



Northwest
UNIVERSITY

**CONCURRENT CREDIT
FACULTY HANDBOOK
2016-2017**

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CONCURRENT CREDIT PROGRAM

Welcome to the Concurrent Credit Program, housed under the College of Adult and Professional Studies at Northwest University

The Concurrent Credit Program allows Northwest University and Christian high schools to partner together to offer university courses to high school students allowing them to get an early start on their university career at a low cost. The program's success is based on the partnership between qualified high school instructors and the various academic departments at Northwest University. The intent is to offer general education courses which can be applied to any degree a student chooses.

Since Northwest University's Concurrent Credit Program began, many students have taken advantage of the opportunity by enrolling in freshman and sophomore-level college courses. The program provides the university an opportunity to play a significant role in the education of top performing students and an opportunity to collaborate with high school instructors.

PROGRAM BENEFITS

- Experience the rigor and intellectual challenge of a university while still in high school.
- Increase enthusiasm and motivation among students and instructors.
- Enhance ability and skills to do university work and aid students to gain confidence for college success.
- Provide an opportunity for university and high school instructors to collaborate and share methods, ideas and experiences for the benefit of the students.
- Reduction of future college debt.
- High school independence kept through use of their curriculum.

VOLUNTEER INSTRUCTOR INFORMATION

VOLUNTEER INSTRUCTOR REQUIREMENTS

High School instructors teaching Concurrent Credit courses meet NU's adjunct faculty qualifications:

- A minimum of a master's degree from a regionally accredited college or university
- Sufficient graduate courses and experience within the teaching field **and** subject matter to be qualified to teach the course
- Christian commitment and agreement with the University's educational philosophy
- Some teaching fields may have additional departmental requirements

In a few situations, life experience can be substituted for a graduate degree, in courses such as language courses where the instructor doesn't have an advanced degree but is a native speaker of the language.

All credentials are reviewed and approved by the Concurrent Credit Office and the appropriate Northwest University department dean.

FACULTY STATUS

Concurrent Credit faculty are considered volunteer concurrent credit faculty. The concurrent credit faculty member is not an employee of Northwest University.

SUBSTITUTION OR CANCELLATION OF CONCURRENT CREDIT COURSES

Instructors who are unable to serve more than five consecutive teaching days need to contact the Concurrent Credit Office.

Northwest University's Concurrent Credit Office will consult with the school administrator regarding the situation and, based on the circumstances, will determine whether Northwest University credit will still be available to students. A replacement or interim instructor with background and experience in the content area may apply for an emergency approval for the remainder of the semester or year in which the course is being taught.

On occasion, the Concurrent Credit program will approve an instructor who does not meet the traditional requirements on an emergency basis only. For example, the approved concurrent credit instructor becomes ill during the school year and another instructor must take over during the regular instructor's absence. To best serve the interests of the students and ensure that they will still receive concurrent credit, an instructor may be approved on an "emergency" basis for one or two semesters, until the regular instructor returns to the classroom or until the end of the semester/year in which the course is being taught. Ultimately, both the high school and university collaborate to find a way to properly serve the students involved.

GRADING SCALE

Letter Grade	4.0 Scale	Percent Scale	Grade Explanation
A	4.0	93+	<i>Superior performance in all aspects of the course with work exemplifying the highest quality-Unquestionably prepared for subsequent courses in field.</i>
A-	3.7	90-92	<i>Superior performance in most aspects of the course; high quality work in the remainder-Unquestionably prepared for subsequent courses in field.</i>
B+	3.3	87-89	<i>High quality performance in all or most aspects of the course-Very good chance of success in subsequent courses in field.</i>
B	3.0	83-86	<i>High quality performance in some of the course; satisfactory performance in the remainder-Good chance of success in subsequent courses in field.</i>
B-	2.7	80-82	<i>Satisfactory performance in the course-Evidence of sufficient learning to succeed in subsequent courses in field.</i>
C+	2.3	77-79	<i>Satisfactory performance in most of the course, with the remainder being somewhat substandard-Evidence of sufficient learning to succeed in subsequent courses in field with effort.</i>
C	2.0	73-76	<i>Evidence of some learning but generally marginal performance-Marginal chance of success in subsequent courses in field.</i>
C-	1.7	70-72	<i>Minimal learning and substandard performance throughout the course-Doubtful chance of success in subsequent courses.</i>
D+	1.3	67-69	<i>Minimal learning and low quality performance throughout the course-Doubtful chance of success in subsequent courses.</i>

D	1.0	63-68	<i>Very minimal learning and very low quality performance in all aspects of the course-Highly doubtful chance of success in subsequent courses in field.</i>
D-	0.7	60-62	<i>Little evidence of learning-Poor performance in all aspects of the course-Almost totally unprepared for subsequent courses in field.</i>
F	0.0	<60	<i>Failure to meet requirements of the course-Unprepared for subsequent courses in field.</i>

SUBMITTING GRADES

Grades are due by **Friday, June 16, 2017** for yearlong classes.

