

**ALABAMA COMMUNITY
COLLEGE SYSTEM**

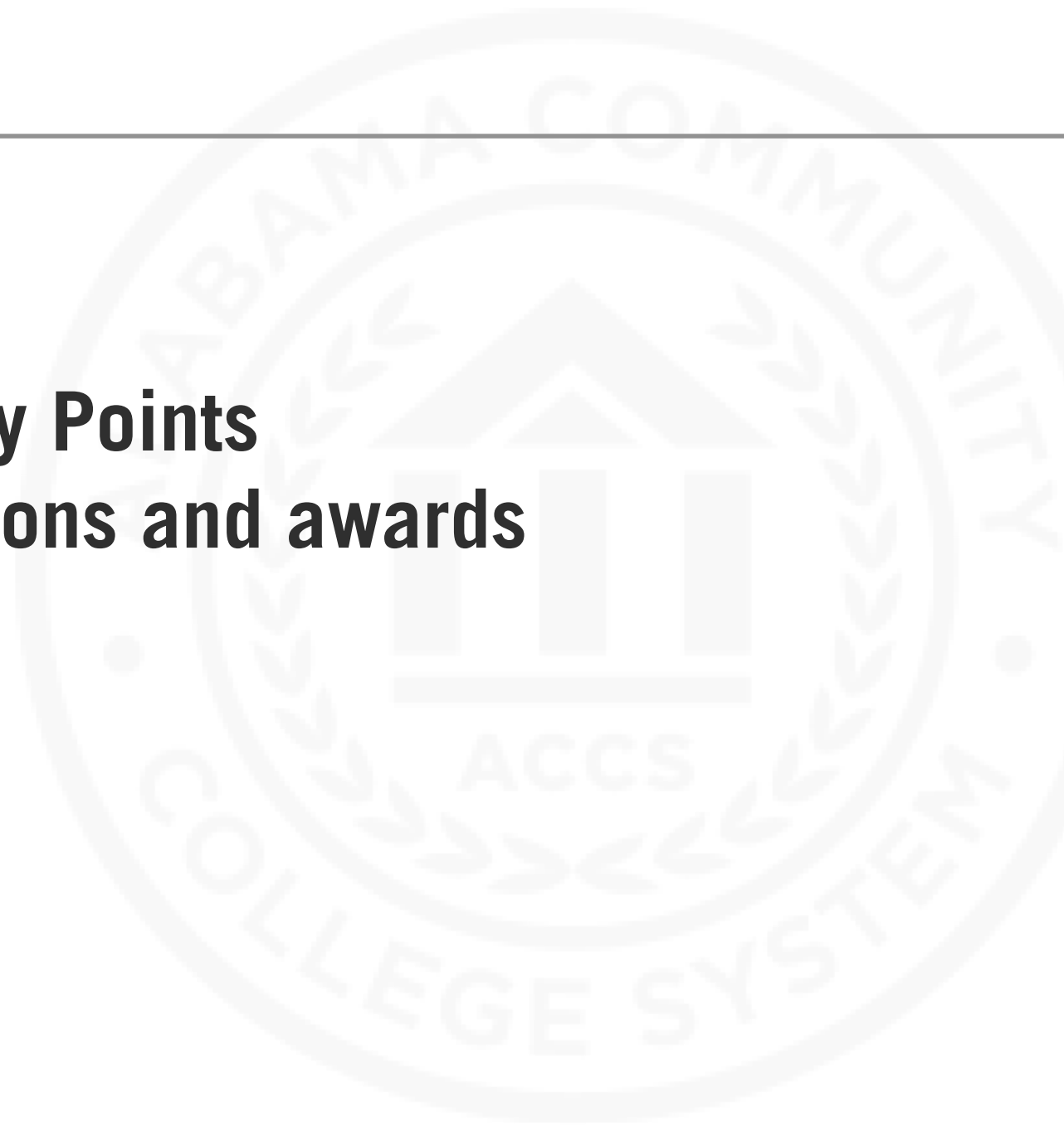
Dual Enrollment Best Practices

July 16th, 2020



AGENDA

- 1. Introduction**
- 2. Dual Enrollment Overview**
- 3. Best Practice Handbook Key Points**
- 4. Timeline for Grant Applications and awards**
- 5. Resources**
- 6. Questions**



