

Policy & Procedures Guide

UConn

EARLY COLLEGE EXPERIENCE

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UConn Early College Experience is an accredited member of the National Alliance of Concurrent Enrollment Partnerships.
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The Mission of UConn Early College Experience

UConn Early College Experience is committed to providing access to and preparation for post-secondary education programs through its ability to offer University of Connecticut courses to high school students. UConn Early College Experience is committed to excellence in education by fostering a relationship between higher education and partner high schools to create an effective transition for students from secondary to postsecondary opportunities.

Welcome

Welcome to UConn Early College Experience! UConn ECE is the oldest concurrent enrollment program in the Nation (est. 1955) and UConn's largest academic outreach program. We are so proud to work with some of the most talented high school instructors and administrators in the State, as well as some of the best professors at the University of Connecticut. This program has two core goals – providing educational opportunities to high school students as well as to instructors. While it is clear that our focus is on allowing students the opportunity to earn UConn credit while still in high school, it is also important never to forget that we do this by supporting the teaching and learning of our UConn ECE instructors. We support instructors through professional development and deep academic engagement. Instructors and students could not be as successful if it were not for the academic and administrative support that comes from the Faculty Coordinators, high school principals, site representatives, and librarians. The ECE Program Office connects all parts of the program – administers the program, keeps the program focused on our mission, and assures course comparability. We all play an essential part in delivering the highest quality programming to our students.

The UConn ECE Policy & Procedure Guide is a detailed reference for how the program operates and achieves these goals. It covers the essentials of starting a program, expanding a partnership, and supporting a culture of high academic standards. Please read through this policy guide to make yourself aware, or refresh your understanding, of UConn Early College Experience. Remember, the ECE Program Office is always available to you. We are your colleagues and we have a sincere interest in seeing you succeed, whether you support the program at the high school or the University.

Thank you for playing your part in this large, but very intimate program.

Sincerely,



Brian A. Boecherer, Ph.D.
Executive Director

Program and Standards Overview

UConn Early College Experience: An Overview

UConn Early College Experience is an opportunity for students to take UConn courses while still in high school. Every UConn ECE course is comparable to the same course at the University of Connecticut. Course comparability is overseen by University faculty coordinators. UConn ECE courses are taught in the high school by University-certified instructors who serve as UConn adjunct faculty members. Since UConn ECE is a concurrent enrollment program, students earn both high school and college credit for each UConn course taken.

UConn Early College Experience provides:

- An introduction to college academics and rigor in a familiar setting
- Significant financial savings paying for college
- College credits that provide an academic head start on a college degree and other post-secondary opportunities
- Potential opportunities for ECE alumni to study abroad, double major, gain internship experience, or graduate early
- UConn credits on an official UConn transcript, transferable to other institutions
- University resources such as online classrooms and library access to all UConn ECE students and certified instructors
- Collegial exchange between high school and university faculties
- Professional development opportunities for high school instructors and library media specialists
- Academic student events such as the French Quiz Bowl, Cardboard Boat Race, Globalization Conference and more

UConn ECE is serving young people while helping to develop a more seamless and accessible educational system.

Program Benefits

UConn ECE instructors, site representatives, library media specialists and students have access to many of the University's academic resources. While we all tend to see the benefits of the program in the earning of UConn credit, this is only half of the picture. Students who participate in UConn ECE are taking a rigorous University course, which prepares them for their future as a student and a part of society. When students earn credit, it helps them in at least two ways. First, having earned University credits makes students more competitive in the college admissions process. Second, these credits have a very high transfer rate and can give students a head start once in college. Additionally, students and faculty have full academic access to a Research I university, so you can use books, articles, and other media to support your research. Virtual classrooms and online resources are available to all UConn ECE instructors. Program benefits and links for all technology resources can be found on our website at ece.uconn.edu.

NACEP & the University of Connecticut

UConn Early College Experience is an accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). UConn Early College Experience standards have been developed by both the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the University of Connecticut. All UConn ECE courses must adhere to the policies that have been set by the University of Connecticut. The success of UConn ECE depends upon the personal and professional integrity of all involved. In order to provide a valuable and credible academic experience, students and faculty must comply with the standards.

