Welcome to UW-Green Bay and the opportunity to earn college credits while in high school. Your acceptance into this program and admittance into your course(s) means that you are an exemplary student with great potential for achievement. Please remember that you are taking a college course. This means that more will be expected from you when compared to a typical high school course. You will experience the rigor and demands of a college course through presentations, projects, assignments, papers, and/or tests. This experience will make you better prepared for a fulltime college experience and help you achieve your full potential.

This handbook outlines policies and procedures that you are responsible for as a UW-Green Bay student. If you have any questions along the way, please see your course instructor or contact the College Credit in High School (CCIHS) coordinator.

University of Wisconsin - Green Bay
College Credit in High School
Division of Outreach and Adult Access
2420 Nicolet Drive
Green Bay, WI 54311

Meagan Strehlow
Director of Education Outreach
Email: strehlo@uwgb.edu
Phone: 920-465-2716
Fax: 920-465-2643
Website: www.uwgb.edu/ccih
The College Credit in High School (CCIHS) program at UW-Green Bay offers college credit courses within high schools and provides opportunities for academically qualified high school students to engage in special college-level learning experiences. Taught by qualified and UW-Green Bay approved high school faculty, students pursue rigorous advanced subjects and earn college credit upon successful completion.

The College Credit in High School program demonstrates UW-Green Bay's commitment to maintaining access and affordability in higher education and advancing the Wisconsin Idea through collaborative efforts with K-12 schools.

**Benefits**

- Get a head start on your college career with introductory courses that have a high degree of transferability to most colleges and universities
- Save money on tuition
- Experience college rigor while in high school and develop skills for college success
- Gain a competitive advantage over other college/university applicants
- Explore new areas of interest
- After successfully completing CCIHS courses and graduating from high school, you may be able to register for courses earlier than your peers due to your earned credits. This could help you get the courses you need when you need them. These earned credits may also allow you to have more academic flexibility to study abroad, pursue additional academic subjects, or graduate early.

**Instructors**

- High school faculty who teach UW-Green Bay courses at participating high schools must have at least a Master's degree in the discipline in which the course is offered and have the specific approval of the appropriate university academic department. An exception may be made if the high school faculty member's Master's degree is in another related discipline.

**Course Content**

- The course content and work load for a class taken through CCIHS lines up with the same expectations and work load for an on-campus section of the same course. CCIHS students learn under the same expectations as on-campus students. Successful course completion is verified by an official UW-Green Bay transcript.
The current list of CCIHS courses and their descriptions, which link to the current undergraduate catalogue, is available at:
http://www.uwgb.edu/ccihs/html/courses.htm

Courses

- An up-to-date listing of courses is available on the CCIHS website.
  http://www.uwgb.edu/ccihs/html/courses.asp
- An up-to-date listing of participating high schools is also available on the CCIHS website.
- Students are limited to taking a maximum of 12 credits per semester.

CCIHS Compared to AP

- Advanced Placement (AP) consists of college-level courses and examinations for high school students. The courses may take the form of an honors class taught by a teacher following an Advanced Placement outline. The courses may also be offered through independent study. The courses require a full year to complete, primarily because all exams are given each spring.
- CCIHS provides an opportunity for academically qualified high school students to pursue rigorous advanced subjects that are sometimes available only at the college level.
- Whereas AP courses offer students an opportunity to earn academic credit only through AP tests, UW-Green Bay credit is automatically earned upon successful completion of a CCIHS course with all course work counting towards the final grade. CCIHS courses must meet the standards for instruction, content, student work expectations and evaluation that exist within UW-Green Bay’s on-campus degree programs.
- CCIHS classes provide students with a direct connection to UW-Green Bay and allow them to experience the full rigors of a university course.
- CCIHS instructors have a direct connection to UW-Green Bay academic departments and educational resources.
CCIHS Guidelines and Resources

Entrance Criteria

- High school juniors and seniors can participate in the College Credit in High School program. Students interested in the English/English Composition portion of the program need to qualify based on their GPA, ACT scores, and/or a placement essay administered by their teacher.

- Student course eligibility criteria are determined by UW-Green Bay in collaboration with participating high schools. Examples of such eligibility criteria include passing a proficiency exam within the content area, having earned a particular grade point average, successfully completing prerequisite courses, demonstrating exceptional talent in the content area, or submitting validation from a high school faculty member that the student is qualified to take college course work in a content area.

- Students who have completed UW courses taught in their high school will be considered for admission to UW institutions on the basis of the same criteria as other high school students.

- Students are limited to taking a maximum of 12 credits per semester.

Student Application, Registration, and Billing

- The student application and registration process is facilitated by the CCIHS coordinator in conjunction with the high school. Applications are collected online from each high school in the spring of the year for classes starting the following fall and in fall for classes starting the following spring. An application does not obligate a student to take a course; it does allow a network account to be set up in preparation for registration. Social Security numbers are requested for internal student identification and are kept confidential. Social Security numbers are also required for tuition tax documents to be generated at the end of each calendar year.

- The CCIHS coordinator then makes a visit at the start of each class to register students for individual courses. The CCIHS coordinator will share important information about being a UW-Green Bay student during this visit and will also distribute folders with information to keep as a reference.

- Visit the following link for current tuition information: http://www.uwgb.edu/cchi/html/tuition.asp

- When registration is final, an invoice for tuition and fees owed will be sent by the UW-Green Bay Student Billing Office to the appropriate school official.
• It is important for students to be aware that they are applying for and enrolling in a college class; the expectations of the class will reflect this. The grade earned will become part of the student's permanent college record.

