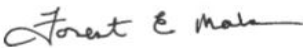



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	DUAL ENROLLMENT FOR HIGH SCHOOL/COLLEGE CREDIT	Policy Number: 4-4-111.1
Institutional Authority:	Chief Academic Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	4-4-111	

Approved:		
	President	Chief Academic Officer

Date Adopted:	07/14/2008
Date Revised:	09/25/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Purposes of Dual Enrollment

A. Dual enrollment courses are made available only to those who demonstrate capability of college-level coursework, which, by definition, is more advanced than the regular high school curriculum provides.

B. Procedures contained herein apply to academic credit courses offered through ATC. These guidelines do not cover credit-by-examination options, such as "Advanced Placement" courses, International Baccalaureate courses, or Cambridge International credits, which are alternative methods (and which require adequate performance on either national or international standardized examinations) for high school students to earn both high school and college credit.

II. Student Eligibility

- A. ATC requires that students must meet the same or comparable requirements for enrollment and placement into college courses as other college students and must have the recommendation of the high school principal or designee or designee of the governing school association.

III. Structure and Administration of Dual Enrollment Offerings

- A. Dual enrollment course sections must be comparable in academic content and expected outcomes, syllabus, textbook(s), teaching methodologies, and assessment strategies to the particular course offerings delivered elsewhere by ATC.
- B. The Chief Academic Officer is responsible for selecting and evaluating all dual-enrollment faculty members, using SACSCOC college-level criteria as a minimal requirement for teaching these sections.
- C. The Chief Academic Officer or designee must ensure standards of student evaluation and faculty evaluation in the dual enrollment course sections are comparable to those required of other sections of the same courses.
- D. All students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit, i.e., students in a single class cannot have the option to receive either high school or college credit.
- 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 an on-campus student, 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 telephone, or electronically.
- F. ATC will cooperate with other institutions of higher education in providing dual enrollment courses within its service area.
- G. ATC will create and keep on record Dual Enrollment Agreements with schools/districts where dual enrollment courses are being taught.

IV. Faculty Eligibility and Support

- A. The Chief Academic Officer or designee shall assure that any faculty member teaching in dual enrollment offerings meets all relevant SACSCOC criteria.
- B. Orientation and evaluation of instructors teaching dual enrollment course sections rests with the appropriate academic department. The Chief Academic Officer or designee shall assure consistency and comparability of both orientation and evaluation across the institution.
- C. Dual enrollment instructors must participate in the expected, relevant professional development and evaluation activities of the College.
- D. For purposes of assuring comparability of dual enrollment offerings with other

institutional offerings, academic departments must provide instructors of dual enrollment course sections with support services, including a designated on-campus faculty liaison.

V. Assessing Student Learning

- A. The same methods of assessment should characterize dual enrollment courses in relationship to on-campus and 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 the course and the instructor in subsequent semesters.

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. The number of college-level courses completed in these dual enrollment offerings will vary according to the student's ability, opportunity, and work ethic.
- B. Credit earned by satisfactory completion (grade of C or better) of dual enrollment courses will transfer to other public institutions of South Carolina, provided that the courses have been selected from the List of Transferable Courses in the Statewide Transfer and Articulation Policy.
- C. Prior to course registration, it is the student's responsibility to contact and receive written assurance from any South Carolina public institution of the institution's willingness to accept as transfer credit any courses not on the list of Transferable Courses in the Statewide Transfer and Articulation Policy.
- D. Prior to course registration, it is the student's responsibility to contact and receive written assurance from any nonpublic institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

VII. Demonstration of Compliance Reporting

ATC shall develop and compile any required reports on dual enrollment offerings that demonstrate compliance with these procedural guidelines for each dual enrollment course offered to high school students.