2019-20SY Dual Program Guidelines   540-857-7235

INSTRUCTOR SUBMISSIONS:

Prior to the first day of the VWCC Dual Enrollment Class
- Updated SARF form for all dual enrollment instructors (required each year)
- Verify SIS access and CANVAS Account
- Copy of syllabus submitted in CANVAS
    - Information requested on the dual enrollment syllabus template must be included
    - Learning Outcomes found on the Course Outline prepared by VWCC must be included in the syllabus (found on-line in the on-line College Catalog)

By the last day of the drop/add period (*check calendar posted on the dual website*)
- Print and Sign copy of the VWCC SIS class roster confirming that all student enrollment data is correct
    - If there are ANY errors – notify your guidance department and Dr. Beard immediately
    - Do not sign the roster until all errors have been corrected.
- Submit the signed copy in CANVAS. (This is the college "receipt" for enrollment and will be used to support billing to your school division for tuition.)
- Review with students the resources (tutoring, library, etc.) that are available to them (found on the VWCC website and must be posted on the class syllabus)

Prior to the last day of the class
- Copy of the final exam/assessment submitted through CANVAS with KEY
- General Education or Common Assessments *(if requested by the VWCC IE or Division Office)* submitted for each participant in the dual class
- Have each dual enrollment student complete the on-line "Student Evaluation"
- Complete the instructor's "Self-Evaluation" form (spring only) and submit it through CANVAS
- Review with students how to find their grade and request a transcript through their "MYVWCC" portal

At the end of the term
- Submitted and "approved" final grades in the VWCC SIS system *(it is recommended that the instructor print a copy of the submitted grades and maintain it with the HS grade book/records)*
- If giving a student an "INCOMPLETE" for any reason, an "Incomplete Grade Contract" must be submitted to VWCC for the student; this form must be signed by **both** the instructor and the student (Teachers will also need to submit a "Grade Change Request" to amend the incomplete grade once the final grade is given)
- If there are students who should or should not be on your grade roster – DO NOT ENTER ANY GRADES until that is corrected. Notify Dr. Beard immediately.

SCHOOL DUAL ENROLLMENT HIGH SCHOOL PROGRAM ADMINISTRATOR SUBMISSIONS:
(*Requested forms will be picked up by the VWCC Dual Enrollment Coordinator)

Dual enrolled courses taught at the School shall not include non-dual enrolled students without the written approval of the community college president.

Academic adjustments and reasonable accommodations for dual enrollment courses that students take for college-level credit shall not be pursuant to the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C § 1400. **At no time shall the College approve academic adjustments and reasonable accommodations for dual enrollment courses that will fundamentally alter the nature of**

the course. The School Division shall notify all students interested in taking a dual enrollment course of these conditions prior to approving their enrollment in a dual enrollment course.

Prior to the start of the high school semester
- Confirmed with the VWCC Dual Enrollment Coordinator the classes to be offered for dual enrollment and number of class sections needed
- Notification of any faculty changes or anticipated long term absences/substitutes
- Alternative score reports for non-VPT results (PSAT, SAT, ACT, SOL, AP) *Use the GOOGLE DOC link sent to you and update as needed.*
- Notification of any "mixed" (dual and non-dual students) classes along with a written request from the school principal with justification that illustrates the additional rigor and expectation required of the dual curriculum to allow for the dual and non-dual students to participate in the same class*
- Collect a signed copy of the SARF form (required yearly) from each teacher participating in dual enrollment if they did not renew the form in July.   (Only NEW teachers need to submit a BIO-DATA form along with the SARF form)*

Prior to the first day of the VWCC Dual Enrollment Class
- *Complete the GOOGLE DOC with your student class enrollment information.*
  - *This DOC is LIVE – so you will be able to see the enrollment progress. Please remember the color code:*
    - *Red = stop enrollment*
    - *Yellow = caution – there is a problem that needs to be taken care of*
    - *Green = the student is enrolled.*
- Confirm with the teachers that they have submitted through CANVAS their syllabus for each class
- Submit proof of students meeting all prerequisites needed for classes

