Dual Credit

High School Teachers

University of Idaho
Dual Credit Program
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Apply to Be a Dual Credit Teacher

**NACEP F1 - Teacher Qualifications**
The Dual Credit Program at the University of Idaho invites applications from qualified high school teachers to teach university-level courses at their high schools. As an affiliate faculty with UI, teachers will have the opportunity to teach college-level courses and support students in getting a head start on their college degree. Partnering teachers fully implement the university curriculum and follow university policies concerning learning outcomes and student assessment.

**High School Teachers Guidelines and Requirements**
High school teachers who are interested in teaching a dual credit course at their high school must have the approval of their administration before engaging in any dual credit partnership with the University of Idaho.

**High School Instructor Application Deadline**
New teachers wishing to teach dual credit courses must submit an application to the Dual Credit office.

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tr>
<td>Fall</td>
<td>May 1st</td>
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<tr>
<td>Spring</td>
<td>November 1st</td>
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**Required Application Documents:**
1. Letter of recommendation from the Principal
2. Teacher Qualifications Overview
3. Statement of Teaching Philosophy
4. Cover letter (include any dual credit courses previously taught, where, and how long)
5. Resume
6. Transcripts (unofficial are accepted)

New applicants e-mail their application packet to dualcredit@uidaho.edu as a pdf attachment.

Once the application is reviewed and approved, the teacher will receive an acceptance letter and an MOU. Before the semester begins, teachers must coordinate a time with their sponsoring faculty liaison to complete the New Teacher Orientation. The faculty liaisons will contact new teachers with day/time options.

New applicants can find information on the Dual Credit website under the High School Teacher link.
WELCOME TO THE UNIVERSITY OF IDAHO DUAL CREDIT TEAM

Since 1889, the University of Idaho has provided motivated students with a transformative higher education experience that prepares them to solve real-world problems and achieve success in their lives and careers. Beginning with our beautiful residential campus in Moscow, the university’s reach extends throughout Idaho, serving over 12,000 students with educational centers in Coeur d’Alene, Boise, and Idaho Falls, a research and extension center in Twin Falls, plus Extension offices in 42 counties. One of the nation’s land-grant research universities, U of I is a noted national leader in student-centered learning and interdisciplinary research that promotes public service. Our work serves businesses and communities, advancing the pursuit of diversity, citizenship, and global outreach.

UI Dual Credit Program offers academic support and professional development opportunities to ensure an equivalent and quality classroom experience. Courses offered for dual credit must comply with the Idaho State Board of Education and the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards that govern dual credit programs.

OUR MISSION, VISION, AND VALUES

Our Mission
The University of Idaho will shape the future through innovative thinking, community engagement, and transformative education.

Our Vision
The University of Idaho will expand the institution’s intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds.

Our Values
Excellence | Respect | Integrity | Perseverance | Sustainability

NACEP F4 - BEING A VANDAL

Getting Started
Net ID
VandalWeb
Vandal E-mail
DUO
UI History
Class Roster
UI Faculty and Staff Handbook

Teacher Responsibilities
1. New teachers must complete a New Teacher Orientation prior to offering the course.
2. All teachers must attend at least one professional development event each year (e.g., Summer Dual Credit Teacher Institute held each August).
3. Submit a course syllabus annually for review/approval prior to starting the course.
4. Confirm their courses each term on the Dual Credit Courses page.
5. Distribute a course syllabus, which includes registration, drop, and withdraw deadlines, to students.
6. Verify dual credit class roster during the first week of course registration and again prior to the drop deadline to ensure students are formally registered with the UI and in the correct class.
7. Remind students to complete the End of Course Evaluation (a link will be sent to their Vandal e-mail).

Memorandum of Understanding
An agreement is called a Memorandum of Understanding or MOU. Agreements are between the University of Idaho and the School District for an approved high school teacher to teach a particular university course in their high school. An MOU is in effect for three years and can end or renewed at the conclusion of the three-year term. Once an MOU is generated, it is sent out for digital signatures by the DC Office.

Ending an MOU (refer to Item 9 in the MOU)
- Termination - A written notice 60 days before the end of the semester.
- Abrupt Termination and Non-renewal – A mutual written agreement
Digital Signatures

A digital signature is a fast and friendly alternative to repetitively printing forms that will be scanned for digital records.

