COLORADO STATE UNIVERSITY PUEBLO
High School Programs
Division of Extended Studies

2024-2025
Senior to Sophomore (STS) Program

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Welcome to the Pack!

CSU Pueblo is committed to providing a seamless educational system for high school students transitioning to their undergraduate experience. As part of this effort, CSU Pueblo's dual enrollment Senior to Sophomore (STS) Program provides opportunities for high school students to take college-level coursework delivered at their high school. The goal of the program is to provide exceptional learning experiences which serve to:

- increase student knowledge and skills;
- positively influence their college preparatory curriculum;
- motivate students to attend college;
- increase their likelihood of graduating from college;
- prepare them for the workplace

The mission of the Division of Extended Studies is to provide quality lifelong learning opportunities to all who wish to grow and learn. STS Instructors and Liaisons are an essential part of our team and contribute to our mission. We consider you and the students enrolled in the STS program part of the Thunderwolf family!

University Contacts

Feel free to contact us at any time. We are here to answer questions and support you in creating an exceptional STS experience for our students.

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STS Program Overview

STS Program Expectations

STS is one option for students to earn college credits while in high school. STS courses are offered on a high school campus by a credentialed and approved high school teacher (STS Instructor).

STS courses are college courses. Therefore, STS courses must meet the college-level instruction equivalent to the course taught on campus. Though STS courses are not taught on CSU Pueblo's campus, courses need to be in line with the policies and procedures of the university. Courses need to utilize a syllabus on CSU Pueblo's template and approved by the appropriate department chair.

STS Instructors are expected to follow the policies and procedures outlined in this guidebook. Please read this guidebook and reach out to STS program staff with any questions.

High School Programs Team

Senior to Sophomore (STS) Specialist
The STS Specialist is the primary point-of-contact for Instructors and High School Liaisons. The specialist coordinates all processes within program including registration, instructor approval and reapprovals, and work sample collection.

Associate Director of Academic Pathways & Programs
The Associate Director oversees the program and is always available to answer any questions, respond to any concerns, and otherwise support the program.

Faculty Liaisons
A faculty liaison is assigned to each discipline in which courses are taught through STS. Faculty liaisons provide guidance on the courses taught within their discipline as well as perform class visits and administer discipline-specific new instructor orientation and professional development.

Academic Departments

CSU Pueblo's academic departments oversee aspects of the STS program related to instructor approvals, course and syllabi creation, instructor discipline-specific orientation, review of student work samples, and annual professional development opportunities for instructors. A list of discipline-specific faculty liaisons, with contact information, will be made available to STS instructors at the beginning of the academic year.

Definitions

STS Instructor
A high school instructor teaching college-level courses on the high school campus.

High School Liaison
The primary point-of-contact at the high school for all STS-related questions and processes.

Faculty Self-Service Banner (Banner)
Faculty Self-Service Banner is used for Class Roster Verifications and Final Grade Entry.

NetID
The individualized ID number issued to all individuals within the CSU Pueblo community, including staff, STS students, STS instructors, and high school liaisons.

DUO
The two-factor authentication software used to enhance security for CSU Pueblo systems and accounts. DUO is required for users to log into CSU Pueblo's systems.

PAWS
The CSU Pueblo portal where students and instructors log in to access available web applications.

Instructor Approval

Instructor Credentials and Qualifications

Instructors must hold certain qualifications related to their specific discipline to be eligible to teach STS courses on a high school campus. STS instructors must meet the same minimum qualifications required of CSU Pueblo faculty. The minimum criteria are summarized below.

Instructors must meet one of the following three minimum criteria:
1. A master's degree or higher in the course discipline, content area, or subfield.
2. A master's degree or higher in another discipline, content area, or subfield with a minimum of 18 graduate credit hours of content courses in the course discipline or subfield.
3. Tested Experience in the discipline, to include "a" or "b":
    a. Professional experience in the discipline equivalent to 3-5 years beyond bachelor's level coursework. This does not include experience teaching the subject in a high school classroom.
    b. Meet two or more of the following:
        i. A minimum of 9-15 graduate credits in the course discipline
        ii. Professional relevant experience in the discipline equivalent to less than 3 years beyond bachelor's level coursework.
        iii. Teaching experience at the college level in the discipline with continuing related professional development.
        iv. Discipline-specific certifications or credentials at the post-secondary level.

CSU Pueblo Provost's Office Instructor credential approval document contains the full description of the above minimum criteria, along with additional information about approval documentation and HLC guidelines.

