

DUAL CREDIT COURSE APPROVAL PROCESS

Purpose: To create a consistent process for request and approval of dual credit courses with post-secondary institutions to provide students with dual credit opportunities.

Process:

Approval for Dual Credit Courses when a standard high school course that is aligned has previously been approved and added to the Program of Studies

1. Submit an electronic request <https://forms.office.com/r/9sWEL0K9wm> with the following information:
 - a. District course name
 - b. District course MISO III code
 - c. NDUS Institution collaborating on Dual Credit
 - d. NDUS aligned College course code
 - e. NDUS Contact Information
 - f. NDUS course syllabi
2. Initial evaluation of the articulation of content and rigor will be reviewed by the District Directors of CTE and/or Curriculum & Instruction. This will be done by reviewing appropriate course information from the institution and comparing it with the Guaranteed Viable Curriculum for the desired course.
3. If determined to move forward, the District Directors of CTE and/or Curriculum & Instruction will bring the proposal to a Secondary Administrative Leadership Team meeting for consensus on moving forward with the next steps.
4. Once initial approval from Secondary Administrative Leadership Team is granted, the institution's course syllabus will be brought to the District Curriculum Committee for approval to move forward with next steps upon analysis:
 - Does the course proposed from the institution align to the standards for the WFPS course?
 - Does the course proposed have a strong connection to the district goals?
 - Does the course proposed align to components of Choice Ready as outlined by the state?
 - Will the resources provided for the WFPS course meet the needs of the course proposed? Is the impact of any additionally required resources significant?

If approved, the instructor(s) will proceed with their approval to teach the course:

5. **Instructor (WFPS Educator) Approval Process to Teach Dual Credit**
 - a) Instructor completes - Dual Credit Instructor/Course Request Form from the NDUS institution. (NDSCS first option)
 - b) Instructor must e-mail official transcripts. (undergraduate and graduate)
 - c) Instructor must e-mail an updated resume.
 - d) Credentials are presented to the representative party at the Institution for review. They will determine if the instructor is qualified to teach the course for college credit.
 - e) If approved, the instructor will need to complete a series of Human Resource processes with the institution to secure adjunct status.
 - f) The instructor will be required to participate in a curriculum review with the institution Department Chair and commit to understanding the dual credit expectations and processes.
6. If determined to move forward, a curriculum team (at least one educator and a coordinator) will review the course information and make necessary recommendations and/or changes.
 - a) Standards and learning objectives
 - b) Levels of proficiency/rigor

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

7. Once changes are solidified with the curriculum team, the educator(s) will contact the appropriate person/persons at the institution that is to offer dual credit with the updated course syllabus to gain approval.
8. Once the course is in place, instructors will work with school district counselors and the institution on the processes of student registration and grade recording.

Understandings:

1. WFPS has a long-standing relationship with the North Dakota State College of Science (NDSCS) and any course available through them will have the first opportunity to offer dual credit with WFPS.
2. The WFPS District Curriculum Committee must approve the course(s) being offered.
3. Course content and pacing must be the same as a college-level course.
4. College-level course(s) taught at the high school must be taught using a syllabus that has been approved by the institution.
5. The institution may require the use of specific textbooks and/or materials. Instructors must keep their respective coordinator and/or the District Curriculum Committee aware of updates and changes to these resources for approval and budgeting purposes.
6. The process of having a course approved for dual credit is repeated annually through the institution. Upon indication of renewed interest, the institution will review to ensure consistency with the institution's course(s).
7. The monitoring of the course will include using the institution's student evaluation practice to solicit student feed-back.
8. Dual credit courses do not have a weighted GPA at the high school level.

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