 <h1 style="text-align: center;">Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
	1.0 – Purpose
	1.1-1.4 - Scope
	Adoption date: September 8, 2017 Effective date: September 8, 2017
<b>SUBJECT: Purpose and General Guidelines</b>	

**Purpose:**

Diné College (DC) Dual Credit courses provide high school students an affordable opportunity to experience college-level courses and the likelihood of students creating a postsecondary pathway, while reducing student/family expenses and time in attaining degrees.

**Definition of Dual Credit/Enrollment:**

DC Dual Credit/Enrollment allows eligible high school students to enroll in college classes concurrently with high school classes and to receive both high school and college credit(s). Dual credit courses may be taught by Diné College credentialed full-time and adjunct faculty who instruct high school students either on campus or in the high school, via on-site instruction, distance education or hybrid instruction. Based on demographics, a large majority of dual credit courses will be taught by credentialed high school faculty, with supervision by college faculty, within the Local Education Agencies (LEA).

The policies and procedures described below apply to dual credit courses offered on Diné College campuses or in high schools by high school teachers to high school students. These policies do not apply to vocational, college ready, or physical education dual credit courses offered by DC and other colleges. Note: The term “Dual Credit/Enrollment” is not to be confused with “Concurrent Enrollment,” in which eligible high school students take Diné College courses for college credit, but not for high school credit.

**Two Categories of Dual Credit Courses:**

Dual Credit courses will count toward two degree programs within two institutions concurrently: one toward a DC degree and one toward a high school diploma.

- 1.1.1** Diné College will offer the college course credit hours, in which students take college-level classes toward a DC degree program or which can be transferred to another college or university. Credits are recorded by the DC Registrar’s Office and maintained as part of the student’s academic records.
- 1.1.2** The partnering Local Education Agencies (LEA) or secondary education institutions will offer the secondary credit hours that count toward a high school diploma. These credits are recorded separately at each high school.
- 1.1.3** Diné College and the LEA will define and agree upon the terms and conditions under which Diné College grants college credits for courses taken by enrolled high school students. The high school policies will govern how high school students are granted credits within their LEA.

**1.1.4** The Diné College (DC) Dual Credit Policies and Procedures are sanctioned and aligned with the dual credit Memoranda of Agreement between Diné College and LEA.

**References:**

**1.2.1** Arizona Code § 15-1401.

**1.2.2** Arizona Code § 15-1410.

**1.2.3** Arizona Code § 15-1466.01.

**1.2.4** Arizona Code § 15-1466.02.

**1.2.5** Arizona Code § 15-1821.01.

**1.2.6** Arizona Code § 15-1822.

**1.2.7** Diné College (N.D.). *General Catalog 2017-19*. Tsaile, AZ.

**1.2.8** Diné College (N.D.). *Records and Admissions, Registrar's Office Policies and Procedures*. Tsaile, AZ.

**1.2.9** Higher Learning Commission (March, 2016). *Guidelines: Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices*. Chicago, IL.

**1.2.10** New Mexico Code § 6.30.7, *Primary and Secondary Education, Educational Standards – General Requirements – Dual Credit*.

**1.2.11** Utah Code § R165, *Concurrent Enrollment*.

**Definitions:**

**1.3.1** *ACT - American College Test* - The ACT is a standardized test to determine a high school graduate's preparation for college-level work. It covers four areas: English, mathematics, reading, and science reasoning.

**1.3.2** *Catalog* – means the Diné College General Catalog.

**1.3.3** *Concurrent enrollment* - The enrollment of high school students in courses at the postsecondary level that are not designated as dual credit.

**1.3.4** *Developmental course* - classes that fall within the basic skills or career exploration/awareness skills categories and are not considered college-level courses.

