Dual Enrollment

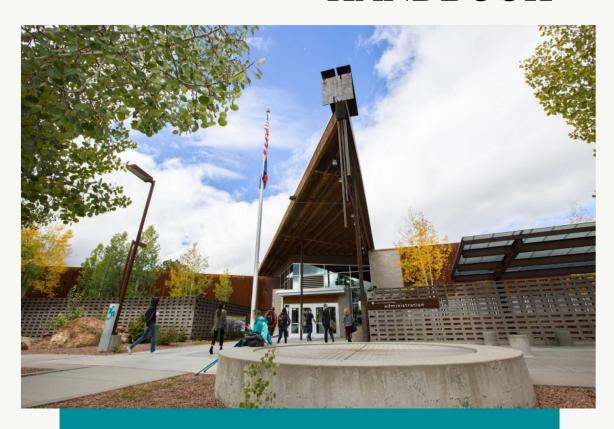# INSTRUCTOR
HANDBOOK

Instructor & Administrators 2025-2026 Handbook

Coconino Community College (CCC) serves Coconino County in Northern Arizona. CCC offers high school students an opportunity to earn early college credit at their high school through 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 have most credits transfer to Arizona universities and community colleges.

DE courses are offered via a partnership between Arizona's community colleges and high schools. This allows qualified high school students to take college courses that may count toward both high school and college graduation; and offers students the ability to decrease the time required to complete a degree or certificate program. Arizona's DE programs are guided by Arizona Revised Statutes (ARS) 15-1821.01 and the Higher Learning Commission's (HLC) Criteria for Accreditation (accrediting body for post-secondary schools). The ARS and the HLC both emphasize the course standards and qualifications for; instructors, curriculum, rigor, assessment and student outcomes be equivalent to any college class and shall not be diminished for the purpose of a DE class.

The DE program is designed to provide high school students an opportunity to earn college credit at no cost due to a tuition waiver for Art and Science (A&S) courses and for Career and Technical Education (CTE) courses while attending their high school.

DE instructors must meet the same credentialing requirements as CCC instructors teaching the same course at the college. They teach the same college curriculum and courses designed to equate to the college learning experience a CCC student would receive in the classroom. Teachers use the same college textbooks or one approved by the dean that contain equivalent higher-level information. Students enrolled in DE courses will earn CCC credit and can purchase an official CCC transcript upon completion of their class, if they plan to transfer credit(s) to another college.

Benefits of Dual Enrollment

- Provides students the opportunity to earn college credits toward a college degree while in high school
- Saves students money with a tuition waiver
- Saves students money by reducing the length of time it will take to earn a degree after high school graduation
- Enriches course offerings that can be applied to a high school diploma
- Fosters a smoother transition between high school and college
- Enhances student interest in pursuing post-secondary education

Defining CCC High School Programs

What is HS2CCC?
The HS2CCC Program is designed to provide high school students with a designated contact for CCC Dual Enrollment and Concurrent Enrollment components of the early college experience.

What is Dual Enrollment?
DE allows high school students to take specified classes at their high school for both college and high school credit. DE courses are taught by college-credentialed high school teachers at the designated high school. HS2CCC students apply for admission through the online application and HS2CCC staff conduct onsite registration for DE courses. The participating high schools pay for textbooks.

What is Concurrent Enrollment?
Concurrent Enrollment allows high school students to take college classes on a CCC campus or online. The student is responsible for full tuition, books, and fees. Students apply for concurrent enrollment through the online admissions application. The enrollment process is managed by Registration and Enrollment Services.

What is CAVIAT?
High schools in Coconino County work with either Coconino Association for Vocations, Industry, and Technology (CAVIAT) or Northeast Arizona Technological Institute of Vocational Education (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. A high school CAVIAT student can be released early from their high school to take CCC courses at a CCC campus.

CAVIAT Central Programs are financially supported by the CAVIAT Career and Technical Education District. Students can earn a college or industry certification in one or two years. Students will fill out an application with CAVIAT https://www.caviat.org/how-to-apply/ first, and then with CCC www.coconino.edu/apply-now. Students will work directly with CAVIAT to enroll and register for courses.

What Schools/Districts Does HS2CCC Work With?
CCC works with the following schools in Northern Arizona; CAVIAT, Coconino High School, Flagstaff Arts and Leadership Academy, Flagstaff High School, Ganado High School, Grand Canyon High School, Greyhills Academy High School, Northland Preparatory Academy, Page High School, Ponderosa High School, Summit High School, Tuba City High School and Williams High School.

