



EWU in the High School

INSTRUCTOR HANDBOOK

2025-2026

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WELCOME TO EWU IN THE HIGH SCHOOL PROGRAMS

We are delighted that you are offering Eastern Washington University (EWU) courses at your high school! EWU is a fully accredited four-year university with a proud history spanning more than 100 years, offers over 90+ areas of study, 51 master's degrees, 19 graduate certificates and 32 graduate programs.

College in the High School (CiHS) was established in 2009 and revised in 2020 by the Washington State Legislature to expand access to college-level learning for qualified freshmen, sophomores, juniors, and seniors enrolled in Washington public high schools. Beginning in the 2023-2024 academic year, under WA Senate Bill 5048, tuition for CiHS courses is free for all public-school students.

Through EWU in the High School (EWUHS), students can simultaneously earn high school and college credit, complete graduation requirements while also fulfilling university proficiencies, Breadth Area Core Requirements (BACRs), and even major or minor coursework.

Starting college early is an exciting opportunity, but it's also a decision worth thoughtful consideration. Many students are academically ready for college-level courses, however balancing new responsibilities and the demands of college life can sometimes feel challenging. Students who participate in CiHS often embrace challenges, enjoy independent study and are curious about deeper and more advanced topics. The most successful college students are self-motivated, can work independently, take initiative, are disciplined and able to complete a variety of assignments with little direction from instructors.

We encourage students, parents and counselors to explore together whether CiHS is the right fit to support the student's goals and growth. In support of WA public high school students' academic journey, EWU offers three distinct programs designed to provide guidance, resources and opportunities for success.

EWU's College in the High School programs:

- **Running Start On-Campus** allows students to earn up to two years of free college credit while attending classes on EWU's campus.
- **Running Start Online** is designed for students who are further away and cannot attend classes on campus, providing a flexible, distance-learning option.
- **EWU in the High School (EWUHS)** gives students the chance to take college courses at low or no cost while learning in the comfort and familiarity of their own high school.

We're excited to support you every step of the way and can't wait to see what you'll achieve as part of the EWU community!

Sincerely,

EWU in the High School Team

EWU VALUES, MISSION & VISION

OUR VALUES

EWU is committed to upholding the following core values in all EWU in the High School programs:

- Student-Centered Learning: Students are at the heart of everything we do.
- Inclusiveness: Our diverse community strengthens and enriches the EWU experience.
- Accessibility: We work to expand opportunities and pathways for student success.
- Excellence: We strive for the highest quality in all aspects of our programs.
- Integrity: We foster a culture of respect, commitment and honesty.

OUR MISSION

EWU provides an inclusive, equitable and transformative learning experience, driving the pursuit of knowledge with affordable academic excellence.

EWU in the High School achieves this mission by:

- **Fostering Academic Excellence:** Our student-centered approach emphasizes excellent teaching, engaging conversations and robust intellectual experiences inside and outside the classroom. Through applied learning opportunities, students gain the skills and resources needed to transition confidently from academics to their professional careers.
- **Creating Transformative Environments:** By participating in workshops, one-on-one advising, and networking events, students develop the skills and contacts that prepare them for future career success and lifelong growth.
- **Expanding Opportunities:** EWU is committed to providing accessible resources, inclusive campus experiences, and hands-on learning opportunities that create pathways to higher education and career success for first-generation, underserved, and non-traditional students.
- **Connecting with Professionals:** Students benefit from the guidance of skilled faculty and staff, gaining knowledge, support and connections that prepare them for professional growth.

OUR VISION

EWU in the High School programs aspire to provide students with opportunities to prepare for future careers, become engaged leaders and make a positive impact in their communities.

EWU students gain the skills, knowledge, and experiences that help shape WA's workforce, culture and economy. By participating in these programs, students develop critical thinking skills, gain real-world experience, and make meaningful impacts in their schools and beyond.

CONTACTS

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EWU SUPPORT & POINT OF CONTACTS

To better support our partnering high schools, please note the following guidelines:

1. **Academic Issues.** Direct all academic concerns to the Faculty Liaison for the course or the EWU in the High School office. Academic issues include, but are not limited to, questions about course content and delivery methods, syllabus development, professional development opportunities and grade alignment between the high school and university.
2. **New Instructors and Courses.** Applications for new instructors or proposals for new course offerings must be submitted by the high school to the EWU in the High School office for review and approval.
3. **Administrative Issues.** All administrative matters should be directed to the EWU in the High School office. These include, but are not limited to, students, parents or counselor inquiries; student admission and registration; information about course transferability; roster management; adding or dropping students; and grade submission.

WHO TO CONTACT FOR SUPPORT

Name / Title	Contact Information	Primary Responsibilities
Jennifer Nunez <i>Director, Dual & Concurrent Enrollment</i>	509.359.2033 jnunez@ewu.edu	<ul style="list-style-type: none">• Memorandum of Understanding (MOU)• Course Projections Collection• A19 District Reimbursements• Stipends/Addendum• District Billing Corrections• Main School District Contact
Melissa Baker <i>Assistant Director of EWU in the High School</i>	509.359.4978 mbaker9@ewu.edu	<ul style="list-style-type: none">• Instructor Application Process & Decisions• Professional Development• Course & Program Evaluations• NACEP Accreditation• Faculty Communication
Xinjuan Liu <i>Operations Manager</i>	509.359.4865 xliu6@ewu.edu	<ul style="list-style-type: none">• Campus Visits• Event Coordination
Emely Olivos <i>Student Support Specialist</i>	509.220.8920 eolivos@ewu.edu	<ul style="list-style-type: none">• Student Advising• Application & Registration Support• EWU Resource Facilitation• Credit Transferability• Community Engagement• Mentorship Program
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Norma Chavez <i>Systems Specialist</i>	509.359.6303 nchavez@ewu.edu	<ul style="list-style-type: none">• Grading & Program Reports
Faculty Liaisons		<ul style="list-style-type: none">• Syllabi & Curriculum• Assessment & Site Visits• Instructor Training

EWU IN THE HIGH SCHOOL

EWUHS offers high school students in grades 9–12 the opportunity to enroll in college-level courses and earn college credits, all within the familiar setting of their own high school classrooms.

EWUHS Teachers: High school teachers who instruct CEP classes hold credentials approved by EWU faculty in their respective fields. Many teachers involved with CEP also hold master's degrees in their areas of instruction. Throughout the school year, EWU faculty administrators visit high schools to evaluate instructors, review curricula and monitor student progress.

EWUHS Students: Students may enroll in as many EWUHS classes per semester as are offered at their high school. While taking EWUHS courses, students are officially enrolled in an on-campus EWU course and are held to the same Academic Integrity and Student Conduct standards as all EWU students. Some courses may require students to purchase a textbook.

Course Curriculum: EWUHS classes use the same curriculum as on-campus courses at EWU, so students get a true college experience while still in high school. High school teachers receive guidance, syllabi and support from EWU faculty to make sure students transition smoothly into college-level work. All EWUHS courses follow the standards of the National Alliance of Concurrent Enrollment Partnerships (NACEP), ensuring a high-quality learning experience.

BENEFITS

High school students enrolled in EWUHS get a head start on their future by earning college credit before graduation. Students get the opportunity to build confidence, explore academic interests and take the first steps toward a successful college journey.

Many students complete the program with several credits already in hand; credits that transfer directly to EWU and are accepted at other colleges and universities. By taking part in EWUHS, students experience the challenge and reward of college-level curriculum while still enjoying the support and familiarity of their high school environment. Each course allows students to make progress toward both high school graduation and their college degree at the same time. Best of all, unlike AP courses, EWUHS guarantees students will earn college credit upon successfully completing the class.

STUDENT ELIGIBILITY

Students must meet all university course prerequisites as outlined in the official EWU [Course Catalog](#). Eligibility for EWUHS is determined by both university and departmental standards.

- Open to **freshmen, sophomores, juniors and seniors** enrolled in a Washington State public high school.
- **No ACT or SAT** scores are required for participation.
- Courses may have **placement or departmental prerequisites** that must be met prior to registration.
- Any **course-specific prerequisites** listed in the EWU course catalog must be satisfied.
- There is **no minimum GPA requirement** for program participation.

PLACEMENT

Students must meet course prerequisites, as well as place at a proficient level on guided placement for mathematics and English courses. There are no GPA, class rank or SAT/ACT score requirements to participate in EWUHS.

Math Placement: All students enrolling in EWUHS math courses should complete the placement survey before starting classes. The survey gathers information about your previous math experience to determine the appropriate course placement.

To complete the math placement survey, you will need:

- Your Single Sign-On (SSO) Information
 - Username
 - Password
- Your 8-digit EWU ID number

Percent Given by Aleks	Course Placement
29 or below	MTHD 103
30-40	MTHD 104, 106
41-55	MATH 107, 114, 121, 200, 208
56-65	MATH 107, 121, 141, 200, 208, 311
66-75	MATH 107, 121, 142, 200, 211, 311, 380
76 or higher	MATH 161, 200, 208, 301, 311, 380 or math reasoning requirement met; however, your degree may require additional math courses

English Placement: Based on Test Score

SAT (Reading & Writing Score)	ACT Score	AP (English Language & Composition)	Course Placement
479 and below	14 and below	N/A	ENGL 113+114*
480 to 640	15-27	N/A	ENGL 101
650 and above	28 and above	3 or above (earns ENGL 101 credit)	ENGL 201

Placement Options without a Test Score

Students can still place directly into ENGL 101 if they meet one of the conditions noted below.

H.S. GPA	Bridge to English	Smarter Balanced English	Course Placement
Earned a cumulative HS GPA of 3.0 or higher	Complete w/"B" or better	Score of 3 or 4	ENGL 101
N/A or conditions not met	N/A or conditions not met	N/A or conditions not met	113/114

Placement Options without a Test Score

Students can still place directly into ENGL 101 if they meet one of the conditions noted below.

Notes:

- The SAT Evidence-Based Reading & Writing Score will now be used to place students instead of the SAT Critical Reading score.
- Placement of students into ENGL 112 and ENGL 101 w/TOEFL scores unchanged.

PREREQUISITES

Faculty liaisons, in partnership with high school instructors, oversee prerequisite requirements such as placement tests. Each academic department is responsible for confirming that students meet the necessary prerequisites and for reviewing any exceptions.

In accordance with EWUHS policy, a student's registration indicates that eligibility has been verified and approved by the appropriate faculty and department. Placement test scores are shared with the EWU in the High School office, relevant faculty liaisons or departments and the high school instructor to maintain alignment and transparency.

