



# Faculty, Instructor, and Administrator Handbook

**Concurrent Enrollment Program**

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# Welcome!

## Welcome to North Hennepin Community College's Concurrent Enrollment Program.

We are excited to partner with you and your high school to offer concurrent enrollment courses to your students. This handbook is designed to give all high school instructors, administrators, and faculty liaisons thorough information about the Concurrent Enrollment Program at NHCC. If you have any questions, please reach out.

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HENNEPIN**  
COMMUNITY COLLEGE

# Overview:

North Hennepin Community College's (NHCC) Concurrent Enrollment Program (CEP) has been providing high school student's college credit since 2009.

According to Minnesota Statutes section 124D.09 and Minnesota State Colleges and Universities Board Policy 3.5, a Post-Secondary Enrollment Options (PSEO) concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

NHCC's program works closely with partner high schools to determine course offerings, identify high school teachers credentialed to teach specific courses, and select students who meet the minimum requirements for participation. Creating close, mutually-beneficial partnerships between the college and participating high schools has led to an increase in the number of concurrent enrollment courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

NHCC's mission is *engaging students, changing lives*. High school to college partnerships, like concurrent enrollment, align with our mission as we are dedicated to providing access and opportunity to college courses, support services, and resources for students in our community.

# High School Instructor

High school instructors interested in teaching for NHCC's Concurrent Enrollment Program should contact NHCC's Director of Partnerships & Collaboration. Teachers are required to complete an application, submit their official transcripts, and a current resume for review. NHCC's college administration will review application materials and determine whether or not the teacher is approved to teach in the program. The specific credentialing requirements for all disciplines can be found on the [Minnesota State webpage](#). All high school teachers must meet credentialing in order to be approved to teach in NHCC's Concurrent Enrollment Program, or submit a professional development plan that outlines how they plan to meet the needed credentialing by September 1, 2025.

Upon approval, the high school instructor will receive an acceptance letter and contact information of their faculty liaison. Next, the high school instructor and faculty liaison will meet with the Director of Partnerships & Collaboration for program orientation. From there, a second meeting is set up where the faculty liaison and high school instructor will complete discipline specific orientation where course philosophy, curriculum, pedagogy, syllabi, assessment and evaluation are reviewed.

If a high school instructors application is denied, the high school instructor will receive an official letter from NHCC.

# Faculty Liaison

After a high school instructor is approved to teach in the NHCC Concurrent Enrollment Program, they are assigned a faculty liaison. The faculty liaison is typically a full-time, credentialed instructor and teaches in the same discipline as the high school instructor. Faculty liaisons work with the high school instructors before the course is offered to ensure that class rigor, learning outcomes, grading standards, syllabi approval, and assessment measures will be met.

During the course, faculty liaisons are available to support the high school instructor, ensure that all NACEP (National Alliance of Concurrent Enrollment Partnerships) and program requirements are met, and enters official grades at the end of the term. All NACEP and program requirements are tracked within D2L; NHCC's online database where program information is found, uploaded, and stored.

All-in-all, faculty liaisons are the high school instructors main contact and resource within the Concurrent Enrollment Program.

# Roles and Responsibilities of the Program

High school instructors and assigned faculty liaisons are expected to work closely together to offer students a rigorous, college-level learning experience identical to that offered in an on-campus setting.

NHCC will track and monitor all program expectations through our online database, D2L. All high school instructors and faculty liaisons have access to the concurrent enrollment D2L webpage where they will find announcements, expectations, and forms.

# Syllabus

During discipline-specific orientation, high school instructors and faculty liaisons work together to create the high school syllabus.

North Hennepin faculty are required to follow certain standards set forth by Minnesota State and their academic department, but for the most part, have academic freedom in building their own course syllabus.

Our high school partners have this same freedom, however, their syllabus should indicate:

1. That the course is a North Hennepin course
2. Highlight departmental designations, course descriptions, numbers, titles, credits
3. Highlight identical learning outcomes
4. Highlight comparable grading scale and standard

The syllabus will also indicate if there are any pre-requisite placement or course requirements. If there are, NHCC concurrent enrollment staff will work with high school staff to ensure pre-requisite requirements are completed.

A copy of the high school syllabus and faculty liaison syllabus must be uploaded to the D2L website.

