



# BEVILL STATE Community College

Fayette | Hamilton | Jasper | Sumiton | Carrollton

Revised 03/25/2019



## DUAL ENROLLMENT HANDBOOK

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## PRESIDENT'S MESSAGE



Welcome to Bevill State Community College where our mission is to provide quality educational and training opportunities that enrich lives intellectually, economically, and culturally. One way we do that is through our Dual Enrollment Program where we partner with area high schools and local Boards of Education to provide opportunities for high school students to earn both high school and college credit simultaneously. Successful completion of these college courses count toward Alabama high school graduation requirements and also remain a part of the student's permanent college transcript.

The Dual Enrollment Program empowers students to either get an early start toward attaining their higher education objectives or to enter the workforce sooner with a marketable technical skill or trade.

This handbook provides you with information that will assist you while in this program. Bevill State, together with your high school staff, is committed to working closely with you to ensure that you have the best possible experience in accomplishing your educational goals.

Sincerely,

Kim Ennis, Ph.D.  
President



## **INSTITUTIONAL MISSION STATEMENT**

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

## **VISION STATEMENT**

Bevill State Community College will set the standard of excellence for education, workforce training, partnerships, and economic development.

## **VALUES**

- Acknowledging the dignity, self-worth, and uniqueness of each individual.
- Providing service for our students and the community.
- Fostering a culture of integrity.
- Demonstrating accountability in all actions, obligations, and duties.
- Developing leadership by example.
- Facilitating collaboration among all stakeholders.
- Promoting diversity.
- Instilling an ethic of professionalism.
- Striving for excellence in all endeavors.

## PURPOSE

The purpose of both the Dual Credit and Accelerated Credit Program at Beville State Community College is to provide an opportunity for qualified high school students to enhance their education by enrolling early in college courses. You will be able to experience college-level courses, explore career options, and shorten the time required to complete a college degree. You have the opportunity to earn high school and college credit simultaneously. The courses may be reflected on both your high school and college transcripts.

## BENEFITS

- Students have the opportunity to earn high school and college credit simultaneously.
- Students gain an early start on achieving an Associate or Baccalaureate degree.
- Students are considered BSCC students and are allowed access to all services provided by the institution.
- Dual enrollment courses enrich course opportunities and academic experiences for high school students.
- Dual enrollment students avoid unnecessary duplication of course work.
- Students who complete dual enrollment or accelerated courses increase their flexibility when scheduling courses at four-year schools.
- Dual and accelerated credit courses shorten the time to attain a college degree.
- Students and parents save money, since BSCC's tuition is less expensive than most universities.
- Students have the opportunity to complete college courses transferable to a four-year institution.
- Grades earned through dual enrollment will become part of a student's permanent college transcript and high school record if dual credit is awarded.
- Students who successfully complete a course through dual enrollment will never again wonder if they are ready to meet the challenge of college.

## STUDENT ELIGIBILITY

A high school student is eligible for **Dual Credit** if all the following criteria is met:

- Students must meet the entrance requirements of the College as stipulated in the ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Students.
- Be in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade at the time of enrolling in a dual enrollment course.
- Have a minimum cumulative (unweighted) grade point average (GPA) as follows:
  - Academic Transfer courses = 2.5 on 4.0 scale
  - EMS courses = 2.5 on a 4.0 scale
  - CTE course = 2.0 on a 4.0 scale
- Provide current high school transcript as documentation of the student's cumulative grade average.
- Meet the admission requirements of the College for the academic or career technical program selected.
- Provide the Statement of Eligibility for Dual Enrollment for Dual Credit form (with required signatures).
- Complete the ACT, SAT, or assessment test in order to determine placement in English, speech, and math courses and meet pre-requisites for all approved courses at the College.

A high school student is eligible for **Accelerated** credit student admission if all of the following criteria is met:

- The student has successfully completed the 10<sup>th</sup> grade.
- The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative (unweighted) 3.0 average and recommending the student be admitted under this policy.
- The student may enroll only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed). The student must take placement test and place in eligible courses.
- Provide the Statement of Eligibility for Dual Enrollment for Accelerated Credit form (with required signatures).
- The student must meet admission requirements established by the College.

### **CONTINUOUS ELIGIBILITY**

Students who meet the criteria for initial admission to a Dual Enrollment Program as specified in the ACCS Procedure for Dual Enrollment for Dual Credit for high school students, section 2, will remain in continuous eligibility as long as a grade of “C” or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to program and must meet the minimum (unweighted) grade point average as stated under Student Eligibility (page 4).

### **REGISTERING FOR DUAL CREDIT**

- Discuss dual enrollment options with your high school counselor to determine if you are eligible to enroll for Dual Credit at BSCC.
- Complete the BSCC Application for Admission. (*Appendix I*)
- Provide one primary form of ID (unexpired government-issued photo ID).
- Complete the ACT, SAT, or assessment test in order to determine placement in English, speech, and math courses and meet pre-requisites for all approved courses at the College.
- Complete Dual Enrollment for Dual Credit form with approved courses listed and signed by high school counselor, student, and parent/guardian. (*Appendix II*)
- Complete Residency Certification Form. (*Appendix III*)

## REGISTERING FOR ACCELERATED

- Discuss options with your high school counselor to determine if you are eligible to enroll for Accelerated credit at BSCC.
- Complete the BSCC Application for Admission. (*Appendix I*)
- Complete the ACT, SAT, or assessment test in order to determine placement in English, speech, and math courses and meet pre-requisites for all approved courses at the College.
- Provide one primary form of ID (unexpired government-issued photo ID).
- Complete Accelerated Credit Eligibility Form with approved courses listed and signed by high school counselor, student, and parent/guardian. (*Appendix IV*)
- Complete Residency Certification Form. (*Appendix III*)

## PLACEMENT TESTING

Bevill State Community College Testing Services supports the educational mission of the College by providing quality testing and assessment services. Our mission is to provide reliable testing administration and high quality customer service in a secure environment that supports academic success. To promote student success, Testing Services seeks to provide comprehensive, quality testing services in a calm, secure environment. We strive to give prompt, courteous and knowledgeable service to all students and promote honesty, integrity and fairness in all testing procedures.

All dual enrollment students must complete the ACT, SAT, or assessment test in order to determine placement in English, speech, and math courses and meet pre-requisites for all approved courses at the College. All first-time students are assessed in the areas of English, mathematics, and reading through administration of the ACCUPLACER and placed at the appropriate level as indicated by the assessment results. ACCUPLACER is a computerized test. The test is untimed but on average, students take about 2-3 hours to complete the test. There is no charge for the first time the student takes the placement exam. Make sure to contact your high school counselor, ACT/SAT scores **do** affect your need for an ACCUPLACER test.

A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Additional preparation includes but is not limited to: academic boot camps, online pre-tests, and placement test applications. Bevill State will charge a one-time fee for retesting per subject area of \$10.00. Placement test scores will be valid for three years from the date of the original or retest assessment. No fee is charged to retest if scores are invalid.

## COST OF DUAL ENROLLMENT/ACCELERATED COURSES

**Students are responsible for the cost of tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course.** All courses, both dual credit and accelerated credit, follow the Bevill State Community College tuition rate. For the College's current tuition rate, visit the catalog at [www.BSCC.edu](http://www.BSCC.edu). After completing the registration process, a student must pay tuition fees through the Bevill State Business Office located on each campus. If a dual enrollment course is taught on a high school campus, some fees may be waived at the discretion of BSCC.

## **METHODS OF PAYMENT**

- Phone:** Call the Business Office on any campus to pay by Visa/Mastercard  
**On-Line:** Nelnet (See deferred tuition payment plan below)  
**In-Person:** Go to the Business Office on any campus to pay by Visa/Mastercard, cash, or check

## **DEFERRED TUITION PAYMENT PLAN**

In effort to increase affordability at BSCC, a deferred payment plan offered through Nelnet Business Solutions is available for all registered students who meet the qualifications. Nelnet provides students an opportunity to manage college costs by budgeting tuition payments over time. Students and their authorized parties may make full or partial online payments, set up payment plans and manage their accounts. For additional information, you may go to the BSCC website or the following link:

<http://www.bscc.edu/students/financial-aid/tuition-payment-plan>

## **FINANCIAL AID**

### **Academic Courses**

While high school students are not eligible for Pell grants, students may apply for scholarship funds provided by the College or other entities, if available.

