



## Dual Enrollment Nunez Community College Policies and Procedures

Through the Dual Enrollment program, high school students have the opportunity to earn both high school and college credit in dual enrollment classes. In addition to accruing college credit and beginning a college GPA, dual enrollment courses may result in an industry-based credential.

### High Schools and Nunez

High schools interested in offering students dual enrollment classes through Nunez Community College (NCC) may contact the College, or NCC may reach out to schools in its service area. *Subject to funding availability*, NCC seeks to accommodate all high school requests for dual enrollment courses.

Each dual enrollment agreement between NCC and individual high schools is approved by the NCC Office of Academic Affairs. Appropriate administrators from NCC and the high school and/or school board agree upon a framework for dual enrollment classes.

**Selection of classes:** Administrators from NCC and the high school meet to determine which classes are suitable for dual enrollment. The high school indicates which college courses it is interested in offering and provides a course description or syllabus of the coordinating high school course to the NCC Office of Academic Affairs for approval. Further evaluation of course curriculum may be completed by chairs of the respective NCC departments. NCC is responsible for the academic rigor and integrity of dual enrollment courses. However, the high school is responsible for validating course alignment to its respective agency at the state level as required.

### Three types of course delivery are offered:

1. The NCC course is offered on the high school campus, during the student's regular high school class period (e.g., English IV – English Composition 1010). In this model, the NCC instructor goes to the high school campus two days a week, or the high school teacher may be the instructor if he or she credentialed to teach on the college level. Enrollment of at least 17 students must be met to justify sending the NCC instructor to campus.

For courses to be offered at the high school, administrators from NCC and the high school determine the additional requirements for the classes:

- What class period(s) are involved?
- Are there specific lab requirements for the course, and can the high school provide them?
- Is computer access needed? If so, can the high school provide it?
- How will students procure necessary course materials such as textbooks? Does the high school have an acceptable set for student use, or will they need to be purchased?
- Are there enough minutes of meeting time to meet the College requirement? Typically, this is not a problem from the College's perspective, as high school classes generally meet more often during the week, and the high school semester is longer than the College's. An exception involves a lecture/lab combination. A lecture (3 credit

hours)/lab (1 credit hour) combination generally requires the equivalent of 6 50-minute meetings per week, while some high school classes have 5 meeting times per week.

- How will schedule differences between the high school and college calendars (e.g., beginning and end of semester, holidays and vacations) be resolved?

2. The NCC course is offered using the hybrid model in which the NCC instructor uses an online delivery system, such as Canvas, to teach the class and periodically meets face to face with students. Students may participate in the course during a scheduled high school class period or on their own. A high school teacher will serve as a facilitator during the designated class period to assist the students in completing the online portion. The high school teacher will not serve as the NCC course instructor, but will assist students in completing course assignments and navigating the online learning management system, provide subject-area expertise, and augment the course material and self-discipline of the students when necessary.

In addition to the questions above for offering a course on the high school campus, NCC and high school administrators must consider the following to offer a hybrid model course:

- Will students be given a dedicated time for online work? If so, when? If not, how will the school monitor student participation?
- Does the school have an appropriate facilitator on staff to monitor and assist, and possibly provide supplemental instruction to, students for the duration of the course?
- What plans can be put in place in the case of technological issues that may hinder students' participation in the course?
- How can the facilitator ensure ongoing communication with the NCC instructor to support student success?
- Will the school and/or facilitator be able to accommodate visits from the NCC instructor when needed?

3. The NCC course is offered on the NCC campus, and the high school students attend on their own or through a school-sponsored commitment (such as being bused to NCC for the class period).

Several factors are to be considered when deciding to offer a dual enrollment course at the College campus:

- Does the school intend to allow students to register independently and on an individual basis? Or does the school wish to send several students (possibly a whole section) to campus for class?
- How will students be transported to and from campus?
- What plan is in place for days when the College is closed and the high school is not? Or, if the high school is closed and the College is not?
- Are students to enroll in classes during the regular school day, or in the evenings?
- How will the school monitor student attendance and participation?

