

DUAL ENROLLMENT HANDBOOK



**CENTRAL ALABAMA
COMMUNITY COLLEGE**

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Section 1: General Information

1.1 Mission, Purpose, and Goals

Central Alabama Community College Mission Statement

Central Alabama Community College promotes student success in comprehensive and diverse

Dual Enrollment Policies & Procedures Handbook

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AIM Academy

that first taste of college coursework or workforce training that might encourage them to continue.

CACC’s Dual Enrollment for Dual Credit Program:

- Provides a low-cost alternative to traditional college education
- Allows students to accumulate college credits prior to entering college so they can graduate college early and create room for other opportunities
- Provides students an opportunity to enroll in classes that may not be offered at their high school
- Gives students an opportunity to complete general education courses required at most colleges
- Allows students to explore different fields and professions before declaring a major
- Allow students to complete an associate degree at the same time they graduate from high school

1.4 The Americans with Disabilities Act – Provision for Disability Services and Accommodations

Because participation in a dual enrollment program is a choice on the part of the student, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary setting. Furthermore, since requirements under IDEA do not apply to the postsecondary setting, services described in a student’s Individual Education Plan (IEP) will not be required for dual enrollment courses.

CACC 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 dual enrollment courses may be provided reasonable accommodations that allow equal access.

Students with disabilities who seek accommodations must make their request by contacting Leslie Mitchell with the Office of Disability Services at lmitchell@cacc.edu or 256-378-2003. A faculty member will grant reasonable accommodations only upon written notification from the Office of Disability Services. Students who are registered with Disability Services are responsible for providing the instructor with a copy of their accommodation I5Bath Deq0.000060 81nr48(or)-de

Full library privileges

Ability to participate in student organizations, clubs, and honor societies

Full access to campus events

1.6 Course Delivery Options

Courses on CACC Sites or Campuses

Students taking dual enrollment courses in Alexander City, Childersburg, Prattville, or Talladega are considered part of the student population and attend regularly scheduled college courses.

These courses follow CACC's schedule and may not align with class times in a student's high school. The calendar for each academic year is available on our website at www.cacc.edu.

Transportation to CACC is the responsibility of the parent or guardian of on-campus students unless otherwise arranged between CACC and the LEA. The College is not responsible for the supervision of dual enrollment students during non-class times or periods of absence. Dual enrollment students are responsible for following all CACC policies as outlined in the *CACC Student Handbook* and the *CACC College Catalog*.

Off-Campus Courses at Local High Schools

Dual Enrollment Policies & Procedures Handbook

Dual Enrollment Policies & Procedures Handbook

when beginning dual enrollment coursework. College credit earned through dual enrollment will count just as any other college credit and will remain part of the student's college transcript.

Private and out-of-

1.13 Important Considerations Prior to Attempting Dual Enrollment

Even very good students will find that college classes can be more challenging than they expect, but good students are successful because they are able to adjust. Nevertheless, some students do not take dual enrollment classes as seriously as they should and don't realize that a low grade becomes part of their permanent high school and college transcripts. If the student attends a four – or two-year institution, their dual enrollment grades will be factored into their college GPA.

1.14 Rigor of College Course Work

Regardless of where a dual enrollment course is taught, all dual enrollment courses will be taught at the collegiate level according to disciplinary standards. Course content will not be altered to accommodate high school students, and college course curricula are not governed by local school systems. Students may be exposed to or be involved in discussions of mature subject matter. Given the challenging nature of college coursework, it is important for students,

on a 4.0 scale. Transcript must be provided as documentation of the student's cumulative grade point average.

Students must submit a **Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Students Form**, which serves as the written approval of the appropriate high school administrators. This form must be signed by the high school principal or technical education program representative (if applicable) and high school counselor. 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 as approved by the Dean of Academics at CACC. **Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity for enrollment in college level courses.**

Students registering for any college-

a registered vehicle is sold or traded or if the student is no longer enrolled at Central Alabama Community College. Any change in ownership of a registered vehicle must be reported immediately to the Safety and Security Coordinator.

Section 4: Administrative Responsibilities

4.1 Dual Enrollment for Dual Credit Agreement

The participating Local Education Agency (LEA) and CACC will develop a Dual Enrollment for Dual Credit Agreement that includes but is not limited to the following:

- Determine the student eligibility

- Approval of course(s) to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the College and the participating LEA

- Confirmation that three semester credit hours at the postsecondary level will typically

4.4 College Responsibilities and Functions

Dean of Academics

The Dean of Academics will serve as the primary contact for dual enrollment information and will be responsible for:

- Answering questions and addressing concerns of dual enrollment students, parents, and high school officials
- Serving as the point of contact for the College in the establishment of class sites
- Determining if a valid dual enrollment agreement exists between the College and each participating high school
- Drafting a dual agreement between the two parties if one does not exist
- Annually updating dual enrollment agreements between the College and participating high schools
- Scheduling of classes
- Communicating with the appropriate division chair regarding instructor qualifications, classes to be offered, textbooks, class evaluations, and adherence to faculty compensation
- Overseeing the adherence to USDOE, AC

