Dual Enrollment Procedures & Quality Assurances

In an effort to improve on the quality of instruction, the following are the dual enrollment procedures and quality assurances:

**PROCEDURES**

- Each school system contact should notify Paul D. Camp Community College (PDCCC) contact of the system’s desire to offer dual enrollment classes by June 30. The official list should include the courses, the number of sections, the times and locations of the classes, as well as the proposed faculty they recommend to teach these classes. This request packet should include copies of faculty graduate transcripts (unless they have taught at the College within the past five years).

- Secondary schools will provide a class roster of students planning to take dual enrollment courses by June 30. Tentative rosters should include the name and section of the course, student names and social security numbers (The SSN is needed by the College to search for emplids on PeopleSoft and to avoid creating duplicates). The College will use this list to begin the creation of a dual enrollment spreadsheet showing all students taking dual enrollment classes, to identify missing data (i.e. missing applications, etc.), and to add/delete students while finalizing the summary with the secondary schools coordinators for billing purposes.

- **College application and domicile forms** should be completed, signed by all students/parents, and given to the PDCCC Dual Enrollment contact by June 30.

- Plan **placement testing schedule and orientation sessions** for faculty, students, and parents by May 30 for dual enrollment students.

- The College’s **placement test (COMPASS or ASSET)** must be taken and a minimum score requirement must be met by all dual enrollment students taking English, mathematics, and other dual credit courses. Dual enrollment students must meet the same standards for taking a course as all on-campus students.

- A student may re-take the placement test only once within a twelve month period.

- Paul D. Camp will notify the school system by July 30 of all **courses approved** for the coming academic year. The information given at this time will be the approved courses, textbooks, faculty and College calendar.

- Dual enrollment students will follow the academic calendar as it relates to holidays and breaks agreed upon by each school system and the College. Dual enrollment students will follow the high school calendar. College faculty who instruct dual enrollment students will follow the high school calendar for dual enrollment classes and follow the College calendar for all other classes taught.
• Dual enrollment faculty members who teach part-time for PDCCC are considered **adjunct faculty** and should attend all adjunct faculty meetings and follow the PDCCC Faculty Handbook.

• **Adjunct faculty contracts** will be given to dual enrollment faculty by the fall adjunct meeting date.

• Dual credit faculty members are **evaluated in the same way** as on-campus adjunct faculty. Students will be given a faculty evaluation form provided by the College to complete at the end of the term and returned to PDCCC by the public school representatives.

• **Official Dual Enrollment Agreements and Contracts** with each secondary school will be sent by November 1 and should be signed and returned to the College by December 1.

• Dual enrollment faculty teaching on-campus should contact the VP of Instruction and Student Development’s executive secretary at 569-6713, if unable to attend class (If the VP’s executive secretary is not available, contact the Academic Dean’s administrative assistant at 569-6750 in Franklin or 925-6337 in Suffolk).

• Dual enrollment faculty should be given a minimum of 48 hours notice by high school administrators if students will miss class for a school event.

• On-campus dual enrollment faculty will notify the high school of any student who is absent that day.

• Dual enrollment faculty and students are encouraged to use the PDCCC resources, computer labs, libraries, and counseling services. All dual enrollment students are assigned an e-mail account by the College. Students can access their grade(s) at the end of the term by going to the College’s Web site and using their emplid and password (date of birth, MMDDYY).

• Final class rolls are to be signed by the public school representatives and delivered to PDCCC’s Admissions and Records Office. The fall **dual enrollment summary for billing** verifying total enrollment by each secondary school should be signed within 14 class days after the beginning of class and the spring dual enrollment summary for billing should be signed within 14 class days after the beginning of class.

• Faculty must provide a minimum of two graded assignments before mid-term as well as a mid-term and final examination (or comparable assignment) in each class.

• All students must take the mid-term/final examination or another educational activity during the last week of classes.
QUALITY ASSURANCES

• Full-time College faculty have the responsibility of working with their dual enrollment counterpart to act as a resource person and to ensure consistency of the curriculum.

• Credentials of dual enrollment faculty must meet VCCS certification criteria.

• Textbooks used for dual enrollment classes must either be the same as on-campus classes or approved by the Academic Dean of the College.

• Dual enrollment course syllabus/course outlines and exams should be reviewed by their college faculty counterparts to ensure that they are equivalent in assignments and academic rigor.

• Course syllabus must be given to dual enrollment students by the second week of class.

• Students must meet the placement test requirements before taking any mathematics, English, or other dual enrollment classes.

• The performance of dual enrollment transfer students will be equal to the PDCCC transfer student performance at the senior institutions.

• Dual enrollment students will have the same writing proficiency as the PDCCC students.

• Dual enrollment students will indicate satisfaction with the quality of the preparation they received while at PDCCC.

• Occupational/Technical (OT) dual enrollment students will achieve success at the same rate or higher as the program students.