

Lake Region State College Policy and Procedure Manual

SECTION 900.10

DUAL CREDIT AND HOMETOWN UNIVERSITY

Outreach Program Information

The Office of Continuing Education coordinates outreach credit programming for Lake Region State College's Devils Lake campus. This includes all courses delivered via distance technology, such as online and video conferencing, as well as courses delivered off-campus. In addition, the Office coordinates all non-credit courses.

Lake Region State College employs an outreach coordinator at the Grand Forks Air Force Base Educational Center to coordinate courses housed on the Air Force Base and the Cavalier Air Station. This coordinator works closely with the Director of Continuing Education.

This Policy Manual will cover procedures and policies, specifically for the Hometown University and Dual Credit programs.

Hometown University

Hometown University is an opportunity for students to take entry-level college courses within or near the local or hometown community. Adults who wish to continue or begin a college career or high school students who have completed 14 hours of high school credit may enroll. Offerings depend on availability of qualified faculty and enrollment.

Dual Credit

The dual credit program allows eligible high school juniors and seniors to take college courses and earn high school credit once the college work has been completed. The student who successfully completes College Composition I will earn 3 college credits and ½ high school unit. There are approximately 54 high schools partnering with the College to offer dual credit to their students.

Students who are college bound and academically able can reap these benefits:

- More gradual transition into college
 - Investment of study time which serves two purposes
 - challenging course-work option for gifted students
 - Cost-effective way to invest in credits while still living at home
 - Potential to shorten the duration of campus-based study
 - Possible early registration privilege at degree-granting institution

Program Coordination

The Office of Continuing Education will work with a designated contact person to arrange all details of outreach courses. The designated contact person can be a high school administrator, area coordinator, or part-time instructor. The College assumes the high school principal is the main contact for administrative decisions, such as scheduling, textbook orders, etc., when setting up the details of courses taught in the high school for dual credit.

Outreach Course Approval

The Office of Continuing Education must approve all courses before offered through the Dual Credit or Hometown University Programs for Lake Region State College. The request for course approval can be initiated through the Office of Continuing Education.

- Dual Credit courses taught in the high school are initiated when the high school principal files a Dual Credit Program Course Request Form.
- Hometown University courses are initiated when an area coordinator, high school administrator or an instructor calls the Office of Continuing Education.

Course sections may not be combined. Each course section must be requested independently for approval and for scheduling purposes. Some course sections are limited to specific enrollment caps. If a course will exceed the recommended enrollment cap listed below, the administrator should contact the Office of Continuing Education to discuss circumstances. Please consider the following enrollment caps when scheduling courses:

COMM 110 Fundamentals of Public Speaking	21
ENGL 110 College Composition I	24
ENGL 120 College Composition II	24
All lab sciences	20
Computer Courses	Limited to number of computers/ one computer for each student enrolled

The instructor and person who initiated the request will be informed of the class number for the course. Enrollment can begin after approval has been granted and enrollment forms have been sent to the local contact person or notification that the class has been created in Campus Connection.

Dual Credit for Online or Campus Courses

Students who would like to earn dual credit for courses offered online, on the Devils Lake campus, Cavalier Air Station or Grand Forks Air Force Base must file all appropriate enrollment forms. The Office of Continuing Education and the high school administrator must approve dual credit enrollment prior to course registration. Standard registration and billing policies will be followed. Lake Region State College may not grant college credit to students who have not completed the appropriate forms with the College.

Dual Credit Restrictions

1. The Department of Public Instruction does not permit one-credit courses to be offered for dual credit.
2. The College may limit course offering to general education courses that are lower level courses. Exceptions to this policy will be granted by the Vice President of Academic and Student Affairs.
3. Dual Credit enrollees must verify that prerequisite requirements are met prior to enrolling.

High School Dual Credit Policy

LRSC Office of Continuing Education must have a copy of the school district's Dual Credit Policy on file prior to course approval and/or enrollment authorization. It is the responsibility of the high school principal to submit this form.

High School Dual Credit Memorandum of Understanding

A memorandum of understanding (MOU) will be mailed to the high school principal to verify the agreement of dual credit, college courses taught at the high school. The MOU must be signed by the principal and returned to the Office of Continuing Education within three weeks of the start of a Dual Credit class. The MOU can be amended if changes are made to the academic schedule.

Video Conferencing Courses

Outreach sites that would like to partner with LRSC to deliver courses (or other events) over the statewide network, STAGEnet, must have the following items in place prior to delivery:

Equipment

- T1 Line Access
- H.323 equipment (must be certified by ITD)
- Fax Machine
- Copy Machine
- Telephone access with long distance capability

Staffing

- Scheduling Contact Person-to handle all room and equipment scheduling
- Technical Coverage-to run equipment and troubleshoot during events or classes. For credit classes, the technician cannot be enrolled in the credit class.