NACEP provides the program with standards of academic excellence, research and advocacy. Established in 1999, NACEP establishes standards that are increasingly promoted by legislation in states across the nation. A complete list can be viewed at www.nacep.org.

Partner Responsibilities

The Role of the UConn ECE High School

A UConn ECE partner high school must have the following identifying features:

- UConn ECE courses are described in the course catalog as a unique program within the high school and are distinguished from Advanced Placement. Course descriptions are available through the UConn ECE Program Office, the website, and in the UConn course catalog found at catalog.uconn.edu. UConn course descriptions must be used in the high school's catalog.
- A Site Representative has been designated as the liaison between the high school and the University of Connecticut. The Site Representative provides program information and guidance to students, parents and faculty.
- Program information is made available to parents and students before the registration process.
- The high school principal offers support and helps guide the development and integrity of the program.
- The high school has agreed to support the course and student standards set by the University of Connecticut.
- Physical evidence identifying the high school as a UConn ECE partner high school is displayed in a designated area, such as the guidance office. UConn ECE provides brochures, guides, posters and other promotional materials.
- A UConn course syllabus for all courses offered each year must be on file at the high school for transfer credit purposes.

UConn Early College Experience Description for High School Catalogs

This description must be used in your high school's catalog: *UConn Early College Experience (ECE) provides academically motivated students with the opportunity to take university courses while in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head-start on a college degree and other postsecondary opportunities. UConn ECE instructors are high school teachers certified as adjunct professors by the University. UConn ECE faculty foster independent learning, creativity and critical thinking - all important for success in college and careers. [School name] offers UConn ECE courses in [discipline(s)]. To support rigorous learning, University of Connecticut academic resources, including library and online classroom access, are available to all UConn ECE students.*

The Role of the UConn ECE Instructor

The most important responsibility a UConn ECE instructor has is to teach the UConn course while adhering to the standards set by NACEP and by the specific department at the University of Connecticut. UConn ECE instructors are considered to be adjunct faculty and have been accorded a high degree of professional respect and autonomy. It is expected that each UConn ECE instructor will:

- Support two-way communication with the UConn ECE Program Office and the faculty coordinator by reading all information and responding to inquiries in a timely manner.
- Observe program deadlines and policies including the administering of examinations and the online grading process through the University's Student Administration System. Policies may vary across disciplines.
- Submit a syllabus for the designated UConn course to the ECE Program Office.
- Submit sample exams, assessments and other graded materials willingly upon the request of the faculty coordinator or ECE program staff.
- Cooperate fully to schedule a site visit at the high school with the discipline specific faculty coordinator.
- Seek to create a college environment in the UConn ECE classroom.
- Be committed to utilizing appropriate UConn electronic resources, such as library databases and the University's password-protected course management tool, HuskyCT.
- Maintain certification by attending a minimum of one discipline-specific UConn ECE workshop every two years.
- Certified ECE instructors are expected to teach the course or courses they are certified to teach at least once every three years.
- Demonstrate a commitment to professional development.

The Role of the Departmental UConn Faculty Coordinator

Faculty coordinators are UConn professors who manage the UConn Early College Experience course specifications within their appropriate disciplines. Faculty coordinators review instructor certification applications with the assistance of their department, lead professional development opportunities for UConn ECE instructors, visit partner high schools, and serve as the primary contact for all course-related concerns.

With the help of the UConn ECE Program Office, faculty coordinators must ensure that each UConn ECE course offered in the high school is comparable to the same course offered at the University. Faculty coordinators develop a collegial relationship with UConn ECE instructors and will ask instructors to adhere to discipline-specific course standards as needed in order to provide course comparability. Standards may vary significantly across departments.

Faculty coordinators are liaisons between their University departments and their UConn ECE colleagues. Although some procedures may reflect the individual choices of a faculty coordinator and their department, the ECE Program Office is ultimately responsible for final decisions on all program policies.