Qualifications are assessed at the course and discipline level. An approval to teach a course in one discipline does not count as approval to teach any course within that discipline or courses in other disciplines. Additionally, approval to teach any one course in any one academic year should not be considered approval to teach that course in any subsequent academic year.

Instructor Approval Process

Instructors must be reapproved to teach through STS annually. In the spring semester, the STS Specialist will send a call out to STS instructors to gather the three components necessary for approval.

STS Instructors must provide the following to the STS Specialist:
- ☐ An up-to-date resume.
- ☐ Official transcripts that demonstrate how the instructor meets the minimum criteria identified above (for new approvals only).
- ☐ A syllabus for each STS class on the most recent CSU Pueblo syllabus template.

Failure to provide any of the following by the appropriate deadlines means the requested course(s) will not be offered for STS credit. All three components of the approval process must meet university and department standards to offer the course for STS credit. Instructors can be approved for one year, though approval may be conditional on continued graduate coursework in the discipline or professional development.

Approval Deadlines

Approval document collection begins in the spring semester. Documentation for instructor approvals or reapprovals must be received by the following deadlines:

Fall Semester and Full-Year Courses: **August 26, 2024**
Spring Semester Courses: **January 28, 2025**

To avoid delays that may lead to course cancellation, please submit your approval paperwork as soon as possible and do not wait until the deadline. Instructors will be notified of the status of approval or reapproval.

Instructor Accounts

CSU Pueblo Account Creation

New STS Instructors must fill out a **Demographics Form** as follows:

- Job assignment: Guest Extended Studies STS
- Department: Extended Studies
- Supervisor: Kathryn Starkey, kathryn.starkey@csupueblo.edu
- Type of Employee: Guest

Within 48 hours of completion of the Demographic Form, STS Instructors will receive instructions to activate their NetID. A NetID is your unique ID number (a C followed by 9 digits) and is used to access PAWS and Faculty Self-Service Banner. A NetID, along with DUO, is needed to access class rosters and the Grade Entry function in Faculty Self-Service Banner.

CSU Pueblo Account Set-Up

Instructors must activate their NetID within 14 days of new account creation. Users can activate their NetID in the **NetID Activation Portal**. Users will also find instructions regarding NetID activation in the activation portal. It may take up to 24 hours to be able to log into Banner from the time a NetID is activated.

CSU Pueblo requires all users to set up **DUO Two-Factor Authentication** to provide an additional layer of security to user accounts. Instructors need to set up DUO, then use their login (NetID and password) and DUO to log into Faculty Self-Service Banner.

NetID Account Maintenance
NetID passwords expire one year from the date of creation or most recent change. You will receive email notifications to prompt you to change your NetID password in advance of its expiration. Please follow the instructions in the email to update your password BEFORE it expires. To check the date that your NetID password is due to expire, log into the **NetID Portal**.

If you experience issues activating your account, logging into Faculty Self-Service Banner, or any other issue regarding your NetID, please reach out to the STS Specialist. You may also submit a **Help Ticket to CSU Pueblo's IT Help Desk**.

Instructor Orientation

New Instructor Orientation
New Instructor Orientation is offered to instructors in their first-year teaching with the STS program or for those who have not attended previously. New Instructor Orientation may be offered as one session or on a district-by-district basis. Details regarding each orientation will be communicated in advance of the date of orientation.

Orientation Attendance Policy
Attendance will be taken at the New Instructor Orientation. Attendance is encouraged for the 2024-2025 academic year.

Courses and Syllabi

Courses for College Credit
STS courses are offered by a credentialed and approved Instructor at the high school campus. Many CSU Pueblo's STS courses are General Education or GT-Pathways (Guaranteed Transfer Pathways) courses. GT-Pathways courses are guaranteed to transfer to any public college or university in the state of Colorado as long as the student earns a C or better in the course. CSU Pueblo only approves 100- and 200-level courses as part of the STS program. Courses at the 300-level or above will not be approved to offer through STS.

Courses offered through STS are college-level courses and registered students will receive college credit. The general curriculum and rigor of STS courses need to match that of the same course taught on campus. Each discipline's Faculty Liaison will review syllabi, student work samples, assessments, and perform a site visit to ensure the STS course meets the expectations of the equivalent campus course.

