ADMINISTRATIVE DIVISION	ACAF Academic Affairs
POLICY NUMBER	ACAF 2.04
POLICY TITLE	Dual Enrollment Courses
SCOPE OF POLICY	USC System
DATE OF REVISION	September 30, 2026
RESPONSIBLE OFFICER	Executive Vice President for Academic Affairs and Provost
ADMINISTRATIVE OFFICE	Office of the Provost

PURPOSE

The South Carolina Commission on Higher Education (CHE) defines dual enrollment courses as courses that are offered to eligible high school students via a contractual arrangement between their school/school districts and the University of South Carolina. Students enrolled in these courses earn simultaneous credit towards graduation from high school and academic credit toward either an associate or baccalaureate degree program.

DEFINITIONS

POLICY STATEMENT

According to CHE, the purpose of these courses is to provide an avenue through which highly talented high school students may earn college credit while simultaneously meeting high school graduation requirements by taking courses in the high school setting that are offered by an institution of higher education.

A. Course Contracts and Tuition Rates

Arrangements for dual enrollment courses must be made on a contractual basis and all fees must be charged using a Board of Trustees-approved tuition rate. The tuition rate may be a standard Board-approved tuition rate or a rate identified in a Board-approved contract.

B. Eligible Courses

Eligible courses are those that have been articulated in a Board-approved contract or agreement. Each course participant should be informed of the credit or articulation agreement for that course prior to the start of class.

C. Required Course Approvals

Dual enrollment course contracts for the Columbia campus must be reviewed and approved by the Office of the General Counsel.

Dual enrollment course contracts for the Palmetto College campuses must be reviewed and approved by the Office of the Palmetto College Chancellor and the Office of the General Counsel.

Dual enrollment course contracts for the Comprehensive campuses must be reviewed and approved by the Office of the General Counsel.

The Office of the General Counsel will process dual enrollment contracts through the Board of Trustees Office as necessary.

D. Dual Enrollment Course Faculty/Instructors

1. Faculty members teaching dual enrollment courses must be approved by the academic dean and academic unit hosting the course. For Palmetto College campus faculty, the approving unit is the Columbia or Comprehensive campus department or college/school.

   Faculty members must have the required credentials and meet the SACSCOC criteria for teaching at the appropriate level. If multiple instructors are used, each faculty member must meet the above criteria. Once a faculty member is approved and added to the appropriate faculty roster, the faculty member will remain on the roster for that specific course only, until removed.

2. Instructors for dual enrollment courses must present the course instructional materials and oversee all course assessments. The instructor must provide the contact hours of instruction associated with the course. The instructor is the final arbiter of grades assigned for the course.

3. Instructors for dual enrollment courses should teach no more than five dual enrollment course sections and/or no more than 100 dual enrollment students. Additionally, dual enrollment sections should be balanced with the instructor's normal course load in consultation with the academic dean and the instructor's department chair when applicable.

4. Dual enrollment course instruction may be delivered using traditional instruction or distributed learning instruction, as defined in University Policy ACAF 2.03 Creation and Revision of Academic Courses.

5. Dual enrollment students are subject to applicable University of South Carolina policies governing safety, conduct, health requirements, travel, minors, and use of university facilities. Whereas, travel with a minor dual enrolled student is discouraged, a minor should only participate in travel when all appropriate safeguards are approved by the academic unit.

PROCEDURES

A. Comprehensive Campuses

Each Comprehensive campus should develop individual campus-based procedures to implement this policy.

B. Columbia and Palmetto College Campuses

New contracts for dual enrollment courses hosted by the Columbia campus should be routed through the Office of the General Counsel. New contracts for dual enrollment courses for the Palmetto College campuses should be routed through the Office of the Palmetto College Chancellor to the Board of Trustees for approval. Palmetto College campus contracts must be received by the Chancellor's Office at least three weeks before the start of class in order to facilitate approval as needed by the Office of the General Counsel and the Board of Trustees. The academic unit offering the dual enrollment course must provide the Office of Academic Program Planning and Decision Support with a copy of the approved contract.

C. Distribution of Course Information to Students

Each course participant must receive the *IMPORTANT INFORMATION REGARDING DUAL ENROLLMENT COURSES* document prior to the start of class. This form is attached as Appendix 1.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES
ACAF 2.03 Creation and Revision of Academic Courses
BTRU 1.04 Authority to Sign Contracts

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
August 14, 2009	New policy approval
May 11, 2015	Policy organization, content, and accuracy reviewed; no substantive revisions required.
August 21, 2025	Policy updated to align with current practices.
September 30, 2026	Review and approval for minor dual enrollment students participating in university-sponsored travel.

Appendix

Appendix 1: Important Information for Students Regarding Dual Enrollment Courses

Appendix 1

IMPORTANT INFORMATION FOR STUDENTS REGARDING DUAL ENROLLMENT COURSES OFFERED BY THE UNIVERSITY OF SOUTH CAROLINA

You are seeking to be enrolled in a course that may allow for dual credit in your high school and/or at the collegiate level.

- Enrollment in a dual enrollment course does not imply acceptance into the University of South Carolina for anything other than the dual enrollment course (enrollment is specific to the specific course).

- Be aware that the grade received in the course may be utilized in any GPA calculation including those for South Carolina's publicly funded scholarship programs.

- Credit earned by satisfactory completion of dual enrollment courses will transfer to public South Carolina institutions, provided that the course is included on the Commission on Higher Education's List of Transferable Courses in the Statewide Transfer and Articulation Policy (see https://che.sc.gov/transfer). If the course is not included on the list, **you are responsible** for contacting the receiving higher education institution to see if it will accept the course credit. We suggest you get this information in writing. Such articulation should take place prior to enrolling in the course in high school.

- If you plan to attend a private institution in South Carolina or any public or private institution outside of South Carolina, **you are responsible** for contacting the institution and getting a written assurance that they will apply the dual enrollment course towards their degree requirements.

Created 20 August 2007. Revised August 2025.