Adobe Acrobat has FILL & SIGN or DIGITAL ID options.
- ✔ The document must be completely filled out before adding a signature.
- ✔ The document will no longer be editable after the signature is placed. However, subsequent signatures can be added for documents needing more than one.

Fill & Sign Option
1. Click on FILL & SIGN
2. A signature pen (Sign) will appear on the bar above and center.
3. With your mouse or touch screen desktop, “draw” your signature or initials.
   - a. Click and drag the signature to the signature line.
   - b. Typed signatures are not accepted

Digital ID Option
1. Click on Sign here - Red Tab on the signature line.
2. This signature will create an encrypted time-stamped signature with a watermark.
3. Un-check Lock Document
   - Locked will prevent subsequent signatures

Contact your campus technology department if you do not have Adobe Acrobat DC on your computer and would like it installed.
New Teacher Orientation

NACEP F2 & F4 - New Teacher Orientation

High school teachers who are approved to teach for the University of Idaho Dual Credit Program become affiliates of the sponsoring department and receive a Vandal number, a Net ID, a VandalMail e-mail account, and access to the UI Library.

Each academic department has a designated faculty member who serves as a dual credit liaison for the high school teacher. Liaisons provide oversight and curriculum guidance, so there is alignment between courses delivered on a high school campus and courses delivered on the university campus. Academic departments are expected to provide professional development opportunities to high school teachers, and faculty liaisons agree to be an academic resource for high school teachers.

Faculty Liaisons at the university also provide all new dual credit teachers with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the teacher delivering the course. Please watch the Orientation Video.

Covered Topics

- Discipline-specific professional development
  - Philosophy
  - Curriculum
  - Pedagogy
  - Learning outcomes and assessment
- NACEP F4 - UI Policies and Procedures (i.e., DC Teacher Guidebook)
- How to access Rosters in VandalWeb
- Dual Credit Syllabus Requirements

After completing the training, please fill out an Evaluation Form and e-mail to dualcredit@uidaho.edu.

Syllabus

Teachers are required to submit an updated class syllabus to their faculty liaison before school starts each academic year. This requirement ensures that the sponsoring academic department and the Dual Credit office have the latest curriculum changes on file. Please note that this is a requirement for NACEP accreditation.

All DC syllabi are archived and should contain the information listed below per NACEP Standard C2. Each submitted syllabus should consist of two files, the faculty liaison version, and the high school teacher version. For more information on syllabi requirements, visit the University of Idaho’s syllabus website.

NACEP C2 - Required Syllabus Elements

1. Faculty Liaison Name and High School Instructor Name
2. High School Campus Name
3. College Course Title and Course Number
4. Course Description
5. Learning Outcomes (same as listed on UI syllabus)
6. Grading Scale/Policy
7. Dual Credit Student Code of Conduct
   - Include the following statement:
     “Please note that Dual Credit students are held to the same student standards found in the University of Idaho, Student Code of Conduct, which can be viewed at https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/student-code-of-conduct. Definitions of cheating, plagiarism, and other forms of academic dishonesty, as well as, policies and procedures for handling such cases are included.”

Syllabus - Dual Credit Template

As a reminder, the teacher can add but not take away information. If you have not received the DC syllabi template, request one by e-mail at dualcredit@uidaho.edu.
**Student Code of Conduct**

The University of Idaho’s Student Code of Conduct was developed in partnership with University of Idaho students and faculty and approved by the Idaho Board of Regents. It exists to educate students in understanding their rights and responsibilities as members of a safe, civil, and ethical academic community. Complete information is located in the Office of the [Dean of Students](mailto:deanofstudents@uidaho.edu) site under the [Student Conduct](https://www.deanofstudents.uidaho.edu) link.

**Note:** All dual credit syllabi should reference and include a link to the University of Idaho’s Student Code of Conduct, which is noted on page 6, item 7 under NACEP C2 – Required Syllabus Elements.

**Academic Integrity**

Academic integrity is the cornerstone value of learning. The University of Idaho is a proud member of the Center for Academic Integrity and provides faculty, staff, and students access to tools, information, and support to promote a climate of honesty and integrity on campus. Faculty, staff, and student leaders have important responsibilities to contribute to this effort in creating an academic culture that celebrates honesty, fairness, and trust.

