

Dual Enrollment Policies and Procedures Manual



MISSISSIPPI DELTA
COMMUNITY COLLEGE

Adapted from the
Procedures Manual for the
State of Mississippi
Dual Enrollment
Accelerated Programs
2023-2024

Table of Contents

| | |
|---|----|
| Overview and Definition | 3 |
| What is a Dual Enrolled Student? | 3 |
| What is a Dual Credit Student?..... | 3 |
| Dual Credit Pathways..... | 3 |
| College and Career Pathways | 3 |
| Early College High School Programs (State Guidelines)..... | 3 |
| Eligibility Requirements and English/Math Placement Procedures for Dual Enrollment and Dual Credit... 4 | |
| Academic Eligibility | 4 |
| Career and Technical Education Eligibility..... | 4 |
| English and Math Placement/Accuplacer..... | 5 |
| SREB Guidelines (Essentials for College Math and College Literacy)..... | 5 |
| Other Advising Guidelines Concerning Placement | 5 |
| Articulation Agreement | 5 |
| Federal Guidelines Pertaining to Dual Enrollment | 5 |
| SACSCOC Dual Enrollment Policy Statement | 6 |
| Dual Credit Course Requirements..... | 6 |
| Course Offerings | 6 |
| Course Fees..... | 7 |
| Course Enrollment and Withdrawal Procedures | 7 |
| Enrollment During Summer and Holiday Sessions..... | 7 |
| Methods of Offering Dual Enrollment Courses..... | 7 |
| Faculty/Instructor Qualifications | 7 |
| Academic..... | 7 |
| Career and Technical | 8 |
| MDCC’s Instructor Approval Process..... | 8 |
| Faculty/Instructor Support..... | 8 |
| Appendix A – Early College High Schools and Middle College Programs | 9 |
| Appendix B – Dual Enrollment-Dual Credit Program Articulation Agreement..... | 10 |
| Appendix C – CTE DE Course Offerings Condition and Information/Agreement..... | 12 |
| Appendix D – SACSCOC Dual Enrollment Policy Statement..... | 15 |
| Appendix E – Academic Offerings by Institution/CTE Offerings by Institution..... | 17 |
| Appendix F – Dual Enrollment Letter of Intent..... | 19 |
| Appendix G – Letter Confirming Letter of Intent and Follow-up..... | 20 |
| Appendix H – Verification Form/Approval by Parent-Guardian/Statement of Financial Responsibility.... | 21 |
| Appendix I – Dual Enrollment Teacher Information Form..... | 24 |
| Appendix J – Dual Enrollment Instructor Approval Process | 25 |
| Appendix K – Dual Enrollment Instructor Approval Form | 26 |

Notice of Non-discrimination Statement

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Christopher Lee, Dean of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Darla Poole, Counselor, 662.246.6361 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

Overview and Definition

Mississippi Code of 1972: 37-15-38 established dual enrollment and dual credit programs for high school and postsecondary credit. The purpose of the Dual Enrollment and Credit Program is to offer structured opportunities for qualified high school students to simultaneously enroll in college courses at Mississippi (public) Institutions of Higher Learning (IHLs) or Mississippi Community or Junior Colleges (CJCs) that provide pathways leading to academic or career technical postsecondary credit.

What is a dual enrolled student?

A dual enrolled student is a student who is enrolled in a community college or junior college or state institution of higher learning while enrolled in high school. The student receives postsecondary credit for coursework.

What is a dual credit student?

A dual credit student is a student who is enrolled in a community college or state institution of higher learning while enrolled in high school. The student receives both high school and postsecondary credit for coursework regardless of the course location (high school campus, postsecondary campus, or online). One three-hour postsecondary course is equal to one high school Carnegie unit. Four-hour postsecondary lab science course(s), either in a four-hour combined format or three-hour lecture plus one-hour matching lab format, is equal to one high school Carnegie unit.

Dual Credit Pathways

College and Career Pathways (CCP)

1. A CCP allows a high school student to take courses aligned to a chosen program of study.
2. Students must work with their high school counselor to complete their Individual Success Plan (ISP) and choose a program of study that leads to: a. an industry-recognized certificate; b. an AA/AS/AAS degree; or c. a bachelor's degree.
3. High school counselors are encouraged to utilize the Mississippi Articulation and Transfer Tool (MATT) to ensure students select dual enrollment/credit courses applicable to their program of study.
<https://matttransfertools.com>
4. Students may change their program of study with the approval of the high school principal or his/her designee.

Early College and Middle College High School Programs (State Guidelines)

1. An ECHS is a small, independent high school located on a partnering college campus or a location other than a traditional high school campus. Students enter as high school freshmen, with a goal of earning both a high school diploma and an associate degree or 62 hours of college credit.
2. A MCP is a school or district-level dual credit/dual enrollment program in which high school juniors or seniors attend a portion of the day at the high school and a portion at a postsecondary institution. Districts provide a transitional counselor and closely monitor student progress.
3. K12 districts interested in creating an ECHS or MCP with a postsecondary partner must apply through the Mississippi Department of Education Districts of Innovation process in the Office of Secondary Education.
4. IHL institutions must notify the IHL Office of Academic and Student Affairs (OASA) of intent to establish an ECHS or MCP program. See **Appendix A** for more information on ECHS or MCP Programs.

5. MDCC will work with any institution or school district one-on-one who may be interested in exploring Early or Middle College.

Eligibility Requirements and English/Math Placement Procedures for Dual Enrollment and Dual Credit

Students must maintain a minimum 2.0 college GPA to remain eligible for participation in subsequent semesters.

Academic Eligibility

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be classified as a junior or higher;
 - b. Have a minimum overall high school GPA of 3.0 on a 4.0 scale; and
 - c. Obtain an unconditional written recommendation from his/her high school counselor, principal.

OR

 - a. Have a minimum high school GPA of 3.0 on a 4.0 scale;
 - b. Earned a minimum composite ACT score of 30 or the equivalent SAT score; and
 - c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - Be classified as a sophomore or higher;
 - Have a minimum overall high school GPA of 2.0 on a 4.0 scale; and
 - Obtain an unconditional recommendation from school administrator/ counselor or CTE instructor.