**1.3.5** *FERPA - Family Educational Rights and Privacy Act* - (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.


- 1.3.6** *General fees* - A fixed sum charged to students for items not covered by tuition and required of such a proportion of all students that the student who does not pay the charge is an exception. General fees include fees for application fees, laboratory fees, or technology fees.
- 1.3.7** *Hybrid Class* - Meeting in Person and Online. Diné College offers traditional, in-person instruction, with students seated in classrooms and lecture halls. Diné College also offers courses online, offering students more flexibility and the option to complete their coursework from the comfort of their own homes.
- 1.3.8** *LEA - Local Educational Agency* - A public school district, a state-chartered charter school or a state educational institution, or a Bureau of Indian Education-funded high school.
- 1.3.9** *MOA* - means the individual Dual Credit Memoranda of Agreement between Diné College and state school districts, private, and Bureau of Indian Affairs institutions.
- 1.3.10** *Postsecondary Institution* - means Diné College and any public postsecondary educational institution operating in the state, including a community college, branch community college, technical vocational institute, four-year educational institution, and tribal colleges.
- 1.3.11** *Remedial course* - courses that fall within precollege mathematics skills, precollege reading skills, pre-college writing skills, or communications skills categories.
- 1.3.12** *SAT - Scholastic Assessment Test* - The SAT is intended to forecast a student's ability to perform in his or her freshman year at college. The SAT test consists of two portions, one measuring students mathematical skills and the other their verbal skills.
- 1.3.13** *State* - means the states of Arizona, New Mexico, and/or Utah.
- 1.3.14** *TCU - Tribal College and University* - A tribally, federally or congressionally chartered post-secondary educational institution located in Arizona and New Mexico that is accredited by the Higher Learning Commission of the North Central Association.

**Duration:**

- 1.4.1** The DC Policies and Procedures will be operational per academic year and automatically renew for additional academic years unless revisions and amendments are necessary.

**Procedures:**

All students who enroll within Diné College should be familiar with the Diné College General Catalog, registration process, and the DC Student Code of Conduct. Upon the completion of Dual Credit status, students may pursue a Certificate, Associate's, or Bachelor's Degree with Diné College and must comply with additional admissions requirements as specified in the catalog.

 <h1 style="margin: 0;">Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
	1.0 – Purpose
	1.2 – Principles
	Adoption date: September 8, 2017 Effective date: September 8, 2017
<p><b>SUBJECT:</b> The Diné College (DC) Dual Credit Program will be guided by the following principles in order to ensure learning opportunities are standardized within DC and all partnering high schools.</p>	

- 1.2.1** The DC dual credit program is based on the principles of collaboration and accountability with partnering high schools and their schools boards.
- 1.2.2** Dual credit course instruction will primarily be within high schools by DC credentialed adjunct faculty. Dual Credit students are also welcome to attend DC classes based on program delivery and location of the nearest DC campus or center.
- 1.2.3** All dual credit courses must be college level classes and transferable to Arizona, New Mexico, and Utah Colleges and Universities. DC does not offer dual credit courses in vocational, physical education, or remedial classes.
- 1.2.4** Based on the Dual Credit Memoranda of Agreement, the high schools will award secondary school credits and DC will award post-secondary credits.
- 1.2.5** DC and partnering high schools will ensure planning and support services are available to foster student success within both institutions. Students enrolled in dual credit programs must have access to DC Student Services, including Student Portals, Library Services, and laboratories.
- 1.2.6** DC and partnering high schools will coordinate academic calendars to accommodate grading schedules and academic events. Information should be shared but not violate Family Educational Rights and Privacy Act (FERPA) laws.
- 1.2.7** No tuition or students fees will be charged to dual credit students or the high schools. Only high school students enrolled in the dual credit program are eligible for tuition and fee waivers.

 <h1 style="text-align: center;">Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
	2.0 – Compliance
	2.1-2.3 - Criteria
	Adoption date: September 8, 2017 Effective date: September 8, 2017
<b>SUBJECT: Compliance</b> with Federal, State, Higher Learning Commission, and Navajo Nation Accreditation Standards, Policies, and Regulations	

**Compliance:**

Diné College must maintain compliance with the Federal Statutes, Arizona Department of Education, Higher Education, New Mexico Higher Education Department, Utah System of Higher Education, Navajo Nation, and Higher Learning Commission of the North Central Association policy.

- 2.1.1** Diné College is authorized to admit eligible high school students on a Dual Credit/Enrollment Status.
- 2.1.2** The Dual Credit/Enrollment Status remains in effect until the student graduates from high school and/or fulfills the general admissions requirements for a course creditable toward a college degree as stated in the Catalog.
- 2.1.3** The college credits earned by a high school student will be documented in the Diné College Registrar’s Office.

