 **\_\_\_\_\_\_\_\_\_\_\_\_\_ High School  
College Credit in High School (CCIHS)**

**UWGB Course No. / Course Name / # credits**

**Term and Year**

This class is a dual credit class in collaboration with the University of Wisconsin-Green Bay. Students at \_\_\_\_\_\_\_\_\_ High School may choose to enroll for UWGB credits in addition to high school credit. This creates a college transcript; therefore, it creates a GPA for you which is permanent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Text in blue is for informational purposes and should be deleted once complete.****Note: Additional categories may be added as required by the school district or teacher.***

**Instructor Contact Information**

*(feel free to provide any additional information as necessary.)*

Instructor:

Email:

Phone:

Availability:

Location:

**Course Overview/Description***[Inspiring message and/or instructor’s description of course or use UWGB course catalog description.]*

## **UWGB CCIHS Course Prerequisites** *(****Writing Foundations; Math; World Language)***

## *(Students enrolling in UW-Green Bay classes through the College Credit in High School (CCIHS) program must meet the prerequisites established for each class. The high school teacher is responsible for making sure students are qualified to enroll in a UW-Green Bay course.)*

## **Course Learning Outcomes**

*[Learning Outcomes, if listed below, are provided by respective UW-Green Bay academic department]*

## Learning environment *(****optional****)*

*[This section provides students with the instructor’s vision of what takes place in the class. It includes information about the methods of instruction, what will take place in class, out of class, the tools for learning, etc.]*

## **How to be successful in this course**

*[This section can span topics from general guidelines (e.g., estimated amount of time to spend on preparation, assignments, participation in class discussion, use of supplemental teaching materials, etc.) to more sophisticated rubrics related to student performance on various evaluation measures (e.g., exams, assignments, projects). It can also describe instructor roles and student roles, the role of the student, the role of the instructor. This section provides an opportunity to present the notion of shared responsibility for learning.]*

## **Grading Policies**

*[This section encompasses evaluation methods and grading system, i.e., points, percentages, rubrics, tests, quizzes, weighting, curve, or UWGB grading distribution information, grade appeals to instructor, etc.; it may also include the policy for incompletes and withdrawals.]*

## **Letter-grade scale**

*[Grading scale for your discipline.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_ High School | |  | UWGB Grading Scale | | | |
| Letter Grade | Percent |  | Letter Grade | Text | Grade point per credit | Percent |
| A |  |  | A | Excellent | 4.0 |  |
| A- |  |  | AB | Very Good | 3.5 |  |
| B+ |  |  | B | Good | 3.0 |  |
| B |  |  | BC | Above Average | 2.5 |  |
| B- |  |  | C | Average | 2.0 |  |
| C+ |  |  | CD | Below Average | 1.5 |  |
| C |  |  | D | Poor | 1.0 |  |
| C- |  |  | F | Unacceptable | 0.0 |  |
| D+ |  |  |  | | | |
| D |  |  |
| D- |  |  |
| F |  |  |  |  |  |  |

## **Learning Resources**

*[Required text, recommended text, art supplies, lab equipment, computer requirements, etc. Include information on how students will access/procure materials.]*

## **Course Organization**

## Units or components of course *(****optional****)*

*[This section indicates how the instructor breaks down the course, weekly units or thematic modules, for example.]*

## Schedule including assignments

*[This section typically includes a table or list with the tentative calendar, topics, and assignments, dates for exams and due dates, special events, etc.] This is highly recommended but this section may also refer students to a dynamic document, a calendar or other page on your school’s course website, or be posted as a graphic. Major dates for assignments should not be changed or students should be given reasonable advanced notice.]*

***[Below is an example of a week-based schedule]***

| Week | Topics | Items to do |
| --- | --- | --- |
| Week 1  September 3-7 | Introduction and overview | Read chapter one  Post to discussion forum |

## **Course Policies**

## **Class Attendance/Participation** *(****optional****)*

*[Many districts have attendance policies or mandate how absences are to be handled (i.e. effect grade or not* *effect grade). For examples of how you may wish to articulate, you can review other CCIHS instructor syllabi at* <https://www.uwgb.edu/ccihs/courses-and-high-school-listings/courses-offered/> *]*

## **UWGB Academic Integrity**

As stated from the UWS 14.01 Statement of principles, “The Board of Regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.” The entirety of the Student Academic Disciplinary Procedures can be located at <https://docs.legis.wisconsin.gov/code/admin_code/uws/14>

*These procedures state that if there is any academic dishonesty of your academic work, there are consequences that can become part of your permanent college record.*

## **UWGB – Applying and Registering to take a CCIHS Course**

To be able to complete your registration in a CCIHS dual enrollment course, you must first complete the online application.

Registration will take place once your course begins. By registering, you accept responsibility for compliance with UW-Green Bay rules, regulations, and policies ([**www.uwgb.edu/policies**](http://www.uwgb.edu/policies)). CCIHS course drop dates are set up in special sections and the drop date is determined by the length of the course.

Course grade(s) are final and will become part of the student’s permanent college record. Enrollment in a CCIHS course does not guarantee admission to any college, including UW-Green Bay. By registering for this course the student is responsible for paying the high school for all tuition/fees owed for this course enrollment

For additional information and resources, visit the UW-Green Bay College Credit in High School website at <https://www.uwgb.edu/ccihs/>

## **UWGB – Dropping this Course**

## The last day to drop this course is provided by the UW-Green Bay CCIHS representative. After this date, a late drop/withdrawal petition form is required. *(Approval granted only for medical or military circumstances, or death of an immediate family member.)*

Students should be aware that if they drop the class:

* + - * He/she is still responsible for the tuition of the course
      * His/her transcript will have a W on their transcript (versus an ‘F’)

UW-Green Bay encourages students to first talk to their instructor if they are struggling with coursework requirements to determine a solution.

**Drop/withdrawal date will be provided during the visit by the UW-Green Bay CCIHS representative.**