



Protocol for Concurrent Enrollment Process

After initial contact from school district administration or teachers, the Campus Dean, the Assistant Dean for Student Services, and the Associate Campus Dean are all notified.

1. The Campus Dean contacts the high school principal and school district superintendent to set up a meeting with them and the Associate Campus Dean to discuss the general processes and advantages of concurrent enrollment with UW-Marquette as well as the relevant portions of the process outlined below.
2. If that meeting is favorable, the Associate Campus Dean requests a resume, transcripts, and other relevant information from the high school instructor(s) who may be deemed qualified by UW Colleges Departments.
3. The Associate Campus Dean also contacts the most closely connected faculty member on campus to let him or her know of the possibility. The Associate Campus Dean asks the faculty member (or members) if they have any knowledge of the programming of that high school or any connections to the instructor.
4. The potential instructor's materials are forwarded to the Department Chair in the Colleges for their review and, as a courtesy, to the faculty member on campus (if said person is not the Department Chair).
5. If the Department Chair approves the high school instructor to teach X course or courses, the Associate Campus Dean notifies the Campus Dean, the AD for Student Services and the faculty member on campus. The Campus Dean notifies the administration at the area high school. Depending on prior communications, the Associate Campus Dean may contact the high school faculty member or may leave that task solely to the high school administrators.
6. At this point in time, the local campus faculty member and/or the department chair will review the general course materials to ensure the best fit is pursued and advertised.
7. The administrators for the high school/school district and the university meet to go over the UWS policy on high school collaborations and the contract necessary to pursue the program. Once that contract is drafted, it is sent to the Provost for approval.
8. The relevant faculty member on campus is invited to meet with the high school instructor to discuss the curriculum of the course. The Associate Campus Dean may also attend this meeting if requested, to answer some questions/provide introductions.

9. The AD for Student Services works with high school administration to provide high school guidance counselors and potential students and their parents/guardians with the information about the upcoming class.
10. The two administrations work together to arrange for a date/time for the AD for Student Services to meet with interested students and their parents/guardians. The Associate Campus Dean and the high school instructor also attend. The campus faculty member from the discipline is also invited to attend.
11. Before the start of the class, the Dean's Office prepares a contract, at zero compensation, for the HS instructor/IAS. The Associate Campus Dean provides a brief orientation to the new IAS to PRISM, Activity Reports, Student Evaluations, Class Visits, and other relevant materials. He/she works with the Assistant to the Dean to ensure that the new IAS have e-mail access and are placed only on the distribution list for their academic discipline in the UW Colleges.
12. Once the class begins, the AD for Student Services provides institutional support, the Associate Campus Dean serves as a liaison to the university, and the faculty member from the discipline provides academic/instructional support through a class visit the first semester and answers to any questions which may arise.
13. The Associate Campus Dean and the campus faculty member will make every effort to maintain the class visit requirement to IAS once every four years as laid out in Senate Policy #320.
14. The Associate Campus Dean will ensure that student evaluations are administered the first two semesters, as outlined by Senate Policy #320, and in subsequent semesters when all classes are evaluated. The Associate Campus Dean will deliver or ensure delivery of student evaluations to the area high schools and arrange for the evaluations to be returned for processing.
15. As with all campus IAS, the Campus Associate Dean reviews student evaluations and class visit reports and the Faculty Personnel Committee/Departmental Merit Committee reviews Activity Reports and all other materials in their files during the merit cycle to ensure quality of instruction.