Questions? To discuss any issues in more detail, contact the [Dean of Students](mailto:deanofstudents@uidaho.edu).

**Site Visits**

**NACEP C3 & A1 - Site Visit and Course Observations**

Faculty liaisons conduct site visits on a scheduled (or as-needed) basis to observe course content and delivery, student discourse and rapport to ensure that the UI curriculum offered through the Dual Credit Program is equivalent to the courses offered on campus.

Observations should include:

- Teaching methods used
- Review of the course syllabus
- Review of sample assessments (non-graded)
- Review of sample assessments (graded)

Provide student sample papers, activities, or assignments to the faculty liaison during the visit so they may collect and submit these artifacts to the Dual Credit Office for NACEP accreditation records.

**Professional Development**

**NACEP F3 - Annual Instructor Training**

All Dual Credit teachers must 1) attend at least one professional development event each year (e.g., Summer Institute held each August), and 2) meet either virtually or face-to-face with their assigned faculty liaison to receive program updates, services, and discipline specific interaction that will further enhance pedagogy and breadth of knowledge in the discipline.

**Wi-Fi Access:** When teachers are visiting the UI campus for events, they may log into Vandal Gold Wi-Fi using their Net ID and password. **Net IDs** are used for Campus Computers, Blackboard, Wi-Fi, VandalWeb, and Vandal e-mail.

Teachers who cannot attend a university sponsored event due to schedule conflicts can attend an alternative event/activity with prior approval from their faculty liaison who will verify that it aligns with the F3 standards.

The following forms are required after attending an approved alternative professional development event:

1. Professional Development Overview Form
2. Handouts
3. Proof of attendance
4. Evaluation Form

Scan all forms and e-mail to your [faculty liaison](mailto:facultryliaison@uidaho.edu) for signatures.
Confirm Courses Offered

Teachers need to review and confirm their courses each term on the Dual Credit Courses page. Go to https://dualcredit.uidaho.edu/courses/courses-high-schools

- Verify and note any errors or changes in:
  - Teacher
  - Course
  - Term, Course Dates, Semester (Fall, Spring, Tri 1, 2, 3)

Teachers confirm by sending an e-mail with any changes noted to dualcredit@uidaho.edu.

Once confirmed, the word “confirmed” will be displayed by teachers’ names on the Course page.

VandalWeb Access

Teachers use VandalWeb to access their official course roster, check on a students’ status, etc. Please note that DUO MFA will be used for all U of I accounts and most systems. Before teachers can gain access to their rosters, they must also complete the FERPA tutorial.

1. Login to VandalWeb
   - First Time User: Vandal Setup
   - Enter your UI email (e.g., joevandal@uidaho.edu) and your password, if your UI e-mail has numbers, you are using your student account (joev1234@vandals.uidaho.edu), which is the wrong account.
   - Approve your login using Duo Multifactor Authentication (MFA)

Having trouble logging into VandalWeb?

- Make sure your account is enrolled in DUO MFA. Download the DUO Mobile app for Android, ISO or request a Token.
- Reset Password: Security Profile “click here to reset your password” and follow the instructions
- Still cannot login? Contact ITS Support at (208) 885-1102. Identify yourself as a Dual Credit Teacher.

2. Complete the FERPA Tutorial
   - Click on the FERPA Tutorial link inside VandalWeb → Personal Information → Take the FERPA Tutorial

Note:

- 24 hours after the FERPA Tutorial is completed, the Faculty & Advisor Menu will appear.
- Your UI email is used for Campus Computers, Blackboard, Wi-Fi, VandalWeb, and Vandal e-mail.

3. Class Roster
   - Select Faculty & Advisors Tab → Select Class List Summary or Class List Detail
   - Class Roster Help

End of Course Evaluations

NACEP E1 - To comply with UI policy and NACEP accreditation requirements, all students have the opportunity to evaluate their UI Dual Credit course. Remind students to complete the end of course evaluations each semester. The evaluation schedule is posted in VandalWeb → Faculty & Advisors → Course Evaluations → Evaluation Schedule. We also use this information to improve our program, so participation is important.