DIFFERENCES BETWEEN HIGH SCHOOL & COLLEGE

High School	College
Goals	Goals
Resources	Resources
<ol style="list-style-type: none"> 1. Provide students with a broad, foundational education across multiple subject areas. 2. Ensure students meet state graduation requirements. 3. Develop core academic skills in reading, writing, math, science and social studies. 4. Foster social development, teamwork and basic life skills. 5. Prepare students for their next step, whether that's college, career or vocational training. 6. Offer a more structured and guided environment, with teachers, parents and counselors closely involved. 	<ol style="list-style-type: none"> 1. Provide in-depth study in a chosen field (major/career industry) along with a strong general education foundation. 2. Promote critical thinking, problem-solving and independent learning. 3. Prepare students for professional careers or advanced study (graduate school). 4. Develop skills in research, communication and collaboration at a higher level. 5. Encourage personal growth, independence and academic responsibility. 6. Offer opportunities for networking, leadership and applied experiences (internships, research, community engagement).
<ol style="list-style-type: none"> A. Teachers: Provide direct instruction, frequent reminders and close monitoring of progress. B. Counselors: Guide students on academic planning, graduation requirements and personal growth. C. Parents/Guardians: May be actively involved in communication, progress checks and decision-making. D. Tutoring/Support Services: Often built into the school day or after-school programs. 	<ol style="list-style-type: none"> A. <u>College instructors/professors have gone to school to become a professional in a particular field of study.</u> B. Professors: Provide expertise and instruction, expect students to seek clarification and take the initiative. C. Academic Advisors: Offer academic and career guidance; help with course selection and planning, degree completion progress and advising on career pathways. D. Campus Resources: <ol style="list-style-type: none"> a. Academic Advisors b. Tutoring Centers c. Writing Center, d. Library Research and Support e. Campus Recreational Centers f. Career Center Services g. Campus Technology Services h. Student Rights & Responsibilities i. Multicultural Center j. Housing & Residential Life k. Campus Police/Security l. Counseling and Wellness Services m. Student Accommodations & Support Services n. Financial Aid Office o. Student Financial Services/Bursar's Office p. Campus/Community Food Pantry q. Student Clubs & Organizations E. Peers & Networking: Learning communities, study groups, and student organizations encourage collaboration.

Approach	Approach
<ul style="list-style-type: none"> Highly structured, guided and supportive. Focus on building foundational skills and preparing for postsecondary opportunities. Students focus on passing state exams and completing graduation requirements. Assessments are spread across the school year, with frequent quizzes, homework checks and smaller projects helping them stay on track. HS students spend most of their day in class with structured schedules. Many can succeed with limited study time outside of school because teachers frequently review material and provide guided practice. Grades often include attendance, participation, in-class projects, homework and test scores. Daily effort and engagement can carry significant weight, and teachers often allow retakes, extra credit or make-up work. HS offers a predictable routine. Teachers provide frequent reminders about deadlines and students receive consistent feedback to help them stay on track. Students learn in a teacher-centered environment where lessons, discussions, and activities are designed and led by instructors. Opportunities for collaboration exist, but the classroom structure emphasizes teacher guidance. The overall goal is to build strong foundational skills in reading, writing, math, science, and social studies, while preparing students for postsecondary opportunities such as college, technical training, or entering the workforce. 	<ul style="list-style-type: none"> College emphasizes mastery and application. Students don't just prepare for a test, they develop critical thinking, communication and problem-solving skills that support both careers and lifelong learning. A general guideline is 2-3 hours of study outside of class for every hour spent in class. Success depends on reading, reviewing notes, preparing assignments and engaging deeply with course material on their own time. Course grades often rely on midterms, final exams, research papers or major projects. Performance on a few high-stakes assignments can determine the final grade. Students are expected to take full ownership of their academic journey. They must manage deadlines, seek out resources and communicate directly with instructors. Success requires initiative, accountability and time management. Professors expect students to engage actively in labs, discussions and group projects. Asking questions, contributing ideas and applying knowledge in new contexts are all part of the learning process. Colleges provide a wide range of resources, such as advising, tutoring centers, writing labs, career services and counseling. However, it is the student's responsibility to seek them out. The goal of college is to prepare students for careers, graduate studies and lifelong success. Learning is connected to real-world application and long-term personal growth. Students should be independent and self-directed. Students are responsible for accessing resources, managing their own learning and advocating for themselves.

STUDENT RESPONSIBILITIES, RIGHTS & SUPPORT

STUDENT EXPECTATIONS

EWUHS students are considered college students and are expected to meet the same academic and behavioral standards as those enrolled on campus. Students should come to class prepared, meet all deadlines, participate actively and maintain respectful, professional conduct in the classroom.

COURSE EVALUATIONS & PROGRAM SURVEYS

To help EWU maintain high-quality courses and instruction, students will receive an email link from the EWUHS office to complete their course evaluations through SurveyMonkey. These evaluations are anonymous and provide valuable feedback used by instructors and the University to improve teaching and learning. The same evaluation process is used for all EWU courses, including those taught on campus and online.

In addition, students will receive two program surveys from the Assistant Director of EWUHS, an end-of-year Student Satisfaction Survey and a follow-up survey one year after high school graduation. These surveys offer an opportunity for students to share their experiences and help EWU strengthen the program for future participants.

STUDENT PRIVACY & FERPA

EWU is committed to protecting student privacy and follows federal guidelines under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. This means that a student's academic records and progress are kept confidential.

- **Faculty cannot share information** about a student's performance or progress without the student's written permission.
- **Parents do not have access** to student records unless written permission is granted by the student.
- **Direct communication matters:** Parents should not contact EWU faculty on behalf of their student. Instead, it is the student's responsibility to take initiative, ask questions and communicate directly with their instructors.

EWUHS students are official EWU students with the same rights and responsibilities as matriculated students. Privacy to records includes access to academic records, transcript services, enrollment verification, Degree Works, major declaration, grading policies and set FERPA protections. There is the option to waive FERPA rights to allow parental/guardian access if desired.

By following FERPA, EWU empowers students to take ownership of their educational journey while ensuring their rights are protected.

STUDENT ACCOMMODATIONS & SUPPORT SERVICES

STUDENTS WITH DISABILITIES: IEP/504 IDEIA/ADA POLICY

Students with disabilities who meet the eligibility requirements for EWUHS and have satisfied any course prerequisites are encouraged to register.

Each high school is responsible for providing and coordinating accommodation or services outlined in a student's current IEP, 504 Plan or similar educational plan. However, it is important to note that the disability-rights laws applying to colleges and universities, such as the *Americans with Disabilities Act (ADA)*, differ significantly from the special education laws that apply to high schools, such as the *Individuals with Disabilities Education Improvement Act (IDEA)*. As a result, not all accommodations provided in high school may be appropriate or legally required at the college level.

To avoid potential barriers in earning full college credit through EWUHS, students are strongly encouraged to consult with their high school's special education service provider, case conference committee or similar support team to review and, if necessary, update their educational plan before enrolling in EWUHS courses.

For more information on the differences between high school and college accommodations, please review the U.S. Department of Education's guide: [Students with Disabilities Preparing for Postsecondary Education](#)

EWU STUDENT ACCOMMODATIONS & SUPPORT SERVICES

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Office Hours: Mon-Fri: 8 a.m. – 5 p.m.

EWU ACADEMIC POLICY

Students participating in EWUHS are held to the same [Academic Policies](#) and standards as all students at Eastern Washington University. EWU expects the highest levels of academic integrity, which is the foundation of a fair and supportive learning environment.

Students are responsible for their own academic performance, and faculty are supported in maintaining these standards. Any charges of [Academic Integrity](#) violations are addressed through a review process designed to promote learning and ensure impartiality.

COURSES, ENROLLMENT & PAYMENT INFORMATION

COURSES OFFERINGS

EWUHS can offer any course listed in the official EWU course catalog, provided there is an agreement between the academic department, faculty coordinators and high school partners. Courses must also be taught by qualified, approved high school instructors and students must meet any course prerequisites. The current EWU course catalog is available here: [EWU Course Catalog](#)

A list of courses currently offered to high school partners can be found here: [EWUHS Courses for High Schools](#)

STUDENT ENROLLMENT

Students interested in EWUHS courses should follow these steps:

1. Meet with the high school counselor to confirm the program is offered at their school and is a suitable fit.
2. Complete the online orientation available on the [EWUHS Student & Parent Orientation](#) page.
3. Submit the online application form (through the high school teacher).
4. Complete the EWUHS Registration form (through the high school teacher).
 - o Private school students should also complete the Self-Pay Contract if required.
5. Once all forms are submitted, students are ready to attend class and begin earning college credit.

TUITION

As of the 2023–2024 academic year, EWUHS courses are free for students attending public high schools.

Private school students pay \$65 per credit. Self-paying students are billed directly at this rate. For comparison, the same course at EWU would cost approximately \$1,500 (tuition, textbooks, and fees) or about \$300 per credit.

FEES

EWU covers all required fees for participating students, including initial placement tests for mathematics and English, enrollment fees, technology fees, course fees, and other university-assessed charges. Students are responsible for the cost of any placement exam retakes, with the mathematics retake fee currently set at \$31.

HOW STUDENTS PAY THEIR BILL

If tuition is owed for a course, follow the steps below to take care of payment.

Paying Online

1. Go to Inside.ewu.edu and log in with NetID and password.
2. Locate the "Personal Information" title card and click "Pay My Bill."
3. Select the correct term for the course.
4. Follow the prompts to complete payment through the secure third-party system.
 - a. Note: Make sure pop-up windows are not blocked in browser.

Paying by Mail

You may also pay by check (made out to Eastern Washington University) via U.S. Mail:

Eastern Washington University
Student Financial Services
202 Sutton Hall
Cheney, WA 99004

IMPORTANT NOTE: Be sure to include the student's eight-digit EWU ID number with payment.

Paying In Person

Payments can also be made by check or cash at:

Student Financial Services – Sutton Hall, 2nd Floor.

Include your EagleNET ID number to ensure your payment is applied correctly.

If you have any questions, contact Student Financial Services at 509.359.6372.

INSTRUCTOR & LIAISON RESPONSIBILITIES

HIGH SCHOOL INSTRUCTORS

High school instructors play an essential role in ensuring that EWU courses offered through the EWU in the High School program maintain the same academic quality, rigor and learning outcomes as courses taught on campus.

Responsibilities include:

- Attend the EWU in the High School Orientation (mandatory).
- Participate in discipline-specific orientations and annual professional development sessions as required by the academic department (mandatory).
- Collaborate with the EWUHS office to schedule and assist with placement testing required by EWU departments.
- Work with the assigned faculty liaison or mentor to develop an approved course syllabus that aligns with EWU standards.
- Ensure course content, rigor and assessment criteria match those of the equivalent on-campus course.
- Use the EWUHS Syllabus Template or include all required information in the syllabus.
- Assist students with registration in collaboration with the EWUHS office.
- Monitor class rosters and report enrollment changes to the EWUHS office immediately.
- Advise students on course expectations and support participation in concurrent enrollment programs.
- Participate in on-site evaluations with the faculty liaison or mentor.
- Collaborate with the faculty liaison or mentor to submit course assessments and student work samples to the university or academic department.
- Evaluate and grade students work according to EWU standards and submit final grades by university deadlines.
- Ensure students complete end-of-term course evaluations.
- Complete all administrative tasks in accordance with EWU policies, procedures and timelines.

