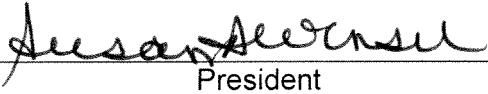



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	DUAL ENROLLMENT FOR HIGH SCHOOL/COLLEGE CREDIT	Procedure Number:	4-4-111.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-111		

Approved:  President  Vice President of Education and Training

Date Adopted: 07/14/2008
Date Revised: 1/24/2011

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Purposes of Dual Enrollment

- A. Dual enrollment courses are made available only to those who have mastered or nearly mastered the complete high school curriculum and who are capable of college-level coursework which, by definition, is more advanced than the regular high school curriculum provides.
- B. Procedures contained herein apply to general education courses offered through ATC. These guidelines do not cover "Advanced Placement" courses or International Baccalaureate courses, which are alternative methods (and which require adequate performance on either national or international standardized examinations) for high school students to earn both high school and college credit.

II. Student Eligibility

- A. ATC requires that students must meet the same accepted test score requirements and must have the recommendation of the high school principal or his/her designee.
- B. Dual enrollment should be limited to junior and senior students in a high school. Documented exceptions may be made for freshman or sophomore students at the request of the high school principal or his or her designee. Such documentation

demonstrating exceptional ability to undertake college-level coursework shall be retained in the student's college file.

- C. The College may establish additional criteria for admission into courses.

III. Structure and Administration of Dual Enrollment Offerings

- A. Dual enrollment course sections must be comparable in academic content and expected outcomes, syllabus, textbook(s), teaching methodologies, and assessment strategies to the particular course offerings delivered elsewhere by ATC.
- B. Courses must be approved for dual enrollment status by ATC's Vice President of Education and Training or his/her designee.
- C. The Vice President of Education and Training is responsible for selecting and evaluating all dual-enrollment faculty members, using Southern Association of Colleges and Schools college-level criteria as a minimal requirement for teaching these sections.
- D. The Vice President of Education and Training, or his/her designee, must ensure standards of student evaluation and faculty evaluation in the dual enrollment course sections are comparable to those required of other sections of the same courses.
- E. All students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit, i.e., students in a single class cannot have the option to receive either high school or college credit.
- F. Students enrolled in dual enrollment courses must be guaranteed convenient geographic and electronic access to student and academic support comparable to what is accorded an on-campus student, including access to library resources. Students in dual enrollment courses also must have reasonable access to the course instructor outside regular classroom hours either in person, via telephone, or electronically.
- G. ATC will cooperate with other institutions of higher education in providing dual enrollment courses within its catchment area.
- H. ATC will create and keep on record Dual Enrollment Agreements with schools/districts where dual enrollment courses are being taught.

IV. Faculty Eligibility and Support

- A. The Vice President of Education and Training, or his/her designee, shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACS criteria.
- B. Orientation and evaluation of instructors teaching dual enrollment course sections rests with the appropriate academic department. The Vice President of Education and Training, or his/her designee, shall assure consistency and comparability of both orientation and evaluation across the institution.
- C. Dual enrollment instructors must participate in the expected, relevant professional development and evaluation activities of the College.
- D. For purposes of assuring comparability of dual enrollment offerings with other institutional offerings, academic departments must provide instructors of dual enrollment course sections with support services, including a designated on-campus faculty liaison.

V. Assessing Student Learning

- A. The same methods of assessment should characterize dual enrollment courses in relationship to on-campus and other offerings of the same level and subject matter to assure quality and comparability.
- B. The College faculty in the relevant department must approve both formative and summative assessment strategies and tools.
- C. The Vice President of Education and Training is responsible for the review of student performance prior to the continuation of the course and the instructor in subsequent semesters.

VI. Limitations on Credit Earned and Transferability of Credit

- A. Dual enrollment offerings are meant to enrich the academic experience of high school students who have mastered or substantially mastered the secondary school content of the curriculum in certain subject areas. The number of college-level courses completed in these dual enrollment offerings will vary according to the student's ability and work ethic.
- B. Credit earned by satisfactory completion of dual enrollment courses will transfer to other public institutions of South Carolina provided that
 - 1. For general education coursework, dual enrollment courses have been selected from the List of Transferable Courses in the Statewide Transfer and Articulation Policy.
 - 2. The student enrolls in ATC after high school which allows for such a course to be counted toward an associate degree, diploma, or certificate.
- C. Course credit transfer to public institutions in South Carolina for dual enrollment not covered by either 1 or 2 above must be articulated directly by the student with ATC. Such articulation should take place prior to enrolling in the course in high school.
- D. Prior to course registration, ATC shall advise students in writing that it is the student's responsibility to contact and receive written assurance from the any nonpublic institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

VII. Demonstration of Compliance Reporting

ATC shall develop an annual report on dual enrollment offerings that demonstrates compliance with these procedural guidelines for each dual enrollment course offered to high school students.

- A. This annual report shall be submitted to the Division of Education and Training and Licensing of the Commission on Higher Education (CHE) by September of each year for the prior academic year. ATC shall send its annual report to the State Technical College System office.