

Frequently Asked Questions (FAQs) Dual Enrollment

For additional questions, contact

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1. Overview

1.1. What is dual enrollment?

Dual enrollment means that a student is enrolled in a secondary school while simultaneously enrolled part-time or full-time as a non-matriculating student at a postsecondary institution, such as a community college, college or university. Upon successfully completion of the course, students earn credit at both the secondary school and the postsecondary institution offering the course.

1.2. What is concurrent enrollment?

Concurrent enrollment means a student is enrolled in a dual enrollment course that is offered at the secondary school and taught by a secondary school teacher who is approved by the postsecondary institution. Upon successfully completion of the course, students earn credit at both the secondary school and the postsecondary institution offering the course.

1.3. What are specific course equivalencies?

Specific course equivalencies mean courses offered by a postsecondary educational institution that can be transferred to another postsecondary institution for credit.

1.4. How is a low-income student defined?

A low-income student is defined by the Rhode Island Department of Education, and currently is designated through the same measure the state follows for federal reporting.

2. Academic: Courses, Credit and Transferability

2.1. What is the difference among dual, concurrent and regular college courses?

The main difference is the location where the course is being delivered. Students who are dual or concurrent enrollment students are earning credit toward their high school coursework requirements and credit at the public postsecondary institution. Concurrent enrollment courses are taught at the high school and have the same educational expectations and learning objectives as the regular college class. Dual enrollment courses are taught at the campus location and are the regular courses offered at the postsecondary institution.

2.2. Are the academic rules different if the class is held at the high school?

No. If the class is for postsecondary credit, the same rules apply regardless of location. Postsecondary credit earned through a dual enrollment option becomes part of the student's college transcript and is transferable to other colleges. For that reason, a course taken for postsecondary credit must maintain the integrity and rigor of college level work regardless of where the class is taught.

2.3. When does dual and concurrent coursework count toward high school requirements?

Pursuant to Rhode Island General Law 16-100, students can enroll in postsecondary education courses to satisfy academic coursework requirements for a high school diploma while receiving college credit. Before

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registering for a dual or concurrent enrollment course, a student should meet with their school counselor to ensure the course will contribute to their high school requirements. It is a local decision how a dual/concurrent course count for high school credit. The school or Local Education Agency (LEA) may determine a dual enrollment course will not count for high school credit. The LEA should outline the process for students to receive approval for credit from the high school and the process to appeal any decisions. It is important to clearly communicate this to students since the Prepare RI Dual Enrollment fund only applies to students receiving both high school and college credit for the course.

2.4. Which courses are available for dual and concurrent enrollment?

The statewide concurrent enrollment course offering will be updated and published each year at www.ride.ri.gov/dualenrollment. It is up to the secondary school to determine which concurrent courses it will offer. Students should check with their guidance counselor or school administrator to see if their school offers the course(s) they are interested in. For dual enrollment, any course, except remedial courses, that is offered at each of the three public postsecondary institutions (CCRI, URI and RIC) is available for dual enrollment for all eligible students – provided that the student meets the pre-requisites and there is space in the course.

2.5. What grade does the student need to receive for dual or concurrent enrollment to count toward high school requirements?

The LEA must determine and publish the grading policy for dual and concurrent enrollment courses. The minimum passing grade for dual enrollment will be listed in the course syllabus. The minimum passing grade for concurrent enrollment should match the postsecondary institution's policy for the course; however, the LEA can choose to include a higher minimum grade requirement. The grade awarded for the course will be included on a student's high school transcript and on an official college transcript. The school or LEA determines how the course credit will appear on the high school transcript. It is recommended that the course title on the high school transcript match the college course title.

2.6. Does an enrichment course count as dual enrollment?

Yes, an enrichment course would count for dual enrollment as long as the student is receiving high school and college credit. If they are remedial courses however, the Prepare RI Dual Enrollment fund will not cover remedial coursework. Remediation for students still enrolled in high school should be delivered by the high school and not by a postsecondary institution.

2.7. If the student does not complete a dual or concurrent enrollment course with a passing grade, what are the consequences?

The student will be responsible for the grade received and it will appear on the official college transcript and may impact college GPA in the future; and the forfeited credit for the course could mean that the student is lacking credit for high school graduation or will not be eligible for some type of postsecondary aid or scholarships. It is vital that students pay close attention to the withdrawal and add/drop deadlines for the postsecondary institution that is offering the course. The student should communicate immediately with their guidance counselor if he/she is considering withdrawing from a course for any reason. It is recommended that the school or LEA ensure the student and family fully understands the risks and benefits of dual and concurrent enrollment and the consequences of possibly receiving a low grade.

