

CHALLENGE PROGRAM

NAME: _____

PSU ID # _____

Student/Parent Handbook 2011-12

“My Challenge Program writing and English literature courses were both excellent preparation for my future college courses. I found them invaluable in terms of understanding the subject matter, and I am convinced that my Challenge Program courses helped me do well in my college classes.”

Former Challenge Student

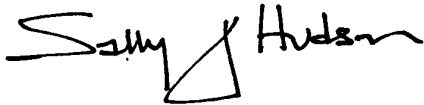
To our students,

Welcome to Challenge, a 35-year old concurrent enrollment program between Portland State University and Portland-area high schools, where qualified high school instructors are granted honorary adjunct status to teach catalog-listed PSU courses at your high school, providing you an opportunity to earn college credit, for a fraction of the cost on campus.

Our program is one of just 63 across the nation accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP) and de facto, by the State of Oregon. NACEP accredited programs meet a comprehensive set of quality standards (regarding faculty, students, curriculum, assessment, and evaluation) that provide a imprimatur of quality and campus alignment.

This booklet contains important information about the Challenge Program, your courses, and what you can expect when you register as a part-time PSU student. Keep it handy throughout the year as a reference and share it with your parents. Should you have questions we’ve not answered here, please check with your instructor or call us in the Challenge office. We encourage you to visit the PSU campus, search the PSU website, which is a great repository of information, and stop by the Challenge office at PSU SMSU 3rd floor mezzanine to introduce yourself.

We wish you the very best of luck with your coursework this year.



Sally Hudson, Director

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AP, IB, and Us

In today's drive to provide rigorous postsecondary academic challenges to high school students in their own environments, we see Challenge as offering benefits that set it apart from the College Board's Advanced Placement and the International Baccalaureate programs. Consider the following:

- Students are exposed to the rigor, expectations, and demands of a college course, providing an experience that prepares them well for college.
- University standards, not test writers, define course curriculum.
- The instructors hold advanced degrees appropriate to PSU's departmental academic standards.
- Challenge courses provide multiple and varied assessments to evaluate work—quizzes, homework, mid-terms, projects and finals—instead of a single, final exam. In this way, Challenge is more inclusive; students who may not test well have an opportunity to gain college credit.
- In high schools that run on the semester system, courses taught at PSU in a quarter may be extended over the high school semester, allowing time to learn the course work in more depth.
- Challenge students and instructors have access to PSU services—computer accounts, the library with its research databases and available training, a web-based classroom management tool for instructors, and on-campus activities. We encourage our students to come to campus for workshops, special lectures, and to simply familiarize themselves with a college campus.
- Challenge provides professional development opportunities to its instructors. Program adjunct instructors and PSU faculty members forge collegial and academic relationships through campus workshops and regular site visits to the classrooms. Instructors are eligible for reduced tuition for continued education in their discipline.
- In select disciplines, the content for AP or IB may fit within the PSU Challenge course syllabus which has made it possible for some of our participating high schools to offer PSU courses which also meet AP or IB requirements. In these courses, Challenge students have the assurance of college credit through their PSU enrollment, not based solely on a single high stakes exam, and they also have the advantage of the AP or IB designation on their high school transcript.

Courses Offered

School districts partner with us to select college courses based on individual high school needs and teacher qualifications. This means that different high schools will offer one or some of the courses listed below. In schools where more than two Challenge courses are offered, students who want to take over the 8-credit limit, must petition to do so. Courses are typically at the 100-200 level, earn 4 college credits, and include (but are not limited to) the following:

English:

- **Eng 107, 108** World Literature (4, 4). Narrative prose, drama, and poetry. Complete books are included so that the student may become familiar with some of the masterpieces in world literature.
- **Eng 204, 205** Survey of English Literature (4, 4). Eng. 204: Beowulf to Milton; Eng 205: Enlightenment through Victorian period.
- **Eng 253, 254** Survey of American Literature (4, 4). American literature from its beginnings to present.
- **Wr 121** College Writing (4). A writing course for lower-division students, in which they develop critical thinking abilities by reading and writing, increase their rhetorical strategies, practice writing processes, and learn textual conventions. Includes formal and informal writing, responding to a variety of readings, sharing writing with other students, and revising individual pieces for a final portfolio of work.
- **Wr 222** Writing Research Papers (4). The techniques for compiling and writing research papers. Attention to available reference materials, use of library, taking notes, critical evaluation of evidence, and conventions for documenting academic papers. Practice in organizing and writing a long expository essay based on use of library resources. *Recommended prerequisite: Wr 121.*
- **Wr 228 News Writing** (4). An introductory course in news reporting and writing. Focus on identifying newsworthiness, writing leads, constructing news stories, interviewing, and attributing quotes. Students learn to gather local news, writing some stories in a computer lab on deadline. *Recommended prerequisite: Wr 121.* May be repeated once for a total of 8 credits.

