

| | |
|--|-----------|
| I. CAPP OVERVIEW | 3 |
| II. BEING A CAPP ADJUNCT | 4 |
| A. Benefits | 5 |
| B. Requirements | 5 |
| III. GETTING STARTED | 6 |
| A. Course Planning and Discipline Orientation | 6 |
| B. Activate University Accounts | 6 |
| 1. UWO Email | 6 |
| 2. TitanWeb | 6 |
| 3. NetID | 6 |
| C. Professional Development Requirement | 7 |
| D. UW Oshkosh Syllabus Requirements | 7 |
| E. Course Offering | 7 |
| IV. UW OSHKOSH LIAISON | 7 |
| V. COURSE PROCEDURES | 8 |
| A. Student Eligibility Requirements | 8 |
| B. Placement Tests | 9 |
| C. Student Advising | 9 |
| D. Admission Application Procedures (“Step 1”) | 9 |
| E. Course Registration (“Step 2”) | 9 |
| F. Roster Verification | 10 |
| G. Dropping a CAPP Course | 10 |
| H. Student Opinion Surveys | 11 |
| I. Grading | 111 |
| VI. COURSE RESOURCES | 11 |
| A. Campus Visits | 12 |
| B. Contact Hours | 122 |
| C. Grading Scale | 12 |
| D. Library | 12 |
| E. Professional Development & Spring Workshop | 12 |
| F. Student Handbook | 13 |
| G. Student Support Services | 13 |
| H. Textbooks | 13 |
| I. TitanCards | 14 |
| J. CAPP Student Scholarship | 155 |

| | |
|---|-----------|
| VI. POLICIES & INFORMATION (In alphabetical order) | 15 |
| A. Blended Courses | 15 |
| B. Distance Learning | 15 |
| C. Extended Absence | 16 |
| D. FERPA | 16 |
| E. Foreign Language Retroactive Credit Policy | 16 |
| F. Math Placement Exam Policy | 17 |
| G. Non-compliance | 18 |
| H. Repeat Course Policy | 18 |
| I. Student Conduct and Discipline Code | 18 |
| J. Tax Information | 18 |
| | |
| VI. ADJUNCT RESPONSIBILITIES AND REQUIREMENTS | 19 |

I. CAPP OVERVIEW

A. Mission Statement: To provide academically able high school students an opportunity to earn college credits while still in high school, providing a chance to experiment with the academic rigor of university course work while remaining with high school peers.

B. What is CAPP? The Cooperative Academic Partnership Program (CAPP) is a University of Wisconsin Oshkosh initiative. Our collaboration with participating high schools began in 1975 as a means to provide academically capable students an opportunity to earn college credit while still in high school. It is a concurrent enrollment program, meaning college courses are taught for the most part during the regular school day at the high school, by certified high school teachers who hold adjunct lecturer status with UW Oshkosh. Students receive both high school and college credit for work, thereby decreasing time to earn a college degree.

C. NACEP Accreditation: The National Alliance of Concurrent Enrollment Partnerships (NACEP) is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment and advances quality college courses in the high school. Established in 1999, in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as the sole national accrediting body for concurrent enrollment and supports all members by providing standards of excellence, research, communication and advocacy. Accreditation is granted for seven years, with programs submitting for reaccreditation after each accreditation cycle. For more information visit: www.nacep.org

The UW Oshkosh CAP Program was first accredited in 2009 and was the first program of its kind to be nationally accredited by NACEP in Wisconsin. UW Oshkosh continues to be the only nationally accredited program of its kind in the state of Wisconsin. We were also reaccredited in 2016. NACEP's standards articulate best practices that hallmark exceptional, rigorous college programs. Our NACEP accreditation ensures that we adhere to the highest standards so students experience a seamless transition to college and teachers benefit from the meaningful, ongoing professional development. It ensures quality and that the courses in the high school cover the six focus areas of NACEP accreditation:

- Partnerships with higher education faculty and colleges
- Curriculum in CAPP courses that exactly matches those at UW Oshkosh
- Faculty teaching CAPP courses that are qualified to teach on campus
- Students that take CAPP courses are academically prepared for rigorous coursework
- Assessment strategies that mimic those used by faculty on campus
- Program evaluation standards that assure continuous oversight and improvement

We are proud to be one of the 104 programs accredited in the nation and to serve the students

and teachers of Wisconsin.

D. Courses Offered: CAPP offers over 85 different UW Oshkosh courses to participating high schools in a variety of fields such as the arts, business, humanities, social science, science, and physical education. For a complete current list of available courses, visit our website >About>Courses. If you are interested in other courses offered on campus, but not on this list, please contact the CAPP Office and we are happy to discuss the possibility of opening up new courses with the respective department(s).