INSTRUCTOR RESPONSIBILITIES

Northwest University Concurrent Credit instructors must agree and adhere to the following responsibilities. Teaching privileges may be revoked for any instructor who does not comply with all policies, procedures, and requirements established by Northwest University and the Concurrent Credit Office. Instructors are responsible for:

- Promoting the concurrent credit opportunities available through the Concurrent Credit Program to all eligible students.
- Confirming registered students are approved to enroll in the course.
- Utilizing the course outline and syllabus approved by Northwest University.
- Providing a copy of the course syllabus for each year in which a course is taught to the Concurrent Credit Office by the designated due date.
- Distributing the course syllabus to all concurrent credit students at the beginning of each semester or year in which the course is taught.
- Utilizing textbooks and course materials as approved by Northwest University.
- Submitting grades in accordance with the guidelines and time frames set forth by the Concurrent Credit Office.
- Submitting copies of student work, exams, assessments, and or grades as requested by the Concurrent Credit Office.
- Providing students with class time, computer/internet access and instruction to complete the course evaluation at the conclusion of each course/semester.
- Notifying the Concurrent Credit Office if he/she becomes unable to teach the Northwest University Concurrent Credit Course and is likely to be absent for 5 consecutive days or more.
- Abiding by college FERPA guidelines. NU Concurrent Credit 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 information.
- Notifying the Concurrent Credit Office if a student withdraws from the high school.
- Notifying the Concurrent Credit Office if you have a student disciplined for academic dishonesty regarding concurrent credit coursework.

NON-COMPLIANCE

Concurrent Credit instructors are required to complete the necessary administrative aspects of the Concurrent Credit Program. If an instructor fails to do so, they will be considered non-compliant. Listed below are potential areas in which an instructor may be considered non-compliant:

1. The instructor fails to provide a course of equivalent content and rigor as those sections offered on-campus and approved by the department.
2. The instructor does not submit required information to the Concurrent Credit Office for assessment and/or syllabus alignment purposes. These requirements vary by department and all instructors are expected to be aware of their responsibilities in this area.
3. The instructor does not clarify rosters and/or submit grades as required.

Non-compliance will be determined by the Concurrent Credit Office. If an instructor is found to be non-compliant, the following steps will be taken in order to help the instructor return to compliance:

1. The Concurrent Credit Office and appropriate high school and NU personnel will meet and discuss the approach needed for a given set of circumstances.
2. The Concurrent Credit Office will contact the instructor and meet with him or her to outline the changes that must occur in order for the instructor to return to compliance. The administration at the high school will be notified of the problem.
3. The instructor will be given time to consider the outlined changes and whether or not he or she wishes to continue in the program.
4. If the instructor wishes to continue in the Concurrent Credit Program, he or she will be given one academic year to correct problems and may be visited in the classroom during that year the Concurrent Credit Office to consider whether progress towards the stated changes is being met. The high school administration is kept apprised of the status of the instructor.
5. Both the Concurrent Credit Office and appropriate high school and NU personnel must agree that the instructor has regained compliance. If this occurs, the instructor returns to equal status as other compliant instructors.
6. If the instructor remains non-compliant after one academic year, he or she is removed from the program and the high school administration notified that the instructor is no longer able to offer courses in the program.

CONCURRENT CREDIT COURSE REQUIREMENTS

SYLLABUS REQUIREMENT

Instructors are required to submit an updated electronic syllabus using NU's format every year in August before school starts. This ensures that we have the latest curriculum change on file for students and to fulfill accreditation requirements.

Northwest University Concurrent Credit courses must be college-level in curriculum and assessments in order to meet NU's college standards for content, quality and rigor. The courses must use text and resources that are challenging and in alignment with the course content.

Concurrent Credit students should receive the course syllabus by the first or second day of the concurrent credit class. The syllabus is to include the following:

1. Teacher contact information and office hours
2. Course prerequisites (set by high school)
3. Course description and objective

4. Student learning outcomes
5. Course content details (Scope and Sequence) in weeks with student assessments listed
6. Text and resources
7. Grading policy
8. Attendance requirements
9. Course evaluation criteria for assessments
10. Performance standards

The syllabus is approved by NU's Concurrent Credit Department. This collaborative approach is designed so that students receive a syllabus that includes information with the same elements as a syllabus for a course taught on the college campus. It is important the syllabus has the elements necessary for both secondary and postsecondary requirements.

COURSE EVALUATIONS BY STUDENTS

EVALUATIONS PROCESS

As part of Northwest University's ongoing assessment program, it is required that the courses be evaluated by students at the end of each semester or year. Northwest University administers online evaluations. Instructors and students are contacted by a Concurrent Credit staff member when the evaluation period is available. We ask instructors to give students classroom time to submit evaluations to ensure student participation. The Concurrent Credit Office provides a summary of the feedback from the class evaluations after grades are submitted.

