

<b>VALLEY CITY PUBLIC SCHOOL DISTRICT #2</b> <b>VALLEY CITY, NORTH DAKOTA 58072</b> <b>DUAL CREDIT POLICY</b>	<b>Descriptor Code</b> <b>5615</b>	<b>Issued/Date</b> <b>11-16-98</b>
	<b>Rescinded</b>	<b>Revised/Date</b> <b>09/16/02</b>

## **THE DELIVERY OF DUAL-CREDIT COLLEGE COURSES BY VCSU**

**Preface:** Dual credit college courses which can receive both high school and college credit are authorized according to the guidelines established by North Dakota Century Code (see attachment). All students desiring dual-credit should consult with their high school counselor or principal. A Dual Credit Enrollment Application must be completed and signed (see attachment).

### **1. MODEL A (College Course Taught Within the High School)**

The first model (Model A) consists of a VCSU course taught by a high school teacher at the high school. The course will carry both high school and college credit.

#### **A. Permission:**

1. Before enrolling in a dual credit college course, high school students must obtain written permission from the school district superintendent.
2. The superintendent shall determine the number of high school credits the student will be eligible to receive by taking the dual credit college course and indicate this number on the approval form. (See "Dual Credit Enrollment Application" form)

#### **B. Application/Enrollment:**

1. Students wishing to take a VCSU college-level course, documented through an official VCSU grade transcript, will apply for admission to the University as a special student/dual-credit status by completing and sending the Dual Credit Enrollment Application form directly to the VCSU Registrar's Office. Students will not be charged an application fee.
2. If the college semester course is taught at the high school for the entire, academic year, registration for the course will occur at the beginning of VCSU's fall semester.

#### **C. Tuition/Fee Payment:**

1. Students will pay the current tuition rate per credit hour along with pro-rated fees for the academic year of attendance. The tuition/fee rate may change in the future as a result of actions by the ND Legislature and the ND State Board of Higher Education.
2. Tuition/fee payment must be made at the time of application with a check payable to VCSU attached to the application/enrollment form returned to the Registrar's Office.
3. Refund of tuition because of withdrawal from the course will be pro-rated according to University policy as outlined in the Catalog.

4. All fees and tuition are the responsibility of the enrolling student.

**D. Course Approval:**

The VCSU course is approved for dual-credit by 1) the VCSU Division Chair and the Academic Dean and, 2) the high school Principal and district Superintendent and the Valley City Board of Education.

1. The college course taught in the high school must meet equivalent content and academic standards of the VCSU course taught on campus in order to be considered for dual-credit. In most cases, the courses will be freshman/sophomore survey courses that are being offered on the VCSU campus at the same time as the dual-credit course is being offered in the high school.
  - a. To ensure that VCSU come standards are adhered to, the VCSU course syllabus will be provided to the instructor and be used as the criteria and model for all dual credit college courses taught in the high school. In most cases, this will mean the use of the same or equivalent text materials and similar evaluation criteria.
  - b. The teaching of the course in the high school will be monitored by the VCSU Academic Division Chair responsible for the course i.e. English Composition I will be monitored by the Chair of Communication Arts & Social Science.
2. The VCSU course will be offered in the high school schedule as primarily either junior/senior or honors sections within the high school curriculum. This ensures student success in the course.
3. Once approved, the course will be entered into the appropriate VCSU term schedule and be assigned a course call number by the Registrar's Office thus being handled in the same manner as on-campus college courses.
4. The course syllabus will be submitted to the VCSU Academic Affairs Office and distributed to the appropriate Division Chair, the syllabus kept on file in these offices per the standard University procedure.

**E. Instructor Approval:**

As is the case with all adjunct instructors, the high school instructor offering the course must be approved by the VCSU academic division chair and the University Dean who is responsible for the employment of adjunct instructors, and by the high school Principal and district Superintendent who must give their written approval for their instructor to teach on behalf of VCSU.

1. The high school instructor teaching the dual-credit college course will be considered to be a VCSU adjunct instructor and will be dealt with in similar fashion as all other adjuncts. This includes participation in course evaluation for the purpose of assessing university level content and learning experiences within a dual-credit course.
2. Normally a MA degree in the content area will be one criteria considered and would not prevent a baccalaureate prepared individual from teaching a dual-credit college course.
3. VCSU will pay Valley City Public School teacher(s) for instructional services rendered in accordance with the VCSU adjunct faculty employment/payment procedures.

