

Instructor Responsibilities

A Dual Enrollment/Dual Credit class is an Arizona Western College level class being taught at your high school. As an instructor it is your task to insure that your class meets the following criteria;

- Your class should cover the competencies as agreed upon in the "Articulation Agreement".
- Your class should be equal to the rigor of a college level class.
- Expectations of your students should match the expectations of a college student.

Recommendations to Insure a Successful Experience for You and Your Students:

First Day Handout: The first day course handout is considered a contractual agreement between the professor and student. All information found in the official course syllabus is to be included in the first day handout. Each student enrolled is to receive a copy of the course outline/first day handout. Electronic copies of the course outline and first day handout are required to be housed in the appropriate deans' office by the second week of classes.

Course Syllabus: A course syllabus for each Arizona Western College course, whether on- or off-campus, is to be on file with the Dean of Instruction. The syllabus comprises the officially approved bank of courses offered at the College. Associate Deans and supervisors have the approved format to follow. Syllabi can be accessed through the AWC webpage at www.azwestern.edu.

Student Participation: Students are expected to attend every session of class in which they are enrolled. Class attendance is especially important for academic success at the college level, particularly for laboratory and activity classes since a substantial portion of course content can be learned only through class participation.

Class Rosters: Faculty is to assist in determining accurate enrollments in respective courses through verification of names on Class Rosters. Rosters are continually updated through Web Advisor during the semester. Students who continue to attend classes but whose names are not listed on Class Rosters might not be properly enrolled for such courses. Faculty are to direct these students not properly enrolled to the Tech Prep Director first or then the Registrar's Office to verify enrollment records. Students who fail to complete the registration process will not be eligible to earn Dual Credit. If students fail to properly enroll, these students' names will not appear on the Final Grade Rosters and instructors are unable to issue grades to those students.

It is imperative that faculty submit FTSE data, mid-term performance grades, and final grades in accordance with published due dates.

Federal Educational Rights and Privacy Act (FERPA):

Under the Family Educational Rights and Privacy Act (FERPA), students enrolled at institutions of higher education are afforded three basic rights:

- * Right to inspect and review education records.
- * Right to request to amend education records.
- * Right to limit disclosure of "personally identifiable information" in education records.

For faculty members each of these rights significantly impacts the management of information related to the students in their classes.

1. Right to review records: All information an individual faculty member has accumulated about a student is subject to a student's right of inspection and review, since they may all be deemed part of a student's educational record. This includes not only information used to determine a student's grade but any correspondence, letters, e-mails, recordings or video-tapes

that directly relate to a student and that are in a faculty member's possession.

2. Right to amend records: Pursuant to a review of his or her record, a student may request that information in the record be changed, if there is an error of fact. FERPA does not stipulate that a student's grade must be changed; however, a student may request that his or her concerns may be entered on the record.
3. Right to limit disclosure: The most widely cited aspect of FERPA, this requires that faculty members refrain from disclosing any personally identifying information about students. Included under this requirement is the prohibition against disclosing any information that has to do with a student's performance in class to anyone other than the student, e.g., performance or grades on tests, quizzes, reports, papers, etc. Faculty members may post grades for a class, but they may not use social security numbers or any other number associated with the student. To post grades, a faculty member would need to agree on a random number that is known only to the student and the faculty member. In addition, information regarding a student's academic performance may not be disclosed to anyone, including parents or guardians, without the student's written consent. Refer requests or for further information, please contact the Registrar at (928) 317-6100.

Final Exam:

All faculty members are required to administer final examinations and must require all students to take examinations at the time and day they are scheduled (Dual Credit instructors may experience a conflict with schedules from two institutions. The conflicts will be dealt with on a case by case basis. Final examinations may be in the form of a paper-and-pencil test or any activity that demonstrates students' levels of competence in relation to course objectives.

Grading Policies:

System I*

- A — Exceptional performance for most learning outcomes. 4
- B — Good performance for most learning outcomes. 3
- C — Satisfactory performance for most learning outcomes 2
- D — Unsatisfactory performance for most learning outcomes 1
- F — Unsatisfactory performance for all learning outcomes. 0

System II*

- CR — Credit. Not computed into the GPA
- NC — No Credit. Not computed into the GPA

To earn credit, "CR", a student must have achieved an equivalent grade of "C" or better for the course. No prerequisite requirement will be satisfied by a grade of "D" or "F." Additional grade symbols included in both systems but not calculated into the grade-point average are:

- AU — Audit. See Audit Policy in this Guide
- I — Incomplete. See Incomplete Policy in the Catalog
- W — Withdrawal. See Withdrawal Section in the Catalog
- NS — No Show. Student Never Attended Class
- R — Repeat. See Repeat Policy in the Catalog
- IP — In Progress. See Course in Progress Grade Policy in the Catalog

** Students have the option to select either System I or System II at the time of registration. A change from System I to System II or from System I to System I is permitted prior to the mid-point of the course. It is the responsibility of the student to initiate this procedure and complete the required paperwork.*

A maximum of 24 credits of OCR" may be applied toward graduation from Arizona Western College. A minimum of six credits in Freshman Composition and the required major courses must be completed under System I except upon approval of the Vice President for Learning Services. Courses taken for the Arizona General Education Curriculum (AGEC) must be completed under System I except upon approval of the Vice President.

Retention of Student Records:

Grade records are to be retained for at least one calendar year from the date of issuance. Grade records are to be retained within each respective Associate Dean's/Dean's area. Full-time faculty are responsible for retaining grade records. Should a faculty member leave the College, grade records are to be turned in to the respective Associate Dean/Dean as part of the checkout policy. Associate faculty grades are to be turned in to the respective Associate Dean (in this case the Associate Dean for Community and Educational Partnerships, located at the AWC Entrepreneurial Center.) at the end of each semester and also kept on file for a period of one calendar year.

Faculty Appraisal:

Faculty appraisal is a process whereby all full-time and associate faculty members are evaluated on their performance.

Procedure:

1. The Center for Teaching Effectiveness is responsible for implementing the faculty appraisal procedure.
2. Faculty members will be evaluated on the schedule as established by the faculty appraisal procedure.
3. The appraisal procedure and required forms are available in the Center for Teaching Effectiveness.
4. Any revisions in the appraisal process must be approved by the faculty committee established to review the appraisal system.

