



Dual and Concurrent Enrollment
College Classes for High School Students

Manual of Procedures

***Dual and Concurrent
Enrollment Program***

Postsecondary Education Options Program
Wyoming Statute 21-20-201

Wyoming Community Colleges
University of Wyoming
Wyoming High Schools

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I. Overview

*Dual and concurrent enrollment programs, sometimes referred to in other states as **dual credit** programs, are offered through all seven community colleges; the courses allow high school students to earn both high school and college credit while students are still attending high school. Concurrent enrollment courses are those taught by college-approved high school teachers at the high school; dual enrollment courses are college courses taught by college instructors. The University of Wyoming offers dual enrollment courses.*

While Wyoming has some very robust and successful dual and concurrent enrollment programs, not all Wyoming students have access to programs of the same quality and scope. To deal with that issue, the Wyoming legislature addressed dual and concurrent enrollment in 2009 and 2010; they amended statutes regarding dual and concurrent classes and, instead of mandating program requirements through the statute, the legislature created a process in which a group of stakeholders, known as the **Consensus Group**; Wyoming Community College Commission Academic Affairs Council in consultation with the WyCEP group would develop program requirements. They also called on the Wyoming Community College Commission (WCCC) to be the state agency authorized to implement the results of the consensus process.

The purpose of this manual is to explain current state law, also known as the **Postsecondary Education Options Program or PEOP**, and the new program requirements developed by the **Consensus Group** process. The goal is to assure all Wyoming students equitable opportunities to enroll in and complete quality dual and concurrent courses no matter where students live and at no cost to students.

Work on the dual enrollment and concurrent enrollment programs will continue, as the memorandum of understanding (MOU), the consensus process, and these standard practices are implemented statewide with consistency. A process of periodic review, collection of data, and evaluation will be implemented through the **Wyoming Community College Commission** to assure that the programs operate as described in this manual.

II. Resources

In addition to this manual, the following resources are available to assist the colleges, high schools, students, and families in understanding all aspects of the dual and concurrent enrollment programs and process. The first six listed can be found on the **Wyoming Community College Commission** website through the link for **Dual and Concurrent Enrollment**.

- **Implementing SEA 52: Improving Equity and Access to Quality Dual and Concurrent Enrollment Programs through Consensus Building.** *A Report to the Wyoming Community College Commission and the Joint Education Committee, Wyoming State Legislature, January 2011*
- **Student/Parent Handbook,** *The Dual and Concurrent Enrollment Program*
- **Handbook for High School Counselors and College Advisers,** *The Dual and Concurrent Enrollment Program*
- **Wyoming Statutes,** 21-20-201, 2010
- **Concurrent and Dual Enrollment Memorandum of Understanding, (MOU),** as developed by the Wyoming Community Colleges Academic Affairs Council, May 2011.

- **Faculty Approval Process** as developed by the Wyoming Community Colleges Academic Affairs Council, Spring 2012.
- **Promoting Quality: State Strategies for Overseeing Dual Enrollment Programs**, *National Alliance of Concurrent Enrollment Partnerships* (<http://www.nacep.org/research-policy/>)

Note to Readers: This manual is designed to provide the guidance and procedures on the left of each page. To the right is a shaded area that contains references to statutes, additional resources and explanations that relate to the text on the left. Those interested are encouraged to use these materials, as well as the handbooks and other references located on the WCCC website, to develop dual and concurrent enrollment programs or to supplement existing programs.

III. Legal Mandate

Wyoming law states “Each school district board of trustees **shall**, in conjunction with the University of Wyoming, community college district boards of trustees or other post-secondary education institution accredited by recognized and accepted accrediting agencies, make post-secondary education options programs pursuant to this section reasonably **accessible to eligible students.**” *W.S. 21-20-201(h), 2010, Postsecondary Education Options Program (PEOP)*

The Wyoming legislature also required:

- Development of the consensus process that produced the minimum education standards.
- Annual reporting of student enrollment and completion data by high schools, community colleges and the University of Wyoming.
- Annual reporting of revenue and expenditure data by high schools, community colleges and boards of cooperative education (BOCES) and boards of cooperative higher education services (BOCHES).
- College Courses completed by high school students meet or exceed the secondary school core standards; regardless of the method of delivery of the college course (on-line, face -to-face, or via webcam)

Note: Each school district has the option of weighting of credit of concurrent enrollment courses as college level from a 4 point to 5 point.

