



NATIONAL ALLIANCE OF  
**CONCURRENT ENROLLMENT**  
PARTNERSHIPS

# **NACEP Accreditation Mini-Series**

## **Student Standards**

**March 10, 2016**

*advancing quality college courses in high school*

# Presenters



**Dr. Marian Borgmann Ingwersen, Nebraska Wesleyan University**

She is a NACEP Accreditation Commissioner. She is also in her 10th year as Director of the Nebraska Wesleyan Honors Academy and successfully completed NACEP reaccreditation a year ago. Prior to her current position, she has been a college biology professor and 7-12 science teacher. She has children in college, high school and middle school and lives on a small farm near Lincoln, NE.

**Bretton DeLaria, Saint Louis University**

He is the sixth director of the oldest dual credit program west of the Mississippi. He oversees over 6,000 students, 100+ schools in six states, that award annually roughly 45,000 credit hours. He has been recognized as a "thought leader" for his work with the 1818 ACC program by the Missouri Early College Advisory Board, Missouri Alliance of Concurrent Enrollment Programs, National Alliance of Concurrent Enrollment Partnerships, and Noodle.com, which ranks the 1818 ACC Program as one of the ten best in the nation.



# Student Standards 101

- Student 1** – Enrollments and grades recorded on official transcript. Registration, withdrawal, grading and transcript policies consistent with on-campus policies.
- Student 2** – Comparable course pre-requisites and placement procedures.
- Student 3** – Student handbook or equivalent.

# Student Standard 1: What the Review Team Looks For

## S1 Required Evidence

- 1) Official letter from the college/university registrar verifying compliance with the standard.

EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT APPEARS ON REVERSE SIDE

Course Level: Undergraduate  
High School: Southridge High School 28-MAY-2015

Current Program  
College: College of Sci, Engr, & Educ  
Major: Unclassified-Teacher Cert

SOUR NO.	COURSE TITLE	CRED	END	PTS	R
INSTITUTION CREDIT:					
Term: Fall 2007					
University Division					
Unclassified					
GEOS 111	Physical Geography	3.00	A	12.00	
GEOS 130	World Geography	3.00	A	12.00	
Term: 1hrs: 6.00 GPA-hrs: 6.00 QPAs: 16.00 GPA: 4.00					
Good Standing					
Term: Fall 2009					
Graduate Studies					
Undecided					
KIST 271	Hist of Middle East	3.00	A	12.00	
Term: 1hrs: 3.00 GPA-hrs: 3.00 QPAs: 12.00 GPA: 4.00					
Good Standing					
Term: Spring 2013					
College of Educ & Human Serv					
Unclassified-Teacher Cert					
POLS 140	Amer Politic Theory	6.00	B	6.00	
Term: 1hrs: 6.00 GPA-hrs: 6.00 QPAs: 6.00 GPA: 6.00					
Good Standing					
***** CONTINUED ON NEXT COLUMN *****					


TRANSCRIPT TOTALS

TOTAL INSTRUCTION	Earned Hrs	GPA Hrs	Points	GPA
5.00	5.00	5.00	26.00	4.00
TOTAL TRANSFER	6.00	6.00	6.00	6.00
OVERALL	5.00	5.00	26.00	4.00

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

THIS TRANSCRIPT IS PRINTED ON BLUE SCRIP-SAFE® PAPER AND DOES NOT REQUIRE A RAISED SEAL

USI Outreach and Engagement  
Attn: Erin Hollinger

  
Sandy Frank  
Registrar

# Student Standard 1

## Sample from Nebraska Wesleyan

<https://www.nebrwesleyan.edu/undergraduate-admissions/apply/nebraska-wesleyan-honors-academy-dual-credit-program>



January 23, 2014

National Alliance of Concurrent Enrollment Partnerships  
c/o Wesleyan Honors Academy  
Nebraska Wesleyan University  
5000 St. Paul Ave  
Lincoln, NE 68504

To Whom It May Concern:

High school students taking courses through Wesleyan Honors Academy concurrent enrollment program are enrolled as non-matriculated (non-degree) students of Nebraska Wesleyan University. Each student has an academic record with us and an official Nebraska Wesleyan transcript is available.

