



## **Wesleyan Honors Academy Student Handbook**

### **Mission**

The Wesleyan Honors Academy (WHA) program seeks to promote Nebraska Wesleyan University's commitment to partnering relationships with secondary schools to provide talented and highly motivated high school juniors and seniors with an honors quality educational experience. The mission of Wesleyan Honors Academy complements the mission of Nebraska Wesleyan University to promote intellectual and personal growth within the context of a liberal arts education. The University seeks to promote excellence of academic endeavor and learning as a lifelong process by providing curricula and programs designed to assist students in gaining and expanding knowledge and skills, in developing their competence in rational thought and communication, in broadening their perspectives on humanity and culture, and in enhancing their physical, emotional and aesthetic resources.

### **Description**

Wesleyan Honors Academy is a program which offers students an opportunity to experience college-level expectations by challenging them to attempt a rigorous academic curriculum and earn college credit by enrolling in selected advanced-level courses taught by highly gifted and motivated high school teachers. In addition to receiving credit toward high school graduation for selected academic courses, students also may enroll concurrently in courses approved for college credit through Nebraska Wesleyan University.

Students who successfully complete Honors Academy approved high school courses receive a grade on a Nebraska Wesleyan University transcript and credit toward a degree at Nebraska Wesleyan University. Students may elect to attend another college or university and transfer the credits earned from Nebraska Wesleyan University.

The Wesleyan Honors Academy program offers courses on high school campuses taught by high school faculty, nominated by school officials and approved by the respective Nebraska Wesleyan University department. All Honors Academy instructors hold adjunct faculty rank at Nebraska Wesleyan University.

### **Accreditation**

Nebraska Wesleyan University is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Nebraska Wesleyan is also a provisional member of the National Alliance of Concurrent Enrollment Partnerships (NACEP).

## ***Student Policies***

### **Eligibility**

To be eligible to enroll for college credit from Nebraska Wesleyan University, a student must be a junior or senior enrolled in a high school course approved by Wesleyan Honors Academy. High school courses approved for Nebraska Wesleyan University credit are rigorous college-level classes. Before enrolling for college credit, a student should consider past academic achievement and may also want to confer with the teacher and/or guidance counselor.

### **Registration Process**

To enroll for Nebraska Wesleyan credit, a student must complete an Honors Academy application form. The form includes the conditions of credit, including the title of the high school course and the comparable Nebraska Wesleyan course, the college credits available, tuition, and enrollment/withdrawal deadlines.

A parent or guardian must sign the enrollment form giving permission for the student to enroll in Wesleyan Honors Academy and agreeing to pay the respective tuition. Unless arrangements have been made with the FACTS Tuition Payment Plan (see below) full tuition payment and the completed registration form must be post-marked by the enrollment deadline. Registration forms will not be processed without payment or payment arrangement. Enrollment in Honors Academy for college credit is **not** a high school activity and is not required. Students may be enrolled in an advanced high school course and not in Nebraska Wesleyan's Honors Academy.

Registration materials are mailed to NWU Honors Academy Adjunct Faculty in the high schools by mid-September for distribution in their classrooms. Students can then register for fall or year-long courses. Registration for spring-only courses will take place following the holiday in December/January with materials being mailed at least two weeks prior to the registration deadline. For courses with other time-frames, such as block scheduled courses, materials are mailed at least two weeks before registration deadlines.

### **Dropping or Withdrawing from a Course**

A student may enroll with Nebraska Wesleyan University anytime after receiving an enrollment form and until the registration deadline. If a student drops the Wesleyan course prior to the deadline, the dropped course will not appear on a transcript. After the drop deadline students may still withdraw from a course but a W will appear on the Wesleyan transcript and tuition is forfeited. For dropping or withdrawing from a course call the Honors Academy office at (402) 465-2331.

A student who needs to drop a high school course must notify Nebraska Wesleyan because he/she is concurrently enrolled in both systems. If the drop deadline has passed, the student must withdraw from the Wesleyan course to avoid receiving an F on the Wesleyan transcript. Tuition is not refunded after the drop deadline.

## **Tuition Payment Plan**

Parents or guardians who wish may take advantage of the FACTS Automatic Tuition Payment Plan for purposes of paying tuition. For more information contact the Honors Academy Office at (402) 465-2331.

## **Grading Policy**

Nebraska Wesleyan University's grades are:  
A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

A teacher must record a letter grade comparable to the grade earned in the high school class. For schools that use grading systems other than letter grades, teachers must record the equivalent letter grade. For example, if a 92 is considered an B+ in the high school, the teacher must record a B+ on the Wesleyan grade form. If a 92 is considered an A- in the high school, then the teacher must record an A- on the Wesleyan grade form.

## **Pass/Fail**

Even if a student may take the advanced high school course on a pass/fail basis, he/she may not do so for the Nebraska Wesleyan course. The high school teacher must record a letter grade on the Nebraska Wesleyan transcript comparable to the grade the student would have received in the high school course.

## **Student ID/Computer Username and Password**

Upon completion of registration, each new student is issued an ID card and confidential individual computer username and password via registered mail to the high school. The ID card and the username and password are very important. Starting in the fall of 2007, there will a cost to replace any of these. A student who receives these as a junior will not automatically be reissued any of them if he/she takes another Honors Academy course as a senior.