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2.8. Does a dual or concurrent enrollment course provide extra weight for a high school student's grade point average (GPA)?

The LEA may determine to give a dual or concurrent enrollment course extra weight in calculating a high school GPA. The LEA is responsible for publishing this information for students and their families.

2.9. How do I know which courses transfer to URI, RIC or CCRI?

College credits transfer among RI's public postsecondary institutions in a variety of ways. Visit www.ritransfers.org/how-courses-transfer for more information. To see minimum grade requirements for transferring courses visit, www.ritransfers.org/how-courses-transfer/transfer-credit-policy/. If a course is not listed it may transfer as a free elective pending review. You can look up how a course taken at CCRI, RIC, or URI transfers to another of the RI public higher education institutions at RI Transfers (www.ritransfers.org).

2.10. Will the dual and concurrent enrollment program extend to private colleges/universities?

The dual enrollment regulations pertain to Rhode Island's three public institutions of higher education; the University of Rhode Island (URI), Rhode Island College (RIC) and the Community College of Rhode Island (CCRI). LEAs are encouraged to work other higher education institutions to establish additional dual and concurrent opportunities as feasible. If established, these courses should be reported to RIDE and may count toward school classifications. Please see question 8.4 for more information.

3. Instructors: High School Instructors

3.1. How do I know if a high school teacher is eligible to teach a concurrent enrollment course?

The requirements to teach a concurrent enrollment course varies for each institution and the information is available through the approved concurrent enrollment course catalog found at ride.ri.gov/dualenrollment. The school and/or LEA should assign staff to be responsible for understanding the requirements and working with the primary contact at each public postsecondary institution to gain instructor approval. The primary contacts at each public postsecondary institution are:

University of Rhode Island	Christine P. Dolan christine@uri.edu 401-277-5388 For WRITING 104 course questions/inquiries, please contact Frank Romanelli Jr , fromanelli@uri.edu, 401-277-5057
Rhode Island College	Holly L. Shadoian (Early Enrollment Program, EEP) hshadoian@ric.edu 401-456-8884
Community College of Rhode Island	STEM Connect Program (concurrent enrollment) Diane Nobles dsnobles@ccri.edu 401-825-2133

3.2. What is the process to be approved by the postsecondary institution to teach a concurrent enrollment course?

The process varies for each institution and the information is available on the RIDE website at www.ride.ri.gov/dualenrollment. The school or LEA should first determine which concurrent enrollment courses to offer to students. The LEA or school administrators can help identify the potential instructors that

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meet the eligibility requirements listed with each concurrent enrollment course. The school or LEA can assist the instructor in the application and approval process with the respective postsecondary institution and work with the primary contact at each postsecondary institution to gain instructor approval.

3.3. Does the school or LEA need to add staff to run the program?

The postsecondary institutions have assigned staff to coordinate and oversee the selection and delivery of dual and concurrent enrollment courses. Schools and LEAs should designate a staff member(s) at the school to be the main point of contact for instructor approvals, grades, student registration transcripts, etc.

3.4. Who is responsible for evaluating concurrent enrollment instructors?

Instructors teaching a concurrent enrollment course will follow the LEA's approved educator evaluation process. The postsecondary institution may have their own processes for evaluating the course to ensure it meets the same educational outcomes as the corresponding on-campus course.

3.5. Will high school teachers be compensated beyond existing contractual obligations for teaching a concurrent course?

Incentive or remuneration for teachers teaching concurrent enrollment courses is a local decision and should be addressed in the LEA's policy and procedures for concurrent enrollment.

4. Cost: Funding and Specific Course Costs

4.1. What are the costs associated with participating in dual and concurrent enrollment programming?

Governor Raimondo's approved FY17 budget includes covering costs associated with students enrolling in dual and concurrent enrollment programming through the Prepare RI Dual Enrollment fund. Qualified public school students and their families will not be assessed any tuition or fees associated with participating in dual and concurrent enrollment programming provided by Rhode Island's public postsecondary institutions. The student or family is responsible for working with their high school to receive high school credit for a dual enrollment course. The Prepare RI Dual Enrollment fund was approved last year as part of the Governor's 2016 budget for courses taken during the 2015-2016 academic year.