DUAL ENROLLMENT

GOALS:

- **Increase enrollment and retention**
- **Reduce time it takes students to enter the workforce**
- **Increase pipeline of skilled workers for Business and industry**
- **Provide opportunities for students to achieve success in a college program who might not have otherwise.**

FOCUS:

- **Students with barriers (Financial, Family, Location, etc.)**

DE BEST PRACTICES HANDBOOK

- Handbook was recently reviewed and updated by a committee commissioned by the Chancellor.
- Covers FAQs, policies, procedures, and recommendations for the administration of Dual Enrollment and the CTDE scholarship program.

Best Practice Handbook Key Points



DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

Will include the following at a minimum:

- **The courses approved to be offered and the high school equivalency for each course**
- **Identification of and provision for quality control indicators**
- **Student eligibility**

Note: An agreement must be on file in the college president's office before class proposal forms are accepted.

STUDENT ELIGIBILITY

- **Must meet the eligibility requirements of the college**
- **Must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.**
- **Must have min. cumulative GPA of 2.5**
- **Must have written approval from the appropriate person at high school such as a principal or counselor.**

STUDENT ELIGIBILITY Continued

- **Students registering for college level English or math courses must be placed using current ACCS approved placement guidelines.**
- **Students not registering for college level English or Math courses are not required to take an English or Math placement test; regardless of grade level.**
 - **Students must meet all pre-requisites prior to enrolling**
 - **Developmental courses (below 100) are not offered through DE**