Student Portion

The following link is a shortcut for students through VandalWeb to the Student Portion of the online Student Evaluation of Teaching system. The link is also located in VandalWeb → Students Tab → Instructor/Course Evaluation.

Roll Call and Final Grades

Prompt checking of students attending a dual credit class against the roster is important as students cannot receive credit for a course in which they are not registered. All teachers can view their class information online in their VandalWeb account. Download the class roster to Excel for roll call and to submit final grades to your faculty liaison.

1. Login to VandalWeb → Faculty & Advisors tab → Select Class List Summary or Class List Detail
2. Select semester → Class from the drop-down list and click Submit button
3. Click DOWNLOAD THIS CLASS LIST after the Course Information. Student Vandal ID number, name,
and e-mail address are the three items downloaded on the spreadsheet. Verify all students who want dual credit are formally registered with the university by comparing the high school roster with the dual credit roster...

- After registration is complete
- Before the UI withdrawal deadline
- Before submitting final grades to your Faculty Liaison

Refer to the Dates & Deadlines link to determine when final grades for a course should be filed. Verify final grades after the Faculty Liaison has entered them in VandalWeb.

Incomplete Grade Policies
Teachers must receive prior approval in order to assign a grade of "I" (incomplete). Incompletes are reserved for extenuating circumstances and must be preapproved by the Faculty Liaison and Dual Credit Program Manager. An incomplete may only be assigned when the student has been in attendance and doing passing work up to three weeks of the close of the semester. A grade of incomplete is not appropriate for a student who is no longer in the class. If a student is on the class roster but is no longer attending class, contact the Dual Credit office before submitting grades to the faculty liaison.

Course Enrollment and End of Semester Grades
Encourage students to log into their VandalWeb to verify their course enrollment and final grades. Step-by-step instructions are located in the Student Guidebook.

VandalWeb
1. Select Students tab
2. Select Degree Audit & Tran
3. Select Final Grades
4. Select semester from the drop-down list and click Submit

University and High School Grades
The high school grade and the university grade may not always match.

- For courses that are offered for dual credit, the high school agrees to follow UI policies (meaning any change or variation to the university course or syllabus must be reviewed and approved by the academic department and be in line with college/institution policies).
- If there is variation between the two classes (i.e., high school and University of Idaho DC), the teacher must keep two grade books, one to meet the high school policy, and one to meet the UI policy. Thus, there could be two different grades for the course because there is no other way to satisfy both policies.

Academic Petition
For a student to add, drop, or withdraw past deadline the student must submit an Academic Petition and pay a $10 fee at Student Accounts/Cashiers. Approval of the petition does not guarantee admission to any specific course.

1. Complete petition form with course information and reasons.
2. Pay $10 fee at Student Accounts/Cashiers (SUB).
3. If students are petitioning to register after the deadline, they must complete the process by paying registration fees to the Student Accounts/Cashiers Office if the petition is approved.
4. Student submits the form to the course College Dean’s office.
5. Form: Academic Petition

Dates and Deadlines
Withdrawal steps are posted on the DC site. DC website → Dates & Deadlines

- https://dualcredit.uidaho.edu/students/#add-drop
- https://dualcredit.uidaho.edu/dates-deadlines
Drop or Withdrawal

- A “drop” is when students are taken out of a course within the posted drop/add period of not receiving a grade of W (withdrawal from a course). A dropped course is not transcripted.
- A “withdrawal” is when students are taken out of a course after the posted drop/add period (some teachers may withdraw students for nonattendance). A grade of “W” will be transcripted. This action will not affect their college grade point average; however, students should check their high school’s policy on how a W affects their high school grade point average and eligibility for participating in high school activities and programs.

How to drop or withdrawal from a course:
1. The student sends an e-mail to their high school counselor requesting that the dual credit course.
   a. Students must e-mail their full name, Vandal ID number, name of the course, and the reason they are dropping.
   b. This is verification and acknowledgment of the student’s request to withdrawal.
2. The high school counselor then forwards the e-mail, along with their approval to registrar@uidaho.edu.
   a. The Office of the Registrar will drop the course for the student and notify them by e-mail that the drop has been processed.
3. Students can confirm all course changes by logging on to VandalWeb.