4. The high school teacher teaching dual-credit college courses for VCSU must submit a resume, personal data sheet and official transcripts in the VCSU Dean's Office per the standard University personnel procedure regarding adjunct instructors.
5. The high school teacher teaching dual-credit college courses for VCSU must fill out appropriate employment forms in the VCSU Business Office per the standard University employment procedures.
6. The high school teacher teaching dual-credit college courses must keep appropriate student records and submit grade reports to the VCSU Registrar's Office at the end of the college term in accordance with University procedures.
7. Students enrolled in dual-credit college courses which are taught in the high school that extend beyond the college semester will have an "I" recorded at the end of the fall semester denoting "work in progress", the final course grade being submitted when the course is finished per standard VCSU procedure.

F. No student taking a high school course for college credit may take that course for "pass/fail".

## **II. MODEL B (College Course Taught on the VCSU Campus in Which High School Students are Enrolled)**

Dual credit option Model B involves the high school student physically attending a college course offered on the VCSU campus as part of the regularly scheduled term offerings at the University. This option has been available to North Dakota high school students on a limited basis since 1982.

### **A. Permission:**

1. High school students will need written permission from the high school principal to leave the school building in order to attend the VCSU class.
2. The "release form" would be filed with the VCSU Registrar's Office and placed in the student's enrollment folder. Once on VCSU's campus, the University will not assume "in loco parentis" supervision of the high school student. High school students enrolled in a University course on campus will be subject to the same rules and regulations as the rest of the student body.

### **B. Application/Enrollment:**

Application/Enrollment procedures for college Credit would be the same as in Model A, with the student tendering the Special Student/Dual-Credit Status form directly to the Registrar's Office.

### **C. Tuition/Fee Payment:**

The tuition/fee charges would be determined as specified in Model A.

### **D. Course Credit:**

In this model, the regularly offered VCSU course would automatically carry college credit.

1. In accordance with the North Dakota Century Code dealing with dual-credit, high school students enrolled in a three-semester hour college course will be eligible to

receive one (1) high school credit for a full semester course. The student's district superintendent will make the determination for the dual-high school credit to be awarded the student.

- E. College teachers teaching a course in which high school credit is given would need to provide the high school with progress reports at specified dates (i.e., report cards).
- F. Students enrolled in a college course taught at VCSU are expected to follow the college calendar.
- G. In order to enroll in any college class a student must meet the following criteria:
  - 1. Seniors - 3.00 GPA at the conclusion of six semesters including twelve credits in "core" courses (math, science, English, social studies, foreign language, computer ed.)
  - 2. Juniors - 3.25 GPA at the conclusion of four semesters including eight credits in "core" courses as listed above.
- H. Electives - No student may take an elective class at Valley City State University which is offered at Valley City High School without the permission of the high school instructor.

### **III. MODEL C (Dual-Credit College Courses Taught in the High School by VCSU Professors)**

This model would have a college professor teach a college course directly in the high school for which dual-credit (both high school and college) could be received. This course could be delivered by the college professor directly within the high school or, via interactive television if there is a link to the high school.

#### **A. Certification:**

- 1. In accordance with the provisions of the North Dakota Century Code, courses are considered as post-secondary courses and are exempt from any statutory or regulatory provisions otherwise applicable to high school courses and to the persons by whom high school Courses are taught. Therefore, college professors may teach college courses in a high school for which high school credit is granted (per the district superintendent's approval) without having state secondary certification.

#### **B. Instructor Approval:**

- 1. The VCSU professor teaching such a course would be assigned the dual-credit class as part of his/her regular semester academic work load. This assignment would be determined by the Division Chair in conjunction with the Academic Dean and appropriate high school administrator. The course would be built into the term schedule in the same manner that other college courses are determined for scheduling. The Division Chair would discuss the teaching assignment with the appropriate faculty person before inclusion of the course into the schedule as is the

case with all ‘in-load’ teaching assignments. The high school administration will be apprised of such an assignment.

2. In the case where a full-time, tenure-track faculty person cannot be found to teach the dual-credit course, the Division Chair and the Dean may seek a qualified adjunct instructor to teach the course.

