

Policies & Procedures Guide

2023-2024

UConn

EARLY COLLEGE
EXPERIENCE

TABLE OF CONTENTS

2 UConn ECE Mission

3 Director's Welcome

4 Program & Standards Overview

- UConn ECE
- Program Benefits
- NACEP & UConn ECE

7 Partner Responsibilities

- The Role of the UConn ECE High School
- The Role of the UConn ECE Instructor
- The Role of the UConn ECE Faculty Coordinator
- The Role of the UConn ECE Site Representative
- The Role of the High School Principal
- The Role of the UConn ECE Library Media Specialist
- UConn ECE Description in High School Catalogs

13 UConn ECE Policies

- Grading
- High School and UConn Grade Differences
- Sequential Course Policy
- Repeating a Course
- Class Size
- Non-UConn ECE Students in UConn Courses
- FERPA Policies
- UConn ECE & Advanced Placement (AP)

ece.uconn.edu

21 Student Policies

- Pre-Enrollment Guidance
- Student Eligibility & Registration
- Post-Graduate Course Offerings-CT Private High Schools ONLY
- Students with Disabilities/Accommodations
- Program Fees
- Program Fee Waivers
- Hardship Requests
- Academic Integrity
- Course Evaluations
- UConn Transcripts
- Credit Transfer Database
- No Retroactive Credit

29 UConn ECE Instructor Certification Process & Requirements

- UConn ECE Instructor Certification Process
- Certification Requirements
- New Instructor Orientation
- Maintaining Certification
- Certification Expiration
- Revoked Certification
- Extended Leaves & Departures: "Temporary ECE Instructor Approval"

38 Thank you

THE MISSION OF UCONN EARLY COLLEGE EXPERIENCE

UConn Early College Experience is committed to providing access to, and preparation for, higher education through its ability to offer University of Connecticut courses to high school students. UConn Early College Experience is committed to excellence in education by fostering a relationship between higher education and partner high schools to create an effective transition for students from secondary to post-secondary opportunities.

WELCOME TO UCONN ECE!

UConn Early College Experience (ECE) is the oldest concurrent enrollment program in the Nation (est. 1955) and is the only Connecticut program to be accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

As the largest program in Connecticut, UConn ECE is proud to have the support of exceptional faculty across 38 university departments and to partner with incredibly talented educators and administrators statewide to deliver a high-quality program. As such, the success of the UConn ECE program continues to be guided by two fundamental underpinnings:

- All Connecticut high school students deserve access to high-quality college coursework; and
- All Connecticut educators deserve access to relevant professional learning opportunities that support content area expertise and engage educators in meaningful academic discourse.

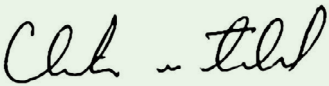
It is through the support and dedication of our UConn ECE community members that students have the greatest likelihood of success. Our ECE Instructors guide Students through an academically rigorous experience with the support of our esteemed Faculty Coordinators, committed high school principals, and our knowledgeable Site Representatives and Library Media Specialists.

Behind the scenes, members of the UConn ECE Program Staff work diligently to provide the overall UConn ECE community with the resources and support they need to deliver a meaningful concurrent enrollment experience. UConn ECE Program Staff are committed to providing exceptional service to Students, families, and instructors and collaborate with program faculty to offer an array of professional

learning opportunities, workshops, and student events.

Specific program policies, procedures, and resources can be located within our UConn ECE Policies & Procedures Guide. Within the document you will find critical guidance for program launch and/or expansion, partnership details, and most importantly, requirements to ensure high academic standards and course comparability. We hope that you take a moment to read through this guide as you build and/or enhance your understanding of UConn Early College Experience.

We thank each of you for the role you play within our UConn ECE community and appreciate your collegial partnership and dedication as we collectively unleash the potential of Connecticut students.



Christopher M. Todd
Executive Director

PROGRAM & STANDARDS

UConn Early College Experience: An Overview

UConn Early College Experience is an opportunity for students to take UConn courses while still in high school. UConn courses taken through UConn ECE are equivalent to the same course at the University of Connecticut with regard to content, rigor, and collegiate expectations. Course comparability is overseen by UConn ECE Faculty Coordinators. UConn courses are taught in the high school by University-certified Instructors – UConn ECE Instructors. Since UConn ECE is a

concurrent enrollment program, students can earn both high school and college credit for each UConn course taken through UConn ECE.

UConn Early College Experience provides:

- An introduction to college academics and rigor in a familiar setting
- Potential for significant financial savings paying for college
- College credits that provide an academic head start on a college degree and other post-secondary opportunities
- Potential opportunities for UConn ECE Alumni to study abroad, double major, or gain internship experience in college, or even graduate early
- UConn credits on an official UConn transcript, transferable to other institutions
- University resources, such as online classrooms and library access, for all UConn ECE Students and certified Instructors
- Collegial exchange between high school and university faculties
- Professional development opportunities for ECE Instructors and Library Media Specialists
- Academic student events such as the French Quiz Bowl, Cardboard Boat Race, Globalization Conference, and more

UConn ECE serves students across the state of Connecticut, helping develop a strong foundation of college coursework, credit, and academic skill set while in high school.

PROGRAM BENEFITS

UConn ECE Instructors, Site Representatives, Library Media Specialists, and Students have access to many of the University's academic resources. While we all tend to see the benefits of the program in the earning of UConn credit, this is only half of the picture. Students who participate in UConn ECE are taking a rigorous University

course, which prepares them for their future as a college student and a part of society. When Students earn credit, it helps them in many ways. Having earned University credits makes students more competitive in the college admissions process. These credits have a very high transfer rate and can give students a head start once in college. Additionally, Students and faculty have full academic access to a Research I university library, so you can use books, articles, and other media to support your research. HuskyCT, the UConn course management tool, and other online resources are available to all UConn ECE Instructors. Visit ece.uconn.edu/instructors/instructor-benefits/ for all program benefits.

NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS & UCONN ECE

UConn Early College Experience is the only Connecticut concurrent enrollment program to be an accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). UConn ECE standards have been developed by both NACEP and the University of Connecticut. All UConn courses offered through UConn ECE must adhere to the policies that have been set by the University of Connecticut. The success of UConn ECE depends upon the personal and professional integrity of all involved. In order to provide a valuable and credible academic experience, Students and faculty must comply with the standards.

NACEP provides the program with standards of academic excellence, research, and advocacy. Established in 1999, NACEP provides concurrent enrollment programs with standards that are increasingly promoted by legislation in states across the Nation. For more information about NACEP and a complete list of NACEP standards, visit nacep.org.

PARTNER RESPONSIBILITIES

THE ROLE OF THE UCONN ECE HIGH SCHOOL

A UConn ECE partner high school must have the following identifying features:

- UConn ECE is described in the course catalog as a unique program within the high school (page 12) and is distinguished from Advanced Placement (AP) (page 21), International Baccalaureate (IB), or other university/college partnerships. UConn course descriptions, names, and credit values must be used in the high school's catalog. Course descriptions are available through the UConn ECE Program Office, and ece.uconn.edu/courses.
- A Site Representative has been designated as the liaison between the high school and the UConn ECE Program Office. The Site Representative provides program information and guidance to Students, parents, and faculty.
- Program information is made available to parents and students before the registration process.
- The high school principal offers support and helps guide the development and integrity of the program.
- The high school has agreed to support the course and uphold grading policies and student standards set by the University of Connecticut.
- Substantial evidence identifying the high school as a UConn ECE partner high school. UConn ECE provides brochures, guides, posters, and other promotional materials including approved logos and wordmarks for usage by partner schools at <https://ece.uconn.edu/high-schools-site-reps/ece-logos-badges/>.

- A UConn course syllabus for all courses offered each year must be on file at the high school for transfer credit purposes.
- "UConn" is on the official high school transcript, as described on page 16.

THE ROLE OF THE UCONN ECE INSTRUCTOR

The most important responsibility a UConn ECE Instructor has is to teach the UConn course while adhering to the standards set by NACEP and by the specific department at the University of Connecticut. UConn ECE Instructors have been accorded a high degree of professional respect and autonomy. It is expected that each UConn ECE Instructor will:

- Support two-way communication with the UConn ECE Program Office and the Faculty Coordinator by reading all information and responding to inquiries in a timely manner.
- Observe program deadlines and policies including the administering of examinations and the online grading process through the University's Student Administration System. Policies may vary across disciplines.
- Submit a syllabus annually for the designated UConn course to the UConn ECE Program Office.
- Submit sample exams, assessments, and other graded materials willingly upon the request of the Faculty Coordinator or UConn ECE Program Staff.
- Cooperate fully to schedule a site visit at the high school with the discipline-specific Faculty Coordinator.
- Seek to create a college environment in the UConn ECE classroom and notify UConn ECE Program Staff and Faculty Coordinators when challenges arise outside of their control.
- Be committed to utilizing appropriate UConn electronic resources, such as library databases

and the University's password-protected course management tool, HuskyCT.

- Maintain certification by attending a minimum of one discipline-specific UConn ECE workshop every two years.
- Teach the course or courses they are certified to teach at least once every three years.
- Demonstrate a commitment to professional development.
- Remind and provide UConn ECE Students the opportunity to complete course evaluations.

THE ROLE OF THE UCONN ECE FACULTY COORDINATOR

Faculty Coordinators are UConn professors who manage the UConn Early College Experience course specifications within their appropriate disciplines. Faculty Coordinators review Instructor certification applications with the assistance of their department, lead professional development opportunities for UConn ECE Instructors, visit partner high schools, and serve as the primary contact for all course-related concerns.

With the help of the UConn ECE Program Office, Faculty Coordinators must ensure that each UConn course offered in the high school is comparable to the same course offered at the University. Faculty Coordinators develop a collegial relationship with UConn ECE Instructors and will ask Instructors to adhere to discipline-specific course standards as needed in order to provide course comparability. Standards may vary significantly across departments.

Faculty Coordinators are liaisons between their University departments and their UConn ECE colleagues. Although some procedures may reflect the individual choices of a Faculty Coordinator and their department, the UConn ECE Program Office is ultimately responsible for final decisions on all program policies.

THE ROLE OF THE UCONN ECE SITE REPRESENTATIVE

A UConn ECE Site Representative is designated at each partner high school and serves as the primary contact for program information. Typically, the Site Representative is someone from the high school counseling office who has the ability to reach out to students across all grade levels. We encourage school counselors to take on this role as they are the ones who engage students in the planning of their school schedule and academic goals. A Site Representative may designate a Student Ambassador to assist with the registration process. A principal may divide the roles and responsibilities of a Site Representative among more than one staff member as long as the responsibilities are covered. The UConn ECE Program Office strives to maintain good communication with each Site Representative through telephone, email distribution, site visits, and mailings. Once designated, a Site Representative is required to contact the UConn ECE Program Office for access to their high school's information.

Site Representatives should provide all interested students, teachers, and parents with reliable program information at the high school. Site Representatives manage the student registration process and are familiar with University billing and course evaluation procedures.

Site Representatives must attend the annual Site Representative Conference typically scheduled in **early spring**. Program materials and updated information for Students are available at this time. Any Site Representative unable to attend this conference should make arrangements for a delegate to attend, to collect the necessary registration materials, and be briefed on new program policies or procedures.

THE ROLE OF THE HIGH SCHOOL PRINCIPAL

The building principal and administrative team should be involved with UConn Early College Experience, knowledgeable about program characteristics, and able to advocate for the program as an opportunity for the students to prepare for post-secondary opportunities.