### **Career and Technical Education Courses**

Students wishing to enroll in Career and Technical Education Dual Enrollment programs may apply for assistance through the Alabama Community College System Career and Technical Education Dual Enrollment (CTEDE) Scholarship which may provide tuition, fees, textbooks, and materials and supplies as required in the syllabus of each course.

Career and Technical Education Dual Enrollment Scholarship funds are contingent upon allocations by the Alabama Legislature. The College must prioritize the scholarships to be awarded based on the allocation received for the Spring, Summer, and Fall semesters of the school year that funds are received.

## **PROVISION FOR DISABILITY SERVICES AND ACCOMMODATIONS**

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

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

It is the student's responsibility to disclose and provide current documentation of his or her disability to the appropriate Campus Disability Services Coordinator\* prior to each semester. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College. (\*Contact Information provided on page #18)

## **ATTENDANCE**

Class attendance is considered an essential part of the education process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students will follow the College's schedule of classes including holidays and breaks unless agreements have been made between the College and high schools dictating otherwise.
- Students are expected to attend each class session, arrive on time, and remain for the entire class session.
- Absences occurring because of emergencies or school-scheduled functions may be excused with proper notification to the instructor.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide an opportunity for makeup work.
- In case of excessive absences, the student should withdraw from the course before the last date to withdraw, as published in the Academic Calendar.
- All CTE Dual Enrollment classes adhere to this policy. Before the published withdrawal date in career technical classes (last date to withdraw with a "W"), a student may be administratively withdrawn from any course for excessive absences when the student has missed more than 20 percent of the total hours that the class meets.

## **PROGRESSION**

- Students are allowed to take two (2) classes (suggested) per semester during the high school academic year (Fall and Spring semesters).
- Students in the CTE programs who require academic courses to graduate, and whose placement scores are sufficient, may also take academic courses for Dual Enrollment credit.
- Students who receive the CTEDE Scholarship are required to pass each course to continue in the program.
- Students are encouraged to take summer classes to shorten their time toward a career and technical education certification or degree.

## COLLEGE GRADING

All grades are subject to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA). In no case will grades be divulged via telephone or fax. The College's credit and grading system as outlined in the Catalog applies to ALL students. For Dual Enrollment students, instructors will also submit a numeric grade to the Office of Student Services. **The Office of Student Services will report the numeric grade to the student's high school counselor.** Some key items have been provided below:

- Students will receive a final course grade each semester for the coursework during the semester. Grades are not averaged to determine a yearly grade. College courses are based upon semester.
- Students should do the very best work possible in their college courses. In order for courses to transfer to four-year schools, a grade of "C" or higher is required.
- Students will receive final grades in MyBSCC. Beville State Community College does not report or release grades to parents or legal guardians.
- Due to FERPA, it is inappropriate for parents to speak to College instructors, even though they may have paid the student's tuition. Parents or legal guardians are required to contact the high school counselor or administration.
- Students are encouraged to meet with instructors before the last day to withdraw. Before withdrawing, please consult with the high school counselor and College instructor to ensure withdrawal is warranted. Withdrawal dates are posted in the College calendar.
- Grades on transcripts are permanent; they can never be deleted. If a student receives the grade of "F" and retakes the course, both grades will show on the transcript.
- The grades of "A", "B", "C", and "D" are passing. The grade of "F" is a failing grade. Most four year institutions require a minimum grade of "C" for a course to be considered for transfer.

**IMPORTANT:** When students take a dual credit or accelerated credit class, they are establishing a college transcript and the courses become a part of the student's permanent college transcript. This academic information is transferred to colleges or universities they wish to attend in the future. In addition, grades received for dual credit classes that also count toward the requirements of high school graduation may impact the student's high school GPA.

### Grade Point Average (GPA) Computation

The Grade Point Average (GPA) is calculated by dividing the total quality points earned by the total credit hours attempted.

### Grading System

A.....	Excellent (90-100)
B.....	Good (80-89)
C.....	Average (70-79)
D.....	Passing (60-69)
F.....	Failure (Below 60)
I.....	Incomplete
W.....	Withdrawn Prior to midterm
WP.....	Withdrawn Passing
WF.....	Withdrawn Failing
AU.....	Audit

A grade of “I” (Incomplete) is assigned when the quality of work has been passing, but the student has been prevented by illness or other justifiable cause from completing the required work, or from taking the final examination. If the cause is personal illness, the student must present a statement signed by the attending physician. A grade of “Incomplete” is calculated into the Grade Point Average (GPA) as an “F.” The “I” must be cleared before the end of the following term or it will be changed to an “F.” A student does not have to register for the course again in order to remove an incomplete grade. A grade of “W” (WITHDRAWN) is assigned without academic penalty when the student withdraws from class prior to midterm. A grade of “WP” (WITHDRAWN PASSING) is assigned without academic penalty when a student withdraws after the midterm and has maintained a passing grade. A grade of “WF” (WITHDRAWN FAILING) is assigned with academic penalty when the student withdraws after midterm and has not earned a passing grade. When a student must withdraw due to circumstances beyond his/her control, the student may appeal to the instructor for consideration of a grade other than “WF”.

### **SCHEDULE CHANGES/DROP AND ADD**

All schedule changes for dual enrollment courses must be made during the official schedule change period. Students should contact their counselor to initiate a schedule change.

### **WITHDRAWAL FROM A COURSE**

After the schedule change period, a student who drops a course may do so by completing a Change/Withdrawal-Refund Request Form in the Office of Student Services. Prior to midterm, a grade of “W” will be assigned. After midterm, a grade of “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) will be assigned, dependent upon whether the student is passing or failing at the time he or she drops.

### **GRADE CHANGES/APPEAL OF COURSE GRADE**

Students are responsible for the review of their grades at the end of each semester. Students who appeal a grade must do so by the end of the schedule change period of the semester following the one in which the grade was assigned. No grades may be appealed after the schedule change period has ended. If the student feels that a grade is incorrect, he/she should contact the instructor for that course, who will initiate a Change of Grade Form, if necessary. If the instructor does not agree that the grade should be changed, the student can begin the Due Process for Student Academic Grievance outlined in the Student Handbook section of the BSCC Catalog.

### **HOLIDAYS**

The College publishes a list of holidays and other closure dates (including Spring Break). The high school should provide the same to the College. Students should be aware of any calendar conflicts/discrepancies prior to the first day of class (*See attendance policy above*).

### **CALENDAR**

The annual academic calendar in the BSCC College Catalog applies to all students including Dual Enrollment students. The term calendar also appears on the class schedule, along with the final examination schedule. *Students are responsible for noting such relevant dates as holidays and the last day to withdraw without penalty.*

## WHAT HAPPENS NOW?

Your success as a Dual Enrollment or Accelerated student at Beville State Community College is of paramount importance to us. One of the first things you need to learn as a new Beville State student is that you need to gain access to four critical online sectors: Canvas, BearMail, Bear Alerts, and MyBSCC.



Whether you are taking an online course (which you can access 24/7) **or** a traditional course, your instructor will be using Canvas (an online course management system) to deliver your assignments, announcements, homework, and more. Be sure you login to Canvas daily and follow all instructions posted by your instructor.

### **How to Log Into Canvas**

The Canvas User ID is the first letter of the student's first name plus the first three letters of the student's last name (all lowercase letters) plus four digits from the student's birth date (last two digits of the year of birth plus the two-digit day of birth). Your password will be your five or six-digit student ID number **PLUS** two or three leading zeros to equal eight digits.

#### **Example**

*John Smith born on January 7, 1972, Student ID = 12345*

**Canvas User ID = jsmi7207**

**Password = 00012345**

Be sure you log in to Canvas daily and follow all instructions posted by your instructor. If you are taking an online course, you will NOT report to a physical classroom. Rather, your class will be conducted (via Canvas). As an online student, you can access your course anytime at your convenience. Keep in mind, though, that all online courses have weekly deadlines and posting requirements, so it is important to login frequently throughout each week, stay organized, meet all deadlines, take all quizzes and tests, and participate in all online discussions and activities.

