

# TEACHER ADVANCEMENT PROGRAM

*Mission: Increasing teacher effectiveness by offering courses that build new knowledge and develop teaching skills.*

The Graduate Program in Education's Teacher Advancement Program (TAP) courses are designed to provide current teachers with continuing education to increase their knowledge and effectiveness in the classroom. Vanguard University and TAP have partnered with College Credit Connection (CCC) to provide a wide variety of learning formats to teachers. The courses are graduate level and may be eligible for salary advancement units. The Teacher Advancement Program is a non-degree seeking program and courses may not transfer to another institution of higher education for credit. TAP's courses are offered through a variety of instructional formats and delivery methods, including videos and DVDs, traditional face-to-face, online platforms, post-conference and CEU practicum, and independent study. Face-to-face courses generally last from five to seven class periods and are offered in various locations throughout California. A wide range of topics and courses are available on the CCC website that offers various learning formats, course intervals, timing and delivery methods. Courses are taught by highly qualified instructors with educational and professional backgrounds in teaching and learning. Teachers who hold a bachelor's degree are eligible to enroll in TAP courses. Additional information about the TAP program can be found at <https://www.collegecreditconnection.com/ccc/Home.aspx>.

## Academic Calendar

The Teacher Advancement Program operates on a year-round, three-semester basis (fall, spring and summer). Courses begin at various intervals throughout the year. Students may enroll through College Credit Connection's website (<https://www.collegecreditconnection.com/ccc/home.aspx>) by following the Enroll link after choosing a course. Check the current course schedule reflects any pre-registration requirements.

The Teacher Advancement Program follows the same semester end dates as the traditional undergraduate college. TAP start dates for each semester always begin the following day after the end of each traditional undergraduate college semester.

## Teacher Advancement Program Academic Policies

### Non-Degree Student Classification and Course Load

All TAP students are classified as non-degree students. They earn academic credit for work completed successfully, but are not considered degree-seeking students at Vanguard University. TAP courses are further classified as Professional Development courses. A student enrolled in at least six (6) units within a semester is considered half-time; a student enrolled in at least twelve (12) units within a semester is considered full-time.

Non-degree students do not qualify for loan deferments.

## Plagiarism

Webster's Dictionary defines plagiarism as the act of taking the writings of another person and passing them off as one's own. Plagiarism, cheating, or copying others work is a serious issue and will not be tolerated.

Plagiarism includes, but is not limited to, submitting two or more copies of the same research paper, which are used to fulfill the requirements for more than one class without the consent of the professor(s); copying text from a fellow student, utilizing pre-written articles and/or papers written by another individual; using someone else's words or ideas without crediting that person, with or without the permission of the original writer to use his/her ideas. All material borrowed verbatim must be put in quotation marks and credited appropriately, regardless of the source. Students are responsible for submitting their own work. Plagiarism and cheating can result in a failing grade for assignments and/or the entire class grade.

If students suspect that their work has been plagiarized by another student, they should immediately contact the instructor so action can be taken.

## Course Attendance

Due to the content of TAP courses and the emphasis on participatory learning, students must show active participation (as defined in the syllabus). Students in the face-to-face learning format are expected to report to each class session and complete the work required. Attendance requirements for face-to-face classes are established by each instructor.

## Incomplete Grades

Faculty may assign a grade of I (Incomplete) to students when they warrant additional time to complete coursework is warranted due to situations beyond their control (i.e. serious illness, accident, or death of a family member). If approved, incomplete work for TAP students must be completed no later than thirty (30) days following the final class session. If the incomplete work is not completed within the prescribed period of time, the student will automatically receive a failing grade and the grade will be placed on the permanent record of the student. Instructors are under no obligation to assign an incomplete grade or offer make up assignments. Request for exceptions or extensions to the thirty (30) day limitation must be submitted in writing to the CCC's Chief Academic Officer.

Note: An Incomplete is granted only for such circumstances as major personal or family crisis. Unacceptable reasons include: course load too heavy, previous incompletes, regular job or ministry responsibilities, difficulty with the English language, computer problems, etc.

## Grade Change Policy

See *Grade Change Policy* in Academic Policies and Procedures.

## Grade Appeal Policy

A student wishing to contest a grade should first seek an explanation in writing from the course instructor assigning the grade. If the instructor is unable to provide supporting material related to the issued grade, or if a mutually acceptable resolution cannot be reached between the student and instructor, a written appeal may be made to the CCC Chief Academic Officer (CAO). The CAO will review the case and, if possible, discuss the issue with both the instructor and student. The CAO will make every



effort to reach a mutually satisfactory resolution for the grade appeal by conferring with the student and instructor. Appeals must be initiated no later than thirty (30) days following the last day of the semester in which the grade was assigned.