As a condition of the UConn ECE partnership, the principal is required to support the mandatory professional development of certified UConn ECE Instructors by providing released time at least once every two years in order for UConn ECE Instructors to maintain their certification. Principals should also understand the general process and timeline for educators to achieve ECE Instructor Certification as well as the substantive difference between UConn ECE and Advanced Placement (AP) as discussed in the **UConn ECE & Advanced Placement** section (page 21) and available on our website at ece.uconn.edu/uconnECE101/differences-between-uconn-ece-and-ap/.

Site visits can be scheduled at any time at the request of the principal or a UConn ECE Instructor. A site visit can help answer many questions that are involved with starting a new course at a high school. Due to the annual expansion of course offerings, many high schools consider adding additional courses that support their mission and serve specific needs of their student population.

THE ROLE OF THE UCONN ECE LIBRARY MEDIA SPECIALIST

Library Media Specialists are the critical link to offering consistent high-quality access to UConn's world-class library resources. Library Media Specialists at the UConn ECE partner high schools have complete access to the UConn Libraries' electronic (lib.uconn.edu) and in-house

resources at all UConn campuses. We encourage Library Media Specialists to be involved and use their University benefits to assist Students enrolled in a UConn course at their high school as well as UConn ECE Instructors. Some courses may require the use of the Library systems for course-related research, so the presence of a UConn trained Library Media Specialist is critical for student success. Librarians interested in being a UConn ECE Library Media Specialist should contact the UConn ECE Program Office for access.

UConn ECE DESCRIPTION IN HIGH SCHOOL CATALOGS

This description must be used in your high school's catalog:

UConn Early College Experience (UConn ECE) provides academically motivated students with the opportunity to take university courses while in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head start on a college degree and other post-secondary opportunities. UConn ECE Instructors are high school teachers certified by the University and affiliated with their corresponding academic department. UConn ECE Instructors foster independent learning, creativity, and critical thinking - all important for success in college and careers. [School name] offers UConn courses in [discipline(s)]. To support rigorous learning, University of Connecticut academic resources, including library and online classroom access, are available to all UConn ECE Students.

UConn ECE POLICIES

GRADING

UConn courses taken through UConn Early College Experience reflect the University grading scheme. UConn final grades are issued on an A–F scale. Numeric grades are not accepted. Numeric grades must be translated to alpha format using the conversion policy provided by the discipline-specific UConn Faculty Coordinator. Faculty Coordinators should be contacted directly with questions regarding calculating or converting a course grade. The grade that a Student earns will appear on their official UConn transcript, listed on the non-degree portion.

Grades of I, W, and WAU

I (Incomplete)

A Student has not completed all of the assessments, but work completed is of passing quality and a make-up schedule has been agreed upon with the Instructor and UConn ECE Program Office. The Student must complete all outstanding work by the agreed upon deadline. Once the Student submits the outstanding work or completes the final assessment, the Instructor must contact the UConn ECE Program Office to submit the final grade. If the Student does not submit outstanding work by the agreed upon deadline and has not been granted an exception, the Instructor will calculate the Student's grade based on work completed for the course. The final letter grade earned will replace temporary grades on the transcript.

W (Withdrawal)

A Student is no longer physically sitting in the course, nor getting UConn credit.

WAU (Withdrawal Audit)

A Student is sitting in the course, but no longer wants to receive UConn credit.

Explanation	Grade	Grade Points	Credits
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Excellent	A	4.0	Yes
	A-	3.7	Yes
Very Good	B+	3.3	Yes
Good	B	3.0	Yes
	B-	2.7	Yes
	C+	2.3	Yes
Average	C	2.0	Yes
Fair	C-	1.7	Yes
Poor	D+	1.3	Yes
	D	1.0	Yes
Merely Passing	D-	0.7	Yes
Failure	F	0.0	No
Incomplete	I	0.0	No
Withdrawal	W	0.0	No
Withdrawal Audit	WAU	0.0	No

UConn ECE is intended to be a beneficial way to begin a Student's college career. A Student can drop a Fall, Spring, or Full-year course before the end of the enrollment period in October in UConn.DualEnroll.com. A Student also has the opportunity to request to drop a Spring course in February in [UConn.DualEnroll.com](https://uconn.edu/dualenroll). If properly dropped by the posted deadlines, the course will be removed from the Student's UConn record, and any paid course fees will be refunded.

A Student who wants to withdraw from a Fall or Full-year course after the Fall enrollment period or a Spring course after the February adjustment period has the opportunity to complete a

Withdrawal Form found on the UConn ECE website. The withdrawn course will appear on an official UConn transcript with a WAU or W as a final grade. A Student does not earn credit for a withdrawn course, nor will the course impact a Student's grade point average (GPA).

A Student has until **December 12** for Fall courses and **May 1** for Spring and Full-year courses to complete and submit the Withdrawal Form to the UConn ECE Program Office. A Student cannot withdraw from a course after the posted deadlines. A Student who completes a Withdrawal Form is still financially responsible for all program fees associated with the course from which they have withdrawn.

Midway through a course, Students should be advised of withdrawal deadlines so a thoughtful decision can be made regarding completion of the course for a final letter grade.

If a Student does not complete a Withdrawal Form by the posted deadline, the Instructor will calculate the Student's grade according to the grading scheme applied to all students in the course. This may result in a failing grade on an official UConn transcript.

Final Exams

Most UConn courses require a final examination or writing project. The AP exam is not to be used as a UConn final examination under any circumstances and locally approved final exam exemption policies do not apply to UConn courses. **Students registered for a UConn course are required to sit for their UConn final exam, regardless of their current course grade or high school policies.** Students who choose not to take their UConn final exam will receive a zero as their exam score grade, which will have a severe impact on their overall course grade.