**NOTE:** If you encounter login problems, call Computer Services at 1-800-648-2171  
Ext. 5210 or 5410

## BearMail



All Dual Enrollment and Accelerated students should use their BSCC email address. Please remember this may be the only method your instructor will use in contacting or sending message, reminders and notifications to you as a student, particularly if you are an online student.

### How to log into BearMail:

Your BearMail email address is a combination of your Canvas User ID which is the first letter of the student's first name plus the first three letters of the student's last name (all lowercase letters) plus four digits from the student's birth date (last two digits of the year of birth plus the two-digit day of birth), plus *@bearmail.bscc.edu*. Your password will be your Canvas ID + your student ID number. No leading zeros are needed.

You can access your BearMail through Google or log on to the BSCC website, select 'Current Students', then 'Student Life', and you will see the 'BearMail' link.

#### Example:

*John Smith born on January 7, 1972, Student ID = 12345*

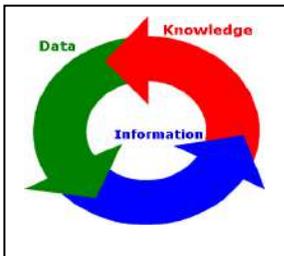
**Username:** *jsmi7207@bearmail.bscc.edu*

**Password :** *jsmi720712345*

**BearMail:** *jsmi7207@bearmail.bscc.edu*

**NOTE:** The first time you log into BearMail, you should change your password to something that only you will know.

## MyBSCC



To login to **MyBSCC**, go to the BSCC homepage and click on **MyBSCC** at the bottom of the page. From there you will be asked for your **User ID**, which is your student number or social security number and your password – your date of birth in **mmddyy** format.

#### Example:

*John Smith born on January 7, 1972, Student ID = 12345*

**User ID = 12345**

**Password = 010772**

The **MyBSCC** account gives students access to important information like:

- Student Records: Admission Requirements, Grades, Degree Plan, Schedule, Unofficial Transcript, Prior Transcript Requirements
- Financial Aid: Financial Aid Requirements, Financial Aid Status, Outstanding Charges, 1098-Tax Form, View Receipts
- Registration: Register for classes, View Processing Holds, Display Course, Credit Card Payments
- Student Personal Info: View your existing information, Change PIN, View My Account

### **Bear Alert (Emergency Notification System)**



As part of BSCC's ongoing effort to safeguard students, faculty, and staff, the College has implemented an emergency communications system. Known as Bear Alert, the system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of e-mail, voice, and text messages. **You will only be contacted through the system in the event of an emergency.** All BSCC students, faculty, and staff who have a valid student ID are automatically signed up to receive text and voice message emergency alerts. Students will receive this through their BearMail student accounts. Individuals must access their accounts initially through their BearMail account, to configure their settings to receive notifications through several methods including voicemail, email, and text messages. These records are updated each semester.

### **GENERAL GUIDELINES FOR HIGH SCHOOLS**

- Participating local boards of education and Beville State Community College will develop a Dual Enrollment/Dual Credit Agreement. (*Appendix V*)
- High schools must submit a Course Proposal form (*Appendix VI*) to the Dual Enrollment Coordinator for the upcoming academic year by March 31<sup>st</sup>. Submission of the request does not guarantee approval.
- Courses offered shall be drawn from the College's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for Dual Credit.
- Minimum enrollment for a Dual Enrollment class is **eight** students. If a proposed class does not meet the minimum enrollment requirement, the College reserves the right to cancel the course.
- Dual Enrollment courses will be taught at the college level. Instructors are required to follow the prescribed course syllabus meeting all of the course objectives.
- Course content will be monitored by site visits. The appropriate department head or staff member will visit each class site to observe instruction and review evaluation instruments.

Unless otherwise designated, the high school counselor will serve as the high school point of contact.

- The Counselor will distribute information to high school students.
- The Counselor will collect and submit forms to the College contact for processing by designated deadlines.
- The Counselor will work with the College contact to determine academic and CTE classes to be offered at the high school by March 31<sup>st</sup> of each year. (*Appendix VI*)
- The Counselor will submit the appropriate secondary course number that crosswalks with the postsecondary course number.

## **FACILITIES AND SAFETY**

The local Board of Education and Superintendent's office will work with the College to ensure that the high school facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

- The Board of Education will ensure that College faculty and dual credit students have appropriate access to all available resources and essential technology, including Wi-Fi access on the high school site if possible;
- The Board of Education shall permit access to the Colleges electronic learning resources when the course is taught on the high school campus;
- The Board of Education shall provide and/or make all emergency policies, procedures, and protocol to college faculty who are teaching on-site;
- Any on-site high school campus science courses shall meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught that comply with College science program requirements.

## **TEACHING AND LEARNING ENVIRONMENT**

The School District will ensure that the classroom environment is safe and conducive to college-level learning by:

- Designating an established classroom(s) for the college dual credit classes;
- Assuring that interruptions of instruction, such as removing students for high school activities or classroom announcements other than official business or emergencies, are minimized while the college dual enrollment class is in session;
- In the case of unavoidable cancellation of classes or any emergency situation, the high school will inform the College (via the Dual Enrollment Program Coordinator) as soon as possible.

## **GENERAL GUIDELINES FOR INSTRUCTORS**

Dual Enrollment instructors shall be faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment courses will be designated as an adjunct faculty member of the College and therefore must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies' requirements must be on file at the College. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate accrediting agencies.

### **Faculty Compensation**

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

### **Application for Employment**

- Any instructor proposing to teach a college course is required to complete a Bevill State Community College Application for Employment.
- Instructor must have **official** transcripts from all institutions attended, both graduate and undergraduate, sent to the Office of Human Resources prior to employment.
- Instructor is required to contact BSCC Office of Human Resources prior to the beginning of classes for completion of all necessary documents.
- Any new instructor must set up an appointment with the designated division chair to obtain information about course, syllabus, textbook, and any other information pertaining to the course.

### **Evaluations**

- All students are asked to evaluate their instructor each semester. This evaluation also includes dual enrollment instructors who teach at the high schools. Students complete the evaluations through Canvas.
- Dual Enrollment instructors will be monitored by site visits. The appropriate department head or staff member will visit each class site to observe instruction and review evaluation instruments.

### **Other**

- Dual Enrollment courses will be taught at the collegiate level. Bevill State Community College department syllabi must be followed.
- All e-mail communications will be conducted using assigned BearMail account.
- The instructor should follow the college/department policy regarding grading procedures.
- Instructors will use MyBSCC for course management.
- Instructors will use College approved textbook for course content.
- Instructors will be aware that all BSCC policies apply when using off-site services for job related activities. Please review the Employee Handbook at <https://www.BSCC.edu/Employees>

## **FREQUENTLY ASKED QUESTIONS**

### **What is Dual Enrollment/Dual Credit?**

Eligible 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade high school students may enroll in a course which provides both college credit and high school credit for the same course. Serious consideration and counseling should be provided for 10<sup>th</sup> grade students to ensure they have the social maturity for college level work.

### **What is the difference between Dual Enrollment/Dual Credit and Articulated Credit?**

Articulated Credit allows a student to receive credit for a high school course when the content matches the college curriculum for a “like course”. The course has been approved by both the local school system and the College. The student receives the articulated college credit for the course upon graduation from the high school, and admission to BSCC. Dual Enrollment/Dual Credit means a high school student is enrolled in a college course that will be used for both high school credit and college credit.

### **What is the difference between Dual Enrollment and Accelerated High School Students?**

The Accelerated High School Program allows a high school student to enroll in a college class for college credit only. The Accelerated High School student does not receive high school credit for the college course. Dual Enrollment means a high school student is enrolled in a college course that will be used for both high school credit and college credit.

### **How does a Dual Enrollment class meet high school requirements?**

Typically, students must complete three semester credit hours at the postsecondary level equal to one credit (Carnegie unit) at the high school level in the same or related subject. (There are specific requirements regarding English credits.) Each participating local education agency/school system (LEA) has the final authority on equivalencies.

