

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Dual Credit Policy

Series: I16

Reference:

Issued: 08.16.1984

Revised: 08.04.2014; 12.17.2015; 03.06.2017;  
05.10.2018

Revision Number: 4

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**16.01 Dual Credit.** For the purposes of this policy, dual credit is defined as a college-level course of study offered to high school students. Dual credit courses enable high school students to receive, simultaneously, both high school and college-level course credit. Dual credit courses may be taught by full-time college faculty who instruct high school students on campus or by a high school teacher who has been approved by the college to teach the course. Dual Credit courses can also be offered virtually through county approved colleges and universities. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements.

Dual credit courses achieve multiple purposes. The primary purpose of offering dual credit courses is to deliver high-quality college experiences to high-performing high school students. Dual credit courses also enrich and extend the high school curriculum, provide introductory college coursework, and avoid unnecessary duplication in coursework as students move from high school to college.

**16.02 Dual Credit Delivery Methods.** Dual credit courses may be delivered on the college campus, the high school, another site not located at a high school or college campus, in a virtual environment, or through a combination of these delivery methods.

### **16.03 Grades and Course Credit for Dual Credit Courses.**

**16.03.1** If a dual credit course is offered, the instructor is responsible for aligning the content standards and objectives for both the secondary and postsecondary course. The instructor of the dual credit course must teach the standards for both the secondary and postsecondary content.

**16.03.2** The instructor will develop guidelines for the awarding of credit for both the secondary and the postsecondary credit. The grading scale used for the award of credit will be that of the postsecondary institution.

**16.03.3** College credit will be awarded for courses taken for dual credit upon the student's completion of the course requirements and will become part of the student's official college transcript. All dual credit

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courses will count as one full college credit and one full high school credit.

**16.03.4** High school credit will also be awarded by the secondary school upon successful completion of the course. The award of one weighted elective high school credit per dual credit course will be in compliance with state standards.

**16.03.5** All grades earned for college credit by the student in a dual credit course will be recorded on a postsecondary institution's transcript.

**16.04 Tuition and Other Charges.** Tuition and other fees and charges for dual credit courses will be consistent with the published dual credit tuition rates as approved by the WV Higher Education Policy Commission. There are no tuition discounts available for free and reduced students. The student has the responsibility to purchase or rent the approved textbook or other materials needed for the postsecondary course. Books and materials for the secondary course will be provided by the school/county.

**16.05 Student Eligibility.** The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the college or university offering the courses in high school. It is recommended that students have a minimum overall grade point average of 3.0 (on a 4.0 scale) and be recommended by the school principal or his or her official designee.

**16.06 Program Structure and Administration.** Dual credit will only be awarded for college-level, credit bearing coursework counting for program or degree requirements. In the case a dual credit course is used to meet a graduation requirement, the syllabus must provide for 180 days of instruction and shall include provisions for any dates when the postsecondary institution is not in session. Classes not meeting 180 days will include content to master all standards during the time the course meets.

**16.07** The following courses have been approved for both dual credit and a graduation requirement.

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English 101/102 - English 12 Honors\*

English 101/150 – English 11 Honors\*

History 208 – Contemporary Studies Honors

Political Science 101 – Civics for the Next Generation Honors

Biology 101 – Biology Honors

Biology 210 – Human Anatomy and Physiology Honors (Collaborative  
School only)

Any dual credit Fine Arts class will meet the graduation requirement for  
Fine Arts

Chemistry 105 and 107 – Chemistry I Honors

Math 111 – Math for Liberal Arts

\*These three classes should be taught over two years to earn both English 11  
and English 12 graduation credit.

Any dual credit math course may count as the fourth math credit elective, but  
students must be aware that not all courses are approved for NCAA credit.

Additional dual credit courses for graduation credit must be submitted to the  
Assistant Superintendent for Curriculum and Instruction for review and then  
approved by the WVDE.

**16.08** Postsecondary institutions, other than the one awarding the dual  
credit, may not recognize the dual credit on the student transcript.

**16.09** Students enrolled in dual credit courses must adhere to the dates  
comparable to those specified on the college campus for registration, drop,  
withdrawal, or refund.