HIGH SCHOOL AND UCONN GRADE DIFFERENCES

It is possible for the high school grade and UConn grade to differ. UConn ECE grades must follow the standards of the specific UConn department providing the credit. For example, the UConn grade may reflect how the University department weighs the mid-term and final exams as a percentage of a student's course grade, whereas the high school grading system may reflect different criteria for assessment. It is to everyone's advantage for such differences to be transparent in the course syllabus.

If circumstances warrant two different grades for a Student, the high school grade should appear on the high school transcript and the UConn grade should be entered into the University's Student Administration System. The UConn grade will appear on a Student's official UConn transcript, listed on the Non-Degree Programs Record. For credit transfer purposes, all UConn courses offered through UConn ECE on a high school transcript must include a UConn designation.

SEQUENTIAL COURSE POLICY

There are numerous courses in the UConn ECE course catalog that are considered sequential courses (i.e. the Fall semester course is a prerequisite for the Spring semester course). These courses appear in Chemistry, German, Italian, Mathematics, Music, Physics, and Sustainable Plant and Soil Systems disciplines.

All final grades for sequential courses will be checked by the UConn ECE Program Office at the conclusion of each term. Students unable to pass the first course of the sequence with a grade of C or higher will be dropped by the UConn ECE Program Office from the second course of the sequence and refunded any paid course fees for the second course. For example, if a student

receives a C- in Physics 1201Q, they are no longer eligible to take Physics 1202Q, since Physics 1201Q is a prerequisite for Physics 1202Q.

If a Student has received a C- or below in the first course of a sequence but wishes to continue to the second course, the Student must receive Instructor and Site Representative consent and complete a **Sequential Course Continuation Form** found on the UConn ECE website. Students who receive an F, W, WAU, or I are not eligible to complete this form. Sequential Course Continuation Forms must be submitted to the UConn ECE Program Office by **February 8** or before the start of the second course in the sequence, whichever date is earlier.

A Student approved to continue to the second course in a sequence will remain enrolled in the second course and all course fees must be paid. If the second course in a sequence is offered in a different academic year than the first course, the Student will be approved to enroll during the next registration cycle. This replicates the University experience for non-degree students who need to consult with the instructor before registration of a course.

REPEATING A COURSE

A UConn ECE Student may repeat a course previously taken to earn a higher grade while still in high school. The registered credit and grade for all UConn courses taken through UConn ECE will appear on the Non-Degree Programs Record of the official UConn transcript. Once enrolled at a college or university, transfer credit policies will apply, and how the credits are accepted will be determined by the receiving institution. Typically, credit shall be granted only once for a course, with the exception of courses which may be repeated under different topics (e.g., CAMS 3102).

A student must have permission from the UConn ECE Assistant Director to repeat a course

that is listed as a prerequisite or corequisite for any course that the student has passed. For example, a student who received a "D" in CHEM 1127Q and subsequently passed CHEM 1128Q may not retake CHEM 1127Q without permission.

CLASS SIZE

The University of Connecticut's class size policy varies based on departmental and course specifications. UConn English and UConn Literatures, Cultures & Languages courses offered through UConn ECE must adhere to the discipline-specific policies listed below. All other UConn courses offered through UConn ECE do not have specific class size limits.

English 1007 courses cannot exceed 20 students per section without consent and approval by the Faculty Coordinator and UConn ECE Program Staff. An Instructor may teach no more than two sections of UConn English concurrently, without consent of the Faculty Coordinator.

English 1004 courses cannot exceed 15 students per section. An Instructor may teach no more than two sections of UConn English concurrently, without consent of the Faculty Coordinator.

All foreign language courses cannot exceed 25 students per section.

NON-UCONN ECE STUDENTS IN UCONN COURSES

While UConn ECE recognizes the need for partner schools to maximize course enrollment and teaching assignments, it is critical for partner schools to maintain classroom environments that are consistent with, and reflective of, the rigor and collegial expectations of UConn courses on campus.

Historically, the program has supported UConn courses offered through UConn ECE and Advanced Placement (AP) courses running concurrently, as the rigor and expectations of AP course offerings are commensurate with

college-level coursework. However, partner schools who choose to offer UConn courses and locally approved electives to non-ECE students concurrently, must consider the expectations of coursework, academic maturity of students, and the pace of the course as dictated by the approved UConn curriculum and course syllabus. If the simultaneous enrollment of non-UConn ECE students jeopardizes the integrity, academic rigor, or collegiate setting of a UConn course offered through UConn ECE, partner schools will be asked to resolve discrepancies in a timely manner, including, but not limited to enrolling UConn ECE Students only.

FERPA POLICIES

Site Representatives

Site Representatives will access **UConn. DualEnroll.com** for the purposes of assisting Students with matters related to their enrollment and transfer of credits. Site Representatives should not redisclose or discuss any academic progress information (e.g. grading) from UConn to anyone other than the Student or UConn Officials. Please redirect parent/guardian requests for academic progress information to the relevant Student or UConn's Early College Experience Program Office.

Site Representatives may generally discuss UConn ECE policies and procedures with parents or guardians, including the status of a UConn ECE Student's application and enrollment.

Instructors

It is generally discouraged for UConn faculty to directly interact with parents or guardians regarding a Student's UConn academic progress, however it is not prohibited if you feel it is in the best interest of the Student to do so, as long as you obtain prior written consent from the Student.

UConn ECE Instructors should share both high school and UConn assessment grades with Students. This disclosure ensures Students are aware of any difference in grades since high school and UConn course standards may differ. The Student may decide to discuss their UConn grades directly with their parent/guardian as they see fit. Please note, parents and guardians are not authorized to view UConn assessment grades without the Student's prior written consent. Therefore, please only disclose UConn grades to Students using methods that prevent unauthorized access to UConn grades.

Instructors must obtain written consent from a Student prior to disclosing any information from the Student's UConn education records (e.g. grades) with anyone other than the Student themselves or a UConn Official. The written consent must include: 1) what records and information may be shared; 2) to whom; and 3) for what purpose.