E. Cost: Tuition for UW Oshkosh courses taught through CAPP is determined by UW System to be one half of the cost per credit of the lowest system tuition cost. This may change year to year so please check with the CAPP Office if you have questions.

Students that qualify for the federal Free and Reduced Lunch program will pay only a portion of the tuition listed above. The rest is covered by UW Oshkosh by our Tuition Assistance program. Contact the CAPP Office with questions.

Each high school office is responsible for collecting tuition from students. Students pay the high school directly and the high school then pays the invoice from UW Oshkosh from the high school account.

F. UW System & Wisconsin State Law: CAPP adheres to many policies and laws that pertain to concurrent enrollment and govern adjunct approval, professional development, tuition, courses, and evaluation. They are:

- NACEP – as detailed above
- Higher Learning Commission – UW Oshkosh is regionally accredited by HLC and therefore CAPP, and all CAPP adjuncts, must adhere to these standards as well.
- As CAPP offerings expand into Illinois, we also follow Illinois Statute Title 23, Subtitle A, Chapter II, Part 1009 for Dual Credit Courses.

II. BEING A CAPP ADJUNCT

High school teachers who are approved by the UW Oshkosh academic departments and CAPP to teach the college course in their high school are called CAPP adjuncts. CAPP gives teachers the opportunity to develop professionally while delivering rigorous curriculum to students interested in earning concurrent high school and college credit. Many current CAPP adjuncts report loving the experience and find it very rewarding. Most report being energized as a teacher once becoming involved with CAPP. With more than 350 teachers and 5,000 students across the state participating each year, CAPP is designed to provide meaningful and challenging experiences through high-quality, college-level material.

A. Benefits

1. Professional Development: CAPP adjuncts have the opportunity to enhance their career, meet continuing education requirements, and accomplish classroom goals through the use of an annual reimbursement fund from the CAPP Office.

2. Collaboration: All CAPP teachers work cooperatively with faculty and staff to implement college courses. Teaching and collaborating in a collegiate environment gives teachers professional experience unlike any other. In the past adjuncts have been included on grants, given chances for research, co-taught with UWO faculty, and other opportunities.

3. University Resources: There are many on-campus resources available to CAPP adjuncts, including materials from Polk Library (and other UW System libraries), access to electronic resources, and on-campus computer labs. CAPP adjuncts can also receive a TitanCard, the official identification card at UW Oshkosh. The card provides access to music and theatre productions, athletic games and campus community events.

4. Honorarium: CAPP adjuncts receive a \$450 honorarium for each section of the course they teach each year. One UW Oshkosh course is built for all sections offered at the high school that term. If the UW Oshkosh course has more than 10 students enrolled, the adjunct receives an additional \$200 (\$650 for that course). Honorariums are distributed after the conclusion of the academic year. The adjuncts' high school is responsible for paying salary and all benefits as they would for any other high school teacher.

5. Professional Development Scholarship: CAPP provides assistance to teachers who are in need of a few graduate courses in order to be approved as a CAPP adjunct. CAPP will reimburse up to 100 percent of the tuition for the successful completion of UW Oshkosh graduate courses in order to teach UW Oshkosh courses through CAPP. Contact the CAPP Office for more details.

B. Requirements

Teachers with a master's degree are eligible to teach UW Oshkosh courses through CAPP. Each academic department has different approval requirements as determined by HLC and campus policies. CAPP courses are college-level courses, so the criteria departments use to evaluate proposals from prospective instructors of these courses are the same used to hire faculty to teach courses on the UW Oshkosh campus. Refer to our website for more details>Adjuncts/Teachers>Become an Adjunct>Requirements. These chosen instructors meet the same standards applied to any adjunct or part-time faculty teaching on the UW Oshkosh campus, standards of life-long learning and staying current in pedagogy through continuing professional development. Upon approval, these talented teachers are appointed as University adjunct instructors and work cooperatively with a liaison professor to design and implement CAPP courses at their high school.

Note that as of Fall 2022, HLC dictates that all college instructors (thus all CAPP adjuncts) must meet one of the following:

- A Master's degree in the content area of focus
- A Master's degree out of the content area of focus, paired with at least 18 graduate courses in the content area of focus

- Sufficient tested experience as decided on by the academic department

The CAPP Office is able to provide some financial support to adjuncts if additional graduate work is needed to be HLC compliant.

