



Angelo State University
Operating Policy and Procedure

OP 04.13 Dual Credit Courses

DATE: February 22, 2019

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 including dual enrollment high school sites and off-campus sites for academic credit at Angelo State University (ASU).

REVIEW: This OP will be reviewed in December of every odd-numbered year, or as needed, 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:

1. Administration

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. Off-Campus Sites

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

Initiation of an Off-Campus Site

Once an off-campus location is identified (i.e., high school), the VPSAEM or designee will meet with the school district administration to discuss the dual program and to verify support services and facilities are adequate for a dual credit program. After the initial visit, 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.

Addition or Deletion of Courses at an Off-Campus Site

Officials at the site shall submit a course request form 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 faculty requirements developed by ASU and outlined in OP 06.04 (Appointments and Reappointments of Faculty). This form shall be submitted to request new instructors or new subjects and is not required to be resubmitted every semester.

(Major revision: February 22, 2019)

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 instructional 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 14.2](#).

Once courses and instructors are approved, as described below, courses are entered in the course scheduling and management system and faculty will receive access to university IT and library resources.

If an off-campus site wishes to discontinue offering a course at their location, they must notify ASU. After three (3) 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.

3. 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 as those for Angelo State University residential students. Prerequisites may be overridden at the discretion of a high school administrator (i.e. counselor or principal) with approval from the Angelo State University Provost or designee as some pre-requisite courses may not be offered at the location..
- 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.
- e. Dual credit courses may be offered through distance education. Courses offered through distance education must follow policies and procedures addressed in ASU OP 04.11 Distance Education. Dual credit courses offered through distance education will not be held in face to face formats at the site and will not be included in the site's inventory for purposes for percentage of degree attainment calculations.
- f. Courses that ASU has elected to include in the Texas Higher Education Coordinating Board Core Curriculum must be assessed by the responsible instructor at all dual credit sites. ASU will be responsible for notifying affected instructors that assessment must occur in their course and provide materials and training to complete the assessment activities. The instructors are responsible for conducting the assessment, collecting and summarizing data in the proper manner, and submitting data to ASU by any stated deadlines (https://www.angelo.edu/academic_outcomes_assessment/).

(Major revision: February 22, 2019)

4. 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 Angelo State University credentialing requirements required by the institution of all faculty members. Official transcripts shall be submitted for each proposed dual credit instructor. The PVPAA or designee shall review instructor credentials for approval to teach requested courses.
- b. ASU's dual credit infrastructure will provide development opportunities for faculty to improve their instructional skills. Faculty development activities will take place each summer via a dual credit instructor orientation/professional development offered on the ASU campus.

5. Institutional Accommodation

- a. All academic units of the university with courses in the core curriculum may 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 may provide scholarship assistance to offset the cost of courses for dual credit students.

6. 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, library reserves, interlibrary loan, and a web page that includes ready links to services, contacts, and self-help 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. Instructors will provide dual credit students information about library services.
- d. ASU librarians will provide training to dual credit site librarians and instructors to ensure librarians, teachers, and students are provided support for library resources.

7. 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 students enrolled in face-to-face and/or classes at a distance and instructed by ASU faculty.
- b. Outcomes for effective provision of support services must include dual credit students.

(Major revision: February 22, 2019)

- c. Dual credit students that accumulate 15 or more semester credit hours will be contacted by an ASU professional advisor and informed of how dual credit courses will apply to various majors at ASU.