****Eligibility requirements were reviewed and affirmed by the Chief Academic Officers of the MS Institutions of Higher Learning and the MS Community and Junior Colleges and the Career-Technical Officers Association.***

English and Math Placement

The ACT sub score determines placement. The test that all Mississippi community colleges use to challenge the placement is the **Accuplacer** test.

| ACT English Sub Scores | | ACT Math Sub Scores | |
|----------------------------------|-------|----------------------|-------|
| Beginning English and Reading | 1-13 | Beginning Algebra | 1-15 |
| Intermediate English and Reading | 14-16 | Intermediate Algebra | 16-18 |
| English Composition I | 17+ | College Algebra | 19+ |

Students desiring to place in a higher level from the level that their ACT sub score indicates, must do the following **BEFORE** the first day of class:

1. Call Kristy Bariola, Library Services Director and Testing Coordinator (662) 246-6378 and set up a test date and time. Her email is kbariola@msdelta.edu.
2. Go to the Business Office and pay a \$5 test fee for each test they wish to take.
3. Bring the receipt and a photo ID with them to the Student Success Center of Learning when they come to take the test.

4. Take the test. Their scores will be available after they finish testing, so they will know if they are able to place at a different level. Scores will also be placed in Banner.
5. STUDENTS MAY ATTEMPT THE ENGLISH AND THE MATH THREE TIMES EACH REGARDLESS OF THE TESTING LEVEL. A student must wait 24 hours before retesting.

SREB (Essentials for College Math and College Literacy) Guidelines

A student who has met the following requirements for High School Essentials for College Literacy (SREB Literacy Ready) and Essentials for College Math (SREB Math Ready) will be allowed to enroll in ENG 1113 English Composition I or MAT 1313 College Algebra.

- Took the course in the 12th grade
- Had an English/Math ACT subscore of 15-18 prior to enrollment
- Completed the course with an 80 or above

Successful completion of these requirements will allow the student to move straight to Composition I and bypass Intermediate English and to College Algebra and bypass Intermediate Algebra.

Other Advising Guidelines Concerning Placement

- A student must make a **C in Beginning English and Reading** to advance to Intermediate English and Reading and a **C in Intermediate English and Reading** to advance to English Comp I.
- A student must make a **C in Beginning Algebra** to advance to Intermediate Algebra and a **C in Intermediate Algebra** to advance to College Algebra.

Articulation Agreement

A board approved Articulation Agreement between the LEA (Local Educational Agency) and Mississippi Delta Community College shall be established prior to student participation in a dual enrollment or dual credit program. A copy of MDCC's Articulation Agreement is in **Appendix B**. A separate Articulation Agreement will be signed for any participating Career-Technical program and will also include the Course Offerings Conditions and Information and the Course Offerings Agreement located in **Appendix C**.

Federal Guidelines Pertaining to Dual Enrollment

1. If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.
2. High school students with a disability wishing to participate in dual enrollment or dual credit must follow the postsecondary procedures for the Americans with Disabilities Act (ADA). Postsecondary institutions require students with a disability to identify themselves with the postsecondary institution. The representative for MDCC is: Ms. Darla Poole, Boggs-Scroggins Enrollment Services, Room 318, Moorhead, MS
dpool@msdelta.edu, (662) 246-6361.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Dual Enrollment Policy Statement

In June 2018, the Southern Association of Colleges and Schools - Commission on Colleges (SACSCOC) issued a dual enrollment policy statement to ensure postsecondary institutions are in compliance with the SACSCOC Principles of Accreditation.

K12 districts and postsecondary partners should work together to ensure all dual enrollment programs are in compliance with the SACSCOC Dual Enrollment Policy Statement. (See **Appendix D** for complete statement).

Dual Credit Course Requirements

1. All academic standards of the postsecondary institution must apply to college level courses offered by the postsecondary institution whether on-campus, off-campus, online, or at secondary schools.
2. Dual credit courses offered in high schools must:
 - a. Duplicate the course offering, including course content and course requirements, delivered on-campus;
 - b. Employ identical or comparable assignments and grading criteria as courses delivered on-campus;
 - c. Have the same level of academic rigor and comparable standards of evaluation as that of its campus-based equivalent; and
 - d. Must be approved by the on-campus post secondary education faculty in the appropriate academic discipline to include the **syllabus, textbook(s), teaching methodology, and student assessment strategies**.
3. Postsecondary institutions shall communicate with the high schools to which they provide dual credit courses regarding:
 - a. Scheduling of courses;
 - b. Compliance with statewide dual credit policy;
 - c. Identification and resolution of problems that occur; and
 - d. Evaluation of each dual credit course.

Course Offerings

1. Academic dual credit courses are limited to the IHL and CJC approved course offerings list. Note that all courses may not be available at each institution. Final course offerings and course approval is dependent upon each institution. MDCC's approved academic course offerings list may be found in **Appendix E**.
2. A student may not enroll in more than 7 hours per semester. No student may acquire more than a total of 26 dual enrollment credit hours from MDCC during their high school career.
3. Dual credit Career-Technical course offerings are determined by MDCC and will be evaluated on a school by school basis. CTE course offerings are found with Academic course offerings in **Appendix E**.
4. Early and Middle College High Schools are exempt from the approved course offerings list.
5. K12 Districts must refer to MDE guidelines for dual credit as it relates to the Mississippi Public Accountability Standards.
6. MDCC fall schedules are decided in March prior to the beginning of the semester and spring schedules are decided in October prior to the beginning of the semester. If a commitment is needed from one of MDCC's instructors, MDCC needs to be notified by these dates if an instructor is needed or an instructor that is typically used by the high school is not needed so MDCC can adjust its schedule accordingly.
7. Articulation agreements between institutions are not considered dual enrollment/credit partnerships. For example, completion of certain high school courses can articulate upon admission or transfer to a postsecondary credit.

Course Fees (Current fees posted on MDCC's web site under Paying for College)

1. Students will be charged a per credit hour Dual Enrollment fee for academic or career-technical dual enrollment courses taken in the fall and spring semesters of their Sophomore (CTE only), Junior, and Senior years.
2. Dual Enrollment fees are only applicable to fall and spring courses of the Sophomore (CTE only), Junior and Senior years only. Dual Enrollment students must pay the regular part-time tuition rate for other terms such as summer and holiday interim.

