



College in the High School

**Handbook
2023-2024**

Westmoreland County Community College

Mission Statement

Mission

Westmoreland County Community College improves the quality of life in the communities we serve through education, training, and cultural enrichment.

Vision

Westmoreland County Community College is recognized as a premier institution of higher learning focused on student success, workforce development, economic growth, and cultural experiences.

Values

Teaching and Learning: We are committed to excellent instruction and lifelong learning.

Innovation and Creativity: We are committed to creativity, new ideas, and the advancement of art, culture, and technology.

Equity and Inclusion: We are committed to an educational and workplace environment where all are treated with dignity and respect.

Collaboration and Teamwork: We are committed to cooperation within our college and to strong relationships with employers, school districts, and other community partners.

Accountability and Integrity: We are committed to high, ethical educational standards.

Social Responsibility and Stewardship: We are committed to principles of service and good citizenship.

College in the High School

College in the High School is part of Westmoreland's College Now! program; (also known as Dual Enrollment, CHS, and CIHS). College in the High School courses are taught in your high school, by high school faculty, but for college credit! The purpose of this handbook is to provide you with the applicable policies and procedures as a College in the High School student. It is organized from the point of the Admissions Process through your grades being submitted and requesting a transcript.

College Now! Eligibility

According to Westmoreland policy, all College Now! students must be high school juniors or seniors, or the home-school equivalent.

- Exceptions may be made for high school freshman and sophomore students or home-school equivalent students who are able to exhibit readiness for college-level coursework.
- High school freshmen or sophomores will be treated on a case-by-case basis; they must be approved by the high school administration and the Westmoreland Vice President of Enrollment Management, or designee.
- Students must have a GPA of 2.5 or above to be eligible for any College Now! program.
- Students must maintain a 2.0 or above in all Westmoreland courses to continue in the program.

College in the High School Admission and Registration

1. Meet with your counselor, principal, and/or teachers to select high school courses approved for College in High School at Westmoreland.
2. Complete Westmoreland's free, online application at [Westmoreland Application](#). This will prompt you to create an account and then to complete the application.
3. Obtain a Parent Proxy form from your counselor, principal, or designated high school staff. This form must be signed by you, your counselor, and a parent.
4. The Parent Proxy form and Westmoreland application must be completed prior to registering for your CHS course(s).
5. Your student bill will be mailed to the address provided on your student's completed application. Payment information for the CHS course will be included.
6. The classes that you are taking through the College in High School program at Westmoreland are worth college credit upon payment and passing the class(es) with a "C" or better.

7. Once you have completed the enrollment process, you should watch your email closely for admissions confirmation, instructions on accessing the MyWestmoreland Portal, payment portal information, and additional information about the CHS program. Westmoreland uses your college email (ex: doej@my.westmoreland.edu) to communicate with you throughout the semester. Please check it regularly for updates.

College in the High School Tuition and Fees

Tuition:

The tuition rate for College in the High School is determined by the home address of the student, not the county in which the student's high school resides.

There are In-County and Out-of-County tuition rates. The In-County rate is \$63 per credit. You can receive the In-County rate if you live in Westmoreland or Indiana County. A three-credit class will cost \$189. If your class is four credits, the cost will be \$252. If you submit your forms after the deadline, there is a \$50 late fee.

The Out-of-County rate is \$126 per credit. Tuition is based on the student's declared residency/home address. If you live in Allegheny, Washington, Fayette counties, etc., you will be invoiced the Out-of-County rate. A three-credit class at the Out-of-County rate is \$378 and a four-credit class will be \$504. If you submit your forms after the deadline, there is a \$50 late fee.

- In-county rate = \$63 per credit hour
- Out-of-County rate = \$126 per credit hour

Late Fees:

- All forms and registrations received after the parent proxy form deadline will be subject to a \$50 late fee. No forms or registrations will be accepted **one** week after the deadline.

2023-24 CHS Enrollment Dates

Fall Registration Period: August 2023 - September 2023

- Full-Year Courses - Parent Proxy Form due by Monday 09/25/23 by 5 p.m.
- Fall Courses - Parent Proxy Form due by Monday 09/25/23 by 5 p.m.

Spring Registration Period: January 2024 - February 2024

- Spring Courses - Parent Proxy Form due by Monday 02/05/24 by 5 p.m.

Payment Due Dates 2023-2024

- Full-Year Courses: December 4, 2023
- Fall Courses: December 4, 2023
- Spring Courses: April 8, 2024

Refunds:

- Tuition is not refunded if a student drops out of a course after the end of the registration period.
 - Full Year - 10/02/2023
 - Fall Term - 10/02/2023
 - Spring Term - 2/12/2024

Withdrawal: A student who wishes to initiate the course withdrawal process should talk with their instructor and/or their advisor/counselor. A withdrawal request form must be completed: [Withdrawal From Courses](#)

- The withdrawal period begins at the end of the drop period which is typically after the third week of class or at the 20% point in their course.
- From 20-75%, a student may withdraw from a course by completing an official withdrawal form.
- An official W (withdrawal) grade will be noted on the transcript.
- After 75% of the course, students may only withdraw with the exception of an excused withdrawal.
 - Medical Withdrawal: A student should complete the [Medical Withdrawal Form](#). Supporting documentation from a medical practitioner is required; a medical withdrawal can be completed at any point in the term.
- If a student feels that they have extenuating circumstances or medical reasons for a student account adjustment, please complete the Student Account Adjustment form found [Student Account Adjustment Request](#)

Grades:

Final grades are awarded by your CHS instructor and are recorded to a standard Westmoreland County Community College transcript. Westmoreland uses a 4.0-grade scale and does not recognize plusses and minuses.