III. GETTING STARTED

Once approved, these are steps adjuncts should complete before offering the UW Oshkosh course:

A. Course Planning and Discipline Orientation

There should be at least one face-to-face planning and orientation session between the high school adjunct faculty and the University CAPP liaison professor prior to the start of every newly approved CAPP course. The focus of this session should include at least the following:

- syllabus
- textbooks, assessment instruments and criteria
- grading
- pedagogy
- course philosophy
- course curriculum, content, prerequisite requirements
- department policies and procedures

B. Activate University Accounts

Newly approved CAPP adjuncts will receive an email a few weeks after they have been approved with information about their UW Oshkosh accounts. These should be activated. Refer to these emailed instructions for activation assistance, or contact the CAPP Office. The accounts created for adjuncts are the following:

1. UWO Email

(Outlook through Office 365) CAPP adjuncts are required to follow University policy that states UWO email is the official form of communication. Adjuncts are responsible for maintaining access to this email account. UWO email is through Outlook and adjuncts can also set up their UWO account to forward to another account checked regularly (like a high school email).

2. TitanWeb

TitanWeb is the official student database at UW Oshkosh. Adjuncts are required to:

- confirm with students their enrollment status based on their appearance on the official TitanWeb class roster.
- submit final grades 5 calendar days after the completion of class.

3. NetID

NetID is the central log in for: Online Registration site, CAPPlink (our internal database),

Canvas (optional classroom portal), WiFi on campus, campus computers, and the Library.

C. Professional Development Requirement

Current CAPP adjuncts must complete discipline-specific professional development every year. The annual Spring Workshop fills this requirement. This requirement may also be filled by attending a summer CAPP workshop, or a discipline-specific conference. Each adjunct must log their professional development in CAPPLink every year.

D. UW Oshkosh Syllabus Requirements

A syllabus for a CAPP course must be comparable to an on-campus syllabus for the same course and illustrate that CAPP students are held to the same standards of achievement as those expected of students in on campus sections.

The syllabus must be reviewed and approved by faculty liaison before a course is offered. Feel free to contact the liaison for examples or assistance when creating a syllabus. Syllabi are submitted to be on file in the CAPP office by the faculty liaison every semester.

A copy of your syllabus should be made available to every student (electronically is acceptable). Each syllabus must contain the following items must follow the syllabus template. A copy of the syllabus template is included with the electronic materials in your welcome folder.

The CAPP Office requires you to use a standard syllabus template that includes the following:

- UWO course information (title, catalog number, credits)
- UWO course description
- UWO Essential Learning Outcomes
- Statement of how the course fits into USP (UWO's General Education program)
- UWO Grading scale (specific to your department)
- UWO course policies for late/missed work, absences, Academic Integrity

E. Course Offering

Each year in early summer, a contract is sent to each high school via email. At this time, the high schools submit their UW Oshkosh course offerings. Please be sure your administrators have your correct course information to provide accurate information. Your CAPP courses are built in the UW Oshkosh scheduling system based on this information.

IV. UW OSHKOSH LIAISON

Once approved, every CAPP adjunct is assigned a UW faculty liaison member from the corresponding department to serve as a mentor. They help with the oversight and support of the quality of these CAPP courses and ensure that the off- campus CAPP section of the campus-based course is comparable in quality. All questions pertaining to curriculum or course delivery should be directed to the liaison.

Liaisons will:

- Perform Site Visits and Evaluations: Liaisons visit at least once per year in the adjunct's classroom (twice per year in the adjunct's first year) to complete a site visit report and conduct another visit that is mutually agreeable. These site visits are to ensure curriculum being taught matches the college course. The site visit report is filed in the CAPP office and it is also made available to the adjunct by the liaison for professional growth. This site visit report will be a formal evaluation to determine whether or not to continue CAPP affiliation for the subsequent year. The report is not submitted to the high school or administrators and should in no way be used to review the teacher's high school class.
- Approve and collect course syllabi every year. Liaisons collaborate with adjuncts so the syllabus meets college requirements and standards.
- Determine if content, pedagogy, course philosophy, and assessment are congruent with campus course and college standards. They may request to see tests, assignments, lesson plans, etc. They may also require that adjuncts include certain materials, labs, tests, or assignments in the CAPP course per department requirements.
- Provide summer professional development opportunities for adjuncts.
- Provide content specific session at annual CAPP Spring Workshop.
- Provide orientation and department-specific training covering course curriculum, assessment criteria, pedagogy, course philosophy, and administrative responsibilities and procedures (i.e. credit hours, prerequisites, grading).
- Assist adjuncts with approval of CAPP students with teacher recommendation that do not meet eligibility requirements.
- Coordinate with adjunct to have CAPP students visit UW Oshkosh campus.

Some form of educational interaction between the high school students and the University liaison professor are encouraged for each CAPP course. This could include guest lectures, problem-solving sessions, labs, demonstrations, workshops, or regular classroom teaching. Liaison involvement in campus visits in the way of discussions, laboratory exercises or CAPP/University classroom pairings are also suggested.