FACULTY LIAISON

Faculty liaisons serve as the academic connection between EWU departments and partnering high schools, ensuring consistency in course quality and instructor support.

Responsibilities include:

- Collaborate with the EWU in the High School office and high school instructors to coordinate placement testing and other departmental requirements.
- Support assigned high school instructors in the development and approval of course syllabi.
- Ensure that each EWU in the High School course meets the same content, rigor, and assessment standards as its on-campus equivalent.
- Conduct at least one site visit per course offering during the academic year to provide mentorship and instructional support.
- Complete the on-site evaluation process with the high school instructor (see Appendix C).
- Work collaboratively with instructors to collect and review required course assessments and materials for departmental review.

COURSE CANCELLATION POLICY

By EWU Departments

As outlined in the EWU in the High School Memorandum of Understanding (MOU):

"The terms of this MOU are contingent on minimum required enrollment levels for each course offered by EWU in the high school. EWU reserves the right to cancel any course due to insufficient enrollment. If a course is canceled due to insufficient enrollment, EWU will refund any tuition received from the students it may have received for that particular section/course. EWU will not be responsible for any other costs, damages, or claims whatsoever arising from its cancellation of this MOU, including, but not limited to, payments to the School District under section F(15)."

If an academic department suspends or withdraws a course, the Assistant Director of EWUHS must be notified as soon as possible, ideally before January for the following academic year. Courtesy notification should also be sent to the college dean and department chair. If a suspended course is later reinstated, the Assistant Director must be informed to initiate the process.

By High Schools

If a high school needs to cancel a course, the EWUHS office must be notified in writing (email is acceptable). Because faculty liaison assignments are based on the number of active high school instructors, cancellations may affect departmental workloads. The EWUHS office will collaborate with the school to manage adjustments and notify academic departments, Records and Registration and faculty coordinators as needed.

EXTENDED ABSENCE POLICY

If an instructor must be absent for an extended period, a long-term substitute may be assigned, subject to vetting and approval by the academic department using the same process as the original instructor. EWU and the academic departments reserve the right to cancel a course if a qualified substitute cannot be approved.

If a course is canceled due to an instructor's absence:

- Students will be unregistered from the course.
- The course will not appear on student transcripts.
- No billing will occur for the school district or student.
- Refunds will be handled on a case-by-case basis.

The EWUHS office must be notified immediately if a long-term substitute is required during a term in which students are registered for EWU credit.

INSTRUCTOR ORIENTATION & PROFESSIONAL DEVELOPMENT

EWU in the High School Instructors meet NACEP professional development through an annual professional development day, new instructor orientation program and discipline-specific training, scheduled site visits, and regular interaction with appropriate EWU faculty liaison. Any missed training must be made up in a form and fashion determined by the EWU in the High School office and/or individual departments. Arrangements must be made prior to any training event. Contact the EWU in the High School office and departments as soon as possible.

Annual Department Professional Development

Department or discipline-specific professional development is required annually for all EWU in the High School instructors. These sessions are typically held on the same day as the program-wide professional development in June, though dates may vary by department. Failure to attend required professional development may result in program suspension or course cancellation.

Department and Program New Instructor Orientation

All new instructors must complete both the department/discipline and program New Instructor Orientations before teaching an EWU in the High School course. Failure to attend either orientation will result in course cancellation until all orientation requirements have been met.

ORIENTATION & PROFESSIONAL DEVELOPMENT DAY

EWU in the High School organizes and conducts annual training for all high school instructors and administrators. The purpose of this event is to provide training for onboarding high school instructors, provide a forum to discuss all pertinent issues regarding the program, and give high school instructors and administrators the opportunity to interact with EWU in the High School office staff, their faculty coordinator, and other university staff and faculty as well as other high school instructors and administrators.

During the annual training event, EWU academic departments are responsible for producing a program agenda, along with a list of EWU in the High School instructors in attendance, submitting these documents to the EWU in the High School office, and conducting afternoon training with the assigned high school instructor.

All high school instructors are issued EagleNET numbers and Usernames once they have submitted their EagleNet ID form and signed their Instructor Responsibilities form which are sent along with their EWU Welcome Letter. The issuance of the EagleNET numbers and Usernames gives high school instructors full access to all EWU resources that are available to on-campus instructors and allows them to input grades into the university grading system as well as set up CANVAS virtual learning spaces for their classes.

Attendance by EWU in the High School instructors is required every other year to remain an approved instructor in the EWU in the High School program. Instructors are encouraged to attend each year. All instructors are provided with clock hours from EWU in the High School in return for their attendance at the annual program training. For those instructors who cannot attend the annual training in person they are provided online training using the campus CANVAS system.

ANNUAL DISCIPLINE SPECIFIC PROFESSIONAL DEVELOPMENT

The EWU academic departments and faculty liaisons are responsible for offering professional development during the academic year. This training is required annually for all instructors. The content and organization of discipline-specific professional development programs and training is determined by the academic departments and faculty coordinators. EWU academic departments are responsible for producing a program agenda, along with a list of EWU in the High School instructors in attendance, submitting these documents to the EWU in the High School office. Departments may schedule multiple or alternative training courses as needed.

The Departmental Faculty Liaisons will also make a point of sharing University and Departmental professional development opportunities with the EWU in the High School Instructor. Each department and faculty liaison uses their own best practices in sharing information with high school teachers. ATTENDANCE is required and is tracked by individual departments.

NEW INSTRUCTOR ORIENTATION

PROGRAM ORIENTATION

At the annual High School Instructor and Administrator Professional Development Day, new instructors attend the New Instructor Training. During these training sessions, new instructors receive program specific training including instructor responsibilities, registration processes, important program dates, grading procedures and policies, campus visit steps, campus resources available to them and their students, and campus partners contacts.

Attendance is mandatory.

DEPARTMENT ORIENTATION

Each department is required to provide discipline specific training for their new instructors. Each department has their own pedagogy and schedule for providing this training. Most often the training takes place in the afternoon after the High School Instructor and Administrator Professional Development Day has concluded. Some departments handle this one-on-one or in small groups based on high school location. This training covers content and curriculum, assessment specifics, and other topics deemed important by the academic department. ATTENDANCE is required and is tracked by individual departments.

FACULTY LIAISON SCHEDULED SITE VISITS

To ensure the EWU in the High School Courses are of the same rigor as those of the on-campus section of the same courses, each EWU Academic Department shall appoint at least one faculty member from its Department to serve as a Faculty Liaison.

The Faculty Liaison shall make regular site visits (minimum of 1 visit per course) to EWU in the High School classrooms and Instructors. The purpose of the site visit is deemed to give the Faculty Liaison the opportunity to meet with the EWU in the High School Instructor and discuss all pertinent issues relating to the course. Additionally, the site visit gives the Faculty Liaison the opportunity to observe course delivery methods and student discourse and rapport.

When making a site visit, it is the obligation of the Faculty Liaison to complete a Site Visit Report ([Appendix C](#)).

- The Faculty Liaison must provide a copy of the Site Visit Report to the EWU in the High School Instructor, EWU in the High School office, and other departmental individuals required of academic departments within 1 week of visit.
- The EWU in the High School office will forward the Site Visit Report to the principal of each partnering high school.
- When necessary, the Faculty Liaison shall share any available Professional Development deemed appropriate for the instructor as well as any suggestions for improvement of the course.
- Whenever appropriate, the site visit can be supplemented by CANVAS, Zoom, email, webcam interaction, or other modalities with the EWU in the High School Instructor.
- The Faculty Liaison should keep a record of all contact with the high school Instructor by any method.

FACULTY LIAISON AND HIGH SCHOOL INTERACTIONS

Throughout the academic year, the EWU faculty liaisons and the assigned high school instructors maintain regular and recurring communications with each other. Faculty liaisons maintain a log of these interactions and provide those logs to the EWU in the High School office at the end of each academic year.

NONCOMPLIANCE POLICY FOR HS PARTNERS & FACULTY

If there is reason to believe that an instructor or partnering high school is not meeting the course expectations outlined in this handbook or other requirements communicated by the EWU in the High School office or authorized University representatives, the University will work collaboratively to support resolution of the concern.

The goal of this process is to provide guidance, clarification, and support to bring the course into alignment with program expectations. The following steps will be followed to address and resolve a noncompliance concern:

High School Instructor Academic

1. Faculty liaisons submit corrective action advisements in the Site Visit Report to the instructor, principal and EWU in the High School assistant director.
2. Failure of the high school instructor to comply with the communicated plan by the next site visit or show improvement may result in the termination of an instructor partnership with EWU. Individual departments will follow their specific noncompliance policy.
3. If it is deemed that a high school instructor partnership must be terminated, a list and copies of all written communication between the faculty liaison, high school instructor, and/or other EWU or high school representatives must be submitted to the EWU in the High School director. All documentation including site visit forms, student grades, student course evaluations, and a letter from the department to the instructor and principal must be delivered to the EWU in the High School assistant director.
4. The EWU in the High School assistant director will contact appropriate high school and district representatives and executes the termination of partnership with the instructor.

High School New Instructor Orientation

- Participation in New Instructor Orientation is required prior to the start of the EWU HS course.
- The EWU in the High School assistant director tracks New Instructor Orientation in coordination with the EWU academic departments.
- If an instructor has not attended or completed the New Instructor Orientation before the start of their course, every effort is made to help the instructor complete their orientation in coordination with the academic department(s) before the course begins.
- If after all attempts have failed to have the instructor complete orientation, then the director mails a noncompliance letter to the instructor, principal, and EWU faculty liaison (attached).
- If the orientation is not met, the instructor's course(s) are suspended until the orientation requirement is met. The high school principal and EWU faculty are notified of the suspension.

High School Instructor Responsibilities

- Participation in professional development is required. The EWU in the High School assistant director tracks professional development in coordination with the EWU academic departments.
- If an instructor has not attended professional development during the academic year, every effort is made to help the instructor make up their professional development.
- If all attempts have failed to meet the professional development obligation, then the assistant director mails a noncompliance letter and form to the instructor, principal, and EWU faculty liaison.
- The instructor must return the "Professional Development Plan" to the assistant director explaining how they will become compliant by the due date.
- If the professional development requirement is not met, the instructor's courses are suspended until the professional development requirement is met and the high school principal and EWU faculty will be notified of the suspension.

School District

- Follow the Memorandum of Understanding procedures.

Faculty Liaison

- EWU Faculty Liaison noncompliance issues are handled in strict accordance with the current UFE collective bargaining agreement and individual department policy. If it is brought to the attention of the EWU in the High School assistant director that there is a problem with a faculty liaison or mentor, the assistant director will contact the department chair or college dean to alert them to the issue. If the issue is not resolved, the department chair or dean can remove a faculty liaison or mentor and assign a new faculty member. All efforts to correct an issue should be made before removal of a coordinator or mentor.

