



# College in the High School Program

**Instructor Handbook (2024-2025)**

College in the High School is a program designed for highly motivated high school students who want to earn college credit while meeting their high school graduation requirements. The courses are taught by a qualified high school teacher who closely collaborates with a WWCC Faculty Liaison to ensure that they meet the same standards as the equivalent college course. This program enables students to accelerate their academic progress without compromising their high school experience.

## **WWCC Vision Statement:**

*Walla Walla Community College is the best community college in the nation at producing a well-educated and highly-skilled workforce, and promoting thriving communities.*

## **WWCC Mission Statement:**

*Walla Walla Community College removes barriers to access, provides high quality educational experiences, and facilitates equitable learning and success to cultivate thriving rural communities.*



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## What is the College in the High School (CiHS) Program?

Walla Walla Community College's CiHS program is a cooperative program between the local school districts and WWCC. CiHS allows high school students to earn WWCC college credits while earning their high school credit for approved courses. The high school courses are taught by qualified teachers who work with WWCC Faculty Liaison to ensure equivalence with college-level courses.

## How do students benefit from CiHS?

- **Accessibility:** Students can take college courses at their high school during regular school hours without the need to travel to a college campus, allowing them to stay involved in school activities.
- **Academic Rigor:** Students engage with more challenging academic content in a college-oriented environment.
- **Confidence and Comfort:** Students build academic confidence in a familiar setting, envisioning their success in college.
- **College Credit:** Students earn credits upon completion of CiHS courses, which are recorded on their college transcripts.
- **Cost-Free:** CiHS courses are offered at no cost to students or the partnering school districts.

## How do high school instructors benefit from CiHS?

High school teachers benefit from teaching college-level courses, collaborating with college faculty, and preparing students for higher education. They receive training and work closely with a WWCC Faculty Liaison, who supports their professional development, curriculum planning, assessment standards, and teaching methodologies.

## **College Faculty Liaison Duties & Responsibilities**

All WWCC CiHS Instructors will be assigned a WWCC Faculty Liaison. The Faculty Liaison provides support and resources to the high school teacher as needed. Below are the expectations of the Faculty Liaison:

- Assisting high school teachers with syllabus development, learning objectives, assessment tools, and text selection.
- Reviewing and ensuring high school curricula meet WWCC standards.
- Providing orientation on course curriculum, assessment criteria, pedagogy, and course philosophy.
- Offering professional development, conducting classroom observations, and developing corrective action plans if needed.
- Submitting required documentation such as Paired Assessments, Paired Syllabi, and Statements of Equivalency

## **NACEP Accreditation**

WWCC is working towards the National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation. NACEP “works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus.” In accordance with RCW 28B.10.035, all Washington colleges that offer College in the High School (CiHS) programs must obtain NACEP accreditation by the academic year 2027-28. As part of the accreditation process, high school instructors are required to submit the documentation outlined in the CiHS teacher responsibilities. You may also need to provide additional information to support the process of obtaining NACEP accreditation.

## What are the CiHS teacher's responsibilities?

1. **Attend Orientation & Training:** Participate in new teacher orientation and course-specific training.
2. **Align Syllabus & Curriculum:** Use guidance from your Faculty Liaison to ensure your high school syllabus aligns with WWCC's course standards.
3. **Confirm Prerequisites:** Verify that students meet prerequisites before enrollment.
4. **Assist with Enrollment:** Help students with registration and provide them with the CiHS Student Handbook.
5. **Communicate Program Benefits:** Use the provided parent letter to inform students and parents about earning college credit in high school.
6. **Submit Rosters & Manage Changes:** Confirm and submit the class roster, and assist with adding or dropping students as needed.
7. **Deliver Course Content:** Teach the college course with a focus on college-level expectations and maintain WWCC's pedagogical standards.
8. **Participate in Professional Development:** Engage in required annual training to stay current with content and instructional practices.
9. **Collaborate on Outcomes & Assessments:** Work with your Faculty Liaison to align course outcomes, grading criteria, and assessments with the on-campus course.
10. **Participate in Classroom Site Visit:** During the site visit, demonstrate a typical class session and address any feedback with your Faculty Liaison.
11. **Remind Students to Evaluate:** Ensure students complete and submit course evaluations.
12. **Submit Grades:** Provide grades promptly after course completion.
13. **Provide Feedback:** Offer feedback and documentation to support WWCC's annual reporting and program improvement.
14. **Notify the CiHS Coordinator** and Faculty Liaison should the high school teacher have an absence lasting more than five days, or should the teacher resign or otherwise vacate the position.