Foreign Languages and Literatures:

Challenge offers second-year foreign language instruction in French and Spanish. (Second-year college level foreign language instruction is roughly the equivalent of fourth year high school instruction). These courses provide an intensive review of basics introduced in first-year courses and further development of communication skills.

- **Fr 201, 202, 203** (4, 4, 4) 2nd Yr French. Intensive review of basic materials introduced in 1st-Yr French and further development of communication skills. *Recommended prerequisite: Fr 103.*
- **Span 201, 202, 203** (4, 4, 4) 2nd Yr Spanish. Intensive review of basic materials introduced in 1st-Yr Spanish and further development of communication skills. *Recommended prerequisite: Sp 103.*

History:

- **Hst 101, 102, 103** History of Western Civilization (4, 4, 4). Survey of the origins and development of Western civilizations. Hst 101: Antiquity to Renaissance; Hst 102: Late Medieval to Enlightenment; Hst 103: Enlightenment to present.
- **Hst 104, 105, 106** World History (4, 4, 4). Survey of world history, combining both chronological and thematic approaches. Hst 104: Origins- 1000; Hst 105: 1000-1600 CE; Hst 106: 1500 CE-present.
- **Hst 201, 202** History of the United States (4, 4). Hst 201: colonial era to the Civil War; Hst 202: Reconstruction of the South to present.

Mathematics and Statistics:

- **Mth 251, 252, 253** Calculus I, II, III (4, 4, 4). Differential and integral calculus of functions of a single variable, analytic geometry, infinite series and applications. [Note: Challenge typically teaches just Calc I and Calc II, matched to a high school's two semesters.] *Prerequisite: high school pre-calculus or PSU Mth 112.*
- **Stat 243, 244** Introduction to Probability and Statistics (4,4). A basic course in statistical analysis. *Prerequisite: high school algebra; pre-calculus is strongly recommended.*

FAQ for Prospective and Current Students

Who is eligible?

Challenge students must meet the following requirements:

- A minimum cumulative GPA of 3.0 for one or two Challenge classes; if taking three classes (by petition), 3.5.
- Recommendation from the instructor and counselor that the student should be able to do A or B work in a college-level class.
- Senior class status (in some courses, juniors may enroll; instructor may require waiver, particularly in math).

These requirements are in place to both reward students who have a strong academic record and to protect students who may not be prepared for the rigor of this class, since **your Challenge course grade becomes part of your permanent college record.**

Once accepted, we expect you to maintain a minimum B average.

How does the Quarter System map to Semesters?

Because PSU is on the quarter system (10-week courses) and many of our high schools are on the semester system (15 weeks), there are a variety of ways we have worked with high schools to determine how to cover course material—e.g., superimpose three quarters onto two semesters, match up a quarter with a semester, teach one quarter over the course of an entire academic year. The decision is based both on the department requirements and the high school's needs and interests.

For example, foreign language courses are taught exactly as they are taught on campus—a three sequenced class taught in three quarters (fall, winter, and spring), or our math classes are typically taught at the high school in two semesters. Therefore, if you take PSU Spanish and PSU calculus, you enroll and pay three times during the year for Spanish (and earn 12 credits) and two times during the year for calculus (and earn 8 credits).

What is the cost?

Challenge is a self-support program for which we charge a program fee. For the 2011-2012 year, the fee is \$220.00 per quarter or semester for a 4-credit course. For the same course on campus, the cost is \$713.20.

How do I register?

You register and pay for the Challenge Program at the beginning of each quarter or semester, through your high school instructor, who will give you a special PSU registration form. *This form needs to be filled out, signed by a parent or guardian and returned, with a check for the program fee, to your teacher by the deadline date.*

Once your teacher sends us back all the registration forms for the class with payment, we enroll you as a part-time student, register you for your class, and you will be issued a PSU ID number.

How do I pay?

You pay by check, made out to Portland State University, attached to your blue registration form. If you are taking more than one class, you may pay for both with one check.

What is my status at PSU?

When you enroll through Challenge at the University, you are a part-time Portland State University student. You will have the privileges of any other part-time student including a computer account and full access to the Library and its extensive online databases. When you complete your Challenge program course, you will have a record of earned credit at PSU for which you may request an official Portland State University transcript.