You may obtain this consent over email from the Student so long as you reasonably believe that it is the Student providing the consent (i.e. the consent is coming from their assigned school email account). Otherwise, please obtain consent on paper. Consent should be obtained for each matter that you speak with a parent/guardian about. Students have the right to revoke their consent at any time.

If you ever feel it is no longer appropriate to speak with a parent/guardian, please redirect them to UConn's Early College Experience Program Office. Any inquiries unrelated to academic progress should also be redirected to the UConn ECE Program Office.

Please request guidance from your high school for FERPA questions and procedures related to a Student's high school records and information.

UCONN ECE & ADVANCED PLACEMENT (AP)

High schools may offer UConn courses and Advanced Placement (AP) courses concurrently, provided that courses adhere to the UConn curriculum and a UConn syllabus is used. Course content that is part of the UConn curriculum must be covered regardless of whether it is a topic covered on the AP exam. You will find the programs differ in many respects, more so in some disciplines than in others.

It is important for our high school partners to differentiate between a UConn course and an AP exam in order to maintain the integrity of the UConn ECE Program. The most obvious difference is how Students are assessed for credit. A Student's UConn grade is composed of all their assessments and assignments over the semester or academic year, whereas an AP score is determined by one exam in May. Most importantly, a UConn course offered through UConn ECE **is a college course** – not just college-level material taught in preparation for one exam. Finally, UConn ECE Instructors are highly-credentialed in their area of certification and are certified using the same University departmental standards. A listing of the differences between UConn ECE and AP are available on our website at ece.uconn.edu/uconnECE101/differences-between-uconn-ece-and-ap/.

STUDENT POLICIES

PRE-ENROLLMENT GUIDANCE

As an enrolled UConn ECE Student, Students should understand they are beginning their college career. The coursework completed will appear on their official UConn transcript and is a permanent part of their academic record.

Students considering applying for financial aid in college or advanced professional degrees (e.g.,

medical, pharmacy, nursing, etc.), should visit the Advising page on our website for detailed information on how their UConn credits earned through UConn ECE may be considered and factored into future academic plans.

STUDENT ELIGIBILITY & REGISTRATION

UConn ECE partner high schools are responsible for providing program information and guidance to potential UConn ECE Students. Many students are ready as high school juniors or seniors to engage with college work in specific areas of study. UConn ECE extends the responsibility of student stewardship to our high schools. Although each high school may have criteria specific to their student population, all UConn ECE partners must utilize the Student Eligibility Guidelines found on the UConn ECE website during the student selection process. Students must have fulfilled the prerequisites required by the UConn department for a particular UConn course before enrollment occurs.

Registration information is available for eligible students at their high school each spring. UConn ECE registration through [UConn.DualEnroll.com](https://uconn.edu/dualenroll) opens in **late-August** and closes **early-October**. A Spring course adjustment period occurs in the beginning of February for Spring courses ONLY. This period is reserved for exceptions and all requests must be approved by the Site Representative and UConn ECE Program Office to be processed. Courses not dropped in [UConn.DualEnroll.com](https://uconn.edu/dualenroll) by the registration deadline require a Withdrawal Form to be completed and all program fees to be paid. Information is made available to the high schools at the annual Site Representative Conference, during site visits, via email correspondence, and on the UConn ECE website.

The University of Connecticut does not allow retroactive credit. Students must register online

for all UConn courses they wish to receive credit for by the posted registration deadlines. Students and parents needing assistance with online registration can be referred to the **UConn. DualEnroll.com** Help Desk or the UConn ECE Program Office at 860.486.1045.

POST-GRADUATE COURSE OFFERINGS- CT PRIVATE HIGH SCHOOLS ONLY

Connecticut Private High Schools who have established post-graduate programming may request approval from the UConn ECE Program Staff to allow students participating in post-graduate programming to enroll in UConn courses. In order to maintain UConn ECE programmatic integrity and accreditation standards established by the National Alliance of Concurrent Enrollment Partnerships (NACEP), all three of the following conditions must be met:

- Post-graduate participants are considered high school students;
- Partner school UConn course offerings have both traditional 9-12th grade students and post-graduate students simultaneously enrolled; and,
- Post-graduate students receive grades for their coursework on a high school transcript.

STUDENTS WITH DISABILITIES/ ACCOMMODATIONS

UConn ECE encourages all Connecticut high school students enrolled in partnering schools to extend themselves to take a UConn course through UConn ECE. UConn is committed to providing students with disabilities equal access to educational opportunities. We work with all districts to support students with permanent conditions or temporary injuries to find an academic plan, which will accommodate the needs of the student. UConn ECE relies on the leadership, nuanced understanding of the student

condition, and confidentiality of the high school to be the primary interface for developing an individualized student learning plan and then communicating that plan to the UConn ECE Director, who will then work with the appropriate department(s) at UConn to approve the plan for the UConn course.

PROGRAM FEES

UConn courses offered through UConn ECE are a fraction of the cost of the same on-campus courses. UConn ECE program fees are \$50 per course credit. UConn ECE program fees primarily support the administrative functions of the program. Registration and program maintenance for our Students are labor-intensive, requiring an efficient business model and appropriate staffing. Additionally, professional development for UConn ECE Instructors, student events on campus, maintenance of technology benefits, and program communication materials are funded through the fee structure. UConn ECE program fees are not part of the University tuition structure.

Partner high schools are **not** responsible for collecting payments from UConn ECE Students. Program consent and payment requests are emailed or texted directly to the parent/guardian listed in the student application upon (1) successful submission and (2) high school approval of the student registration request.

Parent/guardian consent and payment (if applicable) are requested via email or text per course request.

