

# Eastern Promise

Student Handbook

2014-15



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[www.eou.edu/eastern-promise](http://www.eou.edu/eastern-promise)



# Welcome to Eastern Promise!

We congratulate you on accepting the challenge of taking a college/university course.

You will be experiencing the accelerated pace, the high academic standards, and the increased personal responsibility that are hallmarks of college study. After completing your college/university course(s) through Eastern Promise, you will be well prepared for full-time study in higher education.

**Remember that just like all college/university students, you are responsible for knowing the policies and procedures for the college/university offering your Eastern Promise course.**

This handbook outlines this information and directs you to additional pertinent resources. If you have any questions, please discuss them with your teacher or guidance counselor. You also are welcome to contact EP staff or the higher education institution granting college/university credit. We are here to support you in your academic endeavors!

**In this handbook, you will also find:**

- tips for successfully transferring your Eastern Promise credit to another college/university, and...
- directions for obtaining your Eastern Promise transcript from the college/university Registrar's office.

Eastern Promise is a cooperative between **Blue Mountain Community College, Eastern Oregon University, Treasure Valley Community College,** and the **InterMountain Eductaion Service District.** Jointly we offer superior opportunities for early college credit.

## Eastern Promise

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Zabel Hall, Room 119  
La Grande, OR 97850

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E-mail: [ep@eou.edu](mailto:ep@eou.edu)

Website: [www.eou.edu/eastern-promise](http://www.eou.edu/eastern-promise)  
[www.eastern-promise.org](http://www.eastern-promise.org)

This handbook may be available in alternate formats upon request. Please contact the EP office at 541-962-3941. The contents of this publication may change without notice.

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## **Program Overview**

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### *The Program*

Eastern Promise is a program aimed at providing early college credit opportunities for high school students, and a program whose objective is to increase the college/university going culture of rural Oregon.

One pathway of Eastern Promise (EP) is a credit by proficiency program administered by a collaborative of Blue Mountain Community College (BMCC), Eastern Oregon University (EOU), Treasure Valley Community College (TVCC), and the Intermountain Education Service District (IMESD). When enrolled in a course through EP, you are eligible to receive both high school and college credit for your work. You get a jump start on college while concurrently satisfying high school requirements.

Check with individual partner institutions regarding other pathway options (Dual Credit, on-campus, online, summer, or other bridge programs).

### *Your EP Teachers*

EP courses are taught during regular school days by exceptional high school instructors from your school. Your EP teachers are selected, and supported by college and university faculty, as you walk into an EP class; remember that your teacher has been authorized through Professional Learning Communities. EP teachers have elected to take on the considerable load of teaching a college/university course – and will expect the same hard work from you.

### *Your EP Course*

The content, pedagogy, and assessment of EP courses are the same as the college/university on-campus or online courses. EP students work toward the same college/university learning outcomes as on-campus/online students. For a description of the learning outcomes, visit [www.eou.edu/eastern-promise](http://www.eou.edu/eastern-promise) or [www.eastern-promise.org](http://www.eastern-promise.org). Students successfully completing a course receive college/university academic credits which are transferable to other colleges/universities.

## **The Benefits of Eastern Promise**

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Here are some of the benefits you will receive from successful completion of this course.

### **As a successful EP student you will...**

- **Gain a competitive edge.**  
Increased competition in college admissions means that admissions officers now look for evidence of rigorous course work in high school transcripts.
- **Enjoy more flexibility in college.**  
Completing college requirements in high school gives you greater flexibility and saves you money when you become a full-time college student.

- **Learn college skills before your freshman year.**  
The critical thinking, writing, and reading skills developed in EP courses will prepare you for success in college/university.
- **Demonstrate your learning just as you will in college.**  
College/university courses typically assess your learning through several means – examinations, papers, lab reports, etc. College/university courses administered through EP will assess your learning through measures of proficiency.
- **Reduce the overall cost of a college/university education.**  
EP tuition is greatly reduced and, in many cases, is paid for by your schools. Additional savings can be realized when recognition of EP credits allows you to graduate early.

***In a nutshell, choosing Eastern Promise is indeed a wise choice!***

## **Registration and Tuition**

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**Registration** for an EP course occurs separately from your high school registration. Your teacher will provide instructions for the EP registration process. As part of the EP registration process, you will be asked to provide a correct birthdate, social security number, telephone number, and address in order to ensure a correct college/university record. Personal information is highly secure in each of the EP partner institutions systems and will not be shared or visible in any form. You will receive confirmation that your registration request has been submitted to the college or university. Approximately 10 days after you submit your registration request to EP, you will receive a welcome letter or message to confirm your official enrollment in EP, along with your student ID Number which becomes your primary identifier within the college/university. Please save this number – it will make ordering an official copy of your college/university transcript much easier.