STUDENT REGISTRATION

1. Students attending high schools offering EWU in the High School courses with EWU are placed in concurrent enrollment courses by their high school counselors/teachers.
2. Participating teachers or high school designee should follow the registration process ([Appendix D](#)).
3. The forms are submitted to the EWU in the High School office and processed by the Dual Enrollment staff.
4. Participating teachers are responsible for keeping accurate course rosters and notify the EWU in the High School office immediately if there is a student add ([Appendix D](#)) or student drop ([Appendix D](#)). The EWU in the High School office then notifies the Dual Enrollment Processing Coordinator or Systems Specialist for processing.
5. At the end of the term, EWU bills the participating school districts for students who completed the course following OSPI guidelines. If students are self-paying for the course, payment deadlines follow university dates and deadlines.

ADDING STUDENTS TO A COURSE

Students wishing to register for a course after you have submitted your Course Confirmation Roster forms can be added by submitting an additional Course Confirmation Roster form.

NOTE: Students may be added up to the final drop date if 1) they have fully participated in the course and were unable to register on time, or 2) they have fully participated in the course, but received placement test results late. **Students may NOT participate in the course and then register at the end of the course.**

WITHDRAWAL PROCEDURES

Students wishing to withdraw from a course must inform their teacher and counselor who will then complete the Course Drop/Withdrawal form ([Appendix D](#)) and submit it to EWUHS. Once the form is received by the EWU in the High School office from a high school representative, the form is saved and the EWU in the High School Dual Enrollment Systems Specialist processes the request within 5 business days. EWU in the High School instructors should review their course roster on EagleNet to make sure those changes went through.

We follow the published university dates for fall, winter (trimester) and spring quarters for payment and dropping/adding courses.

Students are held to the same withdrawal and payment timeframes as EWU on-campus students.

Withdrawals follow the [EWUHS calendar](#) for all quarters.

ASSESSMENT OF POLICY & PRACTICES

1. In order to ensure rigor of all on-campus and off-campus University course offerings, the following policies are to be followed:
 - a) EWU in the High School Students are to be held to the same standards of achievement as those of on-campus students.
 - b) EWU in the High School and their University Faculty Liaisons shall work together to ensure that the assessments used in the EWU in the High School courses are to be congruent with the on-campus assessments for the same course. The University recognizes the academic discretion that any particular instructors may have in weighting certain assessment pieces in their courses. Notwithstanding this discretion, the EWU in the High School Instructor and University Faculty Liaison will work together to ensure that a comparable assessment structure is in place in EWU in the High School courses. Any issues that are deemed irresolvable by the EWU in the High School Instructor and the Liaison shall be referred to the Chair of the corresponding Department for resolution.
 - c) All EWU in the High School students shall receive a syllabus from their instructor. This syllabus will have been reviewed by the Faculty Liaison prior to the commencement of the course. Meeting department standards for syllabi and may include university policies and standards of achievement.
 - d) If at any time the expected standards of achievement are revised by the University, the Faculty Liaison will inform the appropriate EWU in the High School instructors, who are to edit their syllabi to reflect revision.
 - e) Should EWU in the High School wish to change the language of the EWU in the High School course syllabus, the EWU in the High School instructor shall submit the revised syllabus to the Faculty Liaison for departmental review and approval.
2. In order to further ensure rigor of the on-campus and off-campus University course offerings, the EWU in the High School Instructor and Faculty Liaison will work together to ensure that grading standards for the courses are congruent with those of on-campus grading standards. In furtherance of this goal:
 - a) The EWU in the High School Instructor and the University Faculty Liaison will work together on a regular basis to ensure assessment congruence. The corresponding University Department will review the assessment comparison data as necessary and recommend any changes in assessment practice to the EWU in the High School Instructor and Faculty Coordinator.
 - b) The Faculty Liaison will share with the EWU in the High School Instructor information on departmental grading of assessments including rubrics, policies on late assignments, grading curves, and extra credit policies.

EWU GRADING POLICY

EWU understands that partnering high schools may use different grading scales. However, the grade a student earns in an **EWU in the High School / College in the High School** course is officially recorded on their EWU transcript according to EWU's grading policy.

Since Fall 2018, all grades at EWU are reported in letter grade format only, ensuring consistency and clarity for students, parents, and future colleges.

Letter Grade (Letter Grades as of Fall 2018)

A	4.0
A-	≥ 3.7
B+	≥ 3.3
B	≥ 3.0
B-	≥ 2.7
C+	≥ 2.3
C	≥ 2.0
C-	≥ 1.7
D+	≥ 1.3
D	≥ 1.0
D-	≥ 0.7
F	0.0

Note on EWU Undergraduate Cumulative GPA:

The grades earned through the EWU in the High School Program are considered Eastern Washington University grades and will become part of the students' undergraduate GPA if the student enrolls at Eastern Washington University as a full-time student or transfers their Eastern Washington University grades to another institution of higher education.

INSTRUCTOR GRADING INFORMATION

During the academic year, grades must be submitted by dates set by the EWU in the High School office and EWU Records and Registration office. You will be advised on specific deadlines.

- You will enter grades using EWU EagleNet.

WHAT YOU CAN DO TO BE SUCCESSFUL

TURN IN PAPERWORK IN A TIMELY MANOR

- Get students' placement surveys completed...earlier is better.
- Complete the registration process on time.
- Submit or email Course Registration Forms & Rosters to the EWU HS office.
- Submit Adds or Drops as soon as they occur using the correct form.
- Check EagleNet regularly to see if all is correct.
- Have students complete course evaluations. You and your students will be emailed a link for students to take the evaluation online.
- Input grades before the deadline.

WORK WITH THE EWU IN THE HIGH SCHOOL OFFICE

- Call and/or email if you have questions or concerns.
- Attend the annual Professional Development Day in June.
- Complete the Instructor Impact Survey. You will be sent a link to take the survey at the end of the academic year.

WORK WITH YOUR FACULTY LIAISON

- Schedule site visits
- Align syllabus and assessments to EWU standards.
- Frequent contact with liaison
- Ask questions.

CAMPUS RESOURCES & SUPPORT SERVICES

JFK LIBRARY

320 Media Ln, 100 Library
Cheney, WA 99004
509.359.7888 | circulation@ewu.edu
ewu.edu/library

CANVAS

526 5th St, Cheney, WA 99004
EWU Cheney Campus
509.359.2247 | helpdesk@ewu.edu
inside.ewu.edu/instructional-technology/canvas

EWU UNIVERSITY BOOKSTORE

116 Pence Union Building
Cheney, WA 99004
509.359.2826 | EagleStore@ewu.edu
eaglestore.ewu.edu/home

STUDENT ACCOMODATIONS & SUPPORT SERVICES

015 Hargreaves Hall
Cheney, WA 99004
509.359.6871 | sass@ewu.edu
inside.ewu.edu/sass

COMPUTER LABS

526 5th St, Cheney, WA 99004
EWU Cheney Campus
inside.ewu.edu/it/service/computer-labs

RECORDS & REGISTRATION

201 Sutton Hall, 333 Eagle Lane
Cheney, WA 99004
509.359.2321 | regonline@ewu.edu
inside.ewu.edu/records-and-registration

MATH TUTORING

526 5th St, Cheney, WA 99004
EWU Cheney Campus
509.359.6603 | mthdtutors@ewu.edu
ewu.edu/cstem/mathematics/tutoring/#success

MULTIMEDIA COMMONS (MMC)

JFK Library Learning Commons
509.359.4875 | helpdesk@ewu.edu
inside.ewu.edu/it/service/multimedia-commons

WRITERS' CENTER

JFK Library Learning Commons
Cheney, WA 99004
509.359.2779 | writersctr@ewu.edu
inside.ewu.edu/writerscenter

PLUS & ETUTORING

EWU Learning Commons, JFK Library,
Cheney, WA 99004
509.359.6505 | plusstudent@ewu.edu
inside.ewu.edu/plus/etutoring

CAREER SERVICES

332 Pence Union Building
Cheney, WA 99004
509.359.6365 | careers@ewu.edu
ewu.edu/careercenter

EWU VISITORS CENTER

326 6th St, Cheney, WA 99004
509.359.6555 | campustours@ewu.edu
ewu.edu/apply/visit-ewu

EWU RECREATIONAL FACILITIES

526 5th St, Cheney, WA 99004
EWU Cheney Campus
509.359.4026 | urc@ewu.edu
inside.ewu.edu/campusrec/rec-facilities

CAMPUS VISITS

You can schedule a campus visit through our office. We will plan your entire visit based on your [Campus Visit Form](#) found on our website. There, you will also see our Campus Visits Calendar for available dates. If you have special requests, we will do our best to accommodate your needs.

POLICIES

- [Campus Visit Form](#) required and due at least 3 weeks prior to preferred tour date
- 48-hour cancellation notice required
- Visits are capped at 30 students, due to available resources.
- We only book one tour per week so reserve your spot early.
- Transportation is NOT provided by the University; this should be handled through your district.
- Meals are paid by students or by district PO (preferred).

PROCEDURES

- Complete the Campus Visit Form
- Pick your 3 preferred dates and times from our website calendar; then also specify your arrival & departure times
- Decide on your tour activities and dining options
 - Consider the length of your visit and please be reasonable about your activity requests
- Create a roster of expected attendees
- Email the completed form and roster to cihs@ewu.edu and xliu6@ewu.edu
 - Once we receive your Campus Visit Form, we will email and/or call to confirm your dates and activities
 - One week prior to our tour date, we will email an agenda and confirmation request
 - If any changes need to be made, please call 509.359.6187 and/or email cihs@ewu.edu immediately to let us know
 - Come and enjoy your visit!

CANVAS

INSTRUCTOR USE

Setting up your account:

- Visit ewu.edu/accounts and log in using your EWU ID# and username.
- When you're done with this step, make sure to remember your NetID and password! It will be used to access EagleNet Experience, CANVAS and more.

Accessing CANVAS: You will need to know your NetID & Password.

To set up your SSO password you will first go to [Account Setup](#). Select faculty, but if that doesn't work go ahead and choose alumni. Follow the prompts.

To log into CANVAS go to canvas.ewu.edu.

Training Modules: You can access training modules to help you set up your course, change the start and end dates of your course, and other CANVAS related topics. For more support visit: canvas.ewu.edu/courses/805988.

Content: You are responsible for creating your course content. You may use all of the tools available to you. Your faculty coordinator/mentor may have CANVAS course material already available. For more information regarding your course content contact your faculty coordinator.

Changing course dates: You will need to customize your course dates before the end of the defaulted course dates. A visual description is in your Instructor Manual. To adjust your course dates:

- 1) log into your course
- 2) choose settings
- 3) course details
- 4) adjust your dates
- 5) update or save

Problems: If you are having problems logging in, please contact the Help Desk at 509.359.2247.

If they cannot help you, please contact Jennifer Nuñez at 509.359.6187 to make sure we have you set up correctly in the system.

If you need help with CANVAS itself, you can contact EWU CANVAS Support: InstructionalTech@ewu.edu. Give them as much information as you can when you email.