## What should be included in a CiHS course syllabus

Your Faculty Liaison will provide the Master Course Outline (MCO) for your course, along with sample syllabi from WWCC faculty. The CiHS course syllabus should mirror the corresponding WWCC course. Below is a list of items required for NACEP accreditation in your syllabus. You are welcome to include any additional information as long as these items are included.

1. **Course Name and Title (Must include WWCC in this)**  
Course Description  
Course Number  
Year and Quarter  
Class Days, Time, Location
2. **Instruction Information**  
Instructor Name  
Contact information (campus email and office phone number)  
Office hours (if applicable)
3. **Course Description**  
The course description from the Master Course Outline (MCO)
4. **Course Objectives and Outcomes**  
Upon successful completion of this course, students will be able to:  
(Insert the course outcomes from the MCO)
5. **Course Topics**  
(See MCO list)
6. **Books and Materials**  
Textbook Title, Author, Publisher, Date of Publication and ISBN
7. **Expectations, Level of Rigor**
8. **Grading Policy**  
Include WWCC grading from the Faculty Liaison
9. **WWCC Required Policies**- See Appendix for statements to include:  
Diversity  
ADA  
Title IX  
Reasonable Accommodations for Religion/Conscience

## Student Enrollment & Registration

Students are concurrently enrolled at their high school school and WWCC. After completing the CiHS course, high school students will earn the associated WWCC transcribed course credit. Please refer to your CiHS binder for additional information about assisting students with applying to WWCC, registering for classes, and additional information.

## How do CiHS instructors help students enroll at WWCC?

- Communicate prerequisite and placement testing score information and requirements to the student and parent/guardian prior to enrolling at WWCC. All students who do not meet the prerequisites should be directed to take the Guided Self-Placement test located on the WWCC website.
- Provide each student with a CiHS Student Handbook, Release to Access Education Records form, and parent letter.
- Assist students as necessary with navigating the WWCC Website for admissions.

## Course Registration

- Students must complete the *WWCC Registration/Add-Drop Form* and turn it in by the date listed on the CiHS Academic Calendar. Please provide the course's **four-digit item number** to all CiHS students and verify that it has been entered correctly on the forms.
- High School Instructors will collect and submit signed, completed registration forms to the CiHS coordinator, who will then submit them to the Office of Admissions and Records for processing. Please ensure that signed parent letters and any Release to Access Educational Records forms are also submitted.

## Course Drop Date

- Students have until partway through the course to determine whether they want to continue taking the course for college credit. Please refer to the Academic Calendar for important dates. They must complete the *WWCC Registration/Add-Drop Form*, which is available in your binder. Your assistance with this process is greatly appreciated.
- Please provide advance notice of the drop date to your CiHS students. If dropped by the first deadline, the student will have no activity listed on his or her WWCC transcript. Once that first deadline has passed, the student may still drop the class but will receive a "W" grade posted to their official transcript. The student will continue enrollment in the class for high school credit but will not receive transcribed college credit. A student cannot drop the class after the second and final drop deadline; once that deadline has passed, the student will receive a letter grade transcribed on their WWCC college transcript. Please see your annual calendar for drop dates.



## **Classroom Site Visits**

New CiHS teachers will have two classroom visits from the Faculty Liaison during their first year teaching the CiHS course. After the initial year, classroom site visits will take place once annually.

