



**ALABAMA STATE  
UNIVERSITY**

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**I. Title:**

Dual Enrollment Policy

**II. Policy Statement:**

The purpose of this policy is to outline the admissions policy and process for high school students seeking dual enrollment status. Additionally, this policy will ensure that the institution is in compliance with all areas of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Dual Enrollment Policy. As required by the Alabama Administrative Code Rule No. 290-3-1-02, Alabama State University (ASU) offers dual enrollment and dual credit programs for high school and college credit. Whereby high school students may enroll in post-secondary institutions in order to dually earn credits for a diploma/degree at both the high school and at Alabama State University.

**III. Scope:**

The dual enrollment program enhances students' academic readiness, promotes life-long learning and develops scholarship for Alabama high school students by providing them with opportunities to take college courses during their junior and senior years of high school. For the purposes of SACSCOC, "dual enrollment" refers to courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. Included are such coursework offered at the high school, on the institution's campus, or via distance education. Additionally, included are programs and courses that may be offered under different names such as "early college," "dual credit," or "concurrent enrollment." The academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery. ASU ensures that dual enrollment courses and programs comply with the Principles of Accreditation. This applies to all such educational programs and services, wherever located or however delivered. In addition, the university demonstrates clear institutional control over all dual enrollment courses and programs.

**IV. Effective Date:**

This policy is effective upon approval by the ASU Board of Trustees.

**V. Designated Responsibilities and Applicability of the Dual Enrollment Policy:**

Dual enrollment students, faculty, and staff are governed by the provisions set forth in the Dual Enrollment Policy. All students, faculty and staff involved in dual enrollment are responsible for being familiar with the provisions of this policy, including:

**Office of Academic Affairs** – The Office of Academic Affairs is responsible for the adherence of dual enrollment policies and procedures. Academic Affairs will ensure faculty who are instructing dual enrollment students meet the criteria set forth in the Faculty Credentials and Qualifications policy. Additionally, the quality of instruction does not deviate from what is indicated in the student learning outcomes.

**Admissions/Dual Enrollment Coordinator** – The Dual Enrollment Coordinator is responsible for the recruitment, evaluation and admission of eligible applicants. The Dual Enrollment Coordinator is also responsible for coordinating with student accounts and the registrar to ensure that the students’ fees are correctly assessed and that students are enrolled in the correct classes, respectively. The Office of Admissions will serve as the point of contact for students, parents and secondary school administrators.

**Director of Admissions** – The Director of Admissions governs all policies and procedures regarding the admission of dual enrollment/dual credit students.

**Faculty Responsibility:** Dual enrollment faculty shall conform to all college and departmental responsibilities, policies, and procedures related to dual enrollment courses. The faculty member shall:

- a. Prepare and disseminate a college-approved course syllabus that includes all required information for the college course, including the college’s grading scale;
- b. Adhere to the required number of instructional/contact hours for the course;
- c. Adhere to established college academic/instructional calendars for enrollment and grade submission;
- d. Use college-approved instructional materials;
- e. Incorporate all student learning outcomes and assessment of student learning outcomes into instruction;
- f. Participate in student evaluation of instructional effectiveness;
- g. Submit final course grades; and
- h. Participate in required meetings and professional development opportunities.

**Facilities and Operations Management** -Dual enrollment courses offered off-site must be conducted in adequate facilities. Off-site curriculum, instructional supplies, and facilities must undergo review by an assigned postsecondary faculty or staff member.

**Registrar** -The Registrar will be responsible for posting and generating grade reports for each student at the end of each semester.

**Student (Dual Enrollment Student)**-The dual enrollment student will abide by the rules, regulations, and policies as outlined in the Alabama State University student handbook, The Pilot ([www.alasu.edu/current-students/handbook-policies](http://www.alasu.edu/current-students/handbook-policies)). The student will be governed by the General Undergraduate Catalog of Alabama State University ([www.alasu.edu/current-students/records-registration/official-catalog](http://www.alasu.edu/current-students/records-registration/official-catalog)).

**Student Accounts**-The Office of Student Accounts is responsible for ensuring that dual enrollment students’ fees are assessed at the correct rate. Student Accounts will ensure that tuition is paid on time as established by the guidelines of this policy. Each dual enrollment course is \$300. This fee must be paid within 30 days of the first day of classes. Payment should be made via Hornets Web using the student’s CWID# (campus wide identification number). The dual enrollment fees are not eligible for tuition waivers for Alabama State

University employees. According to federal guidelines, dual enrollment students are not eligible for financial aid. Dual enrollment students are also ineligible for institutional scholarships. Tuition, supplies and textbooks are the responsibility of the student.

**Institutional Effectiveness-** ASU shall conduct evaluations of dual enrollment instructors using college guidelines established for all adjunct or full-time faculty. High school faculty or adjunct faculty employed by the university teaching a dual enrollment course shall be evaluated in accordance with the college's adjunct faculty evaluation process. Full-time university faculty teaching a dual enrollment course shall be evaluated in accordance with the college's full-time faculty evaluation process.

A part of the evaluation of instructional effectiveness shall include student evaluation of faculty effectiveness. Student evaluation of faculty effectiveness shall be conducted each semester for each course offered in the dual enrollment program and use the same instruments used for all adjunct or full-time faculty. Results of the student evaluations of teaching effectiveness shall be compiled and shared with the academic dean or designee, the faculty member, and the designated public school representative. In order to ensure the quality and effectiveness of the dual enrollment program, the university will specify and evaluate dual enrollment programmatic outcomes and identify changes intended to result in continuous improvement.