HS2CCC Contacts: Questions regarding HS2CCC, CAVIAT or Dual Enrollment:
- Alexandra Purchase, Senior Manager of High School Programs
  (928) 226-4385 or Alexandra.Purchase@coconino.edu

- Patricia Petelin, HS2CCC Program Manager
  (928) 226-4227 or Patricia.Petelin@coconino.edu
- Terri Beeson, HS2CCC Enrollment Advisor
  (928) 226-4238 or Terri.Beeson@coconino.edu

Questions regarding curriculum, faculty or college departments:
- Jennifer Jameson, Dean of Arts and Sciences
  (928) 226-4355 or Jennifer.Jameson@coconino.edu
- Mark Maciha, Dean of Career and Technical Education
  (928) 526-7625 or Mark.Maciha@coconino.edu

Help with Banner Self-Service or resetting passwords:
IT Help Desk: (928) 226-4357 https://www.coconino.edu/help-desk

Canvas and Faculty Assistance: Library Services: https://libraryguides.nau.edu/ccc

Admissions, Registration, Transcripts:
Registration & Enrollment Services: (928) 226-4299 https://www.coconino.edu/registration

Placement Testing:
Testing Services: (928) 226-4301 https://www.coconino.edu/testing-services

Academic Advising:
Academic Advising: (928) 226-4323 https://www.coconino.edu/advising

DE Requirements for High Schools Obtaining School District Approval

The first step in establishing a Dual Enrollment (DE) program at your high school is to have the school district 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 high school and college.

The State of Arizona requires that DE IGAs or MOAs be renewed each school year, the timeline is from July 1 through June 30. It is recommended they are presented to and approved by the school board in the Spring for the following school year.

The DE Hiring Process

High school instructors who are interested in teaching a DE course should contact the Senior Manager of High School Programs. DE instructors will go through a similar credentialing process in line with becoming a CCC faculty member. Faculty members must meet the credentialing requirements set forth by CCC's accrediting body, the HLC. If approved, the primary employer for the DE instructor is the school district and are considered contracted faculty through the IGA. CCC does not pay or provide employee benefits to DE instructors. Instructor compensation is determined by their school district.

Instructor Qualifications for DE Courses

DE instructors must meet the same qualifications as CCC faculty. As an accredited institution, CCC must meet the hiring qualifications outlined by our accrediting agency. Without accreditation, credits earned through DE would not be transferrable to other schools. 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 <u>prior</u> 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

Below are the new, broadened CCC instructor credentialling standards. Instructors can qualify under either Option A, B or C.

Option A: Qualification Based on Academic Credentials

- **To qualify using option A, faculty must have:**
    - **Master's degree (or higher) in the teaching field or**
    - **Master's degree in any field AND 18 graduate credits in the teaching field**

Option B: Qualification Using a Combination of Academic Credentials and Tested Experience

- **To qualify using Option B faculty must have a Master's degree in any field AND cumulative experience equaling 18 points.**
    - **Experience can include a combination of education, teaching experience (college or high-school), work experience, professional involvement, etc.**
    - **Each category has different points assigned.**

Option C: Qualification Based on Academic Credentials and Teaching Experience

- **To qualify using Option C, faculty must have:**
    - **Bachelor's degree IN the field, AND…**
    - **Minimum of 6 years of discipline-specific full-time teaching experience, AND…**
    - **Minimum of 18 graduate credits in the field**

*With a provisional plan, the candidate can meet the requirement within 3 years. So, for example with Option C, they could only have three years teaching but would have the 6 years at the end of the three-year provisional plan

For any instructor who might be interested in teaching DE, they would need to send the follow documents directly to me, for Academic Affairs review:

- An **official** transcript of the highest degree obtained (a copy of the official transcript will work fine).
- A current resume that includes number of years of teaching, professional development, credentials, experience etc.
- An **official** copy of any relevant certifications/credentials.

The CCC Lead faculty in collaboration with the CCC Curriculum Committee make the determination if a high school teacher meets the HLC credentialing requirements to be a DE instructor.

Choosing Which DE Course to Teach

Most courses offered by CCC can be offered for DE credit at your school. You can review course descriptions and prerequisite requirements; https://www.coconino.edu/catalog

Steps to Articulate DE Instructors

The deadline to submit articulation requests for Fall and Spring (year-long courses) semesters is June 13, 2025.

1. Review CCC's course outcomes and prepare your course syllabus to ensure it meet the outcomes located on the CCC website: https://catalog.coconino.edu/
2. Send your official transcripts, a resume/CV and copies of teaching and/or industry certifications to the Senior Manager of High School Programs. If you are requesting official transcripts to be sent directly – use the following address;

   Coconino Community College
   ATTN: Alexandra Purchase, Senior Manager, High School Programs
   2800 S. Lone Tree Road
   Flagstaff, AZ 86005-2701

3. You will be notified if your credentials have been approved/denied. If additional information is required, the CCC Lead Faculty will contact you.

4. If your request is denied, you can request a meeting with the Dean and/or faculty content expert to discuss this decision.

5. If your request is approved, you will be required to email a copy of your course syllabus (sample DE syllabus template attached). Should you need additional support, the subject area Lead faculty will collaborate with you on this.
6. Once your syllabus is approved you will be asked to complete CCC's Intent to Hire/FERPA Statement, the Employee Information Form and the Network Security Form. These items must be completed to be considered an approved DE instructor or be able to offer DE courses.

