High School Partnership

Procedures Manual

Lewis and Clark Community College
5800 Godfrey Road
Godfrey, Illinois 62035
(618) 468-7000
www.lc.edu
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BRIEF OVERVIEW OF DUAL CREDIT COURSES OFFERED IN PARTNERSHIP BY HIGH SCHOOLS AND COMMUNITY COLLEGES

In Illinois, dual credit programs between high schools and their community colleges take many forms:

1. Community college courses taught by qualified high school teachers during the high school day for dual credit (high school and community college credit).
2. Community college courses offered just for high school students during the normal school day at either the high school or at the community college and taught by either a qualified high school or community college instructor for dual credit.
3. High school students attend their community college during the school day for dual credit.
4. High school students attend their community college outside of the school day and with high school permission earn dual credit.
5. High school teachers bring high school students to the community college and teaches a community college course for dual credit.

The incentives for offering dual credit programs may be obvious:

1. College courses enrich the academic experience for able high school students.
2. High schools and community colleges maximize their resources to better utilize and to save high school students and their family’s time and money toward a college degree.
3. Expanded partnerships between high schools and community colleges ensure a seamless transition for high school students.
4. The quality of these dual credit courses is exceptionally high as teams of high school and community college faculty work to keep them challenging and to ensure fair assessment of student learning.

Guidelines for dual credit: Instructors: Instructors must be similarly qualified whether they are high school teachers or community college instructors. Transfer course instructors must have a Master’s degree in the discipline area and career/occupational instructors must have baccalaureate degrees in the discipline and related work experience. Students: Students will have the opportunity to enroll in two types of courses – college transfer courses and/or career-occupational courses. After the students have successfully completed the partnership course(s) the students will receive grades for the course(s) from their high school as well as Lewis and Clark Community College. Grades will be recorded on the high school and Lewis and Clark Community College transcript. Students must meet all college criteria and follow all college procedures for enrolling in credit courses. For example, all high school students seeking to enroll in a dual credit course must complete the reading subtest of the College Placement Test. The only exceptions are students who seek to enroll in the following courses: JOBS 132, JOBS 133, and OTEC 119. Students seeking to enroll in college-level English and/or Math courses must first complete and achieve college level scores on the Reading and Sentence Skills subtests for English and the Mathematics subtest for Math.
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Additional Information

- Program Brochure
- 1.1 and 1.2 Transfer Course List
- High School Partnership Schools & Courses
- Instructor Manual

Contact

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tbell@lc.edu

High School Partnership

Dual Credit

What if you could earn college credit while taking some of your high school courses? With L&C’s High School Partnership/Dual Credit program, you can.

The program offers qualified high school students the opportunity to take transfer courses and/or career-occupational courses for dual credit through a joint agreement between the college and their high school.

Lewis and Clark’s Dual Credit Program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Benefits

The program is free. Unlike traditional college classes, there’s no charge for tuition or books.

You’ll be acquainted with college-level work and gain a better understanding of what’s expected in a college course.

The college credits you earn may be transferable to another college or university.

You’ll save on college tuition. Depending on the college or university you attend, dual-credit courses will transfer as core requirements or as electives. Either way, it means fewer college courses to pay for. (Contact the college or university you plan to attend to learn more about how they apply transferred credit. Some vocational courses may not transfer at all.) To learn more about how credit transfers between colleges in Illinois, visit www.it Transfer.org.

How to Enroll

To enroll in most High School Partnership courses, you must score appropriately on the reading comprehension portion of the College Placement Test. (Some courses also require a sentence skills test and/or a math test.) This multiple-choice test is administered online and is scored immediately. Most students complete the test in less than an hour.
Your Grades/Transcript

The grades you earn in dual credit courses are recorded on both your high school and L&C transcripts. You may have your transcript sent to colleges or universities of your choice at no charge. For more information about transcript requests, call the Enrollment Office at (618) 468-2222.

Withdrawal Dates

If you decide that you do not want college credit for your course for whatever reason, you may withdraw with a “W” on your transcript by the withdrawal date. Withdrawal requests MUST be made in writing. See your teacher for a withdrawal form or call the LCCC Enrollment Office at (618) 468-2222 or any of the Community Education Centers.

Guidelines for Dual Credit

Instructors must be qualified, whether they are high school or community college teachers. Transfer course instructors must have a Master’s degree in the discipline area and career/occupational instructors must have baccalaureate degrees in the discipline and related work experience.

Students must meet all college criteria and follow all college procedures for enrolling in credit courses, including taking necessary placement tests.

http://www.lc.edu/degrees/HSpartnership
High School Partnership

Dual Credit Courses

College Credit for High School Students

The High School Partnership / Dual Credit program at Lewis and Clark Community College offers qualified high school students an opportunity to earn college credit at the same time that they earn credit in some high school courses. These courses have been “articulated” through a joint agreement between the College and the High School.

- The program is free for students and parents. Unlike traditional college classes, there is no charge for tuition or books.
- You don’t have to go to Lewis and Clark Community College after high school to use your college credit. Each semester hour of credit you earn may be transferable to another college or university.
- Many dual credit courses transfer as core level requirements (general studies); others may transfer as electives. (Some vocational courses may not transfer at all, depending on your program of study.) Contact the college or university you plan to attend to learn more about how they apply transferred credit. To learn more about how credit transfers between colleges in Illinois, visit www.itransfer.org.
- Most dual credit courses require you to score appropriately on the College Placement Test. Only students who achieve required minimum scores may register for college credit.
- When you complete a dual credit course, your grade will be entered on your Lewis and Clark transcript. You may view your grade report or an unofficial copy of your transcript by logging on to the BlazerNet Student Web Services system on the Lewis and Clark Web site: www.lc.edu.

College Placement Test

Students enrolled in most high school partnership courses must score appropriately on the Reading Comprehension portion of the College Placement Test (some courses also require a Sentence Skills test and/or a Math test). On the other side of this page is a sample list of the courses offered for college credit and the minimum placement test scores you must earn to qualify for college credit. The multiple-choice test is administered online and is scored immediately. Most students complete the test in less than an hour.

Your Transcript

The grades you earn in dual credit courses are entered on your Lewis and Clark Community College transcript. You may have your transcript sent to colleges or universities of your choice at no charge. Transcript requests must be made in writing. For more information, call the LCCC Enrollment office at 468-2222 or any of the Community Education Centers.

Withdrawal Dates

If you decide that you do not want college credit for your course for whatever reason, you may withdraw with a “W” on your transcript by the withdrawal date. Withdrawal requests MUST be made in writing. See your teacher for a withdrawal form or call the LCCC Enrollment office at 468-2222 or any of the Community Education Centers.

For more information about the High School Partnership/Dual Credit program at Lewis and Clark Community College, visit our Web site at www.lc.edu and click on the Quick Link to find High School Partnership or contact one of the Community Education Center Coordinators.

High School Partnership Coordinators

Tim Gwillim, Coordinator – 618/498-6500
100 Lincoln, Rt. 16, Jerseyville, IL 62052

Tim Bell, Manager – 618/656-8800 x-5855
Ann Bilbruck, Coordinator-618/656-8800 x5856
600 Troy Road, Edwardsville, IL 62025

Kelly Wilson, Coordinator – 217/854-5400
18400 Shipman Road, Carlinville, IL 62626
Questions & Answers About Your Grades!

Q: Now that the semester is about over, how do I get my grades for my Dual Credit course?
A: Since printed grade reports are no longer mailed to students, grades for all Lewis and Clark students, including high school students enrolled in Dual Credit courses, are accessible on the BlazerNet Student Web Services system on the Lewis and Clark web site (www.lc.edu). If you’d like a written report mailed to you, call the campus Enrollment Center at 468-2222.

Q: What is BlazerNet and how do I access my account?
A: BlazerNet is an online student services database where Lewis and Clark students can view their Class Schedule, Unofficial Transcript, and Grades. If you have never accessed your BlazerNet account before, follow these steps to create your LOGIN and PIN:
1. Go the Lewis and Clark web site at www.lc.edu
2. Click on BlazerNet.
3. Under Student Login Information, click on Student ID and PIN.
4. click on “What's my User ID”. If you know your User ID skip to step 10
5. Enter your Last Name
6. Enter either your Social Security Number (SSN) or your seven digit College ID
7. Click the “SUBMIT” button.
8. The Screen will respond with your BlazerNet ID. **Please make a note of your User ID**
9. Click on “OK”

Q: When will my grades be available?
A: Grades for the Fall semester will be posted by the end of January and for the Spring semester by the end of June. If you have never accessed your BlazerNet account before, you may test your access anytime. If you experience problems, contact the Enrollment Center at 468-2222.