SEA 52 (2010), Section 2

In the 2010 Budget Session of the Wyoming Legislature, Senate Enrolled Act (SEA) 52 became law. W.S. 21-20-201(a), (e), and (h) were amended.

Section (a) provides that that the boards of Wyoming school districts, community colleges, and the University of Wyoming **shall**:

“ . . . **enter** into an **agreement** whereby students resident of the participating district may attend post- secondary education programs offered by the university or a participating community college. Effective for the 2011-2012 school year and each school year thereafter, the post-secondary education enrollment options agreement **shall comply with minimum educational standards** defined by the commission in consultation with the department of education, community colleges and the University of Wyoming, including post-secondary education enrollment options provided by means of distance education. . . .”

IV. SEA 52: Dual and Concurrent Enrollment Program Policies

The following statewide processes, procedures, and required components for the high schools and postsecondary institutions participating in the dual and concurrent enrollment programs were developed through the work of consultants to the legislature who surveyed and evaluated current programs and legislation. Their work became the basis of a consensus building process that created a blue-ribbon program for all high school students in Wyoming. The consensus group of stakeholders also relied on the advice of the **Wyoming Department of Education** (WDE), the guidance of the **Wyoming Community College Commission** (WCCC), and the members of the **Wyoming Community Colleges Academic Affairs Council** who wrote the statewide memorandum of understanding.

Further information on the consensus building process can be found above; see the resource list for **Implementing SEA 52: Improving Equity and Access to Quality Dual and Concurrent Enrollment Programs through Consensus Building**. *A Report to the Wyoming Community College Commission and the Joint Education Committee, Wyoming State Legislature, January 2011.*

SEA 52 (2010), Section 2

(a) The community college commission shall conduct discussions to develop consensus on state seamless K-12 and post-secondary education programs with relevant stakeholders.

Results of this discussion shall be used for developing state policy and guidelines for programs:

(ii) Providing high school students an opportunity to earn at least twelve (12) college credits . . .

V. Statewide Memorandum of Understanding (MOU)

The **Postsecondary Education Options Program (PEOP)** Act requires an agreement or memorandum of understanding between a Wyoming school district board of trustees and a Wyoming community college district board of trustees or the University of Wyoming in order for students to enroll in postsecondary education options programs.

The law requires that these agreements comply with minimum educational standards defined by the Wyoming Community College Commission and include the common elements of eligibility, quality and student performance, communication, student support services and transferability. The statewide MOU must include the following components:

1. A definition of dual or concurrent enrollment
2. The purpose of the agreement
3. A process to approve faculty when applicable
4. Student eligibility requirements
5. Standards for enrollment in technical and transfer courses
6. A process for collaboration between secondary and postsecondary institutions addressing tuition and fees, textbooks and college resources
7. A listing of concurrent enrollment courses that could be offered during the term of the agreement
8. The term of the agreement
9. A process for renewal of the agreement.

Current MOUs are filed with the Wyoming Community College Commission.

Statewide MOU

Wyoming community colleges believe that concurrent enrollment programs ensure that more high school students are prepared for college or careers upon graduation, reduce the time associated with completing a postsecondary credential, provide opportunities for those who did not know that they were “college material,” facilitate successful completion of college courses, and align and fortify the curriculum options that are available to prepared high school students.

VI. Criteria

The following topics have been identified as essential elements for the development and management of a quality dual and concurrent enrollment program. They are compiled from both the MOU and the legislation.