Upon successfully meeting all requirements outlined in the Dual Enrollment Instructor Contract, Dual Enrollment Instructors will be compensated a $750 stipend from CCC at the end of Spring 2026 semester. This stipend amount is set regardless of the number of courses taught and the number of students in each course.

Dual Enrollment Course Syllabi

DE courses must use the same textbook(s) that the college uses <u>or</u> an alternative one that has been approved by the Dean. If you do not plan to use the college's required textbook(s), you will must submit a copy of your preferred textbook along with your application for consideration. The textbook(s) must be equivalent to the college textbook(s) with regards to content and rigor. All textbook(s) substitutions must be approved by CCC Lead faculty.

Schools must provide appropriate materials and supplies for the classroom equivalent to what a student would have available at CCC. Your syllabus must meet college standards; if you are not willing to teach to all required outcomes, content and assessment, it's recommended not to apply for articulation. Exceeding CCC's required outcomes, content and assessment is welcomed.

A copy of your syllabus in alignment with the syllabus template**,** must be submitted with your agreement. When the Lead faculty review requests, they look specifically for a match between the course syllabus and the course outcomes. Syllabi are collected and reviewed once per year for year-long courses or per semester for semester courses. Contact the Lead faculty if you need assistance with your syllabi, class information and to answer any questions.

It is the responsibility of the CCC Lead Faculty to notify DE Instructors of curriculum changes. DE instructors are responsible for notifying CCC if any changes will be made to their curriculum.

DE instructors are also required to provide a copy of the DE Instructor Contract every year (sample attached).

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 have access to some other CCC benefits that might be helpful when teaching a DE course.

Compensation for DE Instructors

Instructors may receive compensation from CCC upon completion of all DE responsibilities. Other instructor compensation is determined and dispersed by the school district.

CCC Email Account

Instructors are provided a CCC email account; faculty information is distributed to this account. The HS2CCC staff will distribute CCC information to the instructor's high school email account, however, DE instructors are encouraged to use the CCC account to be aware of department information. The account can be accessed through www.coconino.edu using the employee Webmail link underneath the Faculty and Staff tab. Use your Comet ID and password to access your CCC email.

CANVAS

CCC provides educational support software to DE instructors. Contact the Lead faculty in your subject area to find out about using CANVAS for your DE course. There is likely to be CANVAS course shells for your course that will serve as ready-to-use online courses. If your school district also utilizes a CANVAS learning platform, CCC can share the courses with DE instructors as a resource when instructors are developing material for the upcoming year. You will be able to import the content from the CCC master shells into your Canvas shells offered through your school district. By importing the course material, you will have the opportunity to add, delete and modify instructional content as is desired for your individual courses. The idea behind the shells is to offer a resource to all instructors and support a collaborative environment where instructors can discuss ideas and develop shared curriculum. If you are interested, training is available for using these resources contact your Lead faculty.

CCC New Faculty Orientation and Professional Development

Each semester new DE instructors are encouraged to attend the New Faculty Orientation at the Lone Tree campus. Check with your Lead faculty for information - this is a great opportunity to meet other CCC Faculty and learn about updates that each discipline is considering.

DE Instructors are also encouraged to attend regular professional development activities hosted by the College. Instructors will be informed of these opportunities throughout the year.

Offering a High School DE Course

1. Add DE course to the high school's schedule.

2. High schools should include a description of DE classes in their scheduling guides.

3. When enrolling students in the high school class, teachers 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. 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 a year-long course.

5. Student rosters should include the student's full name, birth date and grade level. Providing this information prior to class registration allows CCC to determine students who have already been admitted to CCC and reduce the time and documentation students need to complete. *With this list, CCC can review any prerequisite courses for completion and verify student placement test scores*

6. Teachers should inform their class on the <u>first</u> day their class is eligible for DE credits and those students who would like to earn the college credit must meet class prerequisites, must submit the required admission and registration documents. HS2CCC recommends that teachers assign the completion of the online CCC Admissions application https://www.coconino.edu/apply-now during the first week of a DE course to save time.

7. A HS2CCC representative will visit all DE classrooms each semester the course is offered as credit. This serves the following purpose:

   - Presenting students with accurate information about the DE process
   - Distributing registration paperwork to students who have been registered
   - Provide instructor the opportunity to ask any questions regarding DE - the HS2CCC representative will reach out to each DE school liaison to schedule dates/times that work best for a class visit

8. Work with your DE school liaison to make sure all of your students have turned in their documents. Students who miss the deadline will **not** be eligible to receive college credit.

Meeting DE Course Prerequisites

It is important for students to make informed and wise self-placement decisions. Inappropriate decisions about self-placement may affect the time it takes a student to complete a certificate or degree and may impact their ability to receive future financial aid and/or scholarships. Students are strongly encouraged to meet with their high school counselor to discuss course options and determining proper self-placement into classes.