Q: How can I get an “official” transcript from Lewis and Clark to send to a college I’m thinking about going to next year?
A: Requests for an "official" copy of your transcript must be made in person or in writing. You may visit the closest Community Education Center or the campus Enrollment Center to complete the necessary form. (Forms may also be mailed or faxed with a valid signature.) There is no charge for having transcripts sent to other colleges. For more information, call 468-2222.

Q: I’m thinking about going to Lewis and Clark after I graduate. What should I do next?
A: Since you’re already enrolled as a Lewis and Clark student through the High School Partnership program, all you need to do is make an appointment to see an Academic Advisor on campus to learn more about what degree programs are available and plan your class schedule.

You can make an appointment by calling the Enrollment Center at 468-2222.
HIGH SCHOOL PARTNERSHIP GUIDELINES
Mathematics and Science Departments
Lewis and Clark Community College

The following guidelines will be used in the approval of courses to be offered under the High School Partnership (HSP) Program by the departments of Biology, Chemistry, Mathematics and Physics.

Preparation of instructor:

Master’s degree in the discipline to be taught under the partnership.
A minimum of three years experience in teaching the discipline.
Transcripts must be reviewed by the appropriate College faculty and the Dean.

Facilities:

A visit by the Dean and/or appropriate departmental faculty will be arranged to determine if the facilities (including laboratories, if applicable) and equipment to be used are appropriate for the course(s) to be taught. For courses in mathematics, the availability of appropriate graphing calculators will be considered as a part of the approval process.

Textbook and Laboratory Manuals

The textbook to be used in a partnership course must be approved by the appropriate college faculty. Ideally, the same textbook will be used in the partnership course as that used in on-campus courses. If the same textbook is not used, it must be approved by the College faculty as being equivalent.

Laboratory manuals, where applicable, must be the same or equivalent to those used by the College. Again, equivalency will be determined by the College faculty.

Course Content:

The course under consideration as a HSP course must require, at a minimum, a full year of high school coursework in that discipline as a prerequisite for enrollment in that course. For example, if a high school offers a two-year sequence of biology courses, with the first being a prerequisite for the second, only the second course will be considered as an HSP course.
A course outline must be submitted to the College for approval. The course content must cover all topics covered in the master syllabus for the course. Copies of the appropriate college syllabi will be made available to the high school faculty. Syllabi are also available through the Lewis and Clark website at www.lc.edu. It is understood that courses may cover more topics due to the greater number of weeks in the high school semesters. This is certainly acceptable.

In those courses involving a laboratory component, the course must, at a minimum, provide the same laboratory experiences found in the on-campus college course. Again, additional experiments are certainly permissible.

Partnership courses in Biology must include laboratory practical examinations. The required minimum of practical examinations will be two per course (one per high school semester).

Assessment of Student Learning:

The College is to be provided with copies of the major examinations given during the partnership course. If the on-campus course includes a common final examination for all sections of the course, then students in the partnership course will be required to complete the examination as well.

Miscellaneous Issues:

Change of Instructors: It should be remembered that an integral part of the high school partnership program is matching a properly credentialed instructor to the course to be taught. If the instructor for the course is changed, the College is to be notified immediately and credentials for the new instructor are to be submitted to the College for review and approval.

Advanced Placement Courses: If a course that is being considered for inclusion in the HSP has been offered by the high school as an AP course, then reports showing a history of student performance on AP exams should be submitted as a part of the approval process.
High School Partnership (HSP) Approval Procedures.

- **Course Approval**: The high school instructor will submit the district approved Course Outline for the articulated course(s).

- **Instructor Approval**: The high school instructor’s district approved course outline, Information Sheet, Resume along with a copy of their college transcripts will be submitted to the HSP office. Transcripts may come from the Superintendent’s or ROE office (unofficial copies are accepted).

- When the documents are received in the LC HSP Department, an approval form is attached and the packet is sent to the appropriate HSP Program Coordinator/Dean for review and consideration.

- If approved, the documentation is signed and returned to the LC HSP Department. The approved course is then inserted on the HSP web site. The HSP Secretary will send out approval letters to the instructor, principal and CEC Coordinator to whom the school is assigned to.

- If the course articulation/instructor is denied, the LC Coordinator/Dean will submit a letter of explanation to the LC HSP Department. A cover letter is attached and sent to the appropriate high school, instructor and Lewis and Clark personnel. Notification will also be sent to the appropriate CEC Coordinator.

- **Professional Development**: All HSP instructors are required to attend annual discipline specific professional development activities to continue their partnership.

Amy Schweitzer  
LCCC-Fobes 2500  
5800 Godfrey Rd  
Godfrey, IL 62035  
aschweitzer@lc.edu  
(618) 468-5051 ❥ (618) 468-7187 FAX  

Revised 3/2015
INSTRUCTOR INFORMATION SHEET
2015-2016 Academic Year

Name: ___________________________________________ School: ___________________________________________

Social Security Number: ___________________________ Date of Birth: ___________________________

Home Address: ___________________________________ City/State/Zip: ___________________________

Home Phone: ___________________________ Email Address: ___________________________

Race/Ethnic:
1. Are you Hispanic or Latino? (or are you of Spanish origin?) __ Yes Hispanic or Latino __ No Hispanic or Latino
2. Are you from one or more of the following racial groups? (Select all that apply)
   ___ American Indian or Alaska ___ Asian ___ Black or African American ___ Native Hawaiian or Other Pacific Islander
   ___ White ___ Choose not to Respond
3. Please identify your primary racial/ethnic group. (Select one)
   ___ American Indian or Alaska ___ Asian ___ Black or African American ___ Native Hawaiian or Other Pacific Islander
   ___ White ___ Choose not to Respond
4. Are you in the United States on a Visa – Nonresident Alien?
   __ Yes in the United States on a Visa. Provide Home Country of Origin ______________________
   __ Not in the United States on a Visa

Preparation time period during school year

Current Position: ___________________________ Length at position ___________________________

Employment History:
Courses Taught: ___________________________ How Long: ___________ Where: ___________________________
Courses Taught: ___________________________ How Long: ___________ Where: ___________________________
Courses Taught: ___________________________ How Long: ___________ Where: ___________________________
Courses Taught: ___________________________ How Long: ___________ Where: ___________________________

Educational History:
1. Institution ___________________________
   Degree or Certificate: ___________________________ Major ___________________________ Date Acquired: ___________________________
2. Institution ___________________________
   Degree or Certificate: ___________________________ Major ___________________________ Date Acquired: ___________________________
3. Institution ___________________________
   Degree or Certificate: ___________________________ Major ___________________________ Date Acquired: ___________________________

Are transcripts on file in school district Board of Education Office? __ YES __ NO
Are transcripts on file at LCCC? __ YES __ NO
(If NO, please mail an unofficial copy to LCCC address below.)

Instructor Signature: ___________________________

LCCC/ High School Partnership
Amy Schweitzer, Secretary
Fobes 2500 - 5800 Godfrey, Rd., Godfrey, IL 62035  (618)468-5051 * (618)468-7187 FAX
July 9, 2015

«High_School»
ATTN: «Principals_Name», Principal
«Address»
«City_State_Zip»

RE: High School Partnership Course Approval

Dear Principal «Principals_Name»,

Thank you for your interest in Lewis and Clark Community College’s High School Partnership program. The following course(s); «Courses_Approved» submitted for dual credit approval with «Instructors_Name» instructing has been approved by Associate Professor, «Program_Coordinator», Program Coordinator. Your program coordinator can be reached at «Phone_Number1» or «Email_address1».

Your Lewis and Clark contact is «CEC_Coordinator», «Title» and can be reached at «Phone_Number» or «Email_address».

If you have any questions, please feel free to contact me at (618) 468-5050 or ymclemor@lc.edu.

Sincerely,

Yvette McLemore

Yvette McLemore, Director
High School Partnership

CC: «Instructors_Name», Instructor
«CEC_Coordinator», CEC Coordinator
High School Partnership Program

Instructor Training Policy

All high school High School Partnership instructors are required to attend annual workshops for their specific discipline and general training seminars as necessary.

- Workshops will be scheduled at agreed upon dates when a majority of instructors are able to attend.
- If you are unable to attend the workshop, you must notify the High School Partnership Program Director prior to the date of the workshop.
- An alternative makeup session will be scheduled for all instructors that were unable to attend or,
- A special 1:1 meeting will be scheduled with the HSP Program Coordinator at a date/time agreed upon by both parties. These meetings may take place before or following the site visit made by the HSP Program Coordinator.
- Some training information may be shared electronically with instructors, and questions may be addressed via email or telephone communications.

If repeated unsuccessful attempts to accommodate attendance for required workshops/seminars occur, the High School Partnership Program Director and the Vice President of Enrollment Services will meet with school district administration to address the issue.