Course Enrollment and Withdrawal Procedures

1. Students must complete all enrollment applications for the dual enrollment/credit program. The applications include completing both college and high school required documents. The MDCC Dual Enrollment Coordinator will send a letter of intent the semester prior to the semester of enrollment in order to properly plan. A sample letter of intent may be found in **Appendix F**. A sample follow-up letter requesting student information may be found in **Appendix G**. A verification form must be completed by the school and can be found in **Appendix H**. Also included in **Appendix H** is the FERPA Consent Form. The follow-up letter will also request that a Teacher Information form be completed which is located in **Appendix I**. Also included in **Appendix I** is the FERPA Consent Form.
2. K12 Districts shall create a course withdrawal procedural check list for students and parents utilizing the withdrawal procedures from MDCC.
3. The Dual Enrollment Coordinator from MDCC will announce class withdrawal deadlines to the high school counselors.

Enrollment During Summer and Holiday Sessions

1. Dual Enrollment fees are only applicable to fall and spring courses of the Sophomore (CTE only), Junior and Senior years only. Dual Enrollment students must pay the regular part-time tuition rate for other terms such as summer and holiday interim.
2. Students will not be allowed to take summer courses any sooner than the summer before their junior year and must meet eligibility requirements.

Methods of Offering Dual Enrollment Courses

1. MDCC instructor teaching on a MDCC campus (subject to instructor availability).
2. MDCC instructor teaching on a high school campus (subject to instructor availability).
3. K12 instructor approved and hired by MDCC to teach on a high school campus (only option for CTE courses).
4. K12 instructor approved and hired by MDCC to teach on a MDCC campus.
5. Students may enroll in a MS Virtual Community College online course with MDCC.

Faculty/Instructor Qualifications

Academic

1. High school instructors of dual credit courses are adjunct instructors of the postsecondary institution providing dual credit. As for any postsecondary course, high school instructors of dual credit courses shall meet the faculty qualification requirements outlined by the postsecondary institution and must comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements.
 - a. Instructors shall possess a master's degree in the discipline or subfield in which they teach.
 - b. Instructors with a master's degree in a discipline or subfield, other than that in which they are teaching, must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they are teaching.

- c. Certain course offerings may require additional or specific qualifications not outlined in section a or b. Faculty qualifications are determined by the partnering postsecondary institution.
- d. K12 Districts must receive instructor approval from the partnering postsecondary institution prior to scheduling students for dual enrollment courses. **(See MDCC's specific approval process below)**

Career and Technical

1. Postsecondary institutions may employ career and technical program instructors who meet the same credentials that MDCC Career and Technical instructors must meet. A Faculty Credentialing manual is posted on the MDCC web site under Human Resources.

MDCC's Instructor Approval Process

1. **See Appendix J for an outline of MDCC's Dual Enrollment Instructor Approval Process.**
2. Upon receiving the letter of intent from the school counselor and the Teacher Information form from the follow-up letter, the Academic DE Coordinator will prepare the Instructor Approval Form (the top part with basic information) and give to the affected department chair. The Department Chair will check to see that the application of employment and the college transcript of the instructor are in the Office of Human Resources, and will proceed to complete the entire approval form/checklist (**Appendix K**) after calling or visiting the instructor. The Department Chair will either grant approval/disapproval on the form. The original is taken to Human Resources to be placed in the personnel files. **It is the responsibility of the Department Chair to call the instructor and let them know if he or she has been granted approval or not.** For CTE instructors, the CTE DE Coordinator will complete this process.
3. Once approved, the Department Chair and their respective Administrative Assistant will place the courses on the schedule. The CTE DE Coordinator will coordinate the placement of the courses for their courses.

Special Note: Instructors approved to teach for Mississippi Delta Community College are considered adjunct instructors and may not teach more than nine (9) hours per semester.

Faculty/Instructor Support

1. New instructors must participate in orientation activities provided by MDCC.
2. In order to assure the comparability of a dual credit course offered at the high school by a high school instructor with the corresponding on-campus course, academic and career-technical departments at MDCC shall provide instructors of dual credit courses with:
 - a. Opportunities to discuss concerns and share information with other faculty and MDCC;
 - b. Access to appropriate professional development opportunities; AND/OR
 - c. Mentoring offered either exclusively to dual credit instructors or to both campus-based faculty and dual credit instructors.
3. Off-campus instructors shall be evaluated regularly in accordance with established MDCC policies and procedures.
 - a. Regular on-site course evaluations at the high school shall occur.
 - b. Annual reports of student performance and feedback shall also be utilized and analyzed with respect to the continuation of the dual credit instructor.

Early College High Schools and Middle College Programs

The State Board of Education is authorized to approve districts of innovation for the purposes of improving students' educational performance. Districts of innovation shall be provided flexibility from selected board regulations, Title 37, Mississippi Code of 1972, and local school board policies for school administrators, teachers and staff to meet the diverse needs of students. Early College High Schools (ECHS) and Middle College Programs (MCP) are considered examples of such innovative practices.

1. An ECHS is a small, independent high school located on a partnering college campus or a location other than a traditional high school campus. Students enter as high school freshmen, with a goal of earning both a high school diploma and an associate degree or 62 hours of college credit.
2. A MCP is a school or district-level dual credit/dual enrollment program in which high school juniors or seniors attend a portion of the day at the high school and a portion at a postsecondary institution. Districts provide a transitional counselor and closely monitor student progress.
3. K12 districts interested in creating an ECHS or MCP with a postsecondary partner must apply through the Mississippi Department of Education Districts of Innovation process in the Office of Secondary Education.
4. IHL institutions must notify the IHL Office of Academic and Student Affairs (OASA) of intent to establish an ECHS program.

Consult MS Code 37-179.1 and MS Code 37-179.3 for complete information.

DUAL ENROLLMENT-DUAL CREDIT PROGRAM ARTICULATION AGREEMENT

BETWEEN

_____ SCHOOL DISTRICT AND _____ COLLEGE

In furtherance of our mutual objectives to enhance and improve educational opportunities for students in Mississippi, and in accordance with Mississippi law, the _____ School District (henceforth known as “the school district”) and _____ College (henceforth known as “the college”) enter into this articulation agreement on the following terms.

This dual enrollment/credit program may include courses taught at the college as well as courses taught at district high schools. In all cases, courses offered for dual credit will meet the content standards of the faculty of the college, as well as meet the curriculum requirements mandated by the Mississippi Department of Education. The college will have final approval of all instructors of courses for which college credit will be awarded.

Students enrolled in the school district and admitted to this dual enrollment/credit program will be eligible to enroll in all courses offered by the college for which they qualify. Students participating in this program may be required by the college to meet prerequisites for college courses. Additionally, students may be required to demonstrate that they are enrolling in courses at the appropriate instructional level. Most commonly, course placement is accomplished through a review of ACT scores, high school transcripts, and completion of placement tests. The college will determine prerequisites and appropriate placement test criteria for college courses. The school district will determine prerequisites for receiving dual credit.