What is the OneCard?

The OneCard is the plastic PSU ID card that is mailed to you in early October from the Registrar's office. This card resembles a credit card *but does not have any financial function unless it is validated*. Our recommendation is to NOT validate it because as a high school student you have little reason to use the financial functions of a validated card. But we suggest you DO keep the card handy for library use and quick access to your ID Number. If you lose your card, and do not remember your ID number, you may contact our office and we can look it up for you.

What is a PSU ID Number?

This number identifies you as a PSU student. You use this number to establish a computer account, to look up your records and receive unofficial transcripts, to order official transcripts, and to access the library. In other words, this number is essential for performing a variety of activities. If you don't want to keep your OneCard, then write this number down in a convenient place.

How do I use PSU's online resources?

Accessing computer resources at PSU, including the PSU Information System for academic records, transcripts, etc., the classroom learning management system, use of the campus computer labs, off campus access to library databases, and many other services at PSU, requires an ODIN (email) account.

To set up an ODIN Account, you need two things: Your PSU ID number and a letter issued by PSU's Office of Information Technology (OIT) that we provide you through your instructor that includes a security code and instructions.

- Go to www.OAM.pdx.edu.
- Enter your PSU ID number
- Enter the default password. This is your birth date in six digits (MMDDYY format) followed by the supplied security code (no spaces). Note that your security code is case sensitive.

For example, if your security code is xyZ1abC and you were born on January 1, 1990, then your initial OAM password would be:
010190xyZ1abC.

- Follow the on screen step-by-step instructions. You will be assigned an ODIN Username and you'll choose your own password. **NOTE:** The LOGIN and PASSWORD are important; write them down and keep them handy. ***The account may take up to 24 hours to synchronize to all systems. If for any reason you have problems with this process or with your password (if you forget it or need to reset it because it has been inactive) call the OIT Help Desk at 503.725.HELP.***

To use the PSU Information System, go to <https://banweb.pdx.edu>. Log in with either your PSU ID number or your ODIN USER NAME and password.

NOTE: If you do not frequently access the PSU Information System or have forgotten your password, you will need to call the PSU Help Desk and ask them to reset it. Have your PSU ID number ready to give them.

How do I use the Library?

The library website is www.lib.pdx.edu. Phone number is 503.725.5874. There is also a link on the website to the Challenge Program which is www.pdx.edu/library/challenge.html. You are encouraged to visit the library and its vast resources. Bring your ID card or your number if you plan to check out books.

You are also eligible to access electronic resources online from remote locations. You do this by logging into the resources catalog at <http://vikat.pdx.edu/>. You will be prompted to enter your Odin login name and password.

In addition, the library offers a variety of classes and workshops to assist you in using its resources. Check the schedule for these drop-in classes on the website. You may also contact a librarian in a specific area for personalized help. A roster of librarian names, subject area, and contact information is available under “research guides.” Select a subject to view librarian information.

How Do Grades Work?

Students enrolling in PSU courses through the Challenge Program normally obtain dual high school and college credit. The Challenge Program grade for the course is determined in accordance with grading criteria established by Portland State University. The high school grade is determined in accordance with grading criteria established by the high school. Therefore, it is unlikely but possible that your PSU grade may not be the same as your high school grade. It is also important to realize that your high school registrar only records the high school grade. Your instructor submits PSU grades separately, to PSU. Grades can be viewed through the PSU Information System (see p. 12 or p. 16).

PSU uses regular letter grades A, B, C, D, and F to indicate academic performance, as well as pluses and minuses. At the end of your course, your instructor will send the class grades to the Challenge Program Office at PSU where they will get recorded with the Registrar's Office.

Grade	Grade Point	Performance
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Inferior
D-	0.67	
F	0.00	Failure

It is important to be responsible for your performance in a Challenge class. If you are struggling, talk to your instructor.

What is PSU's Plagiarism Policy?

The Challenge Program follows the Portland State University Student Code of Conduct. The following is the portion of the Code of Conduct pertaining to academic dishonesty:

All forms of academic dishonesty, cheating, and fraud, including but not limited to:

- Plagiarism, which includes, but is not limited to, word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas;
- The buying and selling of all or any portion of course assignments and research papers;
- Performing academic assignments (including tests and examinations) for other persons;
- Unauthorized disclosure and receipt of academic information; and
- Falsification of research data.