V. COURSE PROCEDURES

Important steps to follow with students before and during the start of a UW Oshkosh CAPP course:

A. Student Eligibility Requirements

High school junior or senior students, who meet at least one of these three requirements at the beginning of the term they wish to enroll, are eligible to enroll:

- Class rank in the top 25 percent
- GPA of 3.25 or above (on a 4.0 scale)
- ACT score of 24 or higher and one of the following:
 - o Rank in top 50 percent of class
 - o GPA of 2.75 or above

High school personnel must certify eligibility at the beginning of the term in which a student seeks to take the course. Students must also meet prerequisites for the University courses as listed. A few exemptions are made for CAPP students. Students who do not meet one of these requirements may, in special situations, be allowed to enroll via adjunct recommendation procedures. Adjuncts can make a recommendation to enroll a student only when he or she is exceptional in that area of study. These recommendations are made at the time of student registration.

B. Placement Tests

Students taking Math courses must take the Math Placement Test (refer to Math Placement Exam Policy, Section VII-F). This should be done before the start of class. Adjuncts should contact our UWO Testing Center to arrange for group testing, 920-424-1432.

C. Student Advising

Grades for UW Oshkosh courses taught through CAPP become a permanent part of a student's college transcript and record. Students should carefully weigh readiness for college level work and willingness to make the necessary time commitment. As an adjunct, it is part of your responsibility to help advise and guide students about this decision. CAPP can be a great opportunity for many students, but is not a perfect fit for all students. Please help students carefully consider this decision by explaining the potential consequences of doing poorly in a course to best set our students up for success.

We also have a dedicated CAPP Advisor in our office who can provide information on how CAPP classes fit into our on campus majors. For information on how your CAPP class fits into UW Oshkosh degree requirements, please contact Jenny Woelfel at woelfelj@uwosh.edu.

D. Admission Application Procedures (“Step 1”)

Since CAPP students are specially admitted University of Wisconsin Oshkosh students, they must meet residency and other requirements for special admission. Students are required to use the UW System Online Admission Application in order to be admitted and have a UW Oshkosh account. For application information start on our website >Students>Apply. If you would like a CAPP Office representative to present the application process to your students, please email the CAPP Office at least one month in advance.

The application process is free and there is no obligation to take a course. Completing the admission process must be done by July 31 for the upcoming academic year. After receiving the admission application, UW Oshkosh creates a student record and assigns a campus identification number that is used to complete course registration. The student's eligibility to take CAPP courses will be determined at the time of registration.

The application is good for one academic year. If students wish to take CAPP courses the next year, they must submit a new admission application. The application takes several days to process, so encourage students to plan ahead, as they cannot apply and register in the same day.

E. Course Registration (“Step 2”)

Eligible students who have completed the online admission process must fill out an online registration form at the beginning of the term in which the course is offered. Students who apply by the annual deadline will receive an email before the start of the semester containing their UW

Oshkosh ID number, and instructions for completing the online registration form. These forms are processed and students are enrolled in the specific courses and be entitled to all of the benefits of being a CAPP student. If students apply after the summer deadline, they must follow the proper request procedure to obtain their information.

Registration deadlines are set for each University semester and must follow the University calendar. Registration is due 6 days after the start of the UW Oshkosh semester. The specific dates are emailed via the CAPP adjunct email list and available online. These deadlines are enforced by the CAP Program. All registration forms must be submitted by the required dates for registration to occur. Students who fail to complete the registration process in a timely manner will lose the opportunity to earn University credits for the course.

Credit Overload: CAPP students follow the same policy as incoming freshman and are only allowed to take up to 15 credits during one semester. If a student wishes to request an overload, they must complete the Credit Overload Form. The form is on our website >Students>Online Registration. The student must complete the form, their high school counselor signs as the Academic Advisor and the form is then sent to the CAPP office. The CAPP Director will make the final decision.

F. Roster Verification

It is the responsibility of the adjuncts to verify their UW Oshkosh class rosters at the beginning of the term, prior to the drop deadline, as well as after the drop deadline to ensure roster accuracy. Students not on the UW Oshkosh roster will not receive college credit. Late drops submitted after the drop deadline are often not approved, and tuition is non-refundable after the drop deadline for any reason. Roster verification is key to catch and correct any error with enrollment as soon as possible. Following enrollment, rosters should be verified through CAPPlink.

G. Dropping a CAPP Course

If a student decides to drop a course after discussion with the adjunct or other high school personnel, they may drop the course without cause with refund, if done so within the deadlines set by the University (one month after the registration deadline). As stated above, deadlines are strictly enforced by the CAPP Office. Forms are available on our website>Students>Online Registration

A student must submit:

- An Add/Drop Card : If a student is dropping one course and staying enrolled in other courses
- A Term Withdrawal Form: If a student is only taking one course and dropping it or taking multiple courses and dropping all of them, thereby severing ties with the University of Wisconsin Oshkosh for that term.

