



GADSDEN STATE COMMUNITY COLLEGE
DUAL ENROLLMENT FOR DUAL CREDIT

BEST PRACTICES HANDBOOK

March 2018

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ACE INSTITUTE

The Advanced College Enrollment (ACE) Institute is Gadsden State's dual enrollment program. Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of Gadsden State's campuses or at the student's high school, earning college and high school credit simultaneously. Eligible students may enroll in the ACE Institute during the Summer, Fall or Spring semesters. ACE Institute students may enroll in any Gadsden State course deemed acceptable by the student's high school, including both general education courses and career technical courses. Certain college courses have prerequisite requirements and/or placement requirements. All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts).

ACE Institute students are responsible for the cost of all tuition, fees, books, materials/supplies. Students interested in certain career technical programs, identified as high-wage, high-demand, may qualify for the ACE Institute Scholarship. The ACE Institute Scholarship is funded by the Career Technical Dual Enrollment Grant through the Alabama Community College System and may pay for the cost of all tuition, fees, books, materials/supplies. See Appendix I for a list of scholarship-eligible career technical programs & the ACE Institute application packet.

CONTACT INFORMATION

Noelle Stovall	Enrollment Specialist (Etowah Co., Attalla City, Etowah Private Schools)	256-439-6864	nstovall@gadsdenstate.edu
Whitney Hall	Enrollment Specialist (Gadsden City)	256-439-6865	whall@gadsdenstate.edu
Ashley Gaither	Enrollment Specialist (Calhoun Co., Talladega, Cleburne Co.)	256-832-1240	agaither@gadsdenstate.edu
Tonya Douthitt	Enrollment Specialist (Anniston City, Jacksonville City, Piedmont City, Oxford City)	256-832-1258	tdouthitt@gadsdenstate.edu
Amanda Martin	Enrollment Specialist (Cherokee Co., St Clair Co., Etowah Home schools)	256-439-6863	amartin@gadsdenstate.edu
Laura Swann	<i>Dual Enrollment, Recruitment & Orientation</i>	256-439-6861	lswann@gadsdenstate.edu
Dr. Teresa Rhea	Dean of Enrollment & Retention	256-549-8230	trhea@gadsdenstate.edu

www.gadsdenstate.edu/ACEINSTITUTE

dualenrollment@gadsdenstate.edu

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Who are eligible students? Students must be in the 10th, 11th or 12th grades.

What GPA is required for Dual Enrollment? Students must have a minimum cumulative (unweighted) grade point average of 2.5 on a 4.0 scale.

What courses are offered for Dual Enrollment credit? An extensive list of academic and career technical courses are offered for dual enrollment students. See Appendix II for a basic list of academic courses and course equivalencies. Students should speak with an Advisor or Enrollment Specialist for the entire course list, including career technical courses. “Special Topics” courses are not eligible for ACE Institute scholarship funding. ACE students may not take developmental courses.

How does a Dual Enrollment class meet high school requirements? Typically, students must complete three semester credit hours at the postsecondary level to equal one credit (Carnegie unit) at the high school level in the same or related subject. Each course must be crosswalked by the Local Education Agency (LEA) before high school equivalency credit can be determined for named academic courses. Each LEA must crosswalk the secondary course of study and the post-secondary syllabus. High school crosswalks are not required for courses counting as elective credit (career technical courses, fine art courses, etc.) See Appendix II for an example of some course equivalencies. Each participating LEA has the final authority on equivalencies.

What are the costs associated with Dual Enrollment courses? Students are responsible for the cost of tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course unless covered by alternative funding sources, such as the ACE scholarship. Some dual enrollment students may qualify to participate in the deferred payment plan. View the current tuition rate at www.gadsdenstate.edu

Is financial aid available for Dual Enrollment courses? Dual enrollment students are not eligible for federal student aid (such as Pell grants). Students wishing to enroll in certain high wage, high demand Career and Technical Education programs may be eligible for a dual enrollment scholarship through Gadsden State’s ACE Institute (list of eligible programs in Appendix I). Students awarded the ACE scholarship may be awarded tuition and fees.