### **What are the costs associated with Dual Enrollment courses?**

Students are responsible for the cost of tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course. Some dual enrollment students may enroll in Nelnet, the BSCC approved tuition payment plan. Tuition and fees must be paid before the first day of class.

### **When and where can I take the class?**

Classes may be offered at your local high school or on one of BSCC’s campuses. Students can schedule classes at their high school with approval from their high school counselors. Students may take courses at BSCC during the day, evening or online during the school year and also during the summer semester.

**Will Dual Enrollment courses transfer to other colleges and universities?**

Academic transfer courses will transfer to most college and universities in Alabama. The *Statewide Transfer Articulation System (STARS)* provides information on courses that transfer from BSCC to Alabama's public four year institutions. For information on **STARS** and transfer credit in Alabama, students should go to [www.gettheguide.net](http://www.gettheguide.net). Students who plan to attend a college or university out of state should contact the institution for specific transfer information. Career technical courses are not designed for transfer. However, these courses allow student to get a jump starting a technical career program at BSCC. These courses can lead to an Associate in Applied Science degree or certificate and help with early employment opportunities in today's highly skilled workforce.

**Is the course work challenging?**

As college-level instruction, dual enrollment courses are rigorous courses that represent one of the accelerated mechanisms by which high school students can advance their course of study and postsecondary goals. Dual enrollment faculty must have college-level teaching credentials and eligible students must prove college readiness evidenced by their GPA and maturity.

**Is Dual Enrollment right for everyone?**

The dual enrollment program is an opportunity to take challenging courses and accelerated educational opportunities. Students who successfully complete dual enrollment courses will receive credit toward their college degree. Students should understand, however, that dual enrollment courses are college courses and the amount of work necessary to succeeding dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent College GPA. It is important to do well in these courses to realize all the benefits of dual enrollment.

## CONTACT INFORMATION

### Dual Enrollment

Kristy Swindle (College-Wide) 205-387-0511 x5787

[Kristy.Swindle@bscc.edu](mailto:Kristy.Swindle@bscc.edu)

### Bookstore

Fayette/PCEC Campuses 205-932-3221 x5120

Hamilton Campus 205-921-3177 x5329

Jasper Campus 205-387-0511 x5719

Pickens County Educational Center 800-648-3271 x5635

Sumiton Campus 205-648-3271 x5211

### Business Office

Fayette/PCEC Campuses 205-932-3221 x5110

Hamilton Campus 205-921-3177 x5319

Jasper Campus 205-387-0511 x5714

Pickens County Educational Center 800-648-3271 x5632

Sumiton Campus 205-648-3271 x5203

### Disability Services

College-Wide 205-921-3177 x5385

Fayette/PCEC Campuses 205-932-3221 x5137

Hamilton Campus 205-921-3177 x5375

Jasper Campus 205-387-0511 x5901

Sumiton Campus 205-648-3271 x5409

### Student Services/Campus Recruiters

Fayette 205-932-3221 x5107/x5108

Hamilton Campus 205-921-3177 x5326/x5324

Jasper Campus 205-387-0511 x5726/x5712

Pickens County Educational Center 800-648-3271 x5639/x5632

Sumiton Campus 205-648-3271 x5406/x5415

### Testing Services

Fayette 205-932-3221 x5137

Hamilton Campus 205-921-3177 x5372

Jasper Campus 205-387-0511 x5901

Pickens County Educational Center 800-648-3271 x5639

Sumiton Campus 205-648-3271 x5409

Campus Maps

*(Appendix VII)*

## **APPENDIX**

- I Bevill State Community College Application for Admission
- II Dual Enrollment for Dual Credit Eligibility Form
- III Certification Form (In-State and Out-of-State Residency)
- IV Accelerated Credit Eligibility Form
- V BSCC Dual Enrollment and Accelerated Credit Agreement
- VI Dual Enrollment Course Proposal Form
- VII Campus Maps

# Bevill State Community College Application for Admission

## GENERAL INFORMATION

Social Security Number \_\_\_\_\_ Have you previously attended Bevill State?  Yes  No

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth (City or County) \_\_\_\_\_ State \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Ph (\_\_\_\_) \_\_\_\_\_ Cell Ph (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_  Full-time  Part-time

Employer Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Please list any other names in which records might be listed: \_\_\_\_\_

**In case of emergency, contact** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Relationship to Student \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you a veteran?  Yes  No

Will you receive veterans' benefits?  Yes  No

### ALABAMA RESIDENCY

- Resident  
 Nonresident

### CITIZENSHIP

- U.S. Citizen  Resident Alien  Foreign Student VISA  
 Exchange Student  Other VISA - Type \_\_\_\_\_

## RESIDENCY STATEMENT:

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Please check the statement that applies to you:

- I have lived in the State of Alabama for at least the last 12 months. I certify that the address above is my residence, and I intend to remain at this address indefinitely. **Students may not attain resident student status simply by attending school for twelve months in the State of Alabama.**
- I currently live in one of the following counties of Mississippi that is within the 50-mile radius of the campus that I wish to attend. I certify that my residence is the address and county provided above, and I intend to remain at this address indefinitely.
- Chickasaw       Clay       Itawamba       Lee       Lowndes  
 Monroe       Noxubee       Pontotoc       Prentiss       Tishomingo
- I do not currently live in the State of Alabama, and I am considered an Out-of-State student. I certify that I do not meet any requirements to be classified as an in-state student. **An out-of-state student may not attain resident student status simply by attending school for twelve months in the State of Alabama.**
- I have currently lived in the State of Alabama for less than 12 months. However, I certify that I possess "more substantial connections" with the State of Alabama than any other state at the time of this application. I further certify that the address above is my residence, and I intend to remain at this address indefinitely. **You are required to provide sufficient documentation to the Office of Student Services. All documentation must be certified before the in-state tuition rate is official.**

### RACE/ETHNIC ORIGIN:

Are you Hispanic or Latino?  Yes  No

What is your race? (Choose all that apply)

- African American (B)  
 American Indian/Alaskan Native (I)

### FOR STATISTICAL PURPOSES ONLY:

**First Generation Students:** Have either of your parents or legal guardians graduated from a four-year college?  Yes  No

- Native Hawaiian or Other Pacific Islander (P)  
 Asian (A)       White (W)

**Gender:**

- Female  
 Male

# Bevill State Community College Application for Admission

## EDUCATIONAL INFORMATION

Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Did you graduate from High School?  Yes  No

If yes, what month and year? \_\_\_\_\_

If no, indicate last grade completed \_\_\_\_\_

Did you receive your GED?  Yes  No

If yes, when? \_\_\_\_\_

If yes, where? \_\_\_\_\_

Do you have prior college experience?  Yes  No

If yes, please list all colleges and universities previously attended. Official transcripts from all previously attended colleges and schools must be sent directly to the appropriate Office of Student Services at Bevill State.

Name of Previous College(s)	City/State	Date	Degree-Y/N	Name Under Which You Were Enrolled

Are you on suspension from any college or university previously attended?  Yes  No

Note: Any applicant who is on suspension from another institution must submit a written appeal for admission to the Campus Director of Student Services requesting permission to enroll.

## EDUCATIONAL GOALS

What major/program do you plan to pursue? \_\_\_\_\_

What is your enrollment goal?

Associate in Arts (academic transfer)

Associate in Science (academic transfer)

Associate in Applied Science

Certificate

Transient

Dual Credit High School student

High School Early College Enrollment Program (ECEP)

Accelerated Credit High School student

Professional/Self-Improvement

Audit (Noncredit)

What term do you plan to enroll?  Fall  Spring  Summer Year \_\_\_\_\_

I certify that I comply with the provisions of the United States Military Selective Services Act (50 U.S.C. App 453) by having registered with the Selective Service Boards, or that I am not yet 18 years of age and I will register, or that I am not required by law to register.

I hereby attest that the information given above is accurate and complete to the best of my knowledge. I understand that submission of false or misrepresented information subjects me to refusal for enrollment, to dismissal, or to suspension as a student at Bevill State.

I do hereby release and absolve Bevill State and its instructors or agents of any liability that might occur as a result of accidental injury during my tenure as a student. I further agree to assume responsibility for payment of tuition and fees, where applicable, as adopted by the Alabama Community College System Board of Trustees.

