

Renewal of Agreement

Agreements between school districts and community colleges and/or the University will be reviewed and renewed on an annual basis.



Additional Information:

John L. Freeman
High School Transition Coordinator
Western Wyoming Community College
jfreeman@wwcc.wy.edu
1-307-382-1724

Resources

In addition to this manual, the following resources are available to assist the colleges, high schools, students, and families in understanding all aspects of the dual and concurrent enrollment programs and process.

- **Implementing SEA 52: Improving Equity and Access to Quality Dual and Concurrent Enrollment Programs through Consensus Building.** A Report to the Wyoming Community College Commission and the Joint Education Committee, Wyoming State Legislature, January 2011
- **Student/Parent Handbook, *The Dual and Concurrent Enrollment Program***
- **Handbook for High School Counselors and College Advisors, *The Dual and Concurrent Enrollment Program***
- **Wyoming Statutes, 21-20-201, 2010**
- **Concurrent and Dual Enrollment Memorandum of Understanding, (MOU),** as developed by the Wyoming Community Colleges Academic Affairs Council, May 2011.
- **Faculty Approval Process** as developed by the Wyoming Community Colleges Academic Affairs Council, Spring _____
- **On Ramp to College, *A State Policymaker's Guide to Dual Enrollment Jobs for the Future***
- **Promoting Quality: State Strategies for Overseeing Dual Enrollment Programs, *National Alliance of Concurrent Enrollment Partnerships.***



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Executive Summary for Administrators and Policy Makers
Of
Procedures for Dual and Concurrent Enrollment



Statewide Memorandum of Understanding (MOU)

The **Postsecondary Education Options Program (PEOP)** Act requires a memorandum of understanding between a Wyoming school district board of trustees and a Wyoming community college district board of trustees or the University of Wyoming for dual and concurrent programs. The law requires agreements that address student eligibility, academic quality, student performance, communication, student support services and transferability. The statewide MOU is a process to approve faculty, tuition, fees, textbooks, college resources and a process for renewal of the agreement. The Academic Vice Presidents of Wyoming's seven community colleges wrote the Statewide Memorandum of Understanding initiated for the school year 2011-12. The MOUs are filed with the Wyoming Community College Commission each school year and cannot be changed without involvement of the WCCC.

Uniform Statewide Student Eligibility

The following are the **only** eligibility requirements for students taking dual and concurrent courses; these requirements apply to both career/technical and academic transfer classes. High schools, community colleges, or BOCES/BOCHES **cannot** impose additional eligibility requirements.

- The student meets the course entrance requirements and/or the prior course work required by colleges before enrolling in a particular course.
- The student is a high school senior, junior, or has the permission of a high school official. (Note: freshman and sophomores can enroll in dual and concurrent courses when appropriate with permission from a high school official.)
- The student has permission from their parent(s) or guardian(s) and a designated school official.



Introduction

This document is a condensed version of the Manual of Procedures for Dual and Concurrent Enrollment. This document was liberally edited to focus on questions that college or high school teachers would have. The reader can find the entire document at the Wyoming Community College Commission web site. <http://www.communitycolleges.wy.edu/>

Overview

The Wyoming legislature addressed dual and concurrent enrollment in 2009 and 2010. The legislative goal was to assure all Wyoming students equitable opportunities to enroll in and complete quality dual and concurrent courses no matter where students live and at no cost to students. The legislature states "Each school district board of trustees shall, in conjunction with the University of Wyoming, community college district boards of trustees . . . make post secondary education options programs . . . reasonably **accessible to eligible students.**" W.S. 21-20-201(h), 2010. The legislature proceeded to amended state statutes regarding dual and concurrent enrollment programs. Memorandum's of agreement (memorandum of understanding) will define standard practices statewide. To facilitate agreements the statute creates a **Consensus Groups**, which develops program requirements. The legislature called on the Wyoming Community College Commission (WCCC) to be the state agency authorized to implement the results of the consensus process. This document explains current state law and program requirements developed by the current **Consensus Group**.

Definitions

Dual and concurrent enrollment classes allow students to earn both high school and college credit while students are still attending high school. Concurrent enrollment courses are those taught by college-approved high school teachers. Dual enrollment courses are college courses taught by college instructors in classrooms or online.