**C. Course/Credit Approval:**

1. The course should be appropriate for dual-credit purposes i.e. freshman/sophomore general education level. The offering would be a course that has been already approved as part of the University curriculum.
2. The course and instructor would need formal approval by the appropriate school district administrator.

- D.** Any class taught entirely within VCHS would follow the calendar used by VCPS. Any course taught through interactive TV would follow a joint calendar to be developed.

**IV. VCSU STUDENTS ENROLLED IN DUAL-CREDIT COURSES**

- A.** In Model A where the course is taught within the high school, VCSU students will be prohibited from enrolling in that section.
- B.** Regular VCSU students will be enrolled in regular courses offered on campus that might carry dual-credit and have high school students in attendance.

**V. USE OF UNIVERSITY RESOURCES:**

- A.** High school students enrolled in dual-credit courses and seeking VCSU college credit regardless of class location will be able to use University resources i.e. notebook computers and library resources, as any part-time student would.
- B.** A temporary identification card for the semester of enrollment will be issued to dual-credit students upon completion of the course enrollment procedures.

**VI. FURTHER INFORMATION:**

- A.** For further information regarding dual-credit opportunities at Valley City State University, the interested party should contact the following individuals:
1. The local high school counselor
  2. The Valley City State University Academic Affairs Office: 701-845-7202
  3. The Valley City State University Registrar’s Office: 701-845-7295

**Fifty-fifth Legislative Assembly, State of North Dakota, begun in the  
Capitol in the City of Bismarck, on Monday, the sixth day of January,  
one thousand nine hundred and ninety-seven**

**SENATE BILL NO. 2033**

**(Legislative Council)**  
**(Education Services Committee)**

**AN ACT** to provide for a post-secondary enrollment options program; and to amend and reenact subdivision q of subsection 1 of section 28-32-01 of the North Dakota Century Code, relating to the rule-making authority of the superintendent of public instruction.

**BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

**SECTION 1. Post-secondary enrollment options program.** Any North Dakota student enrolled in grade eleven or twelve in a public high school is eligible to receive high school and post-secondary credit for the successful completion of an academic course offered by any post-secondary institution accredited by a regional accrediting organization or a vocational course offered by a post-secondary institution in a program accredited by a national or regional accrediting organization recognized by the United States Department of Education.

**SECTION 2. Permission to enroll - Notification - Credits.** Before enrolling in a course for credit under section 1 of this Act, the student must obtain written permission from the student's school district superintendent. The student's school district superintendent shall determine the number of credits for which the student is eligible and shall include the number on the permission document granting permission required by this section. For purposes of determining credit, a three-semester hour course offered by a post-secondary institution is equivalent to a full semester high school course. Upon the student's successful completion of the course, the post-secondary institution shall notify the student's school district superintendent of that fact.

**SECTION 3. Costs of attendance - Responsibility of student.** The student and the student's parent or legal guardian are responsible for all costs of attendance at a post-secondary institution under sections 1 through 6 of this Act. For purposes of this section, "costs" include tuition, fees, textbooks, materials, equipment, and other necessary charges related to the course in which the student has enrolled.

**SECTION 4. Transportation - Responsibility of student.** The student and the student's parent or legal guardian are responsible for transportation arrangements and all costs of transportation associated with a student's attendance at a post-secondary institution under sections 1 through 6 of this Act.

**SECTION 5. Foundation aid - Extracurricular activities.** A student attending a post-secondary institution under sections 1 through 6 of this Act is deemed to be in attendance at the student's school district of residence for purposes of calculating foundation aid and for purposes relating to the student's eligibility to participate in high school extracurricular activities.

**SECTION 6. Courses - Statutory and regulatory exemption.** The courses for which dual high school and post-secondary credit are available under sections 1 through 6 of this Act are post-secondary courses and are exempt from any statutory or regulatory provisions

otherwise applicable to high school courses and to the persons by whom high school courses are taught.

**SECTION 7. AMENDMENT.** Subdivision q of subsection 1 of section 28-32-01 of the 1995 Supplement to the North Dakota Century Code is amended and reenacted as follows:

- A. The superintendent of public instruction, except with respect to rules prescribed under section 15-21-07, rules implementing chapter 15-22, and rules relating to section 1 through 6 of this Act.