



Angelo State University
Operating Policy and Procedure

OP 04.13 Offering Dual Credit Courses at Off-Site Locations

DATE: January 12, 2016

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to provide a framework for the initiation, approval, implementation and tracking of dual credit courses taught at off-site locations, including dual enrollment high school sites, for academic credit at Angelo State University (ASU).

REVIEW: This OP will be reviewed in December of every odd-numbered year by the dual credit designee with recommended revisions forwarded by January 15 through the vice president for student affairs and enrollment management (VPSAEM) and provost and vice president for academic affairs (PVPAA) to the president for approval.

POLICY/PROCEDURE:

The definition used for off-campus site in this document is the definition adopted by the Southern Association of Colleges and Schools:

“Site-based/classroom group instruction (where the instructor is present)”

1. Administration

- a. The Office of the VPSAEM serves as the central repository for dual credit course information and support structure. The VPSAEM’s designee will be assigned responsibility for dual credit.

2. Initiation of an Off-Campus Site

- a. Once an off-campus location is identified (i.e., high school), a memorandum of understanding (MOU) shall be drafted by ASU and sent to the appropriate officials at the location. Once the terms of the Dual Credit MOU are agreed upon, it shall be signed by location officials and the university president.

3. Addition or Deletion of Courses at an Off-Campus Site

- a. Officials at the site shall submit a course request form (<https://www.angelo.edu/content/forms/675-off-site-dual-credit-course-request>) to ASU stating which courses they intend to offer and identify the faculty on their staff that hold the necessary qualifications to teach them, based on requirements developed by SACSCOC.

- (1) Course requests are checked against existing course offerings at the site to tally the number of hours delivered at a particular site. If at any time an off-campus site submits a request that will cross the thresholds set forth by SACSCOC in accordance with the commission's policy on [Substantive Change for SACSCOC Accredited Institutions](#), the SACSCOC Liaison must be notified so that appropriate action can be taken pursuant to [SACSCOC Comprehensive Standard 3.12.1](#).
- b. Once courses and instructors are approved, as described below, courses are entered in the course scheduling and management system and access to university IT and Library resources are established.
- c. If an off-campus site wishes to discontinue offering a course at their location, they must notify ASU in writing. After consecutive years of a course no longer being offered, it will be removed from the course inventory of that site for purposes of percentage of degree attainment calculations.

4. Courses Offered Via Dual credit

- a. ASU retains the responsibility and authority for the management and oversight of dual credit courses while placing primary responsibility for course content with the faculty.
- b. Courses delivered via dual credit are academic department courses approved through the usual curriculum approval process. There shall be no distinction between courses offered through dual credit and those offered on campus. Courses offered via off-site dual credit shall have the same rigor and expected outcomes of resident offerings.
- c. Courses delivered via dual credit carry the same curriculum prerequisites for Angelo State University residential students. If a new course is proposed or an existing course is significantly redesigned for delivery via dual credit, it will be reviewed by the curriculum committee.
- d. Student evaluation of courses delivered via dual credit will be conducted to include the effectiveness and efficiency of delivery, academic resources available and student services provided. As with campus-based courses, records of evaluations and analyses of evaluations must be used proactively in the enhancement of course offerings.

5. Faculty and Faculty Services

- a. Only qualified faculty members shall teach courses delivered via dual credit. Assigned faculty shall have necessary credentials to qualify them to teach a course based on SACSCOC credentialing guidelines. Official transcripts shall be acquired for each proposed dual credit instructor. The PVPAA shall review instructor credentials for approval to teach requested courses.
- b. Faculty who teach through dual credit are responsible for acquiring sufficient skills to present their subject matter and related material effectively.
- c. ASU's dual credit infrastructure will provide development opportunities for faculty to improve their instructional skills. This will take place each summer via a dual credit instructor orientation offered on the ASU campus.

6. Institutional Accommodation

- a. All academic units of the university shall have an opportunity to participate in providing courses for credit delivered via dual credit wherever there is a need. The university shall assure that administrative policies and procedures allow for an effective, efficient dual credit support infrastructure.
- b. Funding levels and fees must provide sufficient financial resources to initiate and maintain quality dual credit courses. The university shall provide scholarship assistance to offset the cost of courses for dual credit students and provide salary funds for course instructors.

7. Library Support

- a. ASU ensures that all dual credit students have access to library resources to appropriately support the courses in which the students are enrolled and to provide services that represent the closest approximations of those offered to on-campus students. These services include document delivery, electronic access to reference services, reserves, interlibrary loan, and a web page that includes ready links to services, contacts, and self-help information literacy modules.
- b. The library will regularly evaluate the effectiveness of resources provided to dual credit students and will demonstrate that services are improved where appropriate.
- c. The library will make information concerning library services and resources available to instructors for distribution to dual credit students.

8. Student Support Services

- a. Dual credit students shall have reasonable and adequate access to the range of student services appropriate to support their successful completion of course work. These services will be comparable to those offered to traditional, on-campus users.
- b. Outcomes for effective provision of support services must include dual credit students.
- c. Assessment data for effective provision of learning resources to dual credit must be available and regularly evaluated and improved where appropriate.