Sincerely,

Nancy A. Schilz  
University Registrar

5000 SAINT PAUL AVENUE  
LINCOLN, NEBRASKA 68504-2794  
CAMPUS LINE 402.466.2371  
TOLL FREE 800.541.3818  
FACSIMILE 402.465.2179  
[www.nebrwesleyan.edu](http://www.nebrwesleyan.edu)

OTHER:

MAJOR(S) :  
MINOR(S) :  
DEGREE(S):

DEPT	NO	TITLE	GRD	HRS	PTS	DEPT	NO	TITLE	GRD	HRS	PTS
HONORS ACAD	12-13	NEBR WESLEYAN									
HIST	002	U.S. SOC & CULT SN 187 A+		3.0	12.00						
		HRS, CMPT HRS, IN, GPA									
TERM:	3.0	3.0	12.0	4.00							
CUM:	3.0	3.0	12.0	4.00							
HONORS ACAD	13-14	NEBR WESLEYAN									
SK ENG	001	ENG LANG AND WRITING A+		3.0	12.00						
		HRS, CMPT HRS, IN, GPA									
TERM:	3.0	3.0	12.0	4.00							
CUM:	6.0	6.0	24.0	4.00							

Don't Use

The officially sealed and signed transcript is printed on back DOUGHER BASIC security paper with the name of the university printed in white type across the face of the document. A raised line is not required. When photocopied the word VARIO should appear in BLACK ON WHITE COPY OR A COLOR COPY SHOULD NOT BE CONSIDERED OFFICIAL.

*Nancy A. Schilt*  
Nancy A. Schilt, University Registrar


Redact, Redact,  
Redact!

# Student Standard 1

## Sample from 1818 Advanced College Credit Program


- Create a culture through training of registration
- Empower students/parents/schools with resources
- Registration completely online
- New Student v. Returning Student
- Confirmation Emails (Automated)
- Welcome Email

# New Student Application



SAINT LOUIS UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES

APPLY MAJORS & PROGRAMS CONTACT PEOPLE FINDER SLU HOME

Search SLU 

College of Arts & Sciences Home

1818 Advanced College Credit Program

Students

- Eligibility Requirements
- Registration Resources
  - New Student Application**
  - Returning Student Registration
- Course(s) Information
- Tuition and Payment
- Course Reinstatements
- Student Tuition Scholarships
- Transferring 1818 ACC Credits
- Dropping Courses
- Student Handbook
- Banner Tutorials

High Schools

Parents

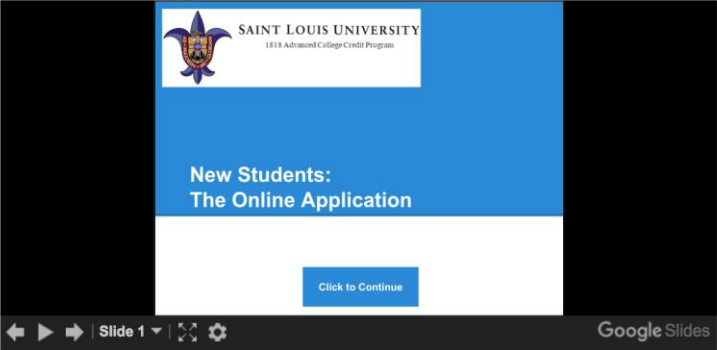
SLU Faculty Liaisons

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1818 Advanced College Credit Program


New Student Application



SAINT LOUIS UNIVERSITY  
1818 Advanced College Credit Program

New Students:  
The Online Application

Click to Continue

Slide 1 |  Google Slides

Get started! Review the tutorial above or scroll down for step-by-step instructions.

Step-by-Step Instructions for Applying to SLU's 1818 ACC Program

If you are new to the 1818 ACC Program and have not taken any 1818 ACC courses in your high school there are four important steps you need to follow to ensure you are registered on time and correctly.

1. Speak with your high school coordinator or instructor(s) who will:
  - ensure you have met the 1818 ACC Admission Standards



## Application Checklist

 Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.



Name



High School



Address and Phone



Parental Information



Personal Information




Course Registration and Misc.

Application is Complete

Finish Later

[Email the SLU 1818 Advanced College Credit Program office](#)

### Course Registration and Misc. (Checklist item 6 of 6)

 When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

\* - indicates a required field.