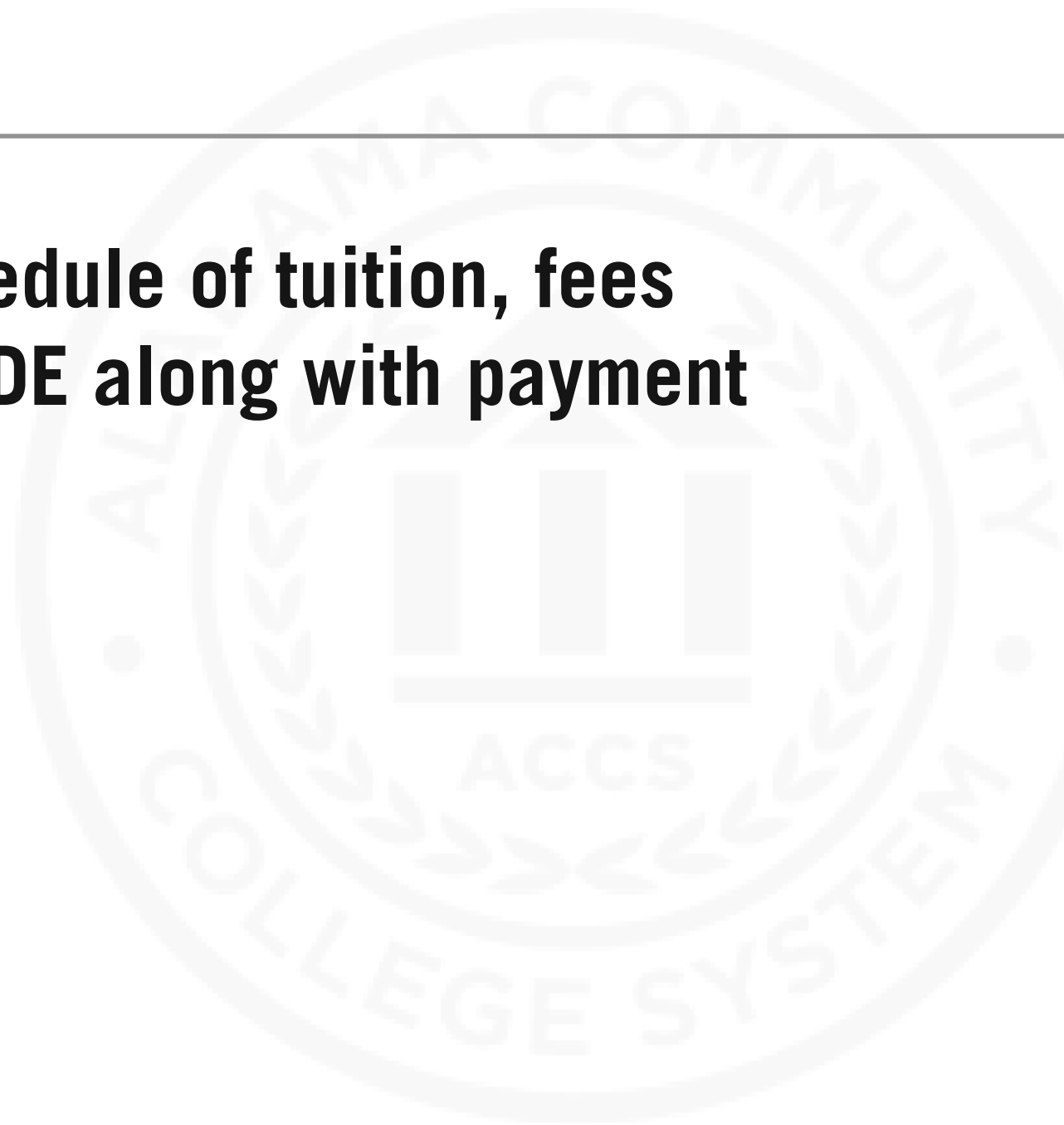
CONTINUOUS ELIGIBILITY

- Students will remain eligible as long as a grade of “C” or better in all attempted courses is earned.
- Students failing to meet the minimum grade requirement or who withdraws from a course will be suspended for a minimum of one term.

Note: The summer term will not count toward the one term suspension. The student may not re-enroll until the suspension has been served and must reapply to the program and meet the minimum (unweighted) GPA of 2.5

COST OF ENROLLMENT

Colleges should publish a schedule of tuition, fees and other associated costs of DE along with payment deadlines.



SCHOLARSHIPS OPPORTUNITIES

Applications are accepted during spring term and may be posted and accessed through the college's website.

Career Tech Courses: Students entering a CTE program may apply for a CTEDE scholarship. If enough funds are available, scholarships can cover Spring, Summer, and/or Fall terms.

Academic Courses: Must be taken concurrently with an approved CTE course if being funded with CTEDE scholarship.

RESPONSIBILITIES - COLLEGE

- **The Dean of Instruction is the point of contact for the college in establishing all class sites**
 - **Determines if a valid agreement exists**
 - **Communicates to all division chairs regarding all aspects of instructional requirements, qualifications, and compensation.**
 - **Ensures adherence to USDOE, ACHE, SACSCOC, and ACCS requirements.**
 - **Acts as or appoint a main point of contact for all Dual Enrollment information.**
 - **Share information with other divisions within college if applicable**

RESPONSIBILITIES – HIGH SCHOOL

- **Unless otherwise designated, the high school counselor serves as the high school point of contact**
 - **Distributes information to students**
 - **Collects and submits forms to college**
 - **Advises the college contact of academic and CTE classes requested to be offered at the HS.**
 - **Submits the appropriate secondary course number that crosswalks with the postsecondary number.**

RESPONSIBILITIES – STUDENTS

Students are expected to:

- **Comply with all college policies.**
- **Comply with the syllabus requirements of each course.**
- **Complete and submit all coursework on time.**
- **Attend all class meetings, arrive on time, and stay in class for the entire scheduled time.**
- **Notify the instructor (in advance if possible) if they are going to be out of class**

Note: CTE students who fail a course will not be allowed to continue in the CTEDE program.

DE COURSE POLICY AND GUIDELINES

- The high school should submit a course proposal form for the upcoming academic year by May 1st.

NOTE: Submission does not guarantee approval.

- Courses offered should be college level academic or CTE courses.

NOTE: No CTE special topics or remedial courses are allowed and students cannot audit classes.

POLICY AND GUIDELINES - GENERAL

- **Minimum enrollment for a DE class is determined by the college.**
- **Certain courses offered on the high school campus will require a site visit by the division chairperson or faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course.**

NOTE: All science classes require lab evaluations through a site visit.

POLICY AND GUIDELINES - FACULTY

- **Instructors are required to follow ACCS Plans of Instruction and/or the prescribed course syllabus while meeting all course objectives.**
- **A high school teacher employed to teach Dual Enrollment courses will be designated as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies.**

POLICY AND GUIDELINES – FACULTY COMPENSATION

- **The college shall be responsible for the compensation of faculty in accordance with ACCS and institutional policy.**
- **Examples include but are not limited to salaries, stipends or supplements.**

POLICY AND GUIDELINES – FACULTY COMPENSATION

The college cannot pay the secondary system/high school to provide the instruction for DE classes because:

- 1) It lessens the institution's ability to exercise control and supervision of the instructor and**
- 2) It increases the complexity of compliance with accreditation standards related to educational programs.**

Note: Current agreements of this type may be phased out and brought into compliance with the new requirement at the end of the current agreements.

POLICY AND GUIDELINES – EVALUATIONS

- **The appropriate division chair or a faculty mentor will visit each class to observe instruction and review evaluation instruments to ensure adherence.**
- **A sufficient number of evaluations (quizzes, exams, essays, etc.) should be determined and administered.**
- **Grades should be in aligned with grades awarded in the traditional college setting.**

STUDENT INFORMATION - ATTENDANCE

- **Students are expected to punctually attend all classes in which they are registered.**
- **Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.**
- **Students will follow the college schedule of classes to include holidays and breaks unless agreements have been made between the college and high schools that dictate otherwise.**

STUDENT INFORMATION - PROGRESSION

- Scholarships are available for 2 classes per student, per semester during the high school academic school year.
- Students may take up to 4 classes during the summer term.
- **Students in CTE programs who require academic courses to graduate, may also take academic courses for DE credit.**

NOTE: Under the CTEDE Scholarship program, CIS 146 will be considered a Science course and should only be taken concurrently with an approved career tech course (no matter where it is listed in the program of study)

STUDENT INFORMATION - PROGRESSION

- **Payment of tuition, fees, and textbooks for select academic courses are covered by the CTEDE Scholarship.**
- **Dual Enrollment credit is transcribed conditionally until the student completes high school graduation requirements. Students must submit an official high school transcript upon graduation to finalize the awarding of college credit for dual enrollment courses.**

COMMUNICATION AND HOLIDAYS

The college should:

- **provide students a list of key contacts at the college.**
- **maintain a contact list for the high school counselors at each high school.**
- **provide a list of the holidays and other days that the college will be closed, to include Spring Break.**

The high school should

- **provide a list of the same to the college.**

DEADLINES SCHOLARSHIP APPLICATIONS

- **July 31, 2020** - *Applications due to the system office*
- **November 1, 2020** - *Notification of Awards (Tentative)*

NOTE: All agreements will be effective for the current academic year for which it is signed and should be reviewed and renewed annually and submitted with the colleges DE Scholarship Grant application.

How To Apply

<https://www.accs.edu/resources/resource-library/#grant>

Alabama Community College System

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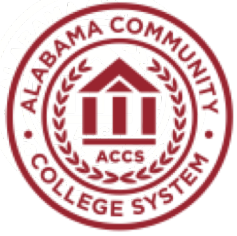
ACCS TIME AND LEAVE

ABC SYSTEM

ETHICS TRAINING

Questions?





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