Procedures for Complaints of Academic Dishonesty

(1) Course Instructors have the responsibility and purview to respond to academic dishonesty with students enrolled in their respective courses. Course Instructors may address academic dishonesty as follows: *they may issue a zero or a failing grade for the assignment for which the dishonesty was found. Instructors may not remove a student from a course.*

(2) Departments, programs, colleges, or schools may also address academic dishonesty in accordance with their respective policies and procedures. These entities are limited to the following academic sanctions:

- a) Issuing a zero or a failing grade for the assignment for which the dishonesty was found;
- b) Suspension from the department, program, college or school per the due process; and
- c) Expulsion from the department, program, college or school per the process proscribed by the respective entity.

(3) Any person may submit a written complaint to OSA [the Office of Student Affairs] alleging that a student(s) has engaged in academic dishonesty. Any charge should be submitted as soon as possible after the activity takes place, preferably within fourteen days of such activity.

(4) If the complaint is submitted by anyone other than the Course Instructor, the complaint is referred to the instructor of the course in which the alleged academic dishonesty occurred.

(5) If the complaint is submitted by the Course Instructor, he or she may indicate whether the complaint is submitted for further investigation or for documentation purposes only. Students will be notified in writing of any complaint submitted for documentation purposes only. This documented allegation does not constitute a finding of responsibility for any violation of the Code. If the complaint is submitted for documentation purposes only, a conduct record is established and the Respondent is sent written notification to that effect. If more than one complaint of academic dishonesty is received for a student the procedures outlined in OAR 577-031-0140 (Procedures for Complaints Against Individuals) must be followed.

(6) Faculty submitting a complaint alleging academic dishonesty will be notified of the outcome of this complaint.

Stat. Auth.: ORS 351
Stats. Implemented: ORS 351.070
Hist.: PSU 2-2002, f. & cert. ef. 10-22-02; PSU 4-2006, f. & cert. ef. 8-22-06

How Do I see my Grades/Unofficial Transcript?

To check your records, go to the PSU Information System

<https://banweb.pdx.edu>.

Log in with either your PSU ID number or your ODIN USER NAME and password.

NOTE: If you do not frequently access the PSU Information System or have forgotten your password, you will need to call the PSU Help Desk and ask them to reset it. [503.725.HELP] Have your PSU ID number ready to give them.

Click on “Student Services & Financial Aid,” then on “Student Records” to display your grades/unofficial transcript. If you do not see your grade(s) listed, it may be because it has not yet been recorded. Challenge instructors sometimes record grades at the end of the semester instead of the university quarter.



Portland State
UNIVERSITY

CHALLENGE PROGRAM

*FAQ
for College-Bound Students*

How Do I Obtain Official Transcripts?

Requesting a transcript (an official record of courses you've taken at PSU) is the most important action in seeking recognition for your PSU University coursework.

ATTENTION

1. An official transcript must be ordered; it will NOT be sent automatically to you or to schools to which you apply.
2. Only YOU can order an official transcript.
3. You will need to know your PSU ID number or ODIN LOGIN to order a transcript.

First, find out exactly where you need to have a transcript sent (the office and address of the college you're applying to ... may be an admissions or registrar's office, for example). You can get this information from your college application, the college catalog, or the college admissions office.

Wait until your instructor has submitted final grades to PSU before requesting a transcript so that all your coursework will be accounted for. (You can indicate, on your applications, that the PSU transcript will be forwarded once you've completed your course.)

Go to www.pdx.edu/registration/transcripts.html

On this site you can choose to either 1) proceed electronically (you'll need a credit card to pay the \$4.00 fee); or 2) download the form to fill out and mail (the address is on the form) or drop off (lobby of Neuberger Hall) with a check for \$4.00 to the Transcripts Office.

You may indicate, on the transcript form, how many transcripts you require and to which universities they need to be sent. If you have a transcript sent to you but you intend to include it as part of an application or as an official record, you must keep it sealed.

To order transcripts electronically, you'll be directed to the PSU Information System (<https://banweb.pdx.edu>). Log in with either your PSU ID Number or your ODIN LOGIN. Your password is the same as your ODIN password.

NOTE: if you never set up your ODIN account, see the instructions on page 11. If you have trouble logging in, call the OIT Help Desk to reset it. 503.725.HELP.

How does Credit Get Transferred?

Because PSU is part of the Oregon University System, Challenge courses count toward the completion of your bachelor's degree at PSU or any college or university in the Oregon University System (OUS), and any Oregon community college.

Beyond the OUS system, PSU Challenge credit is accepted by most universities throughout the country. We are accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP), which helps other universities know we are in league with quality programs nationally.