Student Textbook Orders Made by the High School or Area Coordinator

If the school district is supplying the books for the students, the administrator must contact the Bookstore Manager directly. The school district's account will be charged and a bill sent directly to the school.

The Bookstore carries all textbooks needed for classes offered in Devils Lake, at the Grand Forks Air Force Base Campus, online, dual credit, and Hometown University. The Bookstore also supplies needed items, such as pens, pencils, notebooks, and art supplies. In addition, the Bookstore carries a large line of clothes and novelty items with the LRSC logo.

Students enrolled in any course at LRSC can order books by phone, email, online, or in person through the LRSC Bookstore. Simply contact the Bookstore Manager at 1-800-443-1313 ext. 1538 or (701) 662-1538. LRSC Online Bookstore is available at www.bookstore.lrsc.edu.

Instructor Leave of Absence

If the instructor of a college course must be away from the classroom for more than one week, the high school principal, area coordinator, or the instructor must call the Director of Continuing Education to discuss the circumstances and make arrangements for suitable substitution during the time of leave. In some cases, the substitute instructor may need to apply for approval to teach for LRSC and must meet with a departmental faculty member from the Devils Lake campus. Meetings may be arranged by phone or videoconferencing.

Instructional Stipend

The instructional stipend is \$590 per credit.

In order for LRSC to reimburse the full amount, the course must meet the minimum enrollment requirements:

Minimum Enrollment Requirements for Full Stipend

2 Credit Course	6 Enrollees
3 Credit Course	5 Enrollees
4 Credit Course	5 Enrollees
5 Credit Course	5 Enrollees

Minimum Enrollment Requirements to Run a Class

2 Credit Course	2 Enrollees
3 Credit Course	1 Enrollee
4 Credit Course	1 Enrollee
5 Credit Course	1 Enrollee

Please refer to the Instructional Stipend Worksheet for more detailed calculations.

A partial stipend will be granted for courses with fewer than the minimum number of enrollees for full stipend. The partial stipend schedule is based on tuition revenue minus the \$400 administrative fee.

A part-time instructor or a high school administrator may opt to deny a contract with a partial stipend. The Office of Continuing Education must be informed immediately when the decision is made. The decision must be made no later than the first day of class. The Office of Continuing Education will send official notification to all students registered for the course. We have adopted this process to accommodate communities with smaller enrollments.

Hometown University Area Coordinator Reimbursement

Area coordinators for the Hometown University program will be paid according to original agreement, once official course enrollments are completed.

Student Eligibility, Enrollment & Payments

The Dual Credit and Hometown University Programs are designed for students in grades 11 and 12, who are interested in pursuing a higher education certification or degree, and are academically able. High school students must hold a 2.0 GPA or higher in the high school courses taken in the selected course area, in order to register for dual credit. Students may not register for more than 11 credits per semester.

High school administrators may make exceptions for students who do not meet the criteria by completing the Dual Credit Program Special Permission to Register Form available from the Office of Continuing Education. The form requires the approval of both the high school principal and the instructor teaching the course.

Each student must submit all enrollment forms and payments to the Office of Continuing Education. This includes the following:

- An application for admission, unless previously submitted to LRSC
- To register, a signature on the Batch Registration Form or through Campus Connection
- To drop, a Continuing Education Registration Form
- The North Dakota Dual Credit Enrollment Application, if applicable

- Payment for application fee, tuition and course fees
- Special permission form, for students who do not meet listed eligibility requirements

All forms must be complete and contain the appropriate signatures or they will be returned for completion. This will likely delay official registration.

The principal or superintendent may invite adult students to enroll in a college class taught at the high school; however the course will not be advertised to the public. Hometown University courses are open to the public, as well, and will be advertised and promoted as such.

Please remind students an official college transcript is generated from registration in any LRSC credit course and the grade will be a permanent part of the student's college academic record.

High School Students Not Enrolled for Dual Credit

The college does not encourage students who are not registered for college credit to participate in college courses. It is recommended that high school administrators set up a schedule that encourages only the enrollment of students who wish to earn college credit.

If this is not possible, we require the high school to collect a Dual Credit Waiver Form from each student who chooses not to enroll for college credit. The form requires the student, parents and instructor to recognize the student will not earn Lake Region State College credit for the course, even though the student will be expected to meet all college requirements and use college texts. The Waiver Form should be sent directly to the Office of Continuing Education.

History

Administrative Council Approved 07/31/24