



Dual Enrollment Manual

2020-2021

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SECTION 1- GENERAL INFORMATION

1.1The Purpose of the Dual Enrollment Manual

The purpose of the Dual Enrollment Policies and Procedures Manual/Handbook is to specify the details of the Dual Enrollment (DE) Program as Germanna Community College (GCC) and the Public School Systems operate it.

1.2The History of Dual Enrollment

The Virginia Plan for Dual Enrollment/Dual Credit was initiated in 1989 by Donald J. Finley as Secretary of Education, S. John Davis as Superintendent of Public Instruction and Jeff Hockaday as Chancellor of the Virginia Community College System. The purpose of this program is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation. The purpose of the plan was to make available a wide range of course options for high school students to meet requirements for graduation while simultaneously earning college credit.

1.3Germanna Community College Mission Statement

As a public, comprehensive community college, Germanna provides accessible, quality educational and training opportunities that meet our communities' changing learning needs. This Mission is achieved through:

- courses, programs, and services that enable students to gain access to and succeed in higher education;
- associate degrees and courses that prepare students to advance to and succeed in four year colleges and universities;
- training and services to develop successful employees who meet employers' specific needs;
- training, associate degrees, and certificates for students to enter and succeed in the workplace; and
- services and support for community and economic development.

1.4Dual Enrollment Program Mission Statement

The Germanna Dual Enrollment program allows high school students to meet the requirements for high school graduation while simultaneously earning college credit.

1.5Program Goals

1. Introduce students to the experience of college studies in a supportive environment.

2. Encourage high school students to attend college by creating a seamless transition from high school to college.
3. Provide an opportunity for high school students to earn college credits.
4. Help students to complete associate or baccalaureate degree while realizing a saving in both tuition and time.
5. Help meet the Commonwealth's goal of satisfying the demand for appropriate educational programs and services to an increasing number of students.

SECTION 1a - GENERAL ISSUES

1.6 Student Eligibility

Dual Enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the colleges' established institutional policies. These exceptions will be treated on a case-by-case-basis and require recommendation by the Dean of Student Development and formal approval by the College President. Requests by the secondary school for exceptions must be forwarded to the Coordinator of Dual Enrollment, along with relevant academic information regarding the student. The request must demonstrate that the student has met established GCC placement criteria and is ready both academically and emotionally for college-level coursework. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the Dual Enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity. Principal and HS Liaison will provide approval of each student to enroll in Dual Enrollment Classes.

1.7 Admission Requirements

The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia governs the student's participation in dual enrollment arrangements. First, the public school principal must approve the cross-registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. All Virginia Community College System and institutional placement criteria must be met by the student prior to enrolling in a dual enrollment course.

1.8 Course Eligibility

Courses may be drawn from the academic, fine arts, and career technical subject areas. All course prerequisites, including placement testing, must be met. Developmental courses are not eligible for dual enrollment credit, as such students requiring developmental coursework

are not eligible for the dual enrollment program. Dual enrolled courses taught at the High Schools may not include non-dual enrolled students without the documented approval of the community college president. Students must meet admission and course placement requirements of the College. Requirements for admission include the completion of, and, application for admission to the College, transcripts, and the completion and receipt of satisfactory scores on the College's placement tests when required.

1.9 Credit Awarded

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges. The minimum standard is 750 minutes of instruction per academic credit plus 50 minutes of evaluation per academic credit, not to exceed 150 minutes. The total time includes all in-class assessment and evaluation activities and the traditional final examination. Please note lab science courses require 3 hours of lecture and 3 hours of lab weekly, for a total of 4800 minutes per semester. Art courses also have additional lab time, totaling 2.5 hours.

High school credit shall also be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

1.10 Tuition and Fees

According to the Regulations Establishing Standards for Accrediting Public Schools in Virginia, the public school will not be penalized in [its] state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no cost to them or their families. In addition, neither the public school nor the community college shall be penalized in their respective state appropriations for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students.

1.11 Eligibility for In-state Tuition Rates

Dual enrollment students will all be charged in state tuition for DE courses taught at the high school.

1.12 Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the criteria of the Southern Association of Colleges and School[s] and with the Regulations Establishing Standards for Accrediting Public Schools in Virginia.

1.13 Program Coordination

General coordination of the program is the responsibility of the Coordinator of Dual Enrollment. A listing of administrators at Germanna Community College and their contact information is presented in Appendix H.

SECTION 1b - ADMISSIONS AND REGISTRATION PROCEDURES

1.14 Scheduling Courses

High Schools will inform Germanna's Coordinator of Dual Enrollment in writing of TENTATIVE course information for each section scheduled no later than April 1st for upcoming academic year. The information is recorded on the Dual Enrollment Course Request form (see Appendix B). As tentative information is confirmed, it is the responsibility of the school principal or school representative to provide a written update to the Coordinator of Dual Enrollment. Written notification can be provided through an email sent to Tim Konhaus, Coordinator of Dual Enrollment, at tkonhaus@germanna.edu

1.15 High School DE Liaison

Each high school designates a DE liaison who will serve as the contact between the high school and the GCC Coordinator of Dual Enrollment. It is the responsibility of the high school principal to provide written notification to the Coordinator of Dual Enrollment when a liaison is newly designated, whether as an initial appointment or a replacement.

