



**FORT HAYS TECH**  
**NORTHWEST**

**2025-2026**  
**CONCURRENT ENROLLMENT**  
**HANDBOOK**

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## **FORT HAYS TECH | NORTHWEST CONCURRENT ENROLLMENT INFORMATION**

It is the policy of the Kansas Board of Regents (KBOR) and Fort Hays Tech | Northwest to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in homeschooling. K.S.A. 2000 Supp.72-11a01 through 72-11a05 provides for these opportunities through the Kansas Challenge to Secondary School Pupils Act.

Different types of concurrent enrollment are eligible under the statute. In one type, a high school student may enroll at a postsecondary institution at any time without any formal agreement between the high school and the postsecondary institution. This type of concurrent enrollment includes 10th, 11th, and 12th-grade student enrollment pursuant to K.A.R. 88-26-3, as amended, and any non-degree-seeking student. In another type, a high school teacher teaches a college-level course to high school students at the high school during the regular high school day.

### **I. Concurrent Enrollment Definition**

Concurrent Enrollment (CE) refers to a cooperative agreement between Fort Hays Tech | Northwest (i.e., FHTECH | NW) and the local school district (USD) that allows the enrollment of high school students in FHTECH | NW courses to be offered at the high school for high school and college credit simultaneously (i.e., dual credit). See section XII Student Eligibility. College credit is contingent upon a student's completion of coursework and any course entrance requirements and/or exit exams that might apply. High school credit is under the authority and policy of the local USD. While students are enrolled in a concurrent college class, the students and the teacher are subject to college policies, procedures, statutes, etc.

### **II. Goals**

- To provide eligible secondary school students with the opportunity for Concurrent Enrollment.
- To provide students with the opportunity to accelerate progress in a college career.
- To provide high school and college faculty opportunities for collaborative professional development.

### **III. Scheduling Concurrent Enrollment Classes**

As long as a course's semester time requirements, set by the Kansas Board of Regents, are met, several options exist for scheduling FHTECH | NW concurrent enrollment classes.

Options include but are not limited to:

- A traditional semester-long, approximately 55-minute daily class period,
- A 24-day schedule to accommodate block scheduling, with longer class periods, or
- Intense course block of extended class periods for a limited number of weeks within a semester.

Since high school semesters are generally longer than college semesters, concurrent classes easily meet the state's time requirements for college courses.

### **IV. Concurrent Enrollment Instructor Contract and Payment**

Instructors for concurrent enrollment classes offered at high schools will be contracted with FHTECH | NW. FHTECH | NW will pay each concurrent enrollment instructor's salary. An adjunct contract will be issued to each instructor for services rendered. All approved fees will be paid to the USD in the form of a reimbursement.