Quality-Course Content

The responsibility for the quality of college courses offered through dual and concurrent enrollment programs in Wyoming is vested in the higher education institutions. The community colleges and high schools must collaborate to develop the expectation of college level work and courses.

Quality-Faculty Approval

High school faculty must be approved by the community colleges to teach concurrent enrollment courses. The Academic Affairs Council of the community colleges developed and approved a process for the review and approval of the credentials of high school faculty consistent with college accreditation.

- High school faculty teaching concurrent enrollment courses are adjunct college faculty. The community colleges will review the high school teacher according to the same standards used for all other adjunct faculty at the college.
- Where there is a demonstrated need for flexibility in the credential process, an exception may be granted if the exception is based on demonstrated proficiency in the discipline, progress toward graduate education, or appropriate certification.

Program Coordination

Each school will provide a designated official/liaison to serve as the point of contact on matters related to concurrent enrollment. The college/high school partnership shall coordinate student advisement, course schedules, electronic course evaluation, student and faculty support services. Liaisons will coordinate all paperwork for the dual and concurrent programs, including: Community College-High School Dual/Concurrent Registration Form, Wyoming Department of Education (WDE) requirements, course summary forms, and student registration. Community colleges, the University, and high schools partnerships should develop and coordinate public information plans to inform board members, students, teachers, parents, and guardians of the opportunities for education through dual and concurrent enrollment courses.

Tuition, Fees, Textbooks and Materials

Wyoming Statutes provide that agreements between the school districts and the colleges or University insure that students do not pay for concurrent enrollment courses. The School District will agree to pay tuition and fees for all students enrolled in concurrent enrollment courses. After the college receives the fees for student tuition from the school district, the college agrees to pay an identical amount to that school district for space, supplies, instruction, and other related costs. By law, the colleges and the University **shall not** directly assess or collect any fees from the participating students for the textbooks, materials, student services or any fees otherwise assessed and collected for the students attending the institution. Traditionally, school districts pick up these expenses.

Grading

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0) scale.

Distance Education

Distance learning is an excellent tool to provide equitable and affordable access in the dual and concurrent enrollment programs especially to small schools or rural students. Distance education students' benefit by being adequately prepared to take online courses and have an adult mentor for support and guidance. The Wyoming Distance Learning Center (WyDEC), maintains the **Wyoming Course Locator and Support Services** (WyCLASS) website for Wyoming's higher education institutions where all online classes are listed. This is an excellent location to find dual courses opportunities.



Executive Summary for College and High School Instructors Of Procedures for Dual and Concurrent Enrollment



Grades

Grading shall be valid and reliable and based on student academic performance at a college level. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

Collaboration

State law provides that colleges and their high school partners collaborate to insure student success. The college/high school partnership shall coordinate student advisement, course schedules, electronic course evaluation, student and faculty support services. High school instructors are required to attend yearly adjunct in-service meetings. These meetings allow the colleges to review instructor responsibilities, college policies and procedures. In-service meetings allows the college to introduce whatever is new to the college. Colleges maintain websites to further collaborate by posting news, reminders, and a storage area for instructional material, forms and policy documents. Some colleges provide discipline specific workshops during the school year. These meetings are devoted to monitor student progress and insure college level instruction. During these meetings instructors and adjuncts review the common syllabus, course materials, share best practices and develop common assessments.

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Introduction

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Overview of Dual and Concurrent Student Enrollment

The 60th Wyoming legislature addressed dual and concurrent enrollment laws to assure all Wyoming students have equitable opportunities to enroll in dual and concurrent courses no matter where students live and at no cost to students. The legislature amended state statutes to facilitate agreements between school districts and colleges. The legislative goal was to give all Wyoming students the opportunity to finish 12 college credits before high school graduation. Students earn credit two ways. **Concurrent enrollment courses are taught by college-approved high school teachers in the high school** as part of the instructors teaching load. **Dual enrollment courses are college courses taught by college instructors** on campus, at a college outreach centers or online. To facilitate the dual and concurrent programs, the school district and college designates a liaison to promote cooperation between the two institutions.