\*\*\*This is not a teacher assessment; it is a teaching and course assessment. You are afforded the same academic freedoms all WWCC instructors have in selecting the best teaching style and assessment strategies for you. After the site visit, you and your Faculty Liaison are required to sign the Site Visit Observation form. The original signed copy is forwarded to the CiHS coordinator.

### **Classroom Visit Requirements:**

- Faculty Liaison will schedule your annual site visit on a regular school day. The observation will not occur on a day with a "special" schedule, a shortened class period, or during a test or field trip.
- Be prepared to share the course syllabus, outline, teaching notes, lesson plan, and examples of handouts, assessments, homework, slides/PowerPoints, and graded student work with the WWCC Faculty Liaison.
- The teaching evaluation form is provided in the binder.

### **After the Class Observation:**

- Discuss and share perspectives about the observed classroom session.
- If needed, discuss any goals or areas of concern identified by either you or the Faculty Liaison and outline the steps necessary to achieve the desired improvements.
- Sign the Observation and Site Visit Report.
- All of this can be done via phone or email.

## **What are the CiHS student evaluation forms?**

- During the second half of each CiHS course, your students will complete a standard WWCC course evaluation form. The intent of the form is to include the students' perspective on facets of the classroom, instructor, course delivery, and how well they felt supported in their learning. All CiHS students complete the student evaluations.
- Several weeks before the end of your CiHS course, the high school instructor will be emailed a link to the evaluation form to distribute to the students.
- The information from the student evaluation will be processed by the CiHS staff; you and your high school administrator will be sent a synopsis of the data.

## **Suspension of Approval**

WWCC will work with high school teachers who are struggling to meet program expectations. When there is a substantial or consistent deficiency in fulfilling responsibilities, a corrective action plan with specific outcomes will be developed in part with the Faculty Liaison and appropriate dean.

### **Referral for corrective action include:**

1. Non-participation in annual site visits, professional development, and course evaluations.
2. Evidence of non-compliance with meeting course learning outcomes, aligned syllabi, forms of assessment, grading criteria, academic rigor, or departmental pedagogy.

### **The corrective action plan will include:**

1. The problem(s) or area(s) of non-compliance, in concrete terms
2. Required outcomes
3. Evidence required to demonstrate improvement
4. Timeline for completion

If the corrective action plan outcomes are not met or the college/secondary instructor relationship fails, WWCC will not renew the teacher's approval for the next year's program. We will notify you and your administrator in writing.

## **Student Teachers**

Student teachers are not approved to teach in a College in the High School approved course. Should a student teacher be assigned to teach the approved course, the course will not be available for participating students to earn WWCC course credit.

## How does the CiHS instructor submit grades?

- The CiHS coordinator will email a class roster approximately three (3) weeks before the completion of the CiHS class.
- The CiHS high school instructor will record each student's grade and email the form back to the WWCC CiHS Coordinator no more than ten (10) days after the class ends. This email must come from the instructor's official school email account.
- Send questions and emails to [linda.clark@wwcc.edu](mailto:linda.clark@wwcc.edu), 509.524.5187

## What is the CiHS course grading system?

The CiHS teacher must follow the WWCC grading scale.

### **The following grades are used:**

#### **Outstanding Achievement**

- **A** 4.0 points per credit hour
- **A-** 3.7 points per credit hour

#### **High Achievement**

- **B+** 3.3 points per credit hour
- **B** 3.0 points per credit hour
- **B-** 2.7 points per credit hour

#### **Average Achievement**

- **C+** 2.3 points per credit hour
- **C** 2.0 points per credit hour
- **C-** 1.7 points per credit hour

#### **Minimum Achievement**

- **D+** 1.3 points per credit hour
- **D** 1.0 points per credit hour

#### **Unsatisfactory Achievement**

- **F** 0.0 points per credit hour

*While 504 and IEP plans do not transfer to WWCC, the accommodations that a student has with their school can be used while participating in WWCC CiHS classes. Please note, a pass or fail grade is NOT an option for this program, even if that is included in your accommodation plan. [WWCC Disability Support Services](#) is still available if you have questions.*