The high school liaison will assist students in completing an application to Germanna Community College and completion of all requisite registration forms. The high school liaison will return the forms to the GCC Office of Dual Enrollment for processing by the date indicated in the Dual Enrollment Academic Calendar. In accordance with Virginia Community College System (VCCS) policy, registration paperwork must be submitted prior to the start date of the new academic semester. Students who have questions about the applications or difficulty completing the application should contact GCC's Admissions and Records Office.

In early August the Office of Dual Enrollment will request a final high school roster, to aid in enrolling students in the correct section of DE. The high school principal, or their designee, will also be asked to attach a signed letter giving the students permission to take Dual Enrollment.

The Admission and Records Office will process the applications, establish a file for each student, and process the registration forms; with the assistance of the Office of Dual Enrollment. Class rosters will be prepared for the high school DE Liaison to distribute to the instructors for verification of enrollment. The instructor and the DE Liaison must ensure that the rosters are accurate. The DE Liaison signs the roster confirming the accuracy and returns them to the Office of Dual Enrollment which, will in turn forward the same, to the Enrollment Specialist for Dual Enrollment in the GCC Admissions and Records Office.

The DE liaison at the high school is responsible for forwarding any changes in the class enrollment to the Office of Dual Enrollment by the established deadlines for adding, dropping, and/or withdrawing from a class. The Enrollment Specialist in GCC Admissions and Records Office must receive all Student Registration/Drop Add Forms prior to the last day to add, drop, or withdraw from a class. These changes must be submitted on the appropriate form and must include the student's signature and the approval of the high school dual enrollment liaison. No students can be added after the first full week of class, without authorization from the Vice Chancellor for Academics of the VCCS.

1.16 Placement Testing

All students admitted under Dual Enrollment must demonstrate readiness for college by meeting Admissions specific criteria and all course pre-requisites. (See Admissions and Prerequisite Sheet in appendix. Prerequisites may be accomplished by taking the Virginia Placement Test (VPT) or by submitting qualifying SAT or ACT scores. (There is no SAT Math score to qualify for Calculus; it requires a VPT). Dual enrollment students must complete an application (online or paper) prior to taking the placement test; the response to their application will contain the student's ID number. The Germanna ID number MUST be used when students take the placement tests, and in all their communication with GCC. Students can familiarize themselves with the VPT at the following link: <https://www.germannna.edu/are-you-germannna-ready/placement-matters/>

The VPT trained high school test proctor, (typically the DE Liaison or High School Testing Coordinator), can administer the computerized VPT at the high school. Appendix C lists the GCC Placement Test Cut-off Scores and pre-requisites. The high school DE liaison will forward any alternative placement test scores (SAT, ACT, and/or SOL) along with student's registration forms to the Office of Dual Enrollment, by the deadline date. A dual enrollment student may take one initial Virginia Placement Test and a retest, if necessary, and then there will be a 365 day waiting period after the second test before a student can test again. Students who do not have the appropriate qualifying Admissions and Pre-requisite scores on file cannot be registered for dual enrollment courses

1.17 Verification of Enrollment

Verification of enrollment is crucial and must occur at least two weeks **prior** to the last day to add a class, which is stated in the academic calendar. The Dual Enrollment high school liaison will receive the GCC dual enrollment class rosters two weeks prior to the first week of school and two weeks prior to the first week of Spring semester from the GCC Admissions and Records office. These rosters should be compared to the high school's rosters to identify discrepancies. Any discrepancies must be reported to GCC at the time the high school liaison reviews, signs and submits the GCC rosters back to GCC. This process facilitates accurate final grade rolls and accurate billing.

SECTION 2 - INSTRUCTORS

2.1 Selection of Instructors and Instructors Credentials

The school system proposes a candidate to teach dual enrollment courses. GCC must review and approve the candidate's educational preparation prior to the course being designated as a dual enrollment course. The candidate must meet the minimum requirements listed on Form VCCS-29, as well as the requirements of the Southern Association of Colleges and Schools.

To teach courses that are usually applicable to Associate in Arts and Associate in Science degrees, a person must possess a master's degree from a regionally accredited institution, and within or in addition to that degree a minimum of 18 semester hours of graduate work in the field of specialization for which courses are taught. Additionally, the academic preparation must be appropriate to the course to be taught. Instructors teaching courses in more than one field of specialization would be expected to possess a minimum of 18 graduate semester hours in each field of specialization in which courses are taught.

To teach courses that are usually applicable to Associate in Applied Science Degrees, a person is usually expected to possess a master's degree, including a minimum of 18 semester hours of graduate work in each field of specialization for which courses are taught, or possess a baccalaureate degree and professional competency in the area of specialization in lieu of the master's degree. Professional competency may include certificates, licenses, apprenticeships, and training in trade schools or special schools. Some DE Instructors, (in exceptional circumstances), may be qualified by alternative credentialing, if appropriate. This requires a great deal of commitment by the instructor to provide documentation of his/her credentials for considerations. The credentials would need to demonstrate expertise in the learning objectives of the course. The credentials would be submitted for review and approval by the Vice President for Academic and Student Affairs.

