UVa-Wise Early College Academy

Handbook

2015-2016
Introduction

This Handbook is intended to provide a summary of the UVa-Wise Early College Program, its purpose, policies, and procedures. With the Academy project in its second year, the Handbook continues to evolve in small ways. Please check the Academy website to be sure that you have the most recent edition at:

http://www.uvawise.edu/academicaffairs/early-college-academy

If you find any errors or omissions, your input is greatly appreciated. Please contact the Office of Academic Affairs at jsh4ew@uvawise.edu or 276-328-0120.

Contact:

For information about the Academy, please contact:

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I. **Academy Description and Mission**

The UVa-Wise Early College Academy is a college-level academy designed to take place during the senior year for advanced high school students. It meets the needs of accomplished students who presently find themselves under challenged and running out of curricular options in the last year of their high school experience. By combining the high rigor of college-level work with the more structured environment of a traditional high school, the Academy will prepare students for matriculation at four-year institutions of higher education in challenging majors, including the science, engineering and mathematics fields. The Academy will offer a true university curriculum, including courses in science, math, and humanities. Upon completion, students will have earned their high school diploma and at least eighteen hours of college credit. An academic support program tailored to the needs of high school students will support student success and a smooth early transition to College.

The typical high school experience is highly structured, but may fail to challenge highly capable students. On the other hand, many gifted students who matriculate at four-year higher education institutions experience a difficult transition.

It is not unusual for freshmen to experience new levels of intellectual challenge, workload, and competition from their peers. At the same time, they are thrust into an adult learning environment where students find themselves expected to take primary responsibility for learning and meeting faculty expectations.

The Early College Academy is designed to offer the full rigor of college courses with more structure than the typical first-year college experience. Academy students will be enrolled in three college courses with a cohort of other high school seniors. Embedded in the curriculum will be mandatory supplemental instruction, opportunities for individual assistance, and professional development opportunities.

Unlike most college students, Academy students will receive guidance and support appropriate to their younger age:
• Regularly scheduled supplemental instruction sessions, during which their faculty will be available for consultation and extra help

• A writing lab to assist students with the writing-intensive curriculum for American History

• Monthly academic progress reports emailed to a parent on the last class day of every month

• The opportunity for parent/teacher conferences

• Daily attendance

Upon completion, these students will have at least 14 college credits and will be well prepared for the rigors associated with completing a college degree.

The Early College Academy is open on a selective basis to all Virginia high school seniors, with a preference for Wise County and City of Norton students. The cost of tuition, fees, and books are covered by the College. (The ownership of books will be retained by the College and these materials loaned to students for the duration of their coursework at UVa-Wise.)
II. **Policies**

1. **General Policies.** Because UVa-Wise Early College Academy courses are in every sense university courses, rigor is identical to that of other traditional offerings. Early College Academy courses and students are governed by the policies in the *College Catalog* and the *Student Handbook*. These essential documents are available on-line here:

   **College Catalog**
   
   http://www.wise.virginia.edu/academics/college_catalog

   **Student Handbook**
   
   http://www.wise.virginia.edu/studentlife/StudentHandbook

2. **Honor System:** All UVa-Wise students are bound by the College Honor System, under which all students pledge to cooperate in acting honestly and honorably. The Honor System is administered by an Honor Court elected by the student body and composed of two representatives of each class. It is the job of the Honor Court to enforce the Honor System and to adjudicate violations. The primary focus of the Honor System is to address instances of dishonorable conduct within the academic setting. Lying, cheating, and stealing relative to academic work are issues to which the Honor System applies.

   A violation of the Honor System is an offense against the entire student body. Students who enforce the system are performing a solemn duty, protecting their individual liberties and the reputation of the student body. In return for acceptance and active guardianship of the Honor System, students enjoy faith in themselves and in one another and receive the confidence of the faculty and administration. The Honor System creates an atmosphere of personal integrity and freedom through individual and collective responsibility.
Violation of the Honor System can result in dismissal or imposition of an intermediate sanction. The College will automatically enforce any sanction imposed by the Honor Court on a student certified to be guilty of a breach of the Honor System. All Early College Academy students will be required to sign the *Honor Pledge*.

3. **Course specific policies:** As a four-year institution of higher learning, UVa-Wise delegates a great deal of educational autonomy and authority to its faculty members. All courses are governed by individual course policies described in the course *syllabus*. This document will be distributed at the beginning of the course. It will include a course schedule, as well as information on the instructor’s policies on topics such as attendance, absences, grading, etc. It is the responsibility of students to attend class and to remain updated of possible changes in the syllabus.

4. **Policies specific to the Early College Academy:** The UVa-Wise Early College Academy also has the following unique policies:

   A. **Parental access to student information.** The UVa-Wise Early College Academy offers an unusually rigorous curriculum, one that will challenge students in terms of workload and skills. The College is committed to keeping parents informed of Academy students' progress as a method of promoting academic engagement and success. The following measures are meant to foster such communication:

   a. **Mandatory FERPA releases:** during orientation all students will be required to sign a FERPA release allowing parents or guardians access to academic information.

   b. **Monthly progress reports:** Faculty will provide monthly progress reports in each class that indicate the satisfactory or unsatisfactory nature of student effort and performance.
c. **Parent-teacher conferences:** parent/teacher conferences will be scheduled for the fourth week of September and will be available at other times by appointment.