Do high school students have to travel to the college to take Dual Enrollment classes? If a high school teacher meets the credentialing requirements of the college and is employed as an adjunct instructor by the college, the course may be taught by the high school teacher at the high school. With permission from parents and school administrators, students may travel on their own to college campuses to take classes. Students may also take dual enrollment courses online, however it is suggested that students taking an online course be recommended by their high school counselor, due to the discipline required. Dual enrollment students are encouraged to take summer classes to shorten their time toward a degree.

DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

Gadsden State Community College and the participating LEA will develop a Dual Enrollment for Dual Credit Agreement that includes, but is not limited to, the following:

- Approval of the particular course to be offered and the high school equivalency for each course. This should be determined through the mutual agreement of the college and the participating LEA.
- Acknowledgement that three semester credit hours at the postsecondary level will typically equal one credit (Carnegie unit) at the high school level in the same or related subject (see Appendix II). All courses must be crosswalked and English is typically an exception to this.
- Identification of and provision for quality control indicators.
- Student eligibility

An agreement must be on file in the college president's office before students from each LEA can register for dual enrollment for dual credit courses.

Each course must be crosswalked by the LEA before high school equivalency credit can be determined for named academic courses. It is the responsibility of the LEA to crosswalk the secondary course of study and the post-secondary syllabus. High school crosswalks are not required for courses counting as elective credit (career technical courses, fine art courses, etc.) See Appendix II for example course equivalencies. Each participating local education agency/school system (LEA) has the final authority on equivalencies.

See Appendix III for a sample Dual Enrollment for Dual Credit Agreement.

STUDENT ELIGIBILITY

A high school student is eligible for Dual Enrollment for Dual Credit if he or she meets all of the following criteria:

- Students must be in grade 10, 11 or 12
- Students must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. The grade point average must be documented on the dual enrollment form and signed by a high school administrator.
- Students must submit a Gadsden State dual enrollment approval form including written approval of the appropriate high school administrator. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates the students have demonstrated both academic readiness and social maturity. The dual enrollment program approval form must be submitted prior to the student's first semester and only resubmitted after a suspension. The dual enrollment registration form must be submitted prior to registering each semester.
- Students must take a state-approved college placement test, where minimum placement is required. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. Gadsden State must ensure that all students take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year, as is required for all first-time college freshmen.
 - Students must meet all applicable pre-requisites prior to enrolling courses
 - Developmental courses (those numbered below 100) are not offered through dual enrollment.
- Students must meet the entrance requirements of the college as stipulated in ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Students and in the Gadsden State Catalog.

Gadsden State Enrollment Specialists are available to work with students through the entire application, registration, and enrollment process. See page 3 for Enrollment Specialist contact information.

CONTINUOUS ELIGIBILITY

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of “C” or better in attempted college courses is earned, and a 2.5 GPA is maintained (as noted on the dual enrollment form each semester). Students who fail to meet the minimum grade requirements or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the Summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

COST OF ENROLLMENT

All ACE Institute Dual Enrollment for Dual Credit courses follow the Gadsden State tuition rate. For the college's current tuition rate, visit the Catalog at www.gadsdenstate.edu. After completing the registration process, a student must pay tuition fees either by Internet through Self Service Banner or in the Gadsden State Business Office. Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and may be dropped from course rolls.

SCHOLARSHIPS & FINANCIAL AID

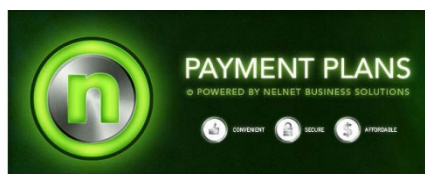
Dual enrollment students are not eligible for federal student aid (such as Pell grants). Students wishing to enroll in certain high wage, high demand Career and Technical Education programs may be eligible for a dual enrollment scholarship through Gadsden State's Advanced College Enrollment Institute. Students awarded the ACE scholarship may be awarded tuition, fees, textbooks and materials/supplies as required in the syllabus of each course. ACE scholarship funds may also be used to cover costs of academic course(s) in the eligible CTE program of study if the courses are taken concurrently with CTE course(s). Only math, science, English courses may be taken. See a list of programs deemed eligible for the ACE Institute scholarship in Appendix I.

CONTINUOUS ENROLLMENT THROUGH ACE SCHOLARSHIP

Students receiving the ACE scholarship for eligible CTE programs must pass each dual enrollment course taken with a "C" or better to maintain continuous eligibility for the scholarship. Students who fail to meet this grade requirement and/or students who withdraw from a course funded by the ACE scholarship will be suspended for a minimum of one term. The one term suspension may not be served during the Summer term.

