

**ROGUE COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE**

Procedure: DUAL CREDIT (AP-105)

Contact: Director, Educational Partnerships, 541-245-7991

The proposed Dual Credit standards are modeled after the Oregon Dual Credit Standards, however, they broaden the options for offering college courses at the high school by providing explicit standards for faculty/teacher partnerships to ensure appropriate expertise, oversight and alignment. Dual credit allows a high school the opportunity to work closely with Rogue Community College (RCC) to offer courses in a variety of methods.

In all circumstances, regardless of method of delivery, RCC will ensure that;

1. RCC will maintain an annual contract with the participating school/school districts that outlines school, student, RCC, and district responsibilities (including required training such as mandatory reporting, FERPA, sexual harassment, and substance abuse prevention, and pertinent payment information).
2. Student participants will be awarded secondary and postsecondary credit for Dual Credit courses offered in a high school during regular school hours, as determined by local school board and community college board policy.
3. Students will take a proctored placement exam, or meet qualifications under college accepted multiple measures, so that they are deemed qualified, prepared and approved to take college level courses and benefit from this instruction.
4. All high school students who enroll and complete approved classes will have the course and grade transcribed by RCC.
5. All courses and subject matter taught are college level.
6. All students who register are admitted and registered according to RCC policies, and procedures, and are subject to all RCC policies, procedures, and standards.

All dual credit faculty will meet qualifications for teaching that are the same as the RCC college faculty qualifications. The process at RCC is as follows:

1. The high school faculty member completes a request to teach a course using the application form available on the Educational Partnerships College Now web page.
2. The application must include transcripts and a current copy of their TSPC certificate which details their verified qualifications and endorsements. RCC will verify qualifications to teach college level coursework via the TSPC database.
3. Once approved, Educational Partnerships will work to coordinate, and facilitate the building of courses and the registration process.
4. Classes will be built, and flagged, as separate College Now sections.

5. Annual reporting to the Higher Education Coordinating Commission (HECC) will be completed as required.
6. RCC will participate in College Now audits as required by the HECC.

Approval timeframes are as follows:

Term	Action Needed by High School Faculty	Action Needed By Educational Partnerships	Action Needed by RCC Department Chair
To teach a dual credit class for FALL term	Submit instructor application and syllabus by April 1st	Send all applications and syllabi to Department Chair for approval by April 8	Approve instructor applications and syllabi by May 8.
To teach a dual credit class for WINTER term	Submit instructor application and syllabus by September 15	Send all applications and syllabi to Department Chair for approval by September 22	Approve instructor applications and syllabi by October 22.
To teach a dual credit class for SPRING term	Submit instructor application and syllabus by January 15	Send all applications and syllabi to Department Chair for approval by January 22	Approve instructor applications and syllabi by February 22.
To Teach a dual credit class for SUMMER term	Submit instructor application and syllabus by April 1	Send all applications and syllabi to Department Chair for approval by April 8	Approve instructor applications and syllabi by May 8.

Date Approved: 06/25/2018

AP-105