approval of the associate dean may replace the textbook. As part of this program, North Central will make an effort to make available rental textbooks for concurrent enrollment courses. This will be done on a case by case basis and the college does not guarantee rentals can be made available for all courses.

Credit from Two Institutions for Same Class

Approved North Central Now! instructors may NOT offer concurrent credit for another institution to students within the same class being taught for NCMC concurrent credit.

Academic Standards Policy

Admission to North Central is a privilege which carries with it the responsibility for appropriate academic achievement. The college reserves the right to place a student on probation or suspend a student whose

academic achievement is such that continued enrollment would not be in the best interest of the College or the student.

A student is placed on academic probation when his/her cumulative grade point average at North Central after enrolling in 6 semester hours credits falls below 2.00, the minimum level considered to be in good academic standing. North Central will review each student who is placed on academic probation to determine if they will be allowed to enroll in future classes.

Student Records

Dual and concurrent classes are designed to challenge highly motivated students. Course requirements and grading standards are the same as those in courses offered on campus. Students should be aware the credits and grades earned through dual and concurrent enrollment will appear on a North Central Michigan College transcript that will serve as a part of permanent academic record. It will also be used to calculate cumulative grade point average and satisfactory academic progress for financial aid. Students will be required to disclose enrollment and grades when transferring to other colleges and universities.

Classroom Standards

High School students participating as either a dual enrolled student taking a class on campus or as a concurrent student taking a class in the high school will be held to the same standards as any student taking a class on campus. Academic rigor is essential for student success.

Students should arrange their schedules so that they may attend class and have time to properly prepare for the next class. Normally a college student will study two hours outside of class for every one hour the class meets. For example if the class is 3 credits, the student should plan on spending 6 hours per week outside of class, in addition to class time, for a total of 9 hours a week, to be successful with the college course.

This may mean that some students who are involved in extracurricular activities may not be able to participate in favorite sports or activities and be successful in the college classroom at the same time.

Section II

Approval/Denial of Instructors and/or Courses

Following are the steps that are to be followed in obtaining the approval of a high school partnership in proposed courses and instructors.

1. The high school requests a North Central course using the North Central Now! Instructor and Course Request Form to the NCN! Program Coordinator of a desired partnership in the NCN! CE program.
2. The high school should identify their concurrent enrollment courses and high school instructors or request for a North Central adjunct faculty by May 15th of the academic year for the fall semesters or October 15th for winter semester.
3. If the high school is seeking approval for a high school instructor to teach the class, the high school will need to submit the credentials for the instructor at the time of the request. Please see the Adjunct Faculty Qualifications (Section V of this document) for requirements.

4. The NCN! Program Coordinator will forward the high school instructor's credentials and course request (see NCN! Concurrent Enrollment Course Request Form) to the appropriate Associate Dean for approval. If adjunct faculty is requested and the course is approved, the appropriate Associate Dean will send request of hiring of adjunct instructor for the course to the Adjunct Faculty Coordinator.
5. The high schools will receive written notification (letter or email) of approval or denial of the instructor credentials and/or course within two weeks of request.
6. Once course is approved, The NCN! Concurrent Enrollment Course Request Form will be sent to the Registrar by the NCN! Program Coordinator. The Registrar will assign a section number specific to the class. A beginning designator of "X" to indicate a concurrent enrollment class and an ending designator of either "H" or "N". "H" indicates a high school instructor and a "N" indicates a North Central adjunct instructor.
7. The Registrar send the NCN! Concurrent Enrollment Course Request Form with the assigned section number to the NCN! Program Coordinator, Associate Deans, Adjunct Faculty Coordinator, Bookstore, Assistant to the Vice President of Academic Affairs and Student Success, and Business Office.
8. The NCN! Program Coordinator will then email the assigned course section number to the partner high school counselor for registration purposes.
9. A North Central Faculty Liaison will be assigned to a newly approved high school faculty for course planning within as soon as practical with the expectation that planning with a first time instructor will begin by the beginning of the term. two weeks See Faculty Liaison section of this guide for expectations and responsibilities of the liaison.

Section III

Students

Eligibility

Consistent with the recommendations of the Michigan Department of Education, eligibility for courses through NCN! CE is based on a combination of factors including teacher and counselor recommendations and standardized test scores.

The MME, ACT, COMPASS scores are designed to indicate whether a student is ready for college success. THE ASPIRE scores are designed to indicate whether a student is on track to be ready for college success. In approving a student for CE, high school counselors and principals use the guidelines provided by the Michigan Department of Education and their assessment of the student's readiness for such work. At a minimum, federally-based ability to benefit scores of 13 in ACT English and ACT Reading (COMPASS=Reading 62; E-Write=3) should be used to qualify students for participation in NCN! The endorsement of the high school principal is a requirement for enrollment in CE courses.

The action of the State legislature in 2012 amended the Postsecondary Enrollment Options Act (PSEO) (Public Act 160 of 1996) and the Career and Technical preparation Action (Public Act 258 of 2000) to expand dual enrollment opportunities for high school students. Qualified students may begin taking dual enrollment classes in 9th grade and may take up to 10 dual enrollment classes in grades 9-12. Dual enrollment courses can be used to satisfy the requirements of the Michigan Merit Curriculum (MMC) if the content and assessment are aligned.

The Application and Enrollment Process

Students who are interested in **North Central Now** courses should apply online through the College's website, www.ncmich.edu and should seek the endorsement of their high school counselor or principal. Only those students who have received your endorsement will be enrolled in the selected dual or concurrent course. High school counselors should fax in a completed Dual/Concurrent Enrollment Request Form to the Admissions Specialist to register a student for a class. A North Central representative will visit each concurrent enrollment class in the first few weeks of the semester to ensure that the enrollment process is complete and to review the expectations of the College for all its students. If a student changes their mind and wishes to withdraw from the course, a Dual/Concurrent Change of Schedule Request Form needs to be faxed, by the high school counselor, to the Admissions Specialist for removal of the student from the class.

Student Add/Drop/Withdraw Schedule

Student add/drop/withdraw – Use Dual Enrollment Change of Schedule Form for All.

Adds:

Concurrent enrolled students may add concurrent classes within the first week of high school semester date.

Drops:

Concurrent enrolled students may drop a concurrent class by the day before the start date of the high school semester date. The high school will receive a 100% refund.

Concurrent enrolled students may drop a concurrent class within the first two weeks of the high school semester date. The high school will receive a 90% refund.

