NWACC EARLY COLLEGE EXPERIENCE
NORTHWEST ARKANSAS COMMUNITY COLLEGE

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

High School:					**Contact:**	
Fall Semester						
Course Name	**Number of Sections**	**Proposed Instructor**	**Days & Times**	**Projected Enrollment**	**Class Format (Please check box)**	**NWACC Division Approval**
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
Spring Semester						
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	
					☐ HS instructor ☐ NWACC instructor ☐ CIV ☐ AP/Concurrent Blend	

High School Principal _____ **Date** _____
(signature)

For ECE Office Use Only

Stipulations: _____

NWACC Academic Dean _____ Date: _____

NWACC Vice President for Learning _____ Date: _____

Deans, please complete this form & return to Early College Experience Program for approval by VP for Learning.

PLEASE NOTE IMPORTANT GUIDELINES ON BACK OF FORM

Deadline: January

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 a Early College Experience Course.
- Please return completed request form with High School Principal's signature and any/all *new* faculty member application packets to: Early College Experience Program/Jorge Amaral
  NorthWest Arkansas Community College
  One College Drive; Bentonville, AR 72712 . . . **no later than January**

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 25 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. To withdrawal from an ECE course, student and counselor must complete and sign a drop/add form and submit to NWACC ECE Office at fax (479) 751-4942.

For classes taught via Compressed-Interactive Video (CIV):

1. Classes taught via compressed interactive video are capped for enrollment to include both students on the high school campus and the NWACC campus.
2. These classes follow the NWACC academic calendar each semester. You may view the academic calendar on-line at www.nwacc.edu .
3. Distractions and interruptions to CIV courses affect not only the students on the high school campus but also the students on the NWACC campus. Every effort should be made to minimize disruption to these classes. Examples: not interrupting the class to pull students out for activities such as homecoming or class pictures and silencing the Public Address system in the classroom. Students in a CIV classroom when the college class is in session should be considered as being on the NWACC campus, when at all possible.