**Transfer of Dual Credit/Enrollment Courses:**

Transfer of college credits is facilitated by transfer agreements among public colleges and universities in the States of Arizona and New Mexico, including Diné College and other Tribal Colleges and Universities.

- 2.2.1** Courses taken for Dual Credit/Enrollment will count toward a degree plan and/or transfer as any other college credit.
- 2.2.2** Transcripts will not be released for students who have not yet completed the admissions requirements for a dual credit course(s).

**Credits and Transcripts:**

- 2.3.1** In New Mexico, three semester (3) credit hours at Diné College (postsecondary level) shall equal one (1) credit at the high school level in the same or related subject.
- 2.3.2** In Arizona, three semester (3) credit hours at Diné College (postsecondary level) shall equal one-half (.5) credit at the high school level in the same or related subject.
- 2.3.3** In Utah, three semester (3) credit hours at Diné College (postsecondary level) shall equal one (1) credit at the high school level in the same or related subject.

**2.3.4** Policies and procedures concerning college transcripts are described in the DC Catalog. Grades are posted to the transcript in letter form as submitted by instructors. The transcript will also show total hours enrolled and completed, hours earned, quality points, and grade point average (GPA) on a 4.0 scale.


**2.3.5** No transcript is issued to any person or institution without the signed consent of the student, as required by Public Law 93-380, the Family Educational Rights and Privacy Act of 1974.

***Procedures:***

Students must be aware of the colleges and universities that are committed to recognizing and transferring credits directly from DC. Private and other out-of-state institutions have varying policies regarding the acceptability and transfer of some Diné College Dual Credit/Enrollment courses, such as Diné Studies and Navajo Language courses. The Dual Credit/Enrollment student is advised to work carefully with high school counselors and Diné College advisors when deciding upon a major, a transfer institution, and relevant courses.

Diné College is accredited to award College credit and Degrees by the:

Higher Learning Commission of the North Central Association  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
Phone: 800.621.7440 or 312.263.0456  
Fax: 312.263.7462  
[info@hlcommission.org](mailto:info@hlcommission.org)  
Web site: <http://www.ncahlc.org>

 <h1 style="text-align: center;">Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
	3.0 – Credentialing adjunct Faculty
	3.1-3.4 - Criteria
Adoption date: September 8, 2017 Effective date: September 8, 2017	
<b>SUBJECT: Dual Credit Teacher/Instructor Criteria</b>	

**Dual Credit Teacher/Instructor Eligibility**

- 3.1.1 Candidate must have a minimum of a Master's Degree (or a minimum of 18 credit hours) in the content area for courses that require said qualifications. The faculty members teaching dual credit courses should hold the same minimal qualifications as required by the institution of its own respective faculty (Higher Learning Commission, 2016).
- 3.1.2 Candidate must be approved as an adjunct instructor for Diné College by a department chairperson before the teacher may teach a dual credit course.
- 3.1.3 Candidate may also participate in a Diné College Dual Credit Program orientation prior to offering a course.
- 3.1.4 Candidate must allow his/her work to be reviewed by a Diné College Division Chair on an annual basis. This review will include observation of the dual credit classroom, curriculum review, and a sampling of their curriculum.
- 3.1.5 Diné College is mandated to comply with the Navajo Preference in Employment Act (“NPEA”) and applicable laws.

**Instructor Pay**

- 3.2.1 In accordance with Arizona, New Mexico, and Utah State Dual Credit policies, dual credit adjunct faculty are financially supported under their existing district or high school yearly contracts. Post-secondary institutions will not pay dual credit instructors at high schools, unless explicitly agreed to in writing between both institutions and the classes do not fall within high school contract hours.

**Curriculum**

- 3.3.1 Courses offered through the dual credit program will present a rigorous curriculum and will introduce qualified students to college-level work for which they may earn both high school and college credit. Course materials, textbooks, and assignments will follow the Diné College course design, objectives, and assessment outcomes.
- 3.3.2 Curriculum alignment will ensure that the dual credit instructor can cover both Diné College and high school core content in the chosen course.
- 3.3.3 The Diné College Chair reserves the right to determine which courses are eligible for dual credit and course content to be covered.

## **Dual Credit Course Delivery Methods**

**3.4.1** Dual Credit courses may be delivered on the DC campuses or centers, at the high schools, another site designated as a classroom, online, or as a hybrid class.

