

## **Dual Enrollment Contract**

**Between**  
**Paul D. Camp Community College**  
**and**  
**Isle of Wight County Public Schools**

The purpose of this agreement is to set out the terms and conditions upon which courses will be offered under the "Virginia Plan for Dual Enrollment Between Virginia Public Schools and Community Colleges" established by the Secretary of Education, the VCCS Chancellor, and the Superintendent of Public Instruction in January 2005. The purpose of this offering is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation.

Each party does hereby agree to the following:

1. Under this agreement, Paul D. Camp Community College, (herein after “the College”), will make available college-level courses to students of Isle of Wight County Public Schools for the 2011-2012 academic year.

The courses to be offered will be established by mutual agreement of both parties for the fall and spring semesters. A list of courses can be found as Attachment 1, and are hereby incorporated into this agreement.

The responsibilities of the parties pursuant to this agreement are conditional upon student registration for the course(s) being completed and subject to adequate student enrollment as determined by the college. The College and Isle of Wight County Public Schools reserve the right to cancel any class sections or add sections, no later than the census date for the class as determined by the college.

2. Tuition & Fees

Pursuant to the Virginia Plan for Dual Enrollment, schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no cost to them or their families. If tuition will be charged, then the School will pay on behalf of the student or students, or the student will pay the College, the mandatory tuition and any fees established by the State Board for Community Colleges at the rate then in effect at the time the classes begin. Where the School agrees to pay the tuition and fees, the College will bill the School on a semester basis. If the parties agree the students are responsible for such payments, the College will bill the students directly for them.

3. Textbooks

The College reserves the right to determine the textbooks used in dual enrollment courses. [The provision of all dual enrollment course textbooks is the responsibility of the school division and/or student.

4. Payment for Other Services

Fees and reimbursement for other costs and services will be determined by mutual consent of the Isle of Wight County Public Schools and the College per Attachment 2, which is hereby incorporated herein and made a part of this Agreement.

5. Faculty

a. Selection

(1) Authority to Select/Hire

The selection and supervision of instructional faculty for all community college courses covered by this agreement will be the responsibility of the College. Isle of Wight County Public Schools may recommend qualified teachers who are interested in teaching in the dual enrollment program to the College for consideration. Each faculty member teaching in the dual enrollment program shall be a member of the college's full-time or part-time faculty or an employee of the Isle Of Wight County Public Schools.

(2) Dual enrollment course faculty must meet the minimum credential requirements set forth by Form VCCS-29 (Attachment 3) and the Southern Association of Colleges and Schools.

b. Payment

If the instructor for dual enrollment course(s) is employed full time by Isle of Wight County Public Schools and the course(s) are part of the assigned teaching workload, the College may reimburse the Isle of Wight County Public Schools for the services of its employee in lieu of direct compensation to the faculty member. If, however, the College employs an instructor that is not affiliated with the Isle of Wight County Public Schools, the College will compensate the faculty member directly. Reimbursement and/or payment of faculty salaries directly will be in accordance with the Virginia Community College System approved lecturer rates depending on qualifications of the instructor and will occur no later than the end of the semester of the course. Other reimbursement procedures, mutually agreeable to both the college and the school division, can also be implemented as an alternative if evidenced in writing.

c. Faculty Responsibilities

a. Instructors will be expected to conform to college policies for the dual enrollment courses they teach, such as preparing course syllabi, verifying class rosters, reporting student progress to the college at mid-semester, taking attendance, and providing final grades at the end of the semester.

b. Evaluation

- a. Instructor Evaluation-- The community college will conduct faculty evaluations for dual enrollment instructors using the college guidelines adopted for all adjunct faculty. A copy of the observation results will be submitted to the designated school division representative.
- b. Student Evaluation - Student evaluations on all dual enrollment adjunct instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, Program Lead, faculty, and designated school division representative

6. Students

a. Selection and Eligibility to Participate in Dual