PROGRAM FEE WAIVERS

UConn ECE is an academic outreach and access program with the mission of providing access to, and preparation for, higher education. To that end, UConn ECE is committed to ensure equitable access to rigorous college coursework for all Connecticut students. UConn ECE seeks to

increase student access in two deliberate ways: robust course offerings to our partner high schools and student fee waivers for students with demonstrated financial need.

Students who are eligible for free or reduced-price meals or free milk in accordance with the Income Guidelines for the National School Lunch Program or deemed “categorically eligible” (e.g., SNAP, TANF, homeless, etc.) are eligible for a full program fee waiver, if confirmed by a Site Representative during the registration process.

UConn ECE is considered by the Connecticut State Department of Education (CSDE) as a dual credit program and is included in the State’s federally approved Next Generation Accountability System for schools and districts. As such, it is a “State-directed education program,” thus allowing districts to share school meal eligibility information with authorized ECE Partner School Site Representatives who can verify student fee waiver eligibility with the UConn ECE program. Site Representatives only verify Yes/No eligibility, not the source of eligibility.

Partner schools may also qualify for a *whole-school fee waiver* if they meet either of the following eligibility criteria.

- The percentage of students eligible for free/reduced price meals at the school in the CSDE’s most recent October 1 enrollment snapshot meets and/or exceeds 75%; or
- The school has been deemed eligible to receive *schoolwide* Title 1 services, as reported by the Connecticut State Department of Education, and at least 50% of prior year students qualified for UConn ECE waivers.

Students attending a private school (any non-public school) who receive a need-based reduction of tuition (a need-based scholarship) from their high school will receive a UConn ECE fee waiver for all courses. A UConn ECE

fee waiver is only available in the same year a student receives their need-based high school reduction of tuition. Site Representatives are expected to notify these Students to indicate their qualification in the UConn.DualEnroll.com registration system, with instruction from the UConn ECE Program Office, and send supporting documentation to the UConn ECE Billing Department.

Additional information about program fees and fee waiver eligibility can be found on the Program Fees web page at ece.uconn.edu.

HARDSHIP REQUESTS

The Office of Early College Programs recognizes that in some instances, Students may require financial assistance regardless of whether they meet the established criteria or eligibility for a Fee Waiver. This may include, but is not limited to, Students who have experienced the loss of a parent/guardian, whose parent/guardian's employment or financial situation has drastically changed, or Students who may be undocumented with limited access to banking/identification services. In these instances, UConn ECE Program Staff will review all hardship requests on a case-by-case basis. The official **Student Fee Waiver Appeal** must originate from the partner school Site Representative and additional information may be required.

ACADEMIC INTEGRITY

UConn ECE Students must adhere to the academic integrity policy set by the University of Connecticut. This includes UConn policies that have been created for academic misconduct, plagiarism, misrepresentation, falsification in research, and computer violations. For a complete policy listing, please visit the **UConn Policy website** (s.uconn.edu/academic-integrity), specifically referencing **The Student Code** (community.uconn.edu/the-student-code).

COURSE EVALUATIONS

Course evaluations are an essential part of any university course and are administered to Students at the end of each course. We ask that Instructors make time in class to allow Students the opportunity to complete these online evaluations. The results of the course evaluations are shared with the Instructor. Faculty Coordinators receive the aggregated and the disaggregated results of the course evaluation for the purposes of program evaluation. This also allows a Faculty Coordinator the opportunity to understand departmental trends and focus their professional development workshop on issues that become an overarching concern. Partner high schools may contact the UConn ECE Program Office with any evaluation-related concerns.

More information about UConn ECE course evaluations can be found on the UConn ECE website at ece.uconn.edu/course-evs/.

UConn TRANSCRIPTS AND UTILIZING CREDIT

Students are responsible for requesting their official UConn transcript to be sent to the college or university of their choice. A transcript is only sent per request of the Student. Detailed instructions on the transcript request process can be found on the UConn ECE website at ece.uconn.edu/students-parents/utitlize-your-credit/.

Students have access to view their unofficial UConn transcript through the University's Student Administration System 24 hours a day.

All UConn credits earned through UConn ECE will appear on a Student's official UConn transcript, on the Non-Degree Programs Record. If a Student attends UConn, the Student must choose one of two options: (1) elect to move their earned UConn credit to the degree portion of their official undergraduate transcript (accept the credit) or (2) leave the credit on the Non-Degree Programs Record (reject the credit). Specific policies and

deadlines in regards to transferring credits vary by school. We recommend students meet with their UConn academic advisor to make an educated decision on how to use the credits they have earned or visit Pending Class Rules at nexus.uconn.edu/nondegree_decisions.php for more information.

Students do not need to attend the University of Connecticut to have their courses recognized. While the UConn ECE Program Office cannot guarantee course recognition on behalf of another institution, we can report that UConn credits offered through UConn ECE transfer to other institutions 87% of the time. We encourage students to explore the **UConn ECE Credit Transfer Database** contact colleges and universities directly, save their syllabi, and contact the UConn ECE Program Office for any help transferring their credit. They have earned college credits and should use them!

CREDIT TRANSFER DATABASE

The UConn Early College Experience Credit Transfer Database (s.uconn.edu/transfer-database) is designed to be a resource to identify potential credit transfer. It is in no way an official determination nor a guarantee of successful credit transfer. Students search for a specific institution's policy on transferring concurrent enrollment credits and view the probability of transfer success. All Students wishing to transfer credit must have an official credit transfer evaluation performed by the receiving post-secondary institution.

All information contained within this database is subject to change at any time and without notice. Students should contact the receiving institution to be absolutely sure about their current credit transfer policy.

Students who take UConn courses at their high school through UConn Early College Experience, then matriculate to a Connecticut community

college, and then matriculate to UConn to complete their plan of study, should: (1) discuss their options with their academic advisor at the community college; and (2) transfer* selected UConn courses to the community college. Once matriculated to UConn: (3) discuss their options with their academic advisor, during their first UConn semester; and (4) accept or reject* all UConn courses taken in high school through UConn Early College Experience, no later than the end of their first semester at UConn (even if a UConn course is transferred to the community college plan of study, a decision must also be made at UConn for the same course).

