



## Concurrent Enrollment Partnership (CEP) Program 2012-2013 Student Program Guide

### Program Overview

#### Goal

*The goal of the CEP program is to enhance the transition from high school to college by providing eligible students the option of earning Washburn University academic credit at a reduced tuition rate for the successful completion of a select group of courses included in Concurrent Enrollment Partnership (CEP) between the University and the participating high schools.*

#### Participating High Schools & Students

The WU Office of Academic Outreach coordinates the CEP program including compliance with the Kansas Board of Regents, which limits the academic credit received via CEP courses to a total of 24 credit hours.

Hayden, Highland Park, Seaman, Shawnee Heights, Topeka, Topeka West, and Washburn Rural High Schools currently participate in the CEP program. The CEP courses are limited to juniors and seniors who have at least a 3.0 high school GPA and their high school counselor or principal approval. Students under the age of 18 also must have the approval of a parent or legal guardian. Students wishing to enroll in more than six credit hours per semester must be approved by the College of Arts and Sciences by submitting a copy of your high school transcript and a letter of support from your high school counselor at the time of enrollment. All CEP students must attend an orientation session at the high school or on the WU campus before beginning the program. Refer to the current semester ESO-CEP Orientation and Enrollment information sheet available at [www.washburn.edu/eso](http://www.washburn.edu/eso) for the current orientation dates and other important information.

#### Admission & Enrollment

To participate in the CEP program, students must complete the ESO-CEP Authorization and Enrollment form. The form also serves as the non-degree seeking application for admission to the University. The forms are available from the high school contacts and must be completed fully including the signatures of the student, a high school official, and a parent or legal guardian if the student is under the age of 18. The enrollment form must be submitted with the requisite tuition payment via check or credit card in order to be processed.

#### Tuition & Textbooks

CEP students pay one-half the regular undergraduate rate approved by the WU Board of Regents. The tuition payment via check or credit card must be made at the time of enrollment. A late fee will be charged if the CEP enrollment form including the tuition payment is not submitted by the deadline stated in the ESO-CEP Orientation and Enrollment information sheet available at [www.washburn.edu/eso](http://www.washburn.edu/eso).

The textbooks used for the AP/CEP courses are usually the same as those used at the participating high schools. Textbooks for the other CEP courses approved by the appropriate WU academic departments will be available for rent or purchase from the WU Bookstore at the high school on a date arranged by the high school.

## Dropping/Withdrawing

The date of withdrawal is determined by the day the withdrawal is processed. Students must notify the University of their intent to withdraw by either sending an e-mail using their MyWashburn account to [enrollment@washburn.edu](mailto:enrollment@washburn.edu) or submitting a signed written letter of such intent to the Office of Academic Outreach. The responsibility for initiating and processing withdrawals rests with the student, not the faculty. Failure of the student to officially withdraw requires the instructor to record an "F" grade at the end of the semester/term. Students are responsible for all assessed charges.

## The CEP Option & the National AP Examinations

Students who enroll in the CEP program will receive the academic credits and grades earned in the WU courses and will not be eligible to receive WU credit via the national AP examination scores for Biology, English or History. Since AP acceptance is institution dependent, students and families will need to investigate specific requirements at other institutions to which the student is applying.

**Student evaluations** of the CEP instructors and courses are required each semester before the final examinations. The primary purpose of these evaluations is to help the WU department chair and the CEP instructors to identify strengths and areas for improvement in instruction. The evaluations will be administered by the high school liaison and returned to the Office of Academic Outreach as directed. The evaluation results are confidential and will not be shared with any school district personnel.

## Student Records

Student records are **confidential**. The Family Rights and Privacy Act of 1974 prohibits the disclosure of information (other than "Directory Information") from academic records without the consent of the student. This means that grades may not be given out over the phone and that if grades are posted, they will be posted using an identifier that cannot be linked with a student. Students may view their final course grades for the semester by logging into [my.washburn.edu](http://my.washburn.edu) after the deadline for submission of final grades. Information about obtaining official transcripts may be found at <http://www.washburn.edu/main/university-registrar/General-Transcript-Information.html> or by calling the transcript request line (785) 670-1078.

## Grading Procedures

The essential purpose of grades is to differentiate accurately and appropriately between the students as to achievement in a particular course.

### Grades and Grade Points

Symbol	Meaning	Grade Points
		Per Hour of Credit
A	Excellent	4
B	Well above average	3
C	Average	2
D	Below average but passing	1
F	Failure	0
I	Incomplete	0
W	Withdrawn	0

Once registered for the course, students will receive a grade from the course instructor based on the grade earned unless they officially withdraw themselves from the course (See Dropping/Withdrawing). The letter "I" indicates "incomplete work". The report "I" will not be used when a definite grade can be assigned for the course. It will not be given for the work of a student in any course except to indicate that some part of

the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. With the exception of the year-long CEP courses or those in which the final exams are given after the WU grades are due, the student must have completed three-fourths of the course requirements. The "I" grade should be used only when, in the opinion of the instructor, there is the expectation that the work will be completed.

### **Grade Changes**

After a grade has been posted to the academic transcript or an "I" grade has been automatically changed to an "F" by the University Registrar's Office (because it has not been submitted by the deadline), the grade may be changed with the approval of the department chairperson and Dean of the College/School. Exceptions may be made as a result of a decision by the Grade Appeal Committee.

### **Questions**

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