Benefits to Students

By completing college classes, students earn both high school and college credit. Students are able to enhance their senior year and are able to explore careers prior high school graduation. Students are able to experience the difference between high school and college curriculum in a familiar environment. Students benefit from additional academic enrichment and challenges. Students who successfully complete dual and concurrent classes are statistically more likely to attend college and graduate. Successful students graduate from college earlier at a reduced overall cost.

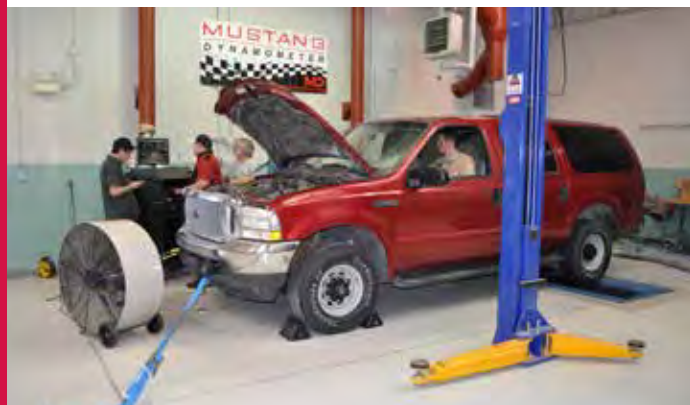
Risks for Students

Poorly performing dual and concurrent students risk starting college with a low GPA and are ineligible for scholarships and specific college programs. A poor start to college may have a lasting effect on the student's progress after high school graduation.

Student Eligibility

The following are the **only** eligibility requirements for students taking dual and concurrent courses; these requirements apply to both career/technical and academic transfer classes. Wyoming high schools, community colleges, or BOCES/BOCHES **cannot** impose additional eligibility requirements.

- The student meets the course entrance requirements and/or the prior course work required by colleges before enrolling in a particular course.
- The student is a high school senior, junior, or has the permission of a high school official. (Note: freshman and sophomores can enroll in dual and concurrent courses when appropriate with permission from a high school official.)
- The student has permission from their parent(s) or guardian(s) and a designated school official.



Tuition and Fees:

Concurrent Enrollment is where approved high school teachers teach college curriculum as part of their assigned duties. The colleges and the districts have created "a wash" program where expenses are shared and there is no charge to the student. **Dual Credit** classes are taught on campus, online or at a college outreach center by college instructors. School Districts or their BOCES generally pay for high school student's tuition, fees and textbooks. Several districts do not have the financial resources to pay for their students taking college classes. In some cases, students chose to take the classes at their own expense. In other cases, high schools prevent students from taking dual classes and won't accept college credits to apply for high school graduation.

Concurrent Faculty Approval

High school faculty must be approved by the community colleges to teach concurrent enrollment courses. The Academic Affairs Council of the community colleges developed and approved a process for the review and approval of the credentials of high school faculty consistent with college accreditation.

- High school faculty teaching concurrent enrollment courses are adjunct college faculty. The community colleges will review the high school teacher according to the same standards used for all other adjunct faculty at the college.
- Where there is a demonstrated need for flexibility in the credential process, an exception may be granted if the exception is based on demonstrated proficiency in the discipline, progress toward graduate education, or appropriate certification.

Student and Instructor Status

Once a high school teacher is approved to teach a college class, he/she is an adjunct instructor and is entitled to all privileges as an employee of the college. Concurrent teachers have access to department materials, access to college facilities, the use of the college library and can direct their students to student services. The high school instructor will also be responsible to adhere to applicable college policies such as posting grades, drop/add deadlines, grading practices, attending adjunct in-services and communicate with college using Mustang Cruiser. Dual and concurrent high school students are college students. These students have access to all college student services including and not limited to peer tutoring, smart thinking, the college library, the ACE IT center (college advising), computer labs and access to athletic and cultural events.

Class Content

The responsibility for the quality of college courses offered through dual and concurrent enrollment programs in Wyoming is vested in the higher education institutions. Practices are evolving to insure a better college experience for students. Concurrent classes have to follow the college syllabus at college rigor. Common assessments are/will be used to insure college rigor. In some concurrent classes, the high school takes a school year to cover a college semester class. Other classes will deliver college material in college time. Instructional materials must be approved by college faculty. In most cases, high school students are using the same instructional materials found on campus.