By my signature, I understand and agree that BSCC will confer upon me all appropriate certificates and degrees for which I will become eligible upon the completion of program requirements.

PRINTED STUDENT NAME \_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_

DATE \_\_\_\_\_



# BEVILL STATE COMMUNITY COLLEGE Dual Enrollment for Dual Credit Eligibility Form

***This section to be completed by the Student and Parent/Legal Guardian:***

Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year \_\_\_\_\_

Type of Dual Enrollment courses:  **ACADEMIC & EMS** (2.5 Minimum unweighted HS GPA)  **TECHNICAL** (2.0 Minimum unweighted HS GPA)

Bevill State Student Number \_\_\_\_\_ Program of Study \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Legal Guardian Name (please print): \_\_\_\_\_

**Authorization for Release of Records**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, **Bevill State Community College** shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of **Bevill State Community College** to release my grades to my high school and/or secondary educational entity. In addition, when the College deems necessary, it may release pertinent information which affects my grade to appropriate officials at my high school and/or secondary school. My signature below authorizes the College to release the information noted in this section.

Participants must understand that to maintain continuous eligibility students must earn a grade "C" or better in all attempted courses at Bevill State. Participants who receive a grade of D, F, W, WP or WF in any course will be suspended from the Dual Enrollment program for a minimum of one term (suspension may not be served during the summer term). Participants must adhere to all Bevill State policies and procedures.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***This Section to be Completed by High School Counselor:***

My signature verifies that the above student has a \_\_\_\_ cumulative (unweighted) GPA and will be enrolled

in the  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup> grade during the 20\_\_\_\_ to 20\_\_\_\_ academic year at

\_\_\_\_\_ high school. I hereby recommend that this student be admitted to the Dual

Enrollment for Dual Credit program at **Bevill State Community College** and may enroll in the following courses:

BSCC Course	BSCC Call #	College Credit Hrs.	High School Course Equivalent	HS Course Code #	High School Unit
					1
					1
					1

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

For BSCC Use Only	
Processed By	Date

**CERTIFICATION FORM In-State and Out-of-State Residency**

## BEVILL STATE COMMUNITY COLLEGE

Student Name \_\_\_\_\_ SS# \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_

### RESIDENCY STATEMENT

Please read the following statements and check the **one** statement that applies to you and sign the bottom of the page.

- I have lived in the State of Alabama for at least the last 12 months. I certify that the address above is my residence and I intend to remain at this address indefinitely. *Students cannot attain resident student status simply by attending school for twelve months in the State of Alabama.*
- I currently live in one of the following counties of Mississippi that is within the 50-mile radius of the campus that I wish to attend. I certify that the address and county listed above is my residence and I intend to remain at this address indefinitely.
- |                                    |                                  |                                   |                                   |                                     |
|------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Chickasaw | <input type="checkbox"/> Clay    | <input type="checkbox"/> Itawamba | <input type="checkbox"/> Lee      | <input type="checkbox"/> Lowndes    |
| <input type="checkbox"/> Monroe    | <input type="checkbox"/> Noxubee | <input type="checkbox"/> Pontotoc | <input type="checkbox"/> Prentiss | <input type="checkbox"/> Tishomingo |
- I do not currently live in the State of Alabama and I am considered an Out-of-State student. I certify that I do not meet any requirements to be classified as an in-state student. *An out-of-state student cannot attain resident student status simply by attending school for twelve months in the State of Alabama.*
- I have currently lived in the State of Alabama for less than 12 months. However, I certify that I possess "more substantial connections" with the State of Alabama than any other state at the time of this application. I further certify that the address above is my residence and I intend to remain at this address indefinitely.

***You are required to provide sufficient documentation to the Admissions Coordinator. The Admissions Coordinator must certify all documentation before the in-state tuition rate is official.***

I certify that I have read the statements above and I have selected the statement that best meets my qualifications.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



# BEVILL STATE COMMUNITY COLLEGE Accelerated Credit Eligibility Form

***This section to be completed by the Student and Parent/Legal Guardian:***

Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year \_\_\_\_\_

Bevill State Student Number \_\_\_\_\_ Program of Study \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Legal Guardian Name (please print): \_\_\_\_\_

**Authorization for Release of Records**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, **Bevill State Community College** shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***This Section to be Completed by High School Counselor:***

My signature verifies that the above student has met the eligibility requirements listed below:

- *The student has successfully completed the 10th grade or has an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students;*
- *The student provides certification from the local principal or counselor certifying that the student has a minimum cumulative 3.0 GPA average and recommending the student be admitted under this policy; (Transcript required)*
- *The student is enrolling only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed).*

The student above will be enrolled in the  11<sup>th</sup>  12<sup>th</sup> grade during the 20\_\_\_\_ to 20\_\_\_\_ academic year at \_\_\_\_\_ high school. I hereby recommend that this student be admitted to the

Accelerated Credit program at **Bevill State Community College** and may enroll in the following courses:

BSCC Course	BSCC Call #	College Credit Hrs.

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

For BSCC Use Only		
Processed By	GPA	Date



## BEVILL STATE COMMUNITY COLLEGE DUAL ENROLLMENT & ACCELERATED CREDIT AGREEMENT

**LEA:**

**CONTACT:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

DUAL ENROLLMENT AND ACCELERATED CREDIT AGREEMENT is entered into by and between Bevill State Community College, hereinafter referred to as the “College,” and **Name of School System** hereinafter referred to as the “Local Educational Agency (LEA).” The purpose of this Agreement is to establish a Dual Enrollment and Accelerated Credit program between the College and the LEA. Dual Enrollment for Dual Credit will allow qualified students to enroll in college level courses at the College in order to earn dual credits for a high school diploma and/or a postsecondary degree at both the high school and the College. Accelerated Credit will allow for students to earn college credit while still in high school. With the Accelerated Credit classification, college credit earned may not substitute for high school credit.

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

In furtherance of these objectives, the College and the LEA hereby agree as follows:

### **I. STUDENT ELIGIBILITY**

#### **Dual Enrollment for Dual Credit**

- a.** Students must satisfy the requirements prescribed in State Board of Trustees Policy 801.01: Admission: General, with exception of proof of high school graduation or GED completion.
- b.** The student must be in grade 10, 11, or 12 or have an exception granted by the Chancellor of the Alabama Community College System upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code § 290-8-9-.12 regarding gifted and talented students.

- c. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average as follows:
  - Academic Transfer courses = 2.5 on 4.0 scale
  - EMS courses = 2.5 on 4.0 scale
  - CTE courses = 2.0 on 4.0 scale
- d. The student must have written approval from the appropriate principal or counselor. Student success in Dual Enrollment is dependent upon both academic readiness and social maturity. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- e. The student must meet the College entrance and course requirements established by the College.
- f. Students who meet the criteria for initial admission to a Dual Enrollment Program as specified in the ACCS Procedure for Dual Enrollment for Dual Credit for high school students, section 2, will remain in continuous eligibility as long as a grade of “C” or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average as defined under Student Eligibility.

### Accelerated Credit

- a. Students must satisfy the requirements prescribed in State Board of Trustees Policy 801.01: Admission: General, with exception of proof of high school graduation or GED completion.
- b. The student must be in grade 11 or 12 or have an exception granted by the Chancellor of the Alabama Community College System upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code § 290-8-9-.12 regarding gifted and talented students.
- c. Students seeking enrollment in courses leading to Accelerated credit coursework must have a minimum cumulative (unweighted) high school grade point average of 3.0 on a 4.0 scale.
- d. The student must have written approval from the appropriate principal or counselor. Student success in Accelerated courses is dependent upon both academic readiness and social maturity. Accelerated Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- e. The student must meet the College entrance and course requirements established by the College.

## II. ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

- a. Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary College level. Student may be exposed to and involved in discussions of a mature subject matter. Course may be offered at approved locations on or off the College campus(es). Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.
- b. Courses offered shall be drawn from the College's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual credit/dual enrollment. Students may not audit courses under the terms of this Agreement.

