

SUBJECT: Student Affairs

POLICY: 310.1 High School Dual Enrollment

RELATED PROCEDURE:

EFFECTIVE: June 2011

REVISED: May 2012

REVIEWED: December 2016

Introduction Great Falls College Montana State University (hereinafter “Great Falls College MSU” or “the College”) believes offering dual enrollment opportunities to high school students will encourage students to pursue higher education, expand access to postsecondary opportunities, and increase college completion rates.

I. Purpose

The purpose of this policy is to provide a mechanism through which eligible high school students may enroll in college credit-bearing classes while they are still enrolled in high school. Dual enrollment classes may provide college credit only, or both college and high school credit at the discretion of the participating school district. Dual enrollment courses may be delivered on the college campus, online, at the high school, through interactive video, or at alternative sites.

The College complies, and this policy is aligned with the Montana University System’s Operations Guidelines for Dual Enrollment (available at <http://mus.edu/board/meetings/2010/Sept2010/Workforce/DualEnrollmentGuidelines.pdf>).

II. Definitions

Definitions for common terms used in association with dual enrollment are included below.

Interlocal Agreement – is the formal agreement between the College and school district, school, or charter school which specifies, at a minimum, student eligibility and participation requirements, and responsibilities of the high school and the College, and the duration for which the agreement is valid.

College Credit Only Course – awards college credit, but not high school credit, for a college course taken by the high school student.

Concurrent Enrollment - is a college course taught at the high school to a class of high school students by an appropriately qualified high school teacher serving as an affiliate faculty member for the College.

Dual Credit – is the credit awarded at both the high school and college levels.

Dual Credit Course – is the course for which a high school student may receive both high school credit toward graduation and college credit. The course may be taken in a variety of settings – on a high school campus, on the College’s campus, and online. (The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies, and administrative rules.)

Dual Enrollment – is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school.

Early College – is a college course taught, typically on campus or online, by a college faculty member. Only college credit is issued to the successful student.

Faculty/Instructor – is the individual in the employ of the College teaching a dual enrollment or early college course. In concurrent enrollment courses, the high school faculty is considered an “affiliate faculty.”

Principal or Principal’s Designee – is the person at the high school, local school district superintendent, or private school board, if applicable, who assigns and approves the courses that may result in credit for the high school.

Student – refers to the high school student or home schooled student who meets the eligibility requirements and is or will be participating in dual enrollment courses through the College.

III. Requirements for Dual Enrollment Courses

1. Courses eligible for dual enrollment will be 100 or 200 level college courses included in the College’s catalog and have the same course prefix, number, title, credits and outcomes as outlined by the Montana University System.
2. The syllabus for a dual enrollment course must include the same content, outcomes and assessment of student achievement as other on campus sections of the College’s course; and, it must follow the College’s standardized syllabus template.
3. Concurrent enrollment course requirement will be verified by College faculty in the discipline and/or the appropriate academic administrator, through site visits and other measures to assure the curriculum of concurrent enrollment courses reflects the pedagogical, theoretical and philosophical orientation of the sponsoring college.
4. The College reserves the right to cancel course offerings when course do not meet minimum enrollment requirements.
5. To avoid displacing adult students in the college courses, priority enrollment is given to the College’s regular students. Thus, dual enrollment students will not be allowed to waitlist a course that is full, given that this could misplace regularly enrolled college students.

IV. Student Eligibility for Dual Enrollment

To be eligible for a dual enrollment course, the student must:

1. Be enrolled in a high school which has a current interlocal dual enrollment agreement with the College (to participate in dual enrollment opportunities, home-schooled students may enroll through the school district in which they reside);
2. Be at least 16 years of age or a high school junior;
3. Meet the requirements for admission that on-campus students must meet, other than the high school diploma (See BOR Policy 301);
4. Meet the same prerequisites as on-campus students for courses that require specific placement tests, scores, or prerequisite courses. Students seeking placement in any college course that requires it, must meet the requirements of Board of Regents Policies 301.15, 301.16, and 301.17. *[update numbers to reflect consolidated policies]*. The College must keep on file copies of official placement scores and/or prerequisite transcripts; and
5. Have approval signatures of a parent or guardian (if the student is not 18 years of age), a designated high school official.

Students will be responsible for their own transportation unless the interlocal agreement establishes other arrangements.

Students admitted under dual enrollment are considered non-degree-seeking college enrollees and do not qualify for federal financial aid for higher education. However, they may qualify for scholarships or privately funded financial assistance.

Note: Exceptional circumstances may exist for individual students. When students do not meet one or more of the dual enrollment eligibility requirements listed above, the high school's designated official may request an exception. The request must be in writing, explain the reason the exception is being requested, and provide evidence that the student can benefit from dual enrollment in the specific course, can learn at the collegiate level in the course, and can manage the combined high school and college course load. The designated college official or committee must concur in writing that an exception is warranted in order for the student to participate in the dual enrollment opportunity. In no case may exceptions be used to meet minimum class size requirements.

V. District/School Participation in Dual Enrollment

For students to enroll in dual enrollment courses with the College, a participating high school or school district must:

1. Have an Interlocal Agreement between the College and participating school/district signed by the principal or principal's designee;
2. Coordinate with the College to ensure specific information regarding the costs of participating in dual enrollment courses (e.g., tuition and fees) is provided to the student and their families; and
3. Provide an on-site facilitator who is a certified teacher in the district for any online dual enrollment courses that will also earn the student high school credit. The facilitator will provide on-site support for the students taking online course, generally of a technical nature, to ensure students have the support they need to be successful. The College will provide assistance to the facilitator as needed.

Although the majority of the College's coursework would be available for dual enrollment, a participating district/school may wish to restrict the specific courses and delivery modalities in which their students may participate in. This will be the responsibility of the district/school to decide, and communicate with the students and the College.

VI. Dual Enrollment Faculty

1. All dual enrollment faculty must be approved by the College and must meet the minimum qualifications for faculty as established by the Board of Regents in BOR Policy 730.
2. Faculty members teaching dual credit courses must possess a current K-12 licensure (Class 1, 2, 4 or 8) required by the Board of Public Education and approved by the Office of Public Instruction, or the course will not be eligible for high school credit. Faculty licensure will be posted on the College's Dual Enrollment website.
3. Dual enrollment faculty members and affiliate faculty members are selected, oriented, supervised and evaluated. Affiliate Faculty teaching concurrent enrollment courses for the College in a high school setting will be evaluated through a protocol approved by the College.

VII. Credits

Students enrolled in a dual enrollment course will earn college credits as referenced in the College's current catalog. The classes will be transcribed on the student's Great Falls College MSU transcript. For those course considered dual credit by the participating district/school, typically one three (3) credit semester college course is equivalent to one (1) semester credit in high school.



VIII. Tuition and Payment

Students participating in dual enrollment courses will be responsible for paying tuition and fees as outlined in posted tuition and fee schedules specifically for dual enrollment students as approved by the Board of Regents. This schedule will be updated on a biennial basis. In some cases, students will be responsible for paying specific program/course fees.

If a student withdraws from a dual enrollment course, a refund will be made according to College policies (as stated in the catalog).

IX. Additional Information

For more information on dual enrollment at Great Falls College MSU and in Montana, please visit the following websites:

<http://www.gfcmsu.edu/academics/DualEnrollment/index.html>

<http://www.gfcmsuedu/academics/DualEnrollment/Forms/DualEnrollmentGuidelines.pdf>