DEFERRED TUITION PAYMENT PLAN

In an effort to increase affordability at GSCC, a deferred payment plan offered through Nelnet Business Solutions is available for all registered students who meet qualifications. Nelnet provides students an opportunity to manage college costs by budgeting tuition payments over time. Students and their authorized parties may make full or partial online payments, set up payment plans and manage their accounts. For additional information, you may go to the GSCC website and click on the Nelnet logo.



STUDENT INFORMATION

Attendance

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students will follow the college schedule of classes to include holidays and breaks unless agreements have been made between the college and high schools that dictate otherwise.
- Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor.
- Attendance for CTE students whose tuition is paid by the ACE Institute Scholarship funds will be reported as required to the high school point of contact.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide any opportunity for makeup work.
- In cases of excessive absences, the student should withdraw from the course before the last date to withdraw, as published in the Academic College Calendar.
- All ACE Institute dual enrollment classes must adhere to this policy. Before the published withdrawal date (last day to withdraw with a "W") a student may be administratively withdrawn from any course for excessive absences when the student has missed more than 20 percent of the total number of hours that the class meets.

Progression

Students must work with their LEAs to determine the number of dual enrollment for dual credit courses that are considered academically reasonable. A dual enrollment registration form, with high school administrator signature, must be turned in to the Gadsden State Admissions Office or Enrollment Services Office each semester to allow registration. See Appendix IV for a copy of the dual enrollment registration form.

Students in CTE programs who require academic courses to graduate, and whose placement scores are sufficient, may also take academic courses in math, science or English for dual enrollment credit.

Holidays

The college publishes a list of holidays and other closure dates (including Spring Break). The high school should provide the same to the college. ACE Institute students should be aware of any calendar conflicts/discrepancies prior to the first day of class. (see attendance policy above)

Student Agreement

All dual enrollment students attending using ACE Institute scholarship funds will be required to sign a student agreement and attend a 2 hour orientation session, prior to the first day of class, each semester. A copy of this student agreement is available in Appendix V.

COURSE DEVELOPMENT AND POLICIES

General Guidelines

- High schools interested in offering a Dual Enrollment for Dual Credit class on their campus should contact the Gadsden State Director of Enrollment Services, Laura Swann 256-439-6861 or lswann@gadsdenstate.edu.
- See Appendix VI for Gadsden State Dual Enrollment Staff Responsibilities
- Courses offered are traditional college level academic or CTE courses in accordance with accreditation standards (Appendix II). Courses numbered below 100, physical education courses and CTE “Special Topics” courses are not eligible for Dual Enrollment for Dual Credit. Students may not audit courses. All courses must be crosswalked by the LEA to determine high school equivalencies.
- All dual enrollment instructors must be Gadsden State full-time or adjunct faculty. Appendix VII outlines Adjunct Compensation Details & Appendix VIII contains general instructor information.
- If a proposed class does not meet the minimum enrollment, the class may proceed if the instructor and school system agree to compensation that is prorated based on student enrollment. The college reserves the right to cancel courses when the minimum enrollment requirements are not met. For more information on this compensation see Appendix VII.
- Certain courses will require a site visit by the division chairperson or faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course. All science classes will require a lab evaluation through a site visit.

Course Content

- Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instruction and/or the prescribed course syllabus while meeting all course objectives. The division chair must approve modifications to the course syllabus.
- Course content will be monitored by site visits. The appropriate division chair or a faculty mentor will visit each class to observe instruction and review evaluation instruments.

Methods of Evaluation

- Dual Enrollment for Dual Credit instructors will adhere to the course syllabus regarding student evaluation. A sufficient number of evaluations should be determined and administered during a semester.
- Depending upon course content, the following may be appropriate for evaluation of student competence in the course: quizzes, exams, essays, research projects, portfolios, oral presentations, journals, labs and homework.
- The instructor should follow the college/departments policy regarding grading procedures.
- Grades awarded for Dual Enrollment for Dual Credit students should be aligned with grades awarded in the traditional college setting. Dual Enrollment for Dual Credit instructors should work closely with their program division chair concerning expected outcomes and difficulty level of evaluation instruments.



