



University of Idaho

Dual Credit Program

TEACHING PARTNER HANDBOOK
2023-2024

University of Idaho Dual Credit Program

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WELCOME TO THE UNIVERSITY OF IDAHO DUAL CREDIT TEAM

Since 1889, the University of Idaho has provided motivated students with a transformative higher education experience that prepares them to solve real-world problems and achieve success in their lives and careers. Beginning with our beautiful residential campus in [Moscow](#), the University's reach extends throughout Idaho, serving over 12,000 students with educational centers in [Coeur d'Alene](#), [Boise](#) and [Idaho Falls](#), a research and extension center in [Twin Falls](#), plus extension offices in 42 counties. One of the nation's land-grant research universities, U of I is a [noted national leader](#) in student-centered learning and interdisciplinary research that promotes public service. Our work serves businesses and communities, advancing the pursuit of diversity, citizenship, and global outreach.

In 1997, Idaho Legislature approved the implementation of dual credit (DC)¹. And, in 1997, the University of Idaho offered its first dual credit options for high school students. In the original model, students took classes at their high schools with high school teachers. Over the years, the model is still very similar. However, dual credit students can now participate in a variety of online and on-campus options. In 2019, The University of Idaho Dual Credit Program was accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). Courses offered for dual credit with U of I Dual Credit comply with the [Idaho State Board of Education](#) and [the National Alliance of Concurrent Enrollment Partnerships \(NACEP\)](#) standards that govern dual credit programs.

We are grateful to be home to a collaboration between over 30 University faculty mentors and over 120 high school teaching partners. Together, these communities work together as university faculty and U of I Dual Credit Program to offer academic support and professional development opportunities for teaching partners to ensure an equivalent, and quality, classroom experience for students and teachers.

The University of Idaho Dual Credit program is now celebrating 25 years of service to students in the state. During this time, U of I has supported teachers as they support students' work to earn what are now thousands of college credit hours and get closer to achieving their personal and professional career goals. U of I partners with over 50 schools statewide to provide college credit opportunities in 42 of the 44 counties in Idaho. At U of I Dual Credit, **Vandals Start Here!**

UNIVERSITY OF IDAHO MISSION, VISION, AND VALUES

Mission

The University of Idaho will shape the future through innovative thinking, community engagement, and transformative education.

Vision

The University of Idaho will expand the institution's intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds.

Values

Excellence | Respect | Integrity | Perseverance | Sustainability

DUAL CREDIT MOTTO, MISSION AND VISION

Motto

Vandals Start Here. Vandals Succeed Here.

Mission

Dual Credit at University of Idaho provides students the opportunity to earn college credit while in high school. We meet them where they are, no matter *where* they are, by facilitating a meaningful, inclusive, and purposeful educational experience.

Vision

Our vision is to inspire Dual Credit Vandals to become authentic leaders and learners.

¹These courses include variations of dual credit (DC), concurrent enrollment (CE), and Early College (EC) programs. See also Hansen and Farris' *College Credit for Writing in High School*. Dual credit is one of many dual enrollment options. Dual Credit and Dual Enrollment, however, are not related in any way to the processes, curriculum, etcetera of Advanced Placement (AP) and International Baccalaureate (IB).

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Teaching Partner Information

University of Idaho (U of I) Dual Credit invites applications from qualified high school teachers to partner with us to facilitate university-level courses at high school campuses. High school teaching partners must meet university guidelines for temporary faculty. Once approved as affiliate faculty with U of I, teaching partners can teach collegiate-level courses, support students in getting a preview of college course work and experiences, continue to develop their own subject-knowledge, and build meaningful, professional relationships with university faculty. Partnering teachers fully implement the University curriculum, student learning outcomes (SLOs),

Teaching partners who are approved to teach for the Dual Credit Program become affiliates and receive a Vandal number and a U of I staff email account with access to VandalWeb and the U of I Library. Your U of I email address will be used for all official correspondence.

Visit the [Dual Credit Program website](#) for more information and resources.

