

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4420

Academic Transfer College Courses Delivered to High School Students

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BOARD POLICY

Faculty Qualifications

Instructors must be approved by the administrator of the academic unit in which the course is taught on campus. Instructors who are not regular faculty of the college or university must be formally appointed as adjunct faculty members of the academic unit in the manner in which any adjunct faculty member is appointed for teaching on-campus courses.

Adjunct faculty members are required to have a master's degree and at least 6 graduate credits in the content area for which courses will be offered. The teaching load of adjunct faculty who are full-time high school teachers should be such that adequate preparation time is available.

New adjunct instructors for these courses shall work with the administrator of the academic unit in which the course is taught on campus. The college administrator will be available to provide guidance and assistance regarding course objectives and materials.

Student Admission

All students in these classes must meet all of the following requirements except as noted below:

1. Be chosen carefully and recommended by the high school academic staff;
2. Meet the prerequisites of the courses;
3. Have a cumulative grade point average of B or its equivalent or better; and
4. Be juniors or seniors.

Exceptions to requirement 3 may be made only by the administrator of the academic unit responsible for the delivery of the course.

If appropriate, the institution responsible for the course may elect to administer a placement test to assure readiness of students to benefit from the course. Unless an exception is granted by the administrator of the academic unit responsible for the delivery of the course, students are limited to one course per semester.

Curriculum

Colleges may offer only lower division (freshman and sophomore) courses that are offered by the home college and that are part of the regular curriculum approved by the established course approval process. No college-level credit courses may be created specifically for high school students. Each course will feature a final exam or culminating experience that substantially measures the extent to which the course's stated learning objectives are achieved. Course objectives and the final exam or culminating experience, developed by the college content area faculty and approved by the administrator of the academic unit responsible for the delivery of the course, must be the same regardless of the course location. Course syllabi will clearly state that, regardless of grades earned previously, the culminating assessment must be passed in order to receive credit for the course.

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Instructional Context and Resources

All institutions must assure that adequate library holdings are available to the students to satisfy the requirements for reading lists and reference materials for term papers, course projects, and the satisfaction of the curiosity of students who wish to read outside the designated requirements of the course. High school librarians should be aware of special needs of courses to be taught in the high school. All students should be granted access to library catalogs and holdings at the home campus of the institution delivering the course. Such access may be by remote means using computer connections.

The high school and/or the higher education institution should provide the instructional equipment, laboratories, computer equipment, software, and materials that are required for the course and that are comparable to the resources available to the students taking the course on the home campus.

Validation of Credits

The standards for credits awarded for a particular course are the same regardless of the location of the class. Students must meet the objectives outlined for the course. The credit is valid upon successful completion of the course requirements as determined by the course instructor. The responsibility for awarding the final grade earned by the students rests with the course instructor, utilizing the grading scale established by the College. The recorded grade shall be the same on the high school and college transcript.

Course and instructor evaluations will be conducted by the institution offering the course. The evaluation may include a comparison of student performance on a common final exam administered to students on the home campus and to students at other sites.

Decisions about the award of high school credits for the completion of college courses offered in the high school may be made by the high school.

Institutional Collaboration

The State Colleges are encouraged to establish clear communication channels with public higher education institutions serving the same geographical area regarding the needs of high schools in the area and to collaborate through joint planning for the efficient delivery of high quality higher education courses to high schools. The institutions are encouraged to work together to prevent unnecessary duplication and unproductive competition. All institutions should encourage qualified high school students to enroll in college courses on college campuses where feasible.

Policy Management

The revised policy goes into effect immediately with the exception of the following provisions:

- a. Faculty Qualifications – Effective date Fall Semester 2012
- b. Final Exam or Culminating Experience – Effective date Fall Semester 2010