

2018

Coahoma Community College High Achievers Academy Dual Enrollment Program Policy

OFFICE OF EDUCATIONAL OUTREACH
DIVISION OF ACADEMIC AFFAIRS

COAHOMA COMMUNITY COLLEGE |

What is High Achievers Dual Enrollment Scholars Program?

The CCC High Achievers Dual Enrollment Scholars Program is a program that allows high school students to earn college credit toward a postsecondary diploma at a Mississippi public institution while simultaneously enrolled in high school. Dual enrollment students may accumulate a maximum of fifteen (15)* hours throughout the program. However, only those students who complete the maximum fifteen (15) hours will be recognized at CCC High Achievers Dual Enrollment Scholars. While students may earn college credit for a course while still a high school student, it is the individual high school's prerogative regarding awarding high school credit for the college course.

What is a CCC High Achievers dual enrolled student?

A CCC High Achievers dual enrolled student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive postsecondary credit for coursework.

What is a CCC High Achievers dual credit student?

A CCC High Achievers dual credit student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive both high school and postsecondary credit for coursework regardless of the course location (high school, hybrid, or official campus site). One three-hour postsecondary course is equal to one high school Carnegie unit.

Eligibility Requirements and Place Procedures for DE/DC

Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:
 - a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
 - b. Have a minimum high school GPA of 3.0.
 - c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

OR

- a. Have a minimum composite ACT score of 30 or the equivalent SAT score

- b. Have a minimum high school GPA of 3.0.
- c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:
 - a. Have Junior or Senior classification
 - b. Have a minimum high school GPA of 2.0.
 - c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

**Eligibility requirements were reviewed and affirmed by the Chief Academic Officers of the MS Institutions of Higher Learning and the MS Community and Junior Colleges.*

Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:
 - a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
 - b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

Federal Guidelines Pertaining to Dual Enrollment

1. It is important that all stakeholders understand the concept of academic control, responsibility, and Family Educational Rights and Privacy Act (FERPA) requirements. The high school is not the responsible party for monitoring the student's academic performance at the Coahoma Community College. Participating schools and institutions are encouraged to obtain parental consent to conduct correspondence on behalf of dual enrolled students per FERPA agreement.
2. High school students with a disability wishing to participate in dual enrollment must follow the Coahoma Community College's procedures for the Americans with Disabilities Act (ADA). Coahoma Community College requires students with a disability to identify themselves by providing adequate notice of need. The student's notification

should be provided to Coahoma Community College's ADA representative. Supporting test results and/or professional prescriptions may be required for documentation.

Dual Credit Course Requirements

Coahoma Community College does not regulate the awarding of dual credit for college courses. Dual credit for CCC courses is awarded at the discretion of the local high school.

Dual Enrollment Application Packet (Required Student Information) **

It is the high school coordinator's and/or student's responsibility to ensure that all student information is scanned and submitted via email to the dual enrollment coordinator by the specified date **PRIOR TO THE BEGINNING** of a semester. Failure to submit the application by the deadline will result in the student being ineligible to participate in dual enrollment for that particular semester. Place the Dual Enrollment Recommendation Form at the beginning of the packet of student information followed by the completed information for each student. The following must be submitted to Coahoma Community College for each dual enrollment student by the appropriate party:

- **Completed CCC Application**
- **Dual Enrollment Recommendation Form** - Complete this one form and place this form at the beginning of the student information that's submitted. Submit one recommendation form per course for multiple student enrollments. A home-schooled student must submit a parent, legal guardian, or custodian's written recommendation to meet this requirement.
- **Student/Parent Agreement** - This form is to give permission for Coahoma Community College to provide the final course grade(s) of the student to the high school if the student is receiving Dual Credit. (Dual Credit is arranged by the high school and must be aligned according to state guidelines.)
- **FERPA Form** - This form is to give permission for Coahoma Community College to provide the final course grade(s) and information from the student's education records to parents if parent claims students as a dependent for federal tax purposes.
- **Official High School Transcript** - Provide official high school transcripts to Coahoma Community College documenting grades through the last semester. A home-schooled student must submit a transcript prepared by a parent, guardian, or designated custodian with a signed, sworn affidavit to meet this requirement.
- **Official ACT scores** **- This report is necessary for students who desire to enroll in College Algebra and/or English Composition I (See Placement Procedures).

** If the student is taking more than one Dual Enrollment course, the [CCC Application](#), the official high school transcript, and the [Student/Parent Agreement](#) do not need to be duplicated. Make sure to include student on recommendation form for each course.

