

<b>ADMINISTRATIVE DIVISION</b> ACAF Academic Affairs		<b>POLICY NUMBER</b> ACAF 2.04
<b>POLICY TITLE</b> Dual Enrollment Courses		
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION</b> May 11, 2015
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost		<b>ADMINISTRATIVE OFFICE</b> 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 largest single share of 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 distance technology instruction, as defined in University Policy ACAF 2.03 Creation and Revision of Academic Courses.

### **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.

C. Distribution of Course Information to Students

Each course participant must receive the *IMPORTANT INFORMATION REGARDING DUAL ENROLLMENT COURSES* form prior to the start of class. This form is attached as Appendix 1 and is available at [www.sc.edu/provost/forms](http://www.sc.edu/provost/forms).

**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**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
August 14, 2009	New policy approval
May 11, 2015	Policy organization, content, and accuracy reviewed; no substantive revisions required.

**Appendix**

Appendix 1: Dual Enrollment Student Information Form