The Role of the Site Representative

A UConn ECE site representative is designated at each partner high school and serves as the primary contact for program information. Typically, the site representative is someone from the high school guidance or counseling office who has the ability to reach out to students across all grade levels. We encourage school counselors to take on this role as they are the ones who engage students in the planning of their school schedule and academic goals. A principal may divide the roles and responsibilities of a site representative among more than one staff member as long as the responsibilities are covered. The UConn ECE Program Office strives to maintain good communication with each site representative through telephone, e-mail distribution, newsletters, site visits, and mailings. Once designated, a site representative is required to contact the UConn ECE Program Office for access to their high school's information.

Site representatives should provide all interested students, instructors, and parents with reliable program information at the high school. Site representatives manage the student registration process and are familiar with University billing and course evaluation procedures.

Site representatives must attend the annual Site Representative Conference, held at the UConn Storrs campus, typically scheduled in late February or early March. Program materials, information, and registration guides for students are available at this time. Any site representative unable to attend this conference should send a substitute and make arrangements to pick up their registration materials at the Storrs campus, as well as be briefed on new program policies and procedures.

The Role of the High School Principal

The principal should feel involved with UConn Early College Experience, knowledgeable about program characteristics, and able to advocate for the program as an opportunity for the students to prepare for postsecondary opportunities.

Site visits can be scheduled at any time at the request of the principal or a certified instructor. Due to the annual expansion of course offerings, many high schools are considering adding additional courses that support their mission and serve specific needs of their student population. A site visit can help answer many questions that are involved with starting a new course at a high school.

As a condition of the UConn ECE partnership, the principal is required to support the mandatory professional development of certified UConn ECE instructors by providing released time at least once every two years in order for certified instructors to maintain their certification. Principals should also understand the substantive difference between UConn ECE and AP as discussed on page 12.

The Role of the Library Media Specialist

Library media specialists are the critical link to offering consistent high-quality access to UConn's world-class library resources. Library media specialists at the ECE partner high schools have complete access to the UConn Libraries' electronic and in-house resources at all UConn campuses. We encourage library media specialists to be involved and use their University benefits to assist students enrolled in a UConn course at their high school. Some courses may require the use of the Library systems for course-related research, so the presence of a UConn trained library media specialist is critical for student success. Librarians interested in being a UConn ECE partner should contact the ECE Program Office for access.

Program Policies

Grading

UConn ECE is intended to be a beneficial way to begin a student's college career. The grading policy insures that participation will not have a negative effect on a student's grade point average. All UConn ECE courses automatically appear on a student's official UConn non-degree transcript. See page 15 for detailed instructions on how a student utilizes the credits they have earned at UConn or at any other college or University.

It is possible for the high school grade and UConn grade to differ. UConn ECE grades must follow the standards of the specific UConn department providing the credit. For example, the UConn grade may reflect how the University department weighs the mid-term and final exams as a percentage of a student's course grade, whereas the high school grading system may reflect different criteria for assessment. It is to everyone's advantage for such differences to be transparent.

If circumstances warrant two different grades for a student, the high school grade should appear on the high school transcript and the UConn grade should be entered into the University's Student Administration System. The UConn grade will appear on a student's official UConn non-degree transcript. For credit transfer purposes, all UConn ECE courses on a high school transcript must include a UConn designation.

UConn final grades are issued on an A - F scale. Numeric grades are not accepted. Numeric grades must be translated to Alpha format using the conversion policy provided by the discipline specific UConn faculty coordinator. Faculty coordinators should be contacted directly with questions regarding calculating or converting a course grade.

Students who earn a grade of C or higher in a UConn ECE course will have the course credits and final letter grade applied toward their official UConn non-degree transcript.

Students who earn a grade of a C- or lower will have their course grade automatically translated to an audit (AU), and credit will not be granted. Audited courses do appear on a student's official UConn non-degree transcript with an AU as

the final posted grade, and are evidence of a student's desire to seek academic rigor and challenge. Audited courses do not affect a student's grade point average.

Most UConn courses require a final examination or writing project. The AP exam is not to be used as a UConn final examination under any circumstances. Students registered for a UConn ECE course are required to sit for their UConn final exam, regardless of their current course grade or high school policies. Students who choose not to take their UConn final exam will receive a zero as their exam score grade which will have a severe impact on their overall course grade.