**additional information on transferring and accepting/ rejecting can be found on our website.*

NO RETROACTIVE CREDIT

The University of Connecticut does not allow retroactive credit. Students must understand that if they do not register online for all UConn courses they wish to receive credit for by the posted registration deadlines, even if they are actively attending the course, they will not receive UConn credit. Students are unable to receive retroactive credit for a course.

UConn ECE INSTRUCTOR CERTIFICATION PROCESS & REQUIREMENTS

UConn ECE INSTRUCTOR CERTIFICATION PROCESS

The importance of Instructor certification cannot be overemphasized. It is the basis of the credibility of UConn ECE and represents a high level of professional trust and respect. UConn Faculty Coordinators in each discipline are given the authority to certify high school Instructors, who in turn are responsible for upholding UConn course

standards in their high schools. Although UConn Faculty Coordinators are required to provide oversight for the courses in their discipline, it is the professional integrity and expertise of UConn ECE Instructors that truly guarantees the quality of the academic experience that Students receive.

The ability to offer a UConn course in the high school is contingent upon having a certified Instructor and meeting the discipline-specific requirements. A high school teacher who is interested in becoming a certified UConn Early College Experience Instructor must apply for certification.

A certification application consists of:

- An online application form
- A detailed cover letter indicating relevant qualifications and background
- A résumé
- Two letters of recommendation (preferably from the applicant's department head and school principal)
- A proposed course syllabus which follows the UConn ECE syllabus template. An AP or existing local BOE approved syllabus is not acceptable as a syllabus for a UConn course. Sample UConn syllabi can be found on the discipline-specific pages on the UConn ECE website.
- Official undergraduate & graduate transcripts
- An interview (required in some disciplines)
- Additional materials upon request of Faculty Coordinator (required in some disciplines).

CERTIFICATION REQUIREMENTS

Some disciplines require a master's degree or substantial graduate coursework in the content area in order to qualify for certification. Other disciplines may accept a master's degree in education, with a bachelor's degree in the

subject area and two or more content-based graduate courses in the appropriate discipline. It is highly unlikely for a first-year teacher to obtain certification. Specific academic requirements can be found on the discipline-specific pages on the UConn ECE website or in our Instructor Certification Requirements guidelines.

Becoming a UConn ECE Instructor is a scholarly achievement that may require several interactions. The academic cultures found within secondary and post-secondary educational settings vary in many substantive ways which is why we take this process seriously. While teaching an AP course at a college level is an important general achievement, teaching specific university courses for a particular institution is a unique accomplishment.

Discipline-specific requirements of courses may include:

- Examination of laboratory facilities in the sciences
- Class size policy
- Submission of specific curriculum materials
- Purchase of an approved textbook
- Appropriate class time scheduled to ensure reasonable comparability to the scheduling of the course on campus

Graduate course scholarships are awarded each semester by UConn ECE to prospective teachers who need to fulfill an academic requirement to become certified. Contact the UConn ECE Program Office directly or visit the UConn ECE website for further information on the graduate scholarship application process. Courses can be completed through UConn or other post-secondary institutions. Applicants are required to seek out the coursework that best meets their needs for approval.

UConn Early College Experience recommends that interested teachers begin the certification process at least one year prior to the expected course

offering date. This allows teachers ample time to gather their certification application materials. High schools are then able to include the UConn course description in the school's course catalog and promote the course accordingly.

Applications submitted after the posted application deadline may be reviewed on an emergency case by case basis in the event of news of a resignation or retirement that impacts the planned course offerings for the approaching school year.

NEW INSTRUCTOR ORIENTATION

Newly certified Instructors are required to participate in a New Instructor Orientation which typically occurs in May. Orientation serves as a way to become more familiar with the program and course details. This event provides the opportunity to learn about program details, Instructor benefits, and course responsibilities. A portion of Orientation also includes the opportunity for new Instructors to meet with their Faculty Coordinators for a discipline-specific orientation

MAINTAINING CERTIFICATION

Once an Instructor becomes certified to teach a UConn course through UConn ECE, maintaining certification is simple. UConn ECE Instructors must attend a discipline-specific professional development event sponsored by UConn ECE once every two years in order to maintain their certification. UConn ECE Instructors do not need to reapply for certification each year. It is expected for certified Instructors to actively teach the course or courses they are certified to teach at least once every three years. When an Instructor does not teach a UConn course for three or more years, certification may be deactivated. Please contact the UConn ECE Program Office with questions about maintaining certification.

UConn ECE offers a variety of discipline-specific workshops and educational conferences annually. Workshop attendance is essential in building a strong relationship between the University department and the UConn ECE Instructor. In addition to Instructors learning more about college teaching and new developments in their fields, colleagues from both environments find that the workshops provide a forum for professional sharing. Guest presenters may include fellow UConn ECE Instructors and University colleagues.

Many Instructors find the workshops professionally rewarding and attend annually. Instructors are expected to monitor their own attendance. As a courtesy, the UConn ECE Program Office will send a reminder email in advance to those who need to attend a workshop in order to maintain certification.

CERTIFICATION EXPIRATION

Certification can expire if a UConn ECE Instructor chooses not to attend a discipline-specific professional development event sponsored by UConn ECE once every two years. The UConn ECE Program Office will send out an email notifying the Instructor that their certification has expired. A copy of the message is also sent to the high school principal and Site Representative.

Instructors who have let their certification expire may have their certification reinstated. Instructors wishing to have their certification reinstated will be asked to:

- Update their certification application materials
- Attend a discipline-specific workshop sponsored by UConn ECE
- Attend the New Instructor Orientation again, and/or meet with their discipline specific Faculty Coordinator prior to the start of the academic year.