What is the ACE Institute?

ACE stands for Advanced College Enrollment and is Gadsden State Community College's dual enrollment program. The ACE Institute allows eligible high school students to enroll in general education courses and/or career technical education courses which provide both college credit and high school credit for the same course.

Student Eligibility

GPA of 2.5 or higher (cumulative/unweighted)

10th, 11th or 12th grade high school student

Must meet dual enrollment student entrance requirements of the college

Approved by High School Administration

How much does ACE Institute Cost?

ACE Institute dual enrollment courses follow the Gadsden State tuition rate – currently \$150 per credit hour, and students are also responsible for all books, materials and supplies. Dual Enrollment students may participate in the Nelnet Deferred Tuition Payment Plan. Students approved to participate in certain career technical programs, may be eligible for the ACE Institute scholarship (see next item).

Is financial aid available for ACE Institute Courses?

Dual enrollment students wishing to enroll in certain Career and Technical Education (CTE) courses may be eligible for a grant funded ACE Institute scholarship which may provides tuition, fees, textbooks, and materials/supplies as required in the syllabus for each course. See the attached scholarship application and list of programs qualifying for these scholarship funds. These scholarship funds may be used to cover costs of academic course(s), in the eligible CTE program of study, but must be taken concurrently with the CTE course(s). High School students are not eligible for pell grants, but are eligible to participate in the Nelnet deferred tuition payment plan.

How many courses can I take through the ACE Institute?

Dual enrollment students may attend part-time or full-time. In order to satisfy high school graduation requirements, this is a decision that must be made in coordination with the high school counselor.

ACE Institute Admissions Checklist

- ☐ Dual Enrollment Program Approval Form
- ☐ Complete GSCC Admissions Application
- ☐ Signature page
- ☐ Valid ID/Proof of Citizenship submitted
- ☐ Dual Enrollment Registration Form
- ☐ ACE Institute Scholarship Application
- ☐ ACCUPLACER test completed OR qualifying ACT scores submitted (for certain courses)

ACE Institute Contact Info:

Office of Enrollment Services - 256-549-8305, dualenrollment@gadsdenstate.edu

ACE Institute Scholarship Application Gadsden State Community College



IMPORTANT INFORMATION

Please note that you must include your G# (Gadsden State Student Number) on the scholarship application. You must complete the college admissions application in order to receive your G#. If you have not already applied to the college, click Apply Now at the top right hand corner of this page. If you have applied to the college but do not have your G#, please contact your Enrollment Specialist.

Students: Complete the required information in section 1. Carefully read the application terms/conditions and check the box in section 2. Scroll to the bottom of the application and click next. You will be prompted to select your High School Counselor from the dropdown box and complete the Electronic Signature. Your application will be emailed to your counselor, and she/he will complete section 3 of the application. If your high school is not listed, contact Enrollment Services at 256.549.8305.

Counselors: You will receive an email with a link to complete section 3 of the application. Log in using the same NextGen account/credentials you use to complete the application for graduating high school seniors. After all 3 sections of the application are complete, it will be forwarded to Enrollment Services for review.

Award Information: Award notification letters will be sent via email and postal mail approximately one week after the priority deadline and one week after the application closes. Please visit the Important Dates page for more information.

HOW TO ACCESS THE APPLICATION

<http://www.gadsdenstate.edu/dualenrollment/ace-institute-scholarship-application>

Current Gadsden State Dual Enrollment Students:

Open a new tab in your browser and log in to your MyGadsdenState account
Click Next Gen button in the Launchpad
Click the 2018-19 ACE Scholarship Application link below

New students:

Click 2018-19 ACE Scholarship Application link below
Create a new Next Gen account

ACE Institute Scholarship Eligible Programs

Air Conditioning and Refrigeration – Valley St & Ayers

Automotive Body Repair -- Gadsden & Ayers

Automotive Manufacturing Technology -- Gadsden & Ayers

Automotive Service Technology – Gadsden & Ayers

Carpentry – Valley St

Civil Engineering Technology -- Gadsden

Computer Science-- Gadsden & Ayers

Drafting Design Technology -- Ayers

Diesel Mechanics -- Ayers

Electronic Engineering Technology – Gadsden & Ayers

Electrical Technology – Gadsden & Ayers

Emergency Medical Technology -- Gadsden & McClellan (sometimes Cherokee) - seniors only