Students who withdraw from a UConn ECE course after the fall add/drop period have the opportunity to complete a Withdrawn Audit Form (WAU). Students completing this form will receive a WAU as a final grade on their official UConn non-degree transcript. Audited courses do not affect a student's grade point average. Withdrawn Audit Forms are reserved for students who are no longer physically sitting in the course. Students who complete a Withdrawn Audit Form are still financially responsible for all program fees associated with the course from which they have withdrawn.

Sequential Course Grading Policy

There are numerous courses in the UConn ECE course catalog that are considered sequential courses (i.e. the fall semester course is a prerequisite for the spring semester course). These courses appear in Chemistry, Mathematics, Italian, Music, Sustainable Plant and Soil Sciences, German and Physics.

All final grades for sequential courses will be checked by the ECE Program Office at the conclusion of each term. Students unable to complete the first course with a grade of C or higher will be dropped by the ECE Program Office from the second course. For example, if a student receives a C- in Physics 1201Q, he/she is no longer eligible to take Physics 1202Q since Physics 1201Q is a prerequisite for Physics 1202Q.

Students who have not met the prerequisites for the second course of a two-course sequence will be dropped, notified, and refunded any paid course fees for the second course of the sequence.

Class Size

The University of Connecticut's class size policy varies based on departmental and course specifications. UConn ECE English and Literatures, Cultures & Languages Departments must adhere to the discipline specific policies listed below. All other ECE courses do not have specific class size limits.

English 1010 & 1011 courses cannot exceed 20 students per section. An instructor may teach no more than two sections of UConn English concurrently, without consent of the faculty coordinator.

Literatures, Cultures & Languages courses cannot exceed 25 students per section.

UConn Early College Experience & Advanced Placement

High schools may offer UConn ECE courses and Advanced Placement (AP) courses concurrently, provided that courses adhere to the UConn curriculum and a UConn syllabus is used. Course content that is part of the UConn curriculum must be covered regardless of whether it is a topic covered on the AP exam. You will find the programs differ in many respects, more so in some disciplines than in others. UConn can award credit only for UConn courses.

It is important for our high school partners to differentiate between a UConn course and an AP exam in order to maintain the integrity of the ECE Program. The most obvious difference is how students are assessed for credit – a student's UConn grade is composed of all their assessments and assignments over the semester or academic year, whereas an AP score is determined by one exam in May. Most importantly, an ECE course is a college course – not just college level material taught in preparation for one exam. Finally, UConn ECE instructors are highly-credentialed in their area of certification and are certified as adjunct UConn faculty using the same departmental standards used to employ other University adjuncts.

Student Policies

Admission & Student Registration

UConn ECE partner high schools are responsible for providing program information and guidance to potential UConn ECE students. Many students are ready as high school juniors or seniors to engage with college work in specific areas of study. UConn ECE extends the responsibility of student gatekeeping to our high schools. Although each high school may have criteria specific to their student population, all ECE partners must utilize the Course Eligibility Guidelines posted at ece.uconn.edu/home/courses during the student selection process. Students must have fulfilled the prerequisites required by the UConn department for a particular ECE course before enrollment occurs.

Registration information is available for eligible students at their high school each spring. UConn ECE Registration typically opens mid-April and closes late June. Students and parents are largely dependent upon the high school to pass on essential information about UConn ECE, particularly pertaining to registration and billing. Information is made available to the high schools at the annual Site Representative Conference, during site visits, via e-mail correspondence and on the UConn ECE website.

Students and parents needing assistance with online registration can be referred to the toll free Registration Helpline: 1-855-382-UECE (8323).

Student Add/Drop Period

UConn ECE students may add or drop a course during the Add/Drop Period (typically mid-August through late September). A \$25 non-refundable processing fee will be added to the student's invoice. This fee is in addition to any original program fees.

Courses dropped after the close of Add/Drop are non-refundable. Students who did not drop their ECE course(s) online by the posted deadline are responsible for all program fees associated with their registered course(s).