Withdraw:

Concurrent enrolled students may withdraw, to receive a "W" on their transcript, with two weeks left in the semester. After withdrawing, the concurrent enrolled student is allowed to remain in the classroom to complete course to receive high schools credit.

Class Cancellation

If the high school or college cancels the class for any reasons, the counselor does not need to fax in Dual/Concurrent Change of Schedule Form. The Registrar will remove the students from the class. It is the high school's responsibility to notify students of the cancellation.

Textbooks

According to Michigan State law, "beginning in the 2012-2013 school year, eligible pupils enrolling in a postsecondary course for high school credit, college credit, or both, shall have the costs of required textbooks paid for by the school district if the amount of foundational money generated for the course is great enough to cover the expense." (FAQs-Postsecondary Dual Enrollment; PA 160 of 1996: Postsecondary Enrollment Options Act)

All concurrent classes must use the textbook selected by the college. When selecting textbooks for North Central *Now!* classes taught in area high schools, we agree to commit to selecting and using a textbook for at least three years, allowing the College bookstore and area high schools to maximize the financial and intellectual return on their investment. However, if there is a significant revision impacting the curriculum, an instructor with the approval of the associate dean may replace the textbook.

When a textbook is not being used for a North Central class, the instructor from the high school would have access to the supplemental materials that are being used on campus. Also, the high school instructor could use an AP textbook, if one is already used at the high school.

As part of this program, high schools would also have to make a three-year commitment to offer the class if they decide to rent textbooks from the College Bookstore.

Family Education Rights Policy Act (FERPA)

For CE students, the same FERPA policies and procedures apply as they do for all other college students. According to the AACRAO 2013 FERPA Policy Guide:

“A FERPA-related college education record begins for a student when he or she enrolls in a higher education institution. At a postsecondary institution, rights belong to the student in attendance, regardless of the student’s age.”

North Central strongly encourages parents of concurrent enrolled courses to respect the student’s ownership of his or her education record at the college level and seek ways to gain that information while safeguarding the student’s rights and responsibilities. Faculty teaching concurrent enrollment courses will communicate with and through the student, as an important maturation point for the college student. We ask that parent communication is made first with the student, then, only as necessary, with the Registrar or Director of Student Outreach and Engagement at the college. The information being requested will be given to the high school principal or counselor and they may distribute as they see fit. The student may also give written authorization to North Central to release his or her student records/information to a parent or guardian by submitting the “Student Release of Records Authorization Form” available from the Registrar’s Office at the college.

Attendance

Attendance is critical to the student’s success. Each instructor determines the attendance policy for the class and the amount of class time a student may miss. Excessive absences will not be tolerated for any reason including but not limited to sickness, extracurricular activities, or any other reason. Students are expected to attend class and complete the work as assigned.

A student who may be involved in extracurricular activities that requires multiple absences from class should reconsider taking a college class.

Technology

North Central Michigan College students are expected to be able to access the internet and to use Blackboard during each class period, just as students do on the main campus. Many instructors depend on these resources in the administration of their classes.

Student and Community Portal

It is essential that all CE student become familiar and use the college's Student and Community Portal. This portal is the central access point for CE for all of the college's electronic resources including but not limited to:

- Gaining access to the learning management system (Blackboard)
- Gaining access to the college's help desk
- Gaining access to MyMail web mail
- Gaining access to MyNorthCentral where grades, semester schedules, and unofficial transcripts are found.

Section IV

Student Code of Conduct

Behavioral Issues

Students are responsible for obeying municipal, state and federal laws which govern the community, as well as the rules and regulations of the College. If a student participates individually or as a member of a group in any violation of Conduct Standards (listed below), he or she can be subject to disciplinary action. Further, sanctions may be imposed upon student groups or organizations, including the sanction of deactivation which entails the loss of all the privileges and/or College recognition for a specified period of time. The Student Conduct Standards also apply to off-campus activities, such as field trips, off-campus classes and College-sponsored events. On a case-by-case basis, the Vice President of Student Affairs or other appropriate Deans will determine if a hearing is necessary.

The Instructor will fill out a behavior incident report, found in their My North Central portal page under the more forms tab.

Enrollment carries with it obligations relative to conduct both within and outside the classroom. If a student is accused of less than acceptable behavior, College procedures provide for due process to insure that the student receives fair and equitable treatment. If you are seeking a degree at NCMC and fail to disclose that you have attended other academic institutions prior to your enrollment at NCMC, you are violating the Student Conduct Standards and are jeopardizing your continued enrollment at NCMC.

Occasionally an instructor may find a student's behavior so disruptive that they will ask the student to leave the class. Any student who is asked to leave the class may not be allowed back in class until the circumstances surrounding the incidence have been reviewed and corrective action is taken. This review should be completed as quickly as possible so that the student may re-join the class as soon as possible. Students who are asked to leave class will be sent to the high school principal.

Student Misconduct

The following forms of misconduct will not be tolerated by the College:

1. **Dishonesty**, including knowingly furnishing false information to the College or a College officer whether verbally, in writing or by completing required forms. If you are seeking a degree at NCMC and fail to disclose that you have attended other academic institutions prior to your enrollment at NCMC,

you are violating the Student Code of Conduct Standards and are jeopardizing your continued enrollment at NCMC.

2. **Academic Dishonesty**, misconduct, cheating or plagiarism or other forms of academic dishonesty including acquisition without permission of tests or other academic materials. Included are those students who aid and abet, as well as those who attempt such behavior. Plagiarism includes, but is not limited to, the use whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear attribution. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Incidents of academic dishonesty shall be dealt with according to the procedures outlined in Academic Dishonesty Process.

3. **Forgery**, alteration or misuse of College documents, records or identification, or forging a College staff person's name or initials.

4. **Disruption** or unauthorized interruption of college activities.

5. **Any form of harassment** toward an individual or group of individuals. **NOTE:** The Elliott-Larsen Civil Rights Act defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature" when such "conduct or communication has the purpose or effect of substantially interfering with an individual's ...education... or creating an intimidating, hostile or offensive... educational...environment."

6. **Verbal or physical conduct** of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.

7. **Conduct** or expressions of a disorderly, obscene or sexually offensive nature contrary to generally recognized community standards of propriety or good taste.

8. **Theft of, or damage to**, property of the College or a member of the College community or campus visitor.

9. **Unauthorized entry** to and/or use of College facilities and equipment. Also, possession of keys or duplication of College keys without proper authorization.