[Getting Started](#)

[VandalWeb](#)

[DUO](#)

[Class Roster](#)

[U of I Account](#)

[Vandal Email](#)

[U of I History](#)

[Faculty and Staff Handbook](#)

Roles and Responsibilities (NACEP F4)

Teaching Partner Responsibilities

1. Complete a New Teacher Orientation prior to offering the course. **(NACEP F2)**
2. Confirm course offerings with the Dual Credit Program each term. **(NACEP C1)**
3. Verify roster(s) in VandalWeb during the first week of the course and prior to the drop and withdrawal deadlines to ensure enrollment accuracy. **(NACEP S1)**
4. Develop and/or update syllabus, have it approved by faculty liaison, one per course per year, and submit to the Dual Credit Office prior to the October 1 deadline. **(NACEP C2)**
5. Distribute U of I Dual Credit template-based syllabus, which may include Dual Credit Program as well as departmental standards, to students. **(NACEP C2)**
6. Submit one sample rubric or ungraded assessment template (exam or essay) per course per year prior to the June 30 deadline. **(NACEP A1)**
7. Implement U of I curriculum, SLOs, and assessments as intended. **(NACEP A1 and C2)**
8. Attend annual faculty-provided professional development (PD) to complete a total of eight hours per academic year, which can be completed in one session or multiple sessions (July through June). **(NACEP F3)**
9. Schedule a classroom visit with your faculty liaison for a time and mode that works best for you during the first semester of your first course offering. Following the initial visit, a classroom visit must be completed once every other academic year. **(NACEP C3)**
10. Introduce U of I's culture and services to students. **(NACEP S3 and S4)**
11. Remind students to complete the end-of-course evaluations provided by the Dual Credit Program. **(NACEP E1)**
12. Enter grades into VandalWeb before posted deadlines. **(NACEP S1)**

High School Administrator/School District Responsibilities

1. Support high school teaching partners serving as U of I adjunct faculty.
2. Ensure accurate completion of MOU and payment agreements.
3. Meet annually with the Dual Credit Program to confirm course offerings.
4. Act as a liaison between U of I, high school students, parents, teachers, Dual Credit staff, and the community.
5. Support the Dual Credit Program within the school district.
6. Collaborate with the Dual Credit Program to resolve any questions or concerns.

Faculty Liaison Responsibilities

1. Review high school teaching partner applications. (NACEP F1)
2. Create study plans with high school teaching partners, as necessary.
3. Facilitate new teacher discipline-specific training for approved teaching partners. (NACEP F2)
4. Provide teaching partners with U of I discipline-specific course syllabus, rubrics, sample exams, and other course materials prior to the start of the course. (NACEP C2)
5. Review teaching partner's Dual Credit Program-provided Dual Credit syllabus template with high school teaching partners. **Note:** The Dual Credit Program may share template updates with teachers as appropriate. (NACEP C2)
6. Provide guidance concerning the grading policies of the department. (NACEP A1)
7. Provide to the Dual Credit Office one U of I sample rubric or one ungraded assessment template (exam or essay) and equivalent high school sample rubric or one ungraded assessment template (exam or essay) per course per year prior to the June 30 deadline. (NACEP A1)
8. Schedule a classroom visit with teaching partners for a time and mode that works best during the first semester of the first course offering. Following the initial visit, a classroom visit must be completed once every other academic year. (NACEP C3)
9. Introduce teaching partners to U of I's culture including mission, vision, and values and facilitate development by networking, sharing resources, and providing positive and constructive feedback on professional development issues. (NACEP F3)
10. Facilitate a total of eight hours professional development per academic year for teaching partners which can be completed in one session or multiple sessions (July through June). (NACEP F3)
11. Attend faculty liaison orientation and Dual Credit Program-led professional development.
12. Faculty liaisons will extend adherence to guidelines outlined in Faculty Staff Handbook (FSH) where it concerns their responsibilities and obligations in collaboration with the Dual Credit Program.

