

UCONN

UNIVERSITY OF CONNECTICUT

Early College Experience

**Policy &
Procedures
Guide**

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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

Director's Welcome:

We are happy to welcome each certified instructor, site representative, principal, librarian and faculty coordinator to UConn Early College Experience (UConn ECE). You are joining part of a community of educators dedicated to providing a rigorous college curriculum to motivated high school students. The academic, economic, and social benefits of concurrent enrollment programs such as UConn Early College Experience are important in preparation for postsecondary education. Thank you for providing this opportunity to the students at your high school.

While the primary beneficiaries of UConn ECE are the students, we believe that everyone is enriched through our commitment to this academic partnership. Instructors at our partner high schools and faculty at UConn become colleagues and are able to share ideas and resources that build a scholarly foundation and a spirit of outreach benefiting both our partners and the University. Understanding of appropriate preparation for the postsecondary world is fostered, which contributes to more effective academic efforts. Partner high schools often benefit from extended resources offered through UConn, just as UConn faculty are able to share with their departments information about the world of secondary students and the inspired pedagogical techniques they see in their classroom visits.

UConn Early College Experience is a win-win-win for all. We hope that our Policy Guide will assist you in deriving maximum benefit from the experience of partnering with us.

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:

- UConn college credits, transferable to other institutions
- An introduction to college academics and rigor in a familiar setting
- An economical head-start paying for college
- 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

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

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.

Program and Standards Overview (continued)

NACEP provides the program with standards of academic excellence, research and advocacy. Established in 1999, NACEP provides concurrent enrollment programs with standards that are increasingly promoted by legislation in states across the nation. A complete list of NACEP standards 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 <http://catalog.uconn.edu>. UConn courses 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.
- NEW: Syllabi for UConn (ECE) courses should be on file at the high school for transfer credit purposes.

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.

Partner Responsibilities (continued)

- 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 faculty coordinator.
- Cooperate fully to schedule a site visit at the high school with the 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.
- Demonstrate a commitment to professional development.

The Role of the UConn Faculty Department 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 secondary UConn ECE colleagues. Although some procedures may reflect the individual choices of a faculty coordinator, s/he is not the arbiter of UConn ECE program policy or of the specific UConn Department's standards.

The Role of the Site Representative

A UConn ECE site representative should be designated at each partner high school and serves as the primary contact for program information. The UConn ECE Program Office strives to maintain good communication with each site representative through telephone, email distribution, newsletters, site visits, and mailings. 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.

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 are required to attend the annual Site Representative Conference, held at the UConn Storrs campus, typically scheduled at the end of February. 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 or make arrangements to pick up their registration materials at the Storrs campus, as well as being briefed on new program policies or 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 renew their certification. The principal is invited to attend the Site Representative Conference held in late February, described above.

Principals should understand the substantive difference between UConn ECE and AP. Specific differences are discussed on the ECE website.

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 partner high schools have complete access to the UConn Libraries' electronic and in-house resources at all five regional campuses. UConn ECE encourages high school library media specialists to use their University benefits to assist students taking UConn courses at their high schools with any course-related research.

Some UConn courses may require the use of the UConn Library system, so we encourage all high school library/media specialists to be involved

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 any student's grade point average. UConn ECE students who earn a grade of C or higher in a UConn course will have the course credits applied toward their UConn transcript.

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. 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 University of Connecticut transcript. The high school transcript must indicate the UConn course number as documentation for possible credit transfer.

Audits (AU) & Withdrawn Audits (WAW): Students who earn a grade below a C will have their course grades changed to an audit. They do not earn credit for these courses. Audited courses do appear on a college transcript 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.

Students who withdraw from a UConn ECE course after the fall add/ drop period have the opportunity to complete a Withdrawn Audit Form. Students completing this form will receive a WAW (withdrawn audit) as a grade on their University of Connecticut transcripts. 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 fiscally responsible for 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 pre-requisite for the spring semester course). These courses appear in Chemistry, Mathematics, Italian, Music, Floral Art and Physics.

Students unable to complete the first course with a grade of C or higher will be dropped 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.

For these courses, students who do not receive a grade of C or higher in the first course are eligible to receive a refund for the second course, since they have not fulfilled the course prerequisite. UConn ECE instructors are asked to notify the UConn ECE Program Office when this situation occurs and a refund can then be issued.

Class Size

UConn ECE courses must adhere to the same policy on class size that has been designated by the University of Connecticut. Class size policies vary based on the department and course specifications.

English 1010 & 1011 courses cannot exceed 20 students per section. An instructor may teach no more than two sections of UConn English concurrently, with not more than 20 registered UConn ECE students in each section.