Syllabus Requirements
STS syllabi must be updated annually and must use the most updated CSU Pueblo syllabus template. The syllabus template contains standardized policy language, program SLOs (Student Learning Outcomes), the catalog course description, and information on available resources. The template may also contain necessary General Education SLOs and GT-Pathways language for the appropriate course that should not be omitted.

The STS Specialist will provide each instructor with a copy of the updated syllabus template for their course(s) well in advance of the semester or academic year in which the course will be taught. Course syllabi must be received by the following deadlines:

Fall Semester and Full-Year Courses: **August 26, 2024**
Spring Semester Courses: **January 28, 2025**

These deadlines match the deadlines for instructor credentialing documentation in the Instructor Approval section above. If a syllabus is not received by the above deadlines (or is submitted close to the deadline but does not meet the syllabus requirements) the course may be cancelled.

Syllabus Review and Approval

STS instructor credentials (see Instructor Approval above) and their syllabus must be reviewed and approved by the CSU Pueblo academic department chair to offer the course for STS credit. The syllabus for each course an instructor intends to teach must be approved by the department chair. This approval must be in place before the scheduled registration date for that course.

The STS Specialist will collect approval documents and syllabi from instructors in advance of the semester, then send those materials to the department chair for review, feedback, and approval. The STS Specialist will contact the instructor directly to verify course approval and establish registration dates.

CSU Pueblo 2024-2025 Academic Calendar

STS course schedules follow district calendars and do not begin and end in coordination with CSU Pueblo's semester dates below. The semester beginning and end dates listed below are for CSU Pueblo campus courses only and are a useful reference for students enrolled in STS courses.

Please note the holiday and campus closure dates below.

Fall Semester Begins	August 19, 2024
Labor Day – Campus Closed	September 2, 2024
Fall Break – Campus Closed	November 28 – 29, 2024
Fall Semester Ends	December 13, 2024
Winter Break – Campus Closed	December 25, 2024 – January 1, 2025
MLK Day – Campus Closed	January 20, 2025
Spring Semester Begins	January 21, 2025
Spring Semester Ends	May 16, 2025

Refer to other sections of this Instructor Guidebook for dates, deadlines, and policies related to STS courses.

Registration Process, Policies, and Deadlines

Student Registration Process

The STS Specialist will visit high schools each year to present the STS program and assist students in the online registration process. The STS Specialist will review benefits of the program, cost, responsibilities and expectations of students related to college courses, important semester dates, course information, and how to obtain transcripts upon completion of their course(s).

Students will register for STS courses online through the **STS Registration Form.**

Course Prerequisites

The STS program follows the university's policies regarding course prerequisites. Prerequisites for courses are listed in the Academic Catalog as well as on the course syllabus. Students registering for an STS course must complete any designated prerequisites <u>PRIOR</u> to registering for the course. Any exceptions to required prerequisites will need written authorization from the appropriate department chair at CSU Pueblo.

It is the responsibility of the high school to ensure that students meet required prerequisites before allowing students to enroll in an STS course.

The STS Specialist will review prerequisite requirements and any student registrations flagged in Banner when a prerequisite is not met. If a student's registration is flagged for an unmet prerequisite, the STS Specialist will reach out to the high school to request additional documentation to prove the student has met the specified course prerequisite. If it is determined that the student does not meet the prerequisite, based on the evidence, then the student's registration will not be processed.

Fall Semester Dates

- Registration opens: **August 1, 2024**
- STS instructors verify class rosters and student enrollment for their course(s) in Banner within 2 weeks of their class's specific registration date.
  - Any errors or corrections must be reported to the STS Specialist *before* **October 18, 2024**.
- Fall student course registration(s) must be completed no later than: **October 18, 2024**.
  - Late registrations, including roster corrections, are **not allowed**.
- STS Instructors must input student grades into Banner within five (5) business days of the end of the school district's term.

Full-Year Course Dates

- Registration opens: **August 1, 2024**
- STS instructors verify class rosters and student enrollment for their course(s) in Banner within 2 weeks of their class's specific registration date.
  - Any errors or corrections must be reported to the STS Specialist *before* **October 18, 2024**.
- Full-year student course registration(s) must be completed no later than: **October 18, 2024**
  - Late registrations, including roster corrections, are **not allowed**. Full-Year registrations are only accepted in the fall.
- STS instructors must input student grades into Banner within five (5) business days of the end of the school district's academic year.