Student Guidebook

Dual Credit students can find instruction on how to apply, view grades, and order transcripts in the Student Guidebook located on UI Dual Credit website. DC Website → How to Enroll

- Apply for admission step by step guide
- How to get your Vandal number
- Verify enrollment
- Course registration form
- How to log into VandalWeb
- Download Microsoft Office 365
- How to get a Vandal ID Card
- View grades
- How to apply as a high school senior

Teacher Vandal ID Card

Dual Credit teachers can request a Vandal ID card that will grant them access to several UI resources. The Dual Credit office will be contacted to verify a partnership with the program.

Requirements:
1. Currently teaching a Dual Credit course
2. State or government ID

On Campus: Cards may be obtained by visiting the Vandal Card office, located in the Bruce M. Pitman Center Room 124.

By Mail: Teachers not located in the Moscow area can order a card by contacting the Vandal Card Office and arranging a Skype meeting to verify identity and e-mailing a photo. Schedule an appointment by e-mail vcoffice@uidaho.edu, or calling (208) 885-7522.

Library Access

Teachers will need to enter their Net ID when prompted to log-in to most library resources from off-campus. If they do not remember their Net ID, they may contact ITS via their website, e-mail, or phone (208-855-HELP).

For Interlibrary Loan Requests, a library barcode number is still needed. If teachers do not have a Vandal Card, they may call 208-885-6843 or e-mail libill@uidaho.edu to receive a barcode number.

Vandal E-Mail

Please inform students at the beginning of class to expect e-mails through their VandalMail account about UI Events and other opportunities. Help educate students on the use of their Vandal accounts by suggesting that they forward their VandalMail messages to an account they use more frequently.
Teacher Non-Compliance
Teacher non-compliance issues with regard to institutional, state, or national standards may result in dual credit faculty liaison approval, along with any associated stipend, being revoked and the MOU terminated (refer to item 9. Term and Termination on the MOU).

Campus Visits
We welcome and encourage Dual Credit teachers to bring their students for a visit to the UI campus. Exposure to the university environment is a great way for students to feel that they are a part of the University of Idaho community. We will post photos of your visit to the campus on our Dual Credit Facebook page. To set up a campus visit contact: groupevisits@uidaho.edu or visit the site: Group Visit

Dual Credit Website
Visit the website for complete information about the Dual Credit Program.

Social Media
We have created a Facebook, Instagram, and Twitter account for our Dual Credit students; please encourage them to like and follow.

We will post useful information about the program:
- Dual Credit admissions process and deadline reminders
- Semester drop and withdrawal deadlines
- Student Spotlight
- Campus events and much more...

If, throughout the year, teachers have story ideas, a student spotlight or post suggestions, e-mail them to dualcredit@uidaho.edu.

NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS ACCREDITATION
The University of Idaho Dual Credit Program received accreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP) in 2019. NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on college campuses, such as UI, and that all postsecondary concurrent enrollment programs adhere to high standards. NACEP works alongside UI to provide the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.
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<th>Partnership Standards</th>
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<td>P1</td>
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<td>The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.</td>
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<td>P2</td>
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<td>The concurrent enrollment program has ongoing collaboration with secondary school partners.</td>
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<th>Faculty Standards</th>
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<td>F1</td>
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<tr>
<td>All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.</td>
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<td>F2</td>
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<tr>
<td>Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.</td>
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<td>F3</td>
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<td>Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.</td>
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<td>F4</td>
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<td>The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.</td>
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<th>Assessment Standard</th>
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<td>The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.</td>
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<th>CURRICULUM STANDARDS</th>
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<tr>
<td>Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.</td>
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<tr>
<td>C2</td>
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<tr>
<td>The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.</td>
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<tr>
<td>C3</td>
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<tr>
<td>Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.</td>
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<th>Student Standards</th>
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<tr>
<td>Registration and transcripting policies and practices for concurrent enrollment students are consistent with those on campus.</td>
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<td>S2</td>
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<tr>
<td>The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.</td>
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<tr>
<td>S3</td>
</tr>
<tr>
<td>Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.</td>
</tr>
<tr>
<td>S4</td>
</tr>
<tr>
<td>The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Evaluation Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
</tr>
<tr>
<td>The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.</td>
</tr>
<tr>
<td>E2</td>
</tr>
<tr>
<td>The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.</td>
</tr>
</tbody>
</table>