Dual Enrollment Instructors are typically employed by the high school, although occasionally some GCC instructors do teach Dual Enrollment Courses. ***NO COURSE CAN BE DESIGNATED AS A DUAL ENROLLMENT COURSE UNTIL THE CANDIDATE'S CREDENTIALS ARE OFFICIALLY APPROVED BY GERMANNIA COMMUNITY COLLEGE AND ALL PAPERWORK COMPLETED BY THE INSTRUCTOR.*** Unofficial transcripts can be reviewed at the school's request for informational purposes; however, until the official transcripts are reviewed by the Coordinator of Dual Enrollment and approved by the Dean of Instruction, the instructor remains in candidate status. All HR paperwork must be completed before the instructor is officially approved as well.

2.2 Approval for Dual Enrollment Instructors

In order to complete the approval/credentialing process, must submit the following to the Coordinator of Dual Enrollment.

1. DE Instructor Information Form.
2. Official copies of all college transcripts. Copies of specialized licenses, degrees, etc., (for occupational-technical courses only).
3. Completion of GCC DE instructor Application.

After a final review of the completed credentials file the DE instructor will be approved to teach the GCC DE Course. In case of teacher replacement, the above information should be sent to the Coordinator of Dual Enrollment as soon as possible. The Coordinator will forward all credentials to the Dean of Instruction & Department Chair for final approval. Credentials must include both official graduate and undergraduate transcripts, provided directly by the granting institution.

2.3 Course Preparation; Course Requirements; and Course Outlines

The purpose of course outlines is to provide students with an explanation of the objectives of their dual enrollment course and how they must participate in the learning process with the instructor in order to meet the objectives. The outline serves as a written contract between the instructor and the student and documents what students are expected to achieve in order to receive credit for their efforts.

It is important that your course outline be as detailed as possible. Any policies or procedures you plan to enforce should be included in the course outline. If a student questions or complaints about class policies or procedures, the Dean of Instruction will refer to the course outline for clarification. The course outline delineates the course description, (as established by the VCCS Master Course File), an introductory course overview, the learning objectives, course textbooks and/or materials (both required and supplemental), the explanation of course content, academic

evaluation, attendance standards, and how students may contact the instructor during the semester (See Appendix D, Required Elements for DE Course Outline).

The Coordinator of Dual Enrollment will provide DE Instructors with the information needed to prepare the DE course outline, at least three weeks prior to the semester start, typically at the July/August DE Faculty Orientations. A portion of information contained in the course outline is standard information, and will be included in the required course elements for outlines that will be sent to Dual Enrollment instructors prior to the new semester. Course Content summaries and sample course outlines for each discipline will also be made available to Dual Enrollment instructors. These outlines will provide instructors with the course description, objectives and other content information. Important Dates, such as last day to add, drop or withdraw, (that are developed by GCC's Admissions and Records Office, based on the high school's calendar), will be sent to the instructors to be include in the course syllabus.

Other parts of the course outline are developed by the individual instructors and are tailored to fit the particular instructor and course. Individual instructors may also include extra explanatory information that they feel is needed by students to clarify course objectives and procedures.

All dual enrollment courses **MUST** meet course objectives and requirements set forth in course outlines. Additional requirements may be added to meet high school requirements. Dual enrollment instructors must complete course outlines for specific courses for their students before classes begin and forward a copy to the Coordinator of Dual Enrollment. Outlines **MUST** conform to the Required Elements for Course Outlines, (see Appendix D).

The Coordinator of Dual Enrollment will review all course outlines for the required elements and GCC's Department Chairs will review for course content. If information included in the course outline is incomplete, the instructor will be asked to make the necessary corrections. Course outlines should be submitted to the DE Coordinator two weeks prior to the first day of class so that the outline can be approved prior to the first day of class. Approved outlines should be distributed to students on the first day of class. No course can be considered an official Germanna course until the outlines are approved, which is why it must be received by the Coordinator two weeks prior to the first day of class. The dual enrollment course outlines will remain on file in the Office of Instruction for future reference or review.

2.4Final Examinations

Teachers are encouraged to use final examinations similar to those used for the same course on campus. Some final exams use imbedded General Education Assessment materials. Questions should be directed to the appropriate GCC Department Chair. DE Instructors will retain copies of

mid-term and final exams for one year. DE students are not exempt from exams regardless of their class status or grade point average.

2.5 Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess DE Instructors effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and DE Instructors evaluation.

(1) DE Instructors Evaluation-- The community college will conduct DE Instructors evaluations for dual enrollment instructors using the college guidelines adopted for adjunct faculty. A copy of the evaluation results will be submitted to the designated school division representative.

(2) Student evaluations on all dual enrollment instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, DE instructor and designated school division representative.

2.6 Additional Information-Student Evaluations

Toward the end of the semester, dual enrollment instructors will receive instructions regarding the online evaluations. This evaluation tool is used both to assist dual enrollment instructors in improving teaching and to help the appropriate Dean of Instruction evaluate the classroom teaching methods and strategies.

2.7 Additional Information-Classroom Observations

Classroom observations may occur by the Department Chair or a Germanna Community College full-time faculty member during any given semester. DE Instructors and School Administrators are informed in advance when an observation will occur.

2.8 Continuous Improvement

The appropriate Dean of Instruction prepares a summary and analysis of student evaluations and observations and sends an annual evaluation, with recommendations for improving instruction if necessary, to dual enrollment instructors.