Students can use the attached to determine recommendations for which Math/English courses to take based on a combination of high school grades and GPA, ACT/SAT test scores, ACCUPLACER test scores and GED scores.

The DE Enrollment Process

To obtain DE credit, students must go through the DE enrollment process at their high school with the HS2CCC representative at their high school. For DE credit, students need to complete and submit:

- CCC online admission application before the deadline

- Placement test(s) or prerequisites met or completed before the deadline (if applicable)

- Class registration form before the deadline

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

- Only blue or black ink is to be used when filling out the registration form

- Students who have been admitted to CCC but do not know their Comet ID number must include their full name and date of birth so they can be accessed in the CCC system

- Students who are applying for admission and registration at the same time may have a delay receiving their Comet ID. * It is strongly encouraged for students to complete their admissions application prior in class and save their assigned Comet ID.

DE Tuition and Fees

There is College Tuition waiver for all Arts and Science Course (A&S) and Career and Technical Education (CTE) courses – therefore, there is no cost to the student.

There are no student costs associated with DE for textbooks and classroom materials – this is provided and paid for by the student's high school.

Instructor FTSE Procedures for DE Courses

- All DE Instructors must submit FTSE verification by a set deadline through the CCC Banner Self-Service each semester
- 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 the information included in their class roster is accurate and 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 who are present (PR) in the class
- The last date of attendance must be between the first day of CCC instruction and the FTSE deadline. Dates prior and after the semester will not be accepted by Banner Self-Service, causing your FTSE to be incomplete
- Instructors must carefully review their student roster to ensure all students' information is accurate. If a student is missing or if a student should not be on the list, contact the HS2CCC staff immediately to get this corrected

- If a student is recorded as present (PR) at FTSE but not attending, a W (withdrawal) will be posted to their academic record. This can negatively impact their future financial aid when transferring to CCC
- The CCC Registrar or Senior Manager of High School Programs will email DE instructors with directions on how to enter FTSE one week before the Final Grade deadline
- Please refer to the CCC DE calendar including FTSE deadlines

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' information blank
- If the Final Grade deadline occurs before your high school course ends, calculate the deadline as the first Tuesday after your school semester ends

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

Enrollment Deadlines

DE enrollment deadlines are similar to CCC deadlines with the exception of adding classes and instructor input of final grades. No enrollment can occur beyond the deadlines. Please see attached AY 25-26 DE calendar.

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 Enrollment Courses or Programs

The following are five critical elements that constitute the quality assurance for the HLC's Criteria for Accreditation for DE courses or programs:

1. *Faculty credentials and qualifications, orientation, and training*

The institution requires the same level of credentials and qualifications for DE course instructors as it does for post-secondary CCC higher-education courses. In addition, faculty teaching in DE courses or programs is appropriately trained with the proper orientation for teaching at the higher education level.

2. The rigor of courses or programs and curricular standards

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

3. Expectations for student learning and learning outcomes

Expectations for student learning and outcomes in DE courses or programs are consistent with the level of what the higher-education institution offers.

4. Access to learning resources

Students, as well as faculty in DE 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

The institution, specifically its academic departments and disciplinary faculty, exercises proper monitoring and oversight of its DE program to ensure the courses meet higher education standards. 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.

DE instructors are evaluated regularly in accordance with HLC quality assurance. In order to ensure DE 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 Lead faculty in the subject area will travel to the high school to observe the DE instructor actively teaching the course.

High school DE instructors and the CCC faculty Lead (or designee) will coordinate site visitation times together. Each time a site visit is conducted the Instructor Classroom Observation Form must be completed and submitted to the Office of Academic Outreach *and* the high school DE instructor. The CCC faculty Lead (or designee) should schedule a time with the high school DE instructor to discuss the observations from the site visit.

Every effort should be made to discuss the site visit and submit the Classroom Observation Form within *five business days* upon completion of the visit. Site visits are tracked by the Office of Academic Affairs. On-site course evaluations at the high school occur every 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?

No. There is a tuition waiver to cover the cost for all CTE & A&S courses – at no cost to the student.

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

No. Only those seeking to earn college credit must apply and 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 <u>only</u> get high school credit for the class.

Is there a minimum number of students required for a DE high school course?

No. Student participation numbers may vary; however, the college wants to ensure 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?

YES. *All* students enrolling for DE credit **must** meet the course prerequisite(s) to be eligible for college credit. Prerequisites can include Accuplacer placement testing or ACT/SAT scores for placement into the course or successful completion of the class prerequisite.

How do students register for DE courses?

HS2CCC will register students at their high school. All interested students must <u>first</u> complete the CCC online Admissions application in order to register for class(es) by the scheduled semester deadline.

Are the credits transferable?

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 https://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 special accommodations are needed, the DE instructor should contact the high school's disability services 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 will be part of the student's permanent college record – it is strongly recommended that any ***student who does not appear to be passing the class with a C or higher be withdrawn from the DE course by the College's Withdraw deadline*** (refer to AY 25-26 DE

Calendar). Students may also contact HS2CCC to complete an Add/Drop form *prior* to the CCC Withdraw 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 CCC transcripts at: https://www.coconino.edu/how-to-order-a-transcript-online - there is a fee for official transcripts.