Health Information Technology --Online

Industrial Maintenance Technology – Gadsden & Ayers

Mechanical Design Technology -- Gadsden

Office Administration -- Gadsden & Ayers

Paralegal/Legal Assistant -- Gadsden

Precision Machining -- Gadsden & Ayers

Welding – Gadsden & Ayers

APPENDIX II

DUAL ENROLLMENT FOR DUAL CREDIT PROGRAM **RECOMMENDED COURSES AND COURSE EQUIVALENCIES** **SEMESTER SYSTEM**

The following courses are typically offered by the college:

Course	Semester Hours	High School Equivalencies*	Units
BIO 103 – Principles of Biology I	4	Biology – AP	1
BIO 104 – Principles of Biology II	4	Biology – AP	1
BIO 201 – Human Anatomy & Physiology I	4	Biology – AP	1
BIO 201 – Human Anatomy & Physiology II	4	Biology – AP	1
CHM 111 – College Chemistry I	4	Chemistry (1 st semester)	1
CHM 112 – College Chemistry II	4	Chemistry (2 nd semester)	1
ENG 101 – English Composition I**	3	English 11	1
ENG 102 – English Composition II**	3	English 12	1
HIS 101 – Western Civilization I	3	World History	1
HIS 102 – Western Civilization II	3	World History	1
HIS 201 – U.S. History I	3	U.S. History	1
HIS 202 – U.S. History II	3	U.S. History	1
MTH 112 – Precalculus Algebra	3	Precalculus Algebra	1
MTH 113 – Precalculus Trigonometry	3	Precalculus Trigonometry	1
MTH 125 – Calculus I	4	Calculus (1 st semester)	1
MTH 126 – Calculus II	4	Calculus (2 nd semester)	1
PHY 201 – General Physics I – Trig Based	4	Physics	1
PHY 202 – General Physics II – Trig Based	4	Physics	1
POL 211 – American Government	3	American Government	1
PSY 200 – General Psychology	3	Psychology	1
PSY 210 – Human Growth and Development	3	Psychology	1

Other college courses may also be considered for elective high school credit, including career technical courses

* These course equivalencies are for example only and must be crosswalked by the LEA before high school equivalency credit can be determined for named academic courses. Each LEA must crosswalk the secondary course of study and the post-secondary syllabus. High school crosswalks are not required for courses counted as elective credit (career technical courses, fine art courses, etc.)

** In the case of English 11 and English 12, Gadsden State has included a Literature component for high school dual students to meet the requirements of the high school equivalency.

APPENDIX III



DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

This Agreement is entered into by and between **Gadsden State Community College**, hereinafter referred to as the “College,” and **<INSERT LEA NAME>**, the Local Educational Agency hereinafter referred to as the “LEA.” The purpose of this Agreement is to establish a Dual Enrollment for Dual Credit program, which enables eligible high school students to enroll in college-level courses through the College to dually earn credits for a high school diploma and/or a postsecondary educational credential.

The parties hereto believe that this Agreement will provide essential enhanced learning opportunities for qualified students during and after normal high school class hours through the effective use of the College programs and resources. At no time will the College or the LEA apply unethical pressure upon students or educational personnel to participate in Dual Enrollment for Dual Credit courses or programs.

The College and the LEA do hereby agree as follows:

STUDENT ELIGIBILITY

- A. Students must satisfy the requirements prescribed in State Board of Education Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
- B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
- C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- D. Students must have written approval of the appropriate principal or counselor and career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework.

ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College campus(es). Courses may be cancelled at the discretion of the college for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not eligible for this program. Students may not audit courses under the terms of this agreement.

See Appendix 1 for a detailed list of recommended courses and course equivalencies mutually agreed upon and available under the program.

FACULTY

Faculty Qualifications and Requirements. Dual Enrollment for Dual Credit instructors shall be faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies' requirements must be on file at the College. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate accrediting agencies.

Faculty compensation. The College shall be responsible for the compensation of faculty in accordance with Alabama Community College System and/or College policies. Faculty may not receive dual compensation for instructional time.

CREDITS

One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. Partial credit agreements shall be developed between the College and the LEA based on additional instructional or lab time.

