

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY C-8

GUIDELINES FOR COLLEGE COURSES FOR HIGH SCHOOL STUDENTS

Section 1. General

- 1.1. Scope – Policy regarding basic guidelines and standards for offering of college courses for high school students at BridgeValley Community and Technical College (BridgeValley).
- 1.2. Authority – W. Va. Code §§18B-1-1A; 18B-1B-6; West Virginia Council for Community and Technical College Education Series 19
- 1.3. Effective Date—July 12, 2013

Section 2. Purpose

- 2.1. Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development and quality of life of the state and its citizens. Among these goals is a statutory provision (W. Va. Code §18B-1-1A) which states that more opportunities should be available for advanced high school students to obtain college credit prior to high school graduation.

This policy details the responsibilities of BridgeValley regarding early enrollment programs in matters of curriculum, selection of faculty, quality control, admission, setting tuition/fees, and accountability.

Section 3. Principles

- 3.1. In support of providing opportunities for high school students to obtain college credit prior to high school graduation, early enrollment opportunities shall be designed to follow these principles:
 - 3.1.a. Expand access to college;
 - 3.1.b. Increase the rate of students enrolling in college;
 - 3.1.c. Increase student success in college;
 - 3.1.d. Enhance college affordability.

While additional programs exist for high school students to obtain college credit, this rule applies to opportunities for early enrollment in college courses. Clarification and definition(s) of existing college credit options are provided in order to distinguish these early enrollment opportunities.

3.2. Definitions for reporting purposes.

3.2.a. College credit opportunities which will be counted as credit hours attempted and/or earned for early enrollment reporting purposes are those course sections that are delivered primarily to eligible high school students. The local high school will decide if high school credit will be offered for these courses.

3.2.b. The following college credit opportunities will not be counted for early enrollment reporting purposes:

3.2.b.1. EDGE (Earn a Degree, Graduate Early);

3.2.b.2. The College Board Advanced Placement Classes;

3.2.b.3. CLEP Examinations;

3.2.b.4. Articulated Credit;

3.2.b.5. Campus Based Courses Not Offered Primarily for High School Students.

Section 4. Courses

4.1. Any early enrollment course must meet the same rigorous standards as those required for on-campus instruction. Such standards are essential for maintaining institutional accreditation by the Higher Learning Commission of the North Central Association and for assuring institutional credibility. Courses must utilize college-approved syllabi, texts, assignments and assessments. Faculty for these courses will be evaluated by college personnel using the same processes as for other college faculty. BridgeValley must facilitate communication between the appropriate academic department and the early enrollment faculty member to assure quality.

4.2. Courses will be limited to lower division undergraduate courses which are jointly agreed upon by BridgeValley and the high school.

4.3. Attendance in college courses offered in high schools will be limited to those students registered for college credit.

Section 5. Faculty

- 5.1. Faculty teaching early enrollment courses must meet the minimum faculty credential requirements as specified by BridgeValley and as approved by the Department Chair and by the Vice President of Academic and Student Affairs of BridgeValley that will grant the credit.
- 5.2. BridgeValley shall assign adjunct/part-time faculty status to high school teachers who teach college courses in the high school. Employment of any early enrollment adjunct/part-time faculty must be consistent with any institutional, statewide and regional accreditation standards for employment of adjunct/part-time faculty.

Section 6. Admissions

- 6.1. High school students desiring to enroll in a college credit-bearing course must apply for early enrollment admission status and meet all early enrollment admission requirements for BridgeValley.
- 6.2. Students must meet all course requirements and prerequisites. In addition to meeting these requirements, all students who enroll must have the approval of the high school principal.
- 6.3. Opportunities for early enrollment are for students of junior and senior status in the high schools. Any exception must be approved by the Vice President of Academic and Student Affairs at BridgeValley.
- 6.4. Alternative admission requirements may be applicable for specific statewide academic initiatives.

Section 7. Tuition/Fees

- 7.1. High school students enrolled in early enrollment courses in the high schools will be assessed tuition/fees consistent with BridgeValley's approved fee structure. Alternatively, to make college courses more accessible to high school students, the institution may establish a special tuition structure for high school students as provided in Section 7.2 of this rule.
- 7.2. Special tuition for high school students established by any West Virginia public higher education institution must be set, at a minimum, at three-fourths of the rate of the lowest regular off-campus rate established by any West Virginia public higher education institution. All high school students must be charged the special tuition or the regular tuition/fees approved for the institution granting the credit. BridgeValley may not use its own resources to pay any student's assessed tuition/fees. Except for tuition/fee waivers in third party sponsored agreements, no tuition/fee waivers are to be granted.

Section 8. School Reimbursement and Credit Hour Accrual

- 8.1. Early enrollment courses will be taught by full-time or adjunct/part-time faculty members of BridgeValley.
- 8.2. When a high school teacher teaches an early enrollment course during the regular public school day BridgeValley may reimburse the high school/county board of education for the instructor's service.
- 8.3. Consistent with the Council for Community and Technical College Education and the Higher Education Policy Commission policies, credit hours generated by high school students registered in college classes will accrue to BridgeValley.

Section 9. Accountability

- 9.1. BridgeValley offers college level courses for or in West Virginia high schools must maintain a record of the courses and enrollments for such courses and submit any reports of college courses for high school students as deemed necessary.
- 9.2. BridgeValley will submit reports in compliance with requirements set forth by the specifications of the WV Data Policy Advisory Council, the Council for Community and Technical College Education, and the Higher Education Policy Commission.
- 9.3. BridgeValley will designate an individual who will be responsible for coordinating and reporting early enrollment opportunities for high school students. BridgeValley will provide contact information for this person by July 1 of each academic year.