 Arizona Revised Statute 15-1821.01 Dual Enrollment

On 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: 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 the state.

1. Each of these agreements or contracts shall clearly specify the following: Student tuition and financial aid policies, including whether scholarships or grants are awarded to students in DE courses from the community college. The accountability provisions for each party to the agreement or contract.

   a.   The responsibilities and services required of each party to the agreement or contract.
   b.   The type of instruction that will be provided under the agreement or contract, including the titles of the courses to be offered.
   c.   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, except all students who are enrolled for college credit shall be high school freshmen, sophomores, juniors or seniors. All students who are in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.

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 are not available for DE purposes.

4. College-approved textbooks, syllabuses, course outlines and grading standards are in accordance to the courses taught at the community college; they apply to these courses and students in the courses offered pursuant to this section. The chief executive officer (CEO) 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. They will review and report annually to the CEO whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are in accordance with those offered at the community college. The advisory committee of full-time faculty shall meet at least three times each academic year.

5. Each faculty member shall meet the requirements established by the governing board pursuant to section 15-1444. The CEO 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 who are teaching college courses in conjunction with the high schools.

6. A school district shall ensure the student is an enrolled 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 the student is allowed to enroll in a college course pursuant to this section. Exception - high school seniors who have successfully met their high school graduation requirements with less than a full-time instructional program needed is exempt from this paragraph.

7. Notwithstanding paragraph 6 of this section, homeschooled students may fully participate in dual enrollment, including receipt of college credit pursuant to this section.

Purpose: Faculty Credentialing Procedure

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 ensure that faculty teaching for CCC possess the content expertise to teach their assigned courses and to promote high quality programs. CCC follows guidelines and standards set forth by the HLC when evaluating the credentials of prospective faculty and authorizing them to teach at CCC. The general standard is that faculty teaching transfer coursework (classes that are primarily intended to count toward a baccalaureate degree) hold a master's degree or higher with a minimum of 18 graduate credits in the discipline they are teaching. Faculty teaching workforce preparation coursework (classes that are primarily intended to prepare students for immediate employment) have a combination of postsecondary education and cumulative experience that equates to 18 points (the equivalent of 18 graduate credits) in the discipline they are teaching.

Definitions

Credentialing The process of determining whether an individual meets the minimum criteria (possesses at least the minimum required credentials) to teach for CCC in a specific discipline

LEA Local Educational Agency, typically a public K-12 school district or charter school

NACES National Association of Credential Evaluation Services

Provisional Approval A temporary approval given to an individual who meets most but not all of the minimum criteria to teach in a specific discipline. This approval allows them to teach while completing the remaining requirements to be fully approved

Qualification Rubric A discipline-specific rubric used to determine whether an individual meets the minimum criteria to teach for CCC in that discipline

Credential Pathway Options
Option A: Qualification Based on Academic Credentials

- To qualify using option A, faculty must have:

    - Master's degree (or higher) in the teaching field or

    - Master's degree in any field AND 18 graduate credits in the teaching field

Option B: Qualification Using a Combination of Academic Credentials and Tested Experience

- To qualify using Option B faculty must have a Master's degree in any field AND cumulative experience equaling 18 points.

    o Experience can include a combination of education, teaching experience (college or high school), work experience, professional involvement, etc.

    o Each category has different points assigned.

Option C: Qualification Based on Academic Credentials and Teaching Experience

- To qualify using Option C, faculty must have:

    - Bachelor's degree IN the field, AND…

    - Minimum of 6 years of discipline-specific full-time teaching experience, AND…

    - Minimum of 18 graduate credits in the field

With a provisional plan, the candidate can meet one of the above requirements within 3 years. So, for example with Option C, they could only have 3 years teaching but would have the 6 years at the end of the three year provisional plan

Documentation Requirements
In addition to any necessary employment documents, new faculty must have the following documents on file prior to teaching for CCC:

1. Completed Qualification Rubric with appropriate signatures or letter granting provisional approval.

2. All supporting documentation noted in the Qualification Rubric, including official transcripts for degrees and certificates earned, copies of appropriate industry standard certification(s), verification of related employment, etc.

3. Current curriculum vita (CV) or resume.

Credentialing Process

When a prospective faculty expresses interest in teaching for CCC either through applying for employment or through a new DE request from a partner LEA, the following steps take place.

1. The candidate submits all required documentation during the application process (for prospective full- and part-time faculty) or the DE course proposal process (for prospective DE faculty). The Qualification Rubric is used as a guide when the hiring supervisor works with Human Resources to screen candidates for minimum qualifications.