Important Facts

- Prior to enrollment, the student must receive written permission from the appropriate high school official for participation.
- It is the responsibility of the student to meet the admissions requirements of the institution and pay all fees required by Coahoma Community College for credit.
- Textbook costs for the college course(s) are the responsibility of the school district, parent and/or student. Some courses come pre-packaged with e-books and thus an additional course fee is charged to the student.
- If the student wants to withdraw from the college course, he/she must submit the Dual Enrollment Withdrawal Form. The form must be completed and submitted by the high school counselor. Withdrawal forms should be emailed to the dual enrollment coordinator at dualenrollment@coahomacc.edu. Failure to submit this form will result in student receiving the “earned grade” for that particular semester. Tuition is not refunded or prorated for any withdrawal that occurs after the student has attended class.
- The grade earned at Coahoma Community College will be the grade assigned for dual credit at the high school (if the respective high school awards such credit). The grade shall become a part of the grade point average and affect class ranking. Parents are advised that mid-term grades at the college level may not be reflective of actual overall performance in the course.

Dual Enrollment Course Offering/Location

In our efforts to make dual enrollment accessible to all eligible students, Coahoma Community College offers three (3) options for dual enrollment: (1) Online, (2) High School, and (3) Evening. Below are explanations of each option.

Dual Enrollment Option 1 (Online)*

Through this option dual enrollment students will be enrolled in college level courses delivered through the CANVAS Learning Management System. Courses will be taught by a qualified instructor. Students choosing this option will be in courses with traditional college students.

Dual Enrollment Option 2 (High School)*

Through this option dual enrollment students will be enrolled in college level courses offered at their local high school during the regular school day. Courses will be taught by CCC faculty approved by the college's Academic administration. A minimum enrollment is required to host the dual enrollment courses during the day (Minimum of 15 students). Additionally, school districts will be responsible and invoiced for applicable instructor travel expenses (only if the instructor has to travel to the school).

Dual Enrollment Option 3 (Evening)*

Through this option dual enrollment students will be enrolled in college level courses offered during the evening at an official Coahoma Community College location. Courses will be taught by a qualified adjunct instructor approved by the college's Academic administration. With this option courses are subject to cancellation due to low enrollment. If cancellation occurs, then students will be able to enroll via Option 1 or Option 2 (if applicable).

Dual Enrollment Costs

Students who enroll in dual enrollment courses are required to pay tuition, and the associated online and course fees (if applicable). Please refer to the table below for dual enrollment cost.

Course	Dual Tuition	Online Fee	Course Fee (Digital Textbook)
Biology Lecture and Lab I	\$133.00	\$50.00	\$76.35
Biology Lecture and Lab II	\$133.00	\$50.00	\$76.35
Computer Concepts	\$100.00	\$50.00	\$101.00
Personal & Community Health	\$100.00	\$50.00	\$52.85
Western Civilization I	\$100.00	\$50.00	\$45.91
Western Civilization II	\$100.00	\$50.00	\$45.91
General Psychology	\$100.00	\$50.00	\$52.85
College Algebra	\$100.00	\$50.00	\$101.00
English Composition I	\$100.00	\$50.00	N/A
English Composition II	\$100.00	\$50.00	N/A
American Literature I	\$100.00	\$50.00	N/A
American Literature II	\$100.00	\$50.00	N/A
Music Appreciation	\$100.00	\$50.00	N/A
Art Appreciation	\$100.00	\$50.00	N/A

Withdrawal from Dual Enrollment Courses

Any student who wishes to drop/withdraw from a college class must contact the high school counselor and submit the drop/withdrawal request to the dual enrollment coordinator. Failure to submit the drop/withdrawal request, will result in the student receiving the “earned” grade for the semester of enrollment. No fees will be refunded or returned once a student has attended class. Students who drop/withdraw from a college course will be deemed ineligible for participation in dual enrollment for one (1) semester immediately following the semester in which the course was dropped. Furthermore, upon two (2) drops/withdrawals, the student is ineligible for reinstatement to the dual enrollment program for the duration of the student’s high school career.

Removal from Dual Enrollment Courses

Any student who is dropped/withdrawn (removal) from a college class due to non-attendance or non-participation will be deemed ineligible for participation in dual enrollment for the semester immediately following the withdrawal. A second removal from a college course will result in the student being ineligible for dual enrollment for the remainder of the student’s academic career

(dependent upon time constraints). No fees will be refunded or returned once a student has attended class.