Modern and Classical Language courses also adhere to a class size policy. High schools are encouraged to contact the appropriate UConn ECE faculty coordinator directly concerning class size policies per discipline.

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. 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 instructors to differentiate between the UConn course and AP whenever appropriate in order to maintain the integrity of the UConn course.

Final Examinations: 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 UConn ECE are required to sit for their UConn final exams, regardless of their current course grade or high school policies. Students who choose not to take their UConn final exams will receive a zero as their exam score grades which will have a severe impact on overall course grades.

Retroactive Credit: Many high schools teaching UConn ECE and AP concurrently allow students to choose whether or not to register for UConn ECE. Students who do not register through UConn ECE by the student registration deadline are unable to receive retroactive UConn credit for the course. Students should be alerted to the value of a course grade that is not a score on a single test.

Program Benefits

UConn ECE instructors, site representatives, library/media specialists and students have access to many of the University's academic resources. Program benefits and links for all technology resources can be found on our website at: <http://ece.uconn.edu>. These links are available under students, instructors and administrators.

Certified instructors receive a University identification card and Net ID that allows them lending privileges at all University libraries and the ability to utilize many academic services on campus. Virtual classrooms and online resources are available to all UConn ECE instructors.

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.

UConn ECE students must successfully complete the course with a grade of C or above in order to receive University credit. UConn credits are transferable to many colleges and universities. Please visit our website for additional information on transferring UConn credit.

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 do college work in specific areas of study. UConn ECE recognizes that a high school's staff can best evaluate which students can benefit from the opportunity to become UConn ECE students.

Registration information is available for students at their high schools each spring. 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 and on the UConn ECE website.

Course eligibility is dependent upon students meeting requirements that are departmental prerequisites to taking specific courses through UConn ECE. These prerequisites can be found at www.ece.uconn.edu.

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

Student Add/ Drop Period

UConn ECE students may add or drop a course during the fall Add/Drop period. 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 complete the online registration process are responsible for all program fees associated with their registered courses.

Program Fees

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, contingent upon receipt of appropriate verification from the school district. Details concerning eligibility for fee waivers are available at www.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 email is sent directly to students' emails. Students participating in Spring registration will receive ebills for fall and full year courses over the summer. Students registering during add/drop will receive an ebill for fall and full year courses within 24 hours. All spring course ebills will be sent in the fall. Students may pay their invoices by check or online through the University's Student Administration System. Clear payment directions and the UConn ECE student guide are found at www.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 website at <http://www.dosa.uconn.edu>.

Course Evaluations

Students will be asked to complete course evaluations through Qualtrics at the end of each semester. Additional information will be made available at the annual Site Representative Conference.

Course evaluations are required by NACEP, UConn ECE's national accreditation body. Partner high schools may contact our office at ece@uconn.edu with any evaluation-related concerns.

UConn Transcripts

Students may request that their UConn transcript be sent to the college or university of their choice. To request a transcript, contact the UConn Registrar's office directly at www.registrar.uconn.edu or call 860-486-3331. Students may view their unofficial transcript online through the University's Student Administration System. Official transcripts are not automatically sent to students' homes.

Students who plan to attend UConn will see their UConn ECE coursework reflected on the non-degree portion of their official transcript. Academic advisors will inform students how to apply their UConn ECE credits earned toward their undergraduate career.

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 awarding UConn credits to students. 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 with UConn course number and name. An AP syllabus is not acceptable.
- 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 rare that a first-year teacher can obtain certification. Specific academic requirements can be found at www.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

Instructor Certification Policies (continued)

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

Instructors may be granted a one or two-year provisional certification if they have clearly demonstrated their ability to be certified and are missing only a small component of the credentials required for certification. Provisional instructors are granted the opportunity to offer the course while they work toward full certification. Instructors are informed of their provisional status and are given specific items to complete in order to be granted full certification.

Two 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 program requirements. 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, unless a coordinator has planned a supplementary orientation event.

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.

Professional Development & Attendance Policy: 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.

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

Instructor Certification Policies (continued)

- 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 provisionally certified instructor not to comply with the conditions of the provisional 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.

Instructor Certification Policies (continued)

- 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 long-term substitutes 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. 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 UConn ECE faculty coordinator.

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 with the UConn designation 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 teaching 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 processing fees.

Instructor Certification Policies (continued)

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.

Student Teachers may not replace the UConn-certified instructor to teach a UConn class.

UConn

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**368 Fairfield Way Unit 4171
Storrs, Connecticut 06269-4171
Phone: 860-486-1045 Fax 860-486-0042**

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