Northeast Alabama Community College
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DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

This agreement is entered into by and between Northeast Alabama Community College, hereinafter referred to as the “College,” and ________________________________, the Local Educational Agency, hereinafter referred to as the “LEA.” The purpose of this Agreement is to establish a Dual Enrollment for Dual Credit program, which enables eligible high school students to enroll in college-level courses through the College to dually earn credits for a high school diploma and/or a postsecondary educational credential.

The parties hereto believe that this Agreement will provide enhanced learning opportunities for qualified students during and after normal high school class hours through the effective use of the College programs and resources. At no time will the College or the LEA apply unethical pressure upon students or educational personnel to participate in Dual Enrollment for Dual Credit courses or programs.

The College and the local School Board do hereby agree as follows:

STUDENT ELIGIBILITY
A. Students must satisfy the admissions requirements of the College.
B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12.
C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
D. Students must have written approval of the appropriate principal, counselor, or career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from
secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

E. Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework.

ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES
Course equivalencies will be determined by the College and LEA and will be based on current Alabama State Department of Education and Alabama Community College System policies. Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College campus. Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student’s program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not eligible for this program. Students may not audit courses under the terms of this agreement. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online, and during summer terms.

FACULTY
A. Faculty Qualifications and Requirements. Dual Enrollment for Dual Credit instructors shall be faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervisions, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies’ requirements must be on file at the College.

B. Faculty Compensation. The college shall be responsible for the compensation of faculty in accordance with Alabama Community College System and/or College policies. Faculty may not receive dual compensation for instructional time.

CREDITS
One (1) three semester credit hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. Partial credit agreements shall be developed between the college and the LEA based on additional instructional or lab time.
TRANSCRIPTS
Courses approved for dual credit shall be posted on both the College and LEA transcripts. Courses completed for dual credit shall be transcripted with the appropriate statement on the College transcript indicating dual enrollment credit. It shall be the responsibility of the College to report grades (in numerical format) to LEA officials.

STUDENT ISSUES AND INFORMATION
A. Adherence to College Policies and Requirements. The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence. Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student Code of Conduct. The College reserves the right to refuse re-admission to any student who violates College policies.

B. Provisions for Disability Services and Accommodations. Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that “no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified.” Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student’s responsibility to disclose and provide current documentation of his or her disability to the appropriate College official. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

C. Transportation Responsibility. Transportation is the responsibility of the parent/guardian of such student unless otherwise negotiated between the College and the LEA.

D. Communication to parents and students. The College will provide information to parents and students regarding the education and economic benefits of the Dual
Enrollment for Dual Credit program, requirements for participation, and enrollment procedures. The College will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

FINANCIAL ARRANGEMENTS
Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources.

Students who fail to pay tuition and fees by the end of the College drop/add period will not be considered enrolled and will be automatically dropped from course rolls.

OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES
The college has the right to restrict a student's enrollment or course selection on the basis of academic readiness, advisor recommendation, social maturity, health and safety concerns, course availability, and/or local College policy. Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the LEA.

TERMS OF AGREEMENT
The terms of this Agreement shall be effective for the current academic year for which it is signed. Thereafter, this Agreement shall automatically renew for successive 12-month periods unless either party requests a change or termination of the agreement, which change or termination will be given in writing by either party at least 90 days prior to such termination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this ____________day of ________, 20___.

__________________________________________________  ______________
School Superintendent  Date

__________________________________________________  ______________
Dr. David Campbell, College President  Date

Revised 06-16-2017