

WKU[®]

EARLY COLLEGE
at WKU in Glasgow

A College Experience for
High School Juniors & Seniors

2023-2024 Student Handbook

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Early College at WKU in Glasgow allows qualified high school juniors and seniors from participating schools to complete their first year of college at WKU in Glasgow in one of five designated Professional Career Tracks.

Students must have a high school GPA of 3.5 to participate in the WKU in Glasgow Early College Program. New students must apply to the University as a non-degree seeking student and submit official high school transcripts after applying.

Each Professional Career Track will include Colonnade (WKU general education) and major-specific courses. Students will have the opportunity to complete 30 hours of face-to-face coursework in one of the following Tracks.

- Agriculture
- Business Management
- Crime & Legal Studies
- Education
- Nursing

Students take college courses on campus with WKU in Glasgow students throughout the morning. Classes will be offered on Monday & Wednesday and Tuesday & Thursday mornings. Students will return to their respective high schools for lunch and afternoon classes. Two Fridays per semester will be designated for field trips led by WKU in Glasgow faculty and staff.

Participating school districts will be allotted a specific number of students that are eligible to apply for WKU in Glasgow's Early College program based on the size of their sophomore class as a percentage of the sophomore class of all participating districts. Each Professional Career Track will admit 20 juniors per year. Participating school districts include:

- Allen County-Scottsville Schools
- Barren County Schools
- Caverna Independent Schools
- Glasgow Independent Schools
- Hart County Schools
- Metcalfe County Schools
- Monroe County Schools

Costs

Courses will be billed at the prevailing University dual credit tuition rate. The dual credit tuition rate for the 2023-2024 academic year is \$93 per credit hour, or \$279 for a three-hour course. Professional Career Tracks are designed to fully utilize KHEAA Work Ready and Dual Credit scholarships. Although each Professional Career Track is unique, the maximum out of pocket tuition expense for families should not be greater than the cost of one three-hour course.

Textbook costs are the responsibility of the student. If a student finds this cost to be a financial hardship, the student and/or family should reach out to their high school counselor and/or WKU in Glasgow staff.

Failure to pay any outstanding balances at the end of the semester will result in a hold being placed on the student's account and future registration prohibited until the balance has been paid.

Campus Closures

In the event that the WKU in Glasgow campus is closed and classes are cancelled, students will receive an email at their Topper email account. Information can also be found through local media outlets and the WKU in Glasgow's Facebook and Instagram pages.

Student Accessibility Resource Center (SARC)

Students needing accommodations with documented disabilities may register with the SARC office to facilitate and coordinate student support services and programs.

Title IX

Title IX applies to multiple areas on the basis of male/female participation, inclusion, and discrimination. Sex discrimination includes sexual harassment and sexual assault. As a public institution, WKU is responsible for reporting such incidents. Any student who has been a victim of such may report the behavior directly to a WKU staff member, the office of WKU Student Conduct, or the WKU Police Department depending upon the student's comfort level.

Student Expectations (please initial by each section)

_____ Students will be regarded as regular college students and expected to follow all University policies and procedures as such. University Policies can be accessed at the following web address: <https://www.wku.edu/policies/>

_____ Students are expected to follow the University Student Code of Conduct. Violation of University policy can result in dismissal from the Early College program. The Student Code of Conduct can be accessed at the following web address. <https://www.wku.edu/studentconduct/student-code-of-conduct.php>

In addition to the University Student Code of Conduct, WKU in Glasgow Early College students are also at risk of dismissal in the following circumstances.

- Students must refrain from disruptive behavior which distracts the professor or other students from the learning environment.
- Students must not use, possess, manufacture, or sell any form of dangerous drugs, controlled substances, tobacco, or alcohol. This includes vaping products or devices.

_____ Transportation to and from the Glasgow Campus will be the responsibility of the district and/or the student. It is the student's responsibility to confirm transportation with their respective

district. If transportation is not provided by the school district, whether for a specific day or the entire semester, it is the student's responsibility to provide transportation to and from the WKU in Glasgow Campus.

_____ Students will be required to attend classes according to the University Academic Calendar. This includes attending classes on days when the student's home district is not in session. If a student misses a class for any reason, it is their responsibility to contact the instructor in accordance with the instructor's syllabus. The University's Academic Calendar can be accessed at the following web address. https://www.wku.edu/registrar/academic_calendars/

_____ Students will be required to attend two field trips sponsored by WKU each semester. One field trip will be to a local establishment that employs college graduates who align with the student's Professional Career Track. The second field trip will be to WKU's main campus in Bowling Green where students will meet with academic departments and student organizations that align with the student's college major.

_____ Students will have a WKU email account upon admission to the University. All students should check their email at least once a day. Official messages from WKU faculty and staff will be sent only to students' WKU email address. Students should adhere to the Acceptable Use policy when using email. The Acceptable Use policy can be accessed at the following web address. <https://www.wku.edu/policies/docs/index.php?policy=80>

_____ Students will be issued a WKU Identification Card at the Early College Orientation. This picture ID card will be used to track students' campus attendance. Students should be prepared to present their ID card and check in at the front desk each day before morning classes begin. This identification card also allows students to gain free entry to all sporting events on WKU's main campus.

_____ Students are expected to remain in academic good standing each semester. To do so, students must maintain a cumulative college AND high school GPA greater than or equal to 3.0. Students not in good academic standing may be dismissed at the discretion of WKU in Glasgow staff and the student's home high school administration.

After the 5th week of University classes, WKU in Glasgow staff will notify students, high school administration, and parents/guardians of any grades lower than a "B" or excessive absences that may affect their final grade.

If a course is determined to be too difficult for a student to complete successfully, it is the student's responsibility to discuss their options for audit or withdrawal with both their high school counselor and WKU in Glasgow staff in a timely fashion. Deadlines to audit or withdraw can be accessed at the following web address:

https://www.wku.edu/registrar/academic_calendars/semester_calendars/calendar_fallterm.php

_____ Students are responsible for correctly filing the necessary forms to KHEAA so that the tuition cost covered through the Work Ready and Dual Credit scholarships can be covered.

In accordance with Family Educational Rights and Privacy Act (FERPA), the University will disclose to parents and guardians information from the academic records of a student provided the University has on file written consent of the student. Your signature verifies that you grant WKU in Glasgow Early College faculty and staff to release your education and financial records to your parents and/or guardians listed below. NOTE: This authorization is valid until the student submits a written notice to the WKU employee notice of intent to revoke the authorization. By signing this form, I also give the WKU in Glasgow Early College staff permission to text my cell phone with important information.

Student Signature

Student Printed Name

Student Phone Number

Date

Parent Release

_____ I acknowledge that I have read and understand the WKU in Glasgow Early College Student Handbook and that my student has agreed to the expectations and disclosures therein.

_____ I understand that in accordance with Family Educational Rights and Privacy Act (FERPA) my student's signature allows the University to provide my student's academic and financial records. Without the student's signature, the University will be unable to provide this information.

_____ I give permission for the University to text information regarding my student and their information to the phone number provided below.

_____ I authorize WKU to use my student's photo on WKU's official print & online publications, presentations, websites, and social media.

Parent Signature

Parent Printed Name/Relation

Parent Cell Phone Number(s)

Date