STUDENT USE

Students will log into CANVAS the same as the instructor. They will need to follow the same steps as above:

Setting up your account:

- Visit ewu.edu/accounts and log in using your EWU ID# and username.
- When you're done with this step, make sure to remember your NetID and password! It will be used to register for classes, access online courses, update your information and more.

Accessing CANVAS: You will need to know your NetID & Password. To set up your SSO password you will first go to accounts.ewu.edu/pwm/private/login. Select Activate Account and follow the prompts.

TRANSFER OF COLLEGE CREDITS

Credits earned through EWU in the High School (EWUHS) are official Eastern Washington University credits. If you continue at EWU after high school, these credits are automatically applied toward your college record.

EWUHS credits are also widely transferable to other colleges and universities; however, each institution has its own transfer policies. Some colleges may not accept all credits, or they may apply them differently toward degree requirements. Students and parents are encouraged to contact private or out-of-state colleges directly to verify how EWUHS credits will transfer.

EWU's [Transfer Guide](#) is a helpful tool to explore how credits from other institutions transfer to EWU:

- The guide includes information for 84,000 courses from 6,300 institutions.
- Only courses that have previously been transferred to EWU are included, so your course might not appear if no one has transferred it before.
- Not all courses are transferable.
- EWU only accepts transfer credits from regionally accredited colleges and universities.

If you're unsure whether a course counts toward your major and it's not listed in the transfer guide, contact the department directly to ask about transfer and equivalency policies.

ORDER A TRANSCRIPT

Official transcripts can be requested through your EagleNet account or via the University Transcript page. Unofficial copy of transcripts can be accessed through EagleNet by selecting "Academic Transcript" rather than ordering an official transcript.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, all transcript requests must be authorized by the student and submitted online.

As of May 6, 2022, EWU partners with the National Student Clearinghouse for all transcript requests. Benefits include:

- Standard processing in 1–2 business days.
- Optional expedited shipping.
- 24/7 access to electronic transcripts.
- Improved communication and tracking of transcript requests.

CIHS PROGRAM COMPARISONS

Program	Benefits	Things to Consider
Running Start on Campus The Running Start program allows academically qualified 11 and 12 graders to enroll in certain Washington colleges for college credit. Students are regular college students with the same rights and responsibilities. Students may participate in college clubs, music and drama activities, intramural sports and programs and may use campus services; however, Running Start students are not eligible to participate on college sports teams.	<ul style="list-style-type: none"> • Tuition is free; students/parents can save up to two years on college tuition. • Earn up to two years of college credit. • Take a wide range of classes that may not be offered at the high school. • Experiencing college while in HS helps prepare for future educational plans. • Academically qualified students can take advanced or challenging courses. • Highly motivated, independent and mature students may thrive in the college campus environment. • A diverse college student population provides a rich learning environment. • Testing is not required to earn credit. • Credits are transferable to Washington State universities and community colleges, as well as to most other universities. 	<ul style="list-style-type: none"> • <u>Transportation arrangements</u> are needed for on-campus classes. EWU students receive free STA bus rides with their EagleCard (Student ID card). • Book purchases and class fees are the responsibility of the student. • <u>Scheduling college classes</u> may conflict with some high school classes/activities. • <u>HS allows for a more social network</u> experience geared toward teenagers. • Students who are academically ready may find the required independence and speed of college classes demanding; a student's maturity level should be considered. • Grades in college courses become a part of the student's permanent high school and college records. • <u>Academic Calendars are different</u>, including holidays, finals and vacations. • May be exposure to alternative viewpoints and material of an adult nature in college classes.
Running Start Online This program is like Running Start On-Campus, however students may attend classes online at the HS, at home or anywhere with a Wi-Fi connection. Must be a self-starter and self-motivated. This pathway is non-traditional and is considered more demanding.	<ul style="list-style-type: none"> • Tuition is free; students/parents can save up to two years on college tuition. • Earn up to two years of college credit. • Take a wide range of classes that may not be offered at the high school. • Students can build confidence as they experience college-level curriculum. • Academically qualified students can take advanced or challenging courses. • Testing is not required to earn credit. • Credits are transferable to Washington State universities and community colleges, as well as to most other universities. 	<ul style="list-style-type: none"> • Book purchases and class fees are the responsibility of the student. • Grades in college courses become a part of the student's permanent high school and college records. • Students who are academically ready may find the required independence and speed of college classes demanding; a student's maturity level should be considered. • May be exposure to alternative viewpoints and material of an adult nature in college classes.

EWU in the High School <p>Concurrent Enrollment allows HS juniors/seniors to take college courses at their local high school for educational enrichment while earning college credit.</p>	<ul style="list-style-type: none"> • Low to no cost tuition. • Pathway to graduating HS with several tuition-free college credits. • Experience college-level curriculum in the familiarity of HS classrooms. • Classes are taught by qualified teachers approved by EWU faculty in their field. • Build confidence while earning college credit and completing HS graduation requirements. • Testing is not required to earn credit. 	<ul style="list-style-type: none"> • <u>You can take as many classes as possible;</u> however, if your HS received funding through an iGrant it will only cover up to 10 credits. • Purchasing textbooks may be required. • Grades in college courses become a part of the student's permanent high school and college records.
Advanced Placement (AP) <p>Student enroll in rigorous college-like courses while still in HS.</p>	<ul style="list-style-type: none"> • Rigorous courses introduce students to college-level academics. • Students may earn college credit and/or advanced placement into upper-level college courses by taking AP exams. • Many institutions recognize AP courses when making admissions decisions. 	<ul style="list-style-type: none"> • Students are responsible for paying for the end-of-course exams. • College acceptance of AP credit varies widely by school; increasingly, students don't receive college credit for high scores on AP exams. • Since there aren't set requirements for AP teaching, the quality of an AP course can differ from school to school.

The state allows students to enroll in up to 1.4 FTE tuition free. Counselors and advisors will help make sure students remain in this "free zone" each quarter. **However, it is important that students communicate with both their high school counselor and EWU advisor regarding the number of Running Start classes in which they are enrolled.**

As of the 2023-2024 Academic Year, EWU in the High School courses is free to all public school students. Private school students only pay \$65.00 per credit.

IMPACT ON FINANCIAL AID & SCHOLARSHIPS

Students' participation in EWU in the High School/College in the High School and other concurrent enrollment programs does not affect a student's financial aid or scholarship eligibility as long as they apply to colleges as a freshman and not a transfer student and check "never attended" on the FASFA application.

APPENDIX A

PARENT FLYERS



{ EWU in the High School }

Let our University Come to You!

What is EWU in the High School (EWU H.S.)?

This program, also known as Concurrent Enrollment, enables high school freshman, sophomores, juniors, and seniors to take college courses in their high school classroom.

Cost & Billing Information:

- As of the 2023-2024 Academic Year, courses are free to all public school students or \$65 per credit for all private school students and should be paid to EWU (one 5 credit course at EWU regularly costs over \$1,700).
- EWU in the High School pays for all testing and course fees.

What are the Benefits of EWU H.S.?

- Testing is not required to earn credit.
- Firsthand experience with college curriculum.
- Credits are transferrable to Washington state universities and community colleges, as well as to most other universities.
- Stay on your high school campus while completing college credits.
- Classes are taught by qualified teachers approved by EWU academic departments
- Register with your high school teacher!

“By helping students realize that they are capable of managing higher-level coursework, we instill confidence and help inspire them to continue their pursuit of a higher education.”

**-Mr. Joe Pauley,
Central Valley High School**

Get Started on Your IncREDible Journey!
EWU in the High School
Highschool.ewu.edu
Or call 509.359.6187





{ EWU en la Escuela Secundaria }

¡Deja que nuestra universidad se acerque a ti!

¿Qué es EWU en la Escuela Secundaria?

Este programa, también conocido como Doble/ Inscripción ("Concurrent Enrollment"), permite a los estudiantes de escuela secundaria de 9°, 10°, 11° y 12° grados tomar cursos de nivel universitario en su escuela secundaria.

¿Información del costo de los cursos de EWU in the High School?

- Comenzando el año escolar de 2023-24, los cursos para los estudiantes en las escuelas públicas serán gratis, y para las escuelas privadas será un costo de \$65 por crédito que se tendrá que pagar a EWU (un curso de 5 créditos en EWU cuesta regularmente más de \$1,700 dólares).
- EWU in the High School cubre todos los gastos de exámenes y del

¿Cuáles son los beneficios de EWU in the High School?

- No se requiere tomar y aprobar un examen para obtener los créditos.
- Experimentar de primera mano programas universitarios.
- Los créditos se pueden transferir a universidades del estado de Washington y colegios comunitarios ("community colleges"), así como a la mayoría de las universidades.
- Permanecer en la escuela secundaria mientras se obtienen créditos universitarios.
- Las clases son enseñadas por maestros competentes aprobados por los profesores de EWU en su área de estudio.
- **Inscríbete con tu maestro de escuela secundaria ("high school").**

"Al ayudar a los estudiantes a darse cuenta de que son capaces de tomar cursos de niveles avanzados, los ayudamos a que tengan confianza en sí mismos y los inspiramos a que continúen sus estudios universitarios."

**-Mr. Joe Pauley,
Central Valley High School**



Get Started on Your IncREDible Journey!

EWU in the High School

Highschool.ewu.edu

509-359-6187

cihs@ewu.edu

APPENDIX B

SAMPLE STUDENT WELCOME LETTER



Important Information for EWU in the High School

Hi John,

Welcome to EWU in the High School! You have successfully completed your EWU in the High School application. Please keep this email for reference and use the following information to set up your EWU account.

Student Name: John Smith

Username: jsmith2024

EWU ID: 09009999

Setting up your EWU Account

You will use your EWU account to access transcripts, view grades, make payments and more. To access your account visit accounts.ewu.edu.

If this is your first time logging in, there will be some initial account set-up that needs to take place.

- Choose "Activate Account."
- Enter your first and last name, EWU ID, and date of birth into the form.
- Submit the form.
- Wait for confirmation from IT that your account is set up.

Additional Information

For general program information, visit [EWU in the High School](http://ewu.in.the.High.School) or call our office at [509.359.6187](tel:509.359.6187). For billing and payment questions, please contact Student Financial Services at [509.359.6372](tel:509.359.6372).

Go Eags!

EWU in the High School

phone: [509.359.6187](tel:509.359.6187)

email: cihs@ewu.edu

P.S. You can explore more than 100 areas of study at EWU. When you're ready to pursue a four-year degree, follow the admissions steps at ewu.edu/apply.