The partner higher education institutions have greatly reduced **tuition** for EP courses. Your school and/or school district may pay your tuition, or you may be personally responsible. Check with your teacher or high school administrators to learn how tuition is handled at your school.

On occasion, administrative error results in billing errors for an EP class. **Do not pay this bill.** Contact EP registration staff immediately at 541-962-3941 to have the error corrected.

## **Academic Advising**

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The best college/university students consult with knowledgeable academic advisers before registering for classes. Consider the following as you talk to advisers and plan your schedule:

- How much out-of-class work is expected for each course I'm interested in?

- What other commitments do I have during this term – work, sports, music, drama, time with friends and family?
- How many advanced classes will my schedule allow?

College/university courses are demanding and time consuming. Gather information. Talk with your high school counselor and/or the EP teacher. Talk with other students who have already taken the course(s) you're interested in.

Finally, each institution maintains guides on a variety of topics that can help you manage your time wisely and study more successfully. Visit any of the following partner institutions sites to browse their excellent campus resources.

[www.bluecc.edu/students\\_resources](http://www.bluecc.edu/students_resources)  
[www.eou.edu/lcenter/learning-strategies](http://www.eou.edu/lcenter/learning-strategies)  
[www.tvcc.cc.or.us/current/student-services](http://www.tvcc.cc.or.us/current/student-services)

- ∇ Good advising and realistic planning can set the stage for your success! At EP we want you to succeed.

## **Disability Services**

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Students with a disability who are interested in taking a course through EP will want to work with the credit-granting college/university Disability Services Office to have collegiate accommodations determined. Accommodations are determined on an individual basis. The services are free and confidential. It is recommended that students request accommodations as far ahead of time as possible. Some accommodations cannot be effectively arranged if they are requested on short notice. Each institution maintains a Disability Services website:

[www.bluecc.edu/students\\_disability](http://www.bluecc.edu/students_disability)  
[www.eou.edu/disability](http://www.eou.edu/disability)  
[www.tvcc.cc.or.us/current/disability\\_services](http://www.tvcc.cc.or.us/current/disability_services)

## **Critical Information about Your EP Course**

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### *What to Expect*

When you walk into an EP class, you are walking into a college/university classroom. Not only will you be working with the same content as on-campus students, your EP teacher(s) will be using the same pedagogy and assessment methods as on-campus faculty. Expect a faster pace, greater personal responsibility, and higher standards than you would in a typical high school course. Expect, also, that the other students in the course will share your high level of motivation.

## *You are a College/University Student*

When you enroll in a college/university class offered through EP, **you become a college/university student** and are responsible for knowing and abiding by all of the policies that affect students on the credit-granting college or university campus. Some college/university policies will not be the same as what you've come to expect in high school.

To review important student policies visit the college/university Student Affairs websites at:

[www.bluecc.edu/student-policies](http://www.bluecc.edu/student-policies)

[www.eou.edu/saffairs](http://www.eou.edu/saffairs)

[www.tcvv.cc.or.us/about/student\\_right\\_to\\_know](http://www.tcvv.cc.or.us/about/student_right_to_know)

## *Course Syllabus*

The first step toward success in any college/university class is to carefully read the syllabus repeated times. In addition to assignments, a course syllabus will contain vital information on course expectations, instructor office hours, key dates, class attendance, advising and disability resources, and grading. Think of the syllabus as the course road-map. So read the syllabus, refer to it throughout the course, and know that you won't get lost!

- ∇ Keep your syllabus (along with all exams, papers, reports, etc.) after the course has ended. If you decide to go to a college/university other than an Eastern Promise higher education institution, having a syllabus available from the classes you took through EP may help you to secure credit recognition.

## *Class Attendance and Decorum*

Students are expected to be on time and be in attendance for all classes and laboratory sessions for each of their courses. It is assumed that academic gains are reduced by missing class meetings; and a student's final grade in a course may reflect attendance. EP adheres to the attendance policy set by each partner institution.

EP expects classroom decorum to be maintained. Minimum elements of appropriate classroom decorum include: punctuality, courtesy, civility, purposefulness, and integrity. Such rules established by individual faculty will be clearly and explicitly communicated to students in the course using such means as the course syllabus. If you have concerns about student's behavior, please consult the appropriate partner institutions student handbook. Students with concerns about a faculty member's actions are encouraged to contact the EP office.

You may view the attendance and decorum policies in full by visiting:

[www.bluecc.edu/admissions\\_academics\\_responsibilities](http://www.bluecc.edu/admissions_academics_responsibilities)

[www.eou.edu/saffairs/files/2012/12/Student-Handbook\\_2012-web.pdf](http://www.eou.edu/saffairs/files/2012/12/Student-Handbook_2012-web.pdf)

[www.tvcc.cc.or.us/media/documents/student\\_services/rights\\_freedom.pdf](http://www.tvcc.cc.or.us/media/documents/student_services/rights_freedom.pdf)

## *Academic Misconduct*

EP places a high value upon the integrity of its student scholars. Any student found guilty of an act of academic misconduct (including, but not limited to, cheating, plagiarism, or theft of an examination or supplies) may be subject to having his or her grade reduced in the course in question, being placed on probation or suspended from the college/university – or a combination of these.