By the last day of the drop/add period
- Supporting documentation *(Please alphabetize, remove duplicates, and confirm EMPLID for each student*) Forms can be found at: http://www.virginiawestern.edu/forms/index.php#dual
  - Dual Enrollment – Request for Special Circumstances Enrollment Form (ALL Freshman & Sophomores)*
  - Dual Enrollment -- Under 18 Signature Page (Completed by parent – please collect these – do not have the parents mail or fax them to the college. *This form is only needed ONCE – if the student submitted it in a prior year, it is not necessary to obtain a second form*)* Check the GOOGLE DOC to see who still needs to submit the form.
  - Printout of each class roster signed by the instructor indicating that the enrollment is correct*
  - Cover letter by the school administrator giving "approval" for VWCC to enroll the students in the dual classes* (This should be the top page of the class roster printouts)
- Confirmation that any drop/add requests have been completed. When requesting a drop/add please include the student's full name, the student's EMPLID number, and the instructor's name; the class name, section number, and five digit class number. (Class information can be found on the teacher's roster) Examples are:
  - "Please add Jane Doe (6######) to Ms. White's HIS 121–D14 56897 class"
  - "Please drop John Doe (7######) from Ms. White's HIS 121-D14 56897 class"
  - "Please drop Sally Doe (6######) from Ms. White's HIS 121–D14 56897 class and add her to Mr. Black's HIS 121-D13 58972 class"
- Billing to the school divisions for dual enrollment tuition will begin at the end of the drop/add period

By the last day of the withdrawal period
- Submit electronic e-mail requests for any student that needs to be withdrawn from a class. Please include the student's full name, the student's EMPLID number, and the instructor's name; the class name, section number and five digit class number. This information can all be found on the instructor's class roster. Student must be passing the course in order to be withdrawn. If not, they will be withdrawn "Failing". No refund will be given to the school division for students withdrawn from the class

Prior to the end of the class/term
- Confirm that the teachers have:
  - Had their students complete the on-line student evaluation process for the dual enrollment class and instructor
  - Submitted through CANVAS a copy of a "Self-Evaluation Form" for each class that they taught
  - Submitted through CANVAS a copy of their final exam (with grading key or rubric)
  - Submitted work samples or common assessments **if** requested by the college

At the end of the term
- Confirm that teachers have:
  - Submitted and "approved" their final grades
  - Have submitted "Incomplete Grade Contracts" should the need arise for any students in their class. **This form must be signed by both the instructor and the student. (Teachers will also need to submit a "Grade Change Request" to amend the incomplete grade once the final grade is given**

GENERAL REMINDERS PER THE DUAL ENROLLMENT CONTRACT AND THE UPDATED QUALITY STANDARDS FOR DUAL ENROLLMENT FROM THE VCCS

- **6.7.2 Faculty Standards**
  - DE instructors must be credentialed by the college
  - Non-credentialed substitute or student teachers can provide instruction in DE classes
  - DE instructors will be asked to participate in college-provided annual discipline specific professional development
- **6.7.4 Curriculum Standards**
  - Courses offered for DE must be in the VWCC college catalog
  - Courses must reflect the learning objectives and the pedagogical, theoretical and philosophical orientation of the college discipline
  - College faculty or academic deans will conduct site visits and classroom observations to ensure the courses offered are equivalent to the courses offered on campus
- **6.7.5 Student Standards**
  - Students will meet all course prerequisites
  - Students are advised by the HS's about the benefits and implications of taking college course, as well as the college's policies and expectations
  - Students have access to all learning resources and student support services offered through the college
- **6.7.6 Program Evaluation Standards**
  - Students are asked to complete an end-of term course evaluation for each dual course

- o The college conducts ongoing evaluations of the program effectiveness and uses the results of continuous improvement

FACULTY RESPONSIBILITIES

The School System will inform dual enrollment faculty members that they must comply with policies and procedures related to the dual enrollment courses they teach including but not limited to the following:

i. Adhere to all college and departmental responsibilities.
ii. Prepare and disseminate a college-approved course syllabus.
iii. Adhere to the required instructional contact hours.
iv. Adhere to established college academic calendars for enrollment and grading submission.
v. Use college-approved instructional materials.
vi. Incorporate all student learning outcomes and assessment of student learning outcomes into instruction.
vii. Participate in student evaluation of instructional effectiveness.
viii. Submit final course grades.
ix. Participate in required meetings and professional development opportunities.
x. Participate in required site visits and administrative evaluation of instruction.

It is the responsibility of the College to ensure that dual enrollment faculty members comply with the policies and procedures referenced above.