**FORT HAYS TECH | NORTHWEST  
PAY SCHEDULE FOR ADJUNCT INSTRUCTORS**

**Note:**

**Overload represents the TOTAL Amount paid for that course.**

**15-19 Students = \$300.00**

**20+ Students = \$500.00**

**(1 Credit) Courses**

1 Student= \$70.00

2 Students= \$140.00

3 Students = \$210.00

4 Students= \$280.00

5 Students = \$350.00

6 Students = \$420.00

7-14 Students = \$490.00

**Overload**

15-19 Students= \$790.00

20 Students = \$990.00

**(2 Credits) Courses**

1 Student= \$140.00

2 Students = \$280.00

3 Students = \$420.00

4 Students = \$560.00

5 Students = \$700.00

6 Students= \$840.00

7-14 Students= \$980.00

**Overload**

15-19 Students = \$1280.00 20

Students = \$1,480.00

**(3 Credits) Courses**

1 Student = \$210.00

2 Students= \$420.00

3 Students= \$630.00

4 Students = \$840.00

5 Students= \$1050.00

6 Students = \$1260.00

7-14 Students= \$1470.00

**Overload**

15-19 Students = \$1770.00 20

students = \$1970.00

**(4 Credits) Courses**

1 Student = \$280.00

2 Students = \$560.00

3 Students= \$840.00

4 Students= \$1120.00

5 Students= \$1400.00

6 Students= \$1680.00

7-14 Students= \$1960.00

**Overload**

15-19: Students: \$2260.00

20 Students = \$2460.00

**(5 Credits) Courses**

1 Student = \$350.00

2 Students = \$700.00

3 Students = \$1050.00

4 Students = \$1400.00

5 Students= \$1750.00

6 Students= \$2100.00

7-14 Students= \$2450.00

**Overload**

15-19 Students = \$2750.00

20 Students = \$2950.00

**(6 Credits) Courses**

1 Student= \$420.00

2 Students = \$840.00

3 Students= \$1260.00

4 Students= \$1680.00

5 Students = \$2100.00

6 Students = \$2520.00

7-14 Students= \$2940.00

**Overload**

15-19 Students = \$3240.00

20 Students = \$3440.00

## Pay Schedule for CTE Adjunct Instruction

### Note:

Overload represents the TOTAL Amount paid for that course.

15-19 Students = \$210.00

20+ Students = \$350.00

#### **(1 Credit) Hour Course**

1 Student = \$50.00

2 Students = \$100.00

3 Students = \$150.00

4 Students = \$200.00

5 Students = \$250.00

6 Students = \$300.00

7-14 Students = \$350.00

#### **Overload**

15-19 Students = \$550.00

20 Students = \$700.00

#### **(2 Credit) Hour Course**

1 Student = \$100.00

2 Students = \$200.00

3 Students = \$300.00

4 Students = \$400.00

5 Students = \$500.00

6 Students = \$600.00

7-14 Students = \$700.00

#### **Overload**

15-19 Students = \$910.00

20 Students = \$1050.00

#### **(3 Credit) Hour Course**

1 Student = \$150.00

2 Students = \$300.00

3 Students = \$450.00

4 Students = \$600.00

5 Students = \$750.00

6 Students = \$900.00

7-14 Students = \$1150.00

#### **Overload**

15-19 Students = \$1360.00

20 Students = \$1500.00

#### **(4 Credit) Hour Course**

1 Student = \$200.00

2 Students = \$400.00

3 Students = \$600.00

4 Students = \$800.00

5 Students = \$1000.00

6 Students = \$1200.00

7-14 Students = \$1400.00

#### **Overload**

15-19 Students = \$1610.00

20 Students = \$1750.00

#### **(5 Credit) Hour Course**

1 Student = \$250.00

2 Students = \$500.00

3 Students = \$750.00

4 Students = \$1000.00

5 Students = \$1250.00

6 Students = \$1500.00

7-14 Students = \$1750.00

#### **Overload**

15-19 Students = \$1960.00

20 Students = \$2100.00

Note: Instructors hired directly by FHTECH | NW who are not employees of the USD will be paid directly through an adjunct faculty contract.

## **V. Instructor Assignment**

FHTECH | NW selects concurrent enrollment instructors through discussion with the local district. Very often, a high school instructor will meet FHTECH | NW qualifications and will be eligible to teach the class/classes being offered. In cases where a qualified teacher is not available locally, it will be necessary for FHTECH | NW to secure an instructor from outside the USD system. All concurrent instructors must submit transcripts to the Director of Outreach.

## **VI. Academic Requirements for Concurrent Faculty**

Fort Hays Tech Northwest will employ qualified faculty members who have the formal education or related work experience for the area in which they will be employed. Concurrent enrollment instructors should hold credentials comparable to those required for instructors teaching the same course on campus.

General Education Faculty

Master's degree or higher in the teaching discipline or related field; or

Successful completion of at least 18 graduate credit hours in the teaching discipline or related field, with a Bachelor's degree in the academic discipline/related field; or

Master's degree in an educational area (i.e., education, technology, curriculum and instruction, etc.) with a Bachelor's degree in the academic discipline/related field; or

In extenuating circumstances, "tested" experience is considered in addition to a Bachelor's degree in the teaching discipline or related field with at least 3 years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard requires review and approval of the Director of Outreach, an annual student and administrative evaluation, and the stipulation that the same final exam is given in a representative section of the same course taught at the college will be used as the final exam in this course per standards of the KBOR Concurrent Enrollment Partnership Agreement.

Technical Education Faculty

Bachelor's degree or higher in the teaching discipline or related field; or

In extenuating circumstances, "tested" experience, including industry-recognized credentials and related work experience, in addition to the current educational background of the instructor, may be considered. Use of this standard requires review and approval of the Director of Outreach.