Please see the Student Handbooks at:

[www.bluecc.edu/admissions academics responsibilities](http://www.bluecc.edu/admissions_academics_responsibilities)  
[www.eou.edu/saffairs/files/2012/12/Student-Handbook\\_2012-web.pdf](http://www.eou.edu/saffairs/files/2012/12/Student-Handbook_2012-web.pdf)  
[www.tvcc.cc.or.us/media/documents/student\\_services?rights\\_freedom.pdf](http://www.tvcc.cc.or.us/media/documents/student_services?rights_freedom.pdf)

### *Obtaining Your EP Grade*

Grade reports are not printed or mailed to students.

To obtain or verify your college/university course grade or to print an unofficial transcript contact the college/university Registrar's Office, or visit their website at:

[www.bluecc.edu/admissions\\_transcript](http://www.bluecc.edu/admissions_transcript)  
[www.eou.edu/registrar/transcripts/](http://www.eou.edu/registrar/transcripts/)  
[www.tvcc.cc.or.us/current/studenservices/transcripts.cfm](http://www.tvcc.cc.or.us/current/studenservices/transcripts.cfm)

You will be required to provide your EP ID or Social Security Number. Grades cannot be given over the phone.

### *Disputing a Grade*

Except in cases of error, it is rare that college/university grades are changed. However, if you believe you have a justifiable complaint about your grade, first talk with your EP instructor. If your problem is not satisfactorily resolved, contact the EP office.

### *Dropping an EP Course*

∇ Be aware of college/university deadlines for course cancellations.

To drop an EP course, you must submit an official college/university course drop request. Talk to your instructor or download the form on the EP website at [www.eou.edu/eastern-promise](http://www.eou.edu/eastern-promise)

### *Withdrawing from an EP Course*

Consult the college or university website for withdraw deadlines for the institution granting your EP credit.

Visit the EP website at <http://www.eou.edu/eastern-promise> to download a withdraw form for one or all course(s).

Fees will be assessed in accordance with the fees policies stated by the credit-granting institution.

College/university faculty and EP instructors are under no obligation to offer the option to receive a grade of "I" or "incomplete". If your EP instructor does allow for this option, you may receive an "I" if, in the opinion of the instructor, there is a reasonable expectation that you can successfully complete the work of the course before the end of the next high school term. You and the instructor should arrive at a clear written understanding in advance whether you may receive an "I" and, if

you can, what the conditions will be. Upon successful completion of the course, the “I” is changed to a permanent grade. An “I” that is not completed within one calendar year of the end of the high school academic term automatically becomes an F.

## **Your College/University Transcript**

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### *Obtaining or Viewing Your Transcript*

- ∇ Remember to check your transcript for accuracy. You should check an unofficial copy (which is free) before you order official transcripts to be sent to other colleges or universities.

All college/university transcripts are handled by the higher education institution’s Office of the Registrar, not the EP office. It is the student’s responsibility to verify that information on a transcript is correct.

Please visit the college or university website that granted the credit to order both unofficial and official transcripts. Note the cost of these requests on the respective website.

[www.bluecc.edu/admissions\\_transcript](http://www.bluecc.edu/admissions_transcript)  
[www.eou.edu/registrar/transcripts/](http://www.eou.edu/registrar/transcripts/)  
[www.tvcc.cc.or.us/current/studenservices/transcripts.cfm](http://www.tvcc.cc.or.us/current/studenservices/transcripts.cfm)

Transcripts will not be printed if there are holds on the students account. Holds must be cleared by the appropriate office.

Official transcripts cannot be faxed.

## **Requesting Recognition of EP Credits**

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Now that you know how to request the official record of your college/university credits earned through EP, here are some instructions that will help you use those credits after high school.

**If you apply to the EP college/university that granted the credit**, you don’t have to worry about transferring credits. Thanks to your work in EP you already have a permanent transcript at the college/university. If you desire to apply to EOU, be sure, however, to mention on your undergraduate admission application that you’ve already completed course work at the college/university. Contact the EOU Office of Admissions at 541-962-3393 or visit <http://www.eou.edu/admissions>. BMCC and TVCC have streamlined their admission processes and will have your transcript record.

**If you apply to a non-EP college or university**, be aware that the decision whether to grant credit recognition rests entirely with that institution. However, data we’ve collected over the years indicates that the vast majority of students succeed in securing recognition for their college/university credits earned through EP.