10. **The distribution**, use, possession or being under the influence of alcoholic beverages or illegal drugs or controlled substances on campus. Federal/State laws related to underage drinking/drug laws will be enforced with the assistance of appropriate authorities.

11. **Violation of Tobacco-Free Policy**

12. **Disobedience** of College officials or designated agents acting in the performance of their duty.

13. **Tampering with Fire Fighting Equipment and Fire Drills**. Pulling false fire alarms, tampering with or misusing fire alarm systems, interfering with firemen and tampering with or removing fire-fighting equipment are prohibited. All persons are expected to follow posted building evacuation procedures in the event of fires or fire drills.

14. **Soliciting.** Soliciting in campus buildings or on campus grounds is prohibited. Exceptions are made for ticket sales for campus functions only when approved by the Dean of Student Services. Students are not allowed to use their residence hall rooms for any commercial purpose.

15. **Gambling.** Gambling of any kind is not permitted on the campus or at College sponsored events.

16. **Use and/or misuse of the College computer system,** facilities, hardware, software and all computerized information is prohibited in the following circumstance, including but not to be limited to:

- a) Unauthorized entry into a file, whether to use, read, change or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another individual's identification and password.
- d) Use of computing facilities to interfere with the work of another student, faculty member or College official.
- e) Use of computing facilities to send obscene or abusive messages.
- f) Use of computing facilities to interfere with normal operation of the College's computing system.
- g) Use of computing facilities in a manner which violates state or federal copyright laws, e.g., unauthorized duplication of copyrighted or licensed software.

17. **The possession** or use of explosives, weapons, firearms, knives or fireworks.

Procedure for Student Code of Conduct Violations

Any member of the College community may file charges against a student for an alleged violation of the Student Conduct Standards. These charges must be filed in writing. Email submissions are acceptable. Once charges have been formally filed, the following procedure will be observed:

1. The Dean of Student Services will investigate the allegation and determine if a hearing is necessary. Notification to the accused parties of the alleged violation will be made within 10 (ten) working days.

The student may exercise one of two options.

a). The student may proceed directly to a Judicial Committee, which will be responsible for making a decision and forwarding the decision to the Dean of Student Services for implementation. The Dean of Student Services will appoint a Judicial Committee composed of three full-time college employees and two students. The Dean will appoint one of the employees to chair the hearing. The members of this committee must have no vested interest in the matter. The Dean of Student Services shall not serve on this committee.

b). If the student chooses not to contest the charge, he/she may waive the right of a Committee hearing and request the matter of penalty be determined by the Dean.

2. The Judicial Committee has the responsibility of hearing the charges against the student and reviewing the evidence. The hearing will take place within ten working days following the student's receipt of the written charges. A verbatim record, such as an audio recording will be made of all hearings. This record remains the property of the College. Within one working week following the hearing, the Committee will submit its final decision (in writing) to the Dean of Student Services.

3. The Dean of Student Services will implement the Committee's decision which may include sanctions imposed on the student. The Dean will then inform the student of the decision within three working days of the receipt of the Judicial Committee's decision.

4. Appeal Procedure: The accused student shall receive written notification of the outcome of the hearing (or meeting with the Dean) as well as any sanctions or referrals if required. The accused student has the right to appeal. Written appeal must be received by the Dean of Student Services within 10 (ten) working days of the date of the written notification of Judicial Committee hearing, or to the President of the College if the hearing was conducted by the Dean of Student Services.

Student Right to Due Process

Due process rights extend to the procedures for "Student Code of Conduct Violations" and "Academic Dishonesty." Due process at NCMC means that a student has the following rights:

- A. To be informed in writing of the specific charges and the grounds for such charges.
- B. To have a chosen advisor or counselor or lawyer (at the student's own expense) present for advice before, during and/or after any judicial hearing. The role of this individual is limited to an advisory capacity with no right of cross-examination.
- C. To be present at such hearing, if desired.
- D. To exercise a privilege against self-incrimination.
- E. To hear or examine evidence presented to the committee reviewing the case and to present evidence by witnesses or affidavit of any defense the student desires. Further, the student shall be given the opportunity to cross-examine witnesses.
- F. To be informed in writing of the Dean or the Committee's final decision.
- G. To waive the right of a formal hearing before the Committee and to have the case heard by the appropriate Dean.
- H. To appeal the decision of the Dean or Judicial Committee to the President for review of disciplinary due process.

Disciplinary Actions

Violations of the Student Code of Conduct Standards are subject to disciplinary action. After considering information presented at a hearing, the Dean of Student Services or the Campus Judicial Committee will make a decision as to guilt or innocence. In the case of a "guilty" decision, the Dean of Student Services or the Campus Judicial Committee will determine the appropriate sanction. Appropriate action may include, but is not limited to:

1. Warning:

A "Warning" is an official reprimand which expresses College dissatisfaction with the student's conduct and which clarifies expected behavior in the future.

2. Probation:

"Probation" status indicates that any violation of Student Code of Conduct Standards within the probationary period shall result in more severe disciplinary action against the student that could include suspension from the institution. Probation in itself does not carry with it any restrictions; but, in addition

to probation, it is possible for a student to be required to complete a work assignment, make restitution or be prohibited from holding an office or representing the College in any activity.

3. Removal from a Course:

If removal from a course occurs, a student may continue to attend other classes, but may not resume attendance in the course from which he or she has been removed. In the event a student is removed from a course, he or she will be given either a withdrawal or a failure in accordance with the College's course withdrawal policy.

4. Suspension:

"Suspension" is an action that separates the student from the institution for a definite period of time (days, weeks, semesters, etc.) Such action will specify the conditions required for readmission, as well as the date the student will be eligible to return.

5. Expulsion:

"Expulsion" is an action that permanently separates the student from the institution.

6. Specific Orders:

"Specific Orders" is an action which may stand-alone or be issued with another sanction. Specific orders may include, but are not limited to, performance or nonperformance of specific acts, loss of certain privileges, and payment of fines and/or restitution.

Interim Suspension

In certain circumstances, the Dean of Student Services or his/her designee, may impose a suspension prior to the hearing before a Judicial Committee.

A. Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the college community or preservation of college property.
2. To ensure the student's own physical or emotional safety and well-being.
3. If the student poses a definite threat of disruption or interference with the normal conduct of operations of the College.

B. During the period of interim suspension the student shall be denied access to the campus (including being barred from classes) and/or all other college activities or privileges for which he/she might otherwise be eligible as the Dean of Student Services may determine to be appropriate.

