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I.  CAPP OVERVIEW

A.  Mission Statement

To provide academically able high school students an opportunity to earn college credits while still in high school so that they have 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 and collaboration with participating high schools started in 1975 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. 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 have equivalent:

- achievement standards
- grading standards
- and assessment standards

as the same courses on campus. We are proud to be one of the 89 programs accredited in the nation and serve the students and teachers of Wisconsin.
D. Courses Offered

CAPP offers over 75 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 [http://www.uwosh.edu/capp/students/courses-offered](http://www.uwosh.edu/capp/students/courses-offered). 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.

E. Cost

Tuition for UW Oshkosh courses taught through CAPP is determined by UW System policy G36 that tuition is to be half of on-campus tuition, minus fees. Tuition is set by the Board of Regents in the summer before the start of the academic year. The CAPP Office will keep you informed of the tuition rate each academic year. G36 has been suspended, allowing us to offer the following tuition breakdown for students:

2017-2018 tuition per credit is set at $100.00/credit.
- 2 credit course = $200.00
- 3 credit course = $300.00
- 4 credit course = $400.00
- 5 credit course = $500.00

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.

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
- UW System College Credit in High Schools policy (G36) – follows many of the NACEP standards and sets tuition
- Wisconsin Statute 118.52 Course Options – allows for students to take up to two courses from any Institution at any time at no cost. [http://courseoptions.dpi.wi.gov](http://courseoptions.dpi.wi.gov) Contact the CAPP Office for procedures.
- Higher Learning Commission – UW Oshkosh is regionally accredited by HLC and therefore CAPP, and all CAPP adjuncts, must adhere to these standards as well.

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 200 teachers and 3,500 students participating each year, CAPP is designed to provide meaningful and challenging experiences through high-quality, college-level material.

A. Benefits

1. Professional Development
Through an annual professional development allocation of $300 and spring and summer workshops, CAPP adjuncts have the opportunity to enhance their career, meet continuing education requirements, and accomplish classroom goals.

2. Collaboration
All CAPP teachers are appointed as adjunct instructors at the University and 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, and other opportunities.

3. University Resources
There are many on-campus resources available to CAPP adjuncts, including materials from Polk Library, 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 enrolled, the adjunct receives an additional $200. For example, an adjunct teaching 7 CAPP students in 1st period UWO English 101 and 8 students in 3rd period UWO English 101 will be considered a single UWO English section of 15 students, and would receive a $650 honorarium. If the same adjunct also taught a 6th period UWO English 212 class with 6 students, their full honorarium would be $1,100 (101 section of 15 plus 212 section of 6). 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 graduate courses taken at UW Oshkosh 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. CAPP courses are college-level courses, so departments use the same criteria to evaluate proposals from prospective instructors of these courses as used to hire faculty to teach courses on the UW Oshkosh campus. Refer to our website for more details: http://www.uwosh.edu/capp/adjuncts-teachers/become-an-instructor/department-requirements
CAPP only recruits and accepts motivated high school teachers who are life-long learners committed to their students and to staying current in their content area and pedagogy through research and on-going professional development. These chosen instructors meet the same standards applied to any adjunct or part-time faculty teaching on the UW Oshkosh campus.

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. CAPP values these individuals and provides not only professional development but opportunities for additional growth through workshops, courses, and seminars.

C. Application

Teachers should submit their application to be a CAPP adjunct at least six months prior to offering the course to allow time for approval, course and syllabus planning, and orientation. Applications received over the summer will most likely not be approved until the fall semester and not taught until at least the following spring. Applications are processed as quickly as possible, but there is no guarantee that applications can be expedited.

Materials needed for application include:

- The Adjunct Application Form
- Copies of official undergraduate and graduate transcripts
- Current resume
- Letter of recommendation from principal
- Proposed syllabus for CAPP course or example of other equivalent course (highly recommended)
- Other materials as requested by the academic department of the CAPP office

D. Decision

Once a decision is made, a letter is mailed to the adjunct and his or her principal along with CAPP materials. Applicants can be approved, provisionally approved, or denied. Provisional approval is used if a teacher needs additional preparation before teaching the course. An Approval Plan will be created with necessary coursework, professional development workshops/sessions, and/or other training as deemed appropriate by the academic department.

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 CAPP course. The focus of this session should include at least the following:

- syllabus
- assessment instruments and criteria
- grading
- pedagogy
- course philosophy
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 the UW Oshkosh Computer Account Quick Reference Guide for information about where to log-in and first time access.

1. **UWO Email (TitanApps through Google)**
   CAPP adjuncts are required to follow University policy that states UWO email is the official form of communication. Adjuncts are responsible for regularly monitoring this email account. UWO email is through Google and it is quite easy to have multiple accounts opened at once, if you use other Google accounts. 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
   - check and verify rosters during the beginning of the semester after registration to ensure accuracy
   - supply students with their UW Oshkosh ID number as found on roster
   - submit final grades 5 calendar days after the completion of class.