In future years, if state funding is not available, LEAs must ensure that low income students are not denied access to dual enrollment opportunities based on inability to pay. **Local policies should not assume there will be statewide funding each year. Please see section 8 of the FAQs for more information.**

4.2. What fees from the public postsecondary institution are covered as part of the Prepare RI Dual Enrollment fund?

Just as in the FY16 budget, Governor Raimondo's FY17 Prepare RI Dual Enrollment Fund will cover all registration, application and testing fees. Other fees associated with attending a public postsecondary institution as a non-matriculating student will be waived by the institution with the exception of textbooks and course materials which are the responsibility of the LEA.

4.3. Some courses at the public postsecondary institutions require Accuplacer testing or registration fees; does the Prepare RI Dual Enrollment fund cover those costs? What about re-taking the exam?

The fee for entrance tests, if required for admission or eligibility, will be covered by the Prepare RI Dual Enrollment Fund, and the LEA or student should not be asked to pay for these costs. If the student needs to retake the Accuplacer, the funding will cover one test re-take.

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4.4. Who receives funding to support dual and concurrent enrollment programming?

Just as in 2016, the Governor's approved FY17 funding will be managed by the Office of the Postsecondary Commissioner (OPC). OPC receives and distribute all funding related to the implementation of the Dual Enrollment Equal Opportunity Act of 2012. The funding will then be distributed from OPC to each of the three public postsecondary institutions for course tuition and fees for the successful enrollment of eligible public high school students in dual and concurrent enrollment programming.

The school or LEA needs to ensure students complete the required registration forms for the postsecondary institutions and verify that the student is enrolled. The LEA and the postsecondary institution should work together to ensure accurate enrollment counts. RIDE will work with OPC to verify high school status of dual and concurrent enrollment students.

4.5. Will the Prepare RI Dual Enrollment Fund pay for the cost of online courses?

Yes, if the courses are offered through one of the public postsecondary institutions (URI, RIC or CCRI) and the courses are being taken for dual credit – meaning being taken for both college *and* high school credit. It is up to the school or LEA working with the student to determine how the course will count for high school credit.

4.6. Is there a course limit for dual enrollment to ensure eligible students in all LEAs can take advantage of dual enrollment opportunities?

No, there is no course limit for dual enrollment. All eligible Rhode Island students can take advantage of college coursework for credit opportunities regardless of where they live in the state. Existing programs at postsecondary institutions may have course limits that are specified for students at the time they apply.

4.7. Does the funding support LEA staff for concurrent enrollment or supporting dual enrollment?

No, the Prepare RI funding only supports costs associated with the student tuition and fees at the three public postsecondary institutions.

4.8. Does the funding cover the cost of advanced placement classes?

The Prepare RI funding does not pay for the costs associated with AP coursework.

4.9. Does the funding cover the cost of courses taken at the three public postsecondary institutions over the summer?

At this point in time, the opportunity for funding to cover the cost of dual or concurrent courses at URI, RIC or CCRI is limited to fall and spring semesters. RIDE and OPC will be working together to assess the financial feasibility of summer programming.

4.10. Does the funding cover the cost of courses being audited by high school student?

Students who wish to audit courses will not be considered dual enrollment students and will not have tuition covered by the Prepare RI funds. These students will not be getting either high school or college credit, and therefore, they do not meet the criteria for dual enrollment. The students are able to audit a course for their own interest but will be responsible for any tuition, fees and books.

5. Student Eligibility Criteria

5.1. How do I know if a student is eligible to participate in dual or concurrent enrollment?

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Each institution has specified eligibility criteria, which can be found on the tabs for each institution on the RIDE dual enrollment page at www.ride.ri.gov/dualenrollment. Depending on the institution and course chosen, there may be rare cases where the faculty may need to approve the student taking the course. Please see the institution specific criteria listed on the RIDE website.

Secondary school students may take dual and concurrent enrollment coursework, as space allows, upon the approval of their principal, director, head of school, counselor or another designee. The local criteria for enrollment should primarily be based on the criteria established by the postsecondary institution. The students' local academic achievement and attendance record may be taken into consideration but should not be the sole determinant of a student's eligibility to participate. The decision regarding a student's participation in dual or concurrent enrollment coursework is subject to appeal through the LEA's appeals process.