Dual enrollment instructors whose teaching performance fails to earn positive evaluations are subject to requests for remediation.

All instructors teaching dual enrollment courses will be required to attend instructors' orientation and other in-service programs as agreed upon by both parties. The orientation covers expectations, policies and procedures. It also provides dual enrollment instructors the opportunity to meet GCC's instructional deans, Department Chairs, and share ideas with other dual enrollment instructors.

2.9 Instructors and Instructional Responsibilities and Procedures

A. Classroom Management: The high school officials understand and agree that they are responsible for supervising and maintaining order in the classroom, and the instructors, as agents of the high school, enforce the Standard Disciplinary Code of the high school during DE classes taught under this agreement.

B. Textbook Policy: All DE instructors will use equivalent textbooks as used in courses on the campus. The Dean of Instruction or Department Chair must approve any textbook substitutions prior to their use in the classroom. Provision of textbooks and payment of their cost will be decided by the public school officials. We ask that you notify the Coordinator of Dual Enrollment when you are considering a new textbook adoption so that the textbook can be reviewed, to insure that the proposed textbook is equivalent to the on campus textbook.

C. Duties and Responsibilities of Dual Enrollment Instructors: As a DE instructors it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by the College. Specifically, your duties are to teach courses as assigned, to meet with students as necessary during office hours, and to follow Dual Enrollment policies and procedures, including but not limited to:

1. Distribution of approved course outlines at the first class—with objectives, requirements, a calendar of topics and activities, grading policy, absence and other class rules, and your office hours clearly articulated—and discuss it with the students. A more detailed description of the required elements for course outlines is provided in Appendix D. Establish at the first class unmistakable standards and expectations, and stick to them. Submit outlines by email for all your classes to the Coordinator of Dual Enrollment two weeks prior to your first class meeting. The course outlines must include the required elements and be approved by the GCC Department Chair.
2. Posting and maintaining one office hour per week for each section taught, scheduled at times accessible to students;
3. To explain clearly the grading procedures and standards and to apply them fairly;

4. To present course material in a clear and coherent manner using various methods of presentation according to content and student needs;
5. To design tests and assignments that are related to the material covered in the class and the textbook, and to provide each student with periodic evaluations of his/her progress;
6. To give a final exam during the published exam period, or at a minimum a major graded activity. No DE students are exempt from DE exams.
7. To submit final grades electronically in PeopleSoft Student Information System by the date listed in the DE Calendar of Important Dates, for your course.
8. To present problems, recommendations, and reports related to courses and instruction to the Coordinator of Dual Enrollment. For course content issues, the appropriate individual is the Department Chair.

2.10 Attendance Procedures

DE students are subject to all state and public school rules and regulations regarding attendance.

Germanna Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

Each dual enrollment instructor must define his/her attendance policy in the course outline, including whether the instructor will distinguish between excused and unexcused absences. The Dual Enrollment instructor's attendance policy should be consistent with their high school's attendance policy. Each instructor should consider the level of consistent and repetitive participation necessary to master course content and to contribute to class activities. Such consideration could be different from discipline to discipline and affected by the type of course schedule followed (traditional high school schedule, block schedule, etc).

The course outline must provide clear and enforceable policies regarding attendance. When a DE instructor determines that a student has not met the class attendance requirements in the course outline, the DE instructor should notify the student and the high school counselor and high school DE liaison.

A grade of "W" is recorded for all withdrawals through the published "Last Day to Withdraw without Academic Penalty." Students who withdraw or who are withdrawn after the withdrawal deadline receive a grade of "F" except under mitigating circumstances. If a student indicates they plan to transfer to another school, that student must complete a Drop/Withdrawal Form prior to transferring schools. Mitigating circumstances are defined in the GCC College Catalog and must be documented by the student and approved by the appropriate Dean of Instruction. Please see

“Withdrawing from a Course” under “Registration Information” in the Academic Information section of the Catalog for additional policy information.

2.11 Class Rosters

Class Rosters are the official listing of student enrollment in a course. Rosters reflect the changing enrollment status of students. Verification of the accuracy of class rosters is an important instructor task. The ultimate outcome of incorrect rosters is loss of revenue for the College and/or dissatisfied students. The following guidelines should be followed to ensure accuracy of class rosters:

1. All instructors have access to GCC’s student information system*, where they can view their class rosters and check the rosters against actual class attendance.
2. If instructors notice an error they should notify the HS DE liaison.
3. The high school DE liaison will report any errors to the appropriate GCC Admissions and Records staff, forwarding each teacher's rosters, the verification form, and drop or add forms, if needed.
4. Unless mutually discussed and previously agreed upon, all students in the course/class **must take the course for GCC Dual Enrollment credit**. Consequently, all **students must apply to GCC, have the qualifying prerequisites, (Virginia Placement Tests; SAT or ACT scores), register and pay tuition for the course**. If a student has been placed in your DE course who has not applied, registered and qualified with appropriate prerequisites or placement tests please notify the liaison at your high school that the student must be removed. Please notify the Coordinator of Dual Enrollment early in the semester if the student has not been moved out.

*Using GCC *PeopleSoft* Student Information System, instructors should preview and print a class roster prior to the last day to add, drop, or withdraw from a DE class; see the instructions in Appendix E for assistance.