Spring Semester Dates

- Registration opens: **January 1, 2025**
- February: STS instructors verify class rosters and student enrollment for their course(s) in Banner
  - Any errors or corrections must be reported to the STS Specialist *before* **February 28, 2025**.
- Spring student registration(s) must be completed no later than: **February 28, 2025**
  - Late registrations, including roster corrections, are **not allowed**.
- STS instructors must input student grades into Banner within five (5) business days of the end of the school district's term.

Drop, Withdrawal, and Refund Policies

STS follows the university's registration, drop, and withdrawal policies. Students have up to 15% of the course duration to request to drop a course and up to 75% of the course duration to request to withdraw from a course. Requests to drop or withdraw must be initiated by the student.

Students must complete, sign, and submit a Drop or Withdrawal Form to the STS Specialist by the applicable deadlines to officially drop or withdraw from an STS course. Students who do not submit a form to drop or withdraw by the applicable deadline will earn a grade for the course. The grade earned in the course will appear on their CSU Pueblo transcript. Students may not be dropped or withdrawn from a course after the withdrawal deadline for poor academic performance.

Semester Course

- DROP: Students must drop their course within **21 days** of the date of their registration confirmation email to be eligible for a full refund of paid tuition.
- WITHDRAWAL: Students have **12 weeks** from the date of their registration confirmation email to request a withdrawal. Withdrawing from a course will result in a "W" on their CSU Pueblo transcript. Withdrawals are not eligible for a refund.

Full-Year Course

- DROP: Students must drop their full-year course within **38 days** of the date of their registration confirmation email to be eligible for a full refund of paid tuition.
- WITHDRAWAL: Students have **27 weeks** from the date of their registration confirmation email to request a withdrawal. Withdrawing from a course will result in a "W" on their CSU Pueblo transcript. Withdrawals are not eligible for a refund.

Tuition

Tuition Payments

Tuition cost and responsible party varies by district. Please direct students and parents to the high school liaison or STS Specialist specifically with questions regarding tuition.

If the high school asks that tuition to be paid directly to CSU Pueblo, payments should be submitted using the **Tuition Payment Link**.

Districts whose students "self-pay" for their courses must submit payment at the time of registration. CSU Pueblo does not offer payment plans for STS tuition. Students may view their bill in their PAWS account and will be sent a bill reminder at the end of the academic year. The STS instructor may assess additional lab fees for selected courses at their discretion, payable to the high school.

Student payments can be made by check/money order payable to "Colorado State University Pueblo" or via the online payment portal link above. A $1.00 e-check fee or a 2.5% + $0.75 transaction fee for credit card payments will be assessed at the time of payment through the payment portal.

Roster Verification

Class Rosters

Class rosters are available in Faculty Self-Service Banner 3 business days after the class's scheduled registration day. An active NetID and DUO Two-Factor Authentication is required to access course rosters and final grade entry. To access class rosters:

1. Navigate to **Faculty Self-Service Banner**.

2. Enter your NetID and Password.
3. Select how you would like DUO to contact you.

4. Click on Class Lists.

5. Locate the correct roster by checking the information in the "Subject" and "Term" columns.

Roster Verification

STS instructors are responsible for verifying their course roster(s) and reporting any errors or corrections to the STS Specialist by stated deadlines. Instructors should make every effort to review rosters through Faculty Self-Service Banner BEFORE reaching out to request a roster through email.

Class rosters must be reviewed, verified, and all registration adjustments completed within **3 weeks (21 days)** of the class's scheduled registration date. Roster adjustments will not be made outside of this window, except in extenuating circumstances with proper written documentation.

STS instructors should send an email to the STS Specialist confirming roster verification as soon as possible after the class registration date (between 2 and 21 days of the registration date). Instructors will be prompted to complete roster verifications from the STS Specialist.

Site Visits

Site Visit Overview
Faculty liaisons conduct site visits to observe course content and delivery, student discourse, and rapport to ensure that STS courses are equivalent to the courses offered on campus. They will be conducted by faculty who have experience teaching the course on campus or by more senior academic officers with authority over curriculum and faculty (e.g., department chairs or academic deans). HSP staff may conduct site visits, but such visits by professional staff merely supplement, not supplant, faculty liaison visits.

Faculty site visits are face-to-face as often as possible to maintain robust interaction between STS instructors and campus faculty. Where necessary or appropriate, site visits will occur in an interactive virtual format.

Classroom observations are utilized by faculty liaisons to validate that that institution's expectations for the course are being met and need not be used by high school administration in evaluations of teaching performance.