## **VII. CEP Instructor Orientation & Training**

FHTECH | NW is dedicated to enhancing educational quality through collaborative efforts among administration and concurrent faculty through orientation. FHTECH | NW provides instructor orientation for each faculty member. All Instructors are required to attend the FHTECH | NW

in-service Orientation and Training. The mandatory orientation usually occurs in the fall before the semester begins. Concurrent faculty orientation is focused on continuous improvement in curriculum planning, program development, and assessment methods to elevate instruction across all college offerings.

The concurrent faculty orientation at FHTECH | NW equips instructors with essential knowledge, skills, and resources to foster an engaging and effective learning environment for students. This orientation includes comprehensive training sessions led by the Director of Outreach, covering important topics such as:

- Instructor credentials and qualifications
- Syllabi templates and learning outcome requirements
- Instructor expectations
- Student performance policies and other college policies
- Curriculum, assessment criteria, and related administrative requirements.
- Assessment methods, including student surveys and the Director of Outreach assessment
- Faculty mentorship practices
- Comparable final exams

By providing structured orientation, FHTECH | NW aims to support faculty in delivering high-quality education and enhancing student success.

### **VIII. Instructor Evaluations**

Teaching evaluations must be conducted on an annual basis by the Director of Outreach. FHTECH | NW will provide instructors with orientation upon starting with the college, and ongoing support throughout the time they teach concurrent enrollment courses.

Regular evaluation of concurrent faculty is essential to ensure high-quality, comparable education. All concurrent faculty will be assessed annually in accordance with established college policies. The evaluation process will include the following components:

- Classroom Observations: The Director of Outreach will conduct observations to assess teaching methods and student engagement.
- Student Evaluations: Perspective feedback from students will be collected through a survey process to assess instructor effectiveness.

### **XI. Technical Assistance Visits**

FHTECH | NW is proud to have college faculty dedicated to collaborating with concurrent enrollment instructors to ensure the quality, consistency, and curricular alignment of concurrent enrollment courses. College faculty play a crucial role in enhancing communication and fostering dialogue between college faculty and high school concurrent enrollment instructors, ultimately benefiting teaching and learning for all students involved.

Either the local USD concurrent enrollment instructor, FHTECH | NW administrator, or department chair may initiate a technical assistance visit to the local high school in order to better coordinate resources, programming, class requirements, management issues, ideas, etc.

All instructors teaching concurrent enrollment classes will be mentored by an FHTECH | NW mentor who is a full-time FHTECH | NW instructor. The mentoring instructor may schedule a visit to the new instructor's classroom in order to provide the technical support and coordination necessary to provide a cooperative, quality, concurrent enrollment program.

The Director of Outreach seeks to make every effort to ensure quality instruction and course offerings in the FHTECH | NW extended campus programs. In order to assist with this task, FHTECH | NW will appoint full-time faculty members as mentors.

It is not the role of the mentor to confine or restrict a concurrent enrollment instructor's unique teaching style. The division chairperson or a designated representative from each division will serve as the mentor.

Mentors assist the concurrent instructor by:

1. Serving as a contact person for all matters related to specific course content.
2. When feasible, inform off-campus instructors of on-campus meetings and/or activities that may be of interest.
3. Providing any other assistance that may be helpful in linking the extended campus faculty with the program of FHTECH | NW.

#### **X. Course Syllabi**

The Director of Outreach will provide concurrent enrollment instructors with an FHTECH | NW syllabus template. The syllabus must demonstrate that the instructor will teach in alignment with FHTECH | NW requirements, KBOR-aligned course outcomes, and guidance from college faculty and the Director of Outreach. This includes addressing the same learning outcomes and topics, utilizing college-level texts, and assessing students using comparable methods. A current course syllabus for each concurrent enrollment class must be kept in a file in the Academic Affairs Office. All concurrent enrollment classes must meet the curriculum requirements outlined in the appropriate FHTECH | NW course syllabus. Minimum requirements of the course are defined and outlined on the course syllabus. While instructors are encouraged to cover additional content and learning objectives beyond the college course requirements, they must not cover less. Concurrent enrollment course instructors are encouraged to contact, network, and consult full-time FHTECH | NW faculty of the courses they teach for further information, guidance, and/or suggestions. Instructors may be asked to share assignments, exams, or rubrics for review prior to course approval. Syllabi changes must be emailed to the Director of Outreach before the start of the semester. Syllabi will be reviewed periodically by the college faculty and the Director of Outreach.