B. **Academic Support:**

a. **Orientation and Evaluation Period:** In early August, coincident with the beginning of the academic year for the Wise County Schools, the Academy will hold class for several days. This time will be used for orientation, diagnostic testing of writing and math skills, pre-testing for purposes of program assessment, and assigning preparatory work prior to the beginning of the regular college semester on August 19. Orientation topics will include program overview; expectations of college students; study skills; and the responsibilities of students and faculty.

b. **Supplemental Instruction:** Every Thursday is set aside when students will meet with course faculty for review and practice. Tutors will be available from 9-9:50 on most weekdays.

c. **Writing laboratory:** Every week, students will meet with the American History faculty and the assigned undergraduate assistants to receive supplemental instruction on writing skills and work on their History writing assignments.

d. **Teaching Assistants:** each course will have a Teaching Assistant to assist the faculty member with tutoring and laboratory sessions. These assistants will be selected upper-division undergraduate students, chosen by the instructional faculty. They will tutor students outside of class, and assist with preparation, conduct, and cleanup of laboratory sections. Undergraduate Assistants will be available for tutoring on a rotating basis in the homeroom (Sandridge 109) on weekdays from 9:00-9:50 a.m.
C. Special Policies Governing Academy Student Conduct:

a. **Attendance:** students will be penalized academically for unexcused absences according to the syllabus of the specific course. Excessive absences may be cause for administrative withdrawal from the Early College Academy and all College courses. This may include attendance at mandated non-credit activities, such as supplemental instruction sessions.

b. **Student Conduct:** Early College Academy students are expected to conduct themselves in a manner befitting University of Virginia students and scholars, both within the College and elsewhere. Students may be involuntarily withdrawn from the Early College Academy and from all College classes by the Academic Dean for habitual delinquency in class, habitual idleness or any other fault that prevents the student from fulfilling the purpose implied by registration at the College. Academy students who display behavior that is disruptive to the educational process may be involuntarily withdrawn from the College by the Academic Dean.

c. **Academic Progress:** Academy students must make minimum grades of C (2.0) in every class in order to return in the following semester.
III. Curriculum and Class Schedule

Academy classes will be scheduled during morning hours in order to allow students to return to their high schools to take additional coursework and participate in extracurricular activities. Fall 2015 classes will be Chemistry 1010 with lab; and American History 1070 with non-credit supplemental instruction to assist students with this writing-intensive course. Students may apply to take an additional course/course (and associated lab if appropriate) at the College. This request must be approved by the Early College Academy Committee. Students are cautioned to take account of their course load in high school and extracurricular commitments when considering this option.

Fall 2015 Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9:00-9:50</td>
<td>study hall</td>
<td>study hall</td>
<td>study hall</td>
<td>study hall</td>
<td>study hall</td>
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<tr>
<td>10:00-10:50</td>
<td>American History: HIS 1070</td>
<td>chemistry lab</td>
<td>American History: HIS 1070</td>
<td>chemistry guided study /supplemental instruction</td>
<td>American History: HIS 1070</td>
</tr>
<tr>
<td>11:00-11:50</td>
<td>Chemistry: CHM 1010</td>
<td>Chemistry: CHM 1010</td>
<td>history writing lab</td>
<td>Chemistry: CHM 1010</td>
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Room assignments:

All classes are held in Sandridge 109, with the exception of labs. The Chemistry lab is held in Sandridge, room 247.
IV. Application Process

Students enrolled in Wise and Norton schools must apply through their school system and be recommended by their superintendent. All other students will be required to apply through the Office of Admissions at UVa-Wise. Contact Rusty Necessary (rdn2f@uvawise.edu) to initiate the process. A completed application will include an application form; high school transcripts; and a recommendation from an individual with the opportunity and ability to recommend the student’s readiness for college-level work. (This person should not be a parent.) All students must demonstrate attainment of the academic prerequisites through UVa-Wise placement tests or transcripted college credit.

Curricular Prerequisites:

The following courses or appropriate placement by testing are required:

- MTH 1210 (Pre-cal II) with a C or above (MTH 1210 requires MTH 1110 with a C or above and MTH 1110 requires either placement test or C or above in MTH 1010)
V. Calendar

The Academy will follow the UVa-Wise academic calendar, with additional scheduled orientation and professional development activities at times when the College is not in session. In case of snow or other emergency closings, Academy classes will meet whenever UVa-Wise classes are in session. If public school closings deprive students of transportation to campus, it will be treated as an excused absence and students will be expected to make up any work missed.

### Fall 2015 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, August 17</td>
<td>Orientation</td>
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<tr>
<td>Tuesday, Aug. 18</td>
<td>Convocation</td>
</tr>
<tr>
<td>Wednesday, Aug. 19</td>
<td>Regular Classes Begin</td>
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<tr>
<td>Monday, September 15</td>
<td>Parent-Teacher Conferences, 7:00 p.m.</td>
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<tr>
<td>Monday, Oct. 12 - Friday, Oct. 15</td>
<td>College on Fall break.</td>
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<tr>
<td>Wednesday, Nov. 25 - Sunday, Nov. 29</td>
<td>THANKSGIVING BREAK</td>
</tr>
<tr>
<td>Friday, Dec. 5</td>
<td>CLASSES END</td>
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<tr>
<td>Monday, Dec. 8 - Friday, Dec. 11</td>
<td>Final Exam week</td>
</tr>
<tr>
<td>Monday, Dec. 14</td>
<td>Grades Posted by 12:00 Noon</td>
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