### ***Procedures:***

#### **Dual Credit Adjunct Faculty Credentialing Process**

Potential adjunct faculty teaching college-credit courses at DC meet or exceed the minimum level of education for college instructors specified by Diné College. College courses offered by DC are listed in the current DC Catalog. Official transcripts and other credentials are kept on file in the Diné College Human Resources Department.

#### **Application**

Potential Adjunct Faculty must submit a completed official Diné College Employment Application with all required documents to the:


DC Department of Human Resources  
P.O. Box 98  
One Circle Drive  
Tsaile, AZ 86556

#### **Credentialing Adjunct Instructors for Dual Credit Courses**

After potential adjunct instructor has submitted all required documents to the DC Department of Human Resources, the application is routed to the specified DC Academic Division Chair for approval. Upon approval from the division chair of the applicant's qualifications, the DC Dean of Academics will give final approval of the credentialing process. If approved by the Dean of Academics, the application will again be processed by the DC Department of Human Resources as Diné College Adjunct Faculty within specific Academic divisions and categories.

Note: The attainment of a Master of Education degree does not demonstrate a qualification to teach dual credit courses in a particular discipline unless it is demonstrated that the content of that faculty member's Master of Education degree is sufficiently related to the discipline of the dual credit course (Higher Learning Commission, 2016).



 <h1 style="text-align: center;">Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
	4.0 – Admissions
	4.1 - Requirements
	Adoption date: September 8, 2017 Effective date: September 8, 2017
<b>SUBJECT: Dual Credit/Enrollment Admission</b>	

**Policies**

Entry in the dual credit program is guided by the high school guidance counselors and teachers. The guidance counselor works with the Dual Credit Coordinator to ensure students meet the dual credit requirements. The high school will have its own criteria for evaluating students that may be eligible for the dual credit program. Through the course selection and registration process, students will have the opportunity to earn credits toward a specific degree.

- 4.1.1** Potential Dual Credit students must meet the conditions set by their LEA system, are fully enrolled and, have at least a 2.0 Grade Point Average (GPA) or Principal/Guidance Counselor approval.
- 4.1.2** Students must also meet the enrollment requirements of Diné College Dual Credit Program.
- 4.1.3** Diné College is responsible for waiving tuition and general fees at the time of registration.

**Procedures:**

**Placement Tests**

All new students are required to take placement test(s) prior to course and program enrollment. Students may also transfer degree-creditable, college-level courses in which they earned a grade of C or better with proof of official transcripts (Diné College, N.D.).

**Enrolling in Dual Credit Courses**

Dual Credit students must submit the following to the Records and Admissions Office before registering for classes (all documents must be original, no copies or scanned documents accepted):

- A. Diné College Application (Attachment A), completed in black or blue pen,
- B. Diné College Dual Credit Request Form for Arizona (Attachment B), Utah (Attachment C), or New Mexico (Attachment D), signed by the student, parent/guardian, and high school representative,
- C. Official Certificate of Indian Blood for Native American students. Non-Native American students are exempt from submitting this document.
- D. Placement test results given by the College and with scores attached to application, and

E. Be admitted to DC as a Dual Credit student.

These forms are available from high school counselors, Diné College Dual Credit Coordinator, and online at [www.dinecollege.edu/dual-credit-program/index.php](http://www.dinecollege.edu/dual-credit-program/index.php).

Qualified high school applicants will be considered without regard to race, color, sex, religion, creed, national origin, age, or disability.

### **Academic Integrity**

Academic integrity is the fundamental value and principle that underwrites the very mission of Diné College. Enrolled students are solely responsible for the integrity of their academic work and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Academic dishonesty, which includes cheating, misrepresentation or plagiarism and other forms of unethical behavior, is prohibited. If a student has violated the academic integrity policy, formal proceedings for disciplinary action will be conducted under the “Student Code of Conduct,” (Diné College, N.D.).

### **Registration**

Before registering for classes, dual credit students must have been admitted, have DC CARS identification number, and recent placement or alternative testing scores. Dual credit students will be registered as college students, as well as within their high schools.

### **Tuition and Fees**

Current rates are printed in the current DC catalog and on the DC website, along with the deadlines.

