UW Colleges Senate Policy
Institutional Curricular Policy #110
College Credit Courses Offered in High Schools

This policy statement deals specifically with college credit courses offered in high schools by UW-approved high school teachers (CCOHS courses), as implemented by the UW Colleges.

When possible, dual credit courses should be taught by UW Colleges instructors. However, well-qualified high school teachers may be employed in conjunction with the UW Colleges to teach the course. In such cases all of the following conditions must be met.

I. Students

Students eligible for CCOHS courses should meet the following criteria and be subject to the following limitations:

A. To be eligible for enrollment in a CCOHS course, high school students must rank in the upper 25% of their high school class and ordinarily must be seniors seeking college credit. Students must meet placement and prerequisite requirements for each course. Academic departments and programs may establish criteria for enrolling high school juniors and students who fall below the 25% class rank but demonstrate readiness for college coursework in a discipline through measures other than rank (for example, grades in discipline-specific courses, high school GPA, standardized test scores, etc.).

B. If students who have completed CCOHS courses apply for admission to a UW institution, they will be considered for admission on the basis of the same criteria as other high school students and will be considered to be beginning freshmen for placement purposes.

Credit received for CCOHS courses will be subject to the transfer policy of the institution where the student enrolls.

II. High School Faculty

High School teachers who teach UW Colleges courses in high school must:

A. Have at least a master’s degree in the discipline in which the course is offered, and have at least the minimal qualifications required by the academic department responsible for the course. That department may make an exception on the master’s degree requirement if the teachers’ master’s degree is in another, related discipline. Instructors must meet all credentialing guidelines and standards that the UW Colleges is required to follow for accreditation.
B. Receive both departmental and campus approval to teach each specific course offered through the dual credit program, following the credentialing processes used to hire instructional academic staff who teach on campuses.

Before the course is advertised or students are permitted to enroll, the provost must approve the course as a dual credit course offering, and the department chair and the dean (or campus designee) must approve the high school teacher.

III. Program Service Areas
Revised by the Senate (SAPC) 2016-02-19

A UW institution may consider offering courses in high schools only upon request of the school and only in high schools where appropriate monitoring of course offerings is possible.

Each UW campus has a primary service area, as defined by UW System Policy G36: College Credit in High Schools. Campuses must follow all UW System policies for developing dual credit partnerships with high schools, including receiving required permissions before offering courses in service areas for other UW System institutions. UW Colleges campuses may not offer dual credit courses at high schools within a service area that belongs to another UW Colleges campus without first receiving permission from the regional dean for the other campus.

If a UW Colleges campus has a high school requesting CCOHS services in its primary service area and is the nearest UW institution to that school, the UW Colleges campus should try to meet the needs of that high school if it would help produce higher-quality instruction than would a more distant institution, or if such cooperation would lead to better education for students in the area. Meeting those needs might mean helping high school students attend classes on the UW Colleges campus or offering college classes at the high school taught by UW Colleges faculty or providing CCOHS services.

IV. Maintenance of College Standards
Revised by the Senate (SAPC) 2016-02-19

UW Colleges administrative staff and faculty who oversee dual credit partnership programs and courses must make every effort to insure that college standards are maintained and that each college course offered in a high school is equivalent to the same course offered on UW Colleges campus. Development of course curriculum, learning objectives, tests, assignments, and grading standards must be comparable to those courses offered on campus. No CCOHS course shall be offered which primarily consists of material normally taught in high schools. CCOHS courses shall be completed in one semester.

Implementation of course standards should include at least the following:

A. Course Syllabus
   1. The same syllabus as that used for a UW Colleges campus or online course shall be used, or:
   2. Each semester, the high school instructor must submit a syllabus for each dual credit course to the appropriate department or program chair (or designee) for approval.
3. Syllabi must follow the same institutional policies and departmental guidelines for syllabi that are used for UW Colleges courses.

B. Assessments of Student Learning
   1. Common in-term examinations, assignments, or other assessments of student learning that are used on a UW Colleges campus or online course shall be used, or:
   2. The appropriate academic department will review measures used to assess student learning and grading practices each semester. The high school adjunct instructor will submit exams, assignments, or other assessments of student learning to the appropriate department or program chair (or designee) for evaluation. Academic departments and programs will determine the materials required for reviewing assessments and grading for their dual credit courses.

C. Final Examinations or Other Equivalent Final Assessments of Student Learning
   1. A common final examination shall be given, or:
   2. The final examination (or other assessment of student learning that meets the requirements for the department’s final exam policy) shall be developed in close consultation with the appropriate academic department and a copy placed on file in the department.

D. Evaluation of Instruction
   High school instructors who teach dual credit college courses should receive regular formal class visits. Academic departments and programs should oversee and evaluate instruction for CCOHS courses, following the course observation schedule, mentoring processes, and policies that they normally use for evaluating teaching for instructional academic staff. Because of the unique nature of dual credit courses, campuses, departments, and academic programs may develop additional program and course assessment measures to ensure that students in dual credit courses receive high quality college-level instruction that is equivalent to instruction in regular UW Colleges courses.

A faculty member in the department responsible for the course, from a nearby UW Colleges campus, shall be chosen to supervise the course. That faculty member shall conduct on-site visits to talk with teachers and students about the course work, examine papers and texts, and determine that courses and grading are consistent with those courses taught at the UW Colleges campus. That faculty member may also be called upon to give a few lectures. The first time a high school teacher teaches a course, these visits should occur at least once every month. A high school teacher who has previously taught the course may be visited less often.

The responsible UW Colleges faculty member will submit a written report on the course to the appropriate department chair and dean upon completion of the course. Based on this and other evidence, the chair and dean shall determine whether the high school teacher may teach the course again. Each department will determine the nature of the reports their faculty members will submit.
The dean of each participating UW Colleges campus must submit to the provost an annual report evaluating the UW Colleges campus’s experience with the program.

Faculty members who supervise CCOHS courses shall normally receive one credit of released time for each three credits supervised. The credits of released time for a particular course will be determined by the faculty member, dean, and department chair in such a manner as to reflect the amount of involvement of the faculty member.

V. Additional Considerations

Each UW Colleges campus offering courses taught in a high school by high school teachers should develop specific procedures and programs in conjunction with the local high school district and in compliance with the school district’s policies, procedures, and contractual arrangements. The Campus will work through the school district for in-service training of teachers before the program begins, instructional materials, and laboratory resources.

Deans and department chairs considering participation in such courses need to familiarize themselves with the entire GAPP #36 document.