A 'Recommended Academic Course Equivalencies' form outlining information as provided by the Alabama State Board of Education has been included as Appendix I of the agreement. Because it is the responsibility of each Board of Education to provide the final authority on the equivalencies to be accepted within their system, it will be up to each system to provide a list of courses/course equivalencies that can be offered at their schools for the upcoming year.

## III. CREDITS AND TRANSCRIPTS

- a. The state secondary system or LEA will determine the credit awarded at the high school level as specified by the attached Dual Enrollment Requirements provided by the Alabama State Board of Education.
- b. College courses approved for Dual Credit shall be posted on both the LEA and the College transcripts. Courses completed for Dual Credit shall be transcribed with the appropriate statement at the postsecondary level with a statement indicating dual enrollment credit. It shall be the responsibility of the College to report grades (in a numerical format) to LEA officials.

## IV. ENROLLMENT LIMITATIONS

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

## V. FINANCIAL ARRANGEMENTS

**Students enrolled in Dual Enrollment are responsible for the cost of tuition, fees, textbooks, and materials/supplies as required by the College,** unless covered by alternative funding sources. Students who fail to pay tuition and fees **by the first day of class** will not be considered enrolled and will be automatically dropped from the course rolls. The LEA will be notified of such action.

## VI. FACULTY

- a. **Faculty Qualifications and Requirements:** Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach in Dual Enrollment will be designated as an adjunct faculty member of the College and therefore must meet the credentialing requirements of an adjunct faculty member at the College. Faculty must be under the ultimate control and supervision of the College. The College must provide for faculty orientation, supervision, and evaluation. Instructor credentials shall be provided to the LEA as needed to meet credential standards of all accrediting agencies.
- b. **Faculty Compensation:** The College shall be responsible for the compensation of faculty in accordance with Alabama Community College System and/or College policies. Faculty may not receive dual compensation for instructional time.

## VII. FACILITIES AND SAFETY

The local Board of Education and Superintendent's office will work with the College to ensure that the high school facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

- The Board of Education will ensure that College faculty and dual credit students have appropriate access to all available instructional resources and essential technology, including Wi-Fi access on the high school site if possible;
- The Board of Education shall permit access to the Colleges electronic learning resources when the course is taught on the high school campus;
- The Board of Education shall provide and/or make aware all emergency policies, procedures, and protocol to college faculty who are teaching on-site;
- Any on-site high school campus science courses shall meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught that comply with College science program requirements.

## VIII. TEACHING AND LEARNING ENVIRONMENT

The School District will ensure that the classroom environment is safe and conducive to college-level learning by:

- Designating an established classroom(s) for the college dual credit classes;
- Assuring that interruptions of instruction, such as removing students for high school activities or classroom announcements other than official business or emergencies, are minimized while the college dual enrollment class is in session;
- In the case of unavoidable cancellation of classes or any emergency situation, the high school will inform the College (via the Dual Enrollment Program Coordinator) as soon as possible.

## IX. TRANSPORTATION

Transportation for any student receiving instruction at any facility other than a school campus of the LEA shall be the responsibility of the student or the student's parents/guardians unless otherwise negotiated between the College and the LEA.

## **X. OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES**

- a. Adherence to College Policy and Requirements.** The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA scheduled. Students must follow the College Schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.
- b.** Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, the Student Code of Conduct, and the BSCC Dual Enrollment Handbook. The College reserves the right to refuse re-admission to any student who violated College policies. Students who violate College policies will become ineligible for dual enrollment during the term and becomes the responsibility of the LEA.
- c.** Verification of student attendance will be the responsibility of the Dual Enrollment instructors.
- d.** Students with questions concerning course selection and advisement should be directed to his/her high school counselor.

## **XI. PROVISION FOR DISABILITY SERVICES AND ACCOMODATIONS**

- a.** Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.
- b.** The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees, “no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified”. Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.
- c.** It is the student’s responsibility to disclose and provide current documentation of his or her disability to the appropriate Campus Disability Services Coordinator prior to each semester. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the college.

## **XII. COMMUNICATION TO PARENTS AND STUDENTS**

Each party agrees to provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students. The College will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

**XIII. TERMS OF AGREEMENT**

The terms of this Agreement shall be effective for the 2019-20 academic year and shall automatically renew each academic year unless either party requests a change or termination of the agreement. Any proposed change or termination must be given in writing at least 90 days prior to such termination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Dr. Kim Ennis, President  
Bevill State Community College

\_\_\_\_\_  
Superintendent/Chief Administrative Officer  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>LEA:</b></p> <p><b>CONTACT:</b></p> <p><b>ADDRESS:</b></p> <p><b>PHONE:</b></p> <p><b>EMAIL:</b></p>
--



# Dual Enrollment On-Site Course Proposal Form

FA20\_\_ - SP20\_\_

High School: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**COURSE(S) REQUESTED – FA20\_\_ :**

Course Name	Secondary Code	Credit Hours	Specific time that course will be taught on high school campus	Estimated Number of Students

**COURSE(S) REQUESTED – SP20\_\_ :**

Course Name	Secondary Code	Credit Hours	Specific time that course will be taught on high school campus	Estimated Number of Students

**Do you have an Instructor(s) who is qualified to teach the course(s) proposed? Please list name and contact information.**

*Note: Any new instructors should complete a Bevill State Community College application form and send it to the Office of Human Resources with their official transcript(s) and resume. Instructors must meet all requirements and be hired as an adjunct to teach DE courses.*

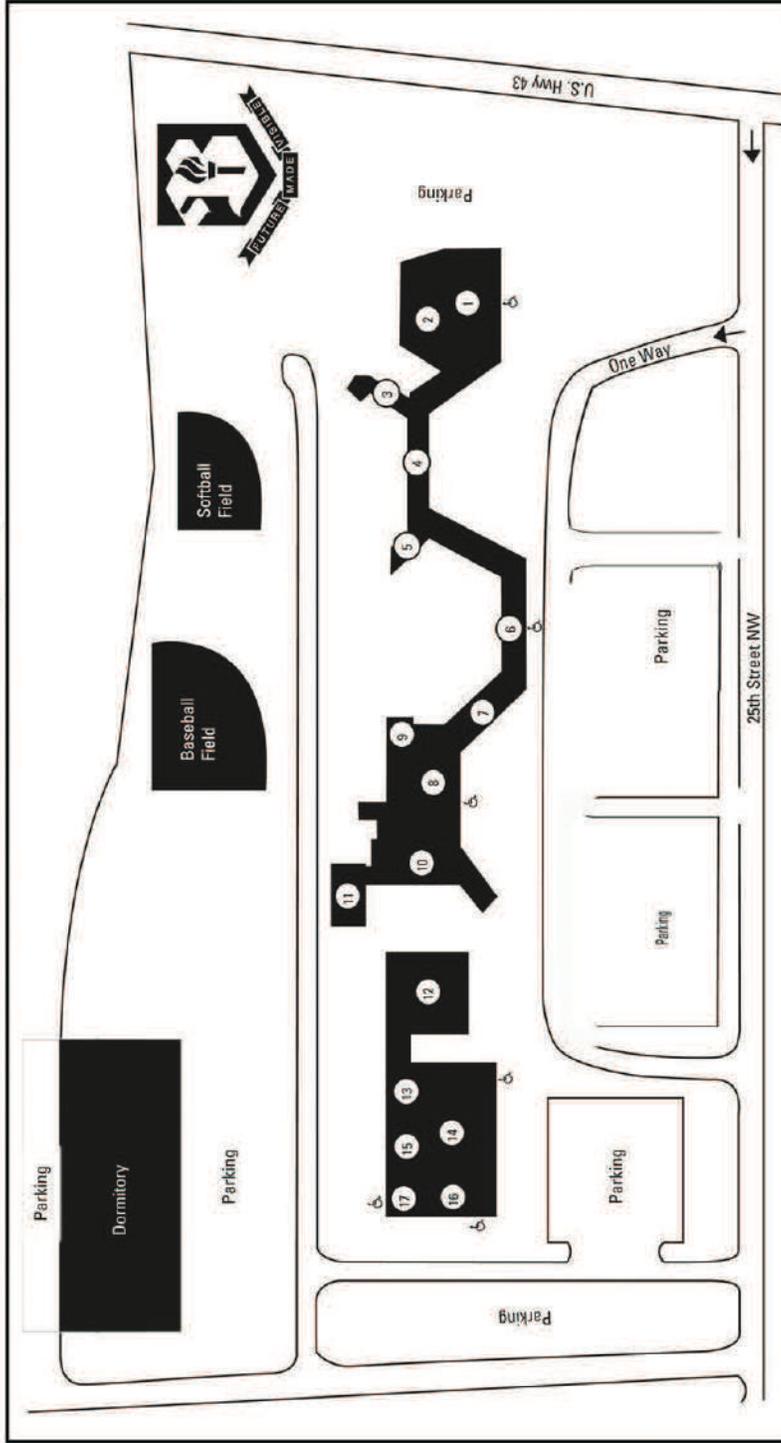
Course	Name	Contact Information

❖ *Submission of a request does not guarantee approval, but BSCC will work diligently to accommodate when possible. The college reserves the right to cancel courses when they do not meet the minimum enrollment requirement.*

