



Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

signature

A handwritten signature in blue ink, appearing to read "Willie L. Todd, Jr.", is written over a horizontal line.

Policy Name: Dual Enrollment Policy

Policy Number # 03.10.05.10

Date 03.17.2023

Review Date 03.02.2023



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.10.05.10 (2020) Dual Enrollment Policy

Policy Title: Dual Enrollment Policy

Policy Type: Administration

Policy Number: ADM Policy # 03.10.05.10, (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

This policy aims 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: Dual enrollment, as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), refers to courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery.

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 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 are capable of college-level coursework that, by definition, is more advanced than the regular high school curriculum.
- B. This procedure applies to students, courses, and programs meeting any of the following criteria:
 - 1. High school students enrolled in a college course to simultaneously earn both high school and college credit (also known as dual credit)
 - 2. College course sections wherein all enrolled students are high school students seeking dual credit
 - 3. General education and technical courses offered through agreements for dual credit
 - 4. Specialized program formats wherein a cohort of students seek to earn a high school diploma and a postsecondary credential simultaneously from a college.

II. Student Eligibility

- A. Each student admitted taking dual enrollment courses must meet the same or comparable requirements for enrollment and replacement in a college course as other college students and must have the recommendation of the high

school principal, 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, 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 the exceptional ability to undertake college-level coursework. Student eligibility criteria will be included in the memorandum of understanding (MOU) between the college and the school/district/career center. The MOU will clearly state in the agreement when both the college and the school/district/career center agree to offer dual enrollment to eligible high school freshmen and sophomores on an exceptional basis and through a specialized program. The agreements should detail the criteria for exceptions, such as minimum GPA requirements, placement test scores, pre-requisite coursework, etc.
- 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 2.5 or higher.
- D. Students must provide written permission from the student's parent or guardian. Exceptions to written permission from the student's parent or guardian may be made when such permission is not possible, but the student otherwise meets the eligibility requirements.

III. Structure and Administration of Dual Enrollment Offerings

- A. Dual enrollment courses must be included as sections of existing courses offered by the college to matriculated students and must be approved for dual enrollment status by the Chief Academic Officer or 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 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 designee, must ensure comparable student and faculty evaluation standards in the dual enrollment courses.
- E. The Chief Academic Officer, or designee, must ensure student evaluation and faculty evaluation methods for dual enrollment courses follow the college's policies and procedures and SACSCOC principles and guidelines.

- F. Students enrolled in dual enrollment courses must be guaranteed convenient geographic and electronic access to students 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.
- G. ; e.g. All high school students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit (i.e., dual enrollment courses cannot combine high school students enrolled to receive college credit with students only receiving high school credit).
- H. Dual Enrollment students have rights to access student and academic support. This includes academic advising, accommodations, career services, course instructor, libraries, supplemental instruction, etc. The college will ensure that dual enrolled students are appropriately informed regarding their rights and responsibilities.
- I. It is the responsibility of the college to uphold SACSCOC accreditation and policy requirements applicable to dual enrollment, such as its Principles of Accreditation, Dual Enrollment policy, and Substantive Change policy.
- J. The college may offer dual enrollment programs only within their service areas unless a written agreement is negotiated to give a college permission to enter the service area of another college (Reference SBTCE 1-2-101).

IV. Faculty Eligibility and Support

- A. Any faculty member teaching dual enrollment courses must meet all relevant SACSCOC faculty credentialing criteria. The credentialing requirements for dual enrollment instructors are the same as the credentialing requirements for instructors teaching the same course on the college campus.
- 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 orientation and evaluation of dual enrollment instructors with non-dual enrollment instructors across the college.
- 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. The College must provide equivalent evaluation and supervision of dual enrollment faculty members whether the course is offered by traditional means or by distance learning technology.

- F. For purposes of assuring comparability of dual enrollment offerings with other college offerings, college academic departments must provide instructors of dual enrollment courses with support services, including a designated faculty liaison. Adjunct dual enrollment instructors, including those principally employed by the secondary school or district, must be provided professional support services by the college.

V. Assessing Student Learning

- A. The same assessment methods 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 assessment model.
- B. The relevant department's lead instructor and/or college faculty must approve both formative and summative assessment strategies and tools.
- C. . The Chief Academic Officer, or designee, is responsible for reviewing student performance in dual enrollment courses. Reviews may include grade analysis, coursework examination, subsequent academic performance review, and comparative analysis of dual enrollment course success.

VI. Limitations on Credit Earned and Transferability of Credit

- A. The number of college credits a high school student can earn through dual enrollment courses may vary according to local availability of dual enrollment program offerings, student ability, funding, etc.
- B. It is the responsibility of the dual enrollment coordinators to advise students of the necessity to determine the transferability of individual courses to colleges other than the colleges within the South Carolina Technical College System using resources such as, but not limited to, the Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina.

VII. Compliance and Reporting

- A. The college is responsible for adherence to reporting and compliance processes administered by the Division of Academics, Student Affairs, and Research of 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 web pages, 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: 09/08/2026
- 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.