After the drop deadline date, a drop or withdrawal from a CAPP course may be available for good cause but without tuition refund to the school, except in unusual circumstances. Students must submit an Appeal to Late Drop form accompanied by a documented reason or reasons for the request. Reasons for approving a late drop may include: medical emergency; family emergency; mental health emergency or problem; severe personal problem or situation that has resulted in counseling or other professional help before the request; or other situations that cause significant disruption to a student's semester. In no event will reasons related solely to academic

performance be considered to justify a late drop of the course. The form for requesting a late drop must be fully completed by the student and must be reviewed by the CAPP adjunct, school counselor (or principal), and submitted to the CAPP Director for final determination.

Primary responsibility for dropping a class resides with the student. However, Instructors may drop students from their class who do not attend the first session of the semester. High School coordinators, such as counselors or administrators can also request to drop students who do not pay CAPP tuition by their designated deadline.

H. Student Opinion Surveys

Per NACEP and University of Wisconsin Oshkosh standards, all CAPP adjuncts must administer the Student Opinion Surveys (SOS) to their students for each course. Packets are generated by an office on campus and mailed to you by the CAPP office. The packet will have information about how to properly administer the forms. A pre-paid postage envelope is included to mail the surveys back to UW Oshkosh.

I. Grading

Grades for the college course are due 5 days after the end of the class (date submitted by the high school) on TitanWeb. Grading instructions are on our website >Adjuncts/Teachers>Teacher Resources

Incompletes – A grade of Incomplete (I) may be assigned when the quality of work submitted in a course is satisfactory (student is currently passing course) and at least two-thirds of the essential requirements of the course have been completed. A student has one semester to complete the remaining course work, otherwise the “I” grade will automatically become an F. The student and instructor will:

1. Assign an “I” grade in TitanWeb
2. Student completes works and submits to instructor
3. Instructor completes Change of Grade Form (request from CAPP Office)

VI. COURSE RESOURCES

Adjuncts will work with their UW Oshkosh liaison to develop the UW Oshkosh course syllabus and curriculum. Courses must be equivalent to on-campus courses in achievement standards, grading standards, and assessment standards. The liaison will provide many of the resources and tools needed, but here are some things to keep in mind:

A. Campus Visits

A CAPP campus visit is a great opportunity for the CAPP students and adjunct to visit UW Oshkosh; providing both with important interaction between the liaison, CAPP and on-campus activities. Campus visits often include lunch and picking up student TitanCards. This visit can be accompanied with many other activities:

- Meet & Greet with CAPP Representative
- Library Tour & Instruction

- Career Services
- Study Abroad Presentation
- Campus Tour
- Attend a Class or Classes
- Meet with Liaison
- Foreign Language Lab

If you have other requests or ideas, please let us know and we will be happy to look into them. Please complete the Campus Visit Request form at least two weeks prior to your visit and contact your liaison to schedule class visits. The Visit Request form is available from the CAPP Office.

B. Contact Hours

The number of hours students must be in class for UW Oshkosh courses varies by the number of credits of the course and the type of course. A 3 credit lecture course must have 42 hours. Courses with labs will need more contact hours for the labs. Contact your liaison to verify the needed contact hours. Most high school schedules will have sufficient classroom hours to meet the University requirement. In some cases, the University course will need to be spread over the full academic year to accommodate the hours. Again, work with your liaison to figure out what will work best for your course.

C. Grading Scale

Liaisons will communicate any department requirements for percentage grade scales. The UW Oshkosh GPA grade scale is as follows:

A 4.0 A- 3.67 B+ 3.33 B 3.0 B- 2.67 C+ 2.33 C 2.0 C- 1.67 D+ 1.33 D 1.0 D- .67 F 0

Credit is awarded for any grade not failing (F) on the student's official transcript. However, most universities and colleges will only accept transfer credits from courses with a C or higher. A student's transcript is the start of their permanent college record.

D. Library

UW Oshkosh Polk Library has many services available to adjuncts and students through the CAP Program, and many are accessible from your high school: Access to print and electronic resources, borrowing privileges, films on demand, and Canvas Library pages.

The Library also offers instruction sessions, both on campus during visits or they will visit your high school. They have many other tools to help adjuncts and students with their UW Oshkosh courses. Contact Marisa Finkey libraryinstruction@uwosh.edu or 920-424-3436 for more information or help. Access electronic resources by logging in with NetID account:
<http://www.uwosh.edu/library>

E. Professional Development & Spring Workshop

All adjunct instructors and liaison professors are expected to participate in the annual CAPP workshop that occurs during the spring semester. The CAPP Workshop is a great opportunity to fulfill the annual professional development requirement, as well as get connected with the UW Oshkosh campus and other CAPP adjuncts.

