

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP - 4120.0

FOR POLICY NUMBER: BP – 4120

DUAL CREDIT PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for a Dual Credit Program.

2. DEFINITIONS

2.1 Dual Credit: College credit course for which high schools can grant high school credit.

3. PROCEDURE

3.1 General

3.1.1 Northeast Community College supports programs which provide college courses for high school students who demonstrate the advanced skills required for successful completion of such courses. These programs expand educational opportunities for capable high school students and result in more efficient use of public educational resources. Dual Credit is such a program.

3.1.2 The Northeast Community College dual credit courses are offered as a cooperative program, formalized with a written contract, between Northeast and participating area high school districts. Dual Credit provides a mechanism for high school juniors and seniors to take entry level college courses and earn college credits while yet in high school. These courses are offered to students in their high school during the regular high school day, through interactive television, face-to-face and online delivery. Dual credit courses are taught using college textbooks, objectives and with the same level of rigor as on campus classes.

3.2 Guidelines

3.2.1 Faculty Qualifications

3.2.1.1 Instructors who teach a dual credit course who are not regular full-time faculty of Northeast must be approved and formally appointed, yearly, as adjunct faculty members by the academic unit in which the course is taught on campus. Adjunct faculty members are required to have the same qualifications as faculty who teach the course on campus. Courses intended to transfer to a four-year college or university will require a masters degree and a minimum of 18 graduate hours in the discipline area being taught. Career and technical education courses require a

bachelor's degree in the subject area or an associate's degree with over five years of work experience in the industry related to the class being taught for dual credit.

3.2.1.2 Adjunct instructors for these courses shall be assigned a college faculty mentor who is a regular full-time faculty member. The mentor will be available to provide guidance and assistance to the instructor as needed throughout the course. The instructor should have regular contact with the main campus academic unit.

3.2.2 Student Admission

3.2.2.1 All students enrolled in Dual Credit classes must:

3.2.2.1.1 Be a junior or senior

3.2.2.1.2 Meet the prerequisites of the course

3.2.2.1.3 Complete an Early Entry Application signed by a parent or guardian and student.

3.2.2.2 Northeast Community college has the following recommended academic guidelines:

3.2.2.2.1 Rank in the upper one-half of their high school class

3.2.2.2.2 Have attained a GPA of 3.0 or better

3.2.2.2.3 Earned an ACT composite score of at least 20 or an equivalent score on other standardized test

3.2.2.2.4 Earned an ACT sub-score of at least 20 or equivalent on other standardized test

3.2.2.3 Northeast may elect to administer a placement test to assure readiness of students to benefit from the course.

3.3.3 Curriculum

3.3.3.1 Course syllabi shall be submitted in the approved college format. Course objectives, syllabi, texts, laboratories, tutorials, and other elements of a course are to be the same as the on-campus course or approved by the division dean regardless of the course location. Direct classroom contact hours shall be at least 15 hours of lecture, 30 academic laboratory hours, or 45 vocational laboratory hours for each one semester credit hour. Participating high schools may require additional instructional time without increasing the number of credits earned.

3.3.4 Instructional Context and Resources

- 3.3.4.1 All institutions must assure that students have access to adequate print and electronic resources. All Dual Credit students shall be granted access to the college library print and electronic resources. The high school shall provide the instructional equipment, laboratories, computer equipment, software and materials that are required for the course and that are comparable to the resources available to the students taking the course on the main campus.

3.3.5 Validation of Credits

- 3.3.5.1 The standards for credits awarded for a particular course are the same regardless of the location of the class. Students must meet the objectives and requirements outlined for the course. Credits are recorded on the Northeast Community College transcript at the completion of the course. Credits may be transferred to other post-secondary institutions based upon existing articulation agreements.
- 3.3.5.2 Decisions regarding the awarding of high school credits for the completion of college courses offered in the high school shall be made by the participating high school.

3.3.6 Evaluation of Instruction

- 3.3.6.1 Course and instructor evaluations will be conducted by Northeast Community College personnel. A summary of the Student Evaluation of Instruction and any comments from the Dean will be shared with the instructor and the school administration. The evaluation may include a comparison of student performance on a common final exam as well as classroom and student evaluations.

4. APPLICABILITY

N/A

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SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: dual credit; high school courses