

Non-Compliance Policy

All concurrent enrollment (CE) instructors are expected to adhere to the South Central College (SCC) course syllabi requirements, learning objectives, academic rigor, and assessment components for all CE courses. An instructor may be deemed non-compliant when any of the outlined CE course content expectations are not adhered to.

All CE instructors are expected to attend CE-specific training (provided by the college) and discipline-specific professional development activities (provided by the faculty liaison) to stay informed of college expectations as they relate to current course content and rigor. The Secondary Relations office maintains documentation of professional development participation for all CE Instructors. Non-compliance will be reported to the Vice President of Academic Affairs (VPAA), HS principal, and SCC academic dean to be addressed.

If the faculty liaison has significant concerns regarding the instructor's adherence to the course content, academic rigor, assessment components, and or participation in professional development the issue(s) will be addressed on a case-by-case basis, with the goal of assisting the instructor to correct the concerns.

Steps that may be taken if non-compliance is suspected include:

1. The faculty liaison's concerns will be documented in writing via the *Non-Compliance Report* and sent to both the Secondary Relations office and academic dean. The written document will be kept as a part of the CE program's permanent files.

2. The VPAA and/or academic dean will contact the high school administrator to coordinate a meeting with the following members present ~ the CE instructor, faculty liaison, VPAA, academic dean, and high school administrator ~ to discuss instructional concerns and develop an action plan.

3. The faculty liaison will follow up with the CE instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved. If the concerns have been resolved, no further action needs to be taken.

4. If, after thorough consultation and careful consideration, the VPAA, faculty liaison, and academic dean determine that the course does not maintain college quality, OR the instructor did not meet professional development requirements:

- a. *In cases of academic non-compliance*, the college will cancel the course for the subsequent academic year and the instructor will lose his/her status as a CE instructor in that discipline. The high school administration will be informed of the College's decision, and Secondary Relations office will work with the high school to identify another instructor, if appropriate. **NOTE:** If an instructor has been approved to offer concurrent courses in more than one discipline or course, the faculty mentor for each area will



Concurrent Enrollment Program

assess adherence to the course content. Cancellation of one concurrent course due to non-compliance does not automatically cancel other concurrent courses.

b. *In cases of professional development and/or training non-compliance*, the CE instructor will lose his/her status as a CE instructor in that discipline for a period of one calendar year and a substitute instructor will need to be appointed by the academic dean. After the one-year period is complete, the instructor may apply for a CE instructor position in that discipline.