To facilitate student participation in this program and to ensure that this program meets student needs, the following steps will be taken:

- **Notification:** Students who are eligible to participate in this program as well as their parents will be made aware of the option to participate during each registration period.
- **Definitions:**
 - A **Dual Enrolled Student** is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.
 - A **Dual Credit Student** is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.
- **Participation:** High school students who are interested in program participation should contact the designated dual enrollment/credit liaison at their school. The liaison will advise interested students of the eligibility requirements and the procedure for enrolling in the dual enrollment/credit program. Program participation will

require submission to the college of a completed application for admission. Once formally admitted to the college, students will register for the dual enrollment/credit classes.

- **Eligibility Criteria: Academic Eligibility.** To be eligible for enrollment, a high school student must meet the following criteria: be classified as a junior or higher; have a minimum overall high school GPA of 3.0 on a 4.0 scale; and obtain an unconditional written recommendation from his/her high school counselor, principal **OR** have a minimum high school GPA of 3.0 on a 4.0 scale; earned a minimum composite ACT score of 30 or the equivalent SAT score; and obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility. To be eligible for enrollment, a high school student must meet the following criteria: be classified as a sophomore or higher; have a minimum overall high school GPA of 2.0 on a 4.0 scale; and obtain an unconditional recommendation from school administrator/ counselor or CTE instructor.

Note: A student must meet these requirements for EACH semester he/she is enrolled.

- **Evaluation:** All courses and programs offered by the college will meet the standards established as part of the institution's SACS accreditation as well as any other specialized accreditations that may apply.
- **Cost:** Tuition charges and other costs for college courses are the responsibility of the parents or legal guardians of participating students unless these costs are covered by grants, scholarships, or the school district. Regardless of the source of payment, all levied charges and fees must be paid directly to the college. Student grades will not be released to the school district until all student debts are paid in full. Tuition charges for students participating in this program will be reviewed annually and, if changes are made, notice will be given to the school district before classes begin. Students are responsible for acquisition of textbooks.
- **Transportation:** Students, their parents or legal guardians are responsible for arranging transportation for courses taught at sites away from the high school campus.

Once ratified, this agreement shall remain in effect until further notice. Cancellation of, this agreement may be effected by either party by giving 30 days written notice to the other. No changes may be made to the conditions of this agreement without the written consent of both parties.

Agreed to this _____ day of _____, 20_____

College President

Date

High School Superintendent

Date



Career-Technical-Dual-Enrollment-Course-Offerings
Conditions-and-Information
Effective-August-2023

- Any-course-agreements-are-between-the-partnering-high-school-and-MDCC.·There-is-no-guarantee-that-the-student-will-receive-credit-at-a-sister-institution.
- In-order-to-meet-state-curriculum-requirements,·a-certain-number-of-lecture-hours-and-lab-hours-must-be-met-just-as-MDCC-must-meet-the-same-hour-requirements.·Lab-and-lecture-hours-vary-by-course.
- Charges-for-the-23-24-school-year-are-as-follows:



| | | |
|------------------|-------|--|
| Three-hour-class | \$135 | |
| Four-hour-class | \$180 | |



- MDCC's-Canvas-course-must-be-used-for-navigating-the-course.
- Pay-for-the-instructor-will-be-based-on-the-current-scale-and-will-be-paid-according-to-the-number-of-credit-hours-of-the-course.



Dual Enrollment Career-Technical Class Offering Agreement

Between

_____ SCHOOL DISTRICT and MISSISSIPPI DELTA COMMUNITY COLLEGE.

In furtherance of our mutual objectives to enhance and improve educational opportunities for Career-Technical students in Mississippi, and in accordance with Mississippi law, the _____ School District (henceforth known as “the school district”) and Mississippi Delta Community College (MDCC) (henceforth known as “the college”) enter into this articulation agreement on the following terms.

The School District and the College understand the following terms:

- Any course agreements are between the School District and the College. There is no guarantee that the student will receive credit at a sister college. (Using the example above, another institution is not required to give credit for WLT 1173).
- In order to meet state curriculum requirements, a certain number of lecture hours and lab hours must be met just as MDCC must meet the same hour requirements. Lab and lecture hours vary by course.
- Charges for the courses will be assessed according to the MDCC Board approved advertised fees. The fee schedule for the 22-23 Academic Year is as follows:

| | |
|------------------|-------|
| Three hour class | \$135 |
| Four-hour class | \$180 |

* Charges are subject to change

- MDCC’s Canvas course must be used for navigating the course.
- Pay for the instructor will be based on the current scale and will be paid according to the number of credit hours of the course.

Once ratified, this agreement shall remain in effect until further notice. Cancellation of this agreement may be effected by either party by giving 30 days written notice to the other. No changes may be made to the conditions of this agreement without the written consent of both parties.

Agreed to this ____ day of _____, 20____

| | | |
|---------------------------------------|--|------|
| | | |
| College President | | Date |
| | | |
| High School Superintendent | | Date |
| | | |
| College Vice President of Instruction | | Date |
| | | |
| High School Career-Technical Director | | Date |
| | | |
| College Career-Technical Director | | Date |



*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

DUAL ENROLLMENT

Policy Statement

For SACSCOC purposes, “dual enrollment” refers to courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. This would include such coursework offered at the high school, on the institution’s campus, or via distance education. This also includes programs and courses that may be offered under different names such as “early college,” “dual credit,” or “concurrent enrollment.” The academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery.

Institutions must ensure that their dual enrollment courses and programs comply with the *Principles of Accreditation*. This applies to all such educational programs and services, wherever located or however delivered. In addition, institutions being reviewed should also be prepared to demonstrate clear institutional control over these dual enrollment courses and programs.

Applying the Principles of Accreditation to Dual Enrollment

With the underlying concept that the *Principles of Accreditation* apply to all programs of the institution, regardless of mode of delivery, institutions should consider the following statements in implementing and reporting on dual enrollment programs. Similarly, reviewers should consider these statements when approving or evaluating dual enrollment programs.

Substantive Change

An institution offering dual enrollment ensures appropriate notification and prior approval (if needed) of off-campus instructional sites where dual enrollment courses and programs are offered. Another aspect of dual enrollment that may require notification or approval could be the use of a cooperative academic arrangement to deliver courses. (Please refer to the SACSCOC policy “Substantive Change for SACSCOC Accredited Institutions.”)