#### **XI. Textbook Information**

Textbooks used in concurrent enrollment classes must be those approved by the appropriate college personnel. If a lab manual and/or additional textbook(s) are listed for a class and students have purchased those texts, the instructor is expected to use all those materials. All books will be updated to maintain the Higher Learning Commission (HLC) recommendation of a 5-year copyright date. FHTECH | NW will provide all instructor textbooks.

##### **Student Textbooks**

1. Students will be responsible for purchasing the course textbook prior to the class start date.
2. Students will be responsible for sales tax and shipping if applicable



## XII. Student Eligibility

Students of sophomore, junior, or senior status (i.e., 10th, 11th, or 12th grade) in high school who have their parent/guardian's permission are eligible to enroll in a FHTECH | NW concurrent enrollment class if the following minimum criteria are met:

1. Permission of the high school principal (or designee)
2. A minimum GPA of 2.0.
3. Assessment scores or Multiple Measures Placement on file in the Student Services Office
4. Specific eligibility compliance for enrollment in English or Mathematics courses as necessary

The college administers the Accuplacer Next-Gen placement test to evaluate student readiness to meet college-level mathematics, reading, and writing requirements. Placement in English and Math courses is determined by multiple measures, including placement through evaluation of the student’s high school transcript. In the absence of multiple measures placement, the highest ACT, SAT, or Accuplacer Next-Gen score will be utilized. Students must follow the appropriate course sequence and pass with at least a “C” to move to the next level unless retest results indicate higher placement.

Math and Writing Placement Guide				
(Updated Fall 2025)				
Math Placements				
ACT	SAT	Next-Gen	Multiple Measures	Course Recommendation
Technical Math				
Math	Math	Arithmetic		
0-16	0-460	0-262		Tech Math + Lab
17+	470+	263+	3.0 HS CGPA & B or higher Algebra 1 -OR- 3.0 HS CGPA & Integrated Math 3	Tech Math
Contemporary Math and Elementary Statistics				
Math	Math	Quantitative		
0-18	0-500	0-254		Contemporary Math + Lab OR Elementary Statistics + Lab
19-21	510+	255-262	3.0 HS CGPA & C- or higher Second Semester Algebra 2 -OR- 3.0 HS CGPA & C- or higher Second Semester Integrated Math 3	Contemporary Math OR Elementary Statistics
College Algebra				
Math	Math	Quantitative		
0-21	0-530	0-262		College Algebra + Lab
22+	540+	263+	3.25 HS CGPA & B- or higher Second Semester Algebra 2 -OR- 3.25 HS CGPA & B- or higher Second Semester Integrated Math 3	College Algebra

Writing Placement				
ACT	SAT	Next-Gen	Multiple Measures	Course Recommendation
<b>English Composition I</b>				
Reading and English	ERW	Reading and Writing		
0-17	0-490	0-254		English Comp I + Writing Studio
18+	500+	255+	<b>3.0 HS CGPA after 5 semesters</b> -OR- <b>16+ ACT Reading and English &amp; B or higher in most recent high school English</b> -OR- <b>2.7+ HS CGPA after 5 semesters &amp; B in most recent high school English course</b>	English Composition I
<b>Technical Writing</b>				
Reading and English	ERW	Reading and Writing		
0-36	200-800	200-300	H.S. Diploma	Technical Writing

The Accuplacer Next-Gen test will be administered at FHTECH | NW. Only the individual that FHTECH | NW has assigned as the proctor may administer the test. Logins and passwords should not be shared with anyone whom the college has not listed as a proctor. The initial Accuplacer Next-Gen test is free. If the student needs to retake any or all of the tests, he/she will be assessed \$5.00, which will be paid prior to testing (limit 2 attempts)

In order for a student's enrollment in a concurrent enrollment class to be valid, tuition and fees must be paid in full prior to, or on the first day of class, and the following documents/information must be on file at FHTECH | NW.