In alignment with the Diné College Dual Credit Policies/Enrollment Policies and Procedures 1.2.7, *No tuition or students fees will be charged to dual credit students or the high schools. Only high school students enrolled in the dual credit program are eligible for tuition and fee waivers.*

### **Diné College Dual Credit Billing Process**

#### **New Mexico**

Diné College maintains compliance with Federal Statutes, New Mexico Higher Education Department, Arizona Department of Education and the Office of Navajo Nation Scholarships and Financial Assistance (ONNSFA).

Diné College’s internal billing process for dual credit students complies with reimbursement policies set forth by the New Mexico Higher Education Department (pertaining to Tribal Colleges and Universities dual credit funding).

In the State of New Mexico, Diné College Dual Credit students will only be billed a tuition rate of \$50 per credit hour. Diné College will waive technology, application, and activity fees for Dual Credit students.

New Mexico	Tuition Per Credit Hour	Technology Fee	Application Fee	Activity Fee	NMHED Reimbursement Per Credit Hour
Diné College Student	\$55	\$20	\$20	\$25	Not Applicable
<b>Dual Credit Student</b>	<b>\$50</b>	<b>Not Applicable</b>			<b>\$50</b>

### Arizona

Diné College maintains compliance with Federal Statutes, Arizona Department of Education, New Mexico Higher Education Department, and the (ONNSFA).

Diné College’s internal billing process for dual credit students complies with reimbursement policies set forth by the Arizona Department of Education (pertaining to Tribal Colleges and Universities dual credit funding).

In the State of Arizona, Diné College Dual Credit students will only be billed a tuition rate of \$50 per credit hour. Diné College will waive technology, application, and activity fees for Dual Credit students.

Arizona	Tuition Per Credit Hour	Technology Fee	Application Fee	Activity Fee	AZ Dept. of Ed Reimbursement Per Credit Hour
Diné College Student	\$55	\$20	\$20	\$25	Not Applicable
<b>Dual Credit Student</b>	<b>\$50</b>	<b>Not Applicable</b>			<b>\$50</b>

### Arizona - Failure or Withdrawal of a Diné College Dual Credit Course

Students that fail a Diné College Dual Credit course are responsible for paying the tuition for the course(s). The Arizona Department of Education Dual Credit policies stipulates, “Students must earn a grade of “C” or better in the course.” The letter grade D and/or F are considered failing grades. A dual credit student who withdraws from a course will pay the tuition for to the course(s).

### Textbooks

Local Education Agencies are responsible for purchasing textbooks and materials associated with the course. Books are available at the [www.dinecollegeshop.com](http://www.dinecollegeshop.com).

### Financial Aid

Based on federal guidelines, Dual Credit/Enrollment students are not eligible for financial aid.

### Schedule Changes

In order to drop a course or to withdraw from a dual credit course(s) or the College, a high school student must submit a signed permission from the high school counselor and DC advisor on DC

withdrawal form. Adjunct instructors and Division Chairs may also submit withdrawal or drop forms on behalf of students.

### **Advising and Counseling**

Diné College has academic advisors available to help all DC students. The DC Academic Advising Team helps students understand the general education and graduation requirements, select and pursue a course of study, create a plan to graduation, and solve academic problems.

### **Credit Hours Allowed**

Diné College does not limit the number of credit hours a dual credit student can take. DC dual credit representatives will work directly with the high school counselors to place students in the appropriate course(s).

### **Withdrawal**

Dual credit students are monitored by the DC dual credit representatives and the high school guidance counselors so high school students do not receive failing grades that reflect in their Grade Point Averages. Student withdrawals are initiated by the Dual Credit Coordinator/high school counselor, the student is then notified, and then the withdrawal/drop is processed through the instructor and the registrar's office.

For withdrawals from dual credit courses, DC's deadline for withdrawing students without academic penalty will be observed based on current DC Catalog timelines. Students must officially withdraw from the College using a Withdrawal Form available from the Records and Admissions Office or respective campuses and centers. Failure to withdraw properly results in the forfeiture of any refunds, and a grade of "F" is given for each course in progress at the time of the unofficial withdrawal. Withdrawal forms must be returned to the Registrar's Office with all the required signatures.

### **Calendar**

The annual academic calendar in the Catalog applies to all students including Dual Enrollment/Dual Credit students. The term calendar also appears on the class schedule, along with the final examination schedule.