Various summer professional development workshops are also offered free of cost to CAPP adjuncts. These seminars are designed specifically for high school teachers to share the latest technology, techniques, and concepts in the teacher's specific content area. Teachers will be interacting with other high school teachers, as well as University of Wisconsin Oshkosh faculty and staff, to maximize the opportunity to share knowledge and experience.

Adjuncts who do not attend a workshop provided by CAPP are required to complete another form of discipline specific professional development, such as conference attendance or graduate course. All professional development should be documented in CAPPlink.

CAPP adjuncts are allocated \$300 in professional development funds for each UW Oshkosh course they teach. The adjunct must fill out the request form to be approved by the liaison and CAPP Director. Once approved, the CAPP Office can reimburse with receipt of expenses.

F. Student Handbook

We encourage you to direct students to their Student Handbook found on the CAPP Website and other valuable tools and resources available to them there. To find the handbook, start at our website >Students>Forms and Policies.

G. Student Support Services

CAPP students are enrolled in courses through UW Oshkosh which therefore makes them UW Oshkosh students. This makes them eligible for many services available on campus (any service not funded through student segregated fees). Because many high schools offer many of the same services, these resources are usually not needed. Please talk to your liaison or the CAPP Office if you would like more information on Student Support Services at UW Oshkosh.

H. Textbooks

Textbook requirements or approvals will be through your liaison. The cost of textbooks would be either the responsibility of the school or the student.

University Books & More is happy to provide textbooks for CAPP courses. Adjuncts should send their textbook information to them the semester before the course begins so they have time to stock the book every semester. There is no commitment. Information or questions should be sent to Kathy Reilly reilly@uwosh.edu or 920-424-1236:

- Department and catalog number of course (ex: English 101)
- Instructor's name
- High School name
- Book information (ISBN is helpful)
- Estimated enrollment
- Form: <http://www.uwosh.edu/bookstore/quickadopt.html>

Even if you use the same books as the on-campus University course, the Book Store will not sell books to CAPP students unless that instructor has specifically ordered books for that section of the class.

I. TitanCards

TitanCards are the official identification card for every student, faculty and staff member at the University of Wisconsin Oshkosh. Schools participating in CAPP may choose to have their students get Student ID Cards (UW Oshkosh TitanCards), courtesy of the CAP Program. Students who lose their card will be charged \$10 for a duplicate ID card. Students who come to UW Oshkosh after high school should bring their CAPP TitanCard to Titan Take Off (Orientation). Titan Central will print them a new freshman TitanCard for free. Students can request their own TitanCard here: uwosh.edu/reeve/titancard/capp

Services available with a TitanCard include:

- Borrowing privileges at UW Oshkosh Polk Library (NOT needed for electronic resources - use NetID log in) as well as other UW System libraries
- Use of UW Oshkosh computer labs
- Oshkosh Transit system
- Discounts for campus activities (varies)
- Access to free or discounted computer software

TitanCards can be obtained during campus visits or by mail. In order to obtain a group of TitanCards by mail for CAPP students, the high school should:

1. Provide digital photographs of each registered CAPP student, identified with the student's name as the file name. Students may also request their TitanCard online at this link: uwosh.edu/reeve/titancard/capp. Digital photos taken for most high school photo ID cards are of sufficient quality. Requirements for photos include:

- Format should be .jpg or .jpeg, with file sizes between 15K and 30K.
- Please do not resize or crop the photos, Titan Central will take care of that.
- Should have a proper (solid, neutral colored) background.
- No sunglasses (wearing or resting on top of head), hats, or hair hanging in face.
- Allow adequate margin.
- Proper lighting with a natural facial expression.

2. If requesting TitanCards as a full class, email the photos in a single file attachment (preferably in .zip format) to CAPP at capp@uwosh.edu. Be sure to include the name of a contact person at your school to whom the cards should be returned for distribution to the students.

3. You may be contacted to have a photo release put on file for your school Even if your students request TitanCards online, a release form for the school must still be on file. This release must be renewed every year. The release ensures that someone at the high school is performing the same ID checks that are required on campus before TitanCards are issued.

4. Upon verification of the students' registration, TitanCards will be produced and activated at UW Oshkosh Polk Library for use at all UW System libraries. The cards will be mailed to the school for distribution. Please allow one to two weeks to receive TitanCards.

J. CAPP Student Scholarship

This scholarship is intended to reward exceptional high school CAPP senior students who will attend UW Oshkosh in the fall. The scholarship application will be made available to students through Academic Works (also houses all other UWO scholarship), and will require an adjunct letter of recommendation. The letter should outline some exceptional accomplishment in academics, community interaction, or high school campus life. The scholarship is not based on financial need, but that may be a consideration when choosing award recipients. The CAPP Scholarship Form must be submitted electronically through Academic Works by March 1 of each year. The standard award is for \$500 and will be deposited in to the student's account upon matriculation at UW Oshkosh in the fall. A \$1,000 scholarship is available to students planning to matriculate in the UW Oshkosh Honors College.

