

**Nebraska Community and Tribal Colleges
Statement of Principles and Standards
for Dual/Concurrent Enrollment Credit**

Principle 1

All post-secondary institutions shall ensure that dual credit courses offered to high school students will be college-level courses. The rigor of the dual credit course shall be the same as the corresponding course offered at the post-secondary institution.

Standards:

- a. Students shall be registered with the post-secondary institution and concurrently enrolled at the high school.
- b. All college-level credits shall be recorded on the official post-secondary institution transcripts.
- c. High school students shall be identified as junior or senior level students. Sophomores may be admitted with post-secondary administration approval. Enrollment of high school students in dual credit courses shall follow processes and eligibility criteria established by the post-secondary institution and agreed upon by participating high school personnel.
- d. All courses shall be post-secondary institution catalogued courses with same department designations, course descriptions, number, titles and credits (see Principle 3 for additional standards).
- e. High school students shall meet all post-secondary institution's policies regarding course pre-requisites prior to enrolling in the college-level course.
- f. High school students shall adhere to the post-secondary institution's policies and procedures as outlined in the post-secondary institution's catalog and student handbook.

Principle 2

The decision to award high school credit for a college-level course being taken for dual credit shall be the responsibility of the appropriate high school district.

Standards:

- a. The high school district shall identify course(s) meeting high school credit.
- b. The high school district shall inform students and parents of college-level courses to be granted high school credit.

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Principle 3

All instructors for dual credit courses, regardless of the mode of delivery, shall hold credentials consistent with a full-time faculty member employed to teach the college-level course for the post-secondary institution. All such selection criteria shall be consistent with the policies established by the institution for all faculty, which comply with the standards set forth by the Higher Learning Commission (HLC).

Standards:

- a. Credentials for instructors who teach dual credit courses shall be consistent with policies established by the institution for all faculty, which comply with the guidelines established by the HLC for all post-secondary faculty, relevant to successful completion of required degrees, graduate content credit, and/or tested experience. Please reference http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf.
- b. Instructors for dual credit courses shall provide original college transcripts and other relevant materials to validate credentials and meet all institutional requirements as a full-time or adjunct instructor for the post-secondary institution. Instructors for dual credit courses shall follow the established policies and procedures for all post-secondary faculty at the institution.
- c. The dual credit instructor, holding the required credentials, shall be the individual who provides the instruction for the course, assesses the students, and provides a final grade for the college-level course according to the post-secondary institution's time line, policies, and procedures.
- d. The post-secondary institution shall assure that dual credit instructors are provided with relevant training and orientation, including course philosophy, curriculum, pedagogy and assessment prior to teaching the course, and at regular intervals subsequent to the initial teaching assignment.
- e. The dual credit instructor (employed by either the high school or college), along with meeting all qualifications to teach credit courses at the college, must also meet qualifications to teach dual credit courses within the State of Nebraska, which includes an appropriate PK-12 teaching certificate or permit, as dictated by the Nebraska Department of Education.

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Principle 4

The quality of instruction and standards of excellence for dual credit courses shall be consistent with other course offerings by the college.

Standards:

- a. The dual credit course, regardless of mode of delivery, shall follow the same course syllabus/outline, textbook (or an approved alternative), and student assessment methods, as the course offered solely by the institution.
- b. Dual credit students shall be held to the same standards of achievement and grading standards as those expected of students taking the same course at the institution.
- c. Students shall be assessed using comparable grading standards and methods of assessment (e.g., papers, portfolios, quizzes, labs, etc.) as the course offered by the post-secondary institution.

Principle 5

The evaluation of the instructor and quality of instruction for dual credit courses shall be comparable with the practices each college has in effect for other college credit courses.

Standards:

- a. College-level courses shall be current and require levels of performance by students appropriate to the degree or certificate awarded.
- b. The college-level course quality and learning outcomes shall be consistent across all modes of delivery and all locations.
- c. The evaluation of the course shall be jointly completed by the district and the post-secondary institution on an annual basis, using the post-secondary end-of-course evaluation method.
- d. The evaluation of the instructor by the students shall be completed in a comparable manner as the evaluation of all instructors at the post-secondary institution.

*Concurrent enrollment/dual credit refers to courses taught to high school students for which the students receive both high school credit and college credit. These courses or programs are offered under a variety of names; the Criteria on "dual credit" apply to all of them as they involve the accredited institution's responsibility for the quality of its offerings.

SOURCE: HLC The Criteria for Accreditation: Glossary.

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SIGNATORY COLLEGES:


Central Community College Date


Mid-Plains Community College Date


Northeast Community College Date


Southeast Community College Date


Western Nebraska Community College Date

SIGNATORY TRIBAL COLLEGES:


Little Priest Tribal College Date


Nebraska Indian Community College Date