**If your credit is not accepted** contact the Eastern Promise administrative office at, 541-962-3941 or [ep@eou.edu](mailto:ep@eou.edu)

### *Types of Credit Recognition*

∇ Recognition of your college/university credits earned through EP can come in several forms. Be aware of these distinctions as you apply to other colleges and universities.

**Credits may...**

- be **directly transferred** toward your chosen degree;
- be accepted as **elective credits**;
- **exempt** you from taking a required course;
- make you eligible for **placement** in to a higher level course.

∇ Tips for Securing Credit Recognition

- Save your class syllabus and all your written work and exams so that you can submit evidence of the level of work your EP class required.
- Clearly indicate on college application forms that you have taken course work at another college/university.
- Include an official college/university transcript as part of your application.
- Should a college/university have questions about the EP course you have taken, present a portfolio including the syllabus, written assignments, and examinations to the chair or director of undergraduate education in the relevant academic department for review.

If transfer credit is denied simply because the course was taken as a part of the EP program, contact the EP office for assistance.

## **Access Privileges at the Credit-Granting College or University**

As an EP student you are an EOU, BMCC or TVCC student. As such, you are eligible to receive many of the same access rights to the respective college/university resources enjoyed by on-campus students. Take advantage of these opportunities to familiarize yourself with campus, enhance your studies with college/university library privileges, and save money with student discounts.

### *Student ID Number*

All EP students are issued a Student ID Number when you register for classes. This number is used to identify you in the institution's system. You will receive a letter or message containing your Student ID Number after you submit your registration form.

∇ **Learn your Student ID Number.** You will need it whenever you register for classes or request college/university resources like a transcript.

### *E-mail*

Once you have registered for a course, you will be assigned a college/university e-mail address. To locate your e-mail, consult the student handbook for the institution on the college or university website. All correspondence will be sent to your college/university e-mail account. The password to your e-mail account will be provided.

### *College/University Library Access and Privileges*

As a college/university student you enjoy full library privileges. A student must provide the library with proof of enrollment in an EP class or be authenticated through the college/university system. This allows students access to borrow any items from the colleges/university collections and the ability to borrow materials from other libraries through the interlibrary loan system, as well as access to library databases, and Summit borrowing privileges.

*Students are responsible for any fines incurred.*

Please visit your credit-granting institutions website for more information.

BMCC     [www.bluecc.edu/library](http://www.bluecc.edu/library)  
EOU       [www.pierce.eou.edu](http://www.pierce.eou.edu)  
TVCC     [www.tvcc.cc.or.us/current/library/index.cfm](http://www.tvcc.cc.or.us/current/library/index.cfm)

- ∇ **Highly successful college/university students have great library skills.** Increasingly, library research is done both electronically and in-person. Get a jump-start on honing your research skills by taking advantage of your access to the college/university library system!

## **Student Accounts**

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Payments for your tuition and fees will be made directly to the credit-granting EP institution you are registered through for courses. For more information please see the appropriate institutions website at:

[www.bluecc.edu/admissions\\_services](http://www.bluecc.edu/admissions_services)  
[www.eou.edu/staccts](http://www.eou.edu/staccts)  
[www.tvcc.cc.or.us/current/student-services](http://www.tvcc.cc.or.us/current/student-services)

## Quick Reference Guide to EP Resources

### **Eastern Promise**

Web: [www.eou.edu/eastern-promise](http://www.eou.edu/eastern-promise)

Phone: 541-962-3941

Fax: 541-962-3036

E-mail: [ep@eou.edu](mailto:ep@eou.edu)

Mailing Address:

One University Boulevard  
La Grande, OR 97850



### **Blue Mountain Community College**

Web: [www.bluecc.edu](http://www.bluecc.edu)

Phone: 541-276-1260

Mailing Address:

P.O. Box 100  
Pendleton, OR 97801



### **Eastern Oregon University**

Web: [www.eou.edu](http://www.eou.edu)

Phone: 541-962-3672 / 800-452-8639

Mailing Address:

One University Boulevard  
La Grande, OR 97850



### **Treasure Valley Community College**

Web: [www.tvcc.cc.or.us](http://www.tvcc.cc.or.us)

Phone: 541-881-8822

Mailing Address:

650 College Boulevard  
Ontario, OR 97914



### **Intermountain Education Service District**

Web: [www.imesd.k12.or.us](http://www.imesd.k12.or.us)

Phone: 541-966-3100 / 888-437-6892

Fax: 541-276-4525

Mailing Address:

2001 SW Nye Avenue  
Pendleton, OR 97801



### **Malheur Education Service District**

Web: [www.malesd.k12.or.us](http://www.malesd.k12.or.us)

Phone: 541-473-3138

Mailing Address:

363 A Street W  
Vale, OR 97918