Sending suspension notification letters to students who have failed to meet the continuous eligibility requirements

Notifying the appropriate high school counselor of students who have been suspended for failure to meet the continuous eligibility requirements

4.5 High School Responsibilities and Functions

High School Counselors

Unless otherwise designated, the high school counselor will serve as the high school point of contact and will be responsible for:

Submitting an Off-Campus Proposal Form to the Dean of Academics by February 1 to identify the dual enrollment courses requested for the upcoming year

Distributing information to eligible high school students

Collecting and submitting forms to the appropriate Dual Enrollment Specialist for processing by the published deadlines

Submitting the appropriate postsecondary course name and number on eaá

approve the candidate's credentials prior to the course being designated a dual enrollment course.

All dual enrollment instructors must be faculty of CACC. Adjunct faculty must meet the credentialing requirements of the Alabama Community College System and the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC). Documentation of the appropriate faculty credentials which meet or exceed these requirements must be on file with Human Resources. All dual enrollment faculty must be under the ultimate control and supervision of the College for all dual enrollment courses. CACC is responsible for providing faculty orientation, supervision, and evaluation for all dual enrollment faculty.

****NOTE:** No course can be designated as a dual enrollment course until the instructor's credentials are officially approved by CACC and all necessary personnel forms have been completed and submitted to CACC's Human Resources.

5.2 Faculty Credentials

An instructor teaching dual enrollment **academic courses** at the associate degree level must possess a master's degree from a regionally accredited institution. Also, the instructor must have completed a minimum of 18 semester hours or 27 quarter hours of graduate work in the instructional discipline.

An instructor teaching dual enrollment **health sciences courses** must possess a bachelor's degree with 27 semester hours in the teaching field, documented professional competency, and 3 years of full-time experience in the occupational area. The instructor must meet other appropriate requirements for certification as required by accreditation entities. Nursing instructors are required to have a Master's degree in nursing, an Alabama registered nursing license and 3 years of clinical experience.

An instructor teaching dual enrollment **technical courses** must possess an Associate in Applied Science degree or an Associate in Occupational Technology degree in the assigned teaching area and 3 years of full-time in-field work experience. A bachelor's degree is preferred.

The appropriate division chair will review all transcripts and recommend any new adjunct dual enrollment instructor prior to the authorization of a class. The division chair must also authorize all courses before the beginning of the semester.

Unofficial transcripts can be reviewed by the College for initial credentialing purposes; however, the instructor must provide official transcripts from all institutions attended, both graduate and undergraduate, to Human Resources if they are selected for the position.

In some exceptional instances, adjunct dual enrollment instructors may be qualified through alternative credentialing. This requires a great deal of commitment by the instructor to provide documentation of their credentials for consideration. These credentials must demonstrate expertise in the learning objectives for the course. The credentials would be submitted for

meeting covers expectations, policies, and procedures for all dual enrollment instructors. It also provides dual enrollment instructors the opportunity to meet with CACC's instructional deans and full-time faculty members to share ideas with other dual enrollment instructors.

5.4 Course Syllabus

On the first day of class, instructors will provide each dual enrollment student with a copy of the course syllabus. The course syllabus should provide students with an explanation of course objectives, a schedule of topics to be covered, assignments and other requirements of the course, how the course will be taught, student responsibilities, attendance, and how grades will be determined. The course syllabus serves as a written contract between the instructor and the student and documents what students are expected to achieve. All dual enrollment instructors must submit a syllabus for each class per semester they teach. Each course syllabus must contain the following:

- Course information including course name, number of credit hours, delivery method, and semester
- Instructor's name, CACC and/or high school email address and office hours
- Course description
- Prerequisites
- Textbooks and required materials
- Student Learning Outcomes
- Instructional Learning Methods and Learning Strategies
- Course Outline and Schedule
- Course Activities and Evaluation and Assessment Methods
- Course Requirements
- Grading Scale
- Academic Integrity
- Attendance policy
- Americans with Disabilities Act Accommodations
- Continuity of Instruction Policy
- COVID-19 Policy
- Emergency Readiness
- Statement of Discrimination, Harassment, and Title IX
- Administrative Withdrawal policy
- Withdrawal Date

5.5 Official Class Rolls

Official class rolls are the official listing of student enrollment in a course. Verification of the accuracy of official class rolls is an important instructor task. The due dates for this report along with explicit directions for the report are emailed to instructors' CACC email addresses each semester. It is imperative that all reporting be completed before the designated deadlines. Failure by a faculty member to file a report by the deadline can result in significant problems for the entire College.

5.6 Attendance Procedures

Each Off-Campus Dual Enrollment instructor's attendance policy should be consistent with the local high school's attendance policy and must be defined in the course syllabus, including whether the instructor will distinguish between excused and unexcused absences. The course syllabus must provide clear and enforceable policies regarding attendance. When a dual enrollment instructor determines that a student has not met the class attendance requirements, they should notify the student, the high school counselor, and appropriate dual enrollment counselor.