Faculty

SACSCOC defines an “instructor of record” as the faculty member qualified to teach the course. This person has overall responsibility for the development and implementation of the syllabus and for issuing grades. With very limited exceptions – particularly in the context of a dual enrollment course taught at a high school – this faculty member will provide direct instruction for the course.

The institution ensures appropriate faculty qualifications for those who provide instruction for dual enrollment courses; these faculty members possess the same academic credentials and/or documented professional experience required by the institution of all of its faculty. Graduate teaching assistants, if they are the instructor of record and providing direct instruction, should meet the same academic and/or professional criteria. In all cases, the institution bears responsibility for documenting and justifying the qualifications of its dual enrollment instructors, and they are included on the Faculty Roster when appropriate for review by a SACSCOC committee. (Please refer to the *Resource Manual*, Standard 6.2.b, for a broader discussion of faculty qualifications.)

An institution offering dual enrollment courses or programs ensures that a sufficient number of full-time faculty members teach and/or provide appropriate oversight for the courses/programs. Materials submitted for review by

SACSCOC explain the nature of faculty oversight that ensures the quality and integrity of the courses offered. The institution has clear criteria for the evaluation of faculty teaching dual enrollment courses and demonstrates the use of these criteria.

Curriculum and Instruction

For all dual enrollment courses offered, the institution employs sound and acceptable practices for determining the amount and level of credit awarded. Course content and rigor of dual enrollment courses are comparable to that of the same courses taught to the institution's other students. Institutions may not offer courses which combine students enrolled in the college course with students who are only receiving high school credit. (Please see the SACSCOC policy "Quality and Integrity of the Undergraduate Degree.")

The faculty assumes primary responsibility for dual enrollment courses. Such oversight ensures both the rigor of programs/courses and the quality of instruction.

Institutional Effectiveness

Dual enrollment students are included within the processes used to ensure the effectiveness of campus programs. If dual enrollment students can earn a credential, then that credential and those students should be part of the institutional effectiveness process of the institution. The institution regularly assesses the effectiveness of its provision of library/learning resources and student support services for dual enrollment.

Library and Learning Resources

Students have access to appropriate library resources, and the institution demonstrates that students are able to use such resources effectively. If the high school is the provider of these materials, the institution establishes the appropriateness of the collections for the courses and programs offered. The institution ensures that its students have access to regular and timely instruction in the use of library and other learning resources.

Academic and Student Support Services

Academic support services are appropriate for the courses and programs offered. Institutions ensure that dual enrollment students are appropriately advised regarding the collegiate curriculum. Student support services are appropriate for dual enrollment students.

Institutions have an adequate and published procedure for resolving written student complaints, and the institution follows its policies and procedures. The institution ensures that its dual enrolled students are appropriately oriented regarding their rights and responsibilities. Documented procedures assure that security of personal information is protected.

Admissions and Transparency

The institution implements appropriate eligibility and placement procedures to ensure that potential dual enrollment students are prepared for college-level courses. Dual enrollment students are usually admitted under exceptions to an institution's published admissions policies, and the institution follows commonly accepted practices in making such exceptions. Advertising, recruiting, and admissions information adequately and accurately represent the programs, requirements, and services available to students.

Statements and other representations regarding the ability to transfer credit earned in dual enrollment programs and courses are accurate and complete. The institution ensures that its registration and transcripting practices for dual enrollment students are consistent with those in effect for all other students.

Facilities

Dual enrollment courses are offered in adequate physical facilities, whether under the control of the institution or under the control of the high school.

Document History

Approved: SACSCOC Board of Trustees, June 2018



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761
 Email: decoordinator@msdelta.edu, Academic DE Coordinator

ACADEMIC COURSE OFFERINGS BY INSTITUTION 2023-2024

You may choose up to a total of 29 CREDIT HOURS from the offerings list below. A total of 38 core hours and 24 elective hours are required for the [62 hour](#) Associate of Arts degree.

Composition (required for AA degree)

- ENG 1113 Comp I ____ 3 hrs.
- ENG 1123 Comp II ____ 3 hrs.

Mathematics (required for AA degree)

- MAT 1313 College Algebra ____ 3 hrs.

Lab Science (8 hours are required for AA degree)

- BIO 1113/1111 Prin Biology I ____ 4 hrs.
- BIO 1123/1121 Prin Biology II ____ 4 hrs.

- PHY 2243/2241 Phy Sci I ____ 4 hrs.
- PHY 2253/2251 Phy Sci II ____ 4 hrs.

Humanities (1 history and 1 lit required for AA degree)

- HIS 1163 World Civ I ____ 3 hrs.
- HIS 1173 World Civ II ____ 3 hrs.
- HIS 2213 US Hist I ____ 3 hrs.
- HIS 2223 US Hist II ____ 3 hrs.
- ENG 2423 World Lit I ____ 3 hrs.
- ENG 2433 World Lit II ____ 3 hrs.

Social/Behavioral Sciences (required for AA degree)

- PSY 1513 Gen Psy ____ 3 hrs.
- SOC 2113 Sociology ____ 3 hrs.

Computer Applications (required for AA degree)

- CSC 1123 Com Aps I ____ 3 hrs.

Public Speaking (required for AA degree)

- COM/SPT 1113 Public Speaking ____ 3 hrs.

Fine Arts (1 is required for AA degree)

- ART 1113 Art Appr ____ 3 hrs.
- MUS 1113 Music Appr ____ 3 hrs.

Other courses approved by the Vice President of Instruction:

- _____ hrs.
- _____ hrs.
- _____ hrs.
- _____ hrs.

Students participating in MDCC dual enrollment through their high school with their high school instructor, will be limited to taking MDCC core courses unless approved by the Vice President of Instruction. A student may be enrolled in other courses through MDCC's eLearning provided the student meets the necessary requirements and with the permission of the MDCC Dual Enrollment Coordinator and the Vice President of Instruction.

**All courses and programs offered by the college will meet the standards established as part of the institution's SACSCOC accreditations as well as any other specialized accreditations that may apply.*

This agreement is in effect for **one year** from date of signing.