# Assessment

**A high school instructor is required to assess students the same way as their faculty liaison does for their on-campus course. Together, the high school instructor and faculty liaison should choose at least one comparable assessment to use each term. Assessment examples include paper, quiz, test, mid-term, final, presentation, etc.**

**The assessment and rubric (if applicable) must be uploaded to the D2L website.**



# Site Visit

**At least one time per course, the faculty liaison is required to complete a site visit of the high school concurrent enrollment course. The high school instructor and faculty liaison should work together to find a date and course topic/learning outcome to observe. It is suggested that the site visit occurs by mid-term.**

**The site visit form is a fillable form and can be found on the D2L website. Faculty liaisons should complete, save, and upload the final form to the D2L website for tracking purposes.**

# Student Evaluations

Near the end of the concurrent enrollment course, high school instructors must disburse the end-of-term survey link to all students who are taking their course for college credit.

This link can be found on the D2L website.

Once a student completes and submits the survey, NHCC's Institutional Research Department will collect and aggregate the information and provide it to the Director of Partnerships & Collaboration.

The Director of Partnerships & Collaboration will send the student survey responses to the high school instructor and faculty liaison to review, discuss, and make any necessary changes to the course.

# Grades

**Concurrent enrollment grades are submitted online through eServices, just as on-campus student grades are submitted.**

**The high school instructor will login to eServices with their StarID and password, upload whole letter grades that each student earned, and save the grade in a draft form. The high school instructor will notify their faculty liaison who will log into eServices and officially submit student grades.**

***Grade submission must be completed within five business days of the course ending.***

# Annual Professional Development

**Discipline-specific professional development for concurrent enrollment instructors is critical to the quality, rigor, and sustainability of the partnership. It should be meaningful, on-going, and a collegial interaction between a faculty liaison and concurrent enrollment instructor. It should address course content, course delivery, pedagogy, assessment, evaluation, and/or research and development in the field.**

**It is required that faculty liaisons provide discipline-specific professional development on an annual basis to their high school instructor. Examples of discipline-specific professional development include: calibrating of grading, discussion of current research, on-campus observation of college course, or online videos/workshops to name a few.**

**The faculty liaison will complete a detailed summary and description of the professional development and submit to the D2L website.**

# Communication

High school instructors and faculty liaisons are responsible for remaining in communication with each other throughout the length of the concurrent enrollment course.

It is equally important that both high school instructors and faculty liaisons are in communication with the Director of Partnerships & Collaboration when appropriate.

Communication is expected to be prompt, professional, and thorough.

# Advising Students

NHCC expects that students are regularly advised on the benefits and implications of taking college courses, as well as the NHCC's policies and expectations. We encourage you to review the Student Handbook so you are knowledgeable about expectations of the students. As needed, NHCC asks that High School Instructors be prepared to advise students on the following topics to ensure their success:

- **Students should understand that taking a concurrent enrollment course will begin their college transcript. The grade earned in their course will be on their permanent college transcript and will affect their GPA, attempted credits, and future financial aid.**
- **Credits earned through concurrent enrollment courses are highly transferrable, particularly within Minnesota State Institutions. Students do need to understand that they need to initiate the credit transfer process and that acceptance of credits at other institutions is never guaranteed.**
- **Students with varying levels of academic preparedness and goals can be successful in concurrent enrollment courses. If students do find themselves struggling, encourage them to connect with you early and often. Students also have access campus resources like Access Services and Tutoring at NHCC to support them during their class.**
- **As a college student, students have rights under FERPA and ADA. Students must sign off on a FERPA form found on our website if they want their high school teacher to talk about any aspect of the concurrent enrollment course with parent(s). NHCC is committed to providing equal access to meet physical, instruction, and technological needs of all of its students, staff, faculty, and guests.**
- **If the student is concerned about their final college grade, students are able to withdraw from the course at the college and remain in the class at the high school.**

# Program Non-Compliance

By teaching in NHCC's Concurrent Enrollment Program, high school instructors agree to uphold the rigor of their class to the same standards of those taught on the NHCC campus.

Along with teaching a rigorous, college-level course in the high school, high school instructors and faculty liaisons also agree to attend all concurrent enrollment meetings. During the course of the year, there will be two mandatory meetings outside of the classroom that the high school instructor and faculty liaison are to attend:

1. An annual program meeting with the Director of Partnerships & Collaboration at the end of each academic year
2. Annual Professional Development hosted by the faculty liaison

Participation in all meetings, and adherence of all standards, are required and tracked year-to-year. If the high school instructor or faculty liaison do not attend required meetings, or adhere to NACEP standards, a separate meeting will be held to discuss ways in which this issue can be addressed.

If a faculty liaison determines via correspondence or during a site visit that the class being taught by a high school teacher does not meet the rigorous, college-level standards that are expected, a meeting will be held to discuss ways in which this issue can be addressed.

*North Hennepin Community College's Concurrent Enrollment Program reserves the right to suspend or dismiss any high school instructor or faculty liaison at any time for gross misconduct or non-compliance with North Hennepin Community College policies and procedures.*

# Student Information

To participate in North Hennepin Community College's Concurrent Enrollment Program, students must meet the eligibility requirements below. Please note, students are not billed for their concurrent enrollment course; rather, NHCC and the school district create an annual contract that highlights payment for concurrent enrollment courses.

- Junior, with a class rank in the top one-third or 66<sup>th</sup> percentile of graduating class, OR
- Senior, with a class rank in the top one-half or 50<sup>th</sup> percentile of graduating class, OR
- Overall GPA of 2.0 or higher for courses that do not require a prerequisite or college level placement



# Student Information

All concurrent enrollment students must apply and register online. Application, signature form, transcript, and registration must happen within the first 15 business days of the concurrent enrollment course starting.

On the Concurrent Enrollment Program [webpage](#), NHCC has provided several resources to help students apply and register. This includes a step-by-step video and document.

Students should activate their StarID and apply to NHCC during the first week of class so that NHCC has time to process applications for registration. During the second week of class, students should plan to register for their class through eServices. Students and their parent/guardian will also need to complete a signature form indicating their awareness and implications of the concurrent enrollment course.

NHCC will create a shared spreadsheet for each concurrent enrollment course to keep school officials and NHCC staff up-to-date on each students enrollment.

NHCC will approve mixed enrollment for concurrent enrollment courses, whereas the majority of students will register for college credit, although not all students need to.

NHCC staff are available for any student that needs support with this process.

# Adding, Dropping or Withdrawing from a Class

Students may add or drop a course through the 15<sup>th</sup> business day of the term.

Students are allowed to withdraw from a course after the 15<sup>th</sup> day through approximately 80% of the term. Withdraw courses appear on a transcript as a “W” and have a direct impact on academic standing but not GPA.

*Students should consult a high school counselor, Dean, and/or student services personnel for high school specific procedures and reporting practices.*

# Grading Policy

**NHCC's high school instructors are responsible to adhering to the policies, procedures, and practices of the Concurrent Enrollment Program. Failing to do so jeopardizes NHCC's ability to offer concurrent enrollment courses at secondary institutions and/or award college credit to students taking these courses.**

**Students taking NHCC concurrent enrollment courses are to be held to the same learning expectations and outcomes, comparable grading standards and scale, and assessed using the same methods as students in on-campus sections.**

**The grade given for NHCC's credit must be the same grade given for high school credit. NHCC uses whole letter grades.**

# Transfer and Transcripts

North Hennepin Community College, along with other Minnesota State Colleges and Universities, are committed to making transfer as seamless as possible for students. Transfer agreements and pathways have been formalized with several institutions to simplify transfer procedures for students and to ensure transfer of credits from NHCC to other colleges and universities.

NHCC also offers baccalaureate programming on campus through a variety of universities. More information about our 4-year programs on the NHCC campus can be found at [www.nhcc.edu/universitycenter](http://www.nhcc.edu/universitycenter).

After graduation, if a concurrent enrollment student enrolls at a Minnesota State College or University, they will not need to request an official transcript from NHCC as our systems are connected. If a student is attending any college in the University of Minnesota system, private college system, or out-of-state, they will need to request an official transcript from NHCC.

Students should follow the directions at the link below:

<https://nhcc.edu/registration/records-registration/request-transcripts>

# NHCC's Policies and Procedures

Students taking concurrent enrollment courses at their high school are considered NHCC students. Concurrent enrollment students have the same level of access to learning resources and are beholden to the same rules, policies, and procedures as all other students. Thus, they are expected to follow all rules, policies, and procedures that pertain to NHCC students. It is imperative that high school administrators are aware of this. You can find a full listing of North Hennepin Community Colleges current official policies and procedures at <http://www.nhcc.edu/policies>.

## Policies in place include:

- Student conduct, such as academic dishonesty
- Computer and/or technology misuse
- Discrimination or harassment
- Code of Conduct
- Disruptive or disorderly conduct
- Hazing
- Failure to comply/falsifying information
- Gambling
- Solicitation
- Theft
- Damage or misuse of college or personal property
- Threatening and/or harmful conduct

Violations of federal, state, and local laws and Minnesota State Policies are all subject to disciplinary action.