Payment for Dual Enrollment Courses

Any student who is enrolled in dual enrollment courses is required to pay all course fees prior to receiving a final grade and/or transcript. The cost for dual enrollment courses is \$100 (per 3-hour course)* and \$33 (per 1-hour course) up to 15 hours of college credit. Students who enroll in online courses will pay an additional fee of \$50 (per 3-hour course)* up to 15 hours of college credit (Please refer to the Dual Enrollment Costs Table). School districts and/or other paying entity will be invoiced the total costs for dual enrollment participation. No fees will be refunded or returned once a student has attended class.

Dual Enrollment Course Offerings

The following courses will be available for dual enrollment participants during the fall and spring semesters. These are **the only courses available to dual enrollment students**. Please keep in mind that not all courses are offered at all sites. For more information please contact, Dual Enrollment Coordinator, at (662) 621-4156 or via email at dualenrollment@coahomacc.edu

- ENG 1113 English Composition I and ENG 1123 English Composition II*-requires ACT
- ART 1113 Art Appreciation
- PSY 1513 General Psychology (Includes Course Fees)*
- HIS 1113 Western Civilization I and HIS1123 Western Civilization II (Includes Course Fees)*
- ENG 2223 American Literature I and ENG 2233 American Literature II
- BIO 1113-1111 Principles of Biology I Lecture/Lab (Includes Course Fees)*
- BIO 1123-1121 Principle of Biology II Lecture/Lab (Includes Course Fees)*
- MAT 1313 College Algebra*-requires ACT (Includes Course Fees)*
- MUS 1113 Music Appreciation
- CSC 1113 Computer Concepts (Includes Course Fees)*
- HPR 1213 Personal Community Health (Includes Course Fees)*

*Note: Course fees are to cover the cost of digital textbooks included in the course enrollment.

Course Enrollment and Academic Performance Guidelines

First-year dual enrollment students are prohibited from enrolling in more than two (2) three-hour courses. During both the Fall and Spring semesters, participants will be permitted to register for one (1) three-hour course. Second-year dual enrollment students are prohibited from enrolling in more than three (3) three-hour courses (**see diagram below**). Any student who is dually enrolled must maintain at least a “C” average for each dual enrolled course. Failure to meet this requirement will lead to the student’s participation in dual enrollment being terminated immediately.

Course Enrollment Diagram:

Year One (6 hours total)		Year Two (9 hours total)	
Fall Semester	Spring Semester	Fall Semester	Spring Semester
Enroll in one (1) 3 hour course	Enroll in one (1) 3 hour course	Enroll in one (1) or two (2) three hour courses	Enroll in remaining eligible course(s)
*Must earn at least a ‘C’ average to continue in program	*Must earn at least a ‘C’ average to continue in program	*Must earn at least a ‘C’ average to continue in program	** ACT requirement must be met for ENG 1123 or MAT 1313
** ACT requirement must be met for ENG 1113 or MAT 1313	** ACT requirement must be met for ENG 1123 or MAT 1313	** ACT requirement must be met for ENG 1113 or MAT 1313	

Textbooks

In order to obtain textbooks for Dual Enrollment courses, the high school coordinator will need to contact the dual enrollment coordinator by email, dualenrollment@coahomacc.edu or phone ([662-621-4156](tel:662-621-4156)) to determine the cost of the text(s). It is important to verify this each semester because textbook prices are subject to change at any given moment. After price is determined, the high school coordinator should arrange method of payment and pickup with the campus bookstore.

**Academic Dual Enrollment/Dual Credit
Memorandum of Agreement
Between**

Coahoma Community College and _____ School District

In furtherance of our mutual objectives to enhance and improve educational opportunities for students in Mississippi, and in accordance with Mississippi law, Coahoma Community College (henceforth known as “the college”) and the _____ School District (henceforth known as “the school district”) enter into this articulation agreement on the following terms.

This dual enrollment/dual credit program may include courses taught at the college, courses taught at district high schools, and online. In all cases, courses offered for dual credit will meet content standards of the faculty of the college. The college will have final approval of all instructors of courses for which college credit will be awarded. Students enrolled in the school district and admitted to the dual enrollment program will be eligible to enroll in all courses offered by the college for which they qualify. Academic dual credit courses will be limited to the approved Mississippi Community and Junior College course list.

Students participating in the dual enrollment/dual credit program are required by the college to meet eligibility requirements and prerequisites for college courses. Most commonly, course placement is accomplished through a review of ACT scores and/or completion of placement tests. The college will determine prerequisites and appropriate placement test criteria for college courses.