College President

Date

High School Superintendent

Date

Notice of Non-Discrimination Statement
 Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu]



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761
Email: hlang@msdelta.edu, CTE DE Coordinator

CTE COURSE OFFERINGS BY INSTITUTION 2023-2024

Your High School MUST have an articulated Secondary Career and Technical Education (CTE) Pathway; for example, in order for you to offer the Welding course, your high school must offer a Welding program.

NOTE: 3 Hours = 1 Carnegie Unit

Agricultural Technology

AGT 1112 – Survey of Agricultural Technology ____ 2 hrs.

Automotive Mechanics Technology

ATT 1214 – Brake Systems ____ 4 hrs.

Business Technology/Admin Office Technology

BOT 2183 - Career Readiness ____ 3 hrs.

Construction Equipment Operations

CEV 1212 – Safety 1 ____ 2 hrs.

Culinary Arts Technology

HRT 1123 – Introduction to the Hospitality and Tourism Industry ____ 3 hrs.

Electrical Technology

ELT 1192-3 – Fundamentals of Electricity ____ 2-3 hrs.

Heating, Ventilation, Air Conditioning and Refrigeration

ACT 1113 – Brazing and Piping ____ 3 hrs.

Industrial Maintenance Technology

IMM 1113 – Industrial Maintenance Core and Safety ____ 3 hrs.

Welding Technology/Welder

WLT 1173 - Intro to Weld & Safety ____ 3 hrs.

Drafting and Design Technology

DDT 1213 – Construction Standards and Materials ____ 3 hrs.

Healthcare Professions

CTE 1332 – Introduction to Health Professions 1 ____ 2 hrs.

Students participating in MDCC dual enrollment through their high school with their high school instructor, will be limited to taking MDCC core courses unless approved by the Vice President of Instruction or CTE courses as listed above. A student may be enrolled in other courses through MDCC's eLearning provided the student meets the necessary requirements and with the permission of the MDCC Dual Enrollment Coordinator and the Vice President of Instruction.

**All courses and programs offered by the college will meet the standards established as part of the institution's SACSCOC accreditations as well as any other specialized accreditations that may apply.*

This agreement is in effect for **one year** from date of signing.

College President

Date

High School Superintendent

Date

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Appendix F



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761

Email: decoordinator@msdelta.edu – Academic Coordinator; hlang@msdelta.edu – CTE Coordinator

**DUAL ENROLLMENT LETTER OF INTENT
FALL 2023**

In order to prepare for our Fall 2023 semester, we need to know the intentions of schools participating in our Dual Enrollment Program. This does not create a contract between the parties but only indicates that your school would like to receive further information concerning our Dual Enrollment Program. Please complete and return the form below to Valerie Willbert, Academic Coordinator or Hope Lang, CTE Coordinator, by **April 15, 2023**. Email is acceptable (listed above).

| | |
|-------------------------|--|
| School: | |
| Counselor's Name | |
| Phone: | |
| Email: | |

Please **choose one or both** of the following options:

_____ We plan to offer our students online classes which are provided by MDCC instructors through the MDCC eLearning program.

AND/OR

_____ We plan to offer classes on our campus (please list the intended teachers and classes. We **MUST** know the number of courses you are planning to offer on your campus. No teacher is allowed to teach more than 9 hours with a maximum of 26 hours taught at your location). **Note: New Teachers planning to teach Dual Enrollment for Fall 2023 must have submitted an Employee Application and Transcripts clearly marked for DE to Waunita Roberts-Jones by April 15, 2023. Previously approved teachers (and newly approved) must submit the Teacher Information Form for approval to their Department Chair by May 1, 2023.** All courses must be taught according to the MDCC syllabus and timeline and use the same textbook as traditional campus classes. No new onsite classes will be created for Fall 2023 after this process but eLearning is always available. A minimum of 5 (preferably 6) students is required for a class to make.

| Teacher | Teacher Contact Phone Number | Teacher Email Address | Course (must be core course) | Estimated Students (minimum of 5 if your instructor; 10 if our instructor) |
|---------|------------------------------|-----------------------|------------------------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signed: _____ Date: _____

Please return to the appropriate DE Coordinator at the address or email listed above.

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Appendix G



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761

Email: decoordinator@msdelta.edu, Academic Coordinator; hlang@msdelta.edu, CTE Coordinator

April 24, 2023

Dear Counselors:

Thank you for completing and returning the Letter of Intent to participate in Mississippi Delta Community College's Dual Enrollment program.

To enroll students in Dual Enrollment, please submit **ORIGINAL COPIES** of the following information for each student by August 11, 2023 (earlier is preferred):

- An official high school transcript (calculated and initialed by the counselor if not provided)
- A completed Dual Enrollment Verification Form
- A completed Application for Admission
- ACT scores if a student has requested College Algebra or English Comp.

All copies above should be mailed/delivered to Valerie Wilbert (Academic DE Coordinator) or Hope Lang (CTE DE Coordinator) at the above address. Faxed copies will not be accepted as they are not original. Also, all information should be COMPLETE. The billing will be sent to the address the student provides unless indicated otherwise by you.

If your school has an Adjunct/Dual Enrollment Teacher who has been contacted by our department chair and been granted approval to teach, he or she will need to complete the enclosed teacher form and return to Valerie Wilbert, Academic DE Coordinator or Hope Lang, CTE DE Coordinator.

Please visit our link on the MDCC website for additional information and copies of the enclosed forms. It may be accessed by going to www.msdelta.edu, Future Students, Dual Enrollment. We look forward to working with you in the coming semester.

Sincerely,

Valerie Wilbert
Academic Dual Enrollment Coordinator

Hope Lang
CTE Dual Enrollment Coordinator

Enclosures: Application
Verification Form
Teacher Form



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761
 Phone: 662.246.6399 • Fax: 662.246.6363

• Email: decoordinator@msdelta.edu, Academic Coordinator; hlang@msdelta.edu, CTE Coordinator

Dual Enrollment Counselor Verification Form

Fall _____ JR _____ Soph (CTE only) _____ New Dual Enrollment Student _____
 Spring _____ SR _____ Other _____ Returning Dual Enrollment _____

High School: _____ GPA: _____
 Student's Name: _____ DOB: _____

Student Street Address: _____ City: _____ State: _____ Zip: _____
 MDCC Student ID: _____ SSN: _____ Carnegie Units: _____ ACT Composite: _____
 Student Email Address: _____ Phone Number: _____