Dual Enrollment instructors and liaisons should review rosters each term on the following schedule.

1. PRELIMINARY ROSTER – If the high school has submitted all paperwork by the required date the rosters will be available prior to the first class meeting. The high school dual enrollment liaison will review and forward the preliminary roster, with appropriate registration or change forms, to the Germanna Community College Admissions and Records office.
2. DROP/ADD ROSTER - Printed at the end of the drop/add period. ALL registration, drop/add, and withdrawal activity should be reflected on this roster. In effect, this is the

"final" roster of enrollment for the class. THE HIGH SCHOOL WILL REPORT ANY ERRORS TO THE GCC REGISTRAR.

3. "W" ROSTER - Printed by the last day to withdraw. Students officially withdrawing are indicated on this roster with a "W" beside their names.
4. GRADE ROSTER – Available through the PeopleSoft Student Information System (SIS). See Appendix G for instructions to enter course grades.

2.12 Grading and Testing

Grading standards must be equivalent to those used by full-time faculty at Germanna. Each DE Instructor is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies, and to clearly communicate them in the course outline to their students.

Germanna Community College uses a 10-point scale, as seen below:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Whatever grading scale used, the instructors member's grading criteria must be clearly defined in the course outline. Each instructor is responsible for determining and recording final grades at the end of each semester. Germanna does not recognize the plus or minus (i.e., A+ or A-) in reporting grades.

Dual enrollment teachers are responsible for including minimum attendance standards in their course outlines and for following these standards in their grading policies. High school counselors are responsible for working with teachers to see that appropriate withdrawal forms are submitted to the College if students are no longer attending a dual enrollment class.

In the event of a change of teacher, the Coordinator of Dual Enrollment should be notified immediately and the credentials for the new candidate for this teaching position (listed under Instructors Credentials) must be forwarded to the Coordinator of Dual Enrollment.

2.13 Final Grades, Grade Reports, and Transcripts

Instructors must assign a grade for each student; enter the grade electronically in GCC's PeopleSoft Student Information System by the date given for grades due listed on the GCC Dual Enrollment Calendar. Instructions for entering grades online are included in Appendix E.

Students who have withdrawn should have a grade of "W" already by their name.

A dual enrollment instructor has the option of recording two different course grades for a single student. In this situation, one grade reflects the work completed in the high school course and the other reflects the college-level learning the student gained in the dual-enrollment course. The grade to be recorded on the college transcript must reflect college-level learning. If different grades will be awarded for the high school and college courses should be explained to students in the course syllabus.

Grading errors or questions about final grades should be brought to the attention of the college's Admissions and Records Office. Once verified by the Admissions and Records Office, grades become part of the student's permanent record at the college.

2.14 Student's Grade Report

Students can obtain their final course grade through the web interface using their GCC student ID numbers only if the instructor submits them properly. Students can obtain their student ID numbers following the same instructions printed in Appendix F. that instructors follows to obtain their EMPLID number. Please make this information available to your students. Student instructions on how to obtain grades online are included in Appendix F.

It is important that all instructors submit their grades on time to assure student access to GCC official transcripts if the students wish to have their college courses transferred to another institution prior to the beginning of the summer term. Students' acceptance into a college or university can depend upon the timely review by that institution of the student's GCC transcript. At some institutions, scholarships are awarded until the funds are depleted and the review of a transcript can be an important part of that review. For these and other reasons, dual enrollment instructors are encouraged to post their grades in a timely way. GCC will contact the high school principal if grades are not posted, regardless of the reason.

2.15 Drop and Withdrawal Procedures

Students may drop a course through the last day to drop a course with a refund by completing the GCC Dual Enrollment Add Drop Form. No grade will then be recorded for the class, and a refund will be issued to the appropriate party. After the last day to drop a course with a refund, students may withdraw from a course through the last day to withdraw without penalty, and a grade of "W" will be assigned. After the last day to withdraw, no withdrawals will be processed by the Admissions and Records Office except under mitigating circumstances approved by the high school DE liaison and by the appropriate Dean of Instruction. Mitigating circumstances must be documented by the student in a formal written petition according to the Catalog policy and submitted to the appropriate Dean of Instruction for review and consideration.

SECTION 3 – Student Information

3.0 What is Dual Enrollment?

Dual Enrollment is a unique enrichment program in which high school students are given the opportunity to take college courses in their own school through Germanna Community College's program. Students complete their high school requirements for graduation, while also earning college credits.

3.1 What are the advantages to taking dual enrollment courses?

- Credits earned are based on academic performance throughout the semester.
- May shorten the time to college degree completion.
- Gives students early exposure to the academic rigors of a college level course at their own high school.
- Student is both a high school student and enrolled in college as well (dual enrolled).
- College credit is earned at the same time as high school credit.
- Instructors for dual enrollment have the credentials to teach at the college level.
- Credit earned for many dual enrolled courses may be applied toward a degree or certificate once the student is enrolled in college.
- Transfer applicable college credit to all Virginia community colleges and most 4-year colleges and universities. Four year colleges and universities make ultimate determination regarding transfer of DE credits; students should consult the institution they plan to attend to ensure transferability.

3.2 Dual Enrollment Steps for Admission

See Appendix A.