That said, credit recognition remains the exclusive prerogative of the institution granting it. College policies vary in regard to transfer credit, and may be applied differently from year to year and from student to student. Many factors affect a university's decision to accept transfer credit, including the grade the student earned in the course, and how similar the course content is. Usually, however, colleges will accept courses in which you've earned a C or above and that are a good match for those you would have taken on that campus. Courses that differ from those the college offers may also be transferred, but often as elective credit.

Some colleges will not give credit for a college course that also fulfilled a high school graduation requirement. And a few will not give credit for coursework taken off campus. Private universities are more likely to have these restrictions than public ones.

Policies for credit transfer are typically listed on a university's website, with their admissions information. We encourage you to take a look at the policies for the universities to which you plan to apply.

It has been our experience that often, even where transfer credit is not normally granted as general policy, you may be able to negotiate to have your PSU coursework recognized if you can show your work and demonstrate your knowledge.

We strongly encourage you to keep your work—portfolios, exams, syllabi--so you can show them to college officials who need more information before accepting your transfer credit.

Strategies for Pursuing Credit Transfer

How do I know whom to talk with about transfer credit?

If your credit is not automatically accepted, the first person to talk with about transfer credit is the person at your college who has the power to make transfer credit decisions. That person varies from institution to institution. Begin by asking your college academic advisor whom you need to see. If she or he doesn't know, talk with a college official such as a dean or department chairperson. Some things to remember:

- * The chairperson of the academic department your course affects may be the most helpful to your effort to gain recognition for your PSU coursework.
- * Admissions representatives usually do not have the authority to make transfer credit decisions.
- * Registrars typically don't make transfer credit decisions, though they may interpret and administer policy established by their academic departments or their institution's faculty senate.

How do I talk about getting my PSU credit recognized?

It is important you refer to the PSU courses you took as PSU courses, not as Challenge courses. You should also bring your course syllabi or course outlines, course descriptions and, if appropriate, your student portfolios from the PSU courses you took when you meet with the faculty member or college official who will make the decision about your PSU credits.

How can we help?

If you continue to find that your college is reluctant to give recognition for your PSU courses, please contact us (see last page) as we are happy to help. Be sure to find out the reason for their reluctance; the more information we have the more useful we can be. Although we can't force any college to accept PSU credit, we can write and/or make phone calls on your behalf. For example, for policies regarding receiving both high school and college credit, and for policies that state a course must have been taught at the campus, we have been able to counter successfully; but you need to let us know you need help.

What if I've exhausted all avenues of persuasion and my college or university still will not accept my PSU credit?

If your college or university will not transfer your PSU credits after you have: (1) sent your transcript, (2) talked with the appropriate college official, (3) shown your syllabus and course portfolio to the appropriate official(s), and (4) called our office and asked us to contact on your behalf the appropriate person at your school, you may need to resign yourself to the fact that some institutions, for various reasons, simply will not accept the transfer credit itself.

But there are other ways your PSU credit can be recognized by your college. You may be able to be exempt from taking a similar required course. Or you may be placed in a higher-level course as a result of your PSU experience. Both forms of recognition will benefit you by allowing you more room in your program to take courses in your major and interesting electives. Talk about the PSU coursework you have taken with your advisor or with another college official. Typically colleges will not force you to take coursework you've already had. Your job will be to make and support that argument.

If my college doesn't accept my transfer credit, has my tuition to PSU been wasted?

Your PSU credit (and the educational experience) is always yours. Even if your college doesn't accept it, you may be able to use it if you transfer (one in three college students who enroll in one school will transfer) or later go to graduate school. The record of your work is permanent and always accessible from PSU. We do not believe PSU coursework or any college coursework is wasted effort.

Other Opportunities

PSU LINK. This is a scholarship program for exceptional high school students to take coursework on campus for reduced tuition (\$200 remitted per quarter). This is a good opportunity for Challenge students who may tap out of math or Foreign Language opportunities, to continue to pursue courses in these disciplines.

Students are accepted through an application process and preference is given to seniors. Applications must be sent to us by May 31 for consideration for the following fall. For more information check the website at <http://www.pdx.edu/challenge-link>, email cplink@pdx.edu, or call the Challenge/LINK Office at 503.725.3430.

PSU Summer Session offers intensive courses that may be of interest to Challenge and LINK students. Please see www.summer.pdx.edu for course and scheduling information. Register for summer courses by logging into the PSU Information System with your PSU ID number at <https://banweb.pdx.edu>. If you haven't used the system before, you must complete the OAM (Odin Account Management) process. See page 11.

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