

## Virginia Public Higher Education Policy for Dual Enrollment Transferability

Adopted by Council: January 15, 2019

Code of Virginia §23.1-905.1:

*The Council, in consultation with each public institution of higher education, shall establish a policy for granting undergraduate course credit to any entering student who has successfully completed a dual enrollment course.*

### 1. **Definition.**

For purposes of this policy, “Dual Enrollment” refers to coursework taken by high school students under the aegis of an agreement between a public school or district and a public institution of higher education, wherein a student takes coursework that both (i) counts toward high school graduation requirements and (ii) is designed to result in earned college credits. The pedagogy associated with such coursework may take place in the high school, on a college campus, at a third location, online, or in any combination of the above.

### 2. **Statement of Purpose.**

Dual enrollment affords qualified high school students in the Commonwealth the opportunity to enroll in college-level coursework while concurrently satisfying high school graduation requirements. Dual enrollment programs have many potential benefits for students, depending on their talents, intentions, and particular post-secondary path they intend to pursue. These include improving the student’s ability to complete post-secondary programs efficiently, enriching educational opportunities, and preparing for future employment. To support the achievement of these goals, dual enrollment courses should:

- Provide access to post-secondary education and pathways to the workforce for qualified high school students from all backgrounds.
- Expose students to rigorous coursework that familiarizes them with the academic and behavioral expectations of colleges and universities.
- Contribute to the enhanced student success and quality outcomes in post-secondary education.
- Afford the opportunity to reduce time to completion and cost in post-secondary education.

It is the mutual responsibility of higher education institutions, schools, and districts to ensure that dual enrollment offerings enable fulfillment of the above purposes according to students’ interests, abilities, and aspirations.

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### 3. **Mutual Responsibility for Accuracy of Information.**

It is the responsibility of higher education institutions, schools, and districts to ensure that students and parents have access to accurate communication and advisement on the transferability of dual enrollment coursework to Virginia post-secondary institutions.

### 4. **Principle of Parallel Transferability.**

For purposes of transfer, dual enrollment courses shall be treated in parallel with the same course when taken on campus—i.e., dual enrollment status *per se* shall not affect transferability, or the satisfaction of specific academic requirements.

### 5. **Quality Assurance.**

#### A. Admission

- i. Each institution of higher education shall adopt policies that ensure that students enrolled in its dual enrollment courses are college-ready according to the college's usual standards for college-level work.
- ii. Because admitting high school freshmen and sophomores to college-level coursework is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. The president's approval is required for the admission of any high school student below the 11<sup>th</sup> grade to dual enrollment.
- iii. Each institution of higher education shall adopt policies that ensure that all course-specific prerequisites or other admission standards that apply to offerings at the institution's home campus apply as well to dual enrollment courses.

#### B. Student Support Services

- i. Institutions of higher education shall adopt policies that ensure that dual enrollment programs have access to student and staff support services equivalent to those offered to students on campus.

#### C. Instructor Qualifications and Support

- i. Institutions of higher education shall adopt policies that ensure that dual enrollment course instructors satisfy the same qualification standards that apply on campus, including—but not necessarily limited to—those of the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC).
- ii. Institutions of higher education shall adopt policies that ensure that dual enrollment course instructors have access to curriculum content support equivalent to that available to instructors on campus.

#### D. Instructor Responsibility

- i. Each institution of higher education shall adopt practices to ensure that instructors adhere to all institutional policies related to dual enrollment courses. These policies should include, but are not necessarily limited to:
  - a. satisfying institutional requirements for syllabi and other means of providing accurate information about academic requirements to students;
  - b. adhering to required number of instructional contact hours;

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- c. adhering to institutional requirements for instructional materials;
    - d. adhering to institutional grading policies.
  - E. Evaluation
    - i. Each institution of higher education shall adopt policies that ensure that
      - a. student learning outcomes in dual enrollment courses are assessed in parallel with courses as taught on campus, and that learning outcomes are communicated to students;
      - b. program-level assessment includes dual enrollment instruction sponsored by the institution; and
      - c. dual enrollment instructors are evaluated according to the same standards and methods that apply to instructors on campus.
    - ii. Each institution of higher education and partner school or district, shall establish a process for mutual sharing of information about student performance in dual enrollment courses to ensure continuous improvement.
- 6. State Level Oversight and Communications.**
- A. SCHEV shall maintain a record of transferability of commonly taught dual enrollment courses. This record will identify whether each dual enrollment course:
    - i. is included in the Uniform Certificate of General Studies or Passport Program;
    - ii. transfers as general elective course credit;
    - iii. transfers as course credit satisfying other academic requirements; or
    - iv. is not likely to transfer for credit.
  - B. The VCCS shall make available in an online portal the following information:
    - i. a description of each dual enrollment course offered in the Commonwealth;
    - ii. the specific academic, career, or technical programs in the System that will accept the course credit and which specific comprehensive community colleges offer such programs; and
    - iii. if available, the pathway maps in which the dual enrollment course is included.
  - C. The Council and institutions shall make this policy available on their websites and in other appropriate advisement materials.