

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 3-2-100.1

**PAGE:** 1 of 4

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**TITLE:** DUAL ENROLLMENT

**POLICY  
REFERENCE NUMBER:** 3-2-100

**DIVISION OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS AND TECHNOLOGY

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**DATE OF LAST REVISION:** September 11, 2008

The following procedures are provided to insure that dual enrollment programs offered by any institution in the South Carolina Technical College System in cooperation with a South Carolina school district, private secondary institution, or governing school association will have high quality college-level courses for high-performing students and will embrace the mission of the Technical College System.

### **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 colleges of the South Carolina Technical College System.

### **II. Student Eligibility**

- A. Each student admitted to take 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

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 3-2-100.1

**PAGE:** 2 of 4

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student's college file documenting exceptional ability to undertake college-level coursework.

- C. An individual technical college may establish additional criteria for placement in courses.

### **III. Structure and Administration of Dual Enrollment Offerings**

- A. Dual enrollment courses must duplicate the particular course offerings delivered by the 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, of the providing technical college will be responsible for selecting and evaluating all dual enrollment faculty using Southern Association of Colleges and Schools 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, or electronically.
- F. Colleges in the South Carolina Technical College System may offer dual enrollment programs only within their service areas unless a written agreement is negotiated giving a college permission to enter the service area of another college.
- G. Institutions are to follow the guidelines for charging tuition for dual enrollment courses outlined by the South Carolina Technical College System.  
(Reference: 7- 1-201, 7-1-201.1(A))
- H. 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.

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 3-2-100.1

**PAGE:** 3 of 4

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### **IV. Faculty Eligibility and Support**

- A. The appropriate technical college full-time faculty and the Chief Academic Officer or his/her designee of the offering institution shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACS criteria.
- B. Orientation and evaluation of teaching for dual enrollment instructors rests with the appropriate academic department of the respective technical college. The Chief Academic Officer, or his/her designee, 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, college academic departments must provide instructors of dual enrollment courses with support services, including a designated faculty liaison.
- E. Whether the course is offered by traditional means or by distance learning technology, the providing technical 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.
- B. The 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

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 3-2-100.1

**PAGE:** 4 of 4

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- B. The 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 the technical college offering the dual enrollment course(s) 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.

### **VII. Demonstration of Procedure Compliance and Reporting**

- A. The Academic Affairs Division of the South Carolina Technical College System will develop an annual report to be completed by each technical college offering dual enrollment courses to demonstrate compliance with the Dual Enrollment Procedures for each course offered to high school students.
- B. It will be the prerogative of the Executive Director of the South Carolina Technical College System to conduct audits of dual enrollment programs on a scheduled basis or as deemed necessary.