Vermont Early College Program Approval Standards

The Vermont Early College Approval Standards are based on criteria that assure quality in college programs created for high school seniors. The standards promote the implementation of practices to ensure that:

a) *Early College courses offered to high school students are the same as the courses offered on a regular schedule at the sponsoring college or university;*

b) *Students enrolled in the Early College Program are held to the same standards of achievement as the college/university students;*

c) *Instructors teaching in the Early College Program meet the academic requirements for faculty and instructors teaching in the host postsecondary institution.*

The standards are the basis for approval by the Secretary of the Agency of Education and are based in part on the National Association of Concurrent Enrollment Partnerships (NACEP). These standards were used as a reference guide and Vermont postsecondary institutions may select to pursue accreditation by NACEP.

The standards of program quality cover five categories:

- Curriculum
- Faculty
- Students
- Assessment
- Program Evaluation

Please provide all evidence to the standards for each of the five categories listed in Appendix A (pages 2-4).

Contact Information:

If you have questions about this document or would like additional information, please contact:

Greg Young, Student Pathways Division, at AOE.EarlyCollege@vermont.gov

Please provide all evidence to the standards for each of the five categories listed below.

Curriculum Standards and Required Evidence

	Standard	Required Evidence
CS1	Courses administered through an Early College Program (ECP) are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.	1) A college/university catalog or a link to an on-line college/university catalog. 2) A comprehensive list of all courses offered through the ECP with descriptions that are publicly available from the college/university.

Faculty Standards and Required Evidence

	Standard	Required Evidence
FS1	ECP instructors are approved by the respective college/university academic department and meet the academic department's requirements for teaching the college/university courses.	1) Copy of application form used at the college/university. 2) Assurance of standard signed by college/university academic officer. 3) Additional evidence may be submitted.
FS3	ECP procedures address instructor non-compliance with the college/university's expectations for courses offered through the ECP (for example, non-participation in ECP training and/or activities).	1) Published procedures and/or policies from the ECP addressing non-compliance.

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Student Standards

	Standard	Required Evidence
SS1	The college/university officially registers or admits ECP students as degree seeking, non-degree seeking, or non-matriculated students of the college/university and records courses administered through an ECP on official college/university transcripts.	1) Signed assurance from the college/university academic officer verifying compliance with the standard.
SS2	The ECP ensures its students meet the course prerequisites of the college/university.	1) Published outline of registration process provided to students and schools including any prerequisites for each college/university course administered through the ECP. 2) Description of process used to implement any prerequisite requirements. 3) Additional evidence may be submitted.
SS3	The ECP provides students and schools with a comprehensive publication that outlines rights and responsibilities, including privacy and non-discrimination policies of enrolled college/university students.	1) ECP publication addressing topics including, but not limited to, college/university student conduct policies such as academic integrity, consequences of plagiarism and academic dishonesty; advising issues such as prerequisites, pre-testing, course load and grading standards; and processes such as course cancellation, registration and credit transfer. 2) Additional evidence may be submitted.

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Assessment Standards and Required Evidence

	Standard	Required Evidence
AS2	ECP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as non-ECP students.	1) Signed assurance from the college/university academic officer verifying compliance with the standard. 2) Additional evidence may be submitted.

Evaluation Standards and Required Evidence

	Standard	Required Evidence
ES1	The ECP conducts end-of-term course evaluations for each course section offered through the ECP.	1) Survey instrument(s) submitted to Agency of Education. 2) Sample of evaluation report(s) instructors receive regarding the college/university course. 3) Description of methodology and process used to report back to ECP instructors.

Questions?

Contact Greg Young, College and Career Readiness Coordinator at AOE.EarlyCollege@vermont.gov

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