Program Fees

UConn ECE courses are offered at a fraction of the cost of the same on-campus course. Program fees can be found on the ECE website at ece.uconn.edu. UConn ECE program fees primarily support the administrative functions of the program. Professional development for UConn ECE instructors, student events on campus, maintenance of technology benefits, and program communication materials are funded through the fee structure. UConn ECE program fees are not part of the University tuition structure.

A University course resource fee is charged to cover student access to University resources.

A fee waiver is available for all students who qualify for the Federal Subsidized Free/Reduced Lunch Program. All verification for the Free/Reduced Lunch Program or an income verification form for participating CEP (Connecticut Eligibility Provision) schools must be received by the ECE Program Office by November 22nd. Details concerning eligibility for fee waivers are available at ece.uconn.edu.

Registration and program maintenance for our students are labor intensive, requiring an efficient business model and appropriate staffing. Program fees paid in conjunction with student registration are not refundable.

Partner high schools are not responsible for collecting payments from UConn ECE students. A billing notification is sent directly to a student's e-mail. Students who enroll during the spring registration period will receive an e-bill for fall and full year courses over the summer. Students who enroll during the add/drop period will receive an e-bill for fall and full year courses within 24 hours of enrolling. E-bills for all spring courses will be sent in the fall. Students may pay their invoices by check or online through the University's Student Administration System. Detailed payment directions and the UConn ECE Student Guide are found at ece.uconn.edu.

Academic Integrity

UConn ECE students must adhere to the academic integrity policy set by the University of Connecticut. This includes UConn policies that have been created for academic misconduct, plagiarism, misrepresentation, falsification in research and computer violations. For a complete policy listing, please visit the Division of Student Affairs Community Standards website at community.uconn.edu.

Course Evaluations

Course evaluations are an essential part of any university course, and are administered to students at the end of each course. We ask that you make time in class to allow students the opportunity to complete these online evaluations. The results of the course evaluations are shared with the instructor only. We tabulate the aggregate results of the class (e.g., Biology 1107) and send them to the faculty coordinator so they can understand how the courses are being received by the students. This also allows a faculty coordinator the opportunity to understand departmental trends and focus their professional development workshop on issues that become an overarching concern. Partner high schools may contact our office at ece@uconn.edu with any evaluation-related concerns.

UConn Transcripts

Students are responsible for requesting their official UConn transcript to be sent to the college or university of their choice. A transcript is only sent per request of the student. Detailed instructions on the transcript request process can be found at ece.uconn.edu.

Students have access to view their unofficial transcript through the University's Student Administration System 24 hours a day.

All UConn ECE courses will appear on a student's non-degree transcript. If a student plans to attend UConn, the credits earned through UConn ECE will automatically appear on the student's transcript as part of their non-degree career. The student will need to meet with their advisor to elect to move their ECE credits to the degree portion of their academic record, or to reject them. Specific policies and deadlines

in regards to transferring credits vary by school. Students must meet with their UConn advisor to make an educated decision on how to use the credits they have earned or visit nondegree.uconn.edu for more information.

Students do not need to attend the University of Connecticut to have their courses recognized. While the ECE office cannot guarantee course recognition on behalf of another university, we can report that 87% of students successfully transfer their UConn ECE courses to the colleges and universities of their choice. Encourage students to: explore the ECE Transfer Credit Database, contact colleges and universities directly, save their syllabi, and contact the ECE Program Office for any help transferring their credit. They have earned college credits, and should use them!

Credit Transfer Database

The UConn Early College Experience Credit Transfer Database is designed to be a resource to identify potential credit transfer. It is in no way an official determination nor a guarantee of successful credit transfer. Students search for a specific institution's policy on transferring concurrent enrollment credits and view the probability of transfer success. All students wishing to transfer credit must have an official credit transfer evaluation performed by the receiving post-secondary institution.

All information contained within this database is subject to change at any time and without notice. Students should contact the receiving institution to be absolutely sure about their current credit transfer policy.

No Retroactive Credit

The University of Connecticut does not allow retroactive credit. Students must understand that if they do not register online for all UConn ECE courses they wish to receive credit for by the posted registration deadlines, then they will not receive UConn credit. Students are unable to receive retroactive credit for a course.

