



NATIONAL ALLIANCE OF  
CONCURRENT ENROLLMENT  
PARTNERSHIPS

# **NACEP Accreditation Institute**

## **Student and Faculty Standards Breakout**

# STUDENT STANDARDS – CURRENT STANDARDS

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

# STUDENT STANDARDS – 2017 STANDARDS

- Student 1** – Consistent registration and transcribing policy practices is now the **explicit standard**.
- Student 2** – **Process** to ensure course pre-requisites are met.
- Student 3** – Students are **advised** about benefits, implications & policies
- Student 4** - Learning Resources and Student Support Services

# WHAT THE REVIEW TEAM LOOKS FOR IN THE STUDENT STANDARDS

## 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-NOV-2005

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

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:					
Term: Fall 1997					
University Division					
Unclassified					
GEOS 111	Physical Geography	3.00	A	12.00	
GEOS 330	World Geography	3.00	A	12.00	
Term: Ehrs: 6.00 GPA-hrs: 6.00 QPts: 24.00 GPA: 4.00					
Good Standing					
Term: Fall 2000					
Graduate Studies					
Undecided					
HIST 271	Hist of Middle East	3.00	A	12.00	
Term: Ehrs: 3.00 GPA-hrs: 3.00 QPts: 12.00 GPA: 4.00					
Good Standing					
Term: Spring 2001					
College of Educ & Human Serv					
Unclassified-Teacher Cert					
POLS 389	Amer Politicl Theory	6.00	A	6.00	
Term: Ehrs: 6.00 GPA-hrs: 6.00 QPts: 6.00 GPA: 4.00					
Good Standing					
***** CONTINUED ON NEXT COLUMN *****					

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	9.00	9.00	36.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	9.00	9.00	36.00	4.00

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

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

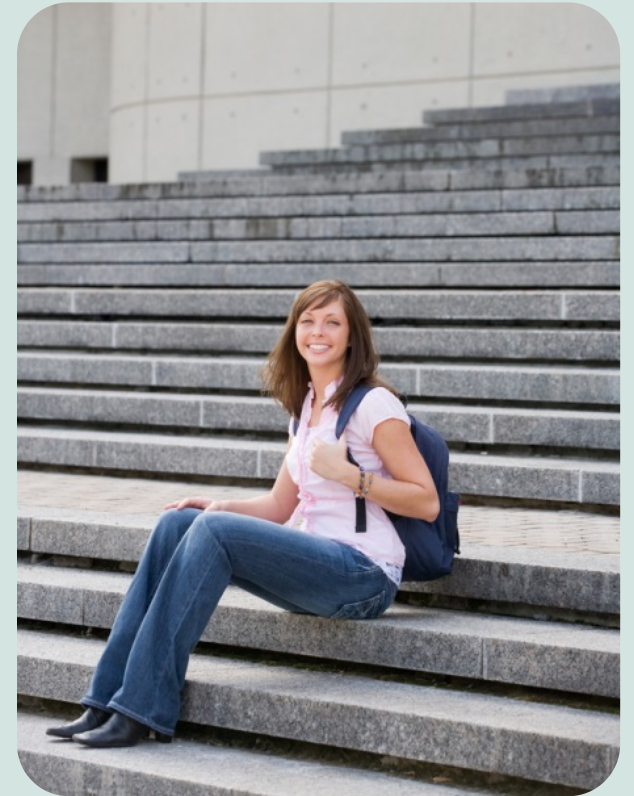
USI Outreach and Engagement  
Attn: Erin Hollinger