## Grades not included in GPA calculation

**I - Incomplete:** The grade of “I” may be assigned upon the request of the student and with the concurrence of the instructor. It is available only to a student who is doing passing work and has completed at least two-thirds of the coursework when a circumstance arises that prevents normal completion. Neither lateness in completing work nor the desire to do extra work to raise a poor grade is considered an extenuating circumstance. A student must contact their instructor and negotiate a formal agreement with the instructor specifying:

- The work completed by the last day the student was actively involved in the course
- The work remaining to complete the course
- The work required to complete the course must be finished in the subsequent quarter
- The grade to be issued if the work has not been completed by the end of the subsequent quarter

A student with an incomplete grade in a prerequisite course may enroll in a subsequent course. However, the student must successfully complete the required work for the prerequisite course and replace the incomplete with a grade that meets the prerequisite requirement during the first three days of the subsequent quarter. If the student does not complete the prerequisite course in the first three days of the subsequent quarter, the student will be administratively dropped from the class.

If a student does not make up the incomplete grade, the grade will lapse to the indicated grade on the contract.

**N - Audit:** course not taken for credit (does not appear on transcript). Students wishing to enroll for audit must do so by the 5th day of the quarter.

**P - Passing:** Used for short courses and workshops where deemed appropriate by the Vice President of Instruction.

**W - Withdrawal:** Students finding it necessary to withdraw from a class or the College must complete an official withdrawal form and submit it to the Office of Admissions and Records. Withdrawals can be processed at the Office of Admissions and Records throughout any drop period. Students should refer to the Important Dates document to find the last day to drop listed on their provided academic calendar. Failure to withdraw officially from classes may result in failing grades being assigned,

**Z - No credit:** student has not met minimal objectives due to documented extenuating circumstances (accident, illness, death in the family, etc.). The faculty member initiates this grade. This grade is not computed in the GPA.

## **Course Grades**

At the end of the school year, grades are processed for each student enrolled for credit. Students will not receive regular grade reports from WWCC but may view their grades by getting an unofficial copy of their transcript online. Both official and unofficial transcripts may be ordered online at [wwcc.edu/transcripts](http://wwcc.edu/transcripts).

## **Academic Integrity & Student Code of Conduct**

As a CiHS student, you are also considered a WWCC student, and maintaining academic honesty and integrity is of vital concern to the college community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:

- Cheating
- Fabrication and falsification
- Plagiarism
- Abuse of academic materials and/or equipment
- Complicity in academic dishonesty

For more information on the Student Code of Conduct, scan the QR code below:



## Appendix

### Course Prerequisites List

WWCC uses Guided Self-Placement for placement testing. This will help determine your correct Math, English, and Reading placement. If you have any questions, please contact the Testing Center at 509.527.4267 or email [placement@wwcc.edu](mailto:placement@wwcc.edu). You can find direct links to both the English and Math Guided Self-Placement [here](#).

<b>Course #</b>	<b>Course Title</b>	<b>Reading</b>	<b>Writing</b>	<b>Math</b>
BIOL& 160	General Biology w/Lab		Appropriate placement score or Grade of C or higher in ENGL 087	
CHEM& 121	Intro to Chemistry		Appropriate placement score or Grade of C or higher in ENGL 087	Appropriate placement score or Grade of C or higher in MATH 078, 78E 079
CMST& 220	Public Speaking			
ENGL&101	Composition I		Appropriate placement score or Grade of C or higher in ENGL 097	
ENGL&102	Composition II		Grade of C or higher in ENGL& 101	
ENGL 270	Genre Literature			
HIST& 214	Pacific NW History			
HIST& 148	US History III			
POLS& 202	American Government			

## Required Policies

Include in your syllabus the required Diversity, ADA, Title IX, and Religious Event Statements. Scan the QR code below to access these statements.



Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; [titleix@wwcc.edu](mailto:titleix@wwcc.edu).