The college may select to withdraw the course offering from the school district if training issues are unresolved in a timely manner.
Attached is a course proposed by a high school for the High School Partnership Program. Please review the attached course outline and instructor information.

Please call the instructor who will teach the dual credit course(s) to better understand how they will teach our course, i.e. textbook, hardware/software, tests, etc. When you are satisfied that the course matches our course in terms of expected student learning outcomes, student evaluation, and grading policy, please indicate by completing this form and returning it to me. (FO 2500)

If you do not approve the high school course for dual (LCCC) credit, state your reasons in a letter addressed to the high school teacher and return the letter to me. I will then attach a memo and mail it to the teacher with a copy to the principal. Call me with questions (ext. 5051). Thank you.

Dean’s signature required for approval OR denial.

----------------------------------------------------------------------------------------------------------------------------

____ I approve the following course(s) for High School Partnership participation.
____ Prerequisite required for ________________________________.
____ I do not approve the following course(s) for High School Partnership participation.
(If denied, complete the Denial letter (attached) stating the reason(s) and return to:
High School Partnership Office, FO 2500.)

«Class» («Year_SP_FA») «High_School» High School with «Instructor» instructing.

This course(s) approved to be taught:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>«Year_LONG»</th>
</tr>
</thead>
</table>

Signature of Coordinator              Date          Signature of Dean or Vice President      Date

(Please check the appropriate lines above.)
July 9, 2015

«High_School» High School
ATTN: «Principals_Name», Principal
«Address»
«City_State_Zip»

RE: High School Partnership Course Denial

Dear Principal «Principals_Name»,

Thank you for your interest in Lewis and Clark Community College’s High School Partnership program. The «Courses_Denied» course submitted for dual credit approval with «Instructors_Name» instructing has been denied approval by Associate Professor, «Program_Coordinator», Program Coordinator at this time. The reason for denial is listed on the attached letter. If circumstances change at any time, please resubmit the necessary paperwork and we would be happy to reconsider your partnership.

If you have any questions, please feel free to contact me at (618) 468-5050 or ymclemor@lc.edu.

Sincerely,

Yvette McLemore, Director
High School Partnership

CC: «Instructors_Name», Instructor
    «CEC_Coordinator», CEC Coordinator

ENCL.
MINIMUM QUALIFICATIONS
FOR HIGH SCHOOL PARTNERSHIP INSTRUCTORS
TRANSFER AREA (PCS 1.1)

- Master’s Degree within the discipline or subfield
  Or
- Master’s Degree or higher with 18 completed graduate hours within the subject being taught

MINIMUM QUALIFICATIONS
FOR HIGH SCHOOL PARTNERSHIP INSTRUCTORS
CAREER AREA (PCS 1.2)

- Master’s Degree with 2000 hours of work experience within the discipline or related field of study
  Or
- Bachelor’s Degree with 2000 hours of work experience within the discipline or related field of study
Memorandum

To:  (Name), Principal  
     (Name) High School

From:  Amy Schweitzer

cc:  Yvette McLemore, Director  
     High School Partnerships

Date:  February 29, 2014

Subject:  2015-2016 Partnership Contract, Course Renewals and Lab Lease Agreement

I have enclosed the High School-College Partnership contracts and instructor renewal forms for the 2015-2016 academic year.

Your signature is required on page 2 of the contract where indicated. Return the entire 3 page original contract to me in the postage-paid envelope provided. I will obtain the signatures of Dr. Chapman and Mrs. McLemore and return a copy to you.

A list of courses offered at your location is also enclosed. It should be attached to your contract as specified in item 2, General Features. Please note that courses pending approval or awaiting written approval will not be listed and new courses will be added to the course list throughout the year as they are approved. Once the school year begins, you may access this list via the internet at www.lc.edu and select High School Partnership from the quick link drop down.

Please review and obtain appropriate instructor signatures on the Course Renewal Requests and note any changes needed. Return the Renewals with the signed contract. A change in instruction will require re-submission of the course, including course outline and instructor transcript(s) and information sheet.

Also, enclosed is the Lab Lease Agreement for the 2015-2016 academic year. Please sign and return with the above contract and renewals.

Thank you for your participation in the 2015-2016 High School Partnership Program.
CONTRACT BETWEEN
LEWIS AND CLARK COMMUNITY COLLEGE
AND
«Title» HIGH SCHOOL
2015-2016

1. PURPOSE:

This Cooperative Agreement between «Company_Name» High School and Lewis and Clark Community College (LCCC) documents both parties’ agreement to offer dual credit for Lewis and Clark Community College courses taken by high school students in «Company_Name» High School.

2. GENERAL FEATURES:

«Company_Name» High School will offer one or more Lewis and Clark Community College general education transfer or vocational courses. Lewis and Clark Community College will give accelerated college credit to students who complete placement tests when required, register with Lewis and Clark Community College, and successfully complete the applicable college courses. The course content for these courses is described in the LCCC course syllabi. All instructors must use the LCCC course syllabi.

See attached list of approved courses.

«Company_Name» High School students seeking to enroll in Lewis and Clark Community College English, Math or Online courses must complete the appropriate College Placement exams. Only students who score at the required level on the placement exams are eligible to register for transfer courses.

Students seeking to enroll in Lewis and Clark Community College vocational courses must complete the reading subtest of the College Placement Test (See item 6 for details). «Company_Name» High School teachers will receive class rosters on which to record enrollment in the class, attendance, and grades. Final grades will be transcripted for credit.

3. QUALITY ASSURANCE:

Instructors for accelerated college courses offered under this Agreement must be acceptable both to «Company_Name» High School and Lewis and Clark Community College. Instructors may be qualified full-time high school teachers, full-time Lewis and Clark Community College instructors, or others who are acceptable to both institutions. Transfer course instructors will be high school teachers with a Master’s degree in the course discipline or have prior approval from the Vice President of Academic Affairs at LCCC. Transfer course instructors’ transcripts and Teacher Information Forms will be submitted by «Company_Name» High School for acceptance by Lewis and Clark Community College’s Program Coordinators, Deans and/or Vice President of Academic Affairs at Lewis and Clark Community College. Instructors for vocational courses will be high school teachers with a Baccalaureate degree in the discipline or related area. Vocational course instructors’ Teacher Information Forms and transcripts will be submitted by «Company_Name» High School to Lewis and Clark Community College.

In the event a HSP instructor is going to be out on leave for three (3) weeks (15%) of the class or more, and requires a substitute to continue the class, the substitute will need to be HSP qualified and approved to continue the partnership.

Lewis and Clark Community College will administer student evaluations in courses during each semester of instruction. Lewis and Clark Community College will provide «Company_Name» High School with current syllabi for all courses covered by this Agreement. «Company_Name» High School will insure that all objectives for the Lewis and Clark Community College courses are met and will provide appropriate materials (i.e., course outline, approved text, and other supplemental materials determined necessary by the teacher) to indicate compliance with these objectives.

All texts used in Lewis and Clark Community College transfer courses covered by this Agreement shall be the same texts used on campus or texts approved by the College. Texts used in vocational courses must be mutually agreed upon by the College and «Company_Name» High School.
Lewis and Clark Community College must use instructional software applications and versions that are in use by employers in the region. High schools must use the same software as LCCC in accelerated college credit courses. High schools that enter into a PC lease arrangement with LCCC may be included in one or more of the College’s software licensing agreements.

If a departmental final exam is required for any Lewis and Clark Community College course under this Agreement, it also will be required of «Company_Name» High School students who are candidates for that credit. «Company_Name» High School teachers will be consulted prior to the start of class (or as early in the term as possible) regarding the nature and content of final exams.

High School Partnership instructors are required to attend annual workshops for their specific discipline and general training seminars as necessary. The workshops/training seminars are scheduled at an agreed upon date and time when the majority of the instructors are available to attend. Alternative make-up sessions or 1:1 meetings are scheduled for the instructors that were unable to attend. In the event that after unsuccessful attempts to accommodate attendance for the required workshop/seminars occur, the Director of the High School Partnership Program meets with the school district administration to address the issue.

Lewis and Clark Community College has the right to withdraw the course offering(s) from the partnership if the training issues are unresolved.

4. GRADES:

Lewis and Clark Community College will supply a grade roster to «Company_Name» High School course instructors. Students who have registered in advance will be on the roster. The instructor will transmit the grades to Lewis and Clark Community College. High School grades will be assigned as specified by «Company_Name» High School. Students may withdraw from the Lewis and Clark Community College option under the same terms as regular Lewis and Clark Community College students.

5. COURSE SELECTION:

«Company_Name» High School will specify approved transfer and vocational course offerings and their meeting times. «Company_Name» High School shall be responsible for day-to-day supervision of the operation of the course.