3.3 Academic Policies, Grade Review Procedure, and Student Rights

Refer to the GCC College Catalog:

<https://catalog.germannanna.edu/>

3.4 Transferability

Normally, academic courses intended for transfer with a grade of “C” transfer to most colleges and universities. Community college career/technical course credits are applicable to specific curricula and are intended to prepare students for employment in those areas. Students and parents should check with the institution they are transferring to determine whether the course they are taking will transfer into the program they intend to enroll.

3.5 Dual Enrollment Course Syllabus

Dual Enrollment instructors will provide Dual Enrollment students with a course syllabus. It is important for students to read and refer to the syllabus carefully as it will provide important information and is a contract between the instructor and the student. The Dual Enrollment syllabus will include:

- Instructors name, contact information, and office hours
- The course description, learning outcome, objectives and requirements
- Grading and evaluation information
- Tentative schedule of assignments
- Important Dates

It is the student’s responsibility to follow the important dates and submit assignments when they are due. This is a college level course if students find themselves struggling or confused they should discuss their concerns with the instructor. All DE Instructors are required to offer one hour a week of office hours to meet with students.

3.6 Dropping from Class

Students can drop with a refund from the course by the last day to drop with a refund, which will be listed in the Important Dates section in the course syllabus. Students must complete the GCC drop form and submit to their high school DE Liaison by the last day to drop with a refund. If a situation arises where a student must transfer to another school mid-semester, that student must complete a Drop/Withdrawal Form and submit to their high school counselor and DE liaison prior to transferring schools.

3.7 Withdrawal from Class

Students have the ability to withdraw from dual enrollment if they are struggling. All students are encouraged to speak with their high school counselor before withdrawing from any course. The last day to withdraw without academic penalty can be found in the course syllabus under Important Dates. Students must complete the GCC withdrawal form and submit to their high school DE Liaison prior to the date for withdrawal.

3.8 Attendance

DE students are subject to all state and public school rules and regulations regarding attendance.

Germanna Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

3.9 Sequence Courses

Students must earn a C or better in the first course of a two-semester sequential course to continue in the second course in the sequence. For example, a student must earn a C or better in English Composition I/ENG 111 to continue in English Composition II/ENG 112. Students should also be advised that grades lower than C may negatively affect the transferability of those credits to other colleges and universities.

Important: When students take a dual enrollment course they are establishing a permanent college transcript which could impact their high school GPA, as well as impact their acceptance at a four year college or university.

3.10 Final Transcripts

Students must submit a Transcript Request form to GCC's Admissions and Records office to request that a copy of their GCC college transcript be sent to other colleges and universities from the GCC Office of Admissions and records once coursework is complete.

Please see the information regarding MyGCC under the "Student Resources," (3.11 and 3.11a) sections of this handbook.

The Admissions and Records Office can produce official transcripts after grades have been verified. This process normally takes at least 10 working days from the end of the semester, once grades are entered by the instructor. In order to have an official transcript mailed to another college or agency, students must submit a completed online Transcript Request:

https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=IPuS8c9jWmFfR2DA

3.11 Student Resources

As enrolled Germanna Community College students, Dual Enrollment students have access to many Student Resources which can facilitate their success in Dual Enrollment courses. While students are able to come on-campus for academic services, many of these learning resources are accessible online.

3.11a MyGCC

Germanna Community College's Student Information System (SIS), called MyGCC, is the Dual Enrollment student's portal to Germanna's online Student Resources. By logging onto MyGCC, DE students have access to the following resources:

GCC Email and Canvas Learning Tool—All Dual Enrollment students are given a Germanna Community College email address, and a Canvas account, providing them opportunities to become familiar with technology-based learning tools which are widely used in higher education.

Tutoring Services—Germanna's Tutoring Services offers a variety of instructional support services, including online tutoring through Smarthinking.com, online and on-campus workshops, and supplementary academic handouts.

Library Services—a resource designed to facilitate college-level research and information literacy. Many Library resources can be accessed remotely, including online databases for journal article research, interlibrary loan, and online and in-person research assistance.

Technical Support—Dual Enrollment students have access to the Student Technical Help Desk, which provides tech support regarding the MyGCC student information system and classroom technologies, as well as online tutorials to assist students who experience technical difficulties.

3.12 Additional Opportunities for High School Students

High school students can take advantage of the services Germanna Community College offers by taking courses on campus. The following guidelines apply:

1. The applicant must be currently attending high school (summer semester excluded).
2. The applicant must have successfully completed all requirements for the sophomore year at the high school level.
3. The applicant must furnish a High School Permission Form from the high school principal or counselor outlining course(s) for which approval is granted and attesting to the

student's good academic and behavioral standing at the high school. The GCC Office of Admissions & Records should receive this letter prior to registration.

4. The applicant must submit a GCC Application for Admission to the Admissions & Records Office prior to registration.
5. The applicant must take appropriate placement tests or submit qualifying SAT or ACT score reports.
6. The applicant must schedule an appointment with a GCC counselor through the Counseling Center.

3.13 Categories of High School Students Taking GCC Courses

Independent Dual Enrollment (High School Non-Dual Credit): High school students, independently, enrolled in a community college course and may or may not receive high school credit, Includes home schooled students. (Some high schools might award credit for work completed at the community college toward meeting high school requirements.)