C. The interim suspension shall continue until the student's due process procedures are complete. The hearing for this matter should be held as soon as is practicable.

Student Complaint Process-Initiated by the student

Step One: Student meets with faculty/ staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

Step Two: If the matter is not resolved at Step One, the student may proceed to Step Two. Within fifteen (15) days of the alleged incident, file a Student Complaint Form (click here to download the Student Complaint Form). The matter will be investigated by the appropriate party. If a hearing is determined to be necessary, the student has two options:

1. The student may proceed to a Judicial Committee, which will be responsible for making a decision and forwarding it to the Dean for implementation;
2. The student may request that the appropriate Dean or Assistant Dean handle the case. The Dean/Assistant Dean shall decide the case within ten (10) days of the Student Complaint Form being filed.

The Judicial Committee will be composed of three full-time college employees and two students and will be appointed by the Dean/Assistant Dean. The Dean/Assistant Dean will appoint one of the employees to chair the hearing. The members of this committee must have no vested interest in the matter. The Dean/Assistant Dean shall not sit on this committee. The Judicial Committee shall meet within ten (10) days of the Dean's or Assistant Dean's appointment.

If a student believes that a final course grade received is incorrect or unfair, the student may follow this appeal process:

1. The student must notify the instructor in writing no later than ten (10) working days from the release of semester grades. Email submissions are also acceptable. The student and instructor should discuss all the factors that were instrumental in determining the grade. If the instructor is not available, the student may meet with the appropriate Associate Dean. A written response to the appeal will be made within ten (10) working days.
2. If a student wishes to appeal the decision of the instructor, he/she may do so by submitting an appeal, in writing, to the appropriate Associate Dean within ten (10) working days after the instructor's decision. The Associate Dean will have ten (10) working days to consider and respond to the appeal. If the Associate Dean assigned the grade, the student's appeal will move from step 1 to step 3.
3. If a student wishes to take further action, he/she may appeal the previous decision, in writing, to the Dean of Instruction. The appeal must be delivered to the Dean within ten (10) working days of the previous decision. The Dean will consider the appeal and may request additional information from the student and/or the instructor. The Dean will have ten (10) working days to consider and respond to the appeal.
4. If the student wishes to take further action, a written appeal may be made to the President of the College within ten (10) working days of receiving the previous decision. The President will have ten (10) working days to consider and respond in writing to the appeal. The President's decision will be the final determination and the conclusion of the appeal process.

Section V
High School Instructors

Qualifications

North Central Michigan College relies on its instructors to maintain at all locations to provide the highest possible academic experience for students through engaged and effective teaching. The diverse backgrounds of North Central faculty members enable students to have a range of perspective throughout their educational careers.

College faculty members at all locations meet the same qualifications and high expectations as described below.

Traditional

For most academic courses, requirements are a master’s degree in the content area or a non-related master’s degree with 18 graduate hours in the content area. In many cases, a Ph.D. in the discipline is preferred. For most career and technical courses, requirements are a bachelor’s degree in the content area or an associate’s degree in the content area with a minimum of two years of work/occupational experience. Specific licensures/certifications may be required for select career and technical courses.

	Degree Attainment	Credit Hours in Area of Instruction	Teaching Experience	Work Experience in Area of Instruction
General Education Courses	Master’s Degree in content area or a non-related Master’s with 18 grad hours in content area	18 grad hours in content area	3 years preferred	None required
CTE Courses	Bachelor’s or Associate’s Degree with work experience	Undergraduate hours in content area	2 years preferred	Two years, plus any applicable licensures or certificates

Non-Traditional

The College recognizes that knowledge and expertise can be gained through alternative career paths. In lieu of the traditional credentials a candidate can submit a body of evidence that would replace the traditional credentials. The body of evidence should carry sufficient strength of information to affirm to a higher education peer that the individual is equivalently qualified to teach the course as those with traditional credentials. The body of evidence may include a collection of such things as credentials, work experience, teaching experience at a level consistent with the proposed assignment, teaching experience at the post-secondary level, student ratings, superior evaluations, and outstanding references in addition to other possible materials.

A mixture of traditional and non-traditional evidence is common. When less traditional evidence is presented, stronger non-traditional evidence must be demonstrated. Consideration of qualifications under the non-traditional process may vary by department and the Dean of Instruction will make such judgments on a case-by-case basis.

Criteria considered in the non-traditional process for general education or liberal arts elective courses include:

- Minimum of three years teaching experience in the content area, with additional consideration given for having taught advanced placement (AP) courses or college level courses; **and**
- Successful completion of undergraduate and graduate level coursework to reflect knowledge and depth in the content area at a competence level that indicates the ability to teach the college level course, including a minimum of nine (9) graduate hours of related course work in the content area; **and**
- A Master's in Education or current enrollment in a master's program or ongoing continuing education/professional development equivalent to six (6) credit hours every three years.

Exception to Criteria (Provisional/Emergency):

An instructor who does not meet the traditional requirements may seek a provisional approval based on a commitment to an educational plan that moves to fulfill the requirements above in a given period. Thus, a candidate with exceptional experience might commit to earning nine (9) or more graduate credits in the content area within a two-year period. Approval under the exception to the criteria process is considered provisional (one or two semesters) and the instructor must demonstrate progress towards earning the graduate level hours in order to receive another provisional approval that allows continuation until the required credential standards are met. Once the criteria are met and submitted for approval, the provisional status will be removed and a standard appointment period can begin.

Instructor Responsibilities and Expectations

North Central Now! instructors must agree and adhere to the following responsibilities. Teaching privileges maybe revoked for any NCN instructor who does not comply with all policies, procedures, and requirements established by North Central Michigan College and North Central Now!

1. Submission of all required human resource paperwork prior to teaching a course through NCN, and as requested thereafter.
2. Participation in a one-time orientation session when first teaching for North Central Now!
3. Providing a copy each semester (to both the faculty liaison and North Central Now! office) of the common course outline/syllabus, demonstrating equivalency for course objectives, assignments, grading standards, assessments, and learning outcomes as established for the corresponding course on the North Central campus.
4. When a textbook is not being used on campus, the instructor from the high school will have access to the supplemental materials that are being used on campus. Additionally, when there isn't a textbook being used on campus, the high school instructor may use an AP textbook, if one is already used at the high school. When selecting textbooks for North Central Now! classes taught in area high schools, the College commits to selecting and using a textbook for at least three years, allowing the College bookstore and area high schools to maximize the financial and intellectual return on their investment. However, if there is a significant revision impacting the curriculum, an instructor with the approval of the associate dean may replace the textbook. As part of this program, North Central will make an effort to make available rental textbooks for concurrent enrollment courses. This will be done on a case by case basis and the college does not guarantee rentals can be made available for all courses.