6. LIMITS:

High school students seeking to enroll in dual credit High School Partnership (HSP) courses will be required to complete the reading subtest of the College Placement Test (CPT). Students who seek to enroll in CDEV 130, JOBS 132, JOBS 133, and OTEC 119 are also exempt from taking the CPT. Students who have successfully completed PSYC 130, JOBS 132, JOBS 133 and OTEC 119 do not qualify to enroll in subsequent HSP courses without scoring appropriately on the CPT.

7. FINANCING:

«Company_Name» High School agrees to supply and finance instruction. Lewis and Clark Community College agrees to waive tuition.

8. FUTURE OFFERINGS:

Additional courses may be added to this program by mutual consent and will operate under the terms in effect at the time.

9. TERM OF AGREEMENT:

The Agreement is effective from August, 2014 until June, 2015.

10. CHANGES:

This Agreement can be modified by mutual consent. If, in the future, it is determined that the venture is undesirable for either party, the Agreement can be terminated unilaterally. However, in that event, students enrolled in courses will be permitted to complete those courses which are then in progress.

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<tr>
<th>«Title» HIGH SCHOOL</th>
<th>LEWIS AND CLARK COMMUNITY COLLEGE</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Date</td>
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<tr>
<td>Director, High School Partnership</td>
<td>Date</td>
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<tr>
<td>Vice President, Academic Affairs</td>
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High School Partnership

BRIEF OUTLINE FOR HSP COURSE RENEWALS
(This form is required for Renewal – Please complete ALL items on this form.)

SCHOOL NAME: «School_Name» INSTRUCTOR: «Instructor»

LCCC COURSE NUMBER & NAME: «LCCC_» - «LCCC_Name»
HIGH SCHOOL COURSE NAME: «High_School_Course_Name»

SCHEDULE OF INSTRUCTION for 2015-16:

- Fall ONLY: Begin Date: __________ End Date: __________
- Spring ONLY: Begin Date: __________ End Date: __________
- Year Long: Begin Date: __________ End Date: __________

MATERIALS OF INSTRUCTION: **Must be completed**

Textbook(s) Used: _________________________________
Software Used: _________________________________

METHODS OF STUDENT EVALUATIONS:
(Assignments, quizzes, exams, research, etc.)

- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________
- ________________________________________________

___ «X» LCCC Curriculum Changes
«Curriculum_Changes»

_____ Course Information Changes.
(Any changes in content, materials and/or instructor requires notification to Lewis &
Clark and submission of the appropriate documents for the renewal review process.)

_____ No Anticipated Changes.
(Since there are no anticipated changes at either institution, we confirm that all the
requirements and conditions of the previously approved arrangement will be met.)

_____ Will be using Blackboard for this course

_____ Will Not Teach this Course 2015-16. (Please check if applicable)

If no changes have been made, all blanks completed and you wish to continue the partnership
arrangement for this course, simply confirm by marking the correct statement above and sign
below.

_____________________________________________  ______________________
High School Instructor                                Date
TO: All College Coordinators – «Coordinator» «Office»
CC: «Dean»
FROM: Yvette McLemore, Director
      High School Partnership
DATE: July 9, 2015
SUBJECT: CURRICULUM UPDATES

If any of your articulated course(s) will change for 2015-16, i.e. new textbook, curriculum, etc., please identify the change(s), sign and return the form to us and we will notify the high schools for appropriate action. If there are no changes, please mark the No Changes box, sign and return the form to us.

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<td>«Course_3»</td>
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COMMENTS: ____________________________ ____________________________ ____________________________

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COMMENTS: ____________________________ ____________________________ ____________________________

NO CHANGES

Coordinator’s Signature ____________________________ Date ____________________________

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# Lab Lease Agreement

Between

Lewis and Clark College & «School» High School

High School: «School» High School

Date of Lease: ______________

Term of Lease:

- Beginning: August 01, 2015
- Ending: June 01, 2016

Lease Amount: $1.00 /Year x # of PC Labs and # of PC at «School» High School.

(This information is required)

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<td>MS Windows 8.1:</td>
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Total Number of Operating System Licenses Needed

| MS Office 2010 (Professional Plus) |
| ☐ Want Office 2010. Please send installation CDs. |

| MS Office 2013 (Professional) |
| ☐ Want Office 2013. Please send installation CDs. |

| Office 2011 for Mac |
| ☐ Want Office 2011 (Mac). Please send installation CDs. |

Total Number of Office Software Licenses Needed

Purpose: Lewis and Clark Community College leases the PC Lab(s) for the purpose of teaching College courses identified in the College Partnership Agreement during the 2015-2016 Academic year.

1. Lease. Lewis and Clark Community College will pay the high school $1/computer lab to lease the computer lab(s) during the academic year.

2. Use. Lewis and Clark Community College will mail to the high school requested software applications. The high school will install this software only in those labs where Lewis and Clark College dual credit courses will be taught. The College will not provide software or technical support to the participating high schools, but standard online help is integrated within each application and available on each desktop.

«School» High School

Lewis and Clark Community College

By: ___________________________________________ By: ___________________________________________

Title: __________________________________________ Title: __________________________________________

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<td>CNET 142</td>
<td>Operating System Tech. for A+</td>
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<td>CNET 154</td>
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<td>CIS 140</td>
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<td>DRFT 131</td>
<td>Fundamentals General Drafting</td>
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<td>DRFT 146</td>
<td>AutoCad</td>
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<td>ECOL 101</td>
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<td>MACH 203</td>
<td>Machine Shop I</td>
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<td>1.2</td>
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<tr>
<td>OTEC 111</td>
<td>Microsoft Word (Level 1)</td>
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<td>OTEC 112</td>
<td>Microsoft Excel (Level 1)</td>
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<tr>
<td>OTEC 113</td>
<td>Microsoft Access (Level 1)</td>
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<td>OTEC 114</td>
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<td>OTEC 117</td>
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<tr>
<td>OTEC 120</td>
<td>Keyboarding/Formatting</td>
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<td>OTEC 121</td>
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<td>WELD 131</td>
<td>Introduction to Welding Industry</td>
<td>1.2</td>
<td>Completion or Concurrent Enrollment in WELD 131</td>
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<td>WELD 194</td>
<td>Shielded Metal Arc Welding I</td>
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**Exemption Requirements**

<table>
<thead>
<tr>
<th>Class</th>
<th>ACT Scores</th>
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</thead>
<tbody>
<tr>
<td>ENGL 131</td>
<td>ACT Reading Score of 18 or above and ACT English Score of 18 or above</td>
</tr>
<tr>
<td>MATH 131</td>
<td>ACT Math Score of 22 to 24</td>
</tr>
<tr>
<td>MATH 145</td>
<td>ACT Math Score of 19 to 21 and C or better in HS Geometry</td>
</tr>
<tr>
<td>MATH 132</td>
<td>ACT Math Score of 22 to 24</td>
</tr>
<tr>
<td>MATH 235</td>
<td>ACT Math Score of 25 or higher and HS Geometry</td>
</tr>
<tr>
<td>MATH 171</td>
<td>ACT Math Score of 25 or higher and complete HS Alg 1 &amp; 2, Geometry an Trigonometry</td>
</tr>
</tbody>
</table>
LEWIS AND CLARK COMMUNITY COLLEGE

High School Partnership

College Placement Tests

If you feel your college placement test scores were hindered during today’s testing...You can schedule an appointment to re-test at any of our locations.

On-Campus Testing Center - LEWIS AND CLARK COMMUNITY COLLEGE, GODFREY CAMPUS
ASSessment Center (Testing)
5800 GODFREY ROAD, GODFREY, ILLINOIS 62035
(618) 468-5220 OR 468-5221

High School Partnership/Community Education Center Specialists

Tim Bell, Manager
N.O. Nelson Campus—Edwardsville
(618) 656-8800 ext. 5855
600 Troy Road, Edwardsville, IL 62025

*Edwardsville High School
*Metro-East Lutheran High School
*Marquette Catholic High School

Ann Bilbruck, Coordinator
N.O. Nelson Campus—Edwardsville
618) 656-8800 ext. 5856
600 Troy Road, Edwardsville, IL 62025

*Alton High School
*Civic Memorial High School
*East Alton/Wood River High School
*Roxana High School

Tim Cwillim, Coordinator
Tri-County Community Education Center
(618) 498-6500
100 Lincoln Rt. 16, Jerseyville, IL 62052

*Brussels High School
*Calhoun High School
*Greenfield High School
*Jersey Community High School
*North Greene High School
*Carrollton High School

Kelly Wilson, Coordinator
Macoupin County Community Education Center
(217) 854-5400
18400 Shipman Rd., Carlinville, IL 62626

*Bunker Hill High School
*Carlinville High School
*Gillespie High School
*Southwestern High School
*Staunton High School

Rev 8/2014
PROCEDURES FOR WITHDRAWING/ADDING HIGH SCHOOL PARTNERSHIP STUDENTS

Deleting a Student

A High School Partnership student may be deleted from a LCCC course at any time during the semester if the instructor/counselor indicates in writing that the student has never attended the class.

