

## CONCURRENT ENROLLMENT PROGRAM (CEP) TEACHER HANDBOOK

### Definition

Concurrent Enrollment Program courses are college courses taught by approved high school teachers (approved by the institution of higher education) that are taught to high school students at their high school. Students earned credit at both their high school and the institution of higher education.

### CEP Teacher Credentials

To become a WCSU Concurrent Enrollment Program teacher for an approved CEP course, you must have the same qualifications as a WCSU adjunct instructor teaching an on-campus offering of the same course.

1. You will need to provide your resume/CV, which will need to be approved by the relevant WCSU Department Chair and the relevant Dean.
2. If you don't have a master's degree in the field of the CEP course, please also provide a cover letter highlighting experiences that qualify you to teach the course (such as the number of years you have been teaching the course at the high school).
3. You may be asked to provide transcripts.

### Requirements to Maintain WCSU CEP Teacher Status

1. Registering your students: At the beginning of the semester/year, you will be provided with a registration link and a PIN. Please announce this opportunity for credit to your students and share this link with your students. Please distribute the CEP Registration flyer (hard copies/and or electronic) to your students and their guardians. The CEP Coordinator will send you an electronic copy of this flyer by email. Students must register by the deadline (see timeline below) listed on this flyer.
2. Roster verification: After WCSU's Registrar's Office has had time (about 2 weeks) to process the student registrations, the CEP Coordinator will send you a roster with the names and WCSU Banner IDs of all students who registered for the credit. If there are any errors, you'll be asked to identify them within a week. (Please provide your

students with their WCSU Banner IDs. This will help with the transcript request process.)

3. Discipline-specific professional development: Each year, WCSU's faculty liaison will host a discipline-specific PD. Please make an effort to attend this PD, as it will give you an opportunity to collaborate with other CEP teachers teaching the same course or other courses in the same discipline. You will also have the opportunity to ask questions of the WCSU faculty liaison for your course. Possible topics of this PD include assessment discussions and best practices.
4. WCSU CEP Syllabus: Your faculty liaison will provide you with a template, and you will just be responsible for completing a few portions of this template (like your classroom policies and grading). Once you have filled out those portions, please make sure you provide a copy of this syllabus to your WCSU faculty liaison. WCSU must store a copy of this syllabus to meet our accreditation standards. Distribute this syllabus to every student who registers for the WCSU credit.
5. Student Handbook: In addition to the syllabus, please distribute the WCSU CEP Student Handbook to any student who registers for the WCSU credit. This handbook will be provided to you by the CEP Coordinator.
6. Assessment: You and your WCSU faculty liaison will need to collaborate to determine what assessment data will need to be collected. The purpose of this data is to provide evidence that your students are meeting the learning outcomes of the WCSU course.
7. Site Visits: Your WCSU faculty liaison will conduct a site visit to observe your CEP course content and delivery, student discourse and rapport. This visit is to ensure that your CEP course is equivalent to the same course offered on campus. This visit is not an evaluation of you. Your faculty liaison will schedule this visit.
8. Course Evaluations: You will need to administer a course evaluation to all students who registered for the WCSU credit. These should be administered during the last (non-exam) week of classes.
9. Course Grades: At the end of the course, you will need to provide your faculty liaison with grades for all students who registered for the WCSU credit. This grade will include whatever assessment has been established for your course. Your faculty liaison will enter these grades into WCSU's Banner system.

Timeline for CEP Requirements

1. The CEP Coordinator will provide the deadline for student registration on the CEP Registration flyer. This date is usually about a week prior to WCSU's Enrollment Reporting Census Date. For Fall 2025 registration, the deadline is Tuesday, September 9, 2025 by 11:59 pm.
2. The CEP syllabus must be distributed to the students who have registered for the WCSU credit, during the first week after the registration deadline. For Fall 2025 classes, this will be the week of September 15, 2025.
3. To stay consistent with on-campus policy, students have the option of withdrawing from a course, without academic penalty. For fall courses, this date is December 15<sup>th</sup>. For spring and year-long courses, this date is May 15<sup>th</sup>. There is a Withdraw Request form for CEP students on our CEP webpage ([LINK HERE\\*\\*\\*\\*](#)). If a student withdraws, their WCSU transcript will show a "W" instead of a grade. This is a GPA-neutral grade and will not transfer or impact their GPA. If a student does not withdraw by this deadline, then whatever grade is earned will be the student's final grade in the course. Therefore, it is important to counsel students accordingly to prevent starting their college record with a poor grade.
4. Course Evaluations must be administered during the last (non-exam) week of the class.