

**VIRGINIA PLAN FOR DUAL ENROLLMENT  
BETWEEN  
VIRGINIA PUBLIC SCHOOLS AND COMMUNITY COLLEGES  
MARCH 2008**

Broadly speaking, dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit. National research has demonstrated that dual enrollment is a vehicle for increasing post-secondary participation rates. The Virginia Plan for Dual Enrollment gives a state-wide framework for dual enrollment arrangements between the public schools and community colleges. These arrangements may be made at the local level, i.e., between the representatives of boards of the participating public school and the participating community college authorized to contract such agreements. These arrangements may be formed in three distinct ways. First, high school students may be enrolled in the regularly scheduled college credit courses with the other students taught at the community college. Second, high school students may be enrolled in specially scheduled college credit courses conducted exclusively for high school students taught at the high school. Third, high school students may be enrolled in specially scheduled college credit courses conducted exclusively for high school students taught at the community college. In the latter two cases where the college credit courses are specially scheduled for the high school students, these courses shall have the same academic rigor as the regularly scheduled college credit courses and meet all of the college accreditation standards. In all cases, the particular courses to be offered shall be determined through the mutual agreement of the participating public school and community college. Some colleges and school divisions may choose to also enter into partnerships whereby validated course credits are awarded to high school students. These validated credit arrangements must follow accepted VCCS guidelines and be agreed upon by both the college and the school division.

Purpose

The purpose of the Virginia Plan for Dual Enrollment is to provide a wider range of course options for high school students in academic, career/occupational-technical subject areas where appropriate. As such, the plan promotes rigorous educational pursuits and encourages learning as a lifelong process. It recognizes that high school students who accrue college credit are more likely to continue with their education beyond high school than those who do not. The plan also offers a direct cost benefit to the Commonwealth of Virginia, especially as it avoids the unnecessary duplication of facilities and equipment when students receive credit towards a post-secondary credential while enrolled in high school.

Collaboration Between Community Colleges and Public School Divisions

Dual enrollment agreements are partnerships between secondary and postsecondary entities, both of whom play essential roles in the educational pipeline. As such, the community college and public school division will collaborate to identify

need and select dual enrollment course offerings available to students. Further, the community college will identify a coordinator of dual enrollment to serve as a liaison to the high school, whose responsibilities shall include offering informational sessions to high school students and their parents and facilitating meetings between college and high school stakeholders to discuss logistics.

#### Student Eligibility

Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the colleges' established institutional policies. It is required that all freshman and sophomore students meet established institutional placement criteria prior to enrolling in dual enrollment coursework. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the dual enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity.

#### Admissions Requirements

The Virginia Board of Education *Regulations Establishing Standards for Accrediting Public Schools in Virginia* govern the student's participation in dual enrollment arrangements. First, the public school principal must approve the cross-registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. All Virginia Community College System and institutional placement criteria must be met by the student prior to enrolling in a dual enrollment course. The community college will assume responsibility for administering the placement test to students recommended for dual enrollment courses, and for registering students in the courses.

#### Course Eligibility

Courses may be drawn from all the college subject areas. The courses must be offered for college credit and must meet course enrollment requirements at the community college. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

### Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the all criteria of the Southern Association of Colleges and Schools and with the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*.

### Credit Awarded

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges.

High school credit also shall be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

### Selection of Faculty

The faculty shall be selected and employed by the participating community college and shall meet the faculty hiring criteria established by SACS and the State Board for Community Colleges. For credentialing guidelines, the SACS criteria state, "Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)."

If a part-time faculty member of the community college is employed simultaneously full-time by the public school, the college may reimburse the public school board for the services of its faculty member in lieu of direct compensation to the faculty member. Alternate faculty compensation plans may be negotiated by the participating community college and public school.

### Tuition and Fees



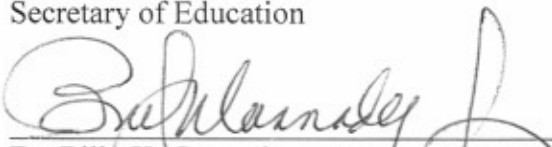
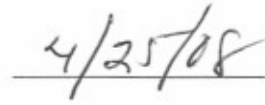
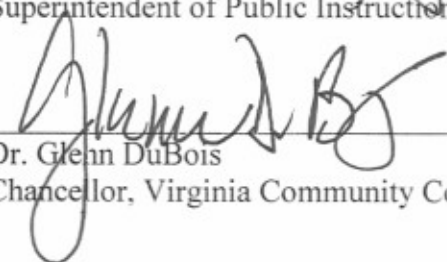
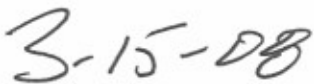
According to the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, the public school will not be penalized in its state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no tuition cost to them or their families. In addition, neither the public school nor the community college shall be penalized in state appropriations it receives for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students.

Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess faculty effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

Student and faculty evaluations are an integral component of the assessment process for a college course. The Commission on Colleges Southern Association of Colleges and Schools (SACS) states, within its document *Principles of Accreditation*, that an institution should regularly evaluate the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. Part of the faculty evaluation process should include student evaluation of faculty effectiveness.

- (1) Faculty Evaluation-- The community college will conduct faculty evaluations for dual enrollment instructors using the college guidelines adopted for all adjunct faculty. A copy of the evaluation results will be submitted to the designated school division representative.
- (2) Student evaluations on all dual enrollment adjunct instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, Program Lead, faculty member, and designated school division representative.

 _____ Dr. Thomas Morris Secretary of Education	 _____ Date
 _____ Dr. Billy K. Cannaday Superintendent of Public Instruction	 _____ Date
 _____ Dr. Glenn DuBois Chancellor, Virginia Community College System	 _____ Date