Written documentation is not required, from the high school before the student is deleted. All documentation must be scanned and attached to the student’s academic record.

Withdrawing a Student

A High School Partnership student may be withdrawn from a LCCC course if:

1. The student has completed and signed a LCCC withdrawal form and submits the form to LCCC within the withdrawal period.

2. The instructor or counselor completes and signs a withdrawal form and submits the form to LCCC within the withdrawal period for students that have moved out of the district. Note: Students that move or experience extenuating circumstances after the deadline to withdraw may be withdrawn from the class, within the current semester, with instructor or counselor written documentation and approval from the Director of Admissions and Records.

3. The instructor indicates on the class roster that the student is not attending (N/A) then the student will be withdrawn from the class by LCCC. The Enrollment Assistant will create an internal document that will be filed with the student’s semester registration form. Withdrawals (N/A) will be processed from mid-term rosters only.

Grade Changes

The Enrollment Center will only accept a grade change when the instructor who taught the class completes and signs a Grade Correction Form. The form must also be signed by the appropriate LCCC academic administrator.

NOTE: All deletions and withdrawals should be documented on a LCCC Course Change Form.
AGREEMENT
BETWEEN
LEWIS AND CLARK COMMUNITY COLLEGE
AND
ALTON DISTRICT NO. 11

This agreement made this _____ day of ____________, and entered into between the Board of Trustees of LEWIS AND CLARK COMMUNITY COLLEGE, District #536, hereinafter referred to as “LCCC” and the Board of Education of Alton District #11, hereinafter referred to as “Alton” is for the expressed purpose of providing Lewis and Clark’s Certified Nurse Assistant program to the students of Alton High School.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational opportunities to the students of Alton. The parties believe that this Agreement benefits the Alton students as well as LCCC.

EDUCATIONAL PROGRAM/COURSES

LCCC agrees to accept students from Alton in the following program:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Curriculum Code</th>
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<tbody>
<tr>
<td>Basic Nurse Assistant Training</td>
<td>NURS/ASST.CC</td>
</tr>
</tbody>
</table>

The course will be offered on the Lewis and Clark Community College campus. Clinical training hours will be scheduled in hospitals, nursing homes and home healthcare settings. Students may enroll as follows:

Fall 2015
NUAD 120 Basic Nurse Assistant Training

Course scheduling is done in cooperation between the LCCC Nursing Director and designated Alton High School officials.
STUDENT ENROLLMENT

Students are determined to be eligible for enrollment in the LCCC Nurse Assistant program by a combination of advising and testing activities through LCCC and Alton. All students must complete the Reading comprehension portion of the College Placement Test and score at least a 40 on the Accuplacer Platform to be eligible to enroll in Lewis and Clark’s Certified Nurse Assistant program. Alton counselors will screen students for interest and ability to enroll in the Nursing Assistant program. Students must be 16 years or older. Additional program requirements include:

- Submit evidence of a negative chest x-ray or TB skin test.
- Submit a satisfactory health examination report by the student’s physicians within the timeframe required by the class instructor.
- Taking an updated CPR (cardiopulmonary resuscitation) course within the first four weeks of classes. The CPR course will be taken within the NUAD course.
- The Illinois Department of Public Health requires that all Nurses Assistant students are fingerprinted (State mandated) within 10 days of the start of class. Disclosure form required.

STUDENT RESPONSIBILITY

Students wishing to enroll in the Nurse Assistant program at LCCC apply at Alton High School. Students will assume the responsibility and comply with the rules of both LCCC and Alton.

LCCC RESPONSIBILITIES

LCCC will offer instruction for students enrolled in this partnership program and will place students in clinical settings for their clinical hours. Also, LCCC will provide enrollment services, record keeping, and academic advisement for students as necessary. Students will have access to the LCCC Learning Resource Center and other instructional resources developed to facilitate the learning process.

ALTON RESPONSIBILITIES

Alton will assist in the student selection process by screening and advising applicants. In addition, Alton will help insure that student conduct and attendance is monitored in accordance with the District’s and LCCC rules and regulations. Enrollment in the course will be limited to 8 students.
FINANCE

The financial arrangements for this agreement are outlined in Appendix 1. The costs shown in this appendix are based upon financial policies in effect at the college for the 2015-2016 academic year. The costs will be adjusted to reflect actual costs in effect during the period of this agreement. The maximum class size will be 8 students. Due to IDPH regulations a class of 9 or more students will require the class to be divided into two clinical groups. The Alton District will be billed for the total amount due following the close of enrollment for the course. Remuneration will be due thirty days from the date of the invoice.

AMENDMENTS TO AGREEMENT

Amendments and/or revisions to this Agreement may be made annually or at any time by mutual written consent of the Districts. Such amendments and/or revisions shall be prepared in the form of an addendum agreement

TERMINATION

This Agreement may be terminated at any time by Lewis and Clark Community College, District #536, or mutually agreed termination by Alton District No. 11. In the event of such termination, students shall be allowed to complete courses in progress.

Alton District #11
By: __________________________
Title: __________________________
Date: __________________________

Lewis and Clark Community College
By: __________________________
Title: __________________________
Date: __________________________
Section 50

LEWIS AND CLARK COMMUNITY COLLEGE AND ALTON HIGH SCHOOL
CERTIFIED NURSE ASSISTANT AGREEMENT

The following costs are for the Fall 2015 Semester, and will be reviewed for the 2015-2016 Academic Year.

COST PER STUDENT:

Lewis and Clark Tuition and Fees:
- Tuition of $108 per credit hour x 6 credit hours for NUAD 120: $648.00
- Activity fee of $3 per credit hour x 6: $18.00
- Athletic fee of $11 per credit hour x 6: $66.00
- Technology fee of $4 per credit hour x 6: $24.00
- Green Fee $2 per credit hour x 6: $12.00
- *Lab Fee/ Drug Test/ CPR course: $100.00

Books, supplies and other fees:
- Uniform Patch (LCCC Bookstore): $1.62
- TB Tests (LC Family Health Clinic): $15.00
- Books (text & workbook $81.20, policy manual $3.06): $84.26

Lewis and Clark Total Cost (per student): $926.88

Other Fees:
- Alton High
  - Fingerprinting (State mandated)/Background check: $40.00
- Students Responsibility
  - **Uniforms/White Shoes: $110.00
  - Competency Test (Administered by SIU-C at various locations): $65.00
  - **Watch with Second Hand: $14.00
  - **Gait Belt: $19.00

**Estimated costs - may be available at lesser amount

COST TO LEWIS AND CLARK FOR MAXIMUM CLASS OF 8 STUDENTS:

The maximum class size will be 8 students.
The cost for offering the class is calculated as follows:

8 Students x $926.88 = $7415.04
(Payable to Lewis and Clark Community College)

OTHER FEES:

The maximum class size will be 8 students.
The cost for offering the class is calculated as follows:

8 Students x $248 = $1984.00
(Payable to the appropriate vendor)

*Lab fee, drug test and CPR are included in the tuition costs.

All students must have a recent physical exam (prior to the beginning date of the class). The physical must show good health without any restrictions. School physicals, meeting the one year mandate, will meet the state requirement.
State regulation policy now mandates a total class size of 8 for all NUAD sections.
Lewis and Clark Partnership for College and Career Success  
Master Articulation/Collaboration Agreement

College: Lewis and Clark Community College

High School: ____________________________________________

EFE: __________________________________________________

Lewis and Clark Community College and the Lewis and Clark Partnership for College and Career Success (PCCS), in partnership and collaboration with the Central Illinois Rural Region—EFE #425, the secondary schools represented by the EFE (Calhoun, Brussels, Jersey Community, North Greene, Gillespie, Staunton, Carrollton, Carlinville, Greenfield, Bunker Hill), and relevant business and industry in the Lewis and Clark Community College District boundaries agree to provide Career and Technical Education (CTE) Programs of Study (POS) for secondary and postsecondary students.

These CTE POS represent a sequence of instruction, based on recommended standards, and knowledge and skills consisting of secondary and postsecondary coursework, co-curricular activities, work-site learning, service learning, and other learning experiences offered in an aligned and coordinated manner that prepare students for a specific career. This is a flexible resource for students and is designed to change in concert with the interests and needs of the learner.

Partnership requirements include the following application components:

• **Collaboration:** Illinois Partnerships for College and Career Success (PCCS) must include representation from area secondary schools, EFE Regions, Area Career Centers, community college(s), and relevant business and industry from the PCCS District. The community college district will be used to define the PCCS District. PCCS members may also include other postsecondary institutions and labor organizations.