**For BSCC Use Only**

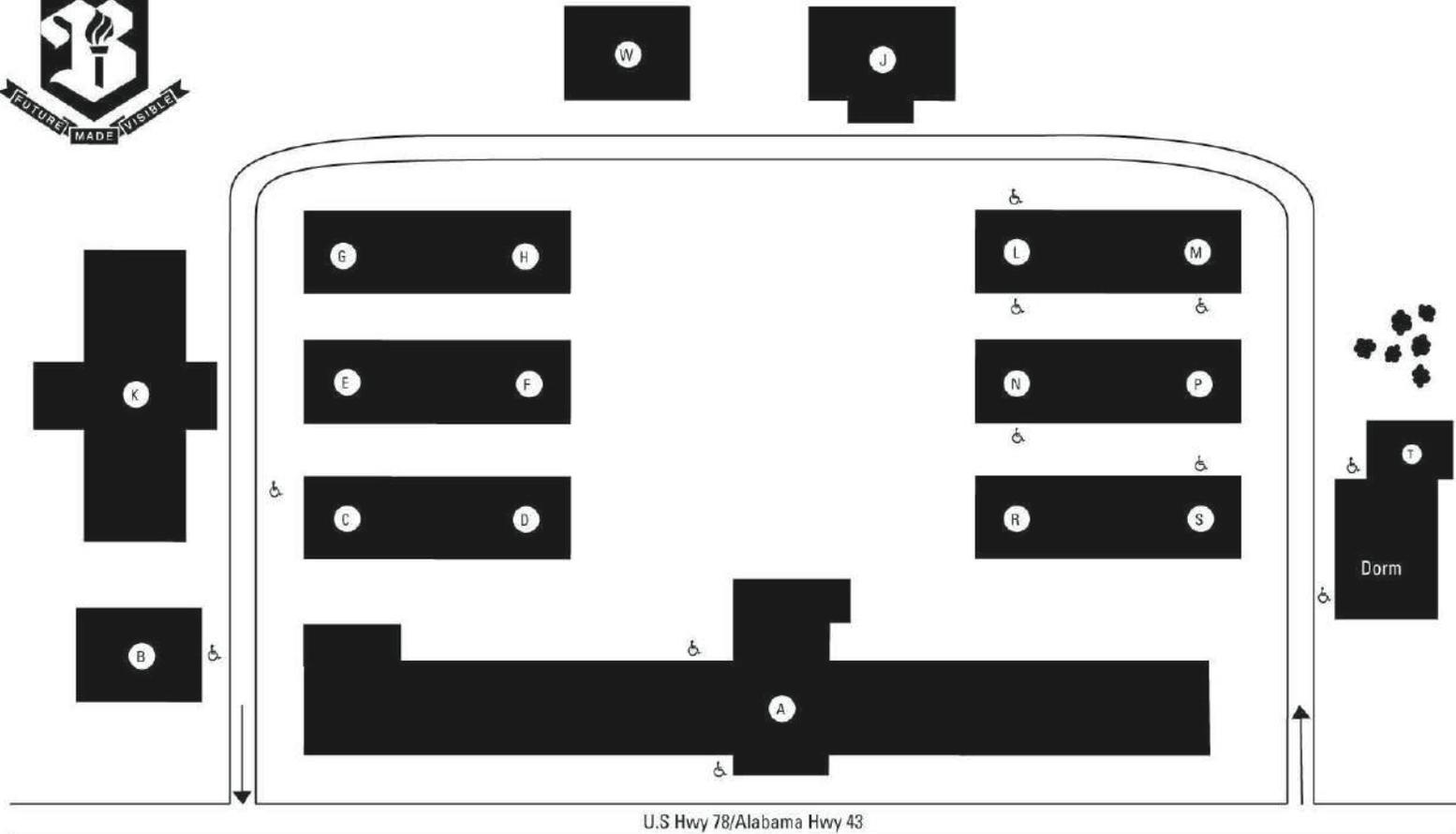
Division Chair Approval	Department	Date

**FAYETTE CAMPUS - Fayette, AL**



- |                                      |   |                                |
|--------------------------------------|---|--------------------------------|
| 1. Library/ Learning Resource Center | 5. Administrative Offices                                 | 13. Adult Education classrooms |
| 2. Testing Center (2nd floor)        | 6. Office of Student Services                             | 14. Tom Bevill Center Bldg     |
| 3. Science Wing                      | 7. Classrooms   | 15. Alabama Career Center      |
| 4. Classrooms                        | 8. Gymnasium  | 16. Earl McDonald Auditorium   |
|                                      |   | 17. Cafeteria                  |
|                                      | 9. Bear's Den/Student Center<br>Business Office/Bookstore |                                |
|                                      | 10. Wellness Center                                       |                                |
|                                      | 11. Maintenance   |                                |
|                                      | 12. Health Science Wing                                   |                                |

# Hamilton Campus - Hamilton, AL



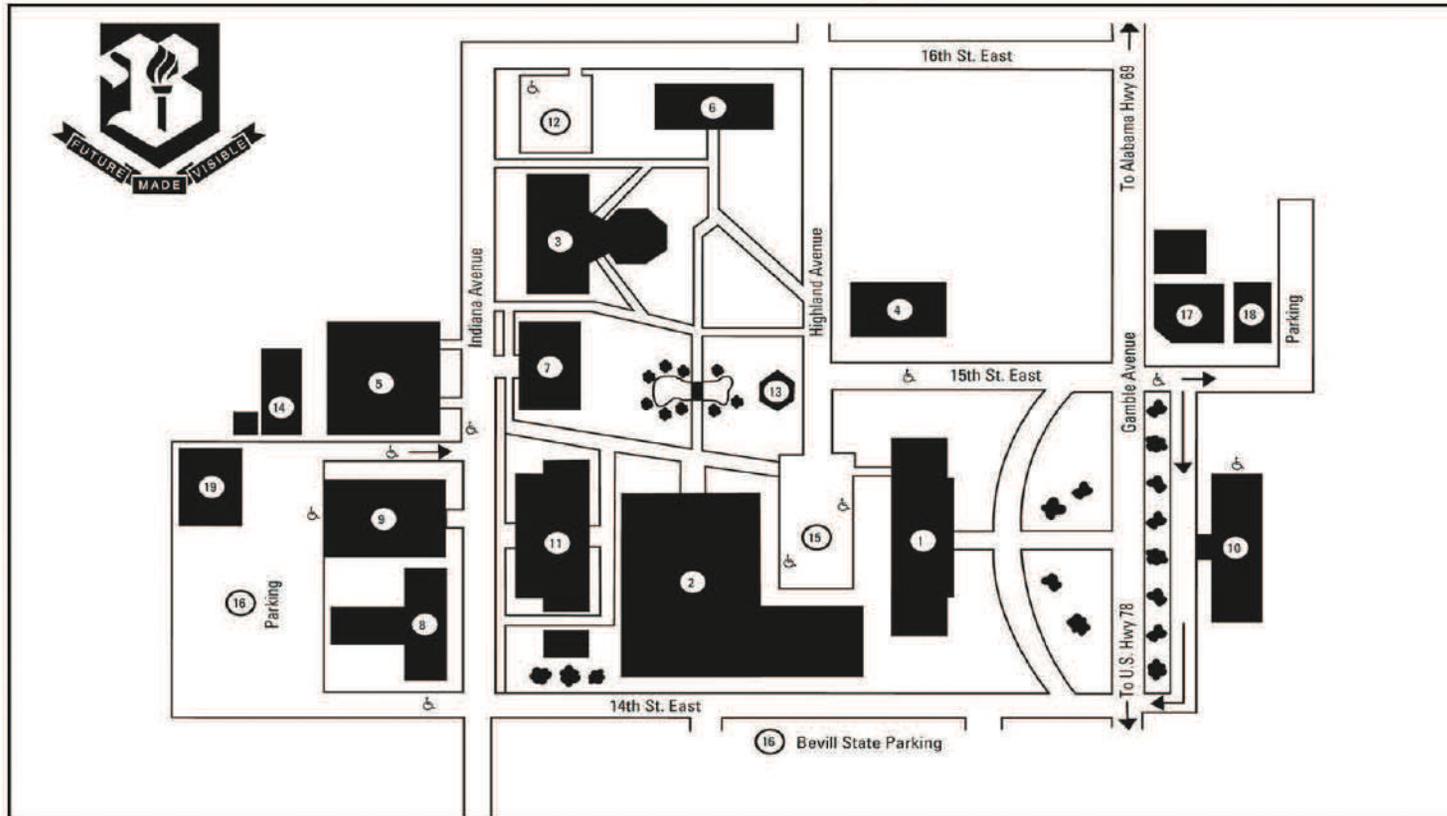
Building A: Admin Services/Library  
 Building B: Bevill Building  
 Building C: Bookstore  
 Building D: Electronics