#### **VI. Policy Management:**

- Responsible Office: Office of Admissions and Recruitment (responsible for recruitment of students only)
- Responsible Executive: Office of the Provost and Vice President for Academic Affairs (responsible for the execution of the policy)
- Responsible Officer(s): Director of Admissions and Recruitment, Admissions/Dual Enrollment Coordinator, and Assistant Provost for Academic Affairs

#### **VII. Definitions:**

- **Dual credit student:** a dual credit student is a student who is enrolled in a post-secondary institution while enrolled in high school. The student receives both high school and post-secondary credit for coursework regardless of the course location (high school campus, postsecondary campus, or online).
- **Dual enrollment student:** a dual enrollment student is a student who is enrolled in a post-secondary institution while enrolled in high school. The student receives postsecondary credit for coursework.

**VIII. Memorandum of Understanding (MOU)**

A Memorandum of Understanding between participating Alabama high schools and Alabama State University shall be established prior to student participation in a dual credit program. Dual credit course requirements are determined by the AAC Rule No. 290-3-1-.02 and the signed Memorandum of Understanding between the high school and Alabama State University.

**IX. Procedures:**

Dual enrollment programs expose high school students to rigorous coursework and to prepare them for the academic and behavioral expectations of colleges and universities. The procedures for dual enrollment students are provided in this policy and in recruitment materials created and distributed by the Office of Admissions. These recruitment materials should include course offerings, grading policies, access to grades and assignments, and course enrollment and withdrawal procedures.

**X. Curriculum and Instruction:**

Curriculum Standards dual enrollment courses shall be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the ASU Master Course File. All dual enrollment courses shall contain the same student learning outcomes, components of the syllabi, level and rigor of content, assessment and evaluation of student learning outcomes, and instructional effectiveness. To ensure that dual enrollment courses taught at the high school meet the curricular depth and breadth of courses taught on college campuses, all dual enrollment courses shall have the same student learning outcomes as those courses taught on campus. In addition, student learning outcomes in all dual enrollment courses shall be assessed using common assessment measures identified and approved by the college and utilized in courses taught on campus. All course learning outcomes shall be communicated to students. Students may enroll in three to six credit hours per semester (one or two courses), up to twenty-four credit hours over a two year or four semester period. To enroll in six credit hours (two courses) per semester, a student must have a 3.25 GPA. All other students may enroll in only three credit hours (one course) per semester.

**XI. Faculty/Instructor Qualifications**

High school instructors of dual credit courses are adjunct instructors of the postsecondary institution providing dual credit. As for any postsecondary course, high school instructors of dual credit courses shall meet the faculty qualification requirements outlined by the postsecondary institution and must comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements.

- a. Instructors shall possess a master's degree in the discipline or subfield in which they teach.
- b. Instructors with a master's degree in a discipline or subfield, other than that in which they are teaching, must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they are teaching.

- c. K12 districts must receive instructor approval from the partnering postsecondary institution prior to scheduling students for dual enrollment courses.
- d. Certain course offerings may require additional or specific qualifications not outlined in section (a) or (b) faculty qualifications are determined by the partnering postsecondary institution.

## **XII. Admissions and Transparency**

Alabama State University may offer admission to public and private high school juniors and seniors and home school students studying at the high school junior and senior levels, provided they are college ready according to the established dual enrollment admission policy. Since admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be considered on a case-by-case basis. Formal approval by the Director of Admissions or the Enrollment Management Committee is required for admitting applicants who do not meet the established admission requirements. Exceptions will be considered on a case-by-case basis. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

- Eligible high school juniors and seniors enrolled in school systems that have an active dual enrollment agreement with ASU, are eligible to participate in the dual enrollment/dual credit program.
- Juniors who apply to participate in the dual enrollment program at Alabama State University must have a cumulative grade point average of 3.0 and have earned an 18 on the ACT, a 940 on the SAT, or agree to take one of the standardized tests by the end of the semester in which they are enrolling. The student must earn the required test score to remain in the program for the subsequent semester.
- Seniors who apply to participate in the dual enrollment program at Alabama State University must have a cumulative grade point average of a 3.0 and have earned an 18 on the ACT or 940 on the SAT, or agree to take one of the standardized tests by the end of the semester in which they are enrolling.
- If taking Math 136 or 137, applicants must have an ACT/SAT Mathematics sub-score of 16 or greater or SAT sub-score of 450.
- If taking English 131, applicants must have an ACT/SAT English sub-score of 16 or greater or SAT sub-score of 450.
- Students who have not taken the ACT/SAT are allowed to take general education courses that do not require ACT/SAT placement scores.
- Students must meet the minimum dual enrollment admissions criteria and must provide a letter of recommendation from the principal or guidance counselor, and parental permission. All students must attend a Dual Enrollment Orientation prior to the first day of class.
- Students must complete the Dual Enrollment Application or the Dual Enrollment Intent to Return

**XIII. Library and Learning Resources:**

Dual enrollment students will have full access to the Levi Watkins Learning Center Library located on the campus and access via the website of Alabama State University. If materials are provided by the high school, a university faculty instructor or designated staff member will determine if the resources are appropriate for the courses offered.

**XIV. Academic and Student Support Services:**

Academic support services will be provided to all dual enrollment students. Additionally, students will have access to tutoring and support services that are offered by the Academic Center of Educational Success (A.C.E.S.). These support services may be offered on campus or online.

**XV. Substantive Change**

Academic Affairs in collaboration with the SACSCOC Institutional Accreditation Liaison will be responsible for ensuring that the MOUs do not require prior approval from SACSCOC before implementation.

**Document History**

*Approved by BOT: May 2, 2019*