5.2. Do students with disabilities who receive services through an IEP or 504 accommodations need to meet the same eligibility criteria than other students?

Yes, students with disabilities are held to the same eligibility criteria outlined by the postsecondary institution and the LEA. Students with disabilities will receive from the LEA for concurrent enrollment and from the postsecondary institution for dual enrollment, the protections, services and accommodations as prescribed by federal and state law.

5.3. How do students register for dual enrollment and concurrent enrollment courses?

All students requesting to participate in dual or concurrent coursework should make the request through their counselor or appropriate school administrator following the LEA-established process to verify they meet the eligibility criteria. The LEA or school should clearly publish the enrollment process and eligibility criteria for students and families. RIDE has provided the criteria set by each public postsecondary institution on the tabs for each institution on the RIDE dual enrollment page at www.ride.ri.gov/dualenrollment. The counselor or administrator can assist students to enroll as a non-matriculating student for dual enrollment for each institution and help ensure that students receive high school credit for a dual enrollment course. For concurrent enrollment, the school is delivering the class and should enroll any eligible student following the school/LEA-established process, as space allows.

5.4. What if students plan their next year around a dual enrollment opportunity and when they are able to register in the summer or fall there is no longer space in the course?

Any scheduling issue should be handled in accordance with the LEAs local policies and is not different than scheduling for other advanced coursework opportunities. The student, working with the school counselor or school administrator, should establish a backup plan in the event they cannot get their first choice courses. Dual enrollment registration timing and process varies at each institution and students can register for a class as space allows at the time registration opens for dual enrollment students.

5.5. Are Rhode Island students who are home schooled eligible to participate in dual enrollment?

Yes, the Dual Enrollment regulations allow dual enrollment opportunities for students who meet the institution's eligibility criteria, including home school students. However, the Prepare RI Dual Enrollment Fund is separate from the regulations. As home school students are not public school students and are not enrolled in a public Rhode Island High School, the student is not eligible for the Prepare RI Dual Enrollment funding and will be responsible for the associated costs of taking a dual enrollment course.

6. Student Supports

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6.1. How will students and families find out about dual and concurrent enrollment opportunities?

RIDE will publish information regarding dual and concurrent enrollment opportunities, the process to enroll, the benefits of taking college courses, specific commitments for the course and consequences if a student should fail a course. The school or LEA will publish this information through multiple modalities for students and their families. School counselors and administrators should be available to answer any questions students or families have.

6.2. What if there is no room in the student's schedule to participate in dual or concurrent enrollment?

The school counselor or appropriate administrator should work with the student to accommodate the desired course as much as possible based on the student's schedule and graduation requirements.

6.3. Who is responsible for transportation of students for dual enrollment?

Students and their families are responsible for transporting the student to the course on the postsecondary institution's campus. The school or LEA may choose to support transportation of their students.

6.4. Who is responsible for providing books for dual and concurrent enrollment?

If a student is taking dual or concurrent enrollment programming and receiving high school credit, the school or LEA is responsible for providing books to the student. The LEA should make the determination whether students return books to the appropriate school administrator for any applicable dual enrollment course. Please see section 8 regarding textbook policies.

6.5. Who is responsible for ensuring the student successfully enrolls in dual or concurrent enrollment courses?

Each postsecondary institution has designated a staff member to coordinate the delivery of dual and concurrent enrollment. The LEA or school should also assign staff to work with the postsecondary institution to: assist students to enroll in courses; ensure that students follow the established enrollment procedure; and track student enrollment and course completion.

6.6. Do the accommodations listed in the secondary student's IEP or 504 automatically apply to postsecondary classes?

Not necessarily. Students with disabilities who meet the prerequisites of a course must be provided reasonable accommodations through Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) in higher education courses to ensure the same access as students without disabilities. Postsecondary institutions are not required to modify course content or performance expectations that would substantially alter the essential elements of the course. Not all accommodations available at the high school may be allowed in college level classes. With the help of their high school; students receiving special education services and/or reasonable accommodations in high school should meet with the disability services office of the higher education institution to arrange for necessary accommodations in college courses. Students with an IEP may reconvene their IEP team to discuss the special education services they receive and how those services may support their enrollment in college level courses.

7. Information Access and Management

7.1. Who communicates the list of available concurrent courses that will be offered?

RIDE will publish the list as early as possible upon approval by the Board of Education each year as to the concurrent enrollment course offering from each public postsecondary institution. The LEA or school should

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review and determine which concurrent courses will be offered based on schedule, alignment with the LEA curriculum, student demand and available instructors.