VI. POLICIES & INFORMATION (In alphabetical order)

A. Blended Courses

CAPP does allow for 'blended courses' wherein students enrolled for only high school credit can be in the same classroom as the students taking the course for college credit. The class is a college course and therefore the whole class must be up to the rigor and quality that is equivalent to a course on campus.

It is the decision of the academic department which the course falls under if they allow the college course to be combined with other levels of the high school class (for example CAPP Math 108 – Pre-Calculus in the same room as high school advanced algebra). The adjunct should contact his or her liaison to determine policies.

B. Distance Learning

High schools involved with CAPP may offer their approved CAPP courses via distance learning technologies to schools that may or may not be affiliated with the CAP Program. Students that receive a CAPP course via distance learning must meet the eligibility requirements of CAPP. The sending site of a CAPP course will be responsible for the following:

1. Preliminary planning: Work with your UW Oshkosh liaison prior to the scheduling of the CAPP distance learning class to obtain approval to offer the course. This step is imperative for credit acceptance of the receiving schools.
2. After liaison approval, notify the CAPP office as soon as the liaison approved CAPP course is scheduled to be offered through distance learning (information to include sending and receiving sites).
3. Ensure that students complete all preliminary requirements, like the admission application and any necessary placement tests.
4. Verify eligibility of all students participating in your CAPP class.
5. Submit all registration forms to the CAPP office by the deadline for the semester.
6. Submit payment for the registrations (including receiving sites) no later than one month after you receive the invoice.
7. Process drops and late drops, verify class lists and issue grades to the CAPP office for all

participating CAPP students.

C. Extended Absence

CAPP adjuncts that are on an extended absence (two or more weeks) while teaching a CAPP course are required to

- Notify UW Oshkosh liaison and the CAPP Office before the leave;
- Provide the CAPP Office with the name and credentials (transcripts and CAPP application form) of any instructor who will be substituting for the CAPP adjunct for planned leaves. Substitute teachers must meet qualifications to teach a CAPP course and be approved by the academic departments.

If the replacement faculty member is not approved by the UW Oshkosh academic department and CAP Program, the course will no longer be available for college credit. The CAP Program will try to assist in the case of emergency situations.

D. FERPA

The Family Educational Rights and Privacy Act (FERPA) provides that, with certain explicit exceptions, students have the right to determine who will see their education records (confidentiality) and students have the right to see their education records (accessibility). This means the CAPP Office will not discuss student records or enrollment with parents. Students must call if they have questions or concerns. <https://uwosh.edu/registrar/academic-policies/>

E. Foreign Language Retroactive Credit Policy

Retroactive credits may be awarded to students who successfully complete a foreign language course (Spanish, French, German, or Japanese) taught at the University Wisconsin Oshkosh per the Global Language Retroactive Credit for CAPP policy (10/9/91). To earn this credit a student must:

1. Be placed in a course above the beginning level on the basis of one of the following:
 - a. previous language study (one year high school = one semester university, i.e., student who has completed one year of high school study should enroll in second semester).
 - b. Foreign Language Placement Examination results. (Examination is administered by UW Oshkosh Testing Center, Polk 2)
 - c. consent of course instructor in consultation with UW Oshkosh faculty liaison.
2. **AND** earn a grade of B or better in the course where he/she is placed.

Retroactive credit will be granted as follows:

Spanish

Complete 204 = 11 retroactive

| | |
|--------------|-------------------|
| 204 | 5 credits |
| 110 | 4 credits |
| 111 | 4 credits |
| 203 | 3 credits |
| TOTAL | 16 credits |

Japanese

Complete 211 = 12 retroactive

| | |
|--------------|-------------------|
| 211 | 5 credits |
| 110 | 4 credits |
| 111 | 4 credits |
| 210 | 4 credits |
| TOTAL | 17 credits |

German & French

Complete 204 = 9 retroactive

| | |
|--------------|-------------------|
| 204 | 5 credits |
| 110 | 3 credits |
| 111 | 3 credits |
| 203 | 3 credits |
| TOTAL | 14 credits |

Complete 204 and 312 = 11 retroactive

| | |
|--------------|-------------------|
| 204 | 5 credits |
| 312 | 5 credits |
| 110 | 4 credits |
| 111 | 4 credits |
| 203 | 3 credits |
| TOTAL | 21 credits |

Complete 211 and 310 = 12 retroactive

| | |
|--------------|-------------------|
| 211 | 5 credits |
| 310 | 5 credits |
| 110 | 4 credits |
| 111 | 4 credits |
| 210 | 4 credits |
| TOTAL | 22 credits |