- A. Uniform State-Wide Student Eligibility
- B. Quality: Course Content
- C. Quality Faculty Approval
- D. Program Coordination
- E. Communication Tuition and Fees
- F. Textbooks and Materials
- G. Grading and Attendance Requirements
- H. Distance Education
- I. Data Collections
- J. Revenue and Expenditure
- K. Renewal of Agreement

A. Uniform Statewide Student Eligibility

The following are the **only** eligibility requirements for students taking dual and concurrent courses; these requirements apply to both career/technical and academic transfer classes. High schools, community colleges, the university or BOCES/BOCHES **cannot** impose additional eligibility requirements.

Wyoming high school students are accepted into a dual or concurrent enrollment course if they meet all the following criteria.

- The student meets the course entrance requirements and/or the prior course work required by colleges before enrolling in a particular course.
- The student has the permission of a high school official. With that approval the high school confirms that the student is academically ready for the college course.
- The student has permission from their parent(s) or guardian(s) and a designated school official.

Wyoming Statute

W.S. 21-20-201(a) states: "...eligibility requirements for program participation shall be based upon criteria established by the university or the community college in collaboration with the department of education, which address the high school grade level, uniform prior curricula requirements, academic achievement levels and national examination performance indicators." (References to the "commission" are to the Wyoming Community College Commission.)

W.S. 21-20-201(h), 2012 states: "Each school district board of trustees **shall**, in conjunction with the University of Wyoming, community college district boards of trustees or other post-secondary education institution accredited by recognized and accepted accrediting agencies, make post-secondary education options programs pursuant to this section **reasonably accessible to eligible students.**"

B. Quality: Concurrent Enrollment Course Content

The responsibility for the quality of college courses offered through dual and concurrent enrollment programs in Wyoming is vested in the higher education institutions. The community colleges and high schools must collaborate to develop the expectation of college level work and courses that deliver rigorous content. The community colleges will oversee the courses to assure that the college standards are met.

- College faculty members and high school teachers shall engage in yearly discussions to assure use of equivalent syllabi, assignments, and end-of-course assessments as those used in courses taught on campus.
- College faculty members and high school teachers must address common expectations and review student work on a regular basis.
- Courses shall be reviewed annually to assure quality.

C. Quality: Concurrent Enrollment Faculty Approval

High school faculty must be approved by the community colleges to teach concurrent enrollment courses. Recommended minimum credentials for high school faculty consistent with Higher Learning Commission (HLC) accreditation have been developed by the Academic Affairs Council of the community colleges.

- High school faculty teaching concurrent enrollment courses are adjunct college faculty.
- The community colleges will review the high school teacher's qualifications according to the same standards used for all other adjunct faculty at the college.
- Faculty employment forms and transcripts must be submitted to the appropriate office at the community college.
- Where there is a demonstrated need for flexibility in the credential process, an exception may be granted if the exception is based on demonstrated proficiency in the discipline, commitment to complete graduate education or appropriate certification.

Statewide MOU: Program Quality

The college shall require:

1. Collaboration with individual high schools to develop plans for providing dual or concurrent courses to meet the needs of their students and to ensure quality.
2. Classes taught in high schools use the equivalent syllabi, assignments, and assessments as those used in courses taught on campus.
3. College faculty responsible for concurrent courses collaborate with high school concurrent course teachers and review student work on a regular basis.
4. Annual review of course agreements to assure quality.

D. Program Coordination

Each college/high school partnership is required to have a contact person responsible for oversight of the program in both the college and the high school.

- Each college/high school partnership shall provide a liaison to coordinate advisement, course schedules, regular and standardized communications, course transferability, and support services.
- Each college/high school partnership will coordinate support services that include, but are not limited to, tutoring, technical assistance, library resources, counseling, advising and peer support.
- All support services at the colleges and at the high schools shall be set forth in a memorandum of understanding and shall include services for those taking online courses.
- Each high school will provide a designated official/liaison to serve as the point of contact on matters related to concurrent enrollment.
- Officials/liaisons will coordinate all paperwork for the dual and concurrent programs, including Wyoming Department of Education (WDE) requirements, course summary forms, and student registration.
- Officials/liaisons for the college will communicate with high school faculty and students, assist college personnel in implementation of electronic course evaluation, and assist with such other coordination issues as necessary for implementation of the enrollment program.
- The high school liaison will assure that each student and parent signs the Community College-High School Dual/Concurrent Registration Form and that they discuss student responsibility and transfer of credits.