TRANSCRIPTS

Courses approved for dual credit shall be posted on both the College and LEA transcripts. Courses Completed for dual credit shall be transcribed with the appropriate statement on the College transcript indicating dual enrollment credit. It shall be the responsibility of the College to report grades (in numerical format) to LEA officials.

STUDENT ISSUES AND INFORMATION

Adherence to College Policies and Requirements. The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student Code of Conduct. The College reserves the right to refuse re-admission to any student who violates College policies.

Provisions for Disability Services and Accommodations. Participation in a Dual Enrollment for Dual Credit programs is considered to be a choice on the part of the students. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit services.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that “no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified”. Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student’s responsibility to disclose and provide current documentation of his or her disability to the appropriate College official. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

Transportation responsibility. Transportation is the responsibility of the parent/guardian of such students unless otherwise negotiated between the College and the LEA.

Communication to parents and students. The College will provide information to parents and students regarding the educational and economic benefits of the Dual Enrollment for Dual Credit program, requirements for participation, and enrollment procedures. The College will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

FINANCIAL ARRANGEMENTS

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the college, unless covered by alternative funding sources.

Students who fail to pay tuition and fees by the end of the College drop/add period will not be considered enrolled and will be automatically dropped from course rolls. The LEA will be notified of such action.

OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES

The college has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local College policy. Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the LEA.

TERMS OF AGREEMENT

The terms of this Agreement shall be effective for the current academic year for which it is signed. Thereafter, this Agreement shall automatically renew for successive 12-month periods unless either party requests a change or termination of the agreement, which change or termination will be given in writing by either party at least 90 days prior to such termination.

Additional Terms and Conditions

The following provisions shall take precedence over any and all contrary or conflicting provisions of the agreement between the parties and shall govern the rights and obligations of the parties:

This agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice- or conflict- of- laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.

It is further agreed that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void. Vendor understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.

By signing this contract, <INSERT LEA NAME> affirms for the duration of this agreement, that it will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, if <INSERT LEA NAME> is found to be in violation of this provision, it shall be deemed to be in breach of this agreement and shall be responsible for all damages resulting there from.

This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.

In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.

In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.

This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of _____, 20____.

Gadsden State Community College
Dean of Enrollment and Retention

Superintendent/Chief Administrative Officer

<INSERT LEA ADDRESS/PHONE>

Gadsden State Community College
President



Appendix IV

DUAL ENROLLMENT PROGRAM APPROVAL FORM

(All fields must be completed and form submitted prior to acceptance.)

Part 1: Student Information

Student Name _____ GSCC ID (G#) _____ Entrance Term/Year _____
(Spring/Summer/Fall 20XX)

Name of High School _____

Student Date of Birth _____ Grade Level _____ Expected Date of H.S. Graduation _____

Part 2: Dual Enrollment Criteria

- Student must meet admissions requirements established by Gadsden State for dual enrollment.
- Student must have a minimum cumulative/unweighted high school grade point average of 2.5 on a 4.0 scale.
- Student must have written approval of the two designated parties indicated at the bottom of this form.
- Student must be in grades 10, 11, or 12 or have an exception granted.
- Student must take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.
- Student must take a state-approved college placement test, where minimum placement is required.

Part 3: Student Acknowledgement

- Dual students who *withdraw* or earn less than a grade of "C" in a GSCC course will be *suspended* for a minimum of one semester. The one-semester suspension may not be served during the summer term, and the student must reapply to the program before reentry.
- Student must make payment or have verified scholarship funds for tuition and fees by the established deadlines or risk automatic drop for non-payment.
- Seniors must complete all dual credit courses before graduation.
- Students with disabilities who may require special accommodations must file the appropriate documentation with the Disability Compliance Officer before accommodations may be made.
- Dual Enrollment for Dual Credit courses offered by the postsecondary institution will be of postsecondary/college level. Course curricula and subject matter will not be modified.
- Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, and the Student Code of Conduct. The institution reserves the right to refuse re-admission to any student who violates institutional policies.
- Earned course credit completed at Gadsden State Community College will appear on an official transcript only *after* dually-enrolled student has graduated from high school and an official high school transcript has been received. Courses may not be audited.
- Student must advise parent or legal guardian of participation in the dual enrollment program at Gadsden State Community College.