1. A completed "Concurrent Enrollment Application" on file in the Student Services Office. These forms should be completed by the student and the high school counselor and then submitted to the Student Services Office by the end of the USD school year for classes beginning the following Fall.
  - The student's name, social security number
  - The student's high school GPA
  - Testing information relative to college courses in which the student is enrolling (ACT, NEXT GEN, or SAT)
2. A completed enrollment form. For more information regarding Concurrent Enrollment Assessment requirements, contact the Director of Outreach at 785-890-1512.

Home-schooled students must, for analysis of eligibility, submit to the Director of Outreach a copy of state approval for the home school attended, and an official homeschool transcript listing the courses the student completed, the grade levels of those courses, and the grades the student earned for those courses. ACT and/or other comparable test scores must be submitted with the transcript.

High School Pre-Selection of Students for Concurrent Enrollment is recommended - even if students meet FHTECH | NW eligibility. Concurrent enrollment is not intended to be a wholesale opportunity for students not otherwise ready for college work. However, it is an excellent avenue for students who have already met secondary learning outcomes and are academically prepared for advanced studies.

High schools may set their own higher GPA requirement and check the student's reading level for comparison to the course's readability level. The USD may require students to earn a certain grade in the high school class designated as a prerequisite for the concurrent enrollment course. For example, students must meet specific high school course grades designated by Multiple Measures placement recommendations. It is important to maintain high standards in order to ensure course transferability.

### **XIII. Financial Aid**

Financial Aid is currently not available to high school students. However, if a student graduates from high school at the end of the first semester and provides official documentation verifying completion of state and local graduation requirements as well as approval for early graduation by the local USD Board of Education, the student will be eligible for financial aid for the spring semester. Payment plans are available to students; please contact the Financial Aid office for detailed information at (785) 890-1508 or look online at <https://www.nwktc.edu/students/financial-aid>

### **XIV. Dual Credit**

To receive college credit for a concurrent enrollment class, a student must complete an FHTECH | NW enrollment form and submit it to the Student Services Office. Also, students enrolled in concurrent enrollment classes must earn a grade of "C" or better for the semester in order to be considered for transferability of college credit to other colleges and universities. It will be the responsibility of the local USD to determine if a student is eligible for high school credit for grades less than a "C".

## **XV. Attendance and Grade Reports**

Concurrent enrollment instructors are required to submit Certification Rosters to the registrar within one (1) week of receipt and submit grades to the registrar within one (1) week at midterm and at class completion.

## **XVI. Concurrent Enrollment Attendance Policy**

Concurrent enrollment classes should follow the local USD attendance policy in conjunction with the course syllabus. All classes must meet the minimum time requirement per credit hour. Courses requiring laboratory time must meet additional time requirements.

## **XVII. Withdrawals from Class**

Students wishing to "drop" any FHTECH | NW concurrent enrollment course must fill out a formal withdrawal form. Once the form is received in the Registrar's Office, the instructor will be notified. When such a request is made, the instructor must indicate the date of the withdrawal request on the grade sheet and record a "W" in the grade column. In the event that a student has not requested a formal withdrawal, the instructor will record an "F" in the grade column. It is the responsibility of the student to submit the withdrawal form to the Registrar's Office immediately. A student may officially withdraw from an individual course until 60% of the semester has been completed.

## **XVIII. Student Tuition and/or Fee Refund Policy**

Consult the FHTECH | NW Catalog for specific refund information.

## **XIX. Comparable Finals**

Concurrent enrollment courses are expected to have finals that are comparable in rigor and difficulty to the same course offered on the FHTECH | NW campus. Examinations must be designed to assess students at a college-level standard, with similar expectations for depth of knowledge and critical thinking abilities.

All Instructors, irrespective of degree, must use a comparable final examination in the representative section of the course taught at FHTECH | NW. Comparability of the final examinations and applicable rubrics will be at the discretion of the respective personnel at FHTECH | NW. Higher standards will be allowed.