Course (CRN) #1: [Click here to find your CRN\\*](#)

Course (CRN) #2: [Click here to find your CRN](#)

Course (CRN) #3: [Click here to find your CRN](#)

Please state the name and school role of the person who recommended you for this program. (Ex. Mr. Robert Smith, Principal). \*

Would you like for this registration to serve as a preliminary Application for Undergraduate Admission to Saint Louis University?\*

[FERPA Release to allow Transcript Requests](#)

I certify that as of this date, I give permission to disclose to the previously recorded parent or legal guardian information contained in my student records under the conditions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). I am aware this is in effect from the date submitted for the time I am a student at Saint Louis University. Changes to permission for disclosure must be made in writing to the Office of the University Registrar. More information can be found at [ferpa.slu.edu](http://ferpa.slu.edu)\*

[Return to Checklist without saving changes](#)

RELEASE: 8.1

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☐ Yes ☐ No  
☐ Yes ☐ No

# Returning Student Application

Aug 22, 2014 10:45:15 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

You may not drop your last class via Banner self-service. If you are withdrawing from SLU, please contact your advisor.

To purchase your books click on [Order Books](#).

To register for a parking permit click on [Permit Registration](#).

Undergraduate students enrolled below 12 hours may be ineligible for some scholarships/awards.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered (Web) on Jul 01, 2014	None	11757	CMM	500	50	Post-Baccalaureate / Graduate	3.000	Standard Letter	Graduate Study of Comm	
Registered (Web) on Jul 01, 2014	None	16447	CMM	504	50	Post-Baccalaureate / Graduate	3.000	Standard Letter	Reading Fndtns in Comm Theory	

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 15.000

Date: Aug 22, 2014 10:45:15 am

## Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Level Restriction	16781	ENGL	1500	X02	Undergraduate	3.000	Standard Letter	The Process of Composition	

## Add Classes Worksheet

CRNs

The "Current Schedule" area will list the courses that individuals have successfully registered for after entering the CRNs in the Add Classes Worksheet below and hit submit.

If there is an error when trying to register, an error message will come up. This is a prompt to call our office to troubleshoot the issue.

The "Add Classes Worksheet" area allows students to enter multiple CRNs. Student should look up all CRNs and enter them in each individual field and then click submit.

[\[ View Holds \]](#) [\[ Change Course Options \]](#) [\[ Registration Fee Assessment \]](#) [\[ View Student Schedule \]](#)

RELEASE: 8.5.3

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# Student Standard 2

## What the Review Team Looks For

### S2 Required Evidence

- 1) Published outline of registration process provided to students and schools including any prerequisites for each college/university course administered through the CEP.
- 2) Description of process used to implement any prerequisite requirements.



# Implementing Student Standard 2: Example Nebraska Wesleyan

<https://www.nebrwesleyan.edu/undergraduate-admissions/apply/nebraska-wesleyan-honors-academy-dual-credit-program>

# Implementing Student Standard 2:

## Example 1818 ACC

- Training/Orientation we drill into instructors the GPA requirement and exemption policies
- Email requirements and exemption reminder every semester
- Registration Resources webpage for HS
- Technology helps filter student errors /set pre-reqs
- Weekly rosters catch any enrollment issues

Term: 201620 ▼

CRN: 20562 ▼

Term: 201620 ▼

### Section Information

### Section Test Score and Prerequisite Restrictions

### Section Information

### Section Information

### Section Test Score and Prerequisite Restrictions

And	Or	'(	Test Code	T S
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Subject: MATH

Course Number: 1520

Section Title: Calculus II

Prerequisite Check Method:

☐ Basic or None

☒ CAPP

☐ DegreeWorks

### Section CAPP Area Prerequisite Restrictions

Area

Description

Activity Date

ZMATH1520

MATH 1510

19-JAN-2015

Saint Louis University

Prepared By: Office of the University Registrar

Prepared On: Apr 23, 2014

Unduplicated 1818 Student Roster for O'Fallon Township Hs ( 143270 ) for Spring 2014 ( 201420 )

Hist of the U.S. Since 1865 - HIST-261-X50 ( 29643 )