5. Posting student grades electronically in accordance with the guidelines and time frames set forth by North Central Michigan College and North Central Now!
6. Informing students of access to the North Central Now! Student Handbook and guide to enrolled students, all available on the NCMC website.
7. Submitting copies of student work, exams, assessments, and/or grades as requested by the faculty liaison and/or North Central Now! office.
8. Providing students with class time, computer/internet access, and instructions to complete the course evaluation at the conclusion of each course/semester.
9. Retrieving all electronic correspondence sent by the North Central Now! office through the email address(es) provided during the instructor approval process. The instructor is also responsible for working with the high school's information technology personnel to ensure that there are no firewall issues restricting the delivery of email correspondence from the North Central Now! office.
10. Participation in periodic classroom visits with the designated faculty liaison. Visits will be determined and scheduled by the faculty liaison and shall occur at least once per semester for each class the liaison supports.
11. If the high school instructor is unable to teach the concurrent credit course due to absence, s/he or another school representative must notify the North Central Now! director immediately. North Central Now! will consult with the school regarding the situation and, based upon the circumstances, will determine a course of action. If a long-term substitute teacher is needed, and those with background and experience equivalent to the normal North Central adjunct credentials are available, they may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. Once approved, North Central Now! staff and faculty liaisons will work with the substitute teacher to ensure that the approved syllabus for the college course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content.
12. North Central Now! instructors must abide by all guidelines pertaining to privacy and confidentiality as stipulated in the North Central Michigan College Faculty/Staff Policy Manual, in accordance with the college FERPA guidelines. North Central Now! instructors may provide confidential student information to the school or to a student's parent provided that they have a consent form signed by the student that allows the information to be released to the individual or entity requesting the information.
14. Submission of a signed North Central Now! Instructor Agreement.

Role of Faculty Liaison-see section on Faculty Liaison

NCN! Faculty Orientation

All new concurrent instructors whether high school instructors or North Central adjuncts will participate in a North Central Now! Faculty Orientation. The orientation will be held annual on the Petoskey campus. For those unable to attend, a Blackboard site will house the orientation material.

Course Syllabi

Master course syllabi are used to develop a course syllabus and are available from Director of Adjunct Faculty. Each master course syllabus will identify certain elements as defined by the Lumina Degree

Qualification Profile (DQP) that are expected to be learned by students taking the course. The Profile can enable faculty members to clarify what students should know and be able to do because it shows how skills, knowledge and abilities “ratchet up” between degree levels. An electronic copy of the course syllabus must be sent to the Director of Adjunct Faculty at North Central by the end of the first week of each semester that the course is taught.

Classroom set-up

Instructors will decide on the level of technology for use in the classroom. North Central encourages the use of technology to aid in better instruction or to better engage students.

Classes taught in the high schools should be able to provide the same access to the internet as classes taught on campus.

Blackboard

North Central uses Blackboard as our Learning Management System (LMS). Adjunct faculty members are required to use Blackboard for the posting of the course syllabus and for posting semester grades.

Specific Blackboard training from North Central is available either as a group or one-on-one, whichever best meets the school’s or instructor’s needs.

North Central students expect their instructors to use Blackboard and will go there often for assignments, course announcements and for checking their grades throughout the semester.

At a minimum, students are expected to use technology as needed to read syllabi, complete assignments, and check grades.

Early Alert

Early Alert is a program aimed to increase the success of at-risk and struggling students by connecting them with services or interventions early in the semester when they could have some positive effect on the student’s course success. The Early Alert electronic form is on the My North Central Portal under quick links.

Between weeks 3 and 5 in the semester (2 and 3 in summer), you, the instructor, identify students in your courses who you believe are struggling or who exhibit signs of at-risk behaviors. These include:

- Poor attendance
- Missing/incomplete assignments
- Poor grades
- Classroom behavior/attitude
- Poor Preparation/participation
- Lack of Study skills

Classroom Visits

Purpose

The site/class visit is an important activity for ensuring the academic integrity of the North Central course content, providing North Central Now! instructors with support, and maintaining professional discourse between the NCN instructors and the North Central faculty.

Although NCN instructors may vary their methods and specific syllabi to some extent to accommodate their individual teaching style, it is important to be able to assure the college division overseeing the course and any institutions accepting NCN credit for transfer that the course taught in the high school is of the same academic quality as the same course taught on the North Central campus.

Quality of instruction can be observed in terms of these factors:

- Instructor's knowledge and understanding of the topic
- Strength of the instructor's presentation
- Extent that the course content is representative of the university course
- Classroom atmosphere which encourages learning and an exchange of information
- Student interest and involvement
- Instructor/student relationship
- Grading policies, examinations used, criteria for grade
- Observation of weaknesses that may interfere with the desired outcome of the course. These may relate to procedural concerns, time management, facilities, availability of supplementary resources, etc.

If there are concerns in any of the above factors, they should be noted on the site/class visit report form. Any problematic areas should be discussed with the NCN instructor in a tactful manner and with a willingness to better understand what constraints and limitations may be present in the high school teaching environment.

Frequency

Faculty liaisons are required to conduct site/class visits as a component of their NCN responsibilities. Site/class visits will occur no less than once a semester for each class that they are supporting. The liaison is responsible for creating a timeline and tracking when site/class visits are due for each NCN instructor s/he works with. Should items for immediate concern present themselves, the faculty liaison reserves the right to request a follow-up observation; this observation may be scheduled at the liaison's discretion between the NCN instructor and the faculty liaison, or the instructor and the appropriate North Central associate dean.

Visitation

During the visit, the faculty liaison will observe a typical class session, followed by discussion with the NCN instructor that includes:

- How well the course is progressing
- Students' abilities, interest, and involvement
- Grading and assessment criteria
- Instructional strategies & evaluation
- Recommendations/concerns with course implementation

If time does not permit for discussion during the site/class visit, the faculty liaison will follow up with the NCN instructor via email or phone within one week.

Reporting

The faculty liaison must submit the "Site Visit Report Form" to the NCN office and divisional dean within one week of the site visit.

