



# SOUTHERN UNION

## STATE COMMUNITY COLLEGE

### **DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT**

This Agreement is entered into by and between Southern Union State Community College, hereinafter referred to as the “College,” and \_\_\_\_\_, the Local Educational Agency hereinafter referred to as the “LEA.” The purpose of this Agreement is to establish a Dual Enrollment for Dual Credit program, which enables eligible high school students to enroll in college-level courses through the College to dually earn credits for a high school diploma and/or a postsecondary educational credential.

The parties hereto believe that this Agreement will provide essential enhanced learning opportunities for qualified students during and after normal high school class hours through the effective use of the College programs and resources. At no time will the College or the LEA apply unethical pressure upon students or educational personnel to participate in Dual Enrollment for Dual Credit courses or programs.

The College and the LEA do hereby agree as follows:

#### **STUDENT ELIGIBILITY**

- A. Students must satisfy the requirements prescribed in State Board of Education Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. Students must submit the following paperwork to the College by the deadline designated by the College in order to be enrolled.
- Application for Admission
  - Photo ID (Alabama Driver’s License or State Issued Identification Card)
  - High School Transcript documenting the required grade point average
  - Statement of Eligibility for Dual Enrollment for Dual Credit Students Form with required signature of principal or ETC representative and counselor
  - Career Assessment (Kuder) to determine suitability for Career Pathway (CTE Program)
- B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.

- C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- D. Students must have written approval of the appropriate principal or counselor and career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- E. Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework. All dually enrolled students must take a state approved placement test, where minimum placement is required, specifically for college-level English, math or reading courses.
- F. Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program as specified in this section will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must apply to the program and must meet the minimum grade point average requirements as identified in this section.

## **ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES**

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College campus (es). Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not eligible for this program. Students may not audit courses under the terms of this agreement.

See the *Dual Enrollment Student Policies and Procedures Handbook* for a detailed list of recommended courses and course equivalencies mutually agreed upon and available under the program.

## **FACULTY**

**Faculty Qualifications and Requirements.** Dual Enrollment for Dual Credit instructors shall be faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies' requirements must be on file at the College. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate accrediting agencies.

**Faculty compensation.** The College shall be responsible for the compensation of faculty in accordance with Alabama Community College System and/or College policies. Faculty may not receive dual compensation for instructional time.

## **CREDITS**

One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. In the case of English 11 and English 12, additional action will be required between the College and the LEA. For courses that are more than three credit-hour, the College LEA will agree to a cross-walk of courses. See the attached *Dual Enrollment for Dual Credit Program Courses and Course Equivalencies Form* for specific course equivalency information.

## **TRANSCRIPTS**

Courses approved for dual credit shall be posted on both the College and LEA transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement on the College transcript indicating dual enrollment credit. It shall be the responsibility of the College to report grades (in numerical format) to LEA officials.

## **STUDENT ISSUES AND INFORMATION**

**Adherence to College Policies and Requirements.** The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student Code of Conduct. Students must adhere to all published dates and deadlines for registration, drop/add, reinstatement, and tuition payment. Students must adhere to the published attendance and withdrawal policies of

the College. In the event of a student's suspension or expulsion from the LEA, the LEA liaison will immediately notify the Dual Enrollment identified contact at the College. The College has the right to restrict a student's continued enrollment on the basis of social maturity and safety concerns. Students who are expelled or no longer enrolled at the LEA will be immediately removed from the College classroom roll. The College reserves the right to refuse re-admission to any student who violates College policies. See the *Dual Enrollment Student Policies and Procedures Handbook* for additional information.

**Provisions for Disability Services and Accommodations.** Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified." Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation of his or her disability to the Office of Disability Services at the College. Decisions regarding reasonable accommodations provided in College courses will be made by the College upon submission of the required disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

**Transportation responsibility.** Transportation is the responsibility of the parent/guardian of such student unless otherwise negotiated between the College and the LEA.

**Communication to parents and students.** The College will provide information to parents and students regarding the educational and economic benefits of the Dual Enrollment for Dual Credit program, requirements for participation, and enrollment procedures. The College will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

## **FINANCIAL ARRANGEMENTS**

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources.

Students who fail to pay tuition and fees by the end of the College drop/add period will not be considered enrolled and will be automatically dropped from course rolls. The LEA will be notified of such action.

Career and Technical Education Dual Enrollment (CTEDE) Scholarship funds are contingent upon allocations by the Alabama Legislature. Colleges must prioritize the scholarships to be awarded based on the allocation received for the spring, summer, and fall semesters of the school year that funds are received. **Colleges must provide the annual course schedule for dual enrollment classes to the LEA by February 1 of each year, and the LEA must provide completed enrollment forms to the College by May 1 for enrollment in the fall semester; November 15 for enrollment in the spring semester; and March 1 for enrollment in the summer semester.**

### **OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES**

The College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local College policy. Student 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 LEA.

A plan for an annual evaluation of the College's Dual Enrollment for Dual Credit program shall be prepared and shall adhere to procedures established by the Chancellor of the Alabama Community College System. The institution and the LEA and/or other secondary educational entity shall assume the responsibility for reporting required information to the College so that the annual evaluation may be completed in a timely manner.

### **TERMS OF AGREEMENT**

**The terms of this Agreement shall be effective for the current academic year for which it is signed. Thereafter, this Agreement shall automatically renew for successive 12-month periods unless either party requests a change or termination of the agreement, which change or termination will be given in writing by either party at least 90 days prior to such termination.**

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent/Chief Administrative Officer