

Exhibit A

Dual Enrollment/Dual Credit Agreement

THIS AGREEMENT is entered into by and between the **Southern Union State Community College**, hereinafter referred to as the “College” and the _____ local School Board, hereinafter referred to as the “local School Board,” on behalf of _____ High School(s). The purpose of this AGREEMENT is to implement Alabama State Board of Education Policy 801.03 which authorizes the establishment of dual enrollment/dual credit programs between public colleges and local boards of education. This policy allows certain high school students to enroll in college level courses at postsecondary institutions in order to earn dual credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary institution.

The parties hereto believe that this Agreement will provide enhanced learning opportunities for qualified students during and after normal class hours through the effective use of the College’s programs and resources. At no time will the College or the School Board apply pressure upon students or educational personnel to participate in dual enrollment/dual credit courses or programs.

The college and the local School Board do hereby agree as follows:

I. Student Eligibility

- a. The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code 290-8-0.17 regarding gifted and talented students.
- b. The student must have a “B” average, as defined by local board of education policy, in completed high school courses.
- c. The student must have written approval of the appropriate principal and the local superintendent of education. Student success in Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.
- d. The student must meet the entrance requirements established by the participating postsecondary institution.
- e. Students who are enrolled in grades 10, 11, or 12 may be deemed eligible to participate in dual credit/dual enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion and placement by COMPASS, WorkKeys, CPAT, or other assessments approved by the Department of Postsecondary Education. Students enrolled under the ability to benefit provision must have a “B” (3.0 grade point average) in high school courses directly related to the occupational/technical studies (if applicable) which the student

intends to pursue at the postsecondary level and an overall 2.5 grade point average in high school course work. Exceptions may be made on an individual student basis after assessment and with the mutual consent of both the local School Board and the College.

II. Eligible Courses and Course/Credit Equivalencies

Courses offered shall be drawn from the respective College's existing academic inventory of courses offered for credit. Course numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy (801.03). Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The college reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

(Detailed listing of courses and course equivalencies must be included here or in an attachment).

III. Credits and Transcripts

Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the college and the local School Board secondary school entity. State Board of Education Policy 705.01 defines a "credit hour" as not less than 50 minutes of instructor/student contact. A semester hour of credit is based upon the average number of hours of instruction taught weekly, the ratio of weekly contact hours to credit hour varies with the type of instruction being used. There are four general categories of instruction: theory, experimental laboratory, clinical practice/manipulative laboratory, and internship. College courses approved for Dual Credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level with a statement indicating dual enrollment credit.

IV. Enrollment Limitations

Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the local School Board.

V. Financial Arrangements

Payment of the current rate of tuition and fees per credit hour, textbooks and materials will be the responsibility of the student unless otherwise negotiated between the college and the local School Board. Full payment of tuition must be completed by the first day of class. Local School Boards will be notified of any unpaid tuition and fees prior to the start of classes. The college shall be responsible for the compensation of faculty, in accordance with the State Board of Education and college policy.

VI. Faculty

Dual Credit/dual enrollment instructors shall be faculty of the college. A high school teacher employed to teach in dual credit/dual enrollment will be designated as an adjunct faculty member of the college and therefore must meet the credentialing requirements for the State Board of Education and accrediting agencies. Faculty must be under the ultimate control and supervision of the college. The college must provide for faculty orientation, supervision, and evaluation. Instructor credentials shall be provided to the local School board as needed to meet credential standards of all accrediting agencies.

VII. Reporting and Evaluating Dual Credit/Dual Enrollment

The college and the local School Board shall assume the responsibility for reporting required information in a timely manner. A plan for an annual evaluation of dual enrollment/dual credit shall be on file and shall adhere to guidelines of the Department of Postsecondary Education.

VIII. Transportation

Transportation for any student receiving instruction at any facility other than a school campus of the local School Board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the college and the local School Board.

IX. Other Understandings and/or Responsibilities

Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The college reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, etc.) The student will become ineligible for dual enrollment during that term and becomes the responsibility of the local School Board.

X. Information

Each party agrees to provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students. This must include the student's release of educational records as defined by FERPA for and between the college and the local School Board.