**Determination of Instructor:** The NCC course instructor—whether employed by NCC or the high school—must meet the credential requirements determined by the NCC Office of Academic Affairs to satisfy requirements for Southern Association of Colleges and Schools (SACS), other content-specific accrediting bodies, and general issues of best practice and academic integrity. Hybrid classes and classes offered at the NCC campus will be taught by NCC instructors.

Classes offered at the high school may be taught either by a full-time or part-time NCC faculty member or by the high school instructor. If a high school teacher has the proper credentials as determined by the NCC Office of Academic Affairs, he/she is eligible to teach the class for full college credit. The teacher will dedicate the proper number of class periods to teach the College-level curriculum, while teaching the high-school-level curriculum in the remaining periods.

**Compensation of Instructor:** Full-time NCC faculty teaching a dual enrollment course will have the course counted as part of the normal workload or will be compensated for an overload when appropriate. NCC adjunct faculty will be paid at the standard course rate. A high school instructor teaching a dual enrollment course is already being paid by the state for a given time period, so he/she cannot be paid a second time for the same time period, by another state agency (i.e., the College). NCC may be able to pay for additional preparatory time—after regular school hours—that is required to teach the college class, but this is negotiated on an individual basis.

**Textbooks:** The dual enrollment instructor determines the appropriate textbook(s) for the course. Books and other required course material should be approved by the NCC Office of Academic Affairs. Textbooks are the students' financial responsibility if the high school is unable to provide the appropriate materials. Given the high cost of textbooks, it is preferable for the designated high school text to be used in place of the NCC text, if this is academically acceptable. At times, instructors have chosen to use the high school books with added supplemental material. The NCC Office of Academic Affairs will provide all final decisions in these circumstances.

**Payment:** Many students who participate in the Dual Enrollment program have their tuition reimbursed by the Louisiana Board of Regents when they enroll in approved courses. To qualify for this tuition reimbursement under the Louisiana TOPS Tech Early Start Program (TTES), the student must adhere to all requirements outlined in said Program's framework and enroll in TTES-eligible courses.

The Supplemental Course Allocation (SCA) may also be used to fund dual enrollment courses. If the high school chooses to utilize these funds for dual enrollment, students and the high school will be expected to fulfill all requirements associated with the program.

Students who are not eligible to receive this tuition reimbursement or who enroll in a non-eligible course can either pay tuition and fees on their own or have the school system assist with the costs. In addition, the school, school system, or student is responsible for covering the cost of the textbook and other course materials, if applicable. High schools can typically utilize several state funding sources to support career or technical (and sometimes academic) education. *NCC asks that all funding intentions are made completely clear on the individual student's application.*

## Students

**Application:** High school students wishing to take a dual enrollment course must apply online as a high school student at [www.nunez.edu](http://www.nunez.edu) and meet all requirements imposed upon regular NCC students. Students must also complete the Dual Enrollment General Education application

and/or the TTES application, both of which require signatures of the student, parent, principal or principal's designee.

***In addition, appropriate test scores must be attached to each paper application for validating eligibility. If self-paying, payment must be attached to the application.***

**Attendance:** Attendance is of utmost importance in dual enrollment classes, even when taken on the high school campus, because college curriculum is condensed into a typically shorter timeframe than a traditional high school semester. Failure to attend class regularly on either campus, or failure to participate in a timely fashion in an online component of a course, will justify instructor action to withdraw the student.

**LoLA:** The student portal, LoLA, is available as a resource to all NCC students, including dual enrollment high school students. It is imperative that students learn how to access and log in to LoLA in order to manage grades, find instructor contact information, request transcripts, and complete other student-related tasks. The log in information used to access LoLA is also the same information used to access the online delivery system (Canvas) for online courses.

## **Instructor Responsibilities**

**Orientation:** It is recommended that all dual enrollment instructors attend a Dual Enrollment Workshop or orientation meeting with the NCC Dual Enrollment Coordinator prior to engaging in dual enrollment instruction.

