

## Kentucky Council on Postsecondary Education Dual Credit Policy for Kentucky Public Postsecondary Institutions

### I. Introduction and Purpose

Pursuant to KRS 164.003, the Kentucky Community and Technical College System and the Kentucky public university system are charged with enhancing the relationship of credentials between secondary and postsecondary programs that permit secondary students to participate in opportunities such as dual credit.

The purpose of dual credit is to provide curricular options and enhance the opportunities for intellectual challenges and achievements. Providing such options increases the likelihood of earning a postsecondary credential by providing a seamless pathway to postsecondary education, while reducing student expense and time to credential attainment.

In order to offer this seamless path of education and training for students, the Council on Postsecondary Education worked with the Kentucky Community and Technical College System (KCTCS) and the eight public universities to create this Dual Credit Policy for Kentucky Public Postsecondary Institutions. This policy reflects national standards and best practices for dual credit as outlined by the National Alliance for Concurrent Enrollment Partnerships (NACEP) and aligns with regional accreditation standards set forth by the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC). The policy also aligns with the Kentucky General Education Transfer Policy, Kentucky General Education Transfer Policy Implementation Guidelines, Kentucky Standard Acceptable Scores for National Exams Table, and statewide standards according to Kentucky Revised Statutes (KRS).

This policy outlines the terms and conditions under which courses for dual credit will be offered to secondary school students by public postsecondary institutions. More specifically, the policy outlines the terms and conditions through which opportunities will be provided for secondary students to take college-level courses and receive college and high school credit. The policy also outlines credit-by-examination guidelines for Advanced Placement Program (AP) and College-Level Examination Program (CLEP®) for secondary students and other first-time students entering a public postsecondary institution.

## II. Definition of Dual Credit

For the purposes of this policy, dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with KRS 164.002(4). Dual credit is enrollment in high school and college coursework with credit awarded by the college or university and the high school. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to the public postsecondary institution and be accepted to participate in dual credit programs. The public postsecondary institution is responsible for the academic integrity of the courses for which postsecondary credit will be awarded.

Dual credit will only be awarded for college-level, credit-bearing coursework counting for program or degree requirements. Each postsecondary institution must ensure the equivalency of student learning outcomes, consistency, and rigor of courses accepted for dual credit. Coursework must be relevant to a credential offered at the public postsecondary institution. The course requirements for secondary students enrolled in dual credit courses will be equal to those of college students enrolled at the public postsecondary institution. Coursework must include the same course competencies and result in the same learning outcomes as the course taught at the postsecondary institution.

## III. Compliance with Accreditation Standards, Policies, and Regulations

The Southern Association of Colleges and Schools - Commission on Colleges accredits each of the 16 KCTCS colleges and the eight public universities. Dual credit courses offered pursuant to this policy and the instructors of those courses will comply with all appropriate SACS-COC criteria, Kentucky Revised Statutes, requisite institutional policies and procedures, and other regulations governing the provision of college credit opportunities to secondary students. The dual credit courses must be taught by postsecondary faculty or secondary school teachers who are approved by the postsecondary institution as having appropriate credentials established by the SACS-COC Guidelines for Faculty Credentials and university policy (SACS 3.7.1).

Secondary school faculty will demonstrate, through appropriate documentation, compliance with teaching credentials and qualifications. Appropriate documentation shall include:

- A. Official college transcripts.
- B. A current vita, resume, or application showing teaching and work experience.
- C. Official documentation of relevant work experience.
- D. Additional documentation sufficient for SACS-COC compliance.

SACS-COC standards require that postsecondary institutions regularly evaluate the effectiveness of each faculty member regardless of contractual or tenured status. Dual credit teachers and faculty will be evaluated in a manner consistent with this evaluation process.

#### **IV. Dual Credit Delivery Methods**

Dual credit courses may be delivered on the college campus, the high school, another site not located at a high school or college campus, in a virtual environment, or through a combination of these delivery methods.

#### **V. Grades and Course Credit for Dual Credit Courses**

- A. The postsecondary institution grading policy will apply to college courses offered for dual credit.
- B. College credit will be awarded for courses taken for dual credit upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for the public postsecondary institution.
- C. High school credit will also be awarded by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with state standards.
- D. All grades earned for college credit by the student in a dual credit course will be recorded on a postsecondary institution's transcript.
- E. All public postsecondary institutions will recognize credit awarded under this policy pursuant to the Kentucky Council on Postsecondary Education's General Education Transfer Policy and General Education Transfer Policy Implementation Guidelines and in accordance with accreditation requirements.

#### **VI. Student Eligibility**

To enroll and obtain college credit in a dual credit course, a student must:

- A. Be a high school junior or senior. Exceptions may be considered for other students if recommended by the school faculty and approved by the Chief Academic Officer at the public postsecondary institution.
- B. Meet the postsecondary institutional requirements for admission and placement into credit-bearing courses.
- C. Complete the postsecondary institution's application for admission and a dual credit form.
- D. Be admitted to the public postsecondary institution as a dual credit student.