Students are responsible for noting such relevant dates as holidays and the last day to withdraw without penalty.

Important: Dual Enrollment/Dual Credit students should allow time before registration day for consulting high school officials, securing signatures on the enrolling and registration forms, and arrangement of course schedule(s). High schools may establish deadlines for interested students to begin the process.

### **Class Attendance**

Regular and prompt attendance to all classes and laboratories is expected. Excessive absence may be reported and affect a student's academic grade(s).

Consequences for unexcused absences will be stipulated in the course syllabus.

## **Transcripts**

Students may request an official transcript from the Records and Admissions Office from the main campus in Tsaile. The Transcript Request Form is available at all sites and on the College website. A fee is required for each Official Transcript. Currently enrolled students may review their unofficial transcript at any time by logging into Warrior Web. Records and Admissions Office is not permitted to provide transcript services to any current or former student who owes money to the college. Same-day service is available only for in-person requests at Tsaile Campus, for a nominal fee. The fee for a transcript is \$5.00 and the same day service is \$15.00 per transcript. Diné College cannot send an Official Transcript by email or fax.

## **Course Change or Cancellation**

Diné College reserves the right to cancel any scheduled course or to change the day, time, location, and/or faculty of any course without notice. Students will not be penalized for cancelled courses (Diné College, N.D.).

## **Disability Support Services (DSS)**

Diné College is committed to providing college-wide academic and support services for students with a documented disability. Students who have a learning disability, sensory condition, psychological disorder, or a physical condition are encouraged to meet with the Disability Coordinator to discuss reasonable accommodations (Diné College (N.D.). General Catalog 2017-19, p. 30).

Diné College's Student Disability Services Coordinator are housed at the DC Student Success Center on the Tsaile and Shiprock Campuses. Policies on nondiscrimination are printed in full in the current DC Catalog.

	<h1>Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
		5.0 – Grading
		5.1 – Grading Criteria
		Adoption date: September 8, 2017 Effective date: September 8, 2017
<b>SUBJECT: Grading System and Policies</b>		

**Grading System and Policies**

Diné College's grading system as outlined in the DC Catalog applies to all students. All grades are subject to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974.

- 5.1.1 DC grading policy will apply to college courses offered as dual credit.
- 5.1.2 College credits will be awarded for dual credit courses upon the successful completion of course requirements and will become part of the student’s official DC transcripts. All credits awarded will be in compliance with the standards of DC.
- 5.1.3 High school credit(s) will be awarded for the course upon the successful completion of course requirements based on secondary institutions standards and in compliance with state, BIE, or charter standards.
- 5.1.4 Grades earned by dual credit students will be recorded in the DC Registrar’s Office and on college transcripts.

***Procedures:***

In every credit course, the instructor will award a letter grade of A, B, C, D, F, or W, based on an accumulative percentage from course assignments and participation. The Diné College Registrar’s Office will then assign a grade with an equivalent GPA based on the 4 point scale. Students may access their grade reports by logging on to their student accounts on the DC website. DC Warrior Web username is the established after the enrollment process is completed and the password is based on the criteria of the DC Information technology Department.

In the case of Dual Credit/Enrollment, instructors will submit a letter grade. The instructor will report student grades to Diné College and to the student's high school.

 <h1 style="text-align: center;">Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
	6.0 – Admissions
	6.1 – 6.3 - Evaluation
	Adoption date: September 8, 2017 Effective date: September 8, 2017
<b>SUBJECT: Program Evaluation</b>	

**Program Evaluation and Follow Up**

- 6.1.1 The qualifications for teaching these courses shall be the same as those required for teaching the campus-based sections of the same course.
- 6.1.2 The candidate will then be credentialed by Diné College to instruct dual credit classes at the partnering high schools.

**Dual credit instructors shall:**

- 6.2.1 Follow and adhere to the policies and regulation set forth in this document.
- 6.2.2 Address issues related to the classes, students, and schools in a consistent manner.
- 6.2.3 Coordinate communication between DC and the high school on a regular basis.
- 6.2.4 Assist Dual Credit Coordinator and Student Success team in the selection of students, facilitation of dual credit enrollment and registration.
- 6.2.5 Assist students in transferring and utilizing college resources, programs, and environments.
- 6.2.6 Coordinate the exchange of data, including grades and attendance.
- 6.2.7 Work with DC Division Chairs to ensure students are aware of educational opportunities so they can successfully complete courses.