*Signature of Student _____ Date _____

*By signing, I acknowledge and understand all of the above, and I hereby authorize GSCC to release my academic and student related information to attending high school personnel. I understand that I am subject to the Federal Education Rights and Privacy Act of 1974 (FERPA), as outlined in the GSCC Catalog and Student Handbook.

Part 4: Criteria Verification and Approval – To be completed by High School Administrator(s)

- ☐ Student meets GPA requirement. Student's GPA on 4.0 Scale (unweighted): _____
- ☐ Student demonstrates both academic readiness and social maturity.

Approval: _____
Counselor Signature

Date _____

Approval: _____
Principal or Career/Technical Program Director Signature

Date _____



Appendix IV

DUAL ENROLLMENT REGISTRATION FORM

(All fields must be completed and form submitted prior to each registration term.)

STUDENT INFORMATION

Student Name _____

GSCC ID (G#) _____

Name of High School _____

Grade Level _____

COURSE AND CREDIT INFORMATION

Registration Term _____ Year _____
(Spring/Summer/Fall)

List approved courses below. Courses should be selected by the student in collaboration with the High School Counselor and College Advisor.

GSCC Course(s) Requested	CRN #	Credits	High School Equivalent Course(s)	Unit Credit

Notes:

- Developmental courses (those numbered below 100) and physical education courses are not eligible.
- Students must meet all applicable pre-requisites and testing requirements prior to enrolling in courses.
- Gadsden State reserves the right to cancel courses due to low enrollment, and enrollment in selected courses is not guaranteed.

APPROVAL

Student Signature* _____

Date _____

**By signing, I agree to be registered for the above courses and agree to all terms and conditions within the GSCC dual policy.*

Counselor Signature: _____

Date _____

INTERNAL USE ONLY

Information Verified and Entered by: _____ Test Scores Verified in System: _____

APPENDIX V**ACE Institute Scholarship
Student Agreement****Attendance**

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students will follow the college schedule of classes to include holidays and breaks even if the calendar differs from the high school calendar (unless agreements have been made between the college and high schools that dictate otherwise).
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor
- Attendance for dual enrollment students whose tuition is paid by the ACE Institute Scholarship funds will be reported as required to the high school point of contact.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide any opportunity for makeup work.
- In cases of excessive absences, the student should withdraw from the course before the last date to withdraw, as published in the Academic Calendar
- All ACE Institute dual enrollment classes must adhere to this policy. Before the published withdrawal date (last day to withdraw with a "W") a student may be administratively withdrawn from any course for excessive absences when the student has missed more than 20 percent of the total number of hours that the class meets.

Books

Students receiving books, materials and/or supplies funded by the ACE Institute scholarship are responsible returning them to the dual enrollment office at the end of the semester. If books, materials and/or supplies are lost, students will be responsible for replacing the item before enrolling in future semesters. A book loan form will be signed by the student and kept on file, each semester, in the dual enrollment office.

Progression

Students must display college readiness and positive performance in order to remain in the ACE Institute and receive funding for future semesters.

- Students must pass each dual enrollment course taken with a "C" or better to maintain continuous eligibility for the scholarship. Students who fail to meet this grade requirement and/or students who withdraw from a course funded by the ACE scholarship, will be suspended for a minimum of one term (not to be served in the Summer) and must appeal to the dual enrollment office to be readmitted for future semesters.

- Students must maintain an overall GPA of 2.5 (as reported by the high school) to remain part of ACE Institute each semester.
- Students wishing to withdraw from a career tech class and remain in an ACE Institute funded academic class, must appeal to the dual enrollment office before being allowed to register for an academic course in future semesters.
- Students who receive poor attendance and/or grade reports, will be required to meet with a Gadsden State Enrollment Specialist for mentoring sessions until performance improves.

Student Agreement

As a Gadsden State dual enrollment student receiving ACE Institute scholarship funds, I understand all of the above policies and procedures as listed on pages 1 and 2 of this document. I acknowledge that failure to adhere to the above policies will result in my termination from ACE Institute and forfeiture of scholarship funding.