## **XX. Assessment**

A variety of tools are utilized to assess course rigor, regardless of delivery methods. Student work through assignments, periodic assessments, and final exams provides instructors with insights into achievement levels. Course completion serves as the primary measure of success for dual credit courses, monitored by the college's administration and faculty. Annually, the Director of Outreach and the Dean of Academic Advancement will compile data to review course completion results, identify areas of concern, and develop action plans as necessary.

## **XXI. Concurrent Enrollment Partnership Agreement Template**

See attached agreement template.



# FORT HAYS TECH NORTHWEST

## CONCURRENT ENROLLMENT PARTNERSHIP AGREEMENT MEMORANDUM OF UNDERSTANDING FOR DELIVERY OF ACADEMIC COURSES

THIS MEMORANDUM OF AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Unified School District \_\_, hereafter "USD ", and Fort Hays Tech | Northwest, hereafter "FHTECH | NW, to memorialize the understanding of the parties concerning the delivery of Concurrent Enrollment Partnership, hereafter "CEP".

The purpose of this Agreement is to fulfill the policy of the State of Kansas that secondary school students should be challenged continuously in order to maintain their interest in the pursuit of education and skills critical to success in the modern world.

**DEFINITION:** "CEP student" is a student who is enrolled in courses at a high school at which approved high school teachers teach college credit courses during the regular school day, who is in grades 10, 11, or 12. A freshman student who has been designated as "gifted" may enroll only upon submission of a complete and current (dates must cover time of enrollment) Individualized Education Plan (IEP,) and that IEP must indicate that the student is recommended for college classes as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

WHEREAS, this agreement embodies the purposes of CEP programs outlined by the Kansas Board of Regents, hereafter "KBOR", policy to reduce the time-to-degree completion, lower costs, challenge high school students, promote college-level success, and foster improved relationships between public postsecondary institutions and secondary schools; and

WHEREAS, KBOR policy requires a formal agreement between USD \_\_\_\_\_ and FHTECH | NW;

NOW, THEREFORE, IN CONSIDERATION of the following mutual promises, the parties agree as follows:

1. USD \_\_\_\_\_ RESPONSIBILITIES

USD \_\_\_\_\_ agrees and covenants that it shall hereafter:

- A. Advertise the CEP Program to eligible students and their parents;
- B. Provide students with advising and assistance with the CEP course registration process;
- C. Provide classroom space, textbooks for CEP courses, and the necessary instructional equipment.
- D. Appoint CEP program affiliate faculty members, in consultation with FHTECH | NW, to provide the CEP course instruction in consultation with the FHTECH | NW Director of Outreach; and

E. Adhere to the following applicable KBOR and FHTECH | NW Policies: Master's degree or higher in the teaching discipline or related field;

or

1. Successful completion of at least 18 graduate credit hours in the teaching discipline or related field, with a Bachelor's degree in the academic discipline/related field; or
2. Master's degree in an educational area (i.e., education, technology, curriculum and instruction, etc.) with a Bachelor's degree in the academic discipline/related field; or
3. In extenuating circumstances, "tested" experience is considered: Bachelor's degree in the teaching discipline or related field with at least 3 years of successful teaching experience at an accredited institution and currently teaching in a high school or college. Use of this standard requires review and approval of the Director of Outreach, an annual student and administrative evaluation, and the stipulation that the same final exam is given in a representative section of the same course taught at the college will be used as the final exam in this course per standards of the KBOR Concurrent Enrollment Partnership Agreement.

## 2. FHTECH | NW RESPONSIBILITIES

FHTECH | NW agrees and covenants that it shall:

- A. Provide advising to students and award academic credit for the successful completion of the designated CEP courses that can be applied to all FHTECH | NW degree programs.
- B. Charge students \$50 per credit hour tuition rate for CEP courses;
- C. Provide guidance on curriculum, faculty, students, assessment, and professional development activities;
- D. Appoint FHTECH | NW faculty members to serve as the CEP program faculty mentors and instructors of record for the courses;
- E. Compensate all faculty that fall under the CEP program agreement based on the FHTECH | NW Adjunct Pay Schedule; and
- F. Adhere to all other applicable KBOR policies.