## Course Sections

A student may take up to four sections of the same course number for face-to-face courses designated ABCD. Students are responsible for knowing which section of the course they are taking and to complete the Registration and Enrollment Agreement accordingly. Any mistakes on the student's transcript due to enrolling in the incorrect section will result in a corrected transcript at a cost assessed to the student.

For more information on course descriptions, please see the all courses section (<https://www.collegecreditconnection.com/ccc/viewCourseDetails.aspx?cid=0>).

## Transcripts

An unofficial transcript for each course completed will be emailed to students at the email address designated on their Registration and Enrollment Agreement. Students should allow 1-3 weeks after the class has ended to receive their official transcript. Students who currently owe tuition funds to Vanguard University and/or CCC will have a hold placed upon their transcripts until their account is settled. There may be additional processing time for students who pay their tuition by a personal or corporate check. For more information, please see the FAQ section (<https://www.collegecreditconnection.com/ccc/faq.aspx>).

Students may request an Official Transcript through the Registrar's Office. There is a minimal fee per transcript. Allow 7 working days for processing. Transcripts may be ordered through Parchment by completing the *Transcript Request Online Form*. Students requesting an Official Transcript earlier than the 1-3 week time frame are recommended to contact the TAP office to ensure the complete recording of current courses and grades to their record. Re-sent official transcripts may be subject to an additional transcript fee.

## Academic Disqualification

TAP students are subject to immediate academic disqualification if it has been determined that the student does not currently hold a minimum of a Bachelor of Arts degree with an accredited university.

# Teacher Advancement Program Drop and Refund Policy

## Drop Policy

TAP courses may be dropped. If you are intending on dropping a course, please contact the CCC office with a written intent to drop the course (written notice template (<https://www.collegecreditconnection.com/CCC/UploadFiles/Drop%20Withdraw%20Form%20Rev%2009-03-2012.docx>)). Without written notice, the student will remain officially registered in the course listed on their enrollment agreement and will be financially and academically responsible for it. All drops will be processed using the date when the student's written notification is received by the CCC office.

Students who email their drop requests are advised to make a copy of the email with the date and time stamp as well as receiver confirmation (if possible). Students should also confirm with the CCC office on the

following business day, via phone, that the email request to drop was received. If the written request to drop is made via mail, the student must ensure the request is mailed in enough time to reach the CCC office before the beginning course date. Neither Vanguard University nor CCC are responsible for drop requests sent via email that are not routed correctly and result in non-receipt of the request by the CCC office. For face-to-face courses, students should also contact their course coordinator to notify them of their intent to drop a given course.

If a face-to-face class is currently in session, students must have the course coordinator sign the Drop Form and send it to the CCC Office. Students who have pre-registered for the class may send the form to

College Credit Connection  
2331 Honolulu Avenue  
Suite H  
Montrose, CA 91020

The form may also be faxed to: 818-279-0567. Upon receipt, CCC will review and process any applicable refunds. For more information, please see the FAQ section (<https://www.collegecreditconnection.com/ccc/faq.aspx>).

## Non-Payment Policy

Students whose payment does not clear will be contacted by the CCC office to provide a new payment method. Acceptable payment methods are PayPal, electronic checks, money orders, and/or cashier's checks. All transcripts will be held for an account that has an outstanding balance. If a student fails to provide payment in a timely manner, CCC will turn the account over to a collection specialist, and the student will not be allowed to register for any additional course until the balance is paid in full.

## Refund Policy

Tuition refunds may be issued for withdrawal/cancellation when a written notice is filed with the CCC office. Refunds will be based on the date of receipt by the CCC office according to the tuition refund schedule. For more information, please refer to the Refund Policy listed in the FAQ section (<https://www.collegecreditconnection.com/ccc/faq.aspx>).

Refunds will be mailed within 30 days after CCC receives written notification of the cancellation. Once the student has notified CCC and has been advised in writing of the receipt of their notice, students may request their refunds from the CCC website.

If CCC or Vanguard University cancels or discontinues a course, a full refund of all charges will be applied. Material fees are non-refundable after the first class meeting.

## Education and Training Benefits for Veterans

The Teacher Advancement Program (TAP) is not eligible to be approved by the California State Authorization Agency for Veterans Education (CSAAVE) or U.S. Department of Veteran Affairs. Questions, contact the *School Certifying Official*.



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