Site Visit and Report
During a typical site visit, the faculty liaison will observe 1 class period of each course taught by the STS instructor. The liaison may have follow-up questions via email, or through conversation, to be able to write their site visit report.

Faculty liaisons will share their site visit report with STS instructors and may have a follow-up meeting or provide other forms of feedback.

Site visit reports might describe:
- the extent to which the concurrent enrollment program syllabus and content represent the on-campus course,
- impressions of student interest and involvement,
- whether student assignments demonstrate rigor and depth equivalent to the on-campus course,
- how instructor's evaluation of student work compares to on-campus evaluation,
- comments offered by students, and
- recommendations for moving forward.

Frequency
CSU Pueblo is performing site visits for the 2024 – 2025 academic year for select courses.

Instructor Policy
Instructors should work closely with their faculty liaison to schedule site visits. Instructors will be expected to provide faculty liaisons with information on the class objectives that day, a copy of the lesson plan, and/or any other materials that help contextualize the course at the time of the site visit.

Student Work Samples

Work Sample Requirements
STS instructors must submit samples of graded student work each semester, with student names redacted from each sample. Samples should include three assignments per letter grade (three A's, B's, and C's). Samples will be evaluated by the department chair to ensure courses adhere to university assessment standards and accreditation requirements.

Collection
At the end of each semester, the STS Specialist will send a reminder to instructors to submit student work samples. Instructors should send the required work samples through email to the STS Specialist. Work samples for fall courses should be emailed by the end of the fall semester. Work samples for full-year and spring courses must be emailed to the STS Specialist by the end of the spring semester.

Final Grade Entry

Final Grade Entry
Final grades entry occurs in **Faculty Self-Service Banner**.

CSU Pueblo created the following grade entry resources:
- **Training Video**
- **How To Enter Grades in Banner**

The grade entry window to input grades is strictly adhered to. Final grades need to be submitted within **5 days of the end your district's semester**. Fall grades must be submitted at the end of the fall semester, while full-year and spring grades are due at the end of the spring semester.

The STS Specialist will follow up with instructors regarding missing grades. Failure to enter grades in a timely manner may affect an instructor's approval to teach through STS the following semester or year.

Note: Timely submission of grades is vital to providing students access to transcripts. Many students in the STS program are graduating high school seniors who need transcripts for college admissions and Financial Aid purposes. Transcripts requested before final grades are entered will not list a final grade for the course. Any missing grade not resolved within a year of the end of the course will turn into an F on the student's transcript.

Incomplete Grades
Incomplete grades are discouraged in STS courses, except during extenuating circumstances. Incompletes may not be assigned in place of a failing grade. Adjunct faculty are not allowed to issue I grades without prior approval from the CSU Pueblo Department Chair.

Incomplete grades in the STS program must be resolved within 60 days from the end of the course. Any incomplete grade not resolved within 1 year from the end of the semester in which the student registered will automatically revert to an F on the student's transcript.

Unofficial Transcripts
High school liaisons will receive electronic copies of unofficial transcripts once final grades are posted and can provide them to students upon request.

Students can access their unofficial transcripts through **PAWS**.

Official Transcripts

The STS program offers students one free official transcript each academic year. To request the free official transcript, please have students reach out to the STS Specialist directly.

Additional official transcripts can be ordered online through a third-party provider on the **Registrar's Office website**. There is a fee for each official transcript ordered. Students should first check their unofficial transcript to ensure that final grades have been posted before ordering an official transcript. Students who owe money to CSU Pueblo may have a financial restriction on their record that may prevent their transcript from being released.

Instructor Resources

Annual Professional Development

STS instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

This is distinct from the one-time new-instructor orientation and refers to ongoing, annual professional development in the discipline for all instructors.

Programs may conduct in-service professional development in conjunction with faculty site visits, either individually or with groups of STS instructors teaching in the same discipline. Professional development activities are face-to-face as often as possible to maintain robust interaction between STS instructors and campus faculty. Where necessary or appropriate, professional development will occur in an interactive virtual format.

Professional development activities not sponsored by HSP or CSUP faculty (e.g., a professional organization's conference for college faculty in the discipline) are acceptable if there is (1) evidence the relevant faculty liaison approves the activity, (2) evidence of attendance/participation, and (3) a description of the activity.

Professional Development Attendance Policy

Professional development participation is tracked, and HSP staff or faculty liaisons follow up with those who do not attend. While discipline-specific STS professional development activities must be attended annually, there are allowances for the occasional instructor absence and participation through an alternative format.