STUDENT COST, CREDIT AND WITHDRAWAL PROCESS

STUDENT COST

Concurrent Credit gives students a head start on their college education at a discounted rate. The cost is \$50 per credit (i.e. 3 credit class = \$150) for Concurrent Credit students.

STUDENT ELIGIBILITY

The target audience of the Concurrent Credit Program is high school juniors and seniors. However we do not limit the classes to just juniors and seniors. Since you know your students best, we trust that you will not place a student in a course in which they aren't capable of doing the work necessary.

Students submit their registration form to their instructor or the Concurrent Credit contact at the high school. Payment is to be made to the high school. The Concurrent Credit Office will invoice the high school once student are registered.

Applications are sent to Concurrent Credit by **September 23rd, 2016** to enroll students in the class in a timely manner.

Once enrolled, students receive an email from the Concurrent Credit Office informing them that they are officially admitted and informing them of their Northwest University ID number. They will need this information to order copies of their transcript.

STUDENT WITHDRAWAL PROCESS

Instructor-Initiated

When you have a student who needs to withdraw from the class, you must notify NU's Concurrent Credit Office.

You are the first point of contact for students and if they withdraw from your class, you need to let us know so that we can withdraw them from the class at Northwest University.

Please note that once grades are submitted, we are unable to withdraw students.

If a student leaves the high school mid-year, please notify the Concurrent Credit Office.

Student-Initiated

To withdraw from the program, students must officially drop the class by contacting the Concurrent Credit Office at concurrentcredit@northwestu.edu. Students must submit their name, Northwest University ID number, school, instructor, class, and the reason they are withdrawing.

The withdrawal deadline for fall and year-long classes is **November 18, 2016**. The withdrawal deadline for spring classes is **April 7, 2017**.

STUDENT BENEFITS PROVIDED BY CONCURRENT CREDIT

TRANSFERABILITY OF CREDITS

The credits earned in Northwest University's Concurrent Credit Program can be transferred to other colleges and universities and applied toward degree requirements or electives. It is the responsibility of the student to consult with the college/university they wish to attend regarding the transferability of any university credits earned before enrolling in our program.

UNIVERSITY TRANSCRIPTS

Students order and pay for official transcripts through the Registrar's Office at Northwest University.

POLICIES

ACADEMIC HONESTY

Northwest University has intentionally developed a learning community that includes Academic Honesty as a foundational value and expects honesty from faculty and students in all areas, including academic lives.

Northwest University considers dishonest academic conduct by students to include any activity that allows a student to take an unfair advantage of fellow students. Examples of academic dishonesty by students include the following:

- Cheating on assignments or examinations.
- Submitting material that has been prepared by someone else or failure to give full credit to material prepared by someone else (plagiarism). Plagiarism is defined as "using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness" (MLA).

- Arranging for another person to serve as test-taker.
- Seeking help from another person or source during a test in which collaboration is not permitted.
- Submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s).
- Making false statements in order to acquire special consideration from an instructor.
- Sabotaging another student's work.

The Academic Honesty policy functions at Northwest University on an honor basis so faculty and staff agree to academic integrity standards upon hire and acknowledge willingness to enforce the policy and report misconduct. Academic dishonesty may result in the student failing the assignment, receiving an "F" in the course, or possibly being dismissed from the University. Instances of academic dishonesty are typically reported to the Provost's Office. Any student disciplined by a faculty member for alleged academic dishonesty has the right to appeal the disciplinary action. The student should initiate his/her appeal according to procedures outlined in the Northwest University Student Academic Appeals Policy, which is available in the Provost's Office or the Student Development Office.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest University in compliance with FERPA is available from the Registrar's Office. Annual notice regarding FERPA rights is provided in the University's Student Handbook and Catalog. In accordance with FERPA, you are notified of the following:

Right to Inspect. You have the right to review and inspect substantially all of your education records maintained by or at this institution.

Right to Prevent Disclosures. You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

Right to Request Amendment. You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

Right to File a Complaint with the U.S. Department of Education. You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.

Right to Obtain Policy. You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from: Northwest University, Registrar's Office, and P.O. Box 579, Kirkland, Washington, 98083.

CONTACT INFORMATION

- Program Web Site: eagle.northwestu.edu/academics/concurrent-credit/
- Northwest University Transcript Request Web Page:
eagle.northwestu.edu/departments/registrar/files/2011/04/Transcript-Request-03.14.pdf
- Northwest University Office of Admissions (to enroll as a student post-high school)
<http://www.northwestu.edu/admissions/> or 425.889.5231

CONCURRENT CREDIT OFFICE: Joan Tate
Concurrent Credit Coordinator
Phone: 425.889.5213
Email: concurrentcredit@northwestu.edu

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