### **Initial Meetings:**

- *NCC faculty member teaching at the high school:* The NCC Dual Enrollment Coordinator or the appropriate Department Chair will communicate with the instructor to discuss the unique aspects of teaching a dual enrollment class. The instructor should meet with his/her high school counterpart to work out necessary details, including scheduling (e.g., which days of the week to meet), academic (e.g., how to align the overlapping curriculums), and also compatibility issues. The two teachers will have to work closely together to provide a positive experience for students. If there are personality conflicts, it is better to find an alternative.
- *High school instructor teaching a dual enrollment class at the high school:* The NCC Dual Enrollment Coordinator or the appropriate Department Chair will communicate with the teacher to ensure that he or she is qualified academically to teach a college course and has a clear understanding of the required college curriculum. An NCC instructor in the same subject area may also communicate with the high school teacher. A sample syllabus may be provided to the high school instructor to aid alignment between the high school and NCC curriculum.
- *NCC faculty member teaching a hybrid course:* The NCC Dual Enrollment Coordinator will communicate with the high school facilitator to ensure that he or she has a clear understanding of the required curriculum as well as the technical requirements of the online (Canvas) delivery system. The NCC instructor will also meet with the high school facilitator. ***Communication between the facilitator and NCC instructor is most crucial in this model and can affect the success or failure of the entire course.***

**Credentials:** For accreditation purposes, all dual enrollment instructors who do not already have original transcripts (or other credentials) on file at NCC must have them sent from the credentialing institutions electronically or directly to NCC's Human Resources Department at the following address:

Nunez Community College  
Attn: Human Resources Dept.  
3710 Paris Road  
Chalmette, LA 70043

**Contracts:** New NCC instructors must submit an HR application packet and signed contract to NCC's Human Resources Department. Returning instructors need to submit a signed contract each semester.

**Hybrid Courses:** The NCC instructor of a dual enrollment hybrid course must meet with the high school facilitator of the course at the beginning of the semester. Students will receive instructions for logging on to the online component of the course; the NCC instructor and high school facilitator must verify that all students have logged on within the first week. In addition, the NCC instructor must interact with students in order to verify their participation by the time of the 14<sup>th</sup>-day verification roster.

**Course Syllabus:** Each instructor must submit a course syllabus to the NCC Dual Enrollment Coordinator by the end of the first week of classes. It should include a preliminary schedule with the days and times of the class meetings (for reporting purposes, NCC needs to verify the number of contact minutes). Given the unique situation, flexibility in the teaching schedule is an academic judgment—as long as the required contact time is achieved. If there are differences between the high school and the college schedule, the instructor should document how class times will be adjusted and accounted for.

**Attendance:** For all teachers, attendance is extremely important. The dual enrollment instructor should notify the NCC Dual Enrollment Coordinator if he/she will not be able to attend a regularly-scheduled class. Administrators at the high school are asked to notify the NCC Dual Enrollment Coordinator if they note excessive absences of the instructor so that appropriate student withdrawal forms can be completed or other corrective action taken.

Instructors and facilitators should monitor student attendance closely and notify the NCC Dual Enrollment Coordinator of excessive absences. Such behavior on the part of the student will result in withdrawal from the course.

**Course Management:** High school or NCC instructors conducting dual enrollment courses at the high school should

- Keep a log of attendance. Attendance records held at the high school's main office will suffice and do not need to be submitted as long as NCC is authorized to check them at a later date.
- Confirm attendance of students on the initial class roster, the late registration roster, and the 14<sup>th</sup>-day verification roster.

- Ensure a proper number of class meetings. Generally, dual enrollment classes should meet 2-3 times per week, depending on the number of minutes in the high school class period. (A schedule should be agreed upon by the NCC instructor and high school teacher, if applicable.) It is acceptable to re-arrange the agreed-upon schedule, say for a high school event, as long as the time is made up later.
- Keep a log of all grades to be submitted at midterm and the end of the semester by the deadline stated in the NCC calendar. The NCC Dual Enrollment Coordinator will provide for instructors the proper instructions for completing submissions of grades.
- Monitor students with Ds and Fs and recommend withdrawal when appropriate. Due to the significant disadvantage of starting a college career with an unsatisfactory grade, it is highly recommended to counsel students who seem likely to get a “D” or “F” about the wisdom of dropping the class if the grade cannot be improved. The last day to withdraw from a course will be indicated on the NCC calendar and the NCC Dual Enrollment Coordinator will provide a reminder to instructors and administrators.
- Ensure that student evaluations are administered.
- Facilitate and/or proctor NCC department proficiency exams and return them to NCC, if applicable. If a proficiency exam is required for a course, this should be scheduled in advance with the high school’s Dual Enrollment Coordinator. Significant precautions are taken to ensure the proficiency exams are equivalent to the College’s, and the mandated procedures should be followed. In some cases, it may be likely that a NCC exam must be used instead.

## **Nunez Responsibilities**

**Contracts:** The NCC Human Resources Department will provide a Part-Time Teaching Agreement for each dual enrollment instructor. When signed contracts are returned to the Human Resources Department, they will be distributed to the appropriate college officers for approval signatures.

**Student Applications:** The NCC Dual Enrollment Coordinator will work closely with high school personnel to ensure that all student forms are accurate, complete, and include test score and payment information. It might be necessary to return incomplete forms and/or to request more information. *High schools should contact the NCC Dual Enrollment Coordinator to schedule a pick-up of completed applications.*

**Class Lists:** Upon completion of registration, instructors will verify rosters and enrollment in LoLA and notify the NCC Dual Enrollment Coordinator of any discrepancies. Instructors will be expected to monitor attendance and to complete the attendance verification rosters. Instructors should notify the NCC Dual Enrollment Coordinator of any changes in the status of students (including withdrawals and address changes). Instructors should periodically check student enrollment in LoLA throughout the semester, since this is the official enrollment of the course.

**Billing:** The NCC Dual Enrollment Coordinator will provide a list of dual enrollment students to the NCC Bursar Department, so that the students will not be billed for tuition and fees. If any

high school student inadvertently receives a bill, the instructor should notify the NCC Dual Enrollment Coordinator, so the oversight can be remedied.

**Student Evaluations:** NCC will provide instructors with online links to student evaluation forms for each dual enrollment class.

**Course Evaluation:** The NCC Dual Enrollment Coordinator or the appropriate Department Chair will conduct a classroom observation for each dual enrollment course.

**Mid-Term Grades:** The NCC Dual Enrollment Coordinator will provide instructions and reminders to the high school administrator and/or instructor for entering midterm grades.

**Final Grades:** The NCC Dual Enrollment Coordinator will provide instructions and reminders to the high school administrator and/or instructor for entering final grades.

**Transcripts:** Official NCC transcripts will be issued to each student who completes a transcript request through the student portal, LoLA.

**Resources:** NCC resources such as the library, career services, and academic consultants will be available for all students enrolled in dual enrollment courses.

**LoLA:** The NCC Dual Enrollment Coordinator will provide instructions for accessing the LoLA portal to administrators, instructors, facilitators, students, and anyone else who may need them.

## **High School Responsibilities**

**Applications:** High school personnel are expected to facilitate completion of both online and paper applications for students. Each new student in the Dual Enrollment Program must apply online as a high school student and must complete a paper application to denote the appropriate class(es). Administrators are urged to check for accuracy and completion of every application, as missing or inaccurate information will delay registration of the student.

In addition, the high school is responsible for attaching a copy of relevant test scores to each application as verification of the student's eligibility. Payment and/or funding sources must be included on each application and for each dual enrollment course.

***Each high school will submit all student applications for dual enrollment courses to the NCC Dual Enrollment Coordinator by the established deadline.***

**Class Rosters:** Each high school will verify official class rosters to the NCC Dual Enrollment Coordinator at multiple points in the semester.

**Midterm Grades:** Each high school will support its high school dual enrollment instructors in submitting timely and accurate midterm grades. It is expected that if a high school instructor has not submitted grades by the established deadline, the high school will take action to ensure midterm grades are received by the NCC Dual Enrollment Coordinator

**Student Evaluations:** NCC personnel will distribute online links to evaluation forms. Each high school will ensure that high school instructors of record or facilitators administer all evaluations by the established deadline.

**Final Grades:** Each high school will support its high school dual enrollment instructors in submitting timely and accurate final grades. It is expected that if a high school instructor has not submitted grades by the established deadline, the high school will take action to ensure final grades are received by the NCC Dual Enrollment Coordinator