Dual Enrollment: Dual Enrollment contract exists. High school students enrolled in public, private or Governor's school and receiving both high school and community college credit-a contract exists between the high school and the college outlining the dual enrollment agreement..

Combination/Dual Enrollment and Independent Dual Enrollment: High school students who are enrolled in dual enrollment course offered as part of high school/college contract, receiving high school and college credit AND also enrolled in college course approved by the students' high school principal.

Early College Students: High school students who intend to complete an Associate's degree while they are in high school.

Appendix A: 5 Steps of Dual Enrollment



Steps for Dual Enrollment

2019-2020

Enrolling in Dual Enrollment (DE) coursework offered at your high school is a five-step process. All prospective DE students must receive qualifying placement test scores in order to enroll in a DE course. If you have questions about the process, your first point of contact is your high school guidance counselor.

Please note, high school students taking college courses on a Germanna campus follow a slightly different registration process. For more information on that process, please visit the [High School/Home School Admissions page on the Germanna website: http://www.germanna.edu/admissions/high-school-admissions-checklist/](http://www.germanna.edu/admissions/high-school-admissions-checklist/)

Step One:

Discuss your school's Dual Enrollment offerings with your high school guidance counselor as you are considering your junior or senior year courses. Obtain permission from your high school to enroll in Dual Enrollment courses.

Step Two:

Complete the application for admissions by your high school's deadline. **Students who are under 18 must have their parent or guardian sign the Parent Certification Form in order to enroll in courses.**

Students who have been enrolled in Dual Enrollment courses through Germanna in the last year (Fall 2019 - Spring 2020) may need to update their GCC application for admission but do not need a new application. Students who have dual enrolled in another VCCS college, or plan to dual enroll in two colleges, will need to complete a separate application for each college.

Apply online at Germanna's homepage:
<http://www.germanna.edu/admissions/apply-online/>

Step Three:

Sign up to take the college placement test administered at your high school, or submit qualifying SAT or ACT scores. **You are required to have your 7-digit Germanna Student ID Number to take a placement test.** Students are strongly advised to practice prior to taking the placement test. Practice test directions and tests themselves, are accessible online at:

If you have application questions or need assistance completing your application, please contact Ms. Jennifer Hamilton, Assistant Registrar: **(540)423-9154**, jhamilton@germanna.edu or, Kelly Crowder, Program Assistant for the Office Dual Enrollment: **(540)423-9131**, kcrowder@germanna.edu

Practice Test Directions:

<http://www.germannna.edu/documents/virginia-practice-test-directions.pdf> and

Practice Test: <https://college.measuredsuccess.com/mscollege/do/log>

Step Four:

Register for classes at your high school by the deadline. You must complete and submit a GCC Registration Form each semester, available in your high school guidance office or on the Dual Enrollment website. **Meeting all deadlines is the student's responsibility.**

Step Five:

Submit tuition payment to your high school by the deadline. Your high school will collect DE tuition at the beginning of each semester. Check with your high school for Dual Enrollment tuition rate and due date. **Students who do not submit tuition by the deadline may be dropped from their Dual Enrollment class.**

For more information on Germanna's Dual Enrollment Program, please visit the Germanna Community College website: <http://www.germannna.edu/dual-enrollment/>.

Spring 2020 Courses – Tentative

GCC Course Name and Number	Session Type (9 week, 18 week, 36 week)	Instructor Name	New Instructor? (Yes or No)	Tentative Number of Course Sections

Course Offerings and Instructors: Please notify the Office of Dual Enrollment of any changes of instructor or course offerings at least one month prior to the start of the academic term.

2020-2021 Dual Enrollment Transfer Course Placement Requirements and Prerequisites