University of Idaho Dual Credit Program Responsibilities

1. Communicate any necessary information as needed to all stakeholders. (NACEP P2)
2. Update Teaching Partner and Faculty Liaison handbooks annually, to be shared with stakeholders each fall.
3. Ensure a faculty member from the academic department to serve as a high school liaison. (NACEP P1)
4. Facilitate faculty liaison orientation and professional development.
5. Provide faculty liaison support for ongoing high school collaboration. (NACEP P2)
6. Advise students regarding admissions, course selection, enrollment, and transferability. (NACEP S3)
7. Monitor and track accreditation requirements.
8. Facilitate student end-of-course evaluations. (NACEP E1)
9. Conduct evaluations of the Dual Credit Program. (NACEP E2)

Ethics Policy (NACEP P1)

The Dual Credit Program is committed to creating an environment where students and faculty alike feel empowered to work towards their personal and professional goals. As such, all stakeholders must comply with the University of Idaho's Ethics Policy to ensure a quality and equivalent classroom experience for all.

The Dual Credit Program will uphold the University of Idaho Ethics policies as follows:

Taken from the [University of Idaho Faculty Staff Handbook, Chapter 3: University Ethics](#)

A. Ethics

“Within the university community, all participants have rights and obligations to uphold the functionality, dignity, and harmony of the university. . .All UI employees shall work to maintain an environment conducive to research, learning and service, and all employees have an integral contribution to providing a high quality learning environment. All UI employees accept their share of responsibilities for the governance of the institution. They respect the rights of students and fellow employees. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or the university. They adhere to the stated regulations/policies of the institution (provided they do not contravene academic or constitutional freedoms)[.]”

A-2. Ethics in Scholarship.

“All individuals engaged in scholarly activity are to practice honesty and integrity in the pursuit of knowledge and creative expression. . .In the exchange of criticism and ideas, they show due respect for the opinions of others and strive to be objective in their professional judgment of colleagues. As citizens engaged in a profession that depends upon freedom for its health and integrity, scholars (students, technicians, and faculty members) have a particular obligation to promote conditions of free inquiry and expression, and to further public understanding of academic freedom.”

C. Reporting Unethical Behavior

“As state employees, UI faculty and staff recognize their responsibility to report unethical behavior when it is encountered.”

Taken from the [University of Idaho Faculty Staff Handbook, Chapter 3: Affirmative Action and Equal Employment Opportunity Hiring](#)

A. Policy

“The University of Idaho is an equal opportunity and affirmative action employer. It is the policy of the regents that equal opportunity be afforded in education and employment to qualified persons regardless of race, color, national origin, religion, sex, age, disability, or status as a disabled veteran or Vietnam-era veteran. . . It is also the policy of the University of Idaho to not discriminate based on sexual orientation.”

Teaching Partner Non-Compliance

All approved teaching partners must comply with the policies and procedures of the University of Idaho and the Dual Credit Program which includes ethics policies described above.

If a teaching partner does not meet the expected responsibilities or exhibits non-compliance with program, university, state, national, or NACEP standards, Dual Credit teaching approval may be revoked and the MOU terminated (refer to item 8, Agreement and Stipulations, on the MOU). Should a teaching partner’s status be changed to non-compliant, the associated stipend will be withheld until corrected.

In the rare instance when a Dual Credit teaching partner's performance at a partnering high school does not match the University of Idaho's, the sponsoring department's, or the Dual Credit Program's standards, it may be necessary to put a Dual Credit teaching partner into a probationary category or end the relationship as a Dual Credit teaching partner.

The following are process guidelines for intervention with, or the removal of, a teaching partner, working in partnership with the partnering high school:

- A performance issue for a teaching partner is identified by the University of Idaho’s sponsoring department or the local high school administration.
- The liaison, or sponsoring department, will communicate with the teaching partner expressing the performance concerns and offer support and/or additional training to address performance concerns via a Non-Compliance Notification Letter.

- Based on the specifics of the performance issue as well as previous intervention attempts, the Dual Credit Program, or a designee (in some cases the sponsoring department chair), after consultation with the liaison and/or sponsoring department, will approve a probationary period or separation for the teaching partner from the University of Idaho as a Dual Credit teaching partner. Teaching partners will be notified via a Non-Compliance Termination Letter.

Student Code of Conduct (NACEP S3)

The [University of Idaho's Student Code of Conduct](#) was developed in partnership with University of Idaho students and faculty and approved by the Idaho Board of Regents. It exists to educate students in understanding their rights and responsibilities as members of a safe, civil, and ethical academic community. Complete information is located in the [Office the Dean of Students](#) site under the [Student Conduct](#) link.