• **Career Pathways—Program of Study Development:** As defined in the Carl D. Perkins Career and Technical Education Act of 2006 (section 122(c)(1)(A), Career and Technical Education Programs of Study must include the following:

  1. secondary and postsecondary education elements;
  2. coherent and rigorous content aligned with challenging academic standards and relevant career and technical content;
  3. a sequence of courses that is coordinated and non-duplicative; a minimum of two (2) training courses in a CTE program must be offered at the high school in order to meet POS requirements
  4. a sequence of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education;
  5. the opportunity for secondary students to earn postsecondary credit through dual enrollment, dual credit, or other means;
  6. the attainment of an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

• **Professional Development:** The PCCS must develop professional development programs for teachers, faculty, and administrators within the Partnership.

• **Equal Access for Special Populations:** The PCCS must provide equal access to members of special populations, including the development of appropriate services.

• **Preparatory Services:** The PCCS must provide preparatory services that assist students to enroll in—and complete—CTE Programs of Study.

• **Coordination Requirements:** The PCCS must closely coordinate their activities with the activities funded by the member EFE(s) and community college(s) basic state grants.

• **Accountability:** The PCCS must report on performance using the Perkins IV, Title II Performance Measures as well as the Perkins IV Basic State Grant Performance Measures (outlined in Perkins Section 113b) (see Section 1 for more specific information on the Perkins IV Performance Measures). Each Partnership that receives funding must enter into an agreement with the ICCB to meet minimum levels of performance for each of the required Perkins IV, Title II Performance Measures and the Basic State Grant Performance Measures.

Data Sharing Agreement: The partners agree to share student and program data, as permitted by law, among Lewis and Clark PCCS, Lewis and Clark Community College, EFE #425, and the high school, in
order to enable a smooth transition of secondary students to postsecondary education. This includes, but is not limited to, the sharing of a student’s Social Security number so that he/she may be tracked accurately as he/she transitions from secondary to postsecondary education to the workplace. In addition, the data sharing will be conducted in a timely fashion for proper reporting, program assessment, and improvements. All requests for information will be made through Lewis and Clark PCCS. Any information provided by member institutions/partners will be deemed strictly confidential, unless otherwise stated, per federal law.

**Conflict Negotiation/Resolution Clause:** All disagreements and disputes that cannot be resolved by the participating parties should be brought to the attention of the Lewis and Clark PCCS Director. If a resolution cannot be found, the disagreement or dispute between the parties will be submitted to arbitration as follows:

a. The parties, acting in good faith, shall attempt to select an arbitrator. If the parties fail to agree on an appropriate arbitrator, each party will select one arbitrator, and the two arbitrators so selected will select a third arbitrator. If three arbitrators are acting, the determination of two of the three arbitrators will prevail.

b. Arbitration will be commenced promptly upon written notice of either party. Upon selection of the arbitrator(s), the party requesting arbitration first shall meet with the arbitrator(s) to present whatever evidence and arguments deemed appropriate. The other party will next meet with the arbitrator(s). Thereafter, any joint or individual meeting with the arbitrator(s) shall be determined by the arbitrator(s).

**Fiscal Agent for the Lewis and Clark PCCS:** Lewis and Clark Community College

**Roles and Responsibilities of Partnership Members:** The Lewis and Clark PCCS Partners agree to the following roles and responsibilities:

1. Increase collaboration between secondary and postsecondary systems;
2. Create seamless transition systems from secondary education to postsecondary education;
3. Ensure that individuals who are members of special populations have the opportunity to access and succeed in CTE programs;
4. Develop career pathways that contain multiple entry and exit points to facilitate student success and lifelong learning;
5. Increase curricular alignment and reduce curricular duplication;
6. Reduce the need for remediation;
7. Support the development of integrated and applied curricular content;
8. Increase the opportunities for students to obtain college credit while enrolled in high school;
9. Increase the opportunities for students to obtain marketable postsecondary certificates or degrees that support their career goals;
10. Create professional development programs designed to simultaneously engage and support secondary and postsecondary partners;
11. Utilize data for program improvements.

This Master Articulation/Collaboration Agreement will be in effect upon signature of all parties.

**Signatures:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community College President</td>
<td></td>
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<tr>
<td>EFE Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business &amp; Industry Representative</td>
<td>Company/Business/Industry Name</td>
<td>Date</td>
</tr>
<tr>
<td>Lewis and Clark Partnership for College and Career Success Director</td>
<td></td>
<td></td>
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<tr>
<td>High School Principal</td>
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</tbody>
</table>
Clas Ranking and Grade Point Average
A student's high school class ranking and grade point average are not normally affected by the Early Start courses. The courses are not designated as dual credit, and therefore do not have an impact on the student's high school records. However, the district does have the option of accepting the college courses for high school credit. If the district does accept the credit, then the courses will have a bearing on a student's ranking and GPA.

The courses do become a part of the student's official college transcript and will affect their post-secondary GPA. Failure to successfully complete the courses will also affect the student's academic and financial aid standing.

Course Options
Students have the option of selecting courses that best meet their needs. Students who plan to transfer to a four-year institution may select general education courses, while others may opt for courses related to a career program. Lewis and Clark does not place restrictions on the types of courses selected by Early Start students.

Tuition and Fees
Lewis and Clark pays for one half of the tuition for Early Start courses. Early Start students are allowed to enroll in a maximum of two credit courses. Lewis and Clark will send invoices to each district based on their enrollments.

Textbooks
It is the student's responsibility to purchase the necessary textbooks and materials for the courses. The investment by the student or their family helps ensure that the student will approach the courses in a responsible manner and that the family has an interest in seeing the student successfully complete the courses.

Early Start Program
An on-campus transition program for area high school students through the High School Partnership Program

Contact Information
For more information about the Early Start Program contact:

Director
High School Partnership Program
Yvette McLenmore
618-468-5050
ymclenmore@lcl.edu

Lewis and Clark Community College reserves Equal Opportunity in its education policies and programs for individuals regardless of race, color, creed, religion, national origin, sex, marital status, age, or mental or physical handicap. Any inquiries concerning the operations of Title VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination Act, and the Illinois Human Rights Act, should be directed to the Title IX Coordinator, Vice President of Administration, Eckworth Hall, Room 109, Lewis and Clark Community College, Godfrey, IL 62035 – 618-468-2000.

Lewis and Clark Community College Early Start Program
The transition from the senior year of high school through the first year of college is emotionally, socially, and intellectually challenging. High school seniors who have completed their requirements for graduation early often want to participate in extracurricular activities, while continuing academically. Less than a year later, these same students will be enrolled as college students, struggling to keep up with demanding college courses. To smooth this transition, Lewis and Clark developed an Early Start Program. Since 2000, more than 100 high school seniors have enrolled in the program earning an average cumulative grade point average exceeding 3.2 on 4.0 grading scale. These students worked hard, stayed motivated, and achieved academic success. They were considered transferable college courses and developed confidence in themselves as college learners. The benefits to students and their families were intellectual, emotional, and financial. The students have maintained their intellectual engagement from high school to college; they have confidence in themselves academically, and they and their families have saved college tuition.

Operation of the Program
Students in the program attend their high school classes and commute to the Lewis and Clark campus for college courses. Students normally enroll in two courses at Lewis and Clark, spending the rest of their time at their high schools. Traditionally, students have attended high school courses in the morning and have commuted to the L&CC campus in the afternoon. However, the individual districts have the freedom to determine when students may attend classes at Lewis and Clark.

Transportation
Students are responsible for their own transportation to Lewis and Clark. Due to varying class times and extracurricular schedules, it is impractical for the district to provide transportation.

Selection of Students
Each participating school district creates its own criteria for selecting students. Lewis and Clark does not take part in the selection process. As an example, the Roxana School District developed these guidelines:
- The student must have qualified for College Prep English
- He/She must have placed himself/herself in a position so that at the end of his/her seventh semester, the only required course needed to graduate is the second semester of College Prep English.
- He/She must need no more than one credit to meet the total number for graduation.
- He/She must have maintained a "C" or better average in all classes during his/her seventh semester in order to retain the qualified status.

Following the selection process, any student who have not taken the Lewis and Clark placement test will be given the test to determine their eligibility for specific courses. Most students in the program will have already completed the assessment as part of the enrollment process in dual credit courses.

School District Concerns
Districts may continue to include the Early Start students in their Average Daily Attendance. The students remain enrolled in high school and spend part of their day at the high school, and the tuition and fees for the students (outlined under Tuition and Fees below) are paid in part by the district, thereby enabling the district to include the students in their ADA. Student non-attendance will be reported by Lewis and Clark to the school district.

Representatives from Lewis and Clark will work with high school administrators to schedule a time to visit the high schools and complete the placement test and enrollment process.