Grade Submission

During the semester grades

Because of FERPA, grades earned during the semester should not be entered into the high school's grade tracking system. If the high school requests the student's progress for eligibility, you may inform the high school whether the student is eligible or not. During the semester grades should be entered through Blackboard only. The Registrar's office will send the final grade to the high school for entry on the high school transcript. It is not the adjunct or approved high school instructor's responsibility to submit grades to the high school.

Final Grades

Final grades instructions will be sent out by the Registrar to your North Central email account. North Central classes held on Petoskey, Cheboygan or Gaylord sites will follow the North Central academic calendar. North Central concurrent classes held on high school campuses will follow the high school's academic calendar as per agreed upon when setting up classes.

All final grades are to be submitted online to the student information system (SIS) following the Registrar's emailed instructions by the first Tuesday following the end of the semester. Final grades must be submitted by noon on that Tuesday.

Course Assessments

Each NCN instructor will perform assessment of student learning and attainment of course objectives for each NCN course they teach, and will provide the data to the appropriate North Central contact in a timely manner (**no later than two weeks after the conclusion of the course**). If assessment is performed and loaded into Blackboard, the NCMC Associate Dean of Institutional Research will be able to access this data directly and no further action for submission is required. Each NCN course syllabus should include clearly stated learning objectives in accordance with the respective NCMC Master Course Syllabus; these objectives should be mapped to established criteria in the Degree Qualifications Profile (DQP), and at least one objective mapped to a DQP criterion should be assessed in accordance with the

policies and procedures established for NCMC course assessment. Approved course objectives and their respective mapping to DQP items appear in the NCMC Master Syllabus for each catalog course offered in the NCN program.

In order to assist with assessment, the faculty liaison will first coordinate with the instructor to ensure that the NCN syllabus has learning objectives mapped to DQP outcomes, as provided for by NCMC assessment protocols. To that end, it is important that the liaison provides a copy of the current Master Syllabus for that course, and all courses their NCN instructors teach. Liaisons should also provide two forms—the **DQP Outcomes List**, and the **Course Assessment Worksheet** that will ultimately assist the instructor in completing the assessment.

In consultation with the faculty liaison, the NCN instructor shall determine which of the learning objectives (and corresponding DQP outcomes) will be assessed in the course, and how that assessment will take place.

In order to record the assessment, the NCN instructor will complete a Course Assessment Worksheet. Faculty liaisons are available to assist with explaining the details of the assessment worksheet, as well as more general aspects and procedures of assessment at North Central.

Illness/Medical Leave/Substitution

For high school instructors, if you are ill or miss a class for one or two days, contact your principal and proceed as you normally would for other classes. For North Central adjuncts, contact the Adjunct Faculty Coordinator for a substitution and contact with the high school.

If faculty, either high school or adjunct, is gone longer for a conference or medical leave, they should contact the Adjunct Faculty Coordinator at North Central to make arrangements for a qualified sub to take the place in the CE class and to work with the high school principals.

Section VI

Faculty Liaisons

The quality and academic rigor of the North Central Now! program is heavily dependent on the active participation of the faculty liaison. All courses offered through NCN that have high school instructors are required to have a North Central faculty liaison to provide curriculum oversight and support.

Faculty liaisons may be full time or adjunct faculty members as appointed by the divisional dean. Liaisons must agree to serve in accordance with the responsibilities contained herein, and with all North Central policies and procedures.

Faculty Liaison Responsibilities

1. In accordance with program policies, all North Central Now! courses with high school instructors must have an approved faculty liaison to provide curriculum oversight and support to NCN instructors.
2. Faculty liaisons may be full time or adjunct North Central faculty members as appointed by the associate dean and agree to serve in accordance with the Faculty Liaison Responsibilities and the policies and procedures contained herein.

3. Faculty liaisons should understand that their work will begin prior to the semester in which the course is taught for credit; during that time, liaisons should make themselves available to assist the NCN instructor with course planning.

4. Faculty liaisons will provide North Central Now! instructors information concerning course objectives, grading standards, learning outcomes, the Blackboard course management platform, classroom activities, assessment, evaluation, teaching methodologies, and other topics related to maintaining the academic integrity of the North Central course. The final decision as to whether the academic content of the NCN course meets college standards is the responsibility of the faculty liaison.

5. Faculty liaisons will be available to respond to questions from North Central Now! instructors and will provide recommendations for solutions to issues as needed.

6. Faculty liaisons will coordinate with NCN instructors to ensure that the instructors are utilizing textbooks and course materials consistent with North Central textbook policy, outlined above in "Instructor Responsibilities and Expectations."

7. Faculty liaisons will conduct periodic site/class visits for each concurrent credit course for which they provide mentorship. Liaisons should visit one class section for each different North Central course being taught by each of their assigned NCN instructors at each school per semester.

Section VII

Resources

Learning Support Services (LSS) Disability Services

LSS provides Disability Services for students with documented disabilities. These accommodations may range from longer test-taking times, to more conducive physical facilities in the classroom. Students need to initiate this process by contacting the director of LSS (231) 348-6817. As an adjunct faculty member, you will receive a notification from LSS describing reasonable accommodations that the student may require. You will then work with the director to provide the necessary accommodations. It is important that you direct any students requesting accommodations to LSS; you are not to make arrangements for accommodations without the express written approval from the Director of LSS.

Concurrent enrolled students will need to contact LSS. Learning Support Services will process requests and coordinate any services with local schools.

Learning Support Services (LSS) Tutoring

Learning Support Services' goal is to help students become independent learners and achieve their own personal and academic goals. They offer free tutoring to North Central students in any course offered at the college. The lab staffs at the Petoskey campus has two part-time professional tutors in math and English. In addition, peer tutors are available who have been recommended by instructors and/or have successfully completed the course that they tutor. For CE students, LSS can provide tutoring at our Gaylord, Cheboygan or Petoskey Campus. Tutoring sessions are also available by Skype upon request. Tutoring information packets will be made available at the high schools.

Learning Support Services (LSS) Writing Center

The Writing Center is open on a walk-in basis from 10:00 a.m. to 6:00 p.m., Monday through Thursday, or by appointment on Fridays. The Writing Center is located in room 125 of the AD/CL building on the Petoskey Campus. Writing assignments are also accepted by email.

Library Services

Library resources are available online to students 24/7 using your Portal ID on the Library's website. The North Central Librarian is available for assistance for class instruction or one on one assistance over the following areas:

- Primary Sources
- Peer-Reviewed Sources
- Citation Help
- Database Navigation
- Critical Analyses of your paper
- Reference and research interviews.