While most Instructors wishing to have their certification reinstated are granted their request, UConn ECE cannot guarantee that an Instructor will become automatically recertified. Should a discipline's qualifications for certification change, and the Instructor no longer meets the certification requirements, UConn ECE cannot "grandfather" once-certified Instructors who have let their certification lapse.

REVOKED CERTIFICATION

Although rare, UConn ECE Instructors can have their certification revoked for the following reasons:

1. A decision on the part of a certified Instructor not to comply with the conditions of their certification.
2. Repeated and intentional lack of cooperation with the UConn department's guidelines for UConn courses offered through UConn ECE.

Reasons to revoke a certification are managed by the UConn ECE Program Office, with the full knowledge of the Instructor, building principal, and UConn Faculty Coordinator. Extenuating circumstances are taken into consideration.

Reason 2 requires that a specific communication process be followed:

- A Faculty Coordinator concerned about an Instructor is required to communicate in writing with the Instructor prior to the concerns rising to the level of considering revoking certification.
- If the Faculty Coordinator and Instructor are mutually unable to resolve the targeted concerns, the UConn ECE Director is notified and manages the process as it develops.
- The building principal is notified and a meeting of appropriate parties is planned.
- If possible, a remedial plan is developed, including benchmarks that, if met, will forestall revoking certification.

- The process seeks to balance the welfare of the students, the needs of the high school, the professional integrity of all personnel involved, and the academic integrity of the University department.
- If decertification occurs, the Instructor may appeal the decision within thirty days to an impartial review board.

UConn ECE INSTRUCTOR EXTENDED LEAVES & DEPARTURES: "TEMPORARY ECE INSTRUCTOR APPROVAL"

The Office of Early College Programs recognizes that there may be times where schools are faced with unanticipated staffing challenges for a UConn course offering. This can be the result of an unexpected departure of a certified ECE Instructor, or an extended absence that may require the use of long-term substitute teacher. Regardless of the reason, UConn ECE's NACEP Accreditation requires that the UConn course offered in the high school will continue to be held to the same standard with a qualified Instructor.

2-Week Notification Deadline: Within 2 weeks of any known ECE Instructor change, the high school principal, Site Representative, or UConn ECE Instructor is responsible for notifying the UConn ECE Program Office and the appropriate Faculty Coordinator that there will be a change in the UConn ECE Instructor planning to teach a UConn course. Failure to notify the UConn ECE Program Office of either a departure or long-term absence (greater than 2 weeks) of the certified ECE Instructor may result in Students losing the option to earn UConn credit or even a suspension of the high school's ability to offer credit in the future. The UConn ECE Program Office will then work with the high school and Instructor applicant on an emergency certification procedure.

Temporary ECE Instructor Approval:

Temporary ECE Instructor Approval is designed to support the application of an ECE Instructor outside of the program's New Instructor application period (November to January) as the result of an unexpected departure of a certified ECE Instructor, or an extended absence (greater than 2 weeks) that may require the use of another colleague, new hire, or substitute for coverage.

- Applicants for Temporary ECE Instructor Approval will be required to complete the UConn ECE certification process immediately. If the applicant does not meet the minimum qualifications for certification, it may be possible to create support arrangements that will allow Students to receive the expected UConn credit for the course.
- Temporary ECE Instructor Approvals are not guaranteed and are contingent upon UConn ECE Program Office and UConn department-specific approval.
- Temporary ECE Instructor Approval is intended only to support existing course offerings at partner schools and cannot be utilized to launch new course offerings. All new course offerings must adhere to the program's New Instructor application period.
- Temporarily Approved ECE Instructors will not be allowed to continue to serve as an instructor beyond the established timeframe unless they receive full ECE Certification.

Daily Substitutes & Student Teachers: For purposes of academic integrity and course comparability with the UConn course, daily substitute teachers are not authorized to teach any UConn course longer than 2-weeks without the approval of the discipline-specific UConn ECE Faculty Coordinator. All lesson planning must be completed by the certified ECE Instructor of record for the course in accordance with

the approved course syllabus. Additionally, student teachers may not replace the UConn-certified Instructor to teach a UConn course through UConn ECE for any length of time. ECE Instructors hosting student teachers must find alternative placements for their student teachers if they are serving as a cooperating teacher.

Extended Leave:

When ECE Instructors will be on an extended leave (e.g. maternity/paternity leave, FMLA, etc.) in excess of 2-weeks, high schools must receive prior approval to continue the course for UConn credit from the appropriate Faculty Coordinator and the UConn ECE Program Office.

If a colleague or long-term substitute is teaching a UConn course for more than 50% of the course time and does not meet either Temporary ECE Instructor Approval, nor full ECE Instructor Certification requirements, the high school is unlikely to be able to offer credit for the UConn course. If it is decided that UConn credit cannot be awarded for a course, the UConn ECE Program Office will work with the high school to drop Students from the course and refund student program fees.

The UConn ECE Program Office will work with our school partners and leaders to address each situation on a case-by-case basis. However, it is incumbent upon the high school to demonstrate a good faith effort in resolving any faculty coverage issue. When unforeseen circumstances arise in the classroom, it is imperative the UConn ECE Program Office is informed immediately. The UConn ECE Program Office is open year-round to provide support and guidance.

THANK YOU

Thank you for playing an important role in providing these advanced academic opportunities through UConn ECE to your students. As partners, you see the value in extending the University of Connecticut into the high schools, and we commend you for that.

You are our valued colleagues, we count on you and trust you. We appreciate your dedication to the program and your willingness to enrich your students' high school and college careers. We pride ourselves on the partnerships we have, and our job is to support and provide guidance to you throughout the year. If you need anything, or have any questions, please reach out to us. ***We are here for you!***



UConn

EARLY COLLEGE
EXPERIENCE

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UConn Early College Experience is an accredited member of the National Alliance of Concurrent Enrollment Partnerships: nacep.org.

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