Note:

All Dual Credit syllabi must reference, and include a link to, the University of Idaho's Student Code of Conduct.

Teaching Partner Applications (NACEP F1)

Applications are submitted through the [online application](#) located on the Dual Credit Program website. Once your application is reviewed and approved by the sponsoring department, you will receive an acceptance letter, MOU, and account setup instructions from the Dual Credit Program who will also coordinate with you and your high school staff and administration to ensure course sections are created. Before the semester begins, your assigned faculty liaison will coordinate a meeting to go over the curriculum and pedagogy in a New Teacher Orientation session.

New applicants can visit the [Teaching Partners](#) page on the Dual Credit Program website for more information and resources.

Teaching Partner Application Deadlines (For the following academic year)

Fall Applications Open	Fall Priority Deadline	Fall Final Deadline	Spring Applications Open	Spring Priority Deadline	Spring Final Deadline
March 1	April 1	May 15	August 1	September 1	October 15

Required Application Documents:

- [Teacher Application](#)
- HR Data Form- A1 or I-9
- Cover letter
- Statement of Educational Philosophy
- Resume
- Transcripts (unofficial are accepted)
- Letter of recommendation from the principal

Note:

Teaching partners interested in offering a U of I Dual Credit course at their high school must have the approval of their administration before engaging in any Dual Credit partnership with the University of Idaho.

Teaching Partner Guidelines and Requirements

High school teachers who seek to teach a dual credit course for U of I are expected to meet the following conditions:

- Hold a master's degree in the subject field (or an approved field identified by the sponsoring department), **OR** a bachelor's degree in the subject field with 18 semester credits of graduate work in the subject field (or an approved field identified by the sponsoring department) **OR** is participating in a certificate plan.
- Meet the requirements the department uses to approve assistant professors, adjunct faculty, or instructors who would be teaching the same course on campus for U of I. (This condition is not included for departments that require a doctorate-level terminal degree. In these cases, we may consider these requirements as the base criteria unless the department has objections.)

Exceptions

As a means to continue engagement with any **existing high school teaching partner** who may not meet these minimums at time of review, and to affirm our compliance with NWCCU and NACEP standards, we agree to grant an exception for a person who:

1. Holds a bachelor's degree in the subject field being taught (or an approved field identified by the sponsoring department),
2. Has completed at least two years teaching in the subject field (or an approved field identified by the sponsoring department), and
3. Is willing to develop a Master's Degree Study Plan or Dual Credit Instructor Certificate Plan to work towards a credential in the subject field (or an approved field identified by the sponsoring department).

The plan must:

- Have clear and specific yearly goals and a means to document progress
- Be completed within four to five years, unless approved by the sponsoring department (e.g., 18-semester credits of graduate work as noted under Minimum Requirements, number 1)
- Be maintained and reviewed by the sponsoring department and the Dual Credit Office

Waivers

The sponsoring department will review high school teacher qualifications for those who do not hold a master's degree. Faculty liaisons will reach out to the high school teacher with a proposal to develop a Master's Degree Study Plan that moves them towards a master's degree. Those who choose not to develop a study plan are required to apply for a waiver to continue teaching Dual Credit courses for the U of I. The waiver should provide a strong rationale as to how the person is otherwise qualified.

For example: The instructor has several semester credits at the graduate level in the subject field (or a field identified by the sponsoring department) and specialized experience/training in the area being taught that supports such an exception and provides an educational opportunity not available locally.

The waiver will be reviewed and approved/denied by a committee comprised of the Vice Provost for Academic Initiatives, the Dual Credit Director, and an ad hoc member from the sponsoring department/college requesting the waiver.

The sponsoring U of I department may also request a waiver based on current practices on campus.

Professional Development

New Teaching Partner Orientation (NACEP F2)

Each academic department has a designated faculty member who serves as the liaison with the high school teaching partner, providing guidance for the curriculum to be aligned with the university course. The academic departments are expected to include teaching partners in all departmental events and professional development opportunities. The faculty liaison agrees to be an academic resource for high school teaching partners.