North Central Now! Instructor and Course Request Form

Instructions: Complete and submit form to Director of Student Outreach and Engagement, Wendy Fought, North Central Michigan College, 1515 Howard St. Petoskey MI. Fax: 231-439-6349 or email: wfought@ncmich.edu

Name of High School: _____

High School Liaison (Name): _____ Title: _____

Phone: _____ Email: _____

North Central Course Requesting: _____

Semester: _____ Fall _____ Winter Trimester: _____ First _____ Second _____ Third

Start Date: _____/_____/_____ End Date: _____/_____/_____

Days and Times: _____

Number of sections: _____ Anticipated class size: _____

Course Status:

_____ Requesting New Course

_____ Requesting Course Reinstatement

Instructor Needs:

_____ Requesting North Central Faculty (Tuition charges at full in or out of district rates)

_____ Requesting High School Faculty (Tuition \$33 indistrict / \$38 out of district)

Name of High School Instructor _____

Resume and Transcripts attached _____yes _____ no

If no, has the High School Instructor been approved to teach for North Central in the past? _____

North Central Office Use Only

Request Form Received _____/_____/_____ Initials: _____

North Central Instructor _____

High School Instructor Approved _____yes _____ no

Course Approved _____yes _____ no

North Central Now!
Concurrent Enrollment Course Request Form
2014-2015

Date of request: _____ Revision Date: _____

Date of request approval: _____

Counselor: _____ High School: _____

Course Requested: _____

Semester Start/End Dates: _____

Trimester Start/End Dates: _____

Minutes per class: _____ Anticipated Enrollment: _____

Semester/Trimester Requested: _____

Time Requested: _____

Days Requested: _____

Concurrent Enrollment Instructor Request

HS Instructor: _____ NCMC Instructor: _____

Instructor: _____

Approved Courses/Associate Dean Liberal Arts: _____

Occupational: _____

Comments:

Registrar to Complete-Entry into Semester Schedule

Last Day to Enroll _____ Last Day to withdraw with a "W" _____

Semester: _____

Course: _____ Date Entered: _____

Posted by: _____

*****NOTE: YOU MUST BE AN ACCEPTED STUDENT TO NCMC BEFORE FORM CAN BE SUBMITTED FOR ENROLLMENT.**

Please print legibly. All information must be provided to process information.
Please fax form to Renee DeYoung at 231-439-6347.

Student Information: High School: Your High School High School Graduation Year:

Social Security Number: _____ Date of Birth: ____/____/____

Name: _____
Last First Middle Initial

Address: _____
Street City Zip Code

County: _____ Area code & Phone: _____/_____

Mark One: Valid only for one semester: Fall 201__, Winter 201__, Summer 201__

High School Principal or Counselor: Refer to the College Catalog for prerequisite information. Minimum ACT scores may be required to enroll in certain courses.

Course	Section	Course Title	Cr. Hrs.	H.S. Credit?		College Credit?		Paid by School District?	
				Circle One		Circle One		Circle One	
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N

I certify that the above named student is currently in the (circle one) 9 10 11 12 grade and the student will be receiving financial support as indicated in the box above. The above named student is endorsed for the course(s) and semester indicated.

Signature of Principal: _____ Date: _____

Parent and Student Certification: Important Information

1. Financial Responsibility: when you sign off on this form you agree to assume full responsibility for accuracy of information and that you have read and understood NCMC policies.
2. You may be responsible for **partial or full payment, depending on your high school's policy**. If moving, consult with the high school signing this form and your new high school. NCMC will bill you for the amounts due.
4. Federal Financial aid is not available for Dual/Concurrent Enrollment students. However, if you fail or do not complete a college course, including withdrawing, it may affect your future eligibility for financial aid at North Central.
5. Withdrawals: Before you withdraw from a course, speak with your high school counselor. Courses must be officially dropped by submitting a CHANGE OF SCHEDULE FORM fax'd by High School Counselor to NCMC at 231-348-6626. You may owe money if you withdraw after the 100% refund period.
6. NCMC does not conduct criminal background checks for admission, except in some selective admission programs.

I hereby submit my request for registration, agree to the NCMC policies and procedures and grant permission to NCMC to release information concerning my academic progress and grades to the high school of record. Granting of credit toward high school requirements rests entirely with your high school. Address questions to your high school counselor or principal. Granting of college transfer credit rests with the transfer institution.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

rd 13 July 22 rev

<p>NCMC Office Use Only:</p> <p>Processed: _____</p>

NORTH CENTRAL NOW! INSTRUCTOR AGREEMENT

The purpose of this agreement is to set out the terms and conditions of participation as an instructor for North Central Michigan College's concurrent and concurrent enrollment program, North Central Now! (NCN)

All approved North Central Now! instructors must agree and adhere to all program guidelines and requirements as set forth by North Central Michigan College, North Central Now!, and NACEP (National Association for Concurrent Enrollment Partnerships). Instructors shall follow all program requirements set forth in the North Central Now! Policies and Procedures Handbook and as disseminated by NCN staff.

North Central Now! instructors must agree and adhere to the following responsibilities, as indicated by initialing the provisions and signing below. Teaching privileges may be revoked for any North Central Now! instructor who does not comply with all policies, procedures, and requirements established by North Central Michigan College and North Central Now!.

- _____ 1. Submission of all required human resource paperwork prior to teaching a course through NCN, and as requested thereafter.
- _____ 2. Participation in an orientation session for each new course prior to teaching the course for concurrent credit.
- _____ 3. Providing a copy (to both the faculty liaison and North Central Now! office) of the course outline and syllabus, demonstrating equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding course on the North Central campus.
- _____ 4. When a textbook is not being used on campus, the instructor from the high school will have access to the supplemental materials that are being used on campus. Additionally, when there isn't a textbook being used on campus, the high school instructor may use an AP textbook, if one is already used at the high school. When selecting textbooks for North Central Now! classes taught in area high schools, the College commits to selecting and using a textbook for at least three years, allowing the College bookstore and area high schools to maximize the financial and intellectual return on their investment. However, if there is a significant revision impacting the curriculum, an instructor with the approval of the associate dean may replace the textbook. As part of this program, North Central will make an effort to make available rental textbooks for concurrent enrollment courses. This will be done on a case by case basis and the college does not guarantee rentals can be made available for all courses.