Student

Date

G#

Gadsden State Enrollment Specialist
or Director of Enrollment Services

Date

APPENDIX VI

GADSDEN STATE STAFF RESPONSIBILITIES

Director of Enrollment Services *(under the guidance of the Dean of Enrollment & Retention)*

- Establish and maintain relationships with the college's LEAs
- Work with division chairs in determining dual course needs each semester.
- Assist prospective high school/GSCC adjunct instructors with division contact information
- Work with LEAs to determine appropriate courses and crosswalks.
- Prepare, update and maintain dual enrollment marketing materials, forms and handbooks.
- Periodically review and update dual enrollment agreements.
- Manage a master calendar (both high school and college combined)
- Conduct comprehensive annual evaluations of the dual enrollment program.
- Oversee ACCS CTEDE grant funds to be used for ACE Institute
- Oversee textbook purchase & distribution process
- Work with the business office to apply ACE funds to student accounts during registration
- Work with transcript evaluator to determine dual enrollment student awards
- Supervise and support the Gadsden State Enrollment Specialists in the tasks below.

Enrollment Specialists *(under the guidance of the Director of Enrollment Services)*

- Serve as a liaison between the high schools and the college.
- Travel throughout the College's service area to maintain contact with local high schools.
- Work alongside high school counselors/representatives to assist in dual enrollment needs.
- Advertise dual enrollment opportunities in high school classrooms
- Conduct parent/student information sessions focused on dual enrollment
- Provide advising and career path information to students as needed.
- Host campus tours and exploration events for prospective dual enrollment students.
- Assist with the admissions process for prospective dual enrollment students
- Advise students on dual enrollment course schedules and coordinate with program advisors on campus to meet student's advisement needs.
- Assist the students and/or counselors with the process of filling out the dual enrollment form each semester
- Collect applications and select recipients for the ACE Institute Scholarship.
- Maintain a database of prospective ACE students from inquiry through registration process.
- Assist with the textbook purchase and distribution process for ACE students
- Manage student files for ACE requirements (including dual forms, textbook agreements, etc.)
- Conduct ACE Institute orientation sessions at the beginning of each semester.
- Manage attendance and grade reports for ACE Institute students.
- Meet with students performing poorly on grade reports.
- Be available throughout the semester to advise/mentor current dual enrollment students
- Inform students of course withdrawal procedures.
- Communicate with the high school contact when on-campus dual enrollment courses are cancelled (ex: G Day)

APPENDIX VII

COMPENSATION CHART FOR ADJUNCT INSTRUCTORS

Adjunct pay for Academic Courses:

Eleven or fewer students:

\$139.09 per student for 3 hr course*

\$185.50 per student for 4 hr course*

Twelve or more students:

\$1669.00 total for 3 hr course*

\$2226.00 total for 4 hr course*

Adjunct pay for Career Tech Courses:

Nine or fewer students:

\$200.30 per student for 3 hr course*

Ten or more students:

\$2003.00 total per 3 hr course*

*Adjunct compensation rates are subject to change

APPENDIX VIII

On-site Dual Enrollment Teacher Checklist

INQUIRE

Your Enrollment Specialist can help answer any questions, or connect you with the appropriate Gadsden State staff member who can.

Contact Human Resources and refer to the Best Practices Handbook for required credentials in your subject area/intended course

- Office of Human Resources
- Gadsden State Community College
- (256) 549-8235

Discuss offering the class with your school counselor to plan to offer the class in the high school schedule

- Counselor should follow state guidelines for course equivalencies
- Classes can be fit into block or period schedule formats
- Classes can be taught in a semester, or two in minimesters within the same semester
- Classes do not have a minimum number of students if being taught by an adjunct faculty member at the high school

APPLY

Apply as Adjunct/Part Time Instructor

- <http://www.gadsdenstate.edu/careers/current-positions>
- Let your Enrollment Specialist know that you have applied as an adjunct for an on-site class. Enrollment Services will then work with the appropriate Dean to monitor the status of your application and, if approved, the implementation of your course.

PREP FOR CLASS

Contact your Department Chair for curriculum, syllabus, and book information

- <http://www.gadsdenstate.edu/instruction>
- Once the class is created, your Enrollment Specialist will assist students in applying to Gadsden State and Registering for your class.

Your Enrollment Specialist is equipped to connect you with the appropriate staff member to create the class and curriculum, but The Office of Enrollment Services does not create classes. We assist in recruiting students for the class and registering them in the class.

- Some technical classes may be ACE scholarship eligible.
- Some academic classes may be paid for by ACE scholarship, if the student is also taking a technical course in an eligible program.