To facilitate student participation in this program and to ensure that this program meets student needs, the following steps will be taken:

Definitions:

- A CCC High Achievers dual enrolled student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive postsecondary credit for coursework.
- A CCC High Achievers dual credit student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive both high school and postsecondary credit for coursework regardless of the course location (high school, hybrid, or official campus site). One three-hour postsecondary course is equal to one high school Carnegie unit.
- **Notification:** Students who are eligible to participate in this program, as well as their parents, will be made aware of the option to participate during each registration period. It is important that all stakeholders understand the concept of academic control, responsibility, and Family Educational Rights and Privacy Act (FERPA) requirements. The high school is not the responsible party for monitoring of the student’s academic performance at Coahoma Community College.
- **Participation:** High school students who are interested in program participation should contact the designated dual enrollment/dual credit liaison at their school. The liaison will advise interested students of the eligibility requirements and the procedure for enrolling in the dual enrollment/dual credit program. Program participation will require submission of the college of a completed application for admission and transcript with ACT scores noted. Once formally admitted to the college, students will register for the dual enrollment/credit classes.

Eligibility Criteria Recommendation:

Students may be admitted to the academic dual enrollment/dual credit program with the following criteria:

- 1. A minimum overall 3.0 GPA on a 4.0 scale on all high school courses and with successful completion of 14 core high school units as listed and defined in Appendix B of the Mississippi Public School Accountability Standards

OR

- 2. A minimum overall 3.0 GPA on a 4.0 scale on all high school courses and a minimum composite ACT score of 30 or the equivalent SAT score.

AND

- 3. Submission of an unconditional written recommendation from his/her high school principal or guidance counselor, as well as parental consent.

Evaluation: All courses and programs offered by Coahoma Community College will meet the standards established as part of the institution’s SACSCOC accreditation as well as any other specialized accreditations that may apply.

Cost: Tuition charges and other costs for college courses are the responsibility of the parents or legal guardians of participating students unless these costs are covered by grants, scholarships, or the school district. Regardless of the source of payment, all levied charges and fees must be paid directly to Coahoma Community College. Student grades will not be released to the school district until all student debts are paid in full. Tuition charges for students participating in this program will be reviewed annually and, if changes are made, notice will be given to the school district before classes begin. Students are responsible for acquisition of textbooks or online fees.

Transportation: Students, their parents or legal guardians are responsible for arranging transportation for courses taught at sites away from the high school campus.

Once ratified, this agreement shall remain in effect until further notice. Cancellation of this agreement may be effected by either party by giving 30 days written notice the other. No changes may be made to the conditions of this agreement without the written consent of both parties.

Agreed to this _____ day of _____, 20_____

CCC Chief Academic Officer

K-12 District Superintendent

High School Principal

Board Approval Dates:

K-12 District School Board

Coahoma Community College Board

Coahoma Community College
Dual Enrollment Drop/Withdrawal Form

To successfully drop/withdraw from a dual enrollment course, please complete the following information. The form must be signed by the instructor and the school counselor or principal. Fax the form to 662-624-4965 or e-mail scanned document to dualenrollment@coahomacc.edu

I have conferred with _____, that it would be in the best interest of the student to drop the course.

Student Name: _____ Student ID: _____

Course: _____

High School: _____

Total Number of Dual Enrollment Hours (for current semester): _____

Instructor: Please complete the information below.

Student's Grade at time of withdrawal: ___A ___B ___C ___D ___F

Dual Enrollment Coordinator: _____ Date: _____

Request for Dual Enrollment/Credit Courses

District: _____ School Name: _____
 Telephone: _____ Fax: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Person: _____ Contact Email: _____

Course Request:

Course Name	Term	Proposed Instructor*

Proposed Course Organization:

Course Offering	Day(s) and Time
Once a Week	
Twice a Week	
Everyday	
Other	

Course Costs:

All courses taught at the high school during regular school day are subject to a flat rate of _____ for enrollments of (5-15 participants). Each additional enrollment will be charged at the individual student rate (\$100/student) (Add additional \$50 fee for online courses). Additionally, the district is responsible for all associated course and/or textbooks fees.

Contract Verification:

I certify, that as the representative party, I have reviewed the Memorandum of Agreement as well, as this request for dual enrollment courses and agree to abide by all established guidelines and terms of said agreement.

Official Signature (CCC Administrator) _____
Date

Official Signature (District Superintendent/Principal) _____
Date

*If the instructor has not taught for Coahoma Community College before, the following items should be submitted prior to course approval:

- CCC Application for Employment
- Resume
- Official transcripts from post-secondary education institutions attended