Student Withdrawals

• Once a student has submitted a registration form, an obligation to pay fees is in effect until such time as that obligation may be reduced by an official withdrawal or reduction of credit load. The amount refunded and fees owed are based on the length of the course and the week in which the student withdraws. Please contact your instructor and the CCIHS coordinator immediately in the event you wish to withdraw from or drop a course. Failure to notify our office can result in a grade of an “F” being issued on the student’s permanent college transcript. For up-to-date information, visit the Registrar’s office at http://www.uwgb.edu/registrar/

Network Accounts for Students

• All registered students at UW-Green Bay are given a campus network account that they can use to access campus resources such as the Student Information System (SIS), campus email, Desire2Learn (D2L), and various library resources.
• Students will receive a letter with network account information after their applications have been processed. A network account is set up at the time of application to UW-Green Bay in preparation for registration. Please keep this account information, and bring it with you on the day the CCIHS coordinator visits the high school; more information regarding this account will be shared at that time.
• For full details including initial username/password information, account expiration policies, and account reset, please go to http://www.uwgb.edu/compserv/policies/studentComputerAccounts.htm

Course Syllabi

• Your course syllabi will contain vital information such as course expectations, dates, timelines, grading policies, and information on academic integrity.

Library Resources

• Students have full access to all online and printed materials through the UW-Green Bay Cofrin Library while enrolled as a UW-Green Bay student. Online materials can be accessed using your username and password; printed materials can be checked out using your UW-Green Bay ID card that can be obtained during a class visit to campus.
Transfer of Credit

- Each university reserves the right to evaluate transfer courses according to its own criteria. In the University of Wisconsin System, for example, the decision to accept or deny the courses and credits may involve the content and level of the course, the quality of the student’s achievement or the appropriateness of the course to the student’s college program.
- Keep the syllabus and examples of your work in all courses. If other universities need information on the course, send them copies of your work and the syllabus to prove your competence.
- The Transfer Information System (TIS), maintained by the UW System, offers UW and Wisconsin Technical College System (WTCS) students the ability to see immediately if/how UW-Green Bay credits will transfer to any UW or WTCS campus. Enter the Transfer Information System at http://tis.uwsa.edu/index.html and follow these steps:
  1. Click on Credit Transfer Wizards.
  2. Click on Course Wizard.
  3. Enter UW-Green Bay and the Institution you would like to transfer to.
  4. Select the department of the course you are taking.
  5. Click on Match all Courses.
  6. Look for your specific course number and title, and review the transfer information.
     *Suggestion: Print the page to keep as a reference.

Grades

- All grade reports will be posted on the Student Information System (SIS). Using your campus network account, you will be able to view and print out grade reports from this location.
- However, an official transcript of grades can only be obtained from the University Registrar. Upon completion of the course and once grades are posted in the UW-Green Bay Student Information System, you will need to request an official transcript. For details on how to request an official transcript, please visit the following website: http://www.uwgb.edu/registrar/transcripts
- UW-Green Bay Grades

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<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>D</td>
<td>1.0</td>
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</table>
UW Green Bay Policies and Student Conduct

- You are responsible for abiding by all policies that impact UW-Green Bay students, and your official UW-Green Bay course grade will follow the on-campus policies and procedures. Please visit the following website for more information: [http://www.uwgb.edu/Catalog/undergrad/programs.htm](http://www.uwgb.edu/Catalog/undergrad/programs.htm)

- **UWS 14.03 Academic misconduct subject to disciplinary action.**
  Academic misconduct is an act in which a student:
  - Seeks to claim credit for the work or efforts of another without authorization or citation;
  - Uses unauthorized materials or fabricated data in any academic exercise;
  - Forges or falsifies academic documents or records;
  - Intentionally impedes or damages the academic work of others;
  - Engages in conduct aimed at making false representation of a student’s academic performance; or
  - Assists other students in any of these acts.

- Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one’s own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

- A complete list of student academic disciplinary procedures is available at [http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/uws014.pdf](http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/uws014.pdf)
SPANISH/FRENCH/GERMAN RETROACTIVE CREDIT AT UW-GREEN BAY

- **WHAT IS IT?** Students can earn UWGB degree credits for their high school foreign language credits, up to a maximum of 14 credits. These credits are called retroactive credits.

- **HOW DOES IT HAPPEN?** Students must enroll in a class at UW-Green Bay at the 102 level or higher to earn retroactive credit, and students must earn a “B” grade or better. Students must request the retroactive credits on their transcripts. (Refer to the chart below for the exact number of credits/courses that can be earned)

- **DO RETROACTIVE CREDITS AFFECT THE GRADE POINT AVERAGE?** No. Retroactive course credits do not have a grade attached to them and, therefore, do not affect the grade point average.

- **WILL RETROACTIVE CREDITS TRANSFER?** This is up to the institution to which the student transfers (students should check with the school). NOTE: We accept retroactive credits from other UW institutions provided the credits are documented on the official transcript.

<table>
<thead>
<tr>
<th>Class number</th>
<th>Class credit</th>
<th>Retroactive credit for:</th>
<th>Credit granted for B grade or better*</th>
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<tbody>
<tr>
<td>202</td>
<td>3</td>
<td>101, 102, 201</td>
<td>11</td>
</tr>
</tbody>
</table>

* If a student earns a grade of BC or C, half credit may be granted to a maximum of six credits.

- **Contact the Office of the Registrar for further information on requesting retroactive credits.** registrar@uwgb.edu

- **Foreign Language Requirements:**

- **Retroactive Credit:**

- **UW-Green Bay Retroactive Credit:**
  http://www.uwgb.edu/oira/cfpl/retroCredit/