Faculty liaisons at the university provide all new teaching partners with a course-specific orientation as part of the onboarding process. Topics covered should include:

- Discipline-specific professional development
 - Philosophy
 - Curriculum
 - Pedagogy
 - Learning outcomes and assessment
- U of I Policies and Procedures (NACEP F4)
- How to access rosters in VandalWeb
- Dual Credit syllabus requirements

After your initial training, please complete the [HS Teacher Training and Orientation](#) and [HS Teacher PD Evaluation](#) forms and submit to the Dual Credit Office.

Annual Professional Development (NACEP F3)

Dual Credit teaching partners must participate in university-provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

Not all professional development requires direct instruction through presentations in conference-style workshops. Professional development activities that are not face-to-face such as webinars, videoconferences, online discussion forums, and course management systems (Canvas) are acceptable if they are ongoing, robust, meaningful, and interactive. Please communicate any suggestions of specific topics (something that you or your students are struggling with, for example) to your faculty liaison.

The Dual Credit Program recommends four hours of professional development each semester for a total of eight PD hours per academic year which can be completed in one session or multiple sessions. If a teaching partner cannot participate in a PD activity because it takes place outside of their contract period, faculty liaisons are encouraged to provide alternative options for teachers to complete required PD. The Dual Credit Program holds annual fall kick-offs and may also have additional trainings or meetings that teaching partners are highly encouraged to attend.

The Dual Credit Program would prefer professional development activities to take place prior to or during the academic year in which the high school teaching partner will facilitate U of I curriculum. As a default, PD submissions on or before June 30 will be applied to the previous academic year. Any PD that takes place on or after July 1 will be applied to the upcoming academic year. A department must obtain agreement from the Dual Credit Office to conduct its professional development on a different schedule.

Syllabus (NACEP C2)

Teaching partners are required to submit an updated class syllabus to their faculty liaison annually prior to the October 1 deadline. This ensures the sponsoring academic department and the Dual Credit Office have the latest curriculum changes on file. This is a requirement for NACEP accreditation and ensures accessibility for students and other institutions when requested. You can find the syllabus template on the Dual Credit [Teaching Partners](#) page.

Dual credit students are held to the same standards of achievement as those expected of students in U of I-campus sections. They should also be assessed using the same methods (e.g., papers, portfolios, exams, labs, etc.) as their U of I-campus counterparts. Both learning objectives and outcomes must be included on the course syllabus along with expectations, grade criteria, and reference with link to the [University of Idaho's Student Code of Conduct](#).

Each submitted syllabus should consist of two files: the faculty liaison version, and the [high school teacher version](#).

Note:

Follow syllabus template guidelines when adding or removing information; the template indicates what can be removed (e.g., grading breakdown) and what cannot (e.g., SLOs).

Classroom Visits (NACEP C3 & A1)

Faculty liaisons conduct classroom visits to observe course content and delivery, student discourse and rapport to ensure that U of I curricula offered through the Dual Credit Program are equivalent to that in the courses offered on-campus. The NACEP requirement is for one classroom visit form per class observed. Classroom visits must be conducted during the first semester that a new course is offered and every other year for all teaching partners in their second year and beyond.

Observations will include a review of the course syllabus, the teaching methods used and the collection of artifacts (i.e., non-graded template of assessments) for the University NACEP accreditation records. Goal setting for visits will take place prior to the faculty liaison's visit which may take place online or in-person.

Memorandum of Understanding (NACEP P2)

Memorandum of Understanding (MOU) agreements are between the University of Idaho and partnering districts and/or teaching partners. The MOU outlines the responsibilities of the school district and/or teaching partner for an approved high school teacher to teach a university course on their campus. An MOU is in effect until either party has ended the agreement or the teaching partner is no longer employed at the school in which approval was granted. An MOU can be terminated with a written notice 60 days before the end of the semester or not renewed through mutual written agreement.

Once an MOU is generated, it is sent for digital signatures by the Dual Credit Office. Please keep a copy for your reference.

Active/Inactive Status of a High School Teaching Partner

A teaching partner will remain active while an MOU is in effect. If a teaching partner does not facilitate any dual credit courses for three consecutive semesters, they will become inactive. If a teaching partner would like to teach a course after being in an inactive status, they will need to submit a new application and principal's letter of recommendation.