- _____ 5. Posting student grades electronically in accordance with the guidelines and time frames set forth by North Central Michigan College and North Central Now!.
- _____ 6. Informing students of access to the North Central Now! Student Handbook and guide to enrolled students, all available on the NCMC website.
- _____ 7. Submitting copies of student work, exams, assessments, and/or grades as requested by the faculty liaison and/or North Central Now! office.
- _____ 8. Providing students with class time, computer/internet access, and instructions to complete the course evaluation at the conclusion of each course/semester.
- _____ 9. Retrieving all electronic correspondence sent by the North Central Now! office from the email address(es) provided during the faculty approval process. The faculty member is also responsible for working with the school's information technology personnel to ensure that

there are no firewall issues restricting the delivery of email correspondence from the North Central Now! office.

_____ 10. Participation in periodic classroom visits with the designated faculty liaison, including a required visit during the first semester in which the college course is taught for concurrent credit. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur once per semester.

_____ 11. If the high school instructor is unable to teach the concurrent credit course due to absence, s/he or another school representative must notify the North Central Now! director immediately. North Central Now! will consult with the school regarding the situation and, based upon the circumstances, will determine a course of action. If a long-term substitute teacher is needed, and those with background and experience equivalent to the normal North Central adjunct credentials are available, they may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. Once approved, North Central Now! staff and faculty liaisons will work with the substitute teacher to ensure that the approved syllabus for the college course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content

_____ 12. North Central Now! instructors must abide by all guidelines pertaining to privacy and confidentiality as stipulated in the North Central Michigan College Faculty/Staff Policy Manual, in accordance with the college FERPA guidelines. North Central Now! instructors may provide confidential student information to the school or to a student's parent provided that they have a consent form signed by the student that allows the information to be released to the individual or entity requesting the information.

My signature below indicates that I have read, understand, and will adhere to all North Central Now! program requirements and the responsibilities as outlined above.

Instructor Name (Please Print)

Instructor Signature

High School (Please Print)

Date

North Central Now!

Faculty Checklist

1) Resume which includes the following information:

- Contact Information:** Name, Home Address, Email, Phone, **and** School Name, Address, Phone, Fax
- The NCMC course name and number that you are interested in teaching
- Years of experience, subjects taught, and schools where you have taught – **including other universities**
- AP courses taught, including number of years taught & students' success rate
- Education – including programs/courses in which you are currently enrolled
- Other experience related to content area and expertise in subject
- Distinctions, such as leadership roles, awards, or honors received

2) Transcripts

- ALL** Undergraduate and Graduate transcripts are required* (***must be legible, current, and indicate degree earned***)
- Transfer hours indicated on one transcript must be submitted on a transcript from the originating university/college. Unofficial transcripts may be provided in the initial application; if offered a contract to teach in the NCN program, sealed official transcripts for all educational institutions attended must be provided.

3) Completion & Submission of This Form

This form must be completed, signed, and submitted with all application materials. Please read and check each box, then sign below indicating:

- I have read, understand, and agree to adhere to North Central Now! policies and procedures, and to follow the guidelines established in the North Central Now! Handbook.
- I understand that I will receive approval notification and all program information/updates via email and am responsible for checking the email address(es) provided below on an ongoing basis for updates regarding program requirements, forms, and deadlines for submission.
- Upon approval, **ALL official** transcripts must be provided directly by the academic institutions.
- I understand that I should participate in the orientation session prior to teaching a course through North Central Now for the first time!

- North Central Courses Wishing to Teach for Concurrent Credit

Signature

Date

School Email Address

Personal Email Address (optional)

****Copies of all unofficial transcripts may be submitted for the approval process. However, upon approval, ALL official transcripts MUST be submitted directly from the granting institution prior to teaching a concurrent course.***

For Blackboard assessments, please indicate here which assignment/quiz/exam in your grade book contains the results. Also, please indicate cut scores for the assessment for Beginning, Developing and Advanced, based on your scale for the assessment.

Assignment in Blackboard grade book	Level	Cut score
	Beginning	
	Developing	
	Advanced	

If this assessment was done after an intervention or a change was made in your pedagogy based on past assessment results, please indicate below what change, if any, you made.

Dimensions are to be used if you are assessing more than one aspect of the student work. For example, writing may be assessed on the *dimensions* of Content, Organization and Mechanics.

The use of multiple dimensions is optional.

Please provide the guidelines you used to rate this assessment. **For example**, the following has been used to rate one dimension of writing:

- Beginning:** *Topic* is poorly selected. *Thesis/topic sentence* is confusing or absent. *Ideas* are not clearly articulated, and they are inadequately developed and supported.
- Developing:** *Topic* is adequately selected and focused. *Thesis/topic sentence* is clearly stated. *Ideas* are developed and supported effectively.
- Advanced:** *Topic* is well selected and focused. *Thesis/topic sentence* is clearly stated or implied. *Ideas* are developed with insight, originality, careful thought, unity, and logic. *Support* is relevant and effective.

Your outcome's assessment guidelines:

Beginning	
Developing	
Advanced	

It's important to have this information to establish an "assessment" or "audit" trail for our work. We need to be able to point at how things are being assessed, not just that they are.

North Central Now! Site Visit Report Form

FACULTY LIAISON INFORMATION

Name of Faculty Liaison:

Date of Visit: **Arrival Time:** **Departure**
Time:

HIGH SCHOOL INFORMATION

Name of High School:
Name of Faculty Member:
NCMC Course Number(s):

SITE/CLASS VISIT INFORMATION

1. To what extent are the NCMC course syllabus, objectives, and outcomes representative of the on-campus course?

2. What are your impressions of student interest and involvement in the course?

3. Ask to see papers, assignments, or exams generated thus far in the course. Are the depth and rigor equivalent to the on-campus course? Are the instructor's grading methods consistent with the on-campus course? Explain.

4. If there was time for you to address the class, please summarize your comments, as well as, student feedback.

5. Other comments about the visit or instructor.

6. Summary of feedback provided to instructor following class visit (in person where time permits; or via phone or email where necessary).

7. Please list any concerns or recommendations for follow up.

Summary:

Is the North Central Now! instructor using an approved textbook and/or course materials?

Is the North Central Now! instructor following the NCMC syllabus?

Is the course consistent with the on-campus course?

Faculty Liaison Signature: _____

Date: _____

**Note: A copy of this form must be sent to the divisional dean and to the North Central Now! director.*