Statewide MOU

This information is part of the statewide MOU for dual and concurrent enrollment; the items listed are vital to a successful partnership between the postsecondary institutions and the high schools.

E. Communication

Community colleges, the University and high schools will develop public information plans to inform board members, students, teachers, parents, and guardians of the opportunities for education through dual and concurrent enrollment courses. It is recommended that schools develop comprehensive brochures, and websites and involve the media.

Parents and students will come to understand that dual and concurrent programs allow all students to:

- Choose a career pathway to guide them through the dual and concurrent enrollment programs.
- Earn college credits before high school graduation.
- Know about available support services such as tutoring.
- Experience the rigorous nature of college level work and expectation.
- Transition efficiently and successfully from secondary to post-secondary education institutions.
- Achieve high levels of academic success in college without remediation.

SEA 52 (2010), Section 2

(E) Communication mechanisms established for participating parents and students.

F. Tuition and Fees

Wyoming Statutes provide that agreements between the school districts and the colleges or University shall establish that any fees covered by the agreement are assessed to the school district for student participation. The agreement shall also set a payment schedule and arrangements to facilitate payment and collection of the fees. See W.S. 21-20-201(d). Students, parents or guardians do not pay for dual and concurrent enrollment courses.

Wyoming Statute

W.S. 21-20-201(d) sets out the procedures for paying the costs of dual and concurrent enrollment programs.

Students do not pay any of the costs.

G. Textbooks and Materials

The agreements between school districts and the colleges or University shall address, as part of established fees, the costs of textbooks, materials or equipment purchased for the concurrent course. The colleges and the University **shall not** directly assess or collect any fees from the participating students, parents or guardians for the textbooks, materials, student services or any fees otherwise assessed and collected for the students attending the institution. See W.S. 21-20-201(d).

Students will have access to all the standard support services that any college student has available. See the section on coordination of programs.

H. Grading

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed for recording on the student's college transcript on a 4.0 (A=4.0, B=3. C=2. D=1. F=0) scale.

Section 21-20-201(d) states:

...Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for **textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution.**

Section 21-20-201(f) states:

"If the postsecondary education options program is offered at a facility operated by the university or participating community college which is located at a reasonable distance from the high school. . . **the district may provide for the transportation of the students. . .** The costs incurred by the district under this subsection shall be included as part of the district transportation expenses as used in computing the district foundation program amount used under W.S. 21-13-309.

(g) Nothing in this section prohibits a high school student from taking a college or university course apart from agreements outlined in this section if the student bears the cost.

I. Distance Education

Distance learning is an excellent tool to provide equitable and affordable access in the dual and concurrent enrollment programs. Students in Meeteetse should be able to take the same courses as students in Casper, this is an essential component of an equitable dual and concurrent enrollment program in Wyoming.

To be successful, distance education students must be adequately prepared to take online courses and have a facilitator for support and guidance. Support services are discussed in the guideline on program coordination.

Wyoming Community Colleges and UW through the **Wyoming Distance Education Consortium (WyDEC)** maintains the **Wyoming Course Locator and Support Services (WyCLASS)** for Wyoming's higher education institutions (See <http://wyclass.org/>). This site lists all of the online college courses offered by Wyoming Community Colleges or the University of Wyoming. These courses qualify as dual enrollment options because they are college level content and are taught by college faculty.

School Districts can also refer to the **Chapter 41 Distance Education Rules** that provide for a uniform process for all distance education courses offered by Wyoming school districts. Schools should advise parents and students that only some of the courses available through WSN qualify for concurrent credit.