Building E: Air Conditioning  
 Building F: Welding  
 Building G/H: Automotive Technology  
 Building J: Cosmetology/Barbering

Building K: Health Sciences  
 Building L: Lecture Hall  
 Building M: Wellness Center  
 Building N/P: Machine Shop

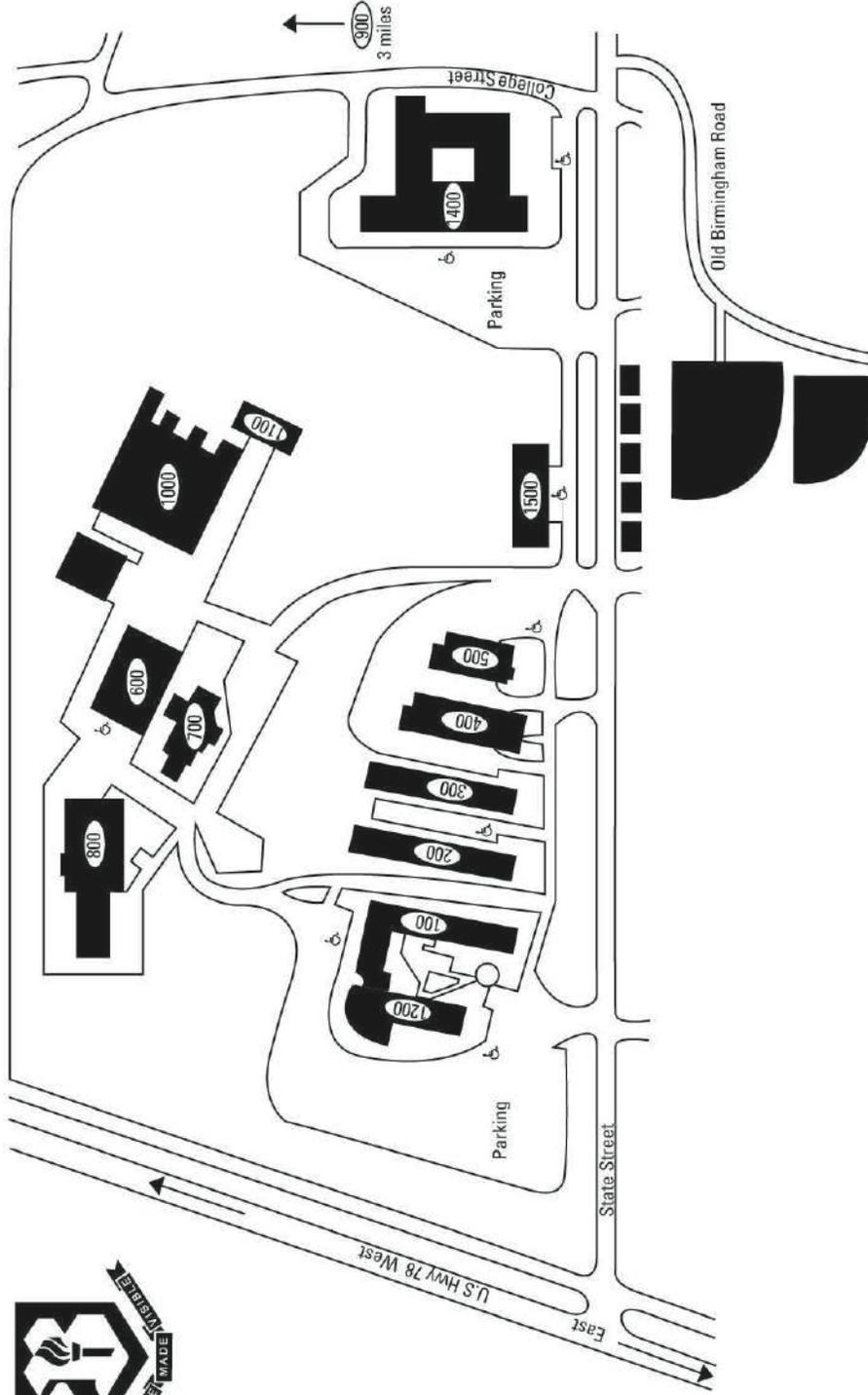
Building R: Drafting  
 Building S: Alabama Skills Center  
 Building T: Dorm  
 Building W: Warehouse

## JASPER CAMPUS - Jasper, AL



- |  |                                   |                                 |                                     |
|--|-----------------------------------|---------------------------------|-------------------------------------|
| 1. Davis Hall/Distance Learning Center (D) | 6. Continuing Education Center    | 11. Irma Dilg Nicholson Library | 16. Parking                         |
| 2. Wade Math & Science Building (H)        | 7. Jesse Student Center/Bookstore | 12. L. M. Walker Hall Parking   | 17. Bevill Hall/Health Sciences (B) |
| 3. L. M. Walker Hall/Arts & Humanities (W) | 8. McCutcheon-Fair Hall           | 13. Gazebo                      | 18. Carl Hare Simulation Lab        |
| 4. Thornton Chapel (CH)                    | 9. Rowland Education Center (R)   | 14. Maintenance Building        | 19. Maintenance Storage             |
| 5. Glen R. Clem Gymnasium                  | 10. Sam R. Murphy Hall            | 15. Faculty/Staff Parking       |                                     |

Sumiton Campus - Sumiton, AL



- |  |   |  |  |
|--|---|--|--|
| Bdg 100: Business & Office Administration<br>Computer Science<br>Computer Services<br>Cosmetology<br>Bookstore<br>Business Office/Purchasing | Bdg 400: Auto Body Repair Tech<br>Bdg 500: Distance Education classroom<br>Bdg 600: Machine Tool Technology<br>Auto Tech, Adult Education<br>Bdg 700: Mining<br>Bdg 800: Welding Technology<br>Diesel Technology<br>Bdg 900: Truck Driving (Off Campus) | Bdg 1000: Mining Technology<br>Simulated Coal Mine<br>Bdg 1100: Warehouse & Maintenance<br>CDL Training<br>Bdg 1200: Administrative Offices/Services<br>Library/Learning Resource Center<br>Office of Student Services<br>Testing Center | Bdg 1400: Business & Industry Training<br>Drafting Technology<br>Science Laboratories<br>Cafeteria, Civic Dining Room<br>Exhibit Hall<br>Security Office<br>Bdg 1500: Health Sciences, Computer/Science Labs<br>Distance Education classroom |
|--|---|--|--|



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