7.2. When will the list of courses be available each year?

No later than March 15th of each year RIDE, OPC and the state's three public postsecondary institutions will enter into a memorandum of agreement that details the catalog of concurrent enrollment courses, student eligibility criteria and pre-requisites, course costs, and instructor requirements. The Board of Education will approve the concurrent course offering and costs. By March 31st of each year RIDE will publish and disseminate the list of concurrent enrollment courses and corresponding information.

The school or LEA should provide all students and their families with the available course and program information as far in advance as possible of course selection and enrollment. This information shall be made available in multiple modalities (website, letters, emails) and languages as is feasible.

8. LEA Dual Enrollment Policy and Reporting

8.1. Who is responsible for completing the annual dual enrollment data report?

The Rhode Island Department of Education (RIDE) will work with OPC to prepare the annual dual enrollment data report. The report will be compiled from information provided by each of the three public postsecondary institutions on dual and concurrent enrollment programming related to the number of participating students, participant demographics, and credits earned for both dual and concurrent enrollment courses. The information on enrollment will be verified with RIDE's enrollment census. RIDE will submit the annual report to the Governor, Senate President and Speaker of the House.

RIDE will work with the information currently collected in enrollment and provided by the OPC. However, LEAs or schools should keep track of student dual and concurrent enrollment information and work with the respective postsecondary institution to verify student enrollment, grades and transcripts. Students under the age of 18 will need to sign along with their parent/guardian the institutions grade release in order for the institution to share grades with the LEA for dual enrollment courses.

8.2. When must LEAs adopt a local dual enrollment policy?

Pursuant to Rhode Island General Law § 16-100-4 the governing bodies of all schools must adopt a policy for dual and concurrent enrollment by **June 30, 2015**. The policy must align with the Rhode Island Board of Education's dual enrollment regulations.

8.3. What elements are required to be in the local dual enrollment policy?

The local policy shall ensure that it covers all local responsibilities outlined in these FAQs and in the regulations, including but not limited to:

- Academic information including communication about available courses, educational outcomes, grading policy, awarding of high school credit and college transcript process.
- High School Instructor approval and identification of designated staff coordinators.
- Course costs, availability of funding and the specific funding support for low-income students. LEAs must ensure that low income students are not denied access to dual enrollment opportunities based on inability to pay. **Local policies should not assume there will be statewide funding each year.**
- Student eligibility criteria including local criteria, process to enroll and appeals process.

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- Student supports including communication to students and families regarding the benefits and risks, accommodations for students with disabilities, and transportation.
- Information access and management including the communication process and timing to notify students and families of dual and concurrent enrollment opportunities.
- Reporting ensuring there is a process to track student enrollment in and completion of both dual and concurrent course opportunities.

8.4. Does the LEAs textbook procedure need to be in the local dual enrollment policy?

If a student is taking dual or concurrent enrollment programming as a part of their high school coursework, the school or LEA is responsible for providing books to the student and this should be explicit in the local policy. The LEA may outline the process for textbook reimbursement in the local policy or outline it as a separate procedure. The process for paying for textbooks is a local decision.

The LEA owns the texts they provide for students taking dual enrollment courses. The procedure must be clearly communicated to families and students and may be outlined in school procedure. It is recommended that the policy and procedure address and support students who cannot pay up front for books or wait for the reimbursement at the end of the course. CCRI has proposed a third party payment process. The LEA might consider other consequences for students not returning the book.

8.5. Are LEAs required to pay for transportation to dual enrollment courses?

LEAs are not required to provide transportation for dual enrollment. Some LEAs are providing bus passes or renting a bus for groups of students. It is a local decision and should be incorporated into the local dual enrollment policy.

8.6. Will dual enrollment affect high school classifications and if so, do other early college access courses, such as AP count?

Starting with the 2015-16 school year, college credit earned while still in high school, including AP, will be part of an additional data collection. Initially, this data will inform the diploma system review tool that will include a school profile. Additionally, this data may be incorporated into a future accountability system under the new Every Student Succeeds Act (ESSA).

AP is not governed specifically by the Dual Enrollment regulations but LEAs are encouraged to offer AP courses as part of the advanced course offerings for students. LEAs are encouraged to work other higher education institutions to establish additional dual and concurrent opportunities as feasible.