2. Once a finalist has been selected, the hiring supervisor (instructional dean for full-time faculty or lead faculty/coordinator for part-time and DE faculty) fills out the Qualification Rubric based on the supporting documentation to certify that the prospective faculty meets the minimum criteria to teach for CCC.

   a. If the prospective faculty clearly meets the minimum criteria under Option A of the rubric based on the evidence submitted, the direct supervisor completes the Qualification Rubric and forwards it to the second-level supervisor for final approval.
   b. If the prospective faculty does not clearly meet the minimum criteria under Option A (e.g., graduate level coursework requires further evaluation) or needs to be evaluated under Option B, the Qualification Rubric and supporting documentation (credentialing file) are forwarded to the Credentialing Committee for additional review and discussion. The Credentialing Committee may approve the candidate, provisionally approve the candidate or deny the candidate based on the evidence provided. In cases of exigency when the full Credentialing Committee cannot meet before the prospective faculty needs to begin teaching, a subset of the Credentialing Committee and the provost (or designee) can review the credentialing file and grant temporary authorization, and the credentialing file will be reviewed at the next meeting of the full committee.
   c. If the prospective faculty clearly does not meet the minimum criteria under either Option A or Option B based on the evidence submitted, the direct supervisor indicates on the Qualification Rubric that the candidate has been denied.

3. The direct supervisor notifies the candidate (for prospective employees) or the Senior Manager of High School Programs notifies the candidate (for prospective DE instructor) of the determination.

Any prospective faculty who disagrees with the outcome of the credentialing process may submit additional documentation and request a new review. Faculty who are approved to teach on a provisional approval must go through the full credentialing process at the end of their

provisional agreement. Existing faculty who wants to be credentialed in an additional teaching discipline should submit their request and documentation to the lead faculty/coordinator over that discipline and the review of their credential file will take place as outlined above.

Provisional Approvals

CCC prefers to enter into teaching agreements with fully qualified faculty. However, special circumstances can make it necessary to provisionally approve a faculty to meet the needs of the College. Only individuals who have completed at least some of the minimum criteria and demonstrate that they are **working toward completing** the remaining criteria are eligible for provisional approval. This includes (but is not limited to) the following:

1. Prospective faculty who has completed at least 18 graduate credits in the teaching discipline and are actively enrolled but have not yet earned their master's degree.
2. Prospective faculty who has completed a master's or higher degree, some of the required 18 graduate credits in the teaching discipline and are actively enrolled in relevant graduate coursework.

Prospective faculty who has all of the relevant industry certifications and licensure and are actively enrolled in a postsecondary program of study.

Provisional approvals are discussed and approved by the Credentialing Committee. When granting a provisional approval, the provost outlines in writing the remaining requirements that must be met to become fully credentialed and the deadline by which these requirements must be met. Provisional approvals are typically no more than one year in duration but may be extended by the Credentialing Committee based on extenuating circumstances.

Once the requirements of the provisional approval are met, a full credentialing review is conducted and final approval is granted. If the individual teaching on a provisional approval fails to make progress toward meeting the requirements during the provisional period, the provisional approval expires and the individual will no longer teach for CCC - unless they subsequently complete the minimum requirements and submit their credentials for a new review.

Credentialing Records: The required credentialing documentation for all faculty who teach or have taught for CCC is stored by Human Resources in accordance with Policy and Procedure 160 Records Retention.

Dual Enrollment 2025-2026 Academic Calendar

Fall 2025

August 25	CCC Instruction Begins
August 30-Sep 1	*Labor Day Observed – College closed*
September 26	**DE Fall 25 Course Registration DEADLINE** and
September 26	Deadline to drop without record
September 29	**DE Withdrawal with a grade of "W" begins**
October 7	**DE Instructor Deadline for submitting FTSE Verification before 4:00pm**
November 11	*Veteran's Day Observed – College closed*
November 14	**FINAL DEADLINE for Withdrawing with a grade of "W"**
November 27-30	*Thanksgiving Observed – College closed*
December 19	**DE Fall 2025 Final Grades due before 4:00pm**
December 19	**DE Instructor Contracts due to the College**
December 23-Jan 2	*Winter Break – College closed*

Spring 2026

January 1	*New Year's Day Observed – College closed*
January 2	**College reopens after Winter Break**
January 12	CCC Instruction begins
January 17-19	*Martin Luther King Jr, Day Observed – College closed*
February 6	**DE Spring 2026 Course Registration DEADLINE** and
	Deadline to drop without record
February 9	**DE Withdrawal with a grade of "W" begins**
February 14-16	*President's Day Observed – College closed*
February 24	**DE Instructor Deadline for submitting FTSE Verification before 4:00pm**
March 9-13	*Spring Break – College closed*
April 10	**FINAL DEADLINE for Withdrawing with a grade of "W"**
April 17	**Deadline for new AY 26-27 DE instructor credentials to be sent to CCC**
May 11	CCC Commencement
May 22	**DE Spring 2026 Final Grades due before 4:00pm**
May 22	**Deadline for all new DE instructor syllabi to be sent to CCC Lead faculty for AY26-27 Fall and Spring courses**
May 23-25	*Memorial Day Observed – College closed*

