

CHANCELLOR'S PROCEDURE FOR POLICY
801.03: Admission: Dual Enrollment/Dual Credit for High School Students

1. Dual Enrollment for Dual Credit

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial, or church/religious schools pursuant to § 16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a homeschool/private tutor pursuant to § 16-28-5 of the Code of Alabama 1975.

2. To be eligible for admission, Dual Enrollment for Dual Credit Students must meet the following criteria:

2.1. Students must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.

2.2. Students must be rising 10th, 11th, or 12th graders as defined by each secondary education entity's promotion/retention policy. An exception may be granted through ACCS waiver requests including but not limited to students documented as gifted under Alabama Administrative Code §290-8-9.12.

2.3. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Exceptions may be granted per program through ACCS waiver requests.

2.4. Students must have the written approval of a secondary school official. Dual Enrollment for Dual Credit eligibility for students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

2.5. The ACCS institution has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

3. Placement and Pre-Requisites

Dually enrolled students registering for college-level English or math courses must be placed into courses using the current ACCA-approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels.

Students must meet all applicable prerequisites prior to enrolling in courses.

4. Continuous Eligibility for Dual Enrollment for Dual Credit

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program, as specified in Section 2, will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Each college shall develop their own continuous eligibility appeal process. Colleges are advised to document justification for individual eligibility decisions.

5. Course Offerings

Dual Enrollment for Dual Credit courses offered by the postsecondary institution shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curricula will not be modified. Courses may be offered at approved locations on or off the institution's campus(es). Courses may be canceled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered by postsecondary institutions shall be drawn from the respective institution's existing academic inventory of credit courses. Courses below 100 are not eligible for Dual Credit. Co-requisite courses above 100 are eligible.

6. Course Auditing

Dually enrolled students may not audit courses.

7. Combined Courses

Dually enrolled and non-dually enrolled secondary students may be concurrently taught in the same course. It is the responsibility of the college to ensure that the instruction is taught at the collegiate level, is in compliance with the syllabus of the college course, and that such compliance is documented and monitored on a regular basis. Prior coordination between the college and the secondary educational entity must be properly conducted to eliminate any issues with this type of course delivery.

8. Adherence to College Policies and Requirements

Dual Enrollment for Dual Credit programs must operate on the ACCS institution schedule, which may vary greatly from the secondary school schedule. Students must follow the institution's schedule for Dual Enrollment for Dual Credit courses. The institution is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college

catalog, and the Student Code of Conduct. The institution reserves the right to refuse re-admission to any student who violates institutional policies.

9. Provisions for Disability Services and Accommodations

ACCS institutions must comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which prohibit discrimination against individuals with disabilities who are otherwise qualified for ACCS programs and services.

Students that submit documentation of qualifying disabilities and meet the prerequisites of ACCS courses will be provided reasonable accommodations that allow equal access. Colleges are not required to provide equivalent accommodations as the secondary educational entity. Modification of curriculum is not permitted.

10. Payment of Tuition, Fees, and Additional Associated Costs

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials, and supplies as required in the syllabus of each course and institutional policy unless covered by the Dual Enrollment Scholarship or alternative funding sources.

Students must adhere to institutional financial policies and deadlines to avoid being automatically dropped from course rolls.

11. Dual Enrollment for Dual Credit Limitations

Student enrollment in a combined number of secondary and college courses per term will not exceed that which is educationally sound as determined by the institution and the secondary educational entity.

ACCS imposes neither semester nor lifetime credit limits for Dual Enrollment students. Credits earned in excess of the secondary educational entity's graduation requirements might not result in dual credit on the secondary school transcript.

12. Dual Enrollment for Dual Credit Agreement

An institution within the ACCS is authorized to establish Dual Enrollment for Dual Credit agreements with secondary educational entities including local educational agencies (LEAs), private schools, homeschool/private tutors, and parochial or church/religious schools in the institution's service area.

Establishment of Dual Enrollment for Dual Credit agreements with secondary educational entities outside of an institution's service area must be through written, mutual consent of the respective ACCS institutions' presidents. All out-of-service-

area agreements must be filed with the Chancellor's Office and the secondary education entity.

Secondary educational entities and colleges shall develop and submit a signed Dual Enrollment for Dual Credit Agreement to the Alabama Community College System to be renewed every three years unless changes are required. Agreements will include, but not be limited to, the following:

12.1. Mutually Approved Dual Enrollment for Dual Credit Courses

Courses offered must be of postsecondary/college level and shall be drawn from the respective institution's existing academic inventory of credit courses.

12.2. Faculty Qualifications and Requirements

Dual Enrollment for Dual Credit instructors shall be faculty of the college. Faculty must be under the ultimate control and supervision of the college for the dual enrollment class or classes. The institution must provide faculty orientation, supervision, and evaluation. A secondary school teacher assigned to teach Dual Enrollment for Dual Credit courses will be employed as an adjunct faculty member of the institution and must meet the credentialing requirements of the college and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed these requirements must be on file at the institution. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate secondary system accrediting agencies.

12.3. Faculty Compensation

The college shall be responsible for the compensation (examples include but are not limited to salaries, stipends, or supplements) of faculty in accordance with ACCS and institutional policy. New consortia arrangements and/or contractual agreements whereby the institution pays the secondary system or school to provide the instruction for Dual Enrollment for Dual Credit classes are prohibited as they may:

- (1) lessen the institution's ability to exercise control and supervision of the instructor and
- (2) increase the complexity of compliance with accreditation standards related to educational programs. Faculty may not receive dual compensation for instructional time.

12.4. Credit Awarded

Secondary schools follow guidelines established by the State Department of Education (SDE) when assigning credit for Dual Enrollment courses that satisfy requirements for graduation as outlined in AAC Rule 290-3-1-.02(8)(a). Partial/full

credit agreements shall be developed by the local board of education and participating postsecondary institutions for courses that are excluded from the State Department of Education guidelines for assigning credit. The Dual Enrollment- High School Graduation Requirement Equivalency List developed by the SDE identifies dual enrollment courses taken through the ACCS that may satisfy one or more Alabama High School Diploma graduation requirements. Course additions may be requested as needed.

12.5. Transcripts

Courses approved for dual credit shall be posted on both secondary and postsecondary transcripts. It shall be the responsibility of the postsecondary institution to report grades (in numerical format) to secondary officials.

12.6. Annual Evaluation Plan

A plan for an annual evaluation of the institution's Dual Enrollment for Dual Credit program shall be prepared and shall adhere to procedures established by the Chancellor. The institution and the secondary educational entity shall assume the responsibility for reporting data/information required for the evaluation in a timely manner.

12.7. Student Issues

Methods for addressing student-related issues such as admissions, procedures, advisement, monitoring and evaluation, privacy rights, ADA issues, and verification of student attendance must be addressed in the agreement.

The secondary educational entity must adhere to ACCS institution policies and procedures including, but not limited to, attendance and instructional dates, drop/add and withdrawal policies, student code of conduct, and grading policies.

Students should be advised that Dual Credit becomes part of their permanent college transcript and must be reported to any college attended in the future. Additionally, students should be advised of the consequences of failure or withdrawal on future financial aid availability and Satisfactory Academic Progress (SAP).

12.8. Provisions for Disability Services and Accommodations.

Roles and responsibilities regarding accommodations and disability services must be clearly defined in the agreement developed between ACCS institutions and secondary educational entities. Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the

postsecondary level, services described in the Individual Education Plan (IEP) will not be honored for Dual Enrollment for Dual Credit courses.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the college. Decisions regarding accommodations provided in postsecondary courses will be made by the institution upon submission of appropriate documentation. Institutions will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course unless required to do so by applicable law. Some accommodations available by the secondary educational entity may not be provided by the postsecondary institution.

12.9. Transportation Responsibility.

Transportation is the responsibility of the parent/guardian of such students unless otherwise negotiated between the institution and the secondary educational entity.

12.10. Communication to Parents and Students.

ACCS institutions must have a provision for communicating to parents and students the educational and economic benefits of the Dual Enrollment for Dual Credit program as well as requirements for participation and enrollment procedures. The institution will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students. At a minimum, the information above will be included in the postsecondary institution's appropriate publications and on its website.

Parents may access student records regarding Dual Credit through the secondary educational entity according to the regulations set forth in the Family Education Rights and Privacy Act (FERPA) regarding college students. ACCS institutions and LEAs may share student records under FERPA under the conditions outlined in (20 U.S.C. § 1232g; 34 CFR § 99.31).

An ACCS institution may provide an Authorization for Release of Information form to allow the release of student academic records, financial information, and/or disciplinary information to parents, guardians, or others.

12.11. Dual Enrollment Scholarship Funds.

Scholarship funds are contingent upon allocations by the Alabama Legislature and are administered according to the direction of the ACCS Chancellor. Dual Enrollment Scholarship funds may only be awarded to Alabama residents.

13. Compliance

Failure to comply with the foregoing procedures shall result in reduced funding.

14. Change in Status Notification

The appropriate secondary educational entity will be notified of any enrollment status change including but not limited to non-attendance, withdrawals, and non-payment.