APPENDIX C

SITE VISIT FORM



Site Visit Report 2024-2025

High School:

EWU Faculty:

Instructor:

Department:

Course Title:

Date of Visit:

Course #:

	Excellent	Adequate	Needs Improvement	N/A
Implementation of EWU curriculum, adherence to EWU course outline. (C-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistency with EWU syllabus. (C-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course reflects pedagogical, theoretical and philosophical orientation of the corresponding EWU department. (C-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course delivery, student discourse, and rapport is equivalent to the course offered on campus. (C-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students assessed using equivalent methods (e.g. papers, portfolios, quizzes, labs) as their on-campus counterparts. (A-1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course learning outcomes are measured using grading standards comparable to on campus sections. (A-1) Grading based on sound evaluation of course objectives. (A-1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of provided resources (i.e. university, high school and/or community resources. (S-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent communication with EWU faculty coordinator/mentor. (F-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with other instructors in the discipline. (e.g. attending professional development, participating in Canvas forums, Facebook groups, etc. Teachers shouldn't be on an island.) (F-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Specific Criteria/Indicators (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Specific Criteria/Indicators (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Specific Criteria/Indicators (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What were the most impressive aspects of this EWU HS class?

Impression of student engagement in the class (C-3)?

What suggestions do you have for improving this EWU HS course?

I am satisfied that the EWU curriculum is being delivered successfully in this class: Yes No

If you respond NO above, please provide specific reasons why you are not satisfied and steps the instructor can take to improve the EWU course.

Additional Comments:

Signature of EWU Faculty: _____ Date: _____

Signature of EWU HS Instructor: _____ Date: _____

High School Instructor: Please submit any response/comments to this Site Visit Report as an additional document.

Please attach additional comments or department materials if necessary.
Forms are to be emailed to: cihs@ewu.edu

APPENDIX D

STUDENT APPLICATION PROCESS (PUBLIC SCHOOLS)



EWU in the High School **Student Application Process** (Public Schools)

Step 1

Complete the online EWU in the High School Orientation:

<https://www.ewu.edu/highschool/ewu-in-the-high-school/student-course-registration/>

Step 2

Complete the online EWU in the High School application:

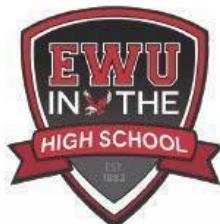
<https://www.ewu.edu/highschool/ewu-in-the-high-school/student-course-registration/apply/>

(Don't use your high school email to apply--your high school firewall will block EWU emails.)

Step 3

After completing the online application, confirm with the high school instructor that your name appears on the course registration roster.

STUDENT APPLICATION PROCESS (PRIVATE SCHOOLS)



EWU in the High School **Student Application Process** (Private Schools)

Step 1

Complete the online EWU in the High School Orientation:
<https://www.ewu.edu/highschool/ewu-in-the-high-school/private-school-app/>

Step 2

If applicable, complete the Self-Pay contract. This document is distributed and collected by your high school instructor.

Step 3

Complete the online EWU in the High School application: <https://www.ewu.edu/highschool/ewu-in-the-high-school/student-course-registration/apply/>
(Don't use your high school email to apply--your high school firewall will block EWU emails.)

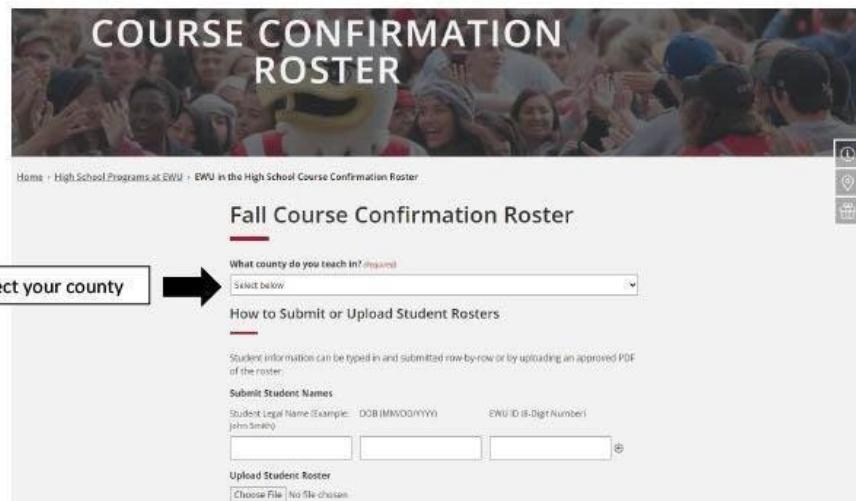
Step 4

After completing the online application, confirm with the high school instructor that your name appears on the course registration roster.

REGISTRATION PROCESS

Steps for course registration can be found online at: ewu.edu/highschool/ewu-in-the-high-school/instructors-course-registration/

Online Roster Submission



COURSE CONFIRMATION ROSTER

Home · High School Programs at EWU · EWU in the High School Course Confirmation Roster

Fall Course Confirmation Roster

Please select your county → Select below

How to Submit or Upload Student Rosters

Student information can be typed in and submitted row-by-row or by uploading an approved PDF of the roster.

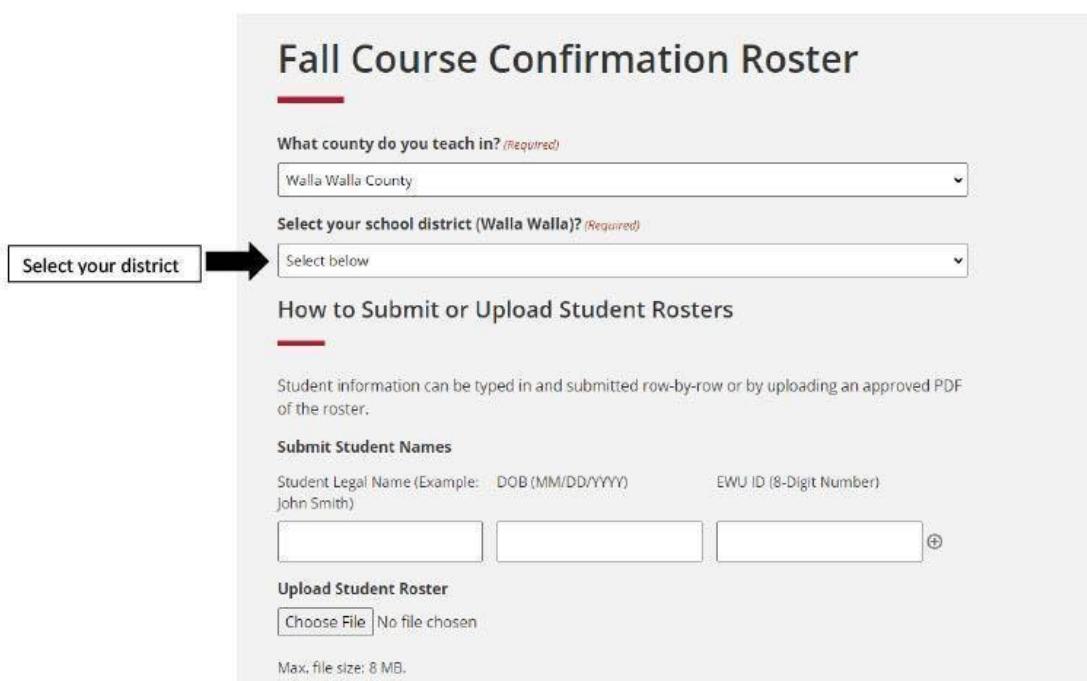
Submit Student Names

Student Legal Name (Example: DOB (MM/DD/YYYY) EWU ID (8-Digit Number))

John Smith

Upload Student Roster

Choose File No file chosen



Fall Course Confirmation Roster

What county do you teach in? (Required)

Walla Walla County

Select your school district (Walla Walla)? (Required)

Select below

How to Submit or Upload Student Rosters

Student information can be typed in and submitted row-by-row or by uploading an approved PDF of the roster.

Submit Student Names

Student Legal Name (Example: DOB (MM/DD/YYYY) EWU ID (8-Digit Number))

John Smith

Upload Student Roster

Choose File No file chosen

Max. file size: 8 MB.

Fall Course Confirmation Roster

What county do you teach in? (Required)

Walla Walla County

Select your school district (Walla Walla)? (Required)

Walla Walla

Walla Walla Course Selection (Required)

Select below

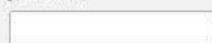
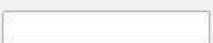
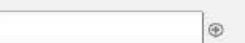
Select your course 

How to Submit or Upload Student Rosters

Student information can be typed in and submitted row-by-row or by uploading an approved PDF of the roster.

Submit Student Names

Student Legal Name (Example: DOB (MM/DD/YYYY) EWU ID (8-Digit Number)
John Smith)

Upload Student Roster

Choose File No file chosen

Max. file size: 8 MB.

How to Submit or Upload Student Rosters

Student information can be typed in and submitted row-by-row or by uploading an approved PDF of the roster.

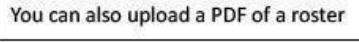
Submit Student Names

Student Legal Name (Example: DOB (MM/DD/YYYY) EWU ID (8-Digit Number)
John Smith)

Add student name 

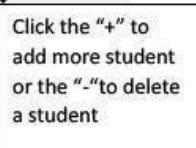
John Smith	01/01/2000	01000000		
				
				

Upload Student Roster

Choose File No file chosen  

Max. file size: 8 MB.

Approved PDF templates can be found at www.ewu.edu/cihs/rosteruploads



Online Roster Submission



EWU in the High School

Course Roster

This information can be found when filling out "Fall course Confirmation Roster"

High School Name	Course Title	High School Instructor



Term	CRN	Course Name and Section	Credits	# of Students Enrolling

Confirmation Form to be completed per instructor

Please write students legal government name



#	Type in Student Government Name	Date of Birth	EWU ID Number (8 Digits)
0	John Smith	MM/DD/YY	01000000
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Online Roster Submission

Upload PDF of roster here



Upload Student Roster

Choose File No file chosen

Max. file size: 8 MB.

Approved PDF templates can be found at www.ewu.edu/cihs/rosteruploads

Are you planning to offer this course in 2024-2025? (Required)

Yes
 No

If no, briefly explain why. (Example: Offered every other year.)

This information will be very useful for the 2024-2025 MOU process

Acknowledgement

I understand that this is a confirmation roster and students will only be registered after completing the 2023-24 EWU in the High School Application.

Submit

Please review everything, when you are ready hit "Submit", you will receive an email with submission confirmation

[Home](#) > [High School Programs at EWU](#) > [EWU in the High School Course Confirmation Roster](#)

Thanks for contacting us! We will get in touch with you shortly.

SAMPLE COURSE CONFIRMATION FORM (PUBLIC SCHOOLS)



EWU in the High School Course Roster

Year	High School Name	Course Title	High School Instructor
2023-24			

Term	CRN	Course Name and Section	Credits	# of Students Enrolling

Confirmation Form to be completed per instructor			
#	Type in Student Government Name	Date of Birth	EWU ID Number (8 Digits)
0	John Smith	MM/DD/YY	01000000
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

*Return form to cihs@ewu.edu. Please make sure total enrollment is entered above. **No incomplete form will be accepted.** Self-pay forms must be submitted and attached with this form.