If an active teaching partner transfers to another high school, they will need to submit a new application with a letter of recommendation from the new principal.

Teaching Partner Compensation

Teaching partners are compensated either directly by the U of I or by their district. The way in which a teaching partner is compensated for facilitating U of I dual credit courses is dependent on the district and will be specified in the MOU. Teaching partner compensation is computed by the enrollment numbers after the withdrawal deadline. Please refer to your MOU for more details.

Teaching Partner Substitution and/or Cancellation of Courses

Teachers who, for whatever reason, must be absent from school for more than five consecutive days for a semester course or two consecutive weeks for a year-long course need to contact the Dual Credit Program as well as their department faculty liaison to ensure a qualified substitute is acquired. In the event of an emergency, your campus administrator must contact the Dual Credit Program. If a qualified substitute cannot be acquired to complete the course or the teacher can no longer teach the course, the Dual Credit Program will cancel the course. Compensation will be adjusted accordingly.

Dates and Deadlines (NACEP S1)

Dual credit courses taking place on the high school campus follow specific dates and deadlines, separate from online courses or those taken on the U of I campus. As students can participate in multiple formats, all dates and deadlines can be found on the Dual Credit [Dates and Deadlines](#) page.

Courses (NACEP C1)

The Dual Credit Office will coordinate with the high school teaching partner and high school staff and administration to schedule courses for the upcoming term by scheduling planning meetings with the appropriate staff members. Teaching partners are responsible for reviewing and confirming their courses on the [schedule](#) and in [VandalWeb](#) prior to the beginning of each term.

If any errors are noted, communicate the necessary changes to the Dual Credit Office right away to ensure accuracy prior to the start of the course.

- Teacher
- Course
- Term, Course Dates, Semester (Fall, Spring)

Registration (NACEP F4 & S1)

U of I Dual Credit utilizes the [DualEnroll](#) platform for online registration. Importantly, students and teaching partners must confirm their enrollments in DualEnroll and [VandalWeb](#). Teaching partners will login to [DualEnroll](#) using their established credentials to approve registrations, drops and withdraws, and verify that their DualEnroll roster(s) match their VandalWeb roster(s).

Students under the age of 16 can register for dual credit courses. Contact the Dual Credit Office for the appropriate process.

Note:

VandalWeb is the official record for student registrations. If a student has a conflicting status (i.e., registered, dropped, or withdrawn) between DualEnroll and VandalWeb, what is reflected in VandalWeb will stand as the official status.

Drop or Withdrawal:

- A “**drop**” is when a student is taken out of a course within the posted drop/add period and does not receive a grade of “W” (withdrawal from course). A dropped course is not transcribed.
- A “**withdrawal**” is when a student is taken out of a course after the posted drop/add period (some teaching partners may withdraw students for nonattendance). A grade of “W” will be transcribed. This will not affect the student’s college grade point average; however, students should check their high school’s policy on how a “W” affects their high school grade point average and eligibility for participating in high school activities and programs.

How to drop or withdrawal from a course:

1. If within the posted drop or withdrawal periods, the student will request a drop or withdrawal in [DualEnroll](#).
 - a. If outside of the posted drop or withdrawal windows, the student will not have one or either of the options and must follow the academic petition process to complete the request.
2. Students need to confirm all course changes by logging into [VandalWeb](#).

Academic Petition

For a student to add, drop, or withdraw past registration deadlines, the student must submit an Academic Petition and pay a \$10 fee at the Student Accounts/Cashiers Office. Approval of the petition does not guarantee admission to any specific course. Contact the Dual Credit Office for the form.

1. Complete the Academic Petition form with course information, explanation, and all necessary signatures.
2. Pay the \$10 fee at the Student Accounts/Cashiers Office.
3. Submit the petition and proof of payment to the Dual Credit Office.
4. The Dual Credit Office or the academic department will reach out with the petition committee’s decision.

Rosters

Students cannot receive credit for a course in which they are not registered. Teaching partners must verify student registrations between their DualEnroll roster(s) and their VandalWeb roster(s) within the first week of class.

Instructors use [VandalWeb](#) to access their official course roster, check on a student’s status, and enter grades. To complete account setup prior to teaching, new teaching partners need to follow the steps outlined in the “New Email Account Setup” and “VandalWeb Access” directions on the Teaching Partners page on the Dual Credit website.