Complete 204 and 312 = 9 retroactive

| | |
|--------------|-------------------|
| 204 | 5 credits |
| 312 | 5 credits |
| 110 | 3 credits |
| 111 | 3 credits |
| 203 | 3 credits |
| TOTAL | 19 credits |

NOTES:

1. If student receives a grade of D- to a B- in the designated placement course, he/she will receive credit for the course taken, but will earn no retroactive credits. The same course may be taken a second time, and retroactive credits will be granted if a grade of B or better is achieved.
2. A student must earn a B or better in 204/211 in order to take 312 (310 for Japanese). 310 and 312 are worth 5 credits.
3. No grade is given for the retroactive credits on the student's transcript since the UW Oshkosh courses were not taken. Please allow four to five weeks after grades have been posted to request official transcripts to allow the retroactive credits to be applied. Please view your unofficial transcript in TitanWeb first to guarantee they have been applied before requesting your official transcript. An official transcript must be requested and sent to your college in order to transfer credits.
<http://www.uwosh.edu/capp/students/request-transcript>
4. Most UW schools and many private institutions will accept these retroactive credits. Please check with the college's Admissions and/or Foreign Language department. Private institutions may grant credit based upon their own criteria.

F. Math Placement Exam Policy

All high school students who wish to take Math 108, 109, or 171 must take the UW System Mathematics Placement Test. The high school should contact UW Oshkosh Testing Center for arrangements (920.424.1432 or oshtesting@uwosh.edu) Test scores required:

Mathematics 108, 109: Math Fundamentals 466, Advanced Algebra 150, Trig and Geometry 150
Mathematics 171: Math Fundamentals 561, Advanced Algebra 571, Trig and Geometry 611

Students are allowed to re-take the placement test allowing seven days between each attempt (up to three total attempts). All re-takes must be completed before the students register for the course at the UW Oshkosh Testing Center.

G. Non-compliance

CAPP adjuncts are considered in non-compliance of CAPP and University policies for any of the following reasons:

- fail to complete yearly content-specific professional development
- have consecutive poor site visit and evaluations from liaison and have made no attempts to improve
- are not teaching the content or curriculum required of the University course
- failure to complete all necessary administrative duties for CAPP
- failure to communicate honestly, openly, and regularly with CAPP liaison or CAPP Office
- misconduct with students
- or for other circumstances as determined by the CAPP Director and Dean of College of Letters and Science.

CAPP adjuncts found in non-compliance after discussion with the CAPP Office and liaison will be given a probationary year or discontinued, depending on the actions that resulted in non-compliance. As dictated by the situation, necessary communication and actions will be taken with the teacher and high school administrators.

H. Repeat Course Policy

Students may only repeat a course once if they have received a grade lower than C. The most recent grade awarded will be posted to the transcript (even if it is lower than the first). A student may complete an appeal that must be approved by the appropriate college in order to register if they do not meet the requirements. <https://uwosh.edu/registrar/academic-policies/>

I. Student Conduct and Discipline Code

Since CAPP students are enrolled as University students, they must adhere to University policies and procedures. The University has high expectations for the members of the University community. Students are expected to take responsibility for their actions and accept the consequence of those actions and are subject to the Wisconsin Administrative Code, as well as specific disciplinary procedures for UW Oshkosh.

Student Conduct: <https://uwosh.edu/deanofstudents/student-conduct/>

J. Tax Information

If a CAPP adjunct receives a total of \$600 or more in honorariums (like your adjunct stipend) from all UW System schools, the adjunct will receive a 1099 tax form in the beginning of the year from UW System. Each campus reports to UW System and one 1099 form is sent.

VII. ADJUNCT RESPONSIBILITIES AND REQUIREMENTS

As a UW Oshkosh CAPP Adjunct, I agree to the responsibilities and requirements including, but not limited to, as explained in the CAPP Adjunct Handbook to:

- Teach the UW Oshkosh course
- Develop an appropriate syllabus
- Uphold UW Oshkosh and CAPP policies and procedures in the classroom
- Participate in annual CAPP Spring Workshop professional development
- Participate in annual discipline-specific professional development to stay current in my field
- Comply with liaison requests to send syllabus, course materials, set up site visits, exams etc. to be reviewed
- Stay in contact with liaison and CAPP office by responding to email and phone messages promptly
- Use TitanWeb to check class rosters for correctness before registration and drop deadlines
- Submit grades within 5 days of the end of the course on TitanWeb
- Cooperate with CAPP office for administrative business and enforce registration and withdrawal deadlines
- Administer student course evaluations
- Advise students about taking the course and necessary paperwork for registration and requesting transcripts

I understand that failure to comply with these responsibilities and requirements can result in the loss of CAPP adjunct status and discontinuation of offering UW Oshkosh courses.

Date: _____

Printed Name:

Signed Name:
