



ADMINISTRATIVE POLICY #03.10.09 (2020) Dual Enrollment Policy

Policy Title: Dual Enrollment Policy

Policy Type: Administration

Policy Number: ADM Policy # 03.10.09 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy: 3-2-100; Procedure: 3-2-100.1

Approval Date: 9/8/2020

Responsible Office: Academic Affairs

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT

The purpose of this policy is to outline the admissions policy and process for high school students seeking dual enrollment status. High school students (freshman through senior) have the opportunity to take College-level courses for credit while completing high school.

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DEFINITIONS

Dual Enrollment: High school students enrolled in high school and college courses concurrently.

CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

College Community and service-area school districts, career centers, private institutions, and governing school associations.

POLICY CONTENT

I. Purposes of Dual Enrollment

- A. Dual enrollment courses should be made available only to those students who have mastered or nearly mastered the relevant high school curriculum and who are capable of College-level coursework that, by definition, is more advanced than the regular high school curriculum.
- B. The procedures apply to both general education and technical courses offered through the College.

II. Student Eligibility

- A. Each student admitted taking dual enrollment courses must meet the same requirements for an individual course as other college students and must have the recommendation of the high school principal, his or her designee, or the designee of the governing school association.
- B. Dual enrollment should be limited to junior and senior students in a high school. Exceptions may be made for freshman or sophomore students at the request of the high school principal, his or her designee, or the designee of the governing school association and with documentation provided by the school and retained in the student's college file documenting exceptional ability to undertake college-level coursework.
- C. Students must have an earned grade point average of 3.0 or meet the minimum score requirements on all parts of the placement test. With exception, students in technical

programs such as Building Construction, Culinary Arts, Plumbing, and Welding will only be required to meet the minimum score requirement on the reading portion of the placement test or have an earned grade point average of 3.0 or higher.

III. Structure and Administration of Dual Enrollment Offerings

- A. Dual enrollment courses must duplicate the particular course offerings delivered by Denmark Technical College to matriculated students and must be approved for dual enrollment status by the institution's Chief Academic Officer or his/her designee.
- B. The course syllabus, textbook(s), course content and requirements, teaching methodologies, and student assessment strategies must be the same for all course sections.
- C. The Chief Academic Officer, or his/her designee, will be responsible for selecting and evaluating all dual enrollment faculty using the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) college-level criteria as minimal requirements for teaching in the program.
- D. The Chief Academic Officer, or his/her designee, must ensure comparable standards of student evaluation and faculty evaluation in the dual enrollment courses.
- E. Students enrolled in dual enrollment courses must be guaranteed convenient geographic and electronic access to student and academic support, comparable to what is accorded other students, 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 phone, electronically, or virtually.
- F. All students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit, e.g., students in a single class cannot have the option to receive either high school or college credit.

IV. Faculty Eligibility and Support

- A. The appropriate technical college full-time faculty and the Chief Academic Officer or his/her designee shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACSCOC criteria.
- B. Orientation and evaluation of teaching for dual enrollment instructors rests with the Dean of the associated academic department. The Academic Dean shall assure consistency and comparability of both orientation and evaluation across the institution.
- C. Dual enrollment instructors must participate in relevant professional development and evaluation activities that are expected of all instructors.

- D. For purposes of assuring comparability of dual enrollment offerings with other offerings, the Academic Dean must provide support services to all instructors of dual enrollment courses.
- E. Whether the course is offered by traditional means or by distance learning technology, the College must provide equivalent evaluation and supervision of dual enrollment faculty members.

V. Assessing Student Learning

- A. The same methods of assessment should characterize dual enrollment courses in relationship to other offerings of the same level and subject matter to assure quality and comparability. This means that all courses must follow the institution's student learning outcome model of assessment.
- B. The lead instructor and/or college faculty in the relevant department must approve both formative and summative assessment strategies and tools.
- C. The Chief Academic Officer is responsible for the review of student performance prior to the continuation of both the course and the instructor.

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.
- B. The number of college-level courses completed in these dual enrollment offerings will vary according to the student's ability and work ethic.
- C. It is the responsibility of Denmark Technical College to advise students who are taking courses for dual credit of the necessity to determine the transferability of individual courses to colleges other than the colleges within the South Carolina Technical College System.

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student

handbook, and in the College catalog; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 9/8/2022
- Approval by, date: College Cabinet, 9/8/2020
- Revision History: None
- Supersedes: DTC Dual Enrollment Policy 3-2-100 and Procedure 3-2-100.1

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

Dual Enrollment packet.