Instructor Certification Policies

UConn ECE Instructor Certification Process

The importance of instructor certification cannot be overemphasized. It is the basis of the credibility of UConn ECE, and represents a high level of professional trust and respect. UConn faculty coordinators in each discipline are given the authority to certify high school instructors, who in turn are responsible for upholding UConn course standards in their high schools. Although UConn faculty coordinators are required to provide oversight for the courses in their discipline, it is the professional integrity and expertise of UConn ECE instructors that truly guarantee the quality of the academic experience that students receive.

The ability to offer a UConn ECE course is contingent upon having a certified instructor and meeting the discipline-specific requirements. A high school teacher who is interested in becoming a certified UConn Early College Experience instructor must apply for certification.

A certification application consists of:

- An application form (found on the UConn ECE website)
- A detailed cover letter indicating relevant qualifications and background
- Résumé
- Two letters of recommendation (preferably from the applicant's Department Head & school Principal)
- Proposed course syllabus which follows the UConn ECE syllabus template as found on the ECE website ece.uconn.edu. An AP syllabus is not acceptable as a syllabus for a UConn course. Sample UConn syllabi are posted on the ECE website for reference.
- Official undergraduate & graduate transcripts
- Interview (required in some disciplines)

Certification Requirements

Many disciplines require a Master's Degree in the content area in order to qualify for certification. Other disciplines may accept a Master's Degree in Education, with a Bachelor's Degree in the subject area and two or more content-based graduate courses in the appropriate discipline. It is highly unlikely for a first-year teacher to obtain certification. Specific academic requirements can be found at ece.uconn.edu.

Becoming a UConn ECE instructor is a scholarly achievement that may require several interactions. The two academic cultures vary in substantive ways. While teaching an AP course at a college level is an important general achievement, teaching specific university courses for a particular institution is a unique accomplishment.

Discipline-specific requirements of courses may include:

- Examination of laboratory facilities in the sciences
- Class size policy
- Submission of specific curriculum materials requested
- Purchase of an approved textbook
- Appropriate class time scheduled to insure reasonable comparability to the scheduling of the course on campus

Graduate course scholarships are awarded each semester by UConn ECE to instructors who need to fulfill an academic requirement to become certified. Contact the UConn ECE Program Office directly for further information on the graduate scholarship application process. Courses do not have to be taken at UConn.

UConn Early College Experience recommends that interested instructors begin the certification process one year prior to the expected course offering date. This allows instructors ample time to gather their certification application materials. High schools are then able to include the UConn course description in the school's course catalog and promote the course accordingly.

New Instructor Orientation

Newly certified instructors are required to attend a new instructor orientation on the UConn Storrs campus at the end of the spring semester. Orientation serves as a way to become more familiar with the program and course details. This is a full-day event that provides the opportunity to learn about program details, instructor benefits and course responsibilities. The afternoon session provides the opportunity for new instructors to meet with their faculty coordinators for a discipline-specific orientation.

Maintaining Certification

Once an instructor becomes certified to teach a UConn ECE course, maintaining certification is simple. UConn ECE instructors must attend a discipline-specific professional development event sponsored by UConn ECE once every two years in order to maintain their certification. UConn ECE instructors do not need to reapply for certification each year. It is expected for certified instructors to actively teach the course or courses they are certified to teach at least once every three years.

UConn ECE offers a variety of discipline-specific workshops and educational conferences annually. Workshop attendance is essential in building a strong relationship between the University department and the UConn ECE instructor. In addition to instructors learning more about college teaching and new developments in their fields, colleagues from both environments find that the workshops provide a forum for professional sharing. Guest presenters may include UConn ECE instructors and University colleagues.

Many instructors find the workshops professionally rewarding and attend annually. Instructors are expected to monitor their own attendance. As a courtesy, the UConn ECE Program Office will send a reminder memo in advance to those who need to attend a workshop in order to maintain certification.

Certification Expiration

Certification can expire if a UConn ECE instructor chooses not to attend a discipline-specific professional development event sponsored by UConn ECE once every two years. The UConn ECE Program Office will send out a letter notifying the instructor that his/her certification has expired. A copy of the letter is also sent to the high school principal and site representative.

Instructors who have let their certification expire may have their certification reinstated. Instructors wishing to have their certification reinstated will be asked to:

- Update their certification application materials
- Attend a discipline-specific workshop sponsored by UConn ECE
- Attend the New Instructor Orientation

While most instructors wishing to have their certification reinstated are granted their request, UConn ECE cannot guarantee that an instructor will become automatically re-certified. Should a discipline's qualifications for certification change, and the instructor no longer meets the certification requirements, UConn ECE cannot "grandfather" once-certified instructors who have let their certification lapse.

Revoked Certification

Although rare, UConn ECE instructors can have their certification revoked for the following reasons:

1. A decision on the part of a certified instructor not to comply with the conditions of their certification.
2. Repeated and intentional lack of cooperation with the UConn department's guidelines for ECE courses.

Reasons to revoke a certification are managed by the UConn ECE Program Office, with the full knowledge of the instructor, building principal, and UConn faculty coordinator. Extenuating circumstances are taken into consideration. Reason (2) requires that a specific communication process be followed:

- A faculty coordinator concerned about an instructor is required to communicate in writing with the instructor prior to the concerns rising to the level of considering revoking certification.

- If the faculty coordinator and instructor are mutually unable to resolve the targeted concerns, the UConn ECE Director is notified and manages the process as it develops.
- The building principal is notified and a meeting of appropriate parties is planned.
- If possible, a remedial plan is developed, including benchmarks that, if met, will forestall revoking certification.
- The process seeks to balance the welfare of the students, the needs of the high school, the professional integrity of all personnel involved, and the academic integrity of the University department.
- If decertification occurs, the instructor may appeal the decision within thirty days to an impartial review board.

Long-Term Substitutes for UConn ECE Instructors

Long-term substitutes are often needed for certified instructors who have become ill or are taking maternity leave. While many times a need for a long-term substitute is unforeseen, UConn ECE must insure that the UConn course offered in the high school will continue to be held to the same standard with a qualified instructor. **Failure to notify the ECE Program Office of an instructor's long-term absence may result in students losing the option to earn UConn credit or even a suspension of the high school's ability to offer credit in the future.**

For purposes of academic integrity and course comparability with the UConn course, substitute teachers are not authorized to teach any UConn ECE course longer than two weeks without the approval of the discipline specific UConn ECE faculty coordinator. Additionally, Student Teachers may not replace the UConn-certified instructor to teach a UConn class for any length of time.

In cases of planned surgeries, recuperation periods and maternity leaves in excess of two weeks, high schools must receive prior approval to continue the course for UConn credit from the appropriate faculty coordinator.

The high school principal, site representative or UConn ECE instructor is responsible for notifying the UConn ECE Program Office and the appropriate faculty coordinator that

a long-term substitute is planning to teach a UConn course. UConn ECE will then work with the high school and long-term substitute on an emergency certification procedure. Long-term substitutes will be asked to complete the UConn ECE certification process immediately. If the long-term substitute does not meet the minimum qualifications for certification, it is possible to create support arrangements that will allow students to receive the expected UConn credit for the course. This, however, is dependent upon the individual discipline and is not a guarantee.

If a long-term substitute is teaching a UConn course for more than 50% of the course time and does not meet the certification requirements, the high school is unlikely to be able to offer UConn credit for the course. If it is decided that UConn credit cannot be awarded for a course, the UConn ECE Program Office will work with the high school to refund student program fees.

While each long-term substitute situation will be handled on a case-by-case basis, it is incumbent upon the high school to demonstrate a good faith effort in resolving any faculty coverage issue. When unforeseen circumstances arise in the classroom it is imperative the ECE Program Office is informed immediately.

Thank you

Thank you for playing an important role in providing these advanced academic opportunities through UConn ECE to your students. As partners, you see the value in extending the University of Connecticut into the high schools, and we commend you for that.

You are our valued colleagues, we count on you and trust you. We appreciate your dedication to the program and your willingness to enrich your students' high school and college careers. We pride ourselves on the partnerships we have, and our job is to support and provide guidance to you throughout the year. If you need anything, or have any questions, please reach out to us. We are here for you!