College in the High School
509.359.6187
cihs@ewu.edu

SAMPLE SELF-PAY CONTRACT



EWU in the High School Self-Pay Contract Private schools

Course Information

Year	High School	School Code	Course Title	Instructor
2023-24				
Term	CRN	Course	Credits	Cost

I, _____, am the parent/guardian of a student who is enrolled in a course offered by EWU through College in the High School.

I will receive a bill for the tuition and fees (via my student's EWU email account), and acknowledge, as the student's parent/guardian, I am responsible for paying the tuition and fees for the student for the course. You WILL NOT receive a paper statement.

Accounts which are unpaid at the end of the term will be subject to collection activities and may incur additional fees associated with collecting the account.

Student Legal Name: _____ Date of Birth: _____

Signature of student: _____

SAMPLE

Parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

Please return a completed form to the course's high school instructor by the deadline posted at ewu.edu/highschool. Failure to return a completed form by the deadline will result in the student not being enrolled in the course.

All charges are posted to the student EagleNet account. For payment instructions, please see our website ewu.edu/highschool. For payment details or for other payment questions, please call Student Financial Services at 509.359.4624.

College in the High School

509.359.6187

cihs@ewu.edu

SAMPLE COURSE DROP FORM

Fall 2023 Drop/Withdrawal Request Form

This form is for Fall Trimester, Fall Semester, and Fall Yearlong Sections.

[2023-2024 Important Dates and Deadlines](#)

What county do you teach in? *(Required)*

Select Request Type

Submit Student Names

Student Legal Name (Example: John Smith)

EWU ID (8-Digit Number)

Drop or Withdrawal Date (MM/DD/YYYY)

Where would you like your email confirmation sent? *(Required)*

I understand this submission will drop or withdraw the listed students from their enrolled EWU course. All drop/withdrawal requests must be submitted by the course instructor.

APPENDIX E

COURSE EVALUATION

Q1 Please enter your EWU Student ID: _____

Q2 Please enter your EWU Course: _____

Your ratings on these questions will be included as part of the information used to make decisions about the retention, tenure, and promotion for your course instructor. Please answer these questions accurately and honestly in fairness to both the instructor and the institution.

Please Evaluate:					
Q3 The course as a whole was	1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 + Excellent
Q4 The course content was	1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 + Excellent
Q5 The instructor's effectiveness in teaching the subject matter was	1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 + Excellent
Q6 The instructor's overall contribution to the course was	1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 + Excellent
Q7 Comments:					

INSTRUCTOR IMPACT SURVEY

EWU RSHS Instructor Survey

By participating in this survey, you are helping to make the EWU Running Start in the High School program improve. You are also helping the program see the impact that it has made. Please answer the questions as best you can. We appreciate your time.

* 1. I teach EWU RSHS/CIHS courses at:

High School:

City:

* 2. I have taught Eastern Washington University courses through RSHS/CIHS for years.

* 3. The number of EWU RSHS/CIHS students I taught last year was .

* 4. The number of EWU RSHS/CIHS course sections I taught last year was .

* 5. I teach EWU RSHS/CIHS courses in the following discipline(s): (Check all that apply)

<input type="checkbox"/> Physical Education	<input type="checkbox"/> Biology
<input type="checkbox"/> Communication	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Economics	<input type="checkbox"/> Environmental Science
<input type="checkbox"/> English and Composition	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Foreign Languages	<input type="checkbox"/> Physics
<input type="checkbox"/> Government	<input type="checkbox"/> Geology
<input type="checkbox"/> History	<input type="checkbox"/> Business
<input type="checkbox"/> Geography	<input type="checkbox"/> Computer Science/Information Technology
<input type="checkbox"/> Psychology	<input type="checkbox"/> Engineering/Engineering Technology
<input type="checkbox"/> Visual & Performing Arts	

Other (please specify)

EWU RSHS Instructor Survey

* 6. As a result of taking a EWU RSHS/CIHS course I teach, students:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Participate in rigorous learning	<input type="radio"/>				
Develop realistic expectations of postsecondary coursework	<input type="radio"/>				
Increase their likelihood of pursuing postsecondary education	<input type="radio"/>				
Develop a better understanding of their academic skills	<input type="radio"/>				
Raise their postsecondary educational aspirations	<input type="radio"/>				

* 7. As a result of offering EWU RSHS/CIHS courses, my school:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Offers more rigorous classes	<input type="radio"/>				
Offers prerequisite courses that prepare students for college courses in upper grades	<input type="radio"/>				
Demonstrates to parents that students are doing challenging work	<input type="radio"/>				
Enhances its prestige and academic reputation	<input type="radio"/>				
Has more students continuing on to postsecondary education	<input type="radio"/>				
Has more students succeed in postsecondary education	<input type="radio"/>				

* 8. As a result of teaching a EWU RSHS/CIHS course, I have:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Learned about new ideas and developments in my academic discipline(s)	<input type="radio"/>				
Taken leadership positions within my department, school, district or professional association	<input type="radio"/>				
Been energized as a teacher	<input type="radio"/>				
Benefited from the support of and contact with RSHS/CIHS colleagues in other high schools or career centers	<input type="radio"/>				
A better understanding of the knowledge and skills that college faculty in my discipline expect of students	<input type="radio"/>				
Incorporated the content and/or pedagogy of the RSHS/CIHS course in other classes	<input type="radio"/>				
Established higher standards for student work	<input type="radio"/>				
Felt supported by the Eastern Washington University liaison/mentor	<input type="radio"/>				
Been hired to teach a college course on a college campus and/or online	<input type="radio"/>				

EWU RSHS Instructor Survey

* 9. The single greatest impact EWU RSHS/CIHS has had on my students is:

* 10. The single greatest impact EWU RSHS/CIHS has had on my school is:

* 11. The single greatest impact EWU RSHS/CIHS has had on me as an instructor is:

12. How can EWU RSHS help you improve as an instructor? What services or experiences can we offer to help you as an EWU RSHS instructor?

13. How can EWU RSHS improve?

EWU RSHS Instructor Survey

* 14. Number of students in the high school or career center where I teach EWU RSHS/CIHS courses:

* 15. My school is located in a:

- City
- Suburb
- Town
- Rural locale

* 16. My school is a:

- Public school
- Public charter school
- Public magnet school
- Private school
- Area Career/Technical Center

Other (please specify)

COURSE EVALUATION SURVEY

Fields marked with * are required.

* The course as a whole was

Poor	Fair	Good	Very Good	Excellent
<input type="radio"/>				

* The course content was

Poor	Fair	Good	Very Good	Excellent
<input type="radio"/>				

* The instructor's contributions to the course were

Poor	Fair	Good	Very Good	Excellent
<input type="radio"/>				

* The instructor's effectiveness in teaching the subject matter was

Poor	Fair	Good	Very Good	Excellent
<input type="radio"/>				

What did you learn in the course that was most valuable to you?

What suggestions do you have for improving the course?

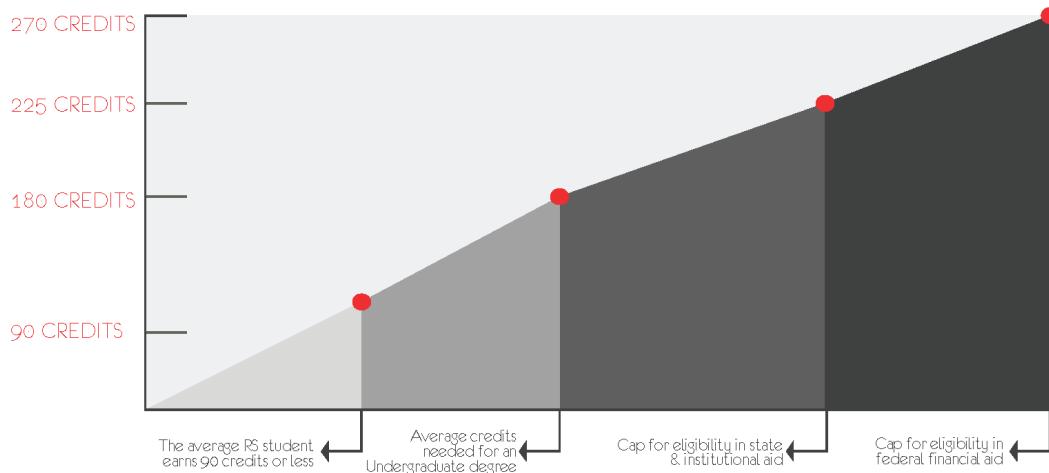
Do you have any additional comments about the course or instructor(s)?

APPENDIX F

CONCURRENT ENROLLMENT CREDITS & FINANCIAL AID

RUNNING START + FINANCIAL AID

○ ALL ABOUT THOSE CREDITS ○

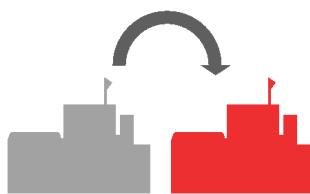


○ FACTORS AFFECTING YOUR ELIGIBILITY FOR FINANCIAL AID ○

+2.0
GPA OR ABOVE

LOW GPA

The minimum grade point average (or GPA) requirement to qualify for Financial Aid & Scholarship is 2.0. The classes taken by RS students through EWU will weigh into their overall GPA.



Freshman students have access to more Financial Aid and scholarships than other students for a longer time. Transfer students will not be processed as freshman students, and therefore, will not receive the same advantages in acquiring Financial Aid.

270
CREDITS

MAXIMUM CREDITS

Every student is permitted up to 270 credits for their first undergraduate studies before they become ineligible for federal Financial Aid. The average Running Start graduate applies for college with 60 credits.

APPENDIX G

SAMPLE SYLLABUS TEMPLATE



[Course Code]: [Course Title] Syllabus

[Term]

Instructor Information

Instructor
[Name]

Email
[email]

Classroom & Time
[classroom location]
[class time]

General Information

Course Description

To replace any placeholder text (such as Course Code and Title above) just highlight and type.

Student Learning Outcomes

1. Tap to add text.
2. Tap to add text.
3. Tap to add text.
4. Tap to add text.

Course Materials

Required Materials

Need a heading or a title? Styles gallery, choose from all styles used in this syllabus.

- Tap to add text.
- Tap to add text.

Optional Materials

Need to remove a section that doesn't apply, just highlight the section and hit backspace.

Want to add more tables to your document that look like the Course Schedule and Exam Schedule tables that follow? Nothing could be easier. On the Insert tab, just select Table to add a new table. New tables you create in this template are automatically formatted to match.

Required Text

Item name 1 Media Type, Author Name

Item name 2 Media Type, Author Name



Course Schedule

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the syllabus can occur. Students will be informed of any substantial changes in the syllabus.