#### **VII. Tuition and Other Charges**

Tuition and other fees and charges for dual credit courses will be consistent with the published tuition rates for public postsecondary institutions as approved by the Kentucky Council on Postsecondary Education. Tuition, fees, and charges and available scholarship, grant, and information will be outlined in writing and provided to each student and school district by the postsecondary institution offering dual credit opportunities prior to enrollment in such courses. Tuition rates, including discounted tuition rates for dual credit courses, will be published on the postsecondary institution's website.

## VIII. Public Postsecondary Institutional Responsibilities

The public postsecondary institution shall be responsible for:

- A. Ensuring that all institutional policies apply to dual credit courses (e.g., drop/add dates, student confidentiality, faculty/student relations, student identification for distance learning).
- B. Ensuring that all dual credit courses are of the same academic quality and meet the same student learning outcomes as courses offered on campus by the college or university.
- C. Promoting dual credit opportunities among qualified high school students, parents, and high school teachers and school administrators.
- D. Providing college applications and personnel to assist in the enrollment process and administering any needed assessments.
- E. Ensuring that each student knows that he or she is enrolling for credit in a postsecondary course.
- F. Registering students in dual credit courses and maintaining academic records, including grades and transcripts.
- G. Ensuring that each secondary school teacher teaching dual credit courses develops and uses a course syllabus with appropriate learning outcomes and content for each dual credit course.
- H. Conducting faculty evaluations for dual credit teachers in a manner consistent with the public postsecondary institution's guidelines for evaluation of adjunct faculty and student evaluation of faculty.
- I. Establishing a formal strategy, consistent with the goals of the public postsecondary institution's enrollment management plan, to recruit and matriculate students participating in dual credit opportunities into degree programs.

## IX. Secondary School Responsibilities

Secondary schools shall be responsible for:

- A. Using the public postsecondary institution's course prefixes, numbers, and titles for all dual credit courses.
- B. Providing detailed information to students in writing (i.e., a syllabus) consistent with the public postsecondary institution policy. This information shall include the nature of the course and the expectations and requirements that correspond to its official catalog description. Course requirement information must include course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, information on adding and dropping courses, and other related course information.
- C. Advertising and promoting dual credit opportunities among qualified high school students, parents, and high school faculty.

D. In order to meet accrediting and state reporting guidelines, the school is responsible for:

1. Providing faculty credentials prior to the start of the term in which the course is offered according to the timeframe designated by the public postsecondary institution.
2. Providing completed online applications or delivering completed written applications to the postsecondary institution's registrar or designated dual credit representative according to the timeframe designated by the public postsecondary institution.
3. Submitting grades to the public postsecondary institution's registrar or designated dual credit representative according to institutional guidelines.

## **X. Joint Responsibilities of the Secondary and Postsecondary Institution**

The public postsecondary institution and all secondary school partners shall be responsible for:

A. Course Alignment Process:

1. When an institution seeks to change the learning outcomes for any of the programs and/or courses offered for dual credit, the public postsecondary institution will notify the schools involved.
2. The secondary school will ensure that courses approved for dual credit will incorporate any and all changes that occur.

B. College and Career Awareness for Secondary Students and Parents: The public postsecondary institution and the partner secondary school are each responsible for providing information to students and parents regarding dual credit courses and the implications for the students' future collegiate enrollment and financial aid. This information should promote matriculation to a public postsecondary institution and include college and career program materials.

C. Identification of Students Needing Financial Assistance: The public postsecondary institution shall collaborate with the high school in the development of a process to determine student eligibility for financial assistance.

## **XI. Responsibilities of the Kentucky Council on Postsecondary Education**

The Kentucky Council on Postsecondary Education will be responsible for creating an accountability index for students and institutions participating in dual credit experiences. The index will include both the matriculation of students to postsecondary institutions after dual credit experiences and the success of these students measured by retention and completion of postsecondary credentials.

## **XII. Standardized Credit-by-Examination Policy**

The Kentucky Standard Acceptable Scores for National Exams Table outlines the acceptable scores and awarding of credit for each public postsecondary institution. That table and the associated credit for coursework based on the Advanced Placement Program (AP) and College-Level Examination Program (CLEP<sup>®</sup>) are incorporated by reference in this dual credit policy.

## **XIII. Early College/Middle College Initiatives**

Public postsecondary institutions having agreements with school districts for programs generally referred to as "early colleges" or "middle colleges" may continue these agreements under the terms of this policy.

## **XIV. Implementation of this Policy**

This policy shall become effective and will be implemented for dual credit courses offered beginning fall 2013. Any exceptions from the stated guidelines for student participation, accumulation, and enrollment criteria must be approved by the respective public postsecondary institution.