*Sandy Frank*  
Sandy Frank  
Registrar

# WHAT THE REVIEW TEAM LOOKS FOR IN THE STUDENT STANDARDS

## **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.



# WHAT THE REVIEW TEAM LOOKS FOR IN THE STUDENT STANDARDS

## **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 STANDARDS ASSESSMENT ACTIVITY



# FACULTY STANDARDS – CURRENT STANDARDS

**Faculty 1** – Academic departments review/approve applicants according to own criteria.

**Faculty 2** – Required course-specific training before teaching.

**Faculty 3** – Discipline-specific professional development offered annually.

**Faculty 4** – Compliance expectations publicly published.



# FACULTY STANDARDS – 2017 STANDARDS

- Faculty 1** – Academic departments review/approve applicants according to own criteria based off **minimum qualifications for instructors teaching the course on campus.**
- Faculty 2** – **Faculty Liaisons provide course-specific training** to all new instructors before teaching.
- Faculty 3** – **Concurrent enrollment instructors participate in** annual discipline-specific professional development
- Faculty 4** – **Instructors are informed of and adhere to program policies and procedures.**

# F1 REQUIRED EVIDENCE

- 1) CEP published documents describing departmental criteria & processes for appointing, approving & denying instructors.
- 2) Three completed samples of instructor applications, representing varied departments, including documents required by the CEP (with secure information removed) & corresponding approval/appointment letters.
- 3) One completed sample of CEP letter/form of instructor denial of appointment (with secure information removed).

# F2 REQUIRED EVIDENCE

- 1) Two samples of discipline-specific training & orientation materials for new CEP instructors representing different disciplines.
- 2) Attendance reports, agendas, & participant evaluations documenting practice & implementation of new CEP instructor training and orientations.
- 3) A comprehensive CEP administrative policy and practice guide.

2012 CAP Summer Workshop Sign In Sheet  
July 26, 2012  
8:15 a.m. - 3:00 p.m.  
USI University Center

ENG 00 3076

First	Last	Discipline	Time In A.M.	Signature	Time Out P.M.	PGP Certificate?
Joy	Alldredge	ENG 101	8:20	Joy Alldredge	3:00	yes
Laura	Bernhard	ENG 101	8:40	Laura Bernhard	1:00	yes
Bracher		ENG 101	8:20	Bracher	3:00	yes
Missy	Feller	ENG 101	8:35	Missy Feller	3:00	yes
Paula	Harmon	ENG 101	8:45	Paula Harmon	3:01	yes
Meg	Johnson	ENG 101	8:50	Meg Johnson	3:00	yes
Erica	Meier	ENG 101	7:45	Erica Meier	3:05	yes
Rose	Rogge	ENG 101	8:30	Rose Rogge	11:00	
Vicki	Rueger	ENG 101	8:40	Vicki Rueger	12:00	
Patrick	Shaw	ENG 101	8:40	Patrick Shaw	3:05	yes
Stan		ENG 101	8:40	Stan	3:00	yes
Tammy	Vick	ENG 101	8:40	Tammy Vick	3:00	yes
Kathy	Weber	ENG 101	8:00	Kathy Weber	3:00	
Lee Ann	West	ENG 101	8:15	Lee Ann West	3:05	

# F3 REQUIRED EVIDENCE

- 1) Description of CEP's annual professional development; include the format, delivery methods & frequency.
- 2) Example professional development activities of each discipline (seminar agendas, materials covered, conference report, etc.).
- 3) Procedures and/or policy describing how CEP ensures & tracks professional development participation.

# F4 REQUIRED EVIDENCE

- 1) Published procedures &/or policies from the CEP addressing non-compliance.

Administrative Guide	Policies and Enrollment Procedures for High School Instructors, Counselors and Administrators Partnering with the College Achievement Program	
Registration Packet Information	Table of Contents	
	<a href="#">Program Overview</a>	<a href="#">Instructor Qualifications &amp; Training</a>
	<a href="#">Instructor Responsibilities</a>	<a href="#">Instructor Non-Compliance Policy</a>
	<a href="#">Benefits of Serving as a CAP Instructor</a>	<a href="#">CAP Travel &amp; Lodging Policies</a>

# FACULTY STANDARDS QUESTIONS



# FACULTY STANDARDS ASSESSMENT ACTIVITY