Most Lewis and Clark courses meet either two or three days a week. For example, classes meet on Tuesday and Thursday, or Monday, Wednesday, and Friday. A student enrolls in a two-day and a three-day course, he/she will be at the campus everyday. However, if a student enrolls in two two-day classes or two three-day classes, then he/she will not be at the campus everyday. It is the district's responsibility to work with the student's schedule on any days the student is not attending classes at Lewis and Clark.

Lewis and Clark will notify the district if any of their students drop out of a course. If a course is dropped after the first week of classes, it is unlikely that the student will be able to enroll in a different course. Students who drop a course will have available time in their schedule, and the district has the option of determining how the student should fill the time.

Extracurricular Eligibility
The Illinois High School Association has stated that students who take part in the Early Start Program retain their eligibility for athletics and other extracurricular activities. This is based on the fact that students are still enrolled in the district and are attending classes at their high school. The district retains the exclusive authority to determine which students may participate in the program. Lewis and Clark can also provide districts with academic updates if a question should arise regarding a student's academic eligibility. Please keep in mind that scheduling may become an issue for some students if they have an early afternoon practice or activity.
The student listed below has been approved and enrolled in the following class(es) as part of the LCCC High School Tuition Reimbursement Initiative. Lewis and Clark will pay for 50% of the tuition and fees for a total of 6 credit hours per year. The school and/or student will be responsible for the remaining 50% of the tuition and fees. Lewis and Clark will bill the High School directly and students will be responsible for making their payments to the high school and NOT to Lewis and Clark. Students are also responsible for textbooks, supplies and transportation.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>COURSE</th>
<th>Semester</th>
<th>LCCC TUITION AMOUNT</th>
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<tbody>
<tr>
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<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL:</td>
</tr>
</tbody>
</table>

Please charge the tuition and fees to the LCCC High School Tuition Reimbursement Initiative.

_______________________________________________
Authorized Lewis and Clark Community College employee

I give LCCC permission to release my grades to my high school

_______________________________________________
Student Signature

School billing address

ATTN: 

Fax form to LCCCC Accounting Services at 468-2250 and Amy Schweitzer at 468-7187

Send original form to LCCC Accounting Services

ACCOUNTING USE ONLY: Code Amount Date
# INVOICE

**Invoice #**  HSP  
**Invoice Date:**  
**Customer ID:**  

**Bill To:**  
**Ship To:**  SAME  
**Phone:**  

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>HSP Rep</th>
<th>Ship via</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
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<td>Stu Trask</td>
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</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Less 50% Discount**  

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Tax</th>
<th>Shipping</th>
<th>Balance Due</th>
<th>$</th>
</tr>
</thead>
</table>

**REMIT TO:**  
Lewis and Clark Community College  
ATTN: High School Partnership – FO 2500  
5800 Godfrey Road  
Godfrey, IL 62035  

**REMITTANCE**  
Date:  
Amount Due:  
Amount Closed:  
AGREEMENT
BETWEEN
Lewis and Clark Community College
AND
_______ HIGH SCHOOL

This agreement made this _____ day of ______________, and entered into between the HIGH SCHOOL PARTNERSHIP PROGRAM AT LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, hereinafter referred to as “HSP” and the ________COMMUNITY DISTRICT #1, hereinafter referred to as “______ ” is for the expressed purpose of providing assistance with the purchase of textbooks for ______High School.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational opportunities to the students of ______ High School. The parties believe that this Agreement benefits the _______students as well as the HSP Program at LCCC.

EDUCATIONAL RESOURCE BOOKS

LCCC agrees to purchase textbooks for Roxana and will pay for 50% of the cost for the books. _______ High School will be responsible for the remaining 50% of the cost of the books.

Books to be purchased: Smith / Icebreaker (Spch 131) & Smith / Key to Survival (Spch 145)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Smith / Icebreaker</th>
<th>Cost/ea.</th>
<th>$21.89</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>Smith / Key to Survival</td>
<td>Cost/ea.</td>
<td>$13.18</td>
</tr>
<tr>
<td>Quantity</td>
<td>Smith / Key to Survival</td>
<td>Cost/ea.</td>
<td>$17.42</td>
</tr>
</tbody>
</table>

TOTAL: $1240.43

Lewis and Clark will invoice the high school for their 50% of the total cost = $620.22

__________District

By: ____________________________
Title: __________________________
Date: __________________________

Lewis and Clark Community College Dist. #536

By: ____________________________
Title: __________________________
Date: __________________________
Dear High School Partnership Student:

Lewis and Clark Community College is following up on the success of Dual Credit students and would appreciate your participation in a brief National Survey.

Your responses will assist Lewis and Clark Community College in enhancing its dual credit offering and will help ensure the program becomes even more valuable to future graduates.

Thank you,
Lewis and Clark Community College

Your name and address will not be sold or shared. All communications will remain confidential and anonymous and will not be made available to any third parties.
Dear High School Guidance Counselor:

The High School Partnership Program at Lewis and Clark Community College is required by NACEP (National Alliance of Concurrent Enrollment Partnerships) to survey different groups of individuals that participate in our dual credit program. Different but similar surveys will be completed by the teachers and principal at your school. However, this survey is to be completed by you, the guidance counselor. This survey will help us understand the impact of High School Partnership on students, teachers and schools. The feedback you provide helps Lewis and Clark Community College continually improve and document the value of High School Partnership. Your answers will be used only for statistical purposes and individual responses will not be disclosed.

Many questions in this survey were developed by the National Alliance for Concurrent Enrollment Partnerships (NACEP - www.nacep.org) and are included in surveys conducted by concurrent enrollment programs across the country. NACEP will aggregate data for these questions for concurrent enrollment programs nationwide. NACEP defines concurrent enrollment as college classes taught by high school teachers for both high school and transcripted college credit, at their high school, during the regular school day.

Lewis and Clark Community College refers to such courses as High School Partnership and may also offer other opportunities for your students to earn college credit. Please answer this survey by focusing specifically on the concurrent enrollment courses offered by Lewis and Clark Community College that fall within the NACEP definition. Click on the link below and enter the password to access the survey.

http://survey.lc.edu/classclimate/online/
PASSWORD: counselor

Thank you for taking the time to provide us with information to enhance our dual credit program.

Yvette McLemore, Director
High School Partnerships & Community Education
Lewis and Clark Community College
Dear High School Dual Credit Instructor:

The High School Partnership Program at Lewis and Clark Community College is required by NACEP (National Alliance of Concurrent Enrollment Partnerships) to survey different groups of individuals that participate in our dual credit program. Different but similar surveys will be completed by the guidance counselor and principal at your school. However, this survey is to be completed by you, the instructor. This survey will help us understand the impact of High School Partnership on students, teachers and schools. The feedback you provide helps Lewis and Clark Community College continually improve and document the value of High School Partnership. Your answers will be used only for statistical purposes and individual responses will not be disclosed.

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Click on the link below and enter the password to access the survey.

http://survey.lc.edu/classclimate/online/
PASSWORD: teach

Thank you for taking the time to provide us with information to enhance our dual credit program.

Yvette McLemore, Director
High School Partnerships & Community Education
Lewis and Clark Community College
Dear Principal:

The High School Partnership Program at Lewis and Clark Community College is required by NACEP (National Alliance of Concurrent Enrollment Partnerships) to survey different groups of individuals that participate in our dual credit program. Different but similar surveys will be completed by the teachers and guidance counselors at your school. However, this survey is to be completed by you, the principal.

This survey will help us understand the impact of High School Partnership on students, teachers and schools. The feedback you provide helps Lewis and Clark Community College continually improve and document the value of High School Partnership. Your answers will be used only for statistical purposes and individual responses will not be disclosed.

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Click on the link below and enter the password to access the survey.

http://survey.lc.edu/classclimate/online/
PASSWORD: principal

Thank you for taking the time to provide us with information to enhance our dual credit program.

Yvette McLemore, Director
High School Partnerships & Community Education
Lewis and Clark Community College
Dear Parent,

Congratulations on your child’s decision to enroll in the Lewis and Clark Community College/High School Partnership program. The decision to enroll in a partnership course means your child will receive college credit prior to graduating from high school. We feel this is an excellent opportunity for many district high school students to get a head start on their college course work.

Grades for these courses are recorded not only on the high school transcript but also on a Lewis and Clark transcript. It is very important that the college be informed of any changes to your child’s status in these course(s). If your child needs to withdraw from their course(s), please be aware that they have to do so in writing to the college. Your child’s high school instructor can help them with this.

Yvette McLeMone
Director, High School Partnership and Community Education

For questions or for more information please call
(618) 468-2220 or visit www.lc.edu.