The above are firm deadlines. Exceptions for snow days will be determined by Coconino Community College. Updated: 6/17/2025

CCC DE Syllabus SAMPLE Template

Coconino Community College

SYLLABUS FOR *COURSE TITLE*
SEMESTER COURSE PREFIX, NUMBER, CREDIT HOURS

COURSE DAY and TIME, ROOM # and MODALITY

Instructor: **Office Hours:**
Office:
Phone:
Email:

COURSE DESCRIPTION AND PREREQUISITE: *Obtain from the course outline. Contact your CCC Lead Faculty for the course outline.*

COURSE CONTENT: *Obtain from the course outline.*

COURSE OUTCOMES: *Obtain from the course outline.*

COURSE MATERIALS/REQUIREMENTS:

- Textbook: *Include edition and ISBN. The College does not require the same textbook as the College uses, however the selected course materials will need to be approved by CCC Lead Faculty.*
- Other required materials

COURSE POLICIES:

Classroom Code of Conduct: *Discussion etiquette, learning environment, etc.*

Academic Integrity: Academic dishonesty is a violation of the Student Code of Conduct as defined in Procedure 503-01 and College Procedure 303-11 Academic Integrity. When a student commits an act of academic dishonesty, the instructor is responsible for determining the grade for the course or assignments. Incidents of academic dishonesty are reported to the Vice President of Student Services for adjudication and follow up.

Attendance: State your attendance policy here. Best practices indicate that an attendance policy increases student success.

Late Work Policy: State your late work policy here

EVALUATION: Communicate your evaluation plan and the basis for evaluation. If specified, incorporate the assessment methodologies as listed in the course outline. You may develop other methods of assessment, but you must administer the specified assessment activities from the CCC course outline.

Example:

Activity	Point Allotment	Total
Tests	4 @ 100 points	20% of the grade or Points
Homework		
Projects		
Presentations		
Lab Reports		
Participation		
Quizzes		
Final Exam/Final Project		

GRADING SCALE: *Communicate your grading criteria.*

Example:

Percentage or Course Points	Grading Scale 100-90 A Excellent 89-80 B Exceeds Standard 79-70 C Meets Standard 69-60 D Below Standard <60 F Failure

SEMESTER SCHEDULE: *A list of weekly topics, chapters and dates of major exams and projects planned.*

Example:

Weekly Schedule:

(Please note that this is a tentative schedule and is subject to change)

Week 1	Chapters Topics Dates of major exams/projects
Week 2	Chapters Topics Dates of major exams/projects
Week 3	Chapters Topics Dates of major exams/projects

NOTE: Be sure you follow through with either handing out a printed syllabus or posting a syllabus on your class's online course page. If you make changes to the syllabus, please provide a printed or online updated copy to the students.

The instructor reserves the right to make additions, deletions or modification to the syllabus with reasonable notification to the students.

In order to place into a given English class, a student must have **BOTH** the corresponding high school GPA **AND** most recent high school English grade, **OR** have completed the prerequisite course with a C or better, **OR** have the corresponding test score (Accuplacer, ACT, SAT, or GED). Boxes that are grayed out indicate that this measure is not available for placement into the corresponding course. If a student's high school information or test scores are from more than 10 years ago, then the student may choose to take either ENG 095 or ENG 098.

ENGLISH PLACEMENT

Course *	High School GPA (out of 4.0)	Most Recent High School English Grade	Banner Code for HS Info	ACCUPLACER		ACT English	SAT Rdg & Wrtg		GED Reasoning Through Language Arts
				New Accuplacer	Old Accuplacer		March 2016 and beyond	Before March 2016	
ENG 101	3.0+	A or B	300	Reading Comprehension: **250+** AND *WritePlacer: **5+**	Reading Comprehension: **76+** AND *WritePlacer: **5+**	21+	460+	820+	165+
ENG 101A	2.6-2.99	C	200	Reading Comprehension: **250+** AND *WritePlacer: **4**	Reading Comprehension: **76+** AND *WritePlacer: **4**	18-20	Below 460	Below 820	145-164
ENG 098	Below 2.6	Any high school English grade		Reading Comprehension: **Below 250** AND *WritePlacer: **3 - 4**	Reading Comprehension: **Below 76** AND *WritePlacer: **3 - 4**	Below 18	Below 460	Below 820	
ENG 095	Optional English Developmental Course – No Placement Level Required								

*Students who have taken the Accuplacer Sentence Skills test instead of the WritePlacer test at another institution are placed as follows:
Sentence Skills 79-120 = WritePlacer 5+ | Sentence Skills 51-78 = WritePlacer 3-4 | Sentence Skills 20-50 = WritePlacer 1-2

In order to place into a given math class, a student must have **BOTH** the corresponding high school GPA **AND** Algebra I, Algebra II, or Precalculus grade from high school, **OR** have completed the prerequisite course with a C or better, **OR** have the corresponding test score (Accuplacer, ACT, SAT, or GED). Boxes that are grayed out indicate that this measure is not available for placement into the corresponding course. If a student's high school information or test scores are from more than ten years ago, then the student should place into MAT 142 or MAT 097, depending on their track, **AND** the corresponding co-requisite course.