## 3. CEP CURRICULUM AND PRINCIPLES OF QUALITY ASSURANCE

All CEP curriculum will be limited to designated courses that have been approved by FHTECH | NW. The FHTECH | NW academic department will approve all CEP course textbooks and materials. All CEP courses will be reviewed annually, reflect the same student learning outcomes, and be delivered and assessed using the same methods as the same courses taught on the FHTECH | NW campus or online.

## 4. CEP FACULTY AND PROFESSIONAL DEVELOPMENT

All CEP course instructors will be appointed by USD \_\_\_\_\_ to serve as the CEP affiliate faculty members for the program and approved by Fort Hays Tech | Northwest in accordance with the applicable KBOR and Higher Learning Commission criteria. Students enrolled in the FHTECH | NW CEP courses will use the same teaching evaluations as those used on the FHHW campus. The results will only be provided to FHTECH | NW and the teacher, not to USD    .

FHTECH | NW academic affairs personnel and departmental faculty appointed as faculty mentors for the program will provide the orientation to the CEP affiliate faculty on college policies, curriculum, assessment criteria, and related administrative requirements. The faculty mentors will serve as the official faculty of record for the courses and will meet with the CEP instructors at least once during the duration of the course to exchange information on course philosophy and objectives, curriculum adjustments, instructional strategies, and learning outcomes.

5. CEP STUDENTS AND ASSESSMENT

CEP courses will be offered to sophomores, juniors, and seniors who have at least a 2.0 cumulative high school GPA, and meet the FHTECH | NW Placement requirements for specified courses. Students must also be authorized by a school representative to apply for enrollment. All of the CEP students will receive a CEP Student Guide and attend an online orientation session at the beginning of the program. All FHTECH | NW policies will apply to the CEP program. The CEP faculty member will submit the final course grades through FHTECH | NW's student information system-Empower.

Should the CEP affiliate faculty member and the college instructor of record differ on the assignment of final course grades, the CEP affiliate faculty member will need to follow the guidelines in the FHTECH | NW Grade Appeal process.

6. NON-DISCRIMINATION

The parties agree and covenant that no person shall be denied participation in the school training programs on account of race, color, sex, religion, national origin, ancestry, creed, age, disability, sexual orientation, or any other basis prohibited under federal, state, or local law.

7. AGREEMENT COMPLETE

The parties agree and covenant that this agreement constitutes the entire agreement between the parties and that no prior agreement or representation, oral or written, shall be binding or of any force or effect. Further, the agreement may not be amended or enlarged except by a written document signed by the duly authorized representatives of the parties, but will be reviewed every five years.

8. ASSIGNMENT PROHIBITED

The parties agree and covenant that neither shall have the right to assign any interest in the agreement to any other party.

9. INDEMNIFICATION

The parties agree to indemnify and hold harmless one another from and against any claim, injury, damage or suit from any third party arising out of or arising from the CEP courses.

10. TERM AND TERMINATION OF AGREEMENT

This agreement will remain in effect for five years, unless and until a written notice of intent to terminate the agreement is provided in writing at least ninety (90) days prior to the start of the next semester by one party to the other. Secondary and postsecondary partners have the right to review, edit, or terminate this agreement for reasons including but not limited to: significant changes in requirements, for example, instructor qualifications; failure/inability to comply with terms of the agreement. Should the termination occur during an academic term, it shall not preclude the completion of any CEP course by any concurrently enrolled student who is making satisfactory academic progress. This agreement will be reviewed annually, and changes to personnel will be updated as needed.

11. LIAISON INFORMATION

The parties designate the following individuals to serve as liaisons for the purpose of this program:

<u>USD</u>	<u>Fort Hays Tech   Northwest</u>
_____	Kayla Luera
_____	Director of Outreach
_____	(785) 890-1512
_____	kayla.luera@fhnw.edu

FHTECH | NW will make a concerted effort to have CEP Agreements and Concurrent Instructor/Course Agreements issued/signed by July 1st each year. Employment contracts for each concurrent credit instructor will be issued in the fall and spring semesters. Contracts for concurrent instructors list each course and the compensation for that course.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have hereunto set their hand the day and year written above.

\_\_\_\_\_

PRINCIPAL NAME\_\_\_\_\_

Date

USD\_\_\_\_\_

\_\_\_\_\_

Dr. Corey Isbell  
FHTECH | NW President

Date