Wyoming Statute:

In **W.S. 21-20-201(2)(a)**, the WCCC was directed to develop "state policy and guidelines for programs: (iii) Complying with criteria developed by the commission based upon consensus discussions that included representatives of the department of education, community colleges and the University of Wyoming, including post-secondary education enrollment options provided by means of distance education. They prescribe statewide processes, procedures and required components for:

(C) Assuring a technological infrastructure and delivery methods through dual and concurrent enrollment following nationally established best practices".

Section 201(2)(c) states:

In undertaking the consensus discussions and state policy development required under subsection (a) of this section, the community college commission **shall** give consideration to the role provided by **distance education** in developing criteria for providing access to dual and concurrent enrollment courses.

J. Data Collection

Dual and concurrent enrollment courses provide some students and families substantial benefit, but only if the courses truly provide students opportunity to acquire the knowledge and skills necessary for success in subsequent related courses and/or the workforce.

To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in concurrent and dual coursework, high school graduation, success in subsequent academic coursework, persistence of post-secondary programs toward certificate and/or degree completion will be collected.

There is a standardized data reporting process through the Wyoming Community College Commission (WCCC) and the Wyoming Department of Education (WDE) to provide the statutorily required data; reporting occurs annually.

SEA 52 (2010), Section 2

The commission is directed to develop “state policy and guidelines for programs:

(iii) Complying with criteria developed by the commission based upon consensus discussions, which prescribe statewide processes, procedures and required components for:

(K) Data reporting and collection instruments and requirements providing the basis for program monitoring and evaluation.

Subsection (b) of Section (2), states:

“A major component of state policy developed under subsection (a) of this section shall include the establishment and maintenance of a data system compiling student enrollment, completion and outcome information for high school and post- secondary education dual and concurrent enrollment programs. Efforts shall be coordinated with the transcript center within the department of education, and the longitudinal data collection effort under the Hathaway student scholarship program pursuant to 2008 Wyoming session laws, chapter 95, section 901.”

K. Revenue and Expenditure Reporting

The WDE and the Wyoming Community College Commission will facilitate reporting for revenue and expenditures by September 1 of each year. This will involve bringing together the key technical individuals from the school districts, community colleges, and BOCES/BOCHES to determine how to develop the required report using the available data. The WDE Data Advisory Group will provide technical assistance.

Wyoming Statute

Section 21-20-201(1)(e) states: “A student participating in the program shall be counted within the average daily membership of the resident school district as defined under W.S. 21-20-201(a)(i) and concurrently by the participating higher education institution for its full-time equivalent enrollment count. Effective September 1, 2012, and each September 1 thereafter, any school district or institution participating in an enrollment options program agreement under this section, including any board of cooperative educational services established under W.S. 21-20-104 and involved in the program, shall file a report with the community college commission on student participation and completion and on revenues and expenditures attributable to program activities for the immediately preceding school year. The report shall be based upon policy and guidelines developed by the statewide discussions conducted pursuant to section 2 of 2010 Senate File 39 as enacted into law. Not later than October 1 of each school year, the commission shall report to the joint education interim committee, the community colleges, the department of education and the University of Wyoming on statewide program revenues, expenditures and student participation and completion.”

L. Renewal of Agreement

Agreements between school districts and community colleges and/or the University will be reviewed and renewed on an annual basis or when either the community college, the University or a school district desire renegotiation.

Postsecondary Education Options Program State Law

The following is the Postsecondary Education Options Program state law in its entirety. Highlighted sections are components of current law and contain important information that has not been discussed above because it was not amended by either SEA 52, 2010, or Consensus Group discussions. They are highlighted here because the purpose of this manual is to provide comprehensive information regarding the statute which enables full understanding and compliance by school districts, colleges and the University of Wyoming.

ARTICLE 2 - WYOMING POSTSECONDARY EDUCATION OPTIONS PROGRAM

21-20-201. Agreement between districts and post-secondary education institutions required; student participation; credits; financial arrangements; transportation; accessibility; required annual reporting.

(a) To provide a post-secondary education enrollment options program under this section, a Wyoming school district board of trustees and a Wyoming community college district board of trustees or the University of Wyoming shall enter into an agreement whereby students resident of the participating district may attend post-secondary education programs offered by the university or a participating community college. Effective for the 2011-2012 school year and each school year thereafter, the post-secondary education enrollment options agreement shall comply with minimum educational standards defined by the commission in consultation with the department of education, community colleges and the University of Wyoming, including post-secondary education enrollment options provided by means of distance education. Additional student eligibility requirements for program participation shall be based upon criteria established by the university or the community college in collaboration with the department of education, which address the high school grade level, uniform prior curricula requirements, academic achievement levels and national examination performance indicators.

(b) An eligible student may, according to the agreement between the school district and the university or community college, enroll in a postsecondary education program offered at:

(i) The university, a community college, an off-campus center or at a site meeting safety and accessibility requirements under the instruction of a faculty member;

(ii) A higher education center which is part of a college outreach cooperative education services agreement entered into by one (1) or more community college districts and one (1) or more school districts under W.S. 21-20-104; or

(iii) A high school or other facility maintained by the participating district, under the instruction of a certified teacher employed by the district or by a faculty member of the institution entering into an agreement with the district.

(c) A student participating in a postsecondary education enrollment options program pursuant to this section shall upon successfully completing any course offered under the program, receive credit by the resident school district which shall be counted towards the graduation requirements of the district.

Evidence of successful completion of each course, the secondary credits granted and a statement that the credits were earned through program participation shall be part of the participating student's records maintained by the district. In addition, the participating student shall receive postsecondary credit for any course successfully completed under the program.

(d) The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection. Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution.

(e) A student participating in the program shall be counted within the average daily membership of the resident school district as defined under W.S. 21-13-101(a)(i) and concurrently by the participating higher education institution for its full-time equivalent enrollment count. Effective September 1, 2012 and each September 1 thereafter, any school district or institution participating in an enrollment options program agreement under this section, including any board of cooperative educational services established under W.S. 21-20-104 and involved in the program, shall file a report with the community college commission on student participation and completion and on revenues and expenditures attributable to program activities for the immediately preceding school year. The report shall be based upon policy and guidelines developed by the statewide discussions conducted pursuant to section 2 of 2010 Senate File 39 as enacted into law. Not later than October 1 of each school year, the commission shall report to the joint education interim committee, the community colleges, the department of education and the University of Wyoming on statewide program revenues, expenditures and student participation and completion.

(f) If the postsecondary education options program is offered at a facility operated by the university or participating community college which is located at a reasonable distance from the high school at which a participating student is enrolled, the district may provide transportation of the student between the high school and the location at which the program is offered. Costs incurred by the district under this subsection shall not be included as part of the district transportation expenses as used in the computing the district foundation program amount under 21-13-309.

(g) Nothing in this subsection prohibits a high school student from taking a college or university course apart from agreements outlined in this section if the student bears the cost.

(h) Each school district board of trustees shall in conjunction with the University of Wyoming, community college district boards of trustees or other post-secondary education institutions accredited by recognized and accepted accrediting agencies, make post-secondary education options programs pursuant to this section reasonably accessible to eligible students.

SEA 52, 2010, Section 2:

ORIGINAL SENATE
ENROLLED ACT NO. 52, SENATE
SIXTIETH LEGISLATURE OF THE STATE OF WYOMING 2010 BUDGET SESSION

ENGROSSED FILE NO. 0039

Section 2.

(a) The community college commission shall conduct discussions to develop consensus on state seamless K-12 and post-secondary education programs with relevant stakeholders. For purposes of this section, relevant stakeholders include representatives from the Wyoming community college commission, the seven (7) community colleges and the University of Wyoming, including administrators, faculty and board members, the department of education, school districts including administrators, teachers and counselors, and representatives of students and parents. Results of this discussion shall be used for developing state policy and guidelines for programs:

(i) Bridging high school and post-secondary education through concurrent and dual enrollment;

(ii) Providing high school students an opportunity to earn at least twelve (12) college credits in addition to coursework meeting high school graduation requirements;

(iii) Complying with criteria developed by the commission based upon consensus discussions, which prescribe statewide processes, procedures and required components for:

(A) Determining program participation through statewide uniform eligibility requirements;

(B) Establishing and maintaining quality of courses offered through dual and concurrent enrollment programs;

(C) Assuring a technological infrastructure and delivery methods through dual and concurrent enrollment following nationally established best practices;

(D) Assembling required articulation agreements between high schools and post-secondary institutions pursuant to W.S. 21-20-201;

(E) Communication mechanisms established for participating students and parents;

(F) Student support services;

(G) Parameters governing the use of weighted grades;

(H) Establishing common student performance standards and expectations and establishing measures of student outcomes;

(J) Course transferability between participating districts and post-secondary institutions;

(K) Data reporting and collection instruments and requirements providing the basis for program monitoring and evaluation;

(M) Reporting and accountability of funding sources available to districts and post-secondary education institutions for program provision.

(b) A major component of state policy development under subsection (a) of this section shall include the establishment and maintenance of a data system compiling student enrollment, completion and outcome information for high school and post-secondary education dual and concurrent enrollment programs. Efforts shall be coordinated with the transcript center within the department of education, and the longitudinal data collection effort under the Hathaway student scholarship program pursuant to 2008 Wyoming session laws, chapter 95, section 901.

(c) In undertaking the consensus discussions and state policy development required under subsection (a) of this section, the community college commission shall give consideration to the role provided by distance education in developing criteria for providing access to dual and concurrent enrollment courses. For this purpose, the commission shall coordinate efforts with the university, community colleges and the Wyoming switchboard network administered by the department of education.

(d) The community college commission may contract with appropriate persons and organizations to conduct the consensus discussions required under subsection (a) of this section and to assist with work necessary to establish policies and processes addressing issues identified in paragraphs (a)(i) through (iii) of this section. Progress on consensus discussions and policy development shall be periodically reported to the joint education interim committee, culminating in a final report to the committee to be submitted on or before January 1, 2011, which shall be comprised of policy recommendations on issues identified in this section, together with necessary enabling legislation. Broad public involvement shall be documented within the report, which shall serve as a basis for development of uniform policy on dual and concurrent enrollment programs.

(e) One hundred fifty thousand dollars (\$150,000.00) is appropriated from the school foundation program account to the community college commission for the period commencing upon the effective date of this section, and ending June 30, 2011. The commission shall expend monies appropriated under this section to conduct consensus discussions and to develop policy and processes specified under this section. The commission may use monies appropriated under this section to contract with appropriate persons and organizations as authorized under subsection (d) of this section.

**Concurrent and Dual Enrollment
MEMORANDUM OF UNDERSTANDING**

**Between _____ College
and
_____ School District**

DEFINITIONS

Concurrent Enrollment

Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, completion of these college courses simultaneously satisfies high school graduation requirements. These courses are college courses and as such must have equivalent course content, learning objectives, and work assignments as an existing college course. Course content and learning objectives are equivalent to the related college course as determined and defined by the college faculty.

High school faculty teaching concurrent enrollment courses will be considered adjunct faculty for the purposes of the college. Adjunct faculty teaching concurrent enrollment courses are approved by the college and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative for issues such as student records, grades, and other student or learning issues. Because of these requirements, all concurrent enrollment courses that may be offered during the term of this MOU shall be listed in the Course Offerings section.

Because it is a college course, the student will be graded consistently with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college. The students will receive a grade on the official college and high school transcripts.

Dual Enrollment

Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor and in which the high school agrees to allow high school graduation credit.

Because it is a college course, the course will typically be delivered on the college's academic calendar and schedule; students and the local high school may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript, as well as the official high school transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or compressed video.

Because Dual Enrollment courses do not require the same amount of collaboration, it is not necessary to list all dual enrollment courses that will be offered during the term of the agreement.

Jump Start

Jump Start courses are classes taught at the college that are not required for high school graduation purposes. Such courses are considered enrichment to a student's educational pathway in providing seamless transition to advanced post-secondary programs of study. The cost of all fees and textbooks for Jump Start courses are the student's responsibility. Also, all costs of additional course work beyond the terms of this MOU are the student's responsibility.

PURPOSE

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post-secondary education.**
 - Establish a partnership to support student success.
 - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
 - Ensure that the high school faculty and students are informed of the rigor of college courses.
 - Ensure that more high school students are prepared for college-level work upon graduation.

- **Serve as an access point for students who otherwise are unlikely to attend college.**
 - Reduce the time associated with completing a postsecondary credential.
 - Provide opportunities for those who did not know that they were “college material.”
 - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
 - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.

- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
 - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state's global economy.

COURSE OFFERINGS

All concurrent enrollment courses that may be offered during the term of this agreement are listed below, along with the name of the approved instructor:

1. Example: ENGL 1010 – English Composition
Approved Faculty Name:

FACULTY APPROVAL

High school faculty who teach concurrent enrollment courses are college adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other college adjunct faculty who teach a specific course. All employment forms and transcripts must be submitted through the appropriate office.

A faculty credential approval process, consistent with college accreditation, requirements and needs for flexibility in exceptional circumstances will be developed. Exceptions shall be based upon demonstrated proficiency in the discipline, progress toward graduate education, or appropriate certification.

STUDENT ELIGIBILITY

1. Be seniors, juniors, and/or have the permission of a high school official; and,
2. Have permission from their parent(s) or guardian(s) and a designated school official; and
3. Meet course entrance requirements and/or prior course work required before enrolling in a particular course.

Note: No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.

PROGRAM COORDINATION & QUALITY

Each partnership shall provide a liaison between the high school and college with responsibilities for coordinating advisement, arranging course schedules, regular and standardized communications, course transferability, and support services.

The high school will provide a designated official at the high school to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to) coordination of appropriate paperwork (WDE requirements, course summary form, student registration, etc.), act as communication liaison for college with faculty and students, assist college personnel in implementation of electronic course evaluations, etc. The designated high school official will also assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent enrollment course will result in a college grade on a college transcript and a high school grade on a high school transcript. The concurrent course grade will contribute to that student's College/university GPA.

The college shall require:

1. The Wyoming community colleges will collaborate with individual high schools to develop plans for providing dual or concurrent courses to meet the needs of their students and ensure quality.
2. A concurrent enrollment course is the college course. Classes taught in high schools use the equivalent syllabi, assignments, and end-of-course assessments as those used in courses taught on campus.
3. The college faculty responsible for concurrent courses collaborate with high school concurrent course teachers and review student work on a regular basis.
4. Colleges will review course agreements annually to assure quality.

TUITION AND FEES

By WS 21-20-201, if there is a concurrent and dual enrollment agreement, students cannot be charged.

As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Therefore, the school district agrees to pay the tuition for all students enrolled in concurrent enrollment

based on the final class roster issued on or about midterm of the current semester.

TEXTBOOKS AND MATERIALS

The high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *“Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution.”*

COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. Services include: (provide list)

GRADING

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale for the college/university transcript.

DISTANCE EDUCATION

Ongoing collaborations between UW, community colleges, school districts, WDE, and WyDEC should continue regarding technological infrastructure and distance delivery methods to improve access to quality dual and concurrent enrollment courses.

DATA COLLECTION AND ANALYSIS

Concurrent and dual enrollment courses provide some students and families substantial benefit, but only if the courses truly provide students opportunity to acquire the knowledge and skills necessary for success in subsequent related courses and/or the workforce. To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in concurrent and dual enrollment coursework, high school graduation, success in subsequent academic coursework, persistence of post-secondary programs toward certificate and/or degree completion may be collected. Wyoming community colleges and the University of Wyoming have common course names and numbers which may facilitate data analysis. Courses numbered identically, i.e., ENGL 1010, offered students at schools, community colleges and UW will be included in any assessments and analysis. Any data and/or results will be, by request, to educational providers, educational researchers, and governmental entities with an appropriate rationale.

Renewal of Agreement: This agreement will be renewed on an annual basis.

School Contact

X:

Date:

College Contact

X:

Date:

