



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### **PROCEDURE: Dual Enrollment Number: 4.1.4.1**

Responsibility: Student Affairs  
Last Updated: November 1, 2023  
Related Policy: 4.1.4 Dual Enrollment

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President

#### **Purpose:**

The following procedures are provided to ensure dual enrollment programs offered by any institution in the South Carolina Technical College System in cooperation with a South Carolina partnering secondary institution, including but not limited to, high school, district, career center, home school, and private high school (“school/district”) will have high quality, college-level courses for eligible high school students and will embrace the mission of the Technical College System.

#### **Procedure:**

Students enrolled in dual enrollment courses are considered technical college students. Technical college students are governed by South Carolina Technical College System Student Codes and are afforded all rights outlined therein (Reference SBTCE 3-2-106.1, 3-2-106.2, and 3-2-106.3).

#### **I. Purpose and Scope of Dual Enrollment**

1. Dual enrollment, as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 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.
2. Dual enrollment courses are credit-bearing, college courses. They are distinct from credit-by-exam options, such as Advanced Placement or International Baccalaureate high school courses.
3. Dual enrollment provides access to college courses meant to enrich the academic experience of eligible high school students by providing the opportunity to earn college credit early.
4. This procedure applies to students, courses, and programs meeting any of the following criteria:

- a. High school students enrolled in a college course to simultaneously earn both high school and college credit (also known as dual credit)
- b. College course sections wherein all enrolled students are high school students seeking dual credit
- c. General education and technical courses offered through agreements for dual credit
- d. Specialized program formats wherein a cohort of students seek to earn a high school diploma and a postsecondary credential simultaneously from a South Carolina technical college

## **II. Student Eligibility**

1. To be eligible for dual enrollment, students must:
  - a. Be classified as a high school junior or senior as determined by the school/district, except as outlined in II.B of this procedure
  - b. Complete the admissions process for enrollment as required by the College's procedures for admitting students under the age of 18 who are not high school graduates (Reference Procedure 4.1.1.1 - Admissions Criteria)
  - c. Meet the same or comparable requirements for enrollment and placement into the college course as other college students
  - d. Have the recommendation of the high school principal, or designee, or the designee of the governing school association
  - e. Provide written permission from the student's parent or guardian. Exceptions to written permission from the student's parent or guardian may be made when such permission is not possible but the student otherwise meets the eligibility requirements.
2. In some cases, high school freshmen and sophomores may be eligible to participate in dual enrollment by exception or in a specialized, structured form of dual enrollment, such as an early college. Additional criteria for freshman and sophomore-level participation may be required to demonstrate readiness for college coursework.
3. Student eligibility criteria should be included in written agreements between the college and the school/district. It should be clearly stated in the agreement when both the college and the school/district agree to offer dual enrollment to eligible high school freshmen and sophomores on an exceptional basis and/or through a specialized program. The agreements should detail the criteria for exceptions, such as minimum GPA requirements, placement test scores, pre-requisite coursework, etc.

## **III. Structure and Administration of Dual Enrollment Offerings**

1. It is the responsibility of the college to uphold SACSCOC accreditation and policy requirements applicable to dual enrollment, such as its Principles of Accreditation, Dual Enrollment policy, and Substantive Change policy.
2. Dual enrollment courses must be included as sections of existing courses offered by the college. All dual enrollment courses must be approved by the Chief Academic Officer or designee.
3. Dual enrollment course sections are college courses; therefore, academic content, syllabi,

textbooks, teaching methodologies, and assessments therein should reflect collegiate standards.

4. The Chief Academic Officer, or designee, will be responsible for selecting and credentialing all dual enrollment faculty using SACSCOC college-level criteria as minimal requirements for teaching. The College will follow the same procedures for the selection and credentialing of dual enrollment instructors as they would all college faculty, both full-time and adjunct. Additional procedures may be added to ensure and document the qualifications of dual enrollment instructors who are principally employed by the secondary school/district.
5. The Chief Academic Officer, or designee, must ensure student evaluation and faculty evaluation methods for dual enrollment courses follow the College's policies and procedures and SACSCOC principles and guidelines.
6. Dual Enrollment students have rights to access student and academic support at the College. This includes academic advising, accommodations, career services, course instructor, libraries, supplemental instruction, etc. The college will ensure dual enrolled students are appropriately informed regarding their rights and responsibilities.
7. The Technical College of the Lowcountry will offer dual enrollment programs only within their service areas unless a written agreement is negotiated giving a college permission to enter the service area of another college (Reference SBTCE 1-2-101).
8. Institutions are to follow the guidelines for charging tuition for dual enrollment courses outlined by the South Carolina Technical College System (Reference SBTCE 7-2-101, SBTCE 7-2-101.1).
9. All high school students enrolled in a college course offered for dual enrollment must be enrolled in the class for college credit (i.e., dual enrollment courses cannot combine high school students enrolled to receive college credit with students only receiving high school credit).

#### **IV. Faculty Eligibility, Support, and Evaluation**

1. Any faculty member teaching dual enrollment courses must meet all relevant SACSCOC faculty credentialing criteria. The credentialing requirements for dual enrollment instructors are the same as the credentialing requirements for instructors teaching the same course on the technical college campus.
2. Orientation and evaluation of teaching for dual enrollment instructors rest with the appropriate academic department of the respective technical college. The Chief Academic Officer, or designee, shall assure consistency and comparability of both orientation and evaluation of dual enrollment instructors with non-dual enrollment instructors across the institution.
3. Dual enrollment instructors must participate in relevant professional development and evaluation activities that are expected of all instructors.
4. For purposes of assuring comparability of dual enrollment offerings with other college offerings, college academic departments must provide instructors of dual enrollment courses with support services, including a designated faculty liaison. Adjunct dual enrollment instructors, including those principally employed by the secondary school or district, must be provided professional support services by the college.
5. Regardless of course delivery (e.g., on the college campus, at the high school, through

distance learning technology), the technical college will provide a qualified, supervised instructor.

## **V. Assessing Student Learning**

1. Dual enrollment instructors should use formative and summative assessments approved by their academic departments at the technical college.
2. The Chief Academic Officer, or designee, is responsible for reviewing student performance in dual enrollment courses. Reviews may include grade analysis, examination of coursework, review of subsequent academic performance, and comparative analysis of dual enrollment course success.

## **VI. Limitations on Credit Earned and Transferability of Credit**

1. The number of college credits a high school student can earn through dual enrollment courses may vary according to the local availability of dual enrollment program offerings, student ability, funding, etc.
2. It is the responsibility of the technical college offering the dual enrollment course(s) to advise students of the necessity to determine the transferability of individual courses to colleges other than the colleges within the South Carolina Technical College System using resources such as, but not limited to, the Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina.

## **VII. Compliance and Reporting**

1. The Division of Academics, Student Affairs, and Research of the South Carolina Technical College System will:
  - a. Administer routine reporting and compliance processes for colleges offering dual enrollment.
  - b. Develop dual enrollment guidelines to facilitate college compliance with implementation of dual enrollment programs.
  - c. Monitor, interpret, and relay policies, guidelines, and best practices from governing and accrediting bodies.
2. It will be the prerogative of the Executive Director of the South Carolina Technical College System, or designee, to conduct audits of dual enrollment programs on a scheduled basis or as deemed necessary.