<u>Last Name</u>	<u>First Name</u>	<u>SLUNetID</u>	<u>SID</u>	<u>Course Count</u>
A	K	al	00	1
A	Ja	al	00	1
A	D	al	00	2
A	E	ea	00	1
A	G	g	00	1
A	E	an	00	1
A	R	ad	00	2
B	B	ba	00	2
B	A	ba	00	2
B	R	rb	00	2
B	E	el	00	2
B	M	bi	00	1
B	M	bi	00	1
B	A	bi	00	2
B	S	si	00	2
B	K	bi	00	1
C	C	ca	00	1
C	A	ca	00	2
C	B	ca	00	2
C	B	ca	00	1
C	H	ic	00	1


# Student Standard 3: What the Review Team Looks For

## S3 Required Evidence

- 1) CEP publication addressing topics including, but not limited to, college/university student conduct policies such as academic integrity, consequences of plagiarism and academic dishonesty; advising issues such as prerequisites, pre-testing, course load and grading standards; and processes such as course cancellation, registration and credit transfer.




# Student Standard 3: 1818 ACC Example



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- FAQs
- Program Benefits
- Course Descriptions
- Transferability Report
- Participating High Schools
- ▶ **Policies & Procedures**
  - Academic Records Policies
  - Adjunct Instructor & Coordinator Policies
  - Advisory Board Policies
  - Curriculum Policies
  - Faculty Liaisons Policies
  - High School Participation Policies
  - Partner Accolades and Awards Policies
  - Registration Policies
  - Tuition and Payment Policies
- Program Awards for High Schools
- Connect with 1818 ACC

## 1818 Advanced College Credit Program

### Policies and Procedures



The following policies help outline the expectations individuals can expect from the Program.

#### General Program Information

##### Mission

▶ **Students**

- Eligibility Requirements
- Registration Resources
- Course(s) Information
- Tuition and Payment
- Course Reinstatements
- Student Tuition Scholarships
- Transferring 1818 ACC Credits
- Dropping Courses
- Student Handbook
- Banner Tutorials



## SAINT LOUIS UNIVERSITY

### 1818 Advanced College Credit Program



## SLU 1818 ACCess Student Monthly Newsletter

November 2015 Edition



### Fall Tuition Due Before December 1st

A quick reminder that tuition invoices **must be paid in full** before December 1, 2015.

Any students with partial or no payments will be dropped for non-payment and have to pay a \$50 reinstatement fee plus tuition to receive their credit.

### Upcoming Events

- Fall 2015 Tuition Due - BEFORE 12/01/15
- Course Evaluations Open- 12/01/15
- Non-payment Course Drops - 12/02/15

[\[+\] View Full Event Calendar](#)

### Connect with 1818 ACC

- Like Us on Facebook
- Follow Us on Twitter
- Visit Us Online



## SAINT LOUIS UNIVERSITY OFFICE OF STUDENT FINANCIAL SERVICES

Date: December 16, 2013

Dear Saint Louis University Student:

1098-T statements report tuition and other education expenses which were applied to your student account during the 2013 calendar year. Saint Louis University is required to report this information to you and the Internal Revenue Service (IRS) in January.

Saint Louis University records indicate your social security number is not on file with the University Registrar. To receive your 1098-T, please complete the [Personal Information Update Form](#), sign and date it and deliver it to the office of the University Registrar, located in DuBourg 22, along with a copy of your Social Security Card no later than January 4, 2014. The University will be closed December 24, 2013, to January 1, 2014.

If it is not convenient for you to drop by the office, you may fax or scan the documents. See the form for the fax number and email address. Please send from your SLU account, if you choose to email the scanned forms.

Should you have any questions, please do not hesitate to contact us. Thank you.

Office of Student Financial Services

>> This electronic mail message contains information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of the Addressee(s) named herein. If you are not the intended recipient, an addressee, or the person responsible for delivering this to an addressee, you are hereby notified that reading, using, copying or distributing any part of this message is strictly prohibited. If you have received this electronic mail message in error, please contact us immediately and take the steps necessary to delete the message completely from your computer system. Thank you.

DUBOURG HALL ROOM 121, ONE GRAND BLVD. ST. LOUIS, MO 63103  
P. (314) 977-2350 F. (314) 977-3437 SFS@SLU.EDU FINAID.SLU.EDU



**Future NACEP Accreditation Mini-Series topics:**

April 21 - Assessment Standards

May 19 - Program Evaluation Standards