



## ADMINISTRATIVE PROCEDURE

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**TITLE: Dual Credit**

**ADMINISTRATIVE PROCEDURE # 4401**

**RELATED TO POLICY # N/A**

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### **A. Dual Credit**

1. Dual credit is a program whereby 11th and 12th grade students, and/or students 16 years of age, may earn UCC credit for advanced level courses that are taught at their local high school by high school teachers who have aligned their classes with college curricula and this work is highly encouraged by the college. In rare cases students under this age requirement may participate in dual credit, but they must be screened by their high school and college student services to determine ability to benefit.
2. These courses are the equivalent of courses offered on a UCC campus. High school students who receive a grade in these articulated dual credit classes may obtain UCC credit saving them both time and money towards their college degree. Dual credit students must register in the term they receive the grade. Grades must be standard grades (A, B, C, D, F, P, NP, WD). Because these classes are college classes, high school faculty who teach them must meet college qualifications or be eligible to teach the course under the sponsored dual credit process. Detailed information on dual credit can be found in the Dual Credit Handbook.

### **B. Sponsored Dual Credit**

1. The proposed Sponsored Dual Credit standards are modeled after the Oregon Dual Credit Standards, however, they broaden the options for offering college or university courses at the high school by providing explicit standards for faculty/teacher partnerships to ensure appropriate expertise, oversight and alignment. Sponsored dual credit allows a high school the opportunity to work closely with UCC to offer these courses even though the high school may not have teachers who meet the qualifications for teaching the sponsored courses.
2. Sponsored Dual Credit, as defined by the state standards, refers to a course that is offered as part of the high school program, taught by a high school teacher in partnership with a college faculty member who meets the qualifications to teach

the course for the college, and is sufficiently similar to the college course to enable the student to be described as “taking a course from the college.”

3. Sponsored Dual Credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college. (Credits may also be granted by the high school toward graduation requirements, as appropriate).
  4. Sponsoring college: UCC awards and transcripts the postsecondary credit. UCC is responsible for ensuring compliance with federal, state, accreditation, and institutional rules, standards, laws, and regulations, as well as upholding the Sponsored Dual Credit agreement with partners.
  5. Sponsoring faculty members: The sponsoring faculty member is responsible for the college course offered and the credit awarded, and oversees the orientation, oversight, training and implementation to ensure that the sponsored dual credit courses aligns with the college’s courses. UCC is responsible for identifying a sponsoring faculty member who has the qualifications and experience to provide appropriate leadership and oversight, and who is committed to connecting, communicating and collaborating with the high school teachers and other faculty in the partnership.
  6. The process at UCC for standard and sponsored dual credit is as follows;
    - a. A high school faculty member identifies a course that they would like and feel qualified to teach.
    - b. They complete the request to teach this course by completing the application form available in the Dual Credit Handbook and submitting a resume/vitae, cover letter, unofficial transcripts and a high school course syllabus that is related to the college course they wish to teach.
    - c. If accepted, the Chief Academic Officer will assign a sponsoring faculty member at UCC and assist with the agreement and signing of the Sponsored Dual Credit Agreement form located in the Dual Credit Handbook.
- C. The Director of Early College Initiatives, or their designee, will track sponsored dual credit faculty agreements, will check in to determine how the process is going (via email) and negotiate issues as they arise.

**RESPONSIBILITY:**

The Vice President of Academic Services, Director of Early College Initiatives or their designee is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2030-2031**  
**DATE OF ADOPTION: 3/1/2023 by CC**

**DATE(S) OF REVISION:**  
**DATE(S) OF PRIOR REVIEW:**