Grade	Academic Achievement	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
N	Failing due to a lack of academic-related activity	0.0
W	Withdrawal	0.0
M	Medical Withdrawal	0.0
M	Military Withdrawal	0.0
I	Incomplete	Grade computed upon completion of the course

Transcripts:

A transcript is a complete record of a student's academic history, including courses, grades, and degrees/diplomas/certificates earned at Westmoreland County Community College.

- Unofficial Transcript

You can print your **unofficial transcript** by logging in to the [MyWestmoreland Portal](#). Go to Student Resources and Unofficial Transcript.

- Official Transcript Request

We are pleased to offer you our online transcript ordering service. This service allows you to order official transcripts at any time. The transcripts will be delivered electronically within 24 hours from when you place your order! It's easy to order and it only costs \$10.65. Take advantage of this service and have your transcripts delivered to your inbox today. Request your [Official Electronic Transcript](#).

Transferring CHS Credits:

Westmoreland credits can be sent to any college that the student attends after high school. In order to apply to have this credit transferred, a student requests their Westmoreland transcript to be sent through the National Student Clearinghouse (NSC) using this website - [Official Electronic Transcript](#). There is a fee for each transcript. Westmoreland does not dictate the transfer credit policies of other institutions and the college cannot guarantee that CHS credit will transfer successfully. However, experience shows that almost all former CHS credits are approved as either elective credit toward graduation or advanced standing as recognition of advanced study. [Institutions with which Westmoreland has articulation agreements:](#)

Associate of Arts Degree:

With a combination of CHS and Early College credits, it is possible for students to earn an associate degree concurrently with their high school diploma. Forty-nine percent of the credits may be earned through CHS programming. Fifty-one percent must be earned as Early College (which means on campus or online). This requires careful planning and should be done in consultation with an academic advisor and school counselor.

Academic Policies and Procedures

College in the High School students can take up to 15 credits per semester or the equivalent if the district operates on a year-long schedule instead.

The maximum number of credits a College in the High School student can earn is 30.

Westmoreland Course descriptions:

Course numbers, titles, and descriptions are Westmoreland designations and can be found in the [Westmoreland College Catalog](#)

****Classes may have different start and end dates than classes taught at Westmoreland. Enrollment dates established for classes taught at the high school are set by Westmoreland and may have different add, drop, and withdrawal dates than the high school. Students enrolled in classes taught at the high school will follow school hours, breaks, and class cancellation policies of the high school. The policies and procedures of the individual high school system apply regarding student conduct.***

CHS Instructor Eligibility:

College in High School faculty members must have credentials equivalent to those required for any adjunct instructor. Westmoreland classifies instruction as general studies, occupational studies, and vocational studies. Instructors of general studies courses are required to have a master's degree in the discipline. In the absence of that, a CHS instructor who has a master's degree, Pennsylvania Department of Education Level II certification in the discipline, and five years of teaching experience will be considered eligible. Occupational and vocational studies courses do not require a master's degree.

Course Eligibility:

Courses must meet the following criteria to be considered for college credit through the program:

- The courses are non-remedial.
- The courses are in a core academic subject as defined by the college catalog.
- The courses, as offered to College in the High School students at the High School, are equivalent to those offered at the College; including the use of an equivalent curriculum, assessments, and instructional materials.
- The courses, as offered to College in the High School students at the High School, enforce prerequisites equivalent to those offered at the college.
- The School District will provide course-level learning outcome assessment data as requested.

Each proposed CHS course is reviewed by the relevant Westmoreland dean and faculty member. As needed, the dean and/or faculty member will request revisions to the proposed course to ensure its equivalency. Additionally, Westmoreland's course syllabus template must be used for each section of each course, and a copy on file at the College.

Getting Faculty into the System:

- CHS faculty members fill out an Instructor Request form. The personal information provided on the form is required by Westmoreland's Human Resources department in order to get the instructor into the system and to be assigned a faculty ID number.
- In addition to filling out the form with personal information, the instructor will need to provide a copy of graduate and undergraduate transcripts as well as their teaching certificate.
- The teacher or administrator will be informed of the approval or disapproval of a potential CHS instructor.

Syllabus Template for Approved Course:

A syllabus template will be provided to the CHS instructor that includes the course description and course outcomes of the equivalent Westmoreland course. Any highlighted information should be filled out by the instructor. Any other information should remain in the syllabus. Other information includes Westmoreland's withdrawal policy, information about accessing our library and tutoring services as well information on students with disabilities.

Syllabuses should be sent to the division clerk, Kristen Martin, martinkris@westmoreland.edu for the School of Art, Humanities, Social Sciences, and Public Service via email. The syllabuses are required to be on file with the college along with all other syllabuses.

Turning in Final Grades:

CHS instructors are responsible for entering final grades into the Westmoreland portal for CHS students. Reminders will be sent to the instructor's high school email address with directions on the process prior to the last day of classes at the high school.

Grading occurs once or twice a year depending on whether the course is a semester or a full-year course. Instructors should expect a reminder in January for semester courses and in May for full-year courses.

Additional Information:

[Westmoreland-College in High School](#)

[Westmoreland Homepage](#)