

West Virginia Board of Education  
**Approval of County Dual Credit Policy**

Official request for approval by West Virginia Board of Education (WVBE) for \_\_\_\_\_ County's Dual Credit Policy per WVBE Policy 2510, 5.4.g.3. (Please see page 33 of High School *Guidance Document* for suggested guidelines for policy development.)

All local policies must be submitted to the West Virginia Department of Education (WVDE) on or before June 1, of the current year so that dual credit may be awarded for the upcoming school year. Upon approval by the WVBE, the policy itself will not need to be resubmitted unless it changes.

***The local policy must specifically affirm that a Dual Credit Course (a course that provides students both high school and college credit) shall meet both the specified course content standards for the high school course and the college course requirements.***

County Contact Person \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

County Office Mailing Address  
\_\_\_\_\_

The policy was placed on a public comment period from \_\_\_\_\_ to \_\_\_\_\_.

The policy was approved by the \_\_\_\_\_ County Board of Education on  
\_\_\_\_/\_\_\_\_/\_\_\_\_\_.

- Please attach electronic copy of official board agenda and minutes
- Please attach electronic copy of dual credit policy
- Please attach course syllabus for each dual credit course

\_\_\_\_\_  
Name of Person Submitting the Policy

\_\_\_\_\_  
Title of Person Submitting the Policy

\_\_\_\_\_  
Signature of Person Submitting the Policy

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date Submitted

**Submit this form and required attachments to:** Robert Joey Wiseman, Executive Director of the Office of Middle/Secondary Learning at [rjwisema@k12.wv.us](mailto:rjwisema@k12.wv.us).

## Dual Credit Policy Template

**Scope of Policy** – to establish procedures for the awarding of dual credits at the secondary level, as authorized by WVBE Policy 2510: Assuring the Quality of Education: Regulations for Education Programs.

5.4.g.3. County boards of education shall adopt a policy that allows students to earn credit for completion of college courses and other advanced courses outside the school setting. If these courses, including dual credit courses, are used to meet graduation requirements, the county policy and alignment documentation must be reviewed by the WVDE and approved by the WVBE.

**Dual credit course development** - engages secondary and postsecondary teachers of the content area and administrators to determine alignment of the content standards for both the secondary and postsecondary course. The instructor of the dual credit course must provide adequate opportunities for the secondary course content standards to be delivered in the dual credit course. The course syllabus must address both the secondary and postsecondary content.

West Virginia Higher Education Policy Commission (WVHEPC) Series 19 (<http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=27377&Format=PDF>) must be consulted when developing dual credit courses to ensure compliance with HEPC requirements.

The dual credit course syllabus must provide for 180 days of instruction, clarifying student assignments on dates when college may not be in session, how missed days of instruction at the secondary level will be handled when the college is in session, etc.

### Definitions:

**Dual Credit Course** – A course that provides students both high school and college credit. Such a course must meet both the specified course content standards and objectives for secondary offering and the college course requirements. Dual credit courses may be delivered at the high school, on the college campus, another site not located at the high school or college campus, in a virtual environment, or through a combination of these delivery methods.

**Provision for student to recover a “traditional” credit** if the dual credit is not earned

**How (when and where) the dual credit will be delivered:**

**How the dual credit will be assessed and graded** – what grading scale is used – college or high school; if the college awards the grade, the grading scale may differ from that of Policy 2150 Section 5.4.d Uniform Grading.

**Will the dual credit course be used as a substitute for a required course for graduation?** If yes, the policy must state the courses impacted. If the dual credit course will only be used for elective credit, it is not necessary to identify the specific courses.

**Who pays the tuition? Cost of college text?**

## **Other Issues Related to Dual Credit**

### **Communication with students and parents:**

Provision that postsecondary education institutions, other than the one that will award the dual credit, may not recognize the dual credit.

**Course Syllabus** - Providing detailed information (i.e. syllabus) that shall include the nature of the course, expectations and requirements. Course requirement information must include course prerequisites, admission requirements, course content, grading policy, attendance requirements, course completion requirements, information on adding and dropping courses, tuition and other costs associated with the dual credit course, and other relevant course information.

### **WVEIS Course Codes for Scheduling**

Dual credit courses must list the appropriate 4 digit course code for which high school credit is being given. Dual credit courses must also use an "X" in the sixth digit of the course code. Other college courses without an equivalent high school course code or not being used for graduation credit should use course codes 7676 through 7690 as assigned in the WVEIS Course Code manual. If the college course is a dual credit course being used for elective credit, those courses must also use an "X" in the sixth digit of the course code (e.g. College Psychology, sociology, communications).

### **Adding Additional Courses to Current Policy**

Once a policy is approved by the WVBE, and in place at the county level, counties may add additional dual credit elective courses to their existing policy by submitting documentation of those courses to Veronica Barron at [vbarron@k12.wv.us](mailto:vbarron@k12.wv.us). If the course is being utilized as a required credit proof of county board approval and a course syllabus must be submitted, with a guarantee that both college requirements and state standards required are being met. If actual changes to the policy are made the entire policy would need to be resubmitted to the WVBE for approval.