GCC Course #	GCC Course Title	Credits	Qualifying Placement Levels		GCC Prerequisite
			English	Math	
ADJ 100	Survey of Criminal Justice	3	ENG 111 Eligible	Placed MTE 1	
ADJ 105	The Juvenile Justice System	3	ENG 111 Eligible	Placed MTE 1	
BIO 101	Biology I	4	ENG 111 Eligible	Passed MTE 1-3	
BIO 102	Biology II	4			Completion of BIO 101 w/ C or better
BIO 141	Human Anatomy and Physiology I	4	ENG 111 Eligible	Placed MTE 1	Completion of BIO 101 OR (Allied Health only) two units college-prep. high school Science w/ C or better
BIO 142	Human Anatomy and Physiology II	4			Completion of BIO 141 w/ C or better
BUS 100	Intro to Business	3	ENG 111 Eligible	Placed MTE 1	
CAD 151	Engineering Drawing Fundamentals	3	ENG 111 Eligible	Placed MTE 1	
CAD 201	Computer Aided Drafting & Design	3	ENG 111 Eligible	Placed MTE 1	
CHM 111	Chemistry I	4	ENG 111 Eligible	MTH 163 Eligible	
CHM 112	Chemistry II	4			Completion of CHM 111 w/ C or better
CST 100	Principles of Public Speaking	3	ENG 111 Eligible	Placed MTE 1	
ENG 111	College Composition I	3	ENG 111 Eligible	Placed MTE 1	
ENG 112	College Composition II	3			Completion of ENG 111 w/ C or better
ENG 243	Survey of English Literature I	3			Completion of ENG 112
ENG 244	Survey of English Literature II	3			Completion of ENG 112
ENV 121	General Environmental Science I	4	ENG 111 Eligible	Placed MTE 1	
ENV 122	General Environmental Science II	4			Completion of ENV 121
ENV 136	Survey of Environmental Concerns	3	ENG 111 Eligible	Placed MTE 1	
HIS 121	US History I	3	ENG 111 Eligible	Placed MTE 1	
HIS 122	US History II	3			Completion of HIS 121 w/ C or better
HIS 269	Civil War Reconstruction	3	ENG 111 Eligible	Placed MTE 1	
HUM 100	Survey of the Humanities	3	ENG 111 Eligible	Placed MTE 1	
MTH 166	Pre-Calculus	5	ENG 111 Eligible	Passed VPT 1-9 MTH 163 Eligible	
MTH 161	Pre-Calculus I	3	ENG 111 Eligible	Passed VPT 1-9 MTH 161 Eligible	
MTH 162	Pre-Calculus II	3	ENG 111 Eligible		Completion of MTH 161 w/ C or better
MTH 173	Calculus I	4	ENG 111 Eligible	Passed VPT 1-9 & MTH 173 Eligible OR Fulfills prereq(s)	Completion of MTH 162 or MTH 166 w/ C or better
MTH 174	Calculus II	4	ENG 111 Eligible		Completion of MTH 173 w/ C or better
MTH 240	Statistics	3	ENG 111 Eligible	MTH 164/240/270/271 Eligible- through VPT OR Fulfills prereq(s)	Completion of MTH 151+152 or MTH 161 or MTH 170, w/ C or better
PHY 201	Physics I	4	ENG 111 Eligible	MTH 164/240/270/271 Eligible- VPT OR Fulfills prereq(s)	Completion of MTH 161 or equivalent
PHY 202	Physics II	4			Completion of PHY 201 w/ C or better
PHY 241	University Physics I	4	ENG III Eligible	MTH 173 or 273	
PHY 242	University of Physics II	4	ENG 111 Eligible	MTH 174 or 274	Completion of PHY 241
PLS 135	American National Politics	3	ENG 111 Eligible	Placed MTE 1	
PLS 136	State and Local Politics	3			Completion of PLS 135 w/ C or better
PLS 211	US Government I	3	ENG 111 Eligible	Placed MTE 1	
PLS 212	US Government II	3			Completion of PLS 211 w/ C or better
PNE 161	Nursing in Health Changes	6			Admission into the Germanna Practical Nursing
PSY 200	Psychology	3	ENG 111 Eligible	Placed MTE 1	
PSY 230	Developmental Psychology	3	ENG 111 Eligible	Placed MTE 1	Cannot receive credit hours for both PSY 235 & 230
SPA 101	Beginning Spanish I	4	ENG 111 Eligible	Placed MTE 1	
SPA 102	Beginning Spanish II	4	ENG 111 Eligible		Completion of SPA 101 or minimum placement

2020-2021 Dual Enrollment Career & Technical Education (CTE) Course Placement Requirements and Prerequisites

GCC Course #	GCC Course Title	Credits	Qualifying Placement Levels		Course Prerequisites
			English	Math	
AUT	Automotive Program	-	ENF 1	MTE 1-3	
PNE 161	Nursing in Health Changes I	6	ENG 111 Eligible	Placed MTH 1-5	Admission to EVHS or SCTC Practical Nursing Program
SDV 110	Orientation to Teaching as a Profession	3	ENF 1	Placed MTE 1	

All students admitted to the College under Dual Enrollment must first demonstrate readiness for college by meeting the criteria below. Then they also need to meet the qualifying placement score and prerequisite for the course they are taking. Students should see the list of courses and requirements above, (on page 1 and 2).

Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	PSAT	SAT	ACT	SOL
English/ Writing	ENG 111	N/A	N/A	18	N/A
Reading	ENG 111	N/A	N/A	18	N/A
Writing/Reading	ENG 111	390	480	N/A	N/A
Mathematics	MTE 1	500	530	22	Algebra I - Pass

Admission Criteria for CTE Courses

	Virginia Placement Test (VPT)	PSAT	SAT	ACT	SOL
English/ Writing	ENF 1	N/A	N/A	18	N/A
Reading	ENF 1	N/A	N/A	18	N/A
Writing/Reading	ENF 1	390	480	N/A	N/A
Mathematics	MTE 1	500	530	22	Algebra I - Pass

Appendix D: Contact Information for Germanna Administration

To access other GCC resources available for instructors and students, please visit our website at:
<http://www.germannna.edu/>

To access GCC's Dual Enrollment Information Page:
<http://www.germannna.edu/dual-enrollment/>

President	Dr. Janet Gullickson	423-9087
Vice President, Academic Affairs	Dr. Jeanne Wesley	891-3051
Vice President, Student Services	Dr. Tiffany Ray	423-9037
Interim Dean of Arts and Sciences	Dr. Shashuna Gray	891-3046
Dean of Professional and Technical Studies	Ms. Denise Talley	891-3040
Dean of Nursing and Health Technologies	Dr. Patti Lisk	423-9820
Dean of Student Services	Ms. Pamela Frederick	423-9125
Registrar	Ms. Cheri Maea	891-3016
Coordinator of Dual Enrollment		