

# Board of Trustees of the Nebraska State Colleges

## Academics

POLICY NAME: High School Dual Credit Courses

POLICY NUMBER: 4420

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### A. PURPOSE

To establish the requirements for dual credit courses delivered to high school students by the Nebraska State Colleges.

### B. DEFINITIONS

1. **Dual Credit Courses:** Coursework completed by high school students for which the student receives both high school credit and college credit<sup>1</sup>.
2. **Dual Enrollment:** Refers to students who enroll in college courses offered by an institution of higher education while enrolled in high school or seeking a recognized equivalent. Student performance is recorded on a college transcript and postsecondary credit is awarded for a passing grade in the course. Includes all postsecondary courses, independent of course delivery mode, course location, course instructor, and whether secondary credit is also offered.<sup>2</sup>
3. **Early Entry Credit Courses:** Coursework completed by high school students prior to the completion of their high school diploma, which solely earn college credit.

### C. POLICY

#### 1. Dual Credit Course Instructor Qualifications

- 1.1. Dual credit course instructors at the high school must be approved by the College administrator of the academic unit in which the course is taught at the College.

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<sup>1</sup> Definition as established by the Higher Learning Commission

[https://download.hlcommission.org/DualCreditGuidelines\\_OPB.pdf](https://download.hlcommission.org/DualCreditGuidelines_OPB.pdf)

<sup>2</sup> Definition as established by IPEDS <https://surveys.nces.ed.gov/ipeds/public/glossary>

- 1.2. Dual credit course instructors who are not regular faculty of the College must be formally appointed as dual enrollment instructors in a manner similar to that used for adjunct faculty members.
- 1.3. Dual credit course instructors must meet the minimum criteria established in Policy 5015 for adjunct faculty and be recommended by their high school principal as highly qualified for this position.
- 1.4. Dual credit course instructors for these courses shall work with an administrator, faculty member, or other designated academic representative of the academic unit in which the course is taught at the College. This College representative shall approve all course materials including student learning outcomes, syllabi, textbooks or other materials, and assessments including the final exam, and will be available to provide guidance and assistance during the offering of the course

## **2. Student Admission**

- 2.1. Student eligibility for dual credit courses is determined by participating high school and College officials. Participating students are recommended by the district and admitted and registered by the College with mutual consent of the district and College.
- 2.2. Students in these dual credit courses will typically meet all of the following requirements except as noted below:
  - Be high school juniors or seniors;
  - Be chosen carefully and recommended by the high school academic staff;
  - Meet the prerequisites of the course; and
  - Have a cumulative grade point average of B or its equivalent or better; or rank in the top half of their high school class; or earn an ACT composite score of at least twenty (20); or an equivalent score on another valid assessment.
- 2.3. Exceptions to the requirements may be made only by the administrator of the College academic unit responsible for the delivery of the dual credit course, if the student demonstrates through some alternative means the considerable capacity and likelihood for achieving academic success in the desired course or courses.
- 2.4. If appropriate, the institution responsible for the dual credit course may elect to administer a placement test to assure readiness of students to benefit from the course.

## **3. Curriculum**

- 3.1. Colleges may offer only lower division (freshman and sophomore) courses that are offered by the home College and that are part of the regular curriculum approved by the established dual credit course approval

process. No college-level credit courses may be created specifically for high school students.

- 3.2. Each dual credit course will feature a final exam or culminating experience that substantially measures the extent to which the course's stated learning objectives are achieved.
- 3.3. Course objectives and the final exam or culminating experience, developed, or approved by the College representative who is an administrator, faculty member, or a designated academic representative of the academic unit responsible for the delivery of the dual credit course, must be the same or equivalent regardless of the course location.
- 3.4. Course syllabi will include the grading system for the dual credit course and clearly state that, regardless of grades earned previously, the culminating assessment must be passed in order to receive credit for the course.
- 3.5. Dual credit courses with earned grades of D or higher will count toward degree credit at that specific College; however, a grade of C or higher may be required for courses that are established as specific degree program pre-requisites (i.e. English Composition for teacher education program admission).
- 3.6. Any dual credit course that is successfully passed with a grade of C or higher will be accepted for degree credit across the State College System.

#### **4. Instructional Context and Resources**

- 4.1. All dual credit high school students shall be granted access to College library catalogs and holdings by remote means using computer connections.
- 4.2. The high school and College shall ensure that comparable resources are available to the students taking the course for dual credit.

#### **5. Validation of Credits**

- 5.1. The standards for credits awarded for a particular dual credit course are the same regardless of the location of the class. Students must meet the learning outcomes designed for the course. The credit is valid upon successful completion of the course requirements as determined by the course instructor and approved by the College.
- 5.2. The responsibility for awarding the final grade earned by the students rests with the dual credit course instructor, utilizing the grading scale established by the College. The recorded grade shall be the same on the high school and College transcript.
- 5.3. Course and instructor evaluations will be conducted by the institution offering the dual credit course. The evaluation may include a comparison of student performance on a common final exam administered to students at the home College and to students at other sites.

- 5.4. Decisions about the award of high school credits for the completion of dual credit courses offered in the high school will be made by the high school.
- 5.5. Students enrolled in dual credit courses will abide by the College academic rules and regulations applicable to College students.

## **FORMS/APPENDICES**

None

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### **SOURCE:**

**Policy Adopted:** August 1997

**Policy Revised:** November 2009, November 2011, January 2013, March 2015, November 2016, March 2022, April 2024