After initial setup, logout of VandalWeb, close all browser windows and log back in; it can take up to 24 hours after the FERPA tutorial is completed for the Faculty & Advisor page to activate. Please note that DUO Multi-Factor Authentication will be used for all U of I accounts and most systems.

Provide a copy of the VandalWeb class roster to your high school’s Advanced Opportunities liaison

- The first week of class
- Before the [drop and withdrawal deadlines](#)

Note:

VandalWeb is the official record for student registrations. If a student has a conflicting status (i.e., registered, dropped, or withdrawn) between DualEnroll and VandalWeb, what is reflected in VandalWeb will stand as the official status.

Grades (NACEP F4 & A1)

Grades are [entered in VandalWeb](#) by the Dual Credit teaching partner.

Final grades are due by noon on the due date. It is imperative that grades are reported on time so that academic standing can be calculated, transcripts orders can be completed, and eligibility for future enrollment determined. College Dean's Offices are notified of grades not reported by the deadline.

- [Grades Quick Reference Guide](#)
- [How to enter Midterm or Final Grades](#)

Incomplete Grade Policies (NACEP S3)

Teaching partners must receive prior approval in order to assign a grade of "I" ([incomplete](#)). Incompletes are reserved for extenuating circumstances and must be preapproved by the Dual Credit Program. An incomplete may only be assigned when the student has been in attendance and doing passing work within three weeks of the close of the semester. The student and teaching partner must agree upon the incomplete grade and the extenuating circumstances that made it impossible to complete the course on time.

A grade of incomplete is not appropriate for high school seniors or if the student is no longer enrolled in the school. If a student is on the class roster, but is no longer attending class, please contact the Dual Credit Office before entering grades.

Course Enrollment and Final Grades

Students are expected to log into VandalWeb to verify their course enrollments and final grades.

University and High School Grades

The high school grade and the university grade do not have to be identical. However, assessments for U of I credits must be identical at the high school as at the University. More specifically:

- For courses offered for dual credit that will be transcribed to a student's official record/transcript, the school district must follow U of I policies (meaning any change or variation to the University course or syllabus must be reviewed and approved by the academic department and in line with the institution).
- If there is variation between the two classes (i.e., high school and U of I Dual Credit), the teaching partner should keep two grade books: one to meet the high school policy and another, separate, gradebook to meet the U of I policy.
 - a. There could be two different grades for the course because there is no way to satisfy both policies.

End-of-Course Evaluations (NACEP E1)

Remind your students to complete the end-of-course evaluations each term. The evaluation schedule is posted in VandalWeb. Faculty & Advisors → Course Evaluations → Evaluation Schedule

Students will receive an end-of-course evaluation link in their Vandal email.

Additional Teaching Partner Resources

Having trouble logging into VandalWeb?

- Make sure your account is enrolled in [DUO MFA](#).
- [Reset Password](#): Security Profile “click here to reset your password” and follow the instructions.
- Contact your district technology department if your campus firewalls are preventing you from logging in.
- Still cannot login? Contact OIT Support at (208) 885-HELP (4357), option 2.

Ordering a VandalCard

Active Dual Credit teaching partners can request a Vandal ID card which allows access to U of I resources including the U of I Library and recreational facilities. The Dual Credit office will request a new account creation and share account and login information with teaching partners.

On Campus: Cards may be obtained by visiting the Student Technology Center located in the Teaching and Learning Center, room 128.

By Mail: Teachers not located in the Moscow area can request a VandalCard by logging into www.uidaho.edu/vandalcard. Schedule an appointment by email support@uidaho.edu, or calling (208) 885-HELP (4357).