5.7 Grading System

The quality of performance in a dual enrollment courses is reported by a letter grade and a numerical grade. The assignment of grades is the sole responsibility of the instructor.

Academic and Technical Courses			
A	90-100	4 quality points per credit	
B	80-89	3 quality points per credit	
C	70-79	2 quality points per credit	

Dual Enrollment Instructor Observation/Evaluation: CACC will conduct faculty observations/evaluations for all dual enrollment instructors using the guidelines found in the College's Evaluation Procedures manual. The appropriate division chair will visit each class site to observe instruction. Dual enrollment instructors will be informed in advance when an observation will occur.

Course Evaluations: Toward the end of each semester, all dual enrollment instructors will receive instructions regarding course evaluations for their students. All dual enrollment students will receive an email for the College inviting them to complete a course evaluation survey for each class that they are enrolled in. This evaluation tool is used to assist dual enrollment instructors in improving teaching and to help the appropriate department chair evaluate the classroom teaching methods and strategies.

The appropriate division chair prepares a summary and analysis of the faculty observation and course evaluations. All adjunct dual enrollment faculty members will receive a copy of the division chair's summary with recommendations for improving instruction, if necessary. Dual enrollment instructors whose teaching performance fails to earn positive evaluations may be required to complete an Employee Performance Improvement Plan.

Section 6: Student Information

6.1 What is Dual Enrollment?

The Dual Enrollment for Dual Credit program allows academically talented students to earn college credit while in high school. Dual enrollment courses are offered online and on each of the College's four campuses. These courses are also offered on area high school campuses and are taught by high school instructors who have been approved by the College to serve as adjunct faculty.

6.2 Why is it Important?

Dual Enrollment for Dual Credit provides an opportunity for a seamless transition from high school to the college classroom. In addition, Dual Enrollment courses cost significantly less than tuition and fees for the same course at a four-year institution. You can take general education college courses while in high school to avoid course duplication and earn credits leading to a certificate, associate degree, or bachelor's degree.

6.3 Who is Eligible?

To be eligible, you must be at least a sophomore, have a 2.5 GPA on a 4.0 scale for completed high school courses (or a 2.0 to take CTE courses), and have written approval from your high school. Finally, you must have completed the ACT College Entrance Exam and/or the Next Generation ACCUPLACER Placement Test to determine placement in certain courses.

6.4 What is Continuous Eligibility?

Students who meet the criteria for the initial admission to the CACC Dual Enrollment for Dual Credit Program will maintain continuous

Complete and submit coursework on time

Attend all class meetings, arrive on time, and stay in class for the entire scheduled time

Notify the instructor (in advance if possible) of any absence(s)

6.8 Academic Integrity Policy

Maintaining academic honesty and integrity is of vital concern to the college community. Dual enrollment students will be upheld to CACC's student code of conduct. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Students should familiarize themselves with CACC's code of conduct found in the CACC Student Handbook and Catalog.

6.9 Dual Enrollment Course Syllabus

Each Dual Enrollment instructor will provide dual enrollment students with a course syllabus. It is important for students to read and refer to the syllabus carefully as it will provide important information and serves as a contract between the instructor and the student. The syllabus should include:

Course information including course name, number of credit hours, delivery method, and semester

Instructor's name, CACC and/or high school email address and office hours

Course description

Prerequisites

Textbooks and required materials

6.15 Final Course Grade

Students will receive a final course grade for the coursework completed during each semester which will consist of a 'letter' grade and a 'numerical' grade. Since college courses typically follow a semester schedule, students will receive their final course grades at the end of each semester. However, off-campus students who are enrolled in a year-long course at their local high school will receive their grades at the conclusion of Spring semester. Students may view their grades by logging into their OneACCS web portal.

6.16 Transferring Credit

Academic courses will transfer to most four-year colleges and universities in Alabama. The Alabama Transfers articulation agreement provides information on courses that transfer from CACC to Alabama's public four-year institutions. For more information on Alabama Transfers and transfer credit in Alabama, visit www.alabamatransfers.com.

Though some do, most Career and Technical Education courses are not designed for transfer. However, these courses allow students to get a jump start in a technical career program at CACC. These courses can lead to a certificate or an Associate in Applied Science degree and can help with early employment opportunities in today's highly-skilled workforce.

6.17 Ordering Official Transcripts

Once you have graduated from high school, you may order your official college transcripts online. To order transcripts online, please visit

7.6 College Closure Dates

The College observes the following holidays each year, and will be closed:

- New Year's Day
- Martin Luther King Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holidays
- Christmas Holidays

In addition, the College will observe Spring Break each year. For these dates, students should refer to the website or college catalog.

7.7 OneACCS Student Portal

Your OneACCS student portal is set up during the admission process and will remain active even after you leave CACC.

The OneACCS student portal is where students go to:

- Print schedules
- Pay tuition
- Check financial aid status
- View grades
- View unofficial transcripts
- Request official transcripts

To access your OneACCS student portal, visit www.cacc