Week	Topic	Reading	Exercises
Week 1	Enter topic	Enter reference	Enter exercise
Week 2	Enter topic	Enter reference	Enter exercise
Week 3	Enter topic	Enter reference	Enter exercise
Week 4	Enter topic	Enter reference	Enter exercise
Week 5	Enter topic	Enter reference	Enter exercise
Week 6	Enter topic	Enter reference	Enter exercise
Week 7	Enter topic	Enter reference	Enter exercise
Week 8	Enter topic	Enter reference	Enter exercise
Week 9	Enter topic	Enter reference	Enter exercise
Week 10	Enter topic	Enter reference	Enter exercise

Exam Schedule

Date	Subject
Date 1	Enter subject
Date 2	Enter subject
Date 3	Enter subject

Summary of Course Grading

Course Components	Weight
Component A	15%
Component B	15%
Component C	30%
Component D	40%



EWU Grading Scale

Eastern Washington University recognizes that different partnering high schools may have different grading scales; however, the grade that an EWU in the High School student receives on their Eastern Washington University transcript is to follow Eastern Washington University Grading Policy.

Grades at Eastern Washington University are reported in letter grade format only beginning Fall 2018.

Course Grade	GPA	Course Grade	GPA
A	4.0	C	≥ 2.0
A-	≥ 3.7	C-	≥ 1.7
B+	≥ 3.3	D+	≥ 1.3
B	≥ 3.0	D	≥ 1.0
B-	≥ 2.7	D-	≥ 0.7
C+	≥ 2.3	F	0.0

Note on EWU Undergraduate Cumulative GPA:

The grades earned through the EWU in the High School Program are considered Eastern Washington University grades and will become part of the students' undergraduate GPA if the student enrolls at Eastern Washington University as a student after high school or transfers their Eastern Washington University grades to another institution of higher education.

Mixed Courses

The State of Washington as well as EWU in the High School recognizes the need for many high schools to run mixed courses due to school enrollment and instructor availability. This practice directs instructors to manage two class rosters and gradebooks. Currently, EWU in the high school courses are being taught concurrently with Advanced Placement, International Baccalaureate, and in classrooms with students taking the course for credit or choosing not to enroll in the college section. This policy allows instructors to award different grades for the EWU in the High School course and high school course, and the earned grades will be reflected on the academic transcripts.

Course Evaluation

At the end of the course, students are encouraged to complete a course evaluation that will be distributed via email from EWU in the High School.

Classroom Attendance Policy

Instructors determine to what extent class attendance will be monitored and what bearing attendance will have on grades.

Student Registration

Students must work with their class instructor to get registered for the Eastern Washington University college credit.



Students who attend a class session for which they are not registered will not receive credit for the course. Students may NOT participate in the course and register for the college credit at the conclusion of the course. Please check the EWU in the High School website for deadlines: <https://www.ewu.edu/highschool/ewu-in-the-high-school/dates-deadlines/>.

Withdrawal Process

Students wishing to withdraw from a course must inform their high school instructor and counselor who will then complete a Course Drop Form and email the form to the EWU in the High School office.

Information Essential to Student Success in EWU Courses

Academic Integrity

Academic Integrity is the cornerstone of the university. Any student who attempts to gain an unfair advantage over other students by violating the Academic Integrity policy may be reported to the university and may receive a sanction up to and including XF for the course, suspension, or expulsion from the university. This policy is on the EWU web site. <https://inside.ewu.edu/policies/knowledge-base/wac-172-90-student-academic-integrity-3/>

ADA Statement:

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Student Accommodation and Support Services (SASS), HAR 015 or call 509-359-6871.

Equal Opportunity Statement:

Eastern Washington University does not discriminate in its programs and activities on the basis of race, color, creed, religion, national origin, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

Religious Accommodation:

According to [Washington State statute](#) and [EWU Policy](#), students may request accommodation for reasons of faith or conscience, including observance of Religious Holidays. Students must request this accommodation using the following link, which includes more information about the policy and the process: [Holidays and Religious Accommodation form](#).



EWU in the High School Accreditation

EWU in the High School is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation distinguishes high-quality concurrent enrollment partnership that meets rigorous national standards in the areas of curriculum, faculty, students, assessment, and program evaluation. Programs earn accreditation after an extensive self-study and comprehensive peer-review and by the approval of the NACEP Accreditation Commission.

Additional information and resources

Add a subheading

Add text.

APPENDIX H

INSTRUCTOR RESPONSIBILITIES CONTRACT



Instructor Responsibilities Contract

- Attend EWU in the High School Orientation (mandatory).
- Attend discipline specific orientations and annual professional development as required by the academic department (mandatory).
- Work with the EWU in the High School office to schedule and assist with any placement testing established by EWU departments.
- Work with an assigned faculty coordinator/mentor to create an appropriate syllabus for the EWU course.
- Ensure that the course taught through the EWU in the High School program meets the content and rigor requirements of the same course taught in an on-campus environment as well as assessment criteria.
- Align syllabus with the EWU department standards. The EWU HS Syllabus Template must be used or your syllabus must contain all the same information.
- Assist students with registration in conjunction with the EWU in the High School office.
- Monitor class rosters and notify the EWU in the High School office of any changes in enrollment immediately.
- Advise students in the high school about course expectations and help students make informed decisions about participation in concurrent enrollment programs.
- Participate in the on-site evaluation process with the faculty coordinator/mentor.
- Work with the faculty coordinator/mentor to provide the required assessment to the university/departments. Completed examples will be required.
- Assess all student work as required to create and enter appropriate university grades into the university system by deadlines.
- Have students complete end-of-term course evaluations.
- Perform all administrative responsibilities in a manner and timeframe consistent with EWU policies and procedures.

I _____ agree to the Instructor Responsibilities for being an EWU in the High School instructor. Failure to adhere to these responsibilities could lead to noncompliance and possible partnership cancelation.

Signature: _____ Date: _____

High School: _____



NEW INSTRUCTOR ORIENTATION NONCOMPLIANCE

Date

«First_Name» «Last_Name»
«High_School» High School
«Mailing_Address»
«City_State_Zip»

Dear «First_Name»,

We are writing to inform you that you have not attended/completed EWU in the High School New Instructor Orientation as per our EWU in the High School orientation policy (Instructor Handbook, p. 22). This means that you are currently in noncompliance.

In order to continue offering your course(s) «Course_1» and «Course_2» at «High_School», you must complete the EWU in the High School New Instructor Orientation by **Date**. Failure to complete this requirement will result in the cancelation of your course(s).

To become compliant, you must attend/complete the New Instructor Orientation. Your course(s) will not be reinstated until this requirement is met. If you feel this is an error, please contact our office and your faculty coordinator as soon as possible so that we can correct our records.

The next New Instructor Orientations for the 2024-2025 academic year:

- June 2024 – Date TBD

It is important to attend New Instructor Orientation with your EWU department and EWU in the High School program in order to fully understand the program, curriculum, content, pedagogy, and assessment requirements of the EWU course(s) you have been approved to teach. This is also required for our National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation and Washington State program authorization.

Sincerely,

Jennifer J. Nuñez, Director, Dual & Concurrent Enrollment & Summer Session

cc

«Principal», Principal
«Faculty_Coordinator», EWU Faculty Coordinator

INSTRUCTOR RESPONSIBILITIES NONCOMPLIANCE

Date

«First_Name» «Last_Name»
«High_School» High School
«Mailing_Address»
«City_State_Zip»

Dear «First_Name»,

We are writing to inform you that you have not attended EWU in the High School professional development as per our EWU in the High School professional development policy (attached, also in Instructor Handbook, p. 22). This means that you are currently in noncompliance.

In order to continue offering your course(s) «Course_1» and «Course_2» at «High_School» High School, you must attend EWU in the High School professional development through your EWU department. You can also attend the EWU in the High School Professional Development on June TBD, 2024.

If you are not compliant by the end of the 2023-24 academic year, your courses will be suspended until you have satisfied your professional development obligations. If you feel this is an error, please contact our office and your faculty coordinator as soon as possible so that we can correct our records.

Year	Attendance
2021-22	«M_2020_Training»
2022-23	«M_2021_Training»
2023-24	«M_2022_Training»

Please scan and email to jnunez@ewu.edu the attached form indicating how you will make-up your required professional development. Once received, this form will be forwarded to your principal and your EWU faculty coordinator.

It is important to attend your professional development with your EWU department and EWU in the High School program to stay informed of policy changes, department changes and content area information. This is also required for our National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation and Washington State program authorization.

Sincerely,

Jennifer J. Nuñez, Director, Dual & Concurrent Enrollment & Summer Session

cc

«Principal», Principal

«Faculty_Coordinator», EWU Faculty Coordinator

EWU IN THE HIGH SCHOOL PROFESSIONAL DEVELOPMENT PLAN

I, «First_Name» «Last_Name», will make up the required EWU in the High School professional development in one or more of the following ways:

- Attend EWU in the High School professional development on June TBD, 2025.
- Work with my EWU department coordinator, «Faculty_Liaison», to attend the next professional development opportunity before the end of the 2025-26 academic year.
- I do not plan to offer my EWU in the High School course(s) for 2025-26. (Please note that you will need to attend the EWU in the High School professional development in June if you wish to be reinstated at a later date.)

I understand that the failure to make up the required professional development by June TBD, 2025 will lead to the suspension of my course(s) and that I will have to attend professional development before I can be reinstated to teach my course(s).

Signature

Date

Return signed form to jnunez@ewu.edu by Jan. 31, 2025. A completed copy will be forwarded to your building principal and EWU faculty coordinator.

APPENDIX I



**NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS
NATIONAL STANDARDS FOR QUALITY
CONCURRENT ENROLLMENT PROGRAM (CEP)**

Adopted May 2017

DEFINITION:

NACEP defines concurrent enrollment program (CEP) as college credit-bearing courses taught to the high school students by college-approved high school teachers.

PARTNERSHIP STANDARDS	
P1 - PARTNERSHIP 1	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
P2 - PARTNERSHIP 2	The concurrent enrollment program has ongoing collaboration with secondary school partners.

FACULTY STANDARDS	
F1 - FACULTY 1	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
F2 - FACULTY 2	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
F3 - FACULTY 3	Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
F4 - FACULTY 4	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

ASSESSMENT STANDARD	
A1 - ASSESSMENT 1	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

CURRICULUM STANDARDS	
C1 - CURRICULUM 1	Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
C2 - CURRICULUM 2	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
C3 - CURRICULUM 3	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

STUDENT STANDARDS	
S1 - STUDENT 1	Registration and transcription policies and practices for concurrent enrollment students are consistent with those on campus.
S2 - STUDENT 2	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
S3 - STUDENT 3	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
S4 - STUDENT 4	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

EVALUATION STANDARDS	
E1 - EVALUATION 1	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
E2 - EVALUATION 2	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.

APPENDIX J

NEW INSTRUCTOR PROCESS

School Interest

High school administration submit an interest form and meet with the program director to review policies and procedures.

Instructor Application

High school instructor submits an online application and the program assistant director forwards the form to the faculty liaison.

Department Review

Faculty review the application and a welcome of denial email is sent to the instructor after departmental review.

MOU

Districts with approved instructors are included in the annual MOU process and class projection lists must be included for scheduling to occur.

Collaboration

Instructors work with faculty liaisons and mentors to develop syllabi, course objectives, assessment, and content.