Using Digital Signatures

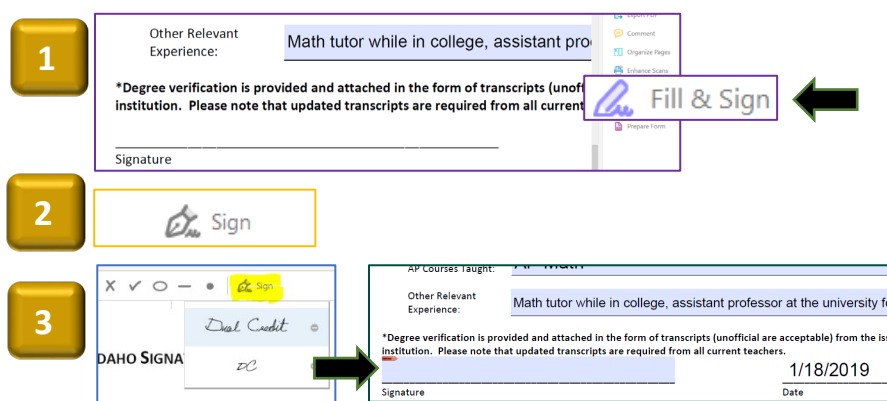
A digital signature is a fast and friendly alternative to repetitively printing forms to sign.

Adobe Acrobat has FILL AND SIGN or Digital ID options.

- ✓ The document must be completely filled out before adding a signature.
- ✓ The document will no longer be editable after the signature is placed. However, subsequent signatures can be added for documents needing more than one.

Fill and Sign Option

1. Click on FILL & SIGN
2. A signature pen (**Sign**) will appear on the bar above and center.
3. With your mouse or touch screen desktop “draw” your signature or initials.
 - a. Click and drag the signature to the signature line.
 - b. Typed signatures are not accepted



Contact your campus technology department if you do not have **Adobe Acrobat DC** on your computer and would like it installed.

Student-Related Information (NACEP S3)

Academic Integrity

Academic integrity is the cornerstone value of learning. The University of Idaho is a proud member of the Center for Academic Integrity to provide faculty, staff and students access to tools, information and support to promote a climate of honesty and integrity on campus. Faculty, staff and student leaders have important responsibilities to contribute to this effort in creating an academic culture that celebrates honesty, fairness and trust.

Questions?

To discuss issues in more detail, contact [Dean of Students](#), Blaine Eckles.

Student Code of Conduct

The University of Idaho's Student Code of Conduct was developed in partnership with University of Idaho students and faculty and approved by the Idaho Board of Regents. It exists to educate students in understanding their rights and responsibilities as members of a safe, civil, and ethical academic community. Complete information is located on the Office of the [Dean of Students](#) site under the [Student Conduct](#) link.

Student Guidebook

Dual Credit students can find instructions on how to apply, view grades, and order transcripts on the [U of I Dual Credit website](#).

- [How to get your Vandal number](#)
- [How to log into VandalWeb](#)
- [How to get a Vandal ID Card](#)
- [Verify enrollment](#)
- [How to order transcripts](#)
- [How to apply to U of I as a high school senior](#)
- [Course registration](#)
- [View grades](#)

Students attending U of I after graduation (degree-seeking)

Students who plan on attending the University of Idaho after high school graduation will need to fill out an undergraduate application (degree-seeking). Students will also need to submit an official high school transcript and standardized test scores for course placement.

VandalMail

Please inform your students at the beginning of class to expect emails about U of I events and other opportunities through their [VandalMail](#) account.

VandalCard (NACEP S4)

Encourage all U of I Dual Credit students to get their VandalCard to gain access to U of I resources including the U of I Library, tutoring services, recreational facilities, and athletic events.

Campus Visits

We welcome, and encourage, Dual Credit teaching partners to bring their students for a visit to the U of I campus. Exposure to the university environment is a great way for students to feel that they are a part of the University of Idaho community. To set up a campus visit contact the Campus Visits Office at groupvisits@uidaho.edu or visit the [Campus Visits Office](#) website.

Library Access

You will need to enter your U of I email when prompted to login to most library resources from [off-campus](#). If you don't know your U of I email, contact OIT Support at support@uidaho.edu or 208-885-HELP (4357).

For Interlibrary loan requests, a library barcode number is still needed. If you do not have a VandalCard, call 208-885-6843 or email libill@uidaho.edu to receive a barcode number.

NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS ACCREDITATION University of Idaho Dual Credit Program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP) since 2019. NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on college campuses, such as UI, and that all postsecondary concurrent enrollment programs adhere to high standards. NACEP works alongside UI to provide the highest standards, so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.