



Lake Erie College Dual Credit, CCP, or Offsite Course Delivery Academic Standards

Lake Erie College values its many partnerships and collaborations to expand college-credit attainment for students in our region. In addition, we proudly engage our local schools to provide engagement opportunities between our institution and high school teachers. We all have a mutual interest in ensuring students have the best learning experience possible. To clarify policies and procedures related to quality congruence and assurance, Lake Erie College has established a set of expectations that will frame dual-credit partnerships. These standards pertain to academic quality only, not admission or enrollment.

Mechanisms must be in place to ensure the quality of the curriculum and the many components surrounding the curriculum – including textbooks, learning outcomes, course syllabuses, assignments, grading practices, periodic assessments, final exams, etc. It is also essential that colleges ensure high school instructors have a clear grounding in the curriculum and these course components and have the knowledge and skills necessary to deliver postsecondary-level content. These policies and expectations pertain to College Credit Plus (CCP) or other for-credit opportunities where high school students can earn Lake Erie college credit at offsite locations. The primary purposes of these standards are to ensure:

- Compliance with all accrediting bodies, including the Higher Learning Commission (HLC) and programmatic accreditors;
- Courses offered are directly aligned with Lake Erie College standards and learning outcomes;
- A learning environment that meets or exceeds the learning environment students would encounter for an on-campus offering;
- Communication, interaction, and information between CCP instructors and Lake Erie College faculty regarding Lake Erie College course structure, expectations, and content.

Standards¹

LEC Dual Credit Standard 1A-D: Instructor Qualifications and Engagement

- A. Instructors teaching undergraduate courses are expected to “hold a degree at least one level above that of the program in which they are teaching. If a faculty member

¹ It is understood that there may be exemptions or modifications to the standards depending on unique situations or circumstances. Deviations from the standards must be approved by the LEC course instructor, dean, and the provost.

holds a master's degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching" [Higher Learning Commission policy for Determining Qualified Faculty]. Lake Erie College utilizes a review process to determine instructor qualifications.

- B. Instructors are required to integrate their courses into and provide data to support LEC's assessment efforts.
- C. Instructors are strongly encouraged to participate in any professional development opportunities available to them by Lake Erie College.
- D. Instructors must arrange for their courses to align with specific programmatic expectations regarding co-curricular or curricular activities.

LEC Dual Credit Standard 2A-C: Curricula

- A. CCP or other partnership courses must have the same course descriptions, numbers, titles, and credits as the LEC course, and syllabi must match those for courses offered by LEC. The LEC dean must approve the syllabus.
- B. CCP or other partnership courses must reflect theoretical and philosophical orientation as the LEC course.
- C. LEC faculty may periodically request course progress and status updates, or share programmatic updates, to ensure courses are the same as offered on campus.

LEC Dual Credit Standard 3A-C: Course Learning Expectations

- A. Students must be held to the same standards of learning achievement as those of students in on-campus sections.
- B. Students must be held to the same grading standards as expected of students in on-campus sections.
- C. Students must be evaluated and assessed using the same methods (e.g., papers, exams, quizzes, portfolios, etc.) as students in on-campus sections.

LEC Dual Credit Standard 4 A-C: Classroom Environment, Resources, and Technologies

- A. Students must have access to equivalent hardware (e.g., computers, WiFi connectivity, etc.) as those of students in on-campus sections
- B. The physical classroom environment (e.g., chairs, tables, classroom size, etc.) will match or exceed that found on LEC's campus.
- C. Students are expected to immediately acquire all classroom materials (e.g., books, digital resources, equipment) as compared to those found on LEC's campus.

LEC Dual Credit Standard 5 A-C: Communication and Engagement

- A. Frequent communication between college faculty, administration, and partner high schools are essential. Lake Erie College personnel may check in with partnering instructors periodically

to provide programmatic or course updates, request status updates or work through any problems or issues that might arise.

- B. Any alterations under consideration be communicated to Lake Erie College faculty in a timely fashion.
- C. Lake Erie College may request an onsite visit at any time to facilitate communication, ensure quality standards, and promote relationship building.