CRITERIA FOR DUAL ENROLLMENT

| Academic Classes | CTE Classes |
|--|---|
| 1. Fourteen (14) core High School units 2. Minimum grade point average of 3.0 on a 4.0 scale 3. Recommendation by the high school principal and/or guidance counselor 4. ACT sub-score of 17 in English to qualify for English Comp I (ENG 1113) 5. ACT sub-score of 19 in Mathematics to qualify for College Algebra (MAT 1313) | 1. Minimum grade point average of 2.0 on a 4.0 scale 2. Student must be a sophomore, junior or senior 3. Recommendation by the high school principal and/or guidance counselor NOTE: Students must meet these requirements for EACH year in which they are enrolled for dual enrollment whether Academic or CTE. |

*****High School counselors MUST send an official transcript, which includes a graduation date, to MDCC to release the college transcript.**

COURSE INFORMATION

| COURSE AND SECTION | COURSE TITLE | CREDIT HOURS | LOCATION | INSTRUCTOR |
|--------------------|--------------|--------------|-----------------------|------------|
| EXA 1234-12 | Example | 3 | Your School or Online | Name |
| | | | | |
| | | | | |

*** Students can take up to 7 hours per semester including Academic and CTE courses combined.**

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ADMISSION AND MUST BE SUBMITTED FOR THE STUDENT TO BE ENROLLED:

1. An official high school transcript (GPA calculated and initialed if not provided)
2. A completed Dual Enrollment Verification Form
3. A completed Application for Admission
4. ACT scores if a student has requested College Algebra or English Comp.
5. FERPA Form

Certification Statement by School: By my signature, I certify that the student named on this document meets the eligibility criteria for dual enrollment at MDCC. I understand that it is the responsibility of the high school to award appropriate Carnegie units toward graduation and to submit a completed high school transcript, which includes a graduation date, to MDCC in order for MDCC to release the college transcript. This letter is submitted to fulfill the written recommendation requirement.

 Printed Name of High School Counselor or other Authorized Personnel Title

 Signature of High School Counselor or other Authorized Personnel Date

Submit completed applications to: MDCC Dual Enrollment Coordinator, P.O. Box 668, Moorhead, MS 38761.

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Approval – Parent or Guardian

- I certify that I am the parent or guardian of the student listed on this form, and that he/she has my permission to enroll in the Dual Enrollment Program at Mississippi Delta Community College.
- I am aware that an authorized representative of this student's school/district **must** submit the Counselor Verification form to ensure that the student meets eligibility requirements for dual enrollment.
- I am aware that an authorized representative of this student's school/district **must** submit the Statement of Financial Responsibility stating what dual enrollment/state testing fees that they will pay for.
 - I am aware that if the school/district is **not** responsible for paying dual enrollment/state testing fees, schools **must** notify parents(s)/guardian(s) of their responsibility to pay all costs.
 - I certify that if the school/district is not responsible for paying dual enrollment/state testing fees, **that I have been notified of my responsibility to pay all costs.**
- I also understand that FERPA regulations apply and my child must submit an Authorization to Disclose Academic Information To Parents form through the Admissions Office in order for me to access his/her educational records.

Printed Name - Parent or Guardian _____

Signature – Parent or Guardian _____

Date _____

Parent Email Address _____

Authorization to Disclose Academic Information To Parents

The Family Education Rights and Privacy Act (FERPA) regulations were revised and republished on November 21, 1996. FERPA set out requirements designed to afford parents and students rights with respect to student educational records. In addition, it puts limits on what information Mississippi Delta Community College can disclose without having received prior consent.

In accordance with the Family Rights and Privacy Act, the undersigned student hereby permits Mississippi Delta Community College to disclose information to his/her parent(s)/legal guardian(s) as listed on this request to enable them to follow the student's progress. This consent shall be valid throughout the student's enrollment, but may be modified or rescinded in writing by the student. Any interruption in the student's enrollment (withdrawal or termination) will void this authorization; however, a new waiver form may be completed by the student should he/she reenroll. Information provided to parent(s)/legal guardian(s) is for their use only and should not be disclosed to third parties without the student's authorization.

Note: Parent or legal guardians of dependent students may, at the college's discretion, receive information concerning the student's enrollment without a student waiver being required. As defined by FERPA, a student is considered dependent if the parent(s)/legal guardian(s) can claim the student as a dependent for income tax purposes.

In accordance with FERPA, Mississippi Delta Community College will disclose to parents information from the educational records of a student provided Mississippi Delta Community College has the written consent of the student. Please sign below and return to the Office of the Admissions and Records if you consent for the College to release to your parents your educational records.

SSN/ID Number _____ Printed Name _____

Student signature _____ Date _____

PLEASE PRINT: Parent/Legal Guardian Name(s) _____

Address _____

City _____ State _____ Zip code _____

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Mississippi Delta Community College Dual Enrollment Program Statement of Financial Responsibility

High School Principals/Counselors, if your school or district is responsible for paying MDCC Dual Enrollment fees, inclusive access required course material fees, books, or State Testing tuition/fees, please provide the following information:

Name of High School/School District: _____

Billing Contact Name/Title: _____

Address: _____
(Street) (City, State, Zip)

Phone: _____ Fax: _____ Email: _____

Name and Signature of School/District Administrator who has the authority to agree to pay for MDCC Dual Enrollment program fees:

(Print Name/Title) (Signature)

(Date)

Please mark all items that your school/district is responsible for paying (prices are for 2021-2022 school year):

| | |
|--|--|
| _____ Dual Enrollment Course Fees (\$135 per 3-hour course/\$180 per 4-hour course) | _____ State Testing Course Tuition/Fees (\$480 per 3-hour course) |
| _____ Books (Costs vary) | _____ Inclusive Access Required Course Material Fees (Costs vary) |

NOTE: If the school/district is not responsible for paying dual enrollment/state testing fees, schools must notify parents of their responsibility to pay all costs. Dual enrolled and state testing students must complete the registration process by the last day to register for Fall (August 15, 2023) and Spring (January 9, 2024) semesters so invoices can be prepared and sent to all high schools/students in a timely manner. All accounts must be paid in full by the Fall deadline of October 16th and the Spring deadline of March 14th or holds will be applied to all unpaid student accounts. Students with holds, will not be able to receive grades, transcripts, or register for additional classes until their accounts are paid in full.