MATH PLACEMENT

Course **	High School GPA (out of 4.0)	High School Math Grade	Banner Code for HS Info	ACCUPLACER		ACT Math	SAT Math		GED Mathematical Reasoning
				New Accuplacer	Old Accuplacer		March 2016 or later	Before March 2016	
MAT 220 (STEM)	3.5+	A or B in Precalculus	800	Advanced Algebra & Functions: **276+**	College Level Math: **70+**	27+	670+	650+	
MAT 211 MAT 172	3.5+	A in Algebra II	700						
MAT 160 BUS 232	3.5+	A or B in Algebra II	600			25+	630+	610+	
MAT 187 (STEM) MAT 151 (Business)	3.0+	A or B in Algebra II	500	Advanced Algebra & Functions: **263 - 275**	College Level Math: **50 - 69**	21+	560+	530+	175+
MAT 142 (Liberal Arts) MAT 180 (Elementary Ed.)	2.6+	C in Algebra II	400	Advanced Algebra & Functions: **237 - 275**	College Level Math: **40 - 69**				
MAT 097 (STEM/Business)	2.6 - 2.99	A in Algebra I	300	Advanced Algebra & Functions: **200 - 262**	CLM: **20 - 49** EA: **61 - 120**	17-20	450-550	410-520	165-174
MAT 042C (MAT 142 Co-Req Course) or MAT 140 (DE)	Below 2.6	Any HS Math Grade		Advanced Algebra & Functions: **Below 237**	CLM: **Below 40** EA: **Below 61**	Below 21	Below 560	Below 530	Below 175
MAT 097C (MAT 097 Co-Req Course)	Below 2.6	Any HS Math Grade		Quantitative Reasoning: **Below 254**	Elementary Algebra: **Below 61**	Below 17	Below 450	Below 410	Below 165

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<p style="text-align:center">SAMPLE: AY 2025-2026 Coconino Community College</p>

<p style="text-align:center">Dual Enrollment Instructor Contract</p>

Name: _____

Position: _____

DE Course(s): _____

Start Date: _____

This contract was created for Dual Enrollment (DE) instructors in lieu of the part-time faculty contract for Coconino Community College (CCC). This DE Contract has been adjusted to reflect the unique agreement between the College and its high school partners.

1. DE instructors are expected to perform all duties outlined in the DE Instructor & Administrator Handbook. A copy of this is given to all instructors at the DE Orientation and is available at: _____

2. This contract serves as reasonable assurance of the offering of the course(s) with CCC for the 2025-2026 Academic year. You, therefore, acknowledge the course curriculum agreement is current and any modifications must be reviewed and approved through the DE curriculum process <u>prior</u> to offering the course.

3. This contract is contingent upon final approval of the relevant academic year catalog as approved by the CCC District Governing Board. In the event if a course no longer being offered at the college, the college may, at its discretion, not offer the approved course. The instructor and school district will be notified of any changes by the college in adequate time for high school curriculum planning.

4. Pursuant to applicable CCC policies and procedures, the college may terminate this contract based upon a finding by the college at its sole discretion of any of the following: Unsatisfactory site observation, instructor's lack if entering FTSE or final grades by published deadlines, lack of response to college communications within five business days, violation if CCC policy or other performance issues considered on an individual basis.

5. If this contract is not returned before _____ (per 2025-2026 DE Calendar) the college reserves the right to not issue credit for the DE course.

Performance expectations and responsibilities for DE instructors with current Curriculum Agreement. During the length of this contract, you are responsible for:

- Having met or be working towards meeting all CCC and Higher Learning Commission (HLC) requirements regarding instructor credentialing;
- Submitting of all pre-approved course syllabi to the Senior Manager of High School Programs by published deadlines;
- Participating in departmental and institutional learning outcome assessment;
- Reporting class enrollment in Self-Service Banner on the 45th day for Full-Time Enrollment Student Equivalent (FTSE) report;
- Entering Final Grades for DE students in Self-Service Banner by published deadlines;
- Completing the "Assign and Win" instructor requirement, which assigns the completion of the online CCC admission application in syllabi at the beginning of term for DE students to complete;
- Providing timely communication to CCC or to my high schools' DE liaison regarding any roster updates (student adds, drops, withdrawals) according to the DE calendar;
- Other required materials in accordance with the DE published deadlines;
- Communicating with CCC Lead faculty regarding classroom observations that occur on a biannual schedule
- Regular use if your high school email account is required. If requested by CCC, a response is required within five business days. This serves as the official communication system of the DE Program, thus content provided to you is considered delivered and actionable upon receipt;
- During the length if this contract, you are encouraged to participate in DE professional development opportunities.

_____   _____

          DE Instructor – Print Name   Signature / Date