Dear Student:

You have registered for a college course(s) at Lewis and Clark Community College through the College/High School Partnership Program. At the end of the semester your final grade for the course(s) will be entered on your Lewis and Clark transcript. If you do not want college credit for your Spring 2013 course(s), you must withdraw in writing to Lewis and Clark. See your high school instructor for further details.

Students participating in the high school partnership program are considered college students and are held to the same standards as the on campus students. To view our Student Handbook, please go to www.lc.edu/currentstudents and in the left column click on “View our Student Handbook.”

Yvette McLeMone
Director, High School Partnership and Community Education

For questions or for more information please call
(618) 468-2220 or visit www.lc.edu.
For more information about the High School Partnership Program contact:
Bunker Hill, Carlinville, Gillespie, Southwestern and Staunton high schools should contact:
Kelly Wilson, Coordinator
217-654-5400/618-468-2276
kwillson@lc.edu
Brussels, Calhoun, Carrollton, Greenfield, Jerseyville and North Greene high schools should contact:
Tim Gwinn, Coordinator
618-460-6500 / 618-458-2274
tgwinn@lc.edu
Alton, Civic Memorial, East Alton/Wood River and Roxana high schools should contact:
Ann Bilbruck, Coordinator
618-556-9000 ext. 5655 or 618-460-5556
abilbruck@lc.edu
Edwardsville, Marquette Catholic, and Metro-East Lutheran high schools should contact:
Tim Bell, Manager
618-466-8800 ext. 5855 / 618-468-5865
tbody@lc.edu

Campus Numbers
Godfrey Campus
800-YES-LCCC or 618-468-0222
N.O. Nelson Campus - Edwardsville
618-606-8800
Macoupin County Center - Carlinville
217-854-5400
Tri-County Center - Jerseyville
618-486-5550

High School Partnership Program

Earn both high school and college credit at the same time.

Lewis and Clark Community College issues equal opportunity and admission policies that bar discrimination against any student on the basis of race, religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. Any inquiries concerning the applicability of Title VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination Act, and the Illinois Human Rights Act may be directed to the Office of Public Relations, Vice President of Administration, 1000 W. College Ave., Godfrey, IL 62046-4111, or Lewis and Clark Community College, Godfrey, IL 62046-4111.

High School Partnership Program

What Partnership Courses Can Offer You:
- Partnership courses allow you to enroll in both high school and college courses at the same time.
- You may have the opportunity to enroll in two types of courses: college transfer courses and/or career courses.
- Upon successful completion of courses, you will receive grades and credit at your high school and at Lewis and Clark.
- You will earn both High School and College credit. Best of all, you can shorten your path to your degree or career.

What Does It Cost?
- No tuition or fees are charged by Lewis and Clark for regular courses.
- Some high school districts may charge fees or require textbook purchases.
- Contact your high school counselor for more information.

You’re Enrolling in College!
- Partnership courses result in grades and an academic transcript at Lewis & Clark.
- Future college enrollment will be impacted by grades earned through the Partnership. Future financial aid eligibility may also be impacted by your grades.
- You may use Partnership credit at a later date to meet college degree requirements if applicable.

How Do I Enroll?
- Your high school grants you permission to enroll in College/High School Partnership course(s).
- You go through the Lewis and Clark registration process at your high school.
- You must successfully pass an entrance exam before being admitted to most Partnership programs.

Policies & Procedures
- After Partnership courses begin, it is important to keep Lewis and Clark informed of any changes in your enrollment status. You must officially withdraw from the Lewis and Clark course if you are no longer attending classes; otherwise failing grades will result.
- If for any reason you receive low grades in Partnership courses, your academic status at a post-secondary institution will be affected. You may move from Good Standing to Academic Probation or Suspension. Probation or Suspension status will impact your future college enrollment in a negative way.

Transfer Credits:
The courses in the baccalaureate-oriented (PCS 1.1) program are carefully designed to assure the acceptance of your course work by the senior college or university to which you transfer. However, the ultimate acceptance of your credit is determined by the senior institution.

Lewis and Clark Community College is a participant in the Illinois Articulation Initiative (IAI) which facilitates transfer of students among Illinois colleges and universities. It includes public, private, two-year, four-year, associate and baccalaureate degree granting institutions.

The IAI agreement is designed to make transferring to any participating school as smooth and transparent as possible. When making transfer plans, students must always seek the advice of an academic advisor in the Enrollment Center at the school where plans to attend, regardless if the course is a dual credit course or a course completed on campus in a traditional educational format.

Occupational/Career Credits
The technical and applied courses (PCS 1.2) are designed to meet the requirement for an occupational or certificate pathway. Although these courses are not generally designed to transfer, some occupational/career credits may be articulated with colleges or universities and used to meet lower-division baccalaureate requirements. When making transfer plans students must always seek the advice of an academic advisor in the Enrollment Center at the school where plans to attend, regardless if the course is a dual credit course or a course completed on campus in a traditional educational format.

For more information on the High School Partnership Program please call (618) 468-5050 or (618) 468-5051.
FOR IMMEDIATE RELEASE
May 12, 2014

For more information, contact:
Kimberly Mobley
Director of Communications and Member Services
(919) 747-2699 or kmobley@nacep.org

Colleges Offer Exemplary Concurrent Enrollment Programs for High School Students

Eleven programs earn accreditation from the National Alliance of Concurrent Enrollment Partnerships

The National Alliance of Concurrent Enrollment Partnerships (NACEP) announced today that it granted national accreditation to concurrent enrollment programs offered by eleven colleges and universities in Connecticut, Idaho, Illinois, Kentucky, Minnesota, Missouri, Pennsylvania, Utah, and Washington. NACEP accreditation validates the quality of college courses offered in high schools and ensures that the course content and expectations for student work match the standards of the sponsoring post-secondary institution.

Concurrent enrollment programs at the following colleges earned initial accreditation or reaccreditation:

CONNECTICUT
University of Connecticut*

IDAHO
College of Southern Idaho
Idaho State University

ILLINOIS
Lewis and Clark Community College*

KENTUCKY
West Kentucky Community and Technical College

*Reaccreditation

MINNESOTA
University of Minnesota Crookston*

MISSOURI
Crowder College

PENNSYLVANIA
Pennsylvania Highlands Community College

UTAH
Weber State University*

WASHINGTON
Everett Community College
University of Washington – Seattle*

NACEP Accreditation Commission Chair Jaclyn Dumond, Manager of School Partnerships at the University of Southern Indiana, remarked: “We are very excited to award this prestigious recognition to these eleven programs. By undergoing NACEP’s rigorous accreditation peer-review process, these schools have demonstrated that their concurrent enrollment
programs are of the highest standard. The high school students enrolled in their programs are, without a doubt, receiving the same quality education as they would receive on the college campus. We are very proud to recognize these institutions for their commitment to concurrent enrollment program excellence.”

Dr. Jay Box, Chancellor, Kentucky Community and Technical College System (KCTCS) stated: “With the development of the 2010-2016 Business Plan for Transforming Kentucky, KCTCS established a transformation strategy for dual credit that would ‘develop a consistent, statewide program of dual credit, using the NACEP standards as a framework.’ West Kentucky Community and Technical College (WKCTC) has not only implemented NACEP standards in its dual credit program but has also gone the extra mile of seeking and receiving NACEP accreditation. We are pleased that WKCTC is the first in Kentucky to obtain this high recognition and to also be the first program within the Southern Association of Colleges and Schools (SACS) region to become NACEP accredited.”

To earn accreditation from NACEP, concurrent enrollment programs conduct a self-study, document how their programs adhere to NACEP’s seventeen standards, and are evaluated by peer reviewers from NACEP-accredited programs. NACEP’s standards were developed and refined over many years, serve as a model for quality standards in sixteen states, and are implemented by a wide range of higher education institutions.

The NACEP Accreditation Commission manages NACEP’s accreditation process, reviews Peer Review Team reports and makes accreditation decisions. NACEP-accredited programs recently elected Leslie Hardaway of NorthWest Arkansas Community College to join the Commission as a two-year postsecondary institutional representative. Becky Carter of Indiana University was reelected to another two year term as a four-year postsecondary institutional representative. The full listing of ninety-two programs nationwide currently accredited by NACEP can be found at: http://nacep.org/docs/accreditation/NACEPAccreditedPrograms.pdf.

###

**About the National Alliance of Concurrent Enrollment Partnerships**: NACEP works to ensure that college courses offered in high schools are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. To advance the field and support our national network of 270 colleges and universities, 35 high schools and school districts, and 15 state agency and system office partners, we actively share the latest knowledge about best practices, research, and advocacy. Our annual conference in Chicago, Illinois, October 26-28, 2014, will once again be the premier destination for college officials, high school leaders, policymakers, and researchers interested in creating an effective academic bridge between high school and college.

[www.nacep.org](http://www.nacep.org)