MDCC provides dual enrollment scholarships to cover the cost of tuition at the advertised cost per course, (the scholarship does not pay for dual enrollment fees, state testing course tuition/fees, books, or inclusive access fees) for qualified students. **Dual enrollment scholarships are only available for Fall and Spring semesters – NOT Summer semesters. Students that withdraw or cut out of their classes will lose their dual enrollment scholarship and be responsible for all tuition costs.**

I have been notified by my student's school district that I will be responsible for any fees, books, etc. I understand all conditions above and that payment will be my responsibility.

(Print Parent Name) (Parent Signature)

(Date)

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Appendix I



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761

Phone: 662.246.6399 • Email: decoordinator@msdelta.edu, Academic Coordinator; klang@msdelta.edu, CTE Coordinator

**Dual Enrollment
Teacher Information Form
Fall 2023**

| | |
|-----------------------------------|--|
| Name: | |
| MDCC ID: | |
| Mailing Address: | |
| Cell Phone Number: | |
| Email Address: | |
| High School of Employment: | |
| High School Counselor: | |
| HS Counselor Phone Number: | |

Classes Scheduled to Teach

Term

| | | | |
|------|--|--------|--|
| Fall | | Spring | |
|------|--|--------|--|

| CLASS | SUBJECT | COURSE | TIMES/DAY MEETING *Time must be accurate! | MDCC DEPARTMENT CHAIR |
|-------|---------|--------|--|-----------------------|
| | | | | |
| | | | | |
| | | | | |

This form is only for the purpose of setting up classes for the upcoming semester. As an Adjunct/Dual Enrollment Instructor, you report directly to your MDCC Department Chair. There are several documents that will need to be provided by you to your Department Chair before the first pay period in order for you to be paid correctly; therefore, please remain in contact with them by checking for missed calls, voice mails, and the email account that you provided. Make sure all information is complete. Please return this form to your Department Chair once you have approved the times/dates of instruction. You are only eligible to teach up to 9 hours per semester.

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Dual-Enrollment, P.O. Box 668, Moorhead, MS 38761
Phone: 662.246.6399 • Fax: 662.246.6363

✉ Email: decoordinator@msdelta.edu, Academic Coordinator; hlang@msdelta.edu, CTE Coordinator

Dual-Enrollment and State Testing Dual-Enrollment Instructor Approval Process

1. → Dual-Enrollment Coordinator will send out a letter to high school counselors explaining the criteria for dual enrollment and have instructors interested in teaching complete a letter of intent. To begin the process, the teacher must immediately complete the Application for Employment (notate at the top "Dual-Enrollment and for which High School"). Send the application and college transcript to the current Human Resources Director. After a brief time to process, the teacher should contact the director at 246-6390 to see if all has been received. Once received, the instructor should contact the appropriate department chair:
Business/Computers—Teresa Webster—twebster@msdelta.edu; English—Dawn Herring—dherring@msdelta.edu; Fine Arts—Jennifer Woodard—jwoodard@msdelta.edu; Math & Science—Elizabeth Scrivner—escrivner@msdelta.edu; Social Sciences—Allyson Lofton—alofton@msdelta.edu; CTE courses—Suzanne Thompson—sthompson@msdelta.edu; CTE course if a Health Science course—Patricia Kelly—pkelly@msdelta.edu
2. → In the meantime, upon receiving the completed letter of intent and the teacher information form from the school counselor, the Academic Dual-Enrollment Coordinator will place the teacher contact information and requested courses to teach on the Dual-Enrollment Instructor Approval Form. The Department Chair checks the credentials of the instructor in the Office of Human Resources. CTE will verify that all course objectives are in alignment with the corresponding CTE course and will check the credentials of the instructor.
3. → The Department Chair/CTE-DE Coordinator completes the entire approval form/checklist after calling or visiting the instructor. The Department Chair/CTE-DE Coordinator will either grant approval/disapproval on the form. The original is taken to Human Resources to be placed in the personnel files. The Department Chair/CTE-DE Coordinator keeps a copy of the approval form. **It is the responsibility of the Department Chair to call the instructor and let them know if he or she has been granted approval or not.**
4. → Upon completing the Instructor Approval form and granting approval, the respective Administrative Assistants may begin the process of placing the course on the schedule. In some cases it may be best for the department chair to work with the counselor on a time to offer the course as well as verify the length of the course. The Department Chair/CTE-DE Coordinator should be in possession of the Teacher Information form but again, may want to verify with the HS counselor.
5. → The Department Chair/CTE-DE Coordinator remains in contact with the instructor the remainder of the semester for payroll forms, FAQ's, Banner log-in trouble, attendance, etc.

Appendix K

Return original completed form to:
Human Resources

Return copy to:
Dual Enrollment Coordinator

B

Instructor Approved _____
Instructor Not Approved _____



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761

*Email: decoordinator@msdelta.edu, Academic Coordinator; hlang@msdelta.edu, CTE Coordinator

Dual Enrollment Instructor Approval Form

| Instructor Contact Information | |
|-----------------------------------|--|
| Instructor Name: | |
| Instructor High School: | |
| Instructor Contact Number: | |
| Email: | |
| Semester/Year Requested to Teach: | |

| Courses Requested to Teach/Estimated Enrollment | |
|---|----------------------|
| Course | Estimated Enrollment |
| | |
| | |
| | |

| Department Chair/Program Coordinator Checklist | |
|--|-----|
| Item | (X) |
| Checked with HR to see that application is current (within one year if there is a lapse in employment) | |
| Checked with HR to see that Certification of Credentials is current | |
| Informed instructor to see HR for in person e-Verification and complete required paperwork. Gave deadline to make an appointment with HR. Explained that instructor should bring two forms of ID for the e-Verification. | |
| Informed instructor of their approval/disapproval | |
| Informed Dual Enrollment Coordinator of their approval/disapproval (if instructor is not approved, stop here, sign the form, and make comments on next page) | |
| Counseled the instructor on the use of MDCC Department syllabus | |
| Counseled the instructor on the use of MDCC textbook and the fact that it is REQUIRED | |
| Counseled the instructor on the importance of timely communication | |
| Counseled the instructor on the importance of reporting the class time correctly and that they will be evaluated by the department chair using the said time | |
| Counseled the instructor that his/her attendance at the August Adjunct/Dual Enrollment Faculty meeting is expected | |
| Counseled the instructor about recording timely attendance in Banner | |
| Counseled the instructor on mandatory use of Canvas and apprised him/her of upcoming training | |
| Secured Dual Enrollment Teacher Information form from the DE Coordinator | |

Department Chair/Program Coordinator

Date

Comments-on-Disapproval ¶

¶