



# HIGH SCHOOL RELATIONS

## Early College Experience High School Based Programs On-Site Concurrent Course Requests

Please submit course requests by February 1 for the following Academic Year

High School:				Contact:	
<b>FALL SEMESTER</b>					
Course Name	Number of Sections	Proposed Instructor	Days & Times	Projected Enrollment	Class Format (Please check box)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
<b>SPRING SEMESTER</b>					
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)
					<input type="checkbox"/> HS instructor <input type="checkbox"/> NWACC instructor <input type="checkbox"/> Early College (NWACC Campus)

High School Principal \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

**For ECE Office Use Only**

Stipulations: \_\_\_\_\_

NWACC Academic Dean \_\_\_\_\_ Date: \_\_\_\_\_

NWACC Vice President for Learning \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT GUIDELINES ON THE FOLLOWING PAGE**

## Guidelines for Early College Experience Courses

- NWACC Division Chairs must approve all new instructors and new courses.
- An NWACC Application packet including transcripts must be attached for each new faculty member requested to teach an Early College Experience Course.
- Please return completed request form with High School Principal's signature and any/all *new* faculty member application packets to: NWACC Early College Experience  
One College Drive; Bentonville, AR 72712

Legislation passed in the Arkansas Legislature during the 2007 session requires all concurrent college programs to receive National Association of Concurrent Enrollment Partnership (NACEP) accreditation within the next academic year. To ensure we earn this prestigious accreditation, to comply with State Law, here are guidelines that should be followed for Early College Experience courses:

1. Substitute teachers: If an Early College Experience instructor is absent for more than five consecutive school days, a substitute who meets the minimum qualifications for an Early College Experience instructor must be used.
  - a. If an Early College Experience instructor is absent for five or fewer consecutive school days, the substitute may be chosen from the rotation the school uses.
  - b. NWACC department chairs may assist in locating qualified long-term substitutes for area high schools but the ultimate responsibility of locating a qualified instructor lies with the high school.
2. No practice teachers or teaching interns should be assigned to Early College Experience classes.
3. Early College Experience instructors should be encouraged to attend all NWACC department meetings with no personal day charged to an instructor for attending. Early College Experience instructors should attend at least one NWACC department meeting a semester.
4. Early College Experience classes are capped at the maximum enrollment of the corresponding class at NWACC. English Composition I and II classes are capped at 24 students per section. All other college-credit classes are capped at 30 students per section. Early College Experience ONLINE classes are capped at the maximum enrollment of the corresponding class at NWACC. English Composition I and II, Public Speaking, and College Algebra online classes are capped at 24 students per section. All other college-credit classes are capped at 30 students per section.
5. ECE instructors must follow NWACC department goals, syllabi, and other academic guidelines.
6. ECE instructors must participate in department evaluations of faculty, department assessments, and student evaluations.
7. Due to confidentiality of Math final exams, the grade submission deadline for all Early College Experience Math courses follows the grade submission deadline as published on the NWACC academic calendar. All other non-CIV Early College Experience instructors may submit their grades to NWACC based on their high school's grade submission deadline.
8. Early College Experience instructors need to complete the orientation session on-line, and attend the training session to be held at NWACC on during the spring semester. Lunch is provided. Total time is two to three hours.

### Students:

1. The date on qualifying placement test score reports must be BEFORE classes begin.
2. Waiver requests for GPA or overloads *MUST contain the student's reasons* for requesting the waiver
3. Only students enrolled in the NWACC course may be in the classroom for the course. The exception is the AP/Concurrent blend courses in which 51% or more of the students must be enrolled as concurrent students
4. A student expelled from the high school while taking an ECE course may not switch to an on-campus course under most circumstances. The student may be able to withdrawal from the course or take a grade of Incomplete, subject to NWACC policy.
5. Students who transfer schools may not add an ECE course unless it is done within the established college deadlines.
6. To withdraw from an ECE course, student and counselor must complete and sign a drop/add form and submit to NWACC ECE Office at [earlycollege@nwacc.edu](mailto:earlycollege@nwacc.edu)