## **Transferring NWU Credit to another College or University**

If a student elects to attend a college or university other than Nebraska Wesleyan, she/he may request in writing to the Nebraska Wesleyan University Registrar his/her official transcript be sent to the appropriate college or university. Acceptance of credit is always the purview of the receiving institution. Most colleges and universities will accept transfer grades of "C" or better. While Nebraska Wesleyan cannot guarantee that another college or university will accept the transfer of credit from Honors Academy courses, experience has shown that the vast majority of Wesleyan Honors Academy students have been successful in transferring their credits to colleges and universities throughout the United States. Thus far WHA credit has been accepted by over 85 institutions, including prestigious private colleges and major universities. *Students should contact the registrar at the colleges or universities they are considering attending prior to enrolling in Honors Academy.*

## Requesting Transcripts

Transcripts of academic records are available to students and alumni whose accounts are paid in full. Transcripts are released only upon signed consent of the student/alum. The written request should include the student's full name during the time of enrollment, approximate dates of attendance, a student identification number or social security number, birth date, name and address of where the transcript is to be sent, and signature. Transcript requests may be mailed or faxed to: Registrar's Office, Nebraska Wesleyan University. 5000 St. Paul Ave. Lincoln NE 68504 or FAX to: (402).465.2565

A Transcript Request Form may be downloaded and printed from the website:  
[http://www.nebrwesleyan.edu/academics/registrar\\_forms/transcriptRequest.pdf](http://www.nebrwesleyan.edu/academics/registrar_forms/transcriptRequest.pdf)

A student's first transcript is free of charge; subsequent transcripts are \$5.00 per copy. If six or more transcripts are ordered at one time, the fee is reduced to \$1 for the sixth and following transcripts. Transcripts being faxed cost \$5.00 per transcript. Unofficial transcripts (mailed or given in person) are complimentary and are available upon written request.

**Privacy of Educational Records** The Family Educational Rights and Privacy Act of 1974 provides for specific rights to students regarding the privacy of their educational records. Nebraska Wesleyan policies and procedures that pertain to this law are available through the Student Life Office or Registrar's Office. Nebraska Wesleyan University will not disclose the contents of students' educational records to other parties without student consent except under circumstances allowed by the Family Educational Rights and Privacy Act. In addition, Nebraska Wesleyan University will not release a student's social security number, Wesleyan ID number, or computer username or password.

## ***Student, Parent, Counselor, and Teacher FAQs***

### **Q1: What is Wesleyan Honors Academy?**

A1: Honors Academy is a concurrent enrollment program that allows students to earn college credit for successfully completing approved Advanced Placement (AP) or Honors-level courses through their high school. Students are concurrently enrolled in high school and college and receive credit toward graduation from both institutions.

### **Q2: What courses are available to students?**

A2: At this time courses are available in English, Chemistry, History, Mathematics, Modern Languages, Physics, Psychology and Religion. Check your individual school for available courses.

### **Q3: Who teaches the courses?**

A3: High school faculty who have applied and been accepted as adjunct faculty at Nebraska Wesleyan teach the courses. They also submit a course application that must be approved by the departmental coordinator on Wesleyan's campus. These courses contain the same rigor of those taught to first year students on campuses across the country.

### **Q4: Why should a student consider participating in Honors Academy?**

A4: There are several good reasons to consider enrolling in the program. Not all students accurately demonstrate what they have learned by taking standardized tests. Students who plan to take the AP exam have only one opportunity to demonstrate success. Honors Academy students are graded on all assignments throughout the term of the course and receive a course grade for their cumulative classroom effort, without the pressure of a one-time test. Students who successfully pass the AP exam have the course requirement waived by the institution the student attends. However it may not reduce the number of hours that the student needs to graduate from that institution. Credit earned through Honors Academy fulfills the course requirement and also applies toward the total number of credits an institution requires for graduation.

### **Q5: Are there any other advantages to enrolling in Honors Academy?**

A5: Yes, by earning credits toward graduation students may not need to take the heavy course loads that most first-year students face. This is helpful academically but also gives a student more time to participate in sports or other co-curricular activities on campus. Additionally, there is significant cost savings per credit hour compared with tuition rates on campuses.

### **Q6: What is the tuition rate for Honors Academy classes?**

A6: The tuition rate for 2006-2007 remains \$70 per credit hour.

## **Q7: How do students transfer Honors Academy credits to other institutions?**

A7: Transcripts of academic records are available to students and alumni whose accounts are paid in full. Transcripts are released only upon signed consent of the student/alum. The written request should include the student's full name during the time of enrollment, approximate dates of attendance, student identification number or social security number, birth date, name and address of where the transcript is to be sent, and signature. Transcript requests may be mailed or faxed to:

Registrar's Office  
Nebraska Wesleyan University  
5000 St. Paul Ave.  
Lincoln NE 68504  
Fax: 402.465.2565

A Transcript Request Form may be downloaded and printed from the website:  
[http://www.nebrwesleyan.edu/academics/registrar\\_forms/transcriptRequest.pdf](http://www.nebrwesleyan.edu/academics/registrar_forms/transcriptRequest.pdf)

A student's first transcript is free of charge; subsequent transcripts are \$5.00 per copy. If six or more transcripts are ordered at one time, the fee is reduced to \$1 for the sixth and following transcripts. Transcripts being faxed cost \$5.00 per transcript. Unofficial transcripts (mailed or given in person) are complimentary and are available upon written request.

If you have additional questions regarding participating in the Wesleyan Honors Academy feel free to contact our staff:

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