3. **NetID**
   NetID is the central log in for: campus computers, Desire2Learn(D2L), WiFi on campus, and the Library.

C. **Participate in New Adjunct Orientation**

Each summer CAPP hosts a New Adjunct Orientation to familiarize new adjuncts with administrative processes and policies for CAPP and UW Oshkosh. Sessions from the Library, Registrar’s Office, and about University accounts are included. Watch for information about the date.

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:

- UW Oshkosh course number and name (UW Oshkosh: English 101 – College English)
- UW Oshkosh course description
- Course objectives
- Term
- Textbook
- Course Outline and Schedule
- Grading policy and procedures (show they are the same as on-campus grading standards – same policies, same grading, same benchmarks)
- Course assessment - use same methods and assessment strategies as on-campus course
- Student requirements
- Attendance policy
- Misconduct code
- Instructor contact information
- Analogous examination and project policy
- Any other department requirements

**Other Recommended Syllabus Items**

- CAPP website address [www.uwosh.edu/capp](http://www.uwosh.edu/capp) to point out the Student Handbook, transfer information, and University policies
- Information about requesting a transcript from UW Oshkosh
- Transfer Information System (TIS) – agreements between UW schools of how courses transfer

Syllabi are not only important tools for your course, but for also documenting materials covered that will assist students when transferring and obtaining credits at other institutions.

**E. Course Offering**

Each year in late spring/early summer, a contract is sent to participating high school principals for the following academic year. At this time, the high schools submit their UW Oshkosh course offerings. Please be sure your administrators have your correct course information to make class offerings accurate.

**IV. UW OSHKOSH LIAISON**

Once approved, every CAPP adjunct is assigned a UW faculty liaison member 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 should be directed to the liaison. They will:

- Perform Site Visits and Evaluations: Liaisons visit at least once per year in the adjunct’s classroom 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. 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. The appointment of the high school adjunct instructor will be reviewed by CAPP, the UW Oshkosh department chair, and the CAPP liaison yearly. This will be a formal evaluation to determine whether or not to continue CAPP affiliation for the subsequent year.

- 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 will 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:
  - Rank in top 50 percent of class
  - GPA of 2.75 or above
Eligibility must be certified by high school personnel 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: [http://www.uwosh.edu/capp/students/CAPPCourses_PreReqs.pdf](http://www.uwosh.edu/capp/students/CAPPCourses_PreReqs.pdf)

Students who do not meet one of these requirements may, in special situations, be allowed to enroll via the Teacher & Liaison Sign-off Form. Adjuncts can make a recommendation to enroll a student only when he or she is exceptional in that area of study. Please see the form for details to make a recommendation and contact your liaison with questions about how to determine readiness and for approvals: [http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources](http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources)

CAPP students can take no more than 15 credits in a semester per UW Oshkosh policy. Credit Overload Forms must be submitted by the student and approved by the high school guidance counselor and CAPP Director for taking more than 15 credits (apx. 4 courses). A statement of how the student has prepared for and will handle this load is required on the form. Forms can be requested from the CAPP Office.

**B. Placement Tests**

Students taking Math courses must take the Math Placement Test (refer to Math Placement Exam Policy, Section VII-F, and the CAPP website: [http://www.uwosh.edu/capp/adjuncts-teachers/curriculum-resources-1/mathematics-placement-exam](http://www.uwosh.edu/capp/adjuncts-teachers/curriculum-resources-1/mathematics-placement-exam)). This should be done before the start of class. Adjuncts should contact Duane Goupell in the UWO Testing Center to arrange for group testing, 920-424-0068.

**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.

**D. Step 1: Admission Application Procedures**

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 to be admitted: [https://apply.wisconsin.edu/](https://apply.wisconsin.edu/). Students must apply as “High School Special/Youth Options Program” – “Cooperative Academic Partnership.” Specific directions are available on the CAPP website. [http://www.uwosh.edu/capp/students/first-apply-then-register](http://www.uwosh.edu/capp/students/first-apply-then-register)

This process is free and there is no obligation to take a course. Completing the admission process must be done by the end of June for the upcoming academic year. After receiving the admission
application, UW Oshkosh creates a student record and assigns a campus identification number that is needed in order 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.

E. Step 2: Course Registration

Eligible students who have completed the online admission process fill out a registration form at the beginning of the term in which the course is offered. A packet of registration materials will be mailed to the CAPP adjunct before the start of the class. Packets will include registration forms and two sets of labels: 1) course information and 2) student labels. The student labels have the student’s UW Oshkosh ID number. These forms are processed and students will be enrolled in the specific courses and be entitled to all of the benefits of being a CAPP student.

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 listserve and included in the packet. These deadlines are strictly 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, he or she must complete the Credit Overload Form (found: http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources-1/credit-overload-form-instructions). The student must complete the form, their high school guidance 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 not often 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 may be viewed on Desire2Learn (D2L) or TitanWeb.

G. Dropping a CAPP Course

If a student decides to drop a course after discussion with the adjunct or other high school personnel, he or she may drop the course without cause with refund, if done so within the deadlines set by the University (by the 28th day of UW Oshkosh semester). As stated above, deadlines are strictly enforced by the CAPP Office. Forms are available here: http://www.uwosh.edu/capp/students/student-resources or http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources-1
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.

Instructors may drop students from their class who do not attend the first session of the semester. Primary responsibility for dropping a class resides with the student.

**H. Student Opinion Surveys**

Per NACEP 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.


**Incomplete** – 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. complete the Incomplete Grade form (found [here](http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources-1))
2. Assign an “I” grade in TitanWeb
3. Student completes works and submits to instructor
4. 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 is responsible for checking these things and determining that the rigor is appropriate for a college course. The liaison will provide many of the resources and tools needed, but here are some general resources:

J. 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. Most campus visits include attending a campus class. This visit can be accompanied with many other activities:

- Meet & Greet with CAPP Representative
- Library Tour & Instruction
- Career Services
- Study Abroad Presentation
- Campus Tour
- Get TitanCards
- 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: http://www.uwosh.edu/capp/adjuncts-teachers/campus-visits

K. 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.

L. Grading Scale

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>
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.

**M. 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 D2L 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 finkey@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](http://www.uwosh.edu/library)

**N. 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. Adjuncts are required to participate in annual discipline-specific professional development and the CAPP Workshop is a great opportunity to fulfill this, 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 enrich their curriculum with the latest technology, techniques, and concepts in the teacher’s specific content area. The workshops offer the opportunity to focus on their core content area. Teachers will be interacting with other high school teachers in their content area, as well as University of Wisconsin Oshkosh faculty and staff, to maximize the opportunity to share knowledge and experience.

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.

**O. 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: [http://www.uwosh.edu/capp/students/student-resources](http://www.uwosh.edu/capp/students/student-resources)

**P. 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 (those that are not covered by fees that CAPP students are exempted from). Because many high schools offer many of the same services, these resources are not needed. These can include Disability Services, Counseling Center, Project Success, Testing Services, etc. Please talk to your liaison or the CAPP Office if you would like more information.
Q. 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 only orders and stocks enough for those who have contacted the Book Store. This means they will not sell books to CAPP students if they do not have the order there to make sure there is enough for the on campus students.

R. 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 Odyssey. Titan Central will print them a new TitanCard for free.

Services available with a TitanCard include:

- Borrowing privileges at UW Oshkosh Polk Library (NOT needed for electronic resources - use NetID log in)
- Access and borrowing privileges at other UW System libraries
- Use of UW Oshkosh computer labs
- Oshkosh Transit system
- Discounts for campus activities (varies)

TitanCards can be obtained during campus visits or by mail. In order to obtain a TitanCard 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. 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.
• Natural expression.
• Proper lighting.

2. 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. Include the release form linked on this page to verify student identification: http://www.uwosh.edu/capp/adjuncts-teachers/teacher-resources-1/titancards-information

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.

S. 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 the UWO Foundation website, 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. The CAPP Scholarship Form must be submitted electronically through Academic Works by March 1 of each year. The award is for $500 and will be deposited in to the student’s account upon matriculation at UW Oshkosh in the fall.

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 171 – Calculus in the same room with high school 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:

Preliminary planning
1. 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.
After liaison approval
2. 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. Distribute CAPP guidelines along with the CAPP registration forms to the receiving schools.
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.
http://www.uwosh.edu/registrar/policies/ferpa

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 Department of Foreign Languages and Literatures Retroactive Credit and Advanced Placement Policies (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:

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<tr>
<th>Complete 204 = 11 retroactive</th>
<th>Complete 211 = 12 retroactive</th>
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<tr>
<td><strong>204</strong></td>
<td><strong>211</strong></td>
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<td>4 credits</td>
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<td>203</td>
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<td>3 credits</td>
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<td><strong>TOTAL 16 credits</strong></td>
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<tr>
<th>Complete 204 and 312 = 11 retroactive</th>
<th>Complete 211 and 310 = 12 retroactive</th>
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<td><strong>204</strong></td>
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<td><strong>TOTAL 21 credits</strong></td>
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NOTES:
1. If student receives a grade of D- to 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](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 (Duane Goupell 920.424.0068 or goupell@uwosh.edu)

Test scores required:

**Mathematics 108:** Math Basics 376, Algebra 446, Trigonometry 150

**Mathematics 109:** Math Basics 376, Algebra 446, Trigonometry 150

**Mathematics 171:** Math Basics 376, Algebra 536, Trigonometry 566
Students are allowed to re-take the placement test. However, the 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 discontinued. 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. [http://www.uwosh.edu/registrar/policies/the-repeat-policy](http://www.uwosh.edu/registrar/policies/the-repeat-policy)

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: [http://www.uwosh.edu/deanofstudents/university-polices-procedures](http://www.uwosh.edu/deanofstudents/university-polices-procedures)


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: _______________________

Name: ____________________________________________________________________________

Print      Sign