A key component of program evaluation is determining participant access to post-secondary education after high school, as well as student success with their pursuit of post-secondary education. The program's continuance will depend, in part, on the results of data, including rates of transition to post-secondary education and the number of students who require preparatory classes before pursuing additional coursework. The roles and responsibilities will vary depending on the high school and the college classes but those listed below are common.

**Recording Course Codes and Credits**

- 6.3.1 The course codes used for the dual credit students and courses will be monitored and recorded for reimbursement and accountability purposes.
- 6.3.2 The credits for a successfully completed course awarded by the College will be recorded in the DC Registrar's Office.

***Procedures:***


**Dual Credit/Enrollment Course Evaluations**

Classroom visits by Diné College dual credit personnel and faculty will provide one avenue for ensuring that instructors teach appropriate content at appropriate levels for college credit.

Adjunct Faculty/high school candidate may submit curriculum to Diné College for approval of qualifications to teach dual credit courses. Diné College follows an ongoing procedure to evaluate instruction and courses for all its dual credit classes. Students will be asked to participate in this evaluation at the end of each semester.

Please note: Local Education Agencies may develop their own methods of evaluating Diné College courses for which they award high school credit.



	<h1>Academics</h1>	<b>Dual Credit/ Enrollment Policies and Procedures</b>
		7.0 – Admissions
		7.1 – 7.3 – Responsibilities
		Adoption date: September 8, 2017 Effective date: September 8, 2017
<b>SUBJECT: Responsibilities of Institutions</b>		

**Diné College is Responsible for:**

- 7.1.1 Ensuring that DC Policies and Procedures are applied to dual credit courses and students, such as confidentiality, faculty/student relations, add/drop, and withdrawals.
- 7.1.2 Ensuring that dual credit courses are of the same academic standard and meet the same student learning outcomes as the courses offered on campus or at other applicable colleges and universities.
- 7.1.3 Promoting dual credit opportunities among qualified high school students, parents/guardians, and high school instructors/administrators.
- 7.1.4 Ensuring that high school students understand their responsibilities as DC students.
- 7.1.5 Ensuring dual credit students are registered for the right classes and maintaining academic records, such as grades and transcripts.
- 7.1.6 Ensuring that dual credit instructors use the appropriate course syllabus and teach the appropriate learning outcomes, content, and contact hours.
- 7.1.7 Conducting faculty evaluations for dual credit instructors that is consistent with DC Adjunct Faculty guidelines and standards, including student evaluations for instructors and the course.
- 7.1.8 Establishing a dual credit plan that aligns with the Mission and goals of the College, and allows students the opportunity to transfer to degree programs.

**High School is Responsible for:**

- 7.2.1 Using DC course syllabus, course prefixes, numbers, titles, and both student identification numbers.
- 7.2.2 Providing syllabus and course information to dual credit students consistent with the DC Academic Policies. The information will include the course description, expectations, learning objectives, and grading criteria. This includes attendance requirements, performance standards, drop/add policies, and withdrawal options.
- 7.2.3 Promoting dual credit opportunities throughout high schools, especially to high achieving freshmen, sophomores, juniors, and seniors.

**7.2.4** High school instructors are responsible for:

- A. Providing faculty credentials to DC Department of Human Resources.
- B. Provide classroom location, times, and days for dual credit courses.
- C. Submit grades through DC Adjunct Faculty Portals, to DC Registrar's Office, or to DC dual credit representative.

**Both Diné College and Secondary Institution are Responsible for:**

**7.3.1** Course syllabi will be signed by Dual Credit instructors and returned to Diné College Division Chairs within one week of class start dates. This ensures alignment of Diné College curriculum and the responsibility of the instructor to follow learning outcomes.

**7.3.2** In aligning course processes, if the dual credit instructor needs to change the syllabus or timelines based on high school academic calendar or activities, both institutions will notify each other if changes are needed.

- A. All amendments and revisions to course syllabi will be managed by the instructor and must be approved by the Division Chair.
- B. College and Career Readiness for high school students and parents. Both institutions are responsible for providing students and parents with opportunities that create collegiate pathways for students, including financial aid, degree programs, and transfer information.