



Coconino Community College
DUAL ENROLLMENT

HANDBOOK

ACADEMIC YEAR 18-19

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Dual Enrollment at Coconino Community College

Coconino Community College is accredited by the Higher Learning Commission

Coconino Community College (CCC), serving Coconino County in Northern Arizona, offers high school students an opportunity to earn early college credit through CCC's High School to CCC (HS2CCC) program. Dual Enrollment (DE) is a state approved program that allows high school students to earn college credit, giving students a seamless transition to college and preventing the duplication of coursework. Students can save money on tuition, complete a CCC degree or certificate at an accelerated pace and most credits are transferable to Arizona universities.

DE courses are the product of partnerships between Arizona's community colleges and high schools. These partnerships allow qualified high school students to take college courses that may count toward both high school and college graduation, offering students the ability to shorten the time required to complete a degree or certificate program. CCC partners with numerous high schools to provide dual enrollment in Coconino County. Arizona's dual enrollment programs are guided by Arizona Revised Statutes (ARS) 15-1821.01 (See Appendix A) and the Higher Learning Commission's (HLC) Criteria for Accreditation (the accrediting body for post-secondary schools). The ARS and the HLC both emphasize that the course standards, including the qualifications of the teacher, curriculum, rigor, assessment and student outcomes, be the same as any college class and shall not be diminished for the purpose of a dual enrollment class.

The DE program is designed to provide high school juniors and seniors an opportunity to earn college credit for \$10 per credit hour for Art and Science (A&S) courses and a tuition waiver for Career and Technical Education (CTE) courses while attending their own high school. CCC tuition on campus is \$105 per credit hours. DE students taking one A&S 3 credit hour class will pay \$30, a savings of \$285; students taking one CTE course will save \$315. CCC offers a variety of courses. Most of our DE courses are transferable to other colleges and universities.

DE courses allow students to earn both high school and college credits for courses they take at the high school with their high school teachers. DE teachers must meet the same credentialing requirements as CCC instructors teaching the same course on campus. They teach to the same college curriculum and courses are designed to equal the college learning experience the student would receive sitting in a CCC classroom. Teachers use the same college textbook or one approved by the Dean that contains equivalent higher level information. Students enrolled in DE courses will earn CCC credit and an official CCC transcript upon completion of their class.

Benefits of Dual Enrollment

- Enriches course offerings that can be applied towards a high school diploma
- Fosters a smoother transition between high school and college
- Provides students with the opportunity to earn college credit towards a college degree while in high school
- Saves students money by reducing the length of time it takes to earn a degree after high school graduation

- Saves students money by significantly decreased tuition, fees or book costs (assuming in-state residency status)
- Enhances student interest in pursuing post-secondary education.

Defining CCC High School Programs

What is HS2CCC?

CCC's High School to CCC (HS2CCC) program is designed to provide high school students with a contact point for earning early college credit. HS2CCC manages the Dual Enrollment and JTED (Joint Technical Education District) Central Programs components of the CCC early college experience.

What is Concurrent Enrollment?

Concurrent enrollment allows high school students to take classes on campus at CCC. Students must apply for special admission and work with their high school counselor to complete the Special Admissions form which will demonstrate the student's readiness for college level materials. Students must also meet with a CCC advisor prior to admission and enrollment. The enrollment process is managed by Registration and Enrollment Services. Students taking concurrent courses are responsible for paying for college tuition, fees and books.

What is Dual Enrollment?

Dual Enrollment allows high school students to take specified classes at their high school for both college and high school credit. Students apply for special admission through HS2CCC. HS2CCC conducts class visits and onsite enrollment for DE classes to collect admission and registration paperwork and payment. The participating high schools pay for books, so the tuition cost (if applicable) to the student is paid directly to CCC.

What is a JTED Central Program?

High schools in Coconino County work with either CAVIAT or NATIVE as their local JTED (Joint Technical Education District). JTEDs are separate school districts and provide funding for Career and Technical Education opportunities at their partner school districts. Students who enroll with a JTED program can receive college credit at little or no cost. The JTED pays for tuition and books and in some cases even provides transportation to the college. Students must work directly with JTED to be admitted to their programs.

What Schools Does HS2CCC Work With?

CCC works with the following schools in Northern Arizona:

- Coconino High School
- Flagstaff High School
- Fredonia High School
- Ganado High School
- Grand Canyon High School
- Greyhills Academy High School
- Page High School
- Tuba City High School
- Williams High School
- Northland Preparatory Academy
- Flagstaff Arts and Leadership Academy
- CAVIAT (Coconino Association for Vocations, Industry, and Technology)

HS2CCC Contacts

HS2CCC office:

Coconino Community College, 2800 S. Lone Tree Rd. Room 407, Flagstaff, AZ 86005

Questions regarding HS2CCC, CAVIAT or Dual Enrollment:

- Alexandra Purchase, HS2CCC Program Manager: 928 226 4385 or Alexandra.Purchase@coconino.edu
- Vidal Mendoza, LSAMP and Dual Enrollment Specialist: 928 226 4227 or Vidal.Mendoza@coconino.edu
- Gonzalo Perez – Associate Vice President of Innovative Learning Solutions: 928 226 4181 or Gonzalo.Perez@coconino.edu

Questions regarding curriculum, faculty or college departments:

- Jeff Jones – Dean of Learning, CTE, Director of Fourth Street Campus: (928) 226-4279 or Jeff.Jones@coconino.edu
- Kimberly Batty-Herbert – Dean of Learning, Arts and Sciences: 928 226 4362
Kimberly.Batty-Herbert@coconino.edu

Help with Banner Self-Service or resetting passwords:

IT Help Desk: (928) 226-4357 (HELP) or helpdesk@coconino.edu

Information about Canvas or Faculty Assistance:

Teaching & Learning Center: (928) 226-4368 or <https://coconino.instructure.com/courses/832037>

Admission, registration, transcripts:

Registration & Enrollment Services: (928) 226-4299 or Enrollment.services@coconino.edu

Placement testing:

Student Services: (928) 226 -4323 or placement.testing@coconino.edu

For student advising or help with concurrent enrollment:

Student Advising: (928) 226-4323 or advising@coconino.edu

DE Requirements for High Schools Obtaining School District Approval

The first step in establishing a Dual Enrollment (DE) program at your high school is for the school district to approve an Intergovernmental Agreement (IGA) or a Memorandum Of Agreement (MOA) with CCC. An IGA or MOA must be in place before any work with students or faculty can begin. The IGA contains specific language regarding how the DE process will be managed through the high school and college.

The State of Arizona requires that DE IGAs or MOAs be renewed each school year and typically run from July 1 through June 30. Ideally, they are presented to and approved by the school board in the spring for the next school year.

DE Course Catalogue

CCC has a set list of courses that are available as DE courses. See Appendix B for current list. Detailed information for all courses listed in the DE Course Catalogue is available on the HS2CCC website. The course outline provides the curriculum as approved by the CCC Curriculum Committee and includes credits, prerequisites, outcomes and assessment information.

HS2CCC is only authorized to provide DE credit for the courses listed in the DE Course Catalogue (see Appendix B). If you want to offer a course taught by CCC that is not listed as eligible for DE, you may submit a request for consideration of that course to the HS2CCC Program Manager. Please include in your email the course number, course name, and your contact information including the name of your high school. Only the College's Deans can approve new courses as eligible for DE.

The DE Hiring Process

High school instructors who are interested in teaching a DE course must contact the HS2CCC Program Manager. DE instructors will go through a similar credentialing process to anyone seeking to work for CCC. Faculty members need to meet the credentialing requirements set forth by CCC's accrediting body, the Higher Learning Commission (HLC). If approved, the primary employer for the DE instructor is the school district and DE instructors are considered contracted faculty through the IGA. CCC does not provide employment benefits to DE instructors.

Instructor Qualifications for DE Courses

DE instructors must meet the same qualifications as any faculty member working on campus at CCC. As an accredited institution, CCC must meet the hiring qualifications outlined by our accrediting agency, the Higher Learning Commission. Without accreditation, credits earned through DE would not be transferrable to other schools. Please see Appendix C for the Faculty Credentialing Procedure which describes CCC's hiring standards for faculty positions. Instructors who are interested in offering a DE course should review this table to determine if they meet the college hiring requirements.

1. Faculty coursework credits and degrees shall be earned from a regionally accredited institution.
2. New faculty must have the following documents on file prior to being approved to teach a DE course
 - a. Official transcripts for degrees and certificates earned, and/or copies of appropriate industry standard certification(s)
 - b. Curriculum Vita or resume.

The Academic Operations Coordinators in collaboration with CCC Deans make the determination if a high school teacher meets the HLC credentialing requirements to be a DE instructor.

Choosing a DE Course

1. Review CCC's course outcomes and compare with your course syllabus for a match. These are located at: <https://www.coconino.edu/curriculum/course-outlines>.
2. Check Appendix B to see if course is DE eligible. If it is, proceed to Steps to Articulate DE Instructors.
3. If it is not in Appendix B... please contact the HS2CCC Program Manager to request the course be considered for DE. Please include in your email the course number, course name, and your contact information including the high school you work at.

Steps to Articulate DE Instructors

The deadline to submit articulation requests for Fall and Spring (yearlong courses) semesters is July 3rd, 2018.

1. Review CCC's course outcomes and prepare your course syllabus to show that your course will meet CCC's course outcomes. These are located on the CCC website: <https://www.coconino.edu/curriculum/course-outlines>.
2. Contact the HS2CCC Program Manager to obtain your official DE Articulation Agreement. See Appendix D for an example of an Articulation Agreement.
3. Complete the DE Articulation Agreement and return it along with your transcripts, your course syllabi, a resume/cv and copies of teaching and/or industry certifications held.
4. Packets can be returned either in paper form or electronically, but they must include signatures. More information on filling out these forms is included in the next section.
5. If you are having transcripts sent directly from the school, please make sure that transcripts are sent to the attention of HS2CCC Program Manager to ensure they are received in a timely manner. Transcripts should be sent to:

HS2CCC Program Manager
Coconino Community College
2800 S. Lone Tree Road
Flagstaff, AZ 86005-2701

Note: Unofficial copies of transcripts are okay for the approval process. Once you have been approved, you will need to have official copies sent.

6. You will be notified by the HS2CCC Program Manager once the packet is approved or denied, or if additional information is required. You may be asked to meet with the Dean and/or faculty prior to approval if further information is required.
7. If your request is denied, you can request a meeting with the Dean and/or faculty content expert to discuss this decision.

If approved, complete CCC's Intent to Hire/FERPA Statement, the Employee Information Form and Network Security Form (sent to you by the HS2CCC Program Manager). Until these are completed, you will not be considered an approved DE instructor, be able to offer DE courses or be eligible for your stipend. These must be completed at least one month prior to the start of your DE course.

DE Articulation Agreement

The DE Articulation Agreement is a signed agreement between the high school instructor and CCC that outlines the course that will be taught for DE credit. A copy of your current syllabus must be submitted with your agreement.

DE articulation agreements are specific to each course. If you are planning to offer more than one DE course you must complete a separate agreement for each course.

Course Length refers to the time students will be attending class in order to get college credit. This is based on the length of time it takes you to meet all of the CCC outcomes. If you are able to provide the content in one semester, you may mark the box for one semester. If you will meet the outcomes during a two-semester school year, mark yearlong. If your course work is intended to cover more than one school year, mark other and provide an explanation.

Course schedule information will be used to calculate the number of minutes a student will be in class.

DE courses must use the same textbook that the college uses or an alternative one that has been approved by a Dean. This textbook information is provided for you. If you are not going to use the college's required textbook, you will need to submit a copy of your preferred textbook along with your application for consideration. The textbook must be equivalent to the college textbook with regards to content and rigor. All textbook substitutions must be approved by the Deans. Please see Appendix D for an example of an Articulation Agreement.

Additionally, high schools may be required to use a specific version of computer software for some courses. Schools must provide appropriate materials and supplies for the classroom equivalent to what a student would have available at CCC.

In the Course Outcomes, Content and Assessment sections, all boxes must be checked to be considered eligible for consideration. If you are not meeting an outcome, then you are not teaching to CCC's approved curriculum. You will need to decide if you are willing to alter your syllabus to meet college standards. If you are not willing to teach to all required outcomes, content and assessment, you should not apply for articulation. You are more than welcome to exceed CCC's required outcomes, content and assessment and still be eligible for DE.

A copy of your syllabus must be submitted with your agreement. When the Deans and faculty are reviewing requests they are looking specifically for a match between the course outcomes and the course syllabus.

Approved articulation agreements are not valid indefinitely. They must be renewed under the following circumstances:

- Any time CCC approves changes to the required curriculum
- Any time the DE instructor makes changes to their syllabi
- Every three years

It is the responsibility of the HS2CCC office to notify DE Instructors of curriculum changes or when their agreement is up for the required three-year renewal.

It is the responsibility of the DE Instructor and/or high school to notify HS2CCC of any changes to the syllabi that would require renewal.

Contact the HS2CCC Program Manager if you need any help with your packet or if you would like to meet with a faculty member to discuss. Our faculty are willing to meet with prospective DE teachers, provide assistance with syllabi and class information and answer any questions you may have.

DE Instructor Benefits

As a contracted employee through the school district's IGA or MOA, DE instructors are not eligible for employee benefits. However, DE Instructors do have access to some other CCC benefits that might be helpful when teaching a DE course.

Stipends for DE Instructors

- Instructors receive a stipend upon completion of all DE responsibilities. Stipends are distributed after final grades are completed.
- Instructors are paid \$4.00 per credit hour per DE student. For example, 10 students in a 3 credit hour class will earn the instructor \$120.
- Stipends are paid through the school district's payroll and federal and state taxes are deducted.

CCC Email Account

Instructors are given a CCC email account. Faculty information is distributed to this account. The HS2CCC Program Manager will make efforts to distribute CCC information to the instructor's high school email account but DE instructors are encouraged to use the CCC account to keep up with department/discipline information. The account can be accessed through www.coconino.edu using the employee email link underneath the Faculty and Staff tab. Use your Comet ID and password to access your CCC email.

CANVAS and other CCC Classroom Software

CCC provides assistive educational software that DE instructors can use if they are interested. Please contact the Teaching and Learning Center at (928) 226-4368 for more information on this. If you are interested, training is available for using these resources. Contact the HS2CCC Program Manager to arrange.

Many online faculty at Coconino Community College are experienced online instructors, who collaborate with the Teaching and Learning Center to develop online classes that engage learners. Faculty teaching online courses for the first time at CCC will be assigned a mentor through CCC's Online Faculty Mentoring Program during the first semester that they teach.

Offering a DE Course at the High School

1. Add DE Course to the high school's schedule
2. High schools should include a description of DE opportunities in their high school scheduling guides.
3. When enrolling students in the high school class, the high school should make sure the student is interested in earning DE credit and is able to qualify for credit regarding prerequisites for the class. **Per state regulations, only students that meet the college course prerequisites are eligible to receive DE credit.**
4. Notify HS2CCC that you are offering the course and submit a complete roster of the high school class enrollment.
 - a. Course information notification should include CCC's Course Number, High School Course Name, Class Period, time class is held and whether it is a one semester or yearlong course.
 - b. Student roster should include student's full name, birth date and grade level.
 - i. Providing this information in advance of class registration allows CCC to determine students who have already been admitted to CCC and reduce the amount of unnecessary paperwork that students will need to complete. *With this list, CCC can review any prerequisite courses for completion and verify student placement test scores.*
5. Teachers should inform their class from the first day that this class is eligible for DE credits and let interested students who would like the college credit know they must meet prerequisites, must submit the correct admission and registration paperwork and submit payment of tuition (if applicable).
6. Schedule a class visit with the HS2CCC staff.
 - a. HS2CCC staff will visit all DE classrooms each time the course is offered. This serves many purposes including:
 - i. Presenting students with accurate information about the DE process
 - ii. Distributing admission and registration paperwork to interested students
 - iii. Classroom assessment to ensure the class is consistent with the articulation agreement
 - iv. Provide instructor the opportunity to ask any questions regarding DE
 - b. HS2CCC will reach out to each DE instructor to set dates and times that would work best for a class visit.
7. In coordination with your DE school liaison, schedule enrollment days and times for students to meet with HS2CCC to:
 - a. Fill out admissions forms
 - b. Collect necessary documentation
 - c. Complete registration forms

- d. Verify prerequisites are complete
 - e. Collect tuition payments
8. Work with your DE school liaison to make sure all of your students have turned in their documents and payment by the set deadline. Students who miss the deadline will not be eligible to receive college credit.

CCC Convocation: Each semester all CCC faculty are invited to attend convocation at the Lone Tree Campus. This is a great opportunity to meet other CCC faculty and learn about changes or updates that each discipline is considering. DE instructors are encouraged to attend this event.

Meeting DE Course Prerequisites

Students can meet placement by either ACT/SAT or by taking the Accuplacer placement test. CCC uses discipline specific scores to determine placement. Only official scores will be accepted and it is the responsibility of the high school and/or student to provide official copies of scores by the testing deadline.

In some cases, AP scores may substitute for taking a class but it is the responsibility of the school and/or student to request official records of their AP scores be sent directly to CCC from CollegeBoard. No unofficial records can be accepted.

Accuplacer Placement Testing:

- CCC uses Accuplacer for all placement testing. Testing can be done on campus at CCC or HS2CCC can schedule time to test at the high school. To hold testing at the high school, students will need to have access to a computer and the Internet.
- Placement testing should be scheduled during a time when students are not time limited. The placement test is not time limited and students should be provided as much time as they need to complete the test. HS2CCC recommends allowing at least 90 minutes for each unit of testing.
- Students will need to have their Comet ID (already be admitted to CCC) and show a photo ID as proof of who they are when they arrive to take the test.
- The high school can request permission to have a high school employee approved as a testing proctor. This will allow the high school to conduct placement testing on their own. Requests should be made to the HS2CCC Program Manager to obtain the proper paperwork.
- Accuplacer study guides are available at <https://www.coconino.edu/testing-services>. It is recommend that students are made aware of these prior to taking the exam to aid in their preparation.
- CCC publishes Accuplacer Course Placement Criteria at <https://www.coconino.edu/testing-services>. This chart shows the scores needed to place into courses. If a course allows for placement testing in lieu of taking a course, the placement scores must show placement into the next course level above the required course.
- Students who are in the class but are not seeking DE credit do not need to take the exam. If these students decide not to apply for admission to CCC they will not be allowed to take the placement exam.

- ACT/SAT scores can also be used for placement into CCC courses. The placement criteria is available at <https://www.coconino.edu/testing-services>. CCC uses discipline specific scores to determine placement. Only official scores will be accepted and it is the responsibility of the high school and/or student to provide official copies of scores by the testing deadline.
- For students who score within 3 points of the required placement for the Math sections of the Accuplacer tests, waiver applications can be requested from HS2CCC. The waiver application needs to be signed by the student and include supporting transcripts and other documentation that demonstrate why the waiver should be granted to allow the student to enroll for DE credit. Waivers will be reviewed on a case-by-case basis and must be approved by the Dean.

All students who are seeking DE credit must meet all prerequisites, including placement before they can be registered into the course.

The DE Enrollment Process

To enroll DE credit, students need to go through the DE enrollment process which must be completed through their high school and the HS2CCC Program Manager. The Registration and Enrollment Services office at CCC cannot accept DE applications directly. For DE credit, students need to complete and submit:

- CCC DE admission form by deadline
- Valid photo ID or other proof of residency
- Placement test(s) or prerequisites completed by deadline
- Class registration form by deadline
- Payment of class fees by deadline (if applicable)

Students need to fill out a registration form for each DE course they take. These forms will be distributed during the HS2CCC class visit.

- Use only blue or black ink when filling out the Registration form.
- Students who have been admitted to CCC but do not know their Comet ID number will need to include their full name and date of birth so we can identify them in our system.
- Students who are applying for admission and registration at the same time should leave the ID box blank. Comet IDs are issued when student's admission paperwork is approved.

DE Tuition and Fees

DE tuition cost is \$10 per credit hour for Arts and Science Course (A&S) and for Career and Technical Education (CTE) there is a tuition waiver. In some high schools, the school pays for the tuition. For high schools where the student is responsible for the tuition, payments can be made directly to CCC during scheduled payment evenings at the high school site. To make payment student can either:

- Pay online
- Pay at Registration Services at a CCC campus
- Pay over the phone by calling CCC Student Accounts at (928) 226 4237.

Tuition (if applicable) associated with DE courses needs to be paid by the set deadline before course enrollment at CCC can be initiated.

The first and second time a student takes the Accuplacer test is free, the third time the retake fee is \$12. Students who choose to retake the placement test for the third time can pay those fees to directly CCC.

There are no student costs associated with DE for textbooks or classroom materials. The high school pays for these items.

Instructor Drop/Withdraw Procedures

If a student drops the high school class or if the instructor decides to drop the student from the DE portion of the class, it is the instructor and/or the high school's responsibility to notify HS2CCC that the student is no longer in the DE course. Once notified, HS2CCC will file paperwork (the Add/Drop form) to have the student removed from the official roster.

- If a student drops prior to the 100% refund deadline, the student will receive a refund.
- If a student drops after the 100% refund deadline, the student will not receive a refund.
- Students can drop without record prior to up until the census (FTSE) deadline. Students dropped after FTSE but before deadline to withdraw will receive a "W" on their academic record for the course.
- If the instructor feels that a DE student is not going to pass with a grade of C or better, the instructor should talk with the student and consider whether or not to drop the DE portion of the course. Students who receive a grade of D or F in their course will have the grade recorded in their permanent CCC transcript and the only way to remove it is to retake the class and earn a higher grade.

Failure to drop/withdraw on time can have long-term consequences to a student, including being placed on academic suspension for financial aid at CCC.

Instructor FTSE Procedures for DE Courses

- All DE instructors must submit FTSE verification through Banner Self-Service each semester by the set deadline.
- FTSE data is required by the State of Arizona as verification of students who are present in college courses. Completion of FTSE data is the instructor's certification that information contained in their class roster accurately reflects those students who are enrolled and participating as of the 45th day (FTSE).
- Instructors should pay close attention to the class roster and only certify students that are present (PR) in the class.

- For any dropped students (including students who are not attending and who the instructor feels will not receive a passing grade in the class), instructors should mark Instructor Drop (ID) and include the date of last attendance.
- The last date of attendance must be between the first day of class at CCC and the FTSE deadline. Dates outside of the semester will not be accepted by Banner Self-Service, causing your FTSE to be incomplete.
- Instructors should carefully review their student roster to ensure that all students on the roster are accurate. If a student is missing or if a student should not be on the list, contact HS2CCC immediately to get this corrected.
- If a student is recorded as present (PR) at FTSE but not attending, when corrected after the census date a W will be posted to their academic record. This can negatively impact their financial aid when transferring to CCC.
- The CCC Registrar will email DE instructors with directions on how to enter FTSE one week before the FTSE deadline.
- Please refer to the CCC DE Calendar including FTSE deadlines.

Failure to submit FTSE verification could result in a termination of DE articulation agreement with the instructor by the College.

Instructor Final Grade Procedures for DE Courses

- All DE instructors must submit final grades online through Self-Service Banner each semester.
- When submitting final grades, all students must receive a grade.
- Do not leave students blank.
- If you have a student who should not be on your roster, contact HS2CCC to have that student withdrawn from the course.
- Please refer to the CCC DE Calendar for final grade deadlines.
- If the Final Grade deadline occurs before your high school course ends, calculate the deadline as the first Tuesday after your school semester ends. Instructors should inform students that grades submitted after the final grades deadline will not be available for viewing until the start of the next semester.
- The CCC Registrar will email DE instructors with directions on how to enter FTSE one week before the Final Grade deadline.

Failure to submit grades could result in termination of the DE articulation agreement with the instructor by the College.

Enrollment Deadlines

DE enrollment deadlines are mostly the same as CCC deadlines with the exception of the deadline to add classes and make payment. No enrollment can occur beyond the deadlines. Please see AY18-19 DE calendar below.

Dual Enrollment Academic Calendar 2018-19

Fall 2018

August 24	Deadline for placement testing for fall classes
September 7	Deadline to add classes Deadline to make payment 100% Refund (DE only)
September 10	Third-party payments: List of students from Districts
September 28	Third-party payments: Payment due from Districts
October 10	Deadline to drop without record Faculty deadline for submitting FTSE verification - 5:00p.m.
November 2	Instructor Stipends: Class Rosters from CCC to Districts
November 23	Instructor Stipends: Invoice from Districts to CCC
November 30	Deadline for withdrawing with a grade of "W"
December 18	Fall final grades due 5:00 p.m.
December 21	Instructor Stipends: Payment from CCC to Districts
December 21	Deadline for placement testing for spring courses
December 21-31	<i>Winter Break – CCC closed</i>

Spring 2019

January 25	Junior/Senior Deadline to add classes (DE only) Junior/Senior Deadline to make payment (DE only) 100% Refund
January 28	Third-party payments: List of students from Districts
February 1	Freshman/Sophomore Deadline to add classes (DE only) Freshman/Sophomore Deadline to make payment (DE only)
February 15	Third-party payments: Payment due from Districts
February 27	Deadline to drop without record Faculty deadline for submitting FTSE verification 5:00p.m.
March 18-23	<i>Spring Break – CCC closed</i>
March 22	Instructor Stipends: Class Rosters from CCC to Districts
April 12	Instructor Stipends: Invoice from Districts to CCC
April 26	Deadline for withdrawing with a grade of "W"
July 5	Deadline for all instructor articulation requests (fall and spring courses)
May 17	Instructor Stipends: Payment from CCC to Districts
June 5	Spring final grades due – Based on 6/1/18 end of term (calculate deadline as Tuesday after end of term or before at high school)

Note: The above deadlines are considered hard deadlines. Exceptions for snow days will be determined by the Coconino Community College Registrar's Office and will be based on the period of closure

DE Accreditation, Evaluation and Assessment

CCC is accredited by the Higher Learning Commission (HLC). The HLC accredits (the granting of approval to an institution of learning by an official review board after the school has met specific requirements), and grants membership in the Commission to degree-granting post-secondary educational institutions in the North Central region. Being accredited means an institution meets quality standards and requirements, thus guaranteeing the transferability of its credits, and allowing the institution to disburse federal financial aid (Title IV funds).

Quality Assurance for Dual Credit Courses or Programs

Linked to the HLC's Criteria for Accreditation, the following are five critical elements that constitute the quality assurance for dual credit courses or programs:

1. Faculty credentials and qualifications, orientation and training

The institution requires the same level of credentials and qualifications for faculty in dual credit courses or programs that it does for its regular higher-education courses. Additionally, faculty teaching in dual credit courses or programs are appropriately trained with proper orientation for teaching at the higher education level.

2. Rigor of courses or programs and curricular standards (*Criterion 4*)

The institution mandates the same level of rigor in dual credit courses or programs as it does for its regular higher-education courses or programs; meet the same curricular standards and undergo the same institutional approval processes as the institution's regular courses or programs.

3. Expectations for student learning and learning outcomes (*Criterion 4*)

Expectations for student learning and learning outcomes in dual credit courses or programs are consistent with the same courses or programs that the institution offers at the higher-education level.

4. Access to learning resources (*Criteria 3 and 4*)

Students as well as faculty in dual credit courses or programs have the same level of access to learning resources (libraries, laboratories, databases, etc.) as the institution's students and faculty in the same higher-education courses or programs.

5. Institutional monitoring, oversight, and transparency (*Criteria 2, 3, and 4*)

The institution, specifically its academic departments and disciplinary faculty, exercises proper monitoring and oversight of its dual credit activity to ensure that dual credit courses or programs meet higher education standards. Finally, the institution informs students clearly and accurately whether courses taken for dual credit (i.e., at a high school via a community college) will transfer to other institutions, including four-year institutions.

Coconino Community College (CCC) is undergoing a multiyear project to make assessment relevant in all of our programs including Dual Enrollment. Student learning outcomes articulate what a student should know or can do after completing a course. The assessment of student learning outcomes provides information that puts student learning at the forefront of academic planning processes. In order to accomplish this, CCC is requesting that each Dual Enrollment instructor provide CCC with a copy of the summative assignment used for their course that measures the course-level learning outcomes as indicated in the course outline. The expectation is that each Dual Enrollment instructor provide CCC with this summative assessment by the end of AY 18-19 academic year. Instructors will be contacted by the HS2CCC Program Manager regarding this assessment in Spring semester. Summative assignment information provided by instructor will enable CCC to:

- Ensure DE student learning is comparable to on campus CCC student learning
- Provide dialogue and information about student learning and course outcomes between DE instructors and CCC faculty
- Contribute to program level assessment activities
- Comply with A.R.S.15-1452
- Assist with the continuing accreditation of CCC programs

Dual Enrollment Instructors are evaluated regularly in accordance with HLC quality Assurance. In order to ensure dual credit courses being offered on the high school campus are equivalent to courses being offered on the CCC campus, site visits are required. During a site visit the CCC Faculty Lead in the subject area (or designee) will travel to the high school campus to observe the High School Dual Enrollment Instructor actively teaching the high school dual credit course. High school DE instructors and the CCC Faculty Lead (or designee) will coordinate site visit timelines together. Each time a site visit is conducted the Site Visit Form must be completed and submitted to both the Office of Academic Outreach and the High School Dual Enrollment Instructor. The CCC Faculty Lead (or designee) should schedule a time with the High School Dual Enrollment Instructor to discuss the observations from the site visit. Every effort should be made to discuss the site visit and submit the Site Visit Form within five business days of the completion of the visit. Site visits are tracked by the HS2CCC Office, which is housed within Academic Affairs. On-site course evaluations at the high school should occur once a year for the first two years for new faculty. For all faculty, evaluations should occur a minimum of once every two years.”

Frequently Asked Questions

What is the cost to the student?

DE tuition rates are \$10 per credit hour (\$35 per credit hour for non-residents) for A&S courses and there is a tuition waiver (\$0) for CTE courses. In most cases, students are responsible for payment of tuition directly to CCC.

Are there scholarships or financial aid available to DE students?

DE students are not eligible to receive financial aid. CCC does occasionally provide scholarship opportunities for DE students to cover the cost of tuition. Announcements of these opportunities are sent to the instructors and the high schools when they are available along with the application form.

Are all students in the high school DE class required to register for DE credit?

No. Only those wishing to earn college credit must register. Students can take a high school class that is also a DE course without registering for college credit. Students who do not register for DE will only get high school credit for the class.

Is there a minimum number of students needed in a high school class to be considered as a DE course?

No. There could be as many as 35 students and as few as 1 student in a DE course section, however, the college wants to make sure that all of the students that are planning on taking the high school course for college credit are all in the same class section(s) at the high school.

Are there minimum requirements for DE courses?

100% of students enrolling for DE credit must meet the course prerequisites to be eligible for college credit. Prerequisites can include placement testing into the course or completion of a different course. Per state statute 75% of the total enrollment across all school districts each academic year must consist of 75% juniors/Seniors. CCC can accept up to 25% Freshman/Sophomore enrollment for DE credit each academic year.

How do students register for DE courses?

HS2CCC will help instructors register students at the high school. All interested students must be admitted to CCC and admitted as DE students in order to receive their DE credits. Students must submit a complete Special Application for Admission, Course Registration Form, supporting residency documentation and tuition payment (A&S courses only) in order to receive DE college credit. If a student enrolls in a course but then fails to make tuition payment, they will be dropped for non-payment by the deadline and will not receive college credit. The application, registration and payment processes must be completed by the set deadline each semester.

Are the credits transferable?

Just like any other college course, DE courses may transfer to other colleges and universities depending on which institution and program a student is transferring into. Students may refer to

AZ Transfer at <http://www.aztransfer.com/> to verify transferability to specific Arizona state universities. For questions regarding out of state course transfers, students should contact the institution directly.

What if I have a student with a disability?

Students with disabilities may be enrolled as a DE student. If they need special accommodations, the high school instructor should contact the high school's Special Education team for assistance. Per the IGA, the school district is responsible for providing disability resources for students.

What if the student is failing a class?

DE credits become part of the student's permanent college record; therefore, we recommend that any student who does not appear to be passing the class with a C or better be dropped from the DE course. Instructors may contact HS2CCC to drop a student prior to FTSE, or mark the student ID (Instructor Drop) and input the last date of attendance on the FTSE roster verification. Students may also contact HS2CCC to complete an Add/Drop Form prior to the CCC drop without record deadline. The student will still be able to continue the class as part of their high school program.

Accessing Official Transcripts

A student can order an official copy of their transcripts by going to <https://www.coconino.edu/how-to-order-a-transcript-online> and following the steps provided.

Note: There is a \$10 fee for official transcripts.

Appendix A: Arizona Revised Statute 15-1821.01 Dual Enrollment

On a determination by a community college district governing board that it is in the best interest of the citizens of a district, the district governing board may authorize district community colleges to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day subject to the following:

1. The community college district governing board and the governing board of the school district or organization of which the high school is a part shall enter into an agreement or contract. These intergovernmental agreements or contracts shall be based on a uniform format that has been cooperatively developed by the community college districts in this state. Each of these agreements or contracts shall clearly specify the following:
 - (a) The financial provisions of the agreement or contract and the format for the billing of all services under the agreement or contract, including the amount that the community college received in full-time student equivalent funding pursuant to section 15-1466.01, the portion of the funding that is distributed to the school district governing board or charter school and any amount that is subsequently returned to the community college district by the school district governing board or charter school.
 - (b) Student tuition and financial aid policies, including if scholarships or grants are awarded to students in dual enrollment courses from the community college.
 - (c) The accountability provisions for each party to the agreement or contract.
 - (d) The responsibilities and services required of each party to the agreement or contract.
 - (e) The type of instruction that will be provided under the agreement or contract, including the titles of the courses to be offered.
 - (f) The quality of the instruction that will be provided under the agreement or contract.
2. Students shall be admitted to the community college under the policies adopted by each district, subject to the following:
 - (a) All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalogue and shall comply with college policies regarding student placement in courses.
 - (b) A community college may waive the class status requirements specified in subdivision (a) of this paragraph for up to twenty-five per cent of the students enrolled by a college in courses provided that the community college has an established written criteria for waiving the requirements for each course. These criteria shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet course prerequisites are prepared to benefit from the college level course. All exceptions and the justification for the exceptions shall be reported annually to the joint legislative budget committee on or before October 1.
3. The courses shall be previously evaluated and approved through the curriculum approval process of the district, shall be at a higher level than taught by the high school and shall be transferable to a university under the jurisdiction of the Arizona board of regents or be applicable to an established community college occupational degree or certificate program. Physical education courses shall not be available for dual enrollment purposes.
4. College approved textbooks, syllabuses, course outlines and grading standards that are applicable to the courses if taught at the community college shall apply to these courses and to all students in the courses offered pursuant to this section.

5. The chief executive officer of each community college shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college to assist in course selection and implementation in the high schools and to review and report at least annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college. The advisory committee of full-time faculty shall meet at least three times each academic year.

6. Each faculty member shall meet the requirements established by the governing board pursuant to section 15-1444. The chief executive officer of each community college district shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college district to assist in the selection, orientation, ongoing professional development and evaluation of faculty teaching college courses in conjunction with the high schools. The advisory committee of full-time faculty shall meet at least two times each academic year.

7. Each community college district shall conduct tracking studies of subsequent academic or occupational achievement of students enrolled in courses offered pursuant to this section. The reports of the results of the tracking studies shall be submitted to the joint legislative budget committee on or before October 1 of each odd-numbered year, subject to the following: (a) The tracking studies prescribed in this paragraph may involve statistically valid sampling techniques and shall include, at a minimum, the high school graduation rate, the number of students continuing their studies after graduation at a community college in this state or a university under the jurisdiction of the Arizona board of regents, the performance of the students in subsequent college courses in the same discipline or occupational field and the student's grade point average after one year at an Arizona community college or university as compared to the student's college grade point average for courses completed while still in high school. (b) On receipt of the report of the tracking studies prescribed in this paragraph, the joint legislative budget committee may convene an ad hoc committee that includes community college academic officers, faculty and other experts in the field to review the manner in which these courses are provided. This committee may make recommendations to the joint legislative budget committee regarding desirable changes in this section or in the manner in which this section is being implemented. A copy of this report shall be provided to each district governing board.

A school district shall ensure that a pupil is a full-time student as defined in section 15-901 and is enrolled in and attending a full-time instructional program at a school in the school district before that pupil is allowed to enroll in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this paragraph.

Appendix B: DE Course Catalogue

Courses listed below have been approved for DE at CCC. For a complete course description for these classes, go to: <http://www.coconino.edu/curriculum/course-outlines>

****Placement into a course refers to placement scores beyond the prerequisite course.**

COURSE	CCC COURSE NAME	CREDITS	PREREQUISITE/CO-REQUISITE
ACC 108	Practical Accounting Procedures	3	N/A
AHS 100	Introduction to the U.S. Health Care System	3	Prerequisite: RDG 099 or Placement or COI
AHS 101	Careers in Health Care	3	Prerequisite: RDG 099 or Placement or COI
AHS 105	Professionalism in Health Care Settings	3	Prerequisite: RDG 099 or Placement or COI
AHS 110	Health Care Ethics & Law	3	Prerequisite: RDG 099 or Placement or COI
AHS 131	Medical Terminology I	3	Prerequisite: RDG 099 or Placement or COI
AJS 101	Intro to Administration of Justice	3	N/A
ART 105	Beginning Art	3	N/A
ART 110	Drawing I	3	N/A
ART 130	Computer Graphics I	3	Prerequisite: CIS 102 or CIS 120 or COI
ART 135	Adobe Photoshop	3	CIS 120 or COI
ART 136	Digital Photography I	3	N/A
ART 160	Color and Design	3	Prerequisite ART 110 or COI
ART 235	Adobe Photoshop II	3	Prerequisite ART 110 or COI
ART 236	Digital Photography II	3	N/A
ASL 101	American Sign Language I	4	N/A
ASL 102	American Sign Language II	4	Prerequisite: ASL 101 or COI
AUT 100	Automotive Basics	3	N/A

AUT 106	Automotive Engines	3	Prerequisite: AUT 100 or COI
BIO 100	Biology Concepts	4	Prerequisite: ENG 102 and MAT 091 or Placement
BIO 105	Environmental Biology	4	Pre/Co-requisite: ENG 102 and MAT 091 or Placement or COI
BIO 181	Unity of Life 1: Life of the Cell	4	Prerequisite: ENG 100 and MAT 121 or MAT 122 or Placement
BIO 201	Human Anatomy & Physiology I	4	Prerequisite: BIO 181 or COI
BIO 298	Bioscience Practicum I	6	N/A
BUS 100	Mathematics of Business	3	Prerequisite: MAT 087 or Placement
BUS 103	Personal Finance	3	N/A
BUS 206	Principles of Management	3	N/A
BUS 207	Principles of Marketing	3	N/A
BUS 213	Small Business Management	3	N/A
CHM 130	Fundamental Chemistry	4	Prerequisite: ENG 100 and MAT 096 or MAT 097 or Placement
CHM 151	General Chemistry	5	Prerequisite: MAT 121 or MAT 122 or Placement
CIS 102	Computer Literacy	2	N/A
CIS 112	Introduction to Windows	2	N/A
CIS 117	Introduction to Web Page Design	3	N/A
CIS 122	Introduction to MS Word	3	N/A
CIS 123	Introduction to Spreadsheets	3	N/A
CIS 130	Digital Technology Repair and A+ Introduction	4	N/A
CIS 140	CISCO Network Academy Semester 1	4	N/A
CIS 150	CISCO Network Academy Semester 2	4	Prerequisite: CIS 140 or COI
CTM 115	Introduction to Wood Working	3	N/A
CTM 122	Construction Material & Equipment Safety	3	N/A

CTM 123	Building Construction Methods I	3	N/A
CTM 124	Building Construction Methods II	3	Prerequisite: CTM 123
ECE 100*	Introduction to Early Childhood Education	3	N/A
ECE 110*	Early Childhood Curriculum	3	N/A
ECE 120*	Health, Safety & Nutrition for the Young Child	3	N/A
ECE 200*	Child Guidance	3	N/A
ECE 234*	Child Growth and Development	3	N/A
ECE 240*	School, Family and Community Relations	3	Prerequisite: ECE 100 or COI
EGR 186	Introduction to Engineering	3	Pre/Co-requisite: MAT 087
EMS 100	EMS First Response Training Course	3	N/A
ENG 101	College Composition I	3	Prerequisite: RDG 099 or Placement or COI
ENG 102	College Composition II	3	Prerequisite: ENG 101
ENG 139	Intro to Creative Writing	3	Prerequisite: ENG 101 or Placement or COI
ENV 111	Local Environmental Issues	3	Prerequisite: ENG 100 or Placement or COI
GLG 101	Physical Geology	4	N/A
HIS 131	U.S. History to 1877	3	N/A
HIS 132	U.S. History from 1877	3	N/A
HIS 238	Navajo History	3	N/A
HRM 140	Food Production Concepts	3	N/A
HRM 240	Commercial Food Production	3	Prerequisite: HRM 140 or COI
MAT 140	College Math with Algebra Review	5	Prerequisite: MAT 091 or Placement
MAT 142	College Mathematics	3	Prerequisite: MAT 096 or MAT 097 or Placement
MAT 151	College Algebra	4	Prerequisite: MAT 121 or MAT 122 or Placement
MAT 160	Introduction to Statistics	3	Prerequisite: MAT 140 or Placement

MAT 187	Pre-Calculus	5	Prerequisite: MAT 187 or Placement
MAT 220	Calculus & Analytic Geometry I	5	Prerequisite: MAT 187 or Placement
MAT 230	Calculus & Analytic Geometry II	5	MAT 220
NAV 101	Beginning Navajo I	4	N/A
NAV 102	Beginning Navajo II	4	Prerequisite: NAV 101 or COI
NTR 135	Human Nutrition	3	N/A
PHY 111	College Physics I	4	Prerequisite: MAT 187 or Placement
PHY 112	College Physics II	4	Prerequisite: PHY 111
PHY 180	Introduction to Astronomy	4	N/A
POS 110	American National Government	3	N/A
SPA 101	Beginning Spanish I	4	N/A
SPA 102	Beginning Spanish II	4	N/A
WLD 102	Basic Welding Fabrication	3	N/A
WLD 106	Intermediate Welding	3	Prerequisite: WLD 102 or COI

Appendix C: Faculty Credentialing Procedure

1. PURPOSE

Coconino Community College (CCC) employs diverse faculty who are creative, experienced, and dedicated to promoting the mission and values of CCC. The purpose of faculty credentialing is to assure the students and community that faculty hired possess the content expertise to teach their assigned courses and to promote high quality programs.

Minimum qualifications are set in place for Coconino Community College faculty in General Education transfer courses, degree programs, and in Career and Technical Education (CTE) to guarantee students are taught by faculty who are authorities in the subject they teach. Qualified faculty are able to communicate knowledge in their subject matter, support student success in academic programs and mentor their students on the way towards achieving their careers goals upon completion of their terminal degrees.

Faculty teaching General Education or transfer level courses must hold a Master's degree or higher in the subject field they are teaching in from a regionally accredited institution. If they hold a Master's degree in an area other than the one they are instructing, the faculty member must have 18 graduate hours in the subject field they are teaching.

CCC follows the Higher Learning Commission's *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices*, which states, "Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs preferably should hold a bachelor's degree in the field and/or a combination of education, training and tested experience" (Higher Learning Commission: 2016). To clarify what a combination of education, training and tested experience refers to in this procedure, Coconino Community College has determined: Faculty teaching courses in Career and Technical Education (CTE) must hold an associate degree and have a documented 5000 hours of professional experience that is current in the field they are instructing in or hold an associate's degree and nationally recognized licenses. These licenses must be current at the time they begin teaching their courses.

2. PROCEDURE

The chart below indicates the minimum requirements necessary to teach in each indicated curricular area and the documentation needed to verify those requirements. These requirements are established by the credentialing committee at Coconino Community College and confirmed by the Chief Academic Officer. For transfer courses, the credentialing committee consults with faculty members holding a terminal or Master's degree in the individual content area in the process of certifying the credentials for faculty. For CTE courses, the credentialing committee consults with faculty members that hold the highest credentials within the content area at Coconino Community College. The credentialing committee, which is made up of faculty members, the dean from the content area, and the Chief Academic Officer, follows established Higher Learning Commission (HLC) guidelines and has the final say in certifying the credentials of all faculty at Coconino Community College (CCC).

Program/Course(s)	Threshold standards	Documentation required
<p>General Education: All courses in ANT, BIO, CHM, GEO, GLG, HUM, PHI, PHY, PSY, and SOC. Additionally: AJS 101, 230, 280; ART-100, 201,202, 221; BUS 214, 204, 232; DAN 201; ECN 204, 205; ENG-101 and higher; ENV 111, 113, 253; HIS 131, 132, 201, 202, 211, 212; MAT: 140 and higher; MUS 100, 145, 207; POS 101, 110, 120, 220, 233; SPC 100; THR 101</p>	<p>Master's degree in the discipline area or Master's degree and 18 graduate hours (typically 500 level or higher) in the discipline area.</p>	<p>Transcripts from regionally accredited institution.</p>
<p>Developmental Courses: ENG 095,100; MAT 101,111,088,091,096,097; RDG 099</p>	<p>CCC instructors should have a Master's degree in the discipline or a Master's degree and 18 graduate hours in the discipline area. However, the minimum threshold is a Bachelor's degree in the discipline area or a Bachelor's degree and 18 upper division (300 level or higher) hours in the discipline area.</p>	<p>Transcripts from regionally accredited institution.</p>
<p>Studio courses in ART-105, 110, 111, 120, 121, 130, 135, 136,160, 165, 180, 190, 191, 194, 195,210, 212, 211,235, 236, 279, 280, 281, 285; DAN-105, 110, 120, 150, 151, 152, 157, 211, 212, 217; MUP 105 & 107; THR 110</p>	<p>Master's degree in the discipline area or Master's degree and 18 graduate hours (typically 500 level or higher) in the discipline area. (See item 4 below).</p>	<p>Transcripts from regionally accredited institution OR transcripts and tested experience as demonstrated through approved Evidence Template.</p>
<p>FIT exercise courses</p>	<p>Bachelor's degree and industry certification in area being taught.</p>	<p>Transcripts from regionally accredited institution and current certification.</p>

Program/Course(s)	Threshold standards	Documentation required
Language courses FRE, GER, ITA, JPN, NAV, and SPA.	Master's degree in the discipline area or a Master's degree with 18 graduate credits with the subject prefix.	Transcripts from regionally accredited institution and proof of language mastery. Language mastery can be proven through tested experience on an approved Evidence Template. For Native American Languages, may include consultation with tribal leaders.
CIS 120 & 215	Master's degree and 3 years related industry experience in IT.	Transcripts from regionally accredited institution and resume documenting work experience.
COM	Master's degree in the discipline area including English, Communication, or Media Arts or a Master's degree with 18 graduate hours in the discipline area.	Transcripts from regionally accredited institution.
CPS 100 & 290	Master's degree including coursework in liberal arts, such as history, art, literature, and/or geography related to the Southwest. Could include research or experience related to the Colorado Plateau.	Combination of transcripts from regionally accredited institution and tested experience as proved through an Evidence Template.
REL 201, 241	Master's degree in discipline area and at least 9 graduate level credit hours in different religious thoughts or Master's degree and 18 graduate hours, typically 500 level or higher, in Religion with at least 9 credit hours in different religious thoughts.	Transcripts from regionally accredited institution.

Program/Course(s)	Threshold standards	Documentation required
<p>Career and Technical Education: All courses in AUT, CTM, EMS, FOR, FSC, HRM, WLD. Additionally, AJS 105, 110, 120, 130, 141, 150, 160, 170, 200, 209, 215, 216, 220, 240, 250, 260, 291, 292, 295; HDE 102</p>	<p>Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational experience or an Associate's degree and professional licenses/specialized certificates</p>	<p>Transcripts from regionally accredited institution and copies of certifications/, licensures and resume documenting work experience (note: Resume must include number of hours per week in each relevant position. 5000 hours is equivalent to 2.5 years full time work experience).</p>
<p>ACC, BUS (if not listed in General Education)</p>	<p>Master's degree in the discipline area or Master's degree and professional certification or work experience to prove mastery in the discipline area being taught.</p>	<p>Transcripts from regionally accredited institution, and industry certifications and/or resume documenting work experience.</p>
<p>AHS 100, 101, 105, 110, 131</p>	<p>Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational experience or an Associate's degree and professional licenses/specialized certificates</p>	<p>Transcripts from regionally accredited institution and resume documenting work experience (note: resume must include number of hours per week in each relevant position).</p>
<p>AHS 145, 146, 147, 148, 149</p>	<p>Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational and current certification as a Medical Assistant.</p>	<p>Transcripts from regionally accredited institution and copies of certifications/, licensures and resume documenting work experience (note: Resume must include number of hours per week in each relevant position. 5000 hours is equivalent to 2.5 years full time work experience).</p>

Program/Course(s)	Threshold standards	Documentation required
AHS 157, 160, 161	Bachelor's Degree in the field and/or a combination of an Associate's degree and 5000 hours occupational and current certification as a Phlebotomist.	Transcripts from regionally accredited institution and copies of certifications/, licensures and resume documenting work experience (note: Resume must include number of hours per week in each relevant position. 5000 hours is equivalent to 2.5 years full time work experience).
ASL	Bachelor's degree and industry certification.	Transcripts from regionally accredited institution and ASLTA (ASL Teachers Association) Provisional Level Certification upon hire.
CIS (if not listed in General Education)	Bachelor's degree in the discipline and 3 years directly related work experience and relevant certifications	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
EGR	Master's degree in engineering or Bachelor's degree in engineering with 5 years directly related work experience and appropriate licenses.	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.
ITP	Master's degree and industry certification.	Transcripts from regionally accredited institution and Registry of Interpreters for the Deaf (RID) certification.
LDR	Master's degree in discipline area or Master's degree in any discipline and 3 years work experience with proven leadership experience.	Transcripts from regionally accredited institution and resume documenting work experience (note: Resume must include number of hours per week in each relevant position).
NTR	Bachelor's Degree in Nursing, Nutrition, or related discipline area and 3 years' experience in healthcare.	Transcripts from regionally accredited institution and resume documenting work experience (note: Resume must include number of hours per week in each relevant position).

Program/Course(s)	Threshold standards	Documentation required
NUR	Instructor qualifications per Arizona State Board standards as defined for the nursing area.	Combination of transcripts from regionally accredited institution, certifications, licensure, and/or documented work experience.

2. Faculty coursework credits and degrees shall be earned from a regionally accredited institution.
3. New faculty must have the following documents on file prior to being offered a teaching position:
 - a. Official transcripts for degrees and certificates earned, and/or copies of appropriate industry standard certification(s).
 - b. Curriculum Vita or resume.
 - c. Qualification Determination Form. The Academic Operations Coordinators fill out the form, with the Dean and CAO approving it and listing approved courses.
4. In rare and compelling cases where a faculty member does not meet minimum qualifications based on degrees or certificates, Higher Learning Commission (HLC) allows for “using tested experience as a basis for determining minimally qualified faculty”. The process of determining minimal qualifications is a rigorous assessment of an individual’s educational attainment or experience. At CCC, Tested Experience (“cross walking”) is established by an involved process defined in CCC’s Evidence Template for Determining Equivalent Experience. The determination of meeting qualifications is made by the Credentialing Committee and Chief Academic Officer. When determining equivalent experience for qualified faculty, exceptions can be made when the faculty member has compelling proof of academic success via such things as publications or peer reviewed art and in the case of CTE, the instructors possess an industry specific certification relevant to what they are teaching.
5. All faculty at Coconino Community College that teach online will have taken an internal course or its equivalent to certify them as online instructors. Completion of this course will result in the faculty member being awarded an Online Coconino Teaching Certificate issued by the director of online learning.

3. BACKGROUND

1. References: *Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices*, March 2016.
2. Revision history: 05/11/2011 (new), 05/18/2016, 12/13/2017 (renumbered from 308- 01 after policy 310-00 was approved by District Governing Board)
3. Legal review:
4. Sponsor: Academic Affairs

Adopted by College Council: 12/06/2017

Appendix D: Sample Articulation Agreement Form

Dual Credit Articulation Agreement ENG 102: College Composition II

Applicant Name: _____ Preferred Phone #: _____

Email: _____

Preferred method: Phone Email Best Time to contact: _____

High School: _____

Course Information:

1. Subject Area: English (ENG)
2. Course Number: 102
3. Course Title: College Composition II
4. Credit Hours: 3
5. Catalogue Description: Continued development of ideas and strategies introduced in ENG 101. Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays and a documented research paper.
Prerequisite: ENG 101.

Course Goals:

To further develop critical thinking, reading, writing, and research skills demanded in academic, professional, and public life.

Course Fees: \$10 per credit hour

High School Course Name: _____

Course Length: Yearlong One Semester Other _____

Course Schedule: Enter the number of minutes for each day class is in attendance

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

TextBooks/Instructional Materials: Envision in Depth 4th ed. ISBN#9780134093987. Little Seagull Handbook with Exercises Edition: 3rd

Will you use this textbook/material in your classroom? Yes No

If no, please submit your alternate textbook/materials information for approval.

Pre/Co-Requisite: ENG 101

Is this pre/co requisite offered at your high school? Yes No

Is this high school course eligible for additional Dual Credit for another CCC course? Yes No If yes, list course(s).

Please check all of the following course outcomes and content that you cover in your course:

A. Course Outcomes - Students will:

- analyze, synthesize, and evaluate a variety of print and electronic texts;
- engage in the writing and research processes to compose academic texts;
- compose texts using a variety of technologies for a range of rhetorical situations;
- analyze and critique their own writing and peer writing;
- control general conventions of diction, syntax, mechanics, and formatting expected in standard written English;
- integrate evidence to support their own ideas, using quoting, paraphrasing, and summarizing;
- and choose and apply an academic documentation style to suit purpose and audience.

B. Course Content will include:

- critical thinking, reading, composing strategies:

- comprehension;
- application;
- analysis;
- interpretation;
- synthesis;
- evaluation;
- the writing process:
 - freewriting, brainstorming, questioning, mapping;
 - determining audience, purpose, point of view;
 - developing a focused, clearly stated critical thesis;
 - supporting claims with evidence;
 - organizing ideas effectively;
 - drafting;
 - revising for unity and coherence, sentence variety, and clarity;
 - editing for effective word choice and mechanical correctness;
- the research process:
 - selecting a topic;
 - locating and evaluating library, database, and internet sources;
 - practicing academic integrity:
 - quoting accurately and correctly;
 - summarizing to reflect author's thesis and supporting points;
 - paraphrasing to avoid plagiarism and to accurately convey authors' ideas;
 - analyzing, interpreting, and synthesizing of ideas from research sources;
 - integrating source material;
 - and documenting sources in a specific citation style.

C. Course Outcome Assessment will include:

- a minimum of two 3-4 page essays focusing on textual analysis and/or synthesis;
- a research paper of 6-10 pages, integrating cited information in summary, paraphrase, and quotation to support thesis;
- and a final project that presents their writing and research in an alternative way (portfolio, presentation, video, wiki, brochure, photo essay, etc.).

A copy of your course syllabus must be submitted with this agreement. Your syllabus must show a direct correlation with the course information in this agreement.

F. Please list any additional course information as needed:

By signing this, I agree to teach the aforementioned class as a dual enrollment eligible course meeting all the above content and outcomes in accordance with the Dual Enrollment Handbook. I will notify CCC should any information provided change.

Signature: _____

Printed Name: _____

Date: _____

This Articulation /Dual Credit Course Agreement is approved by:

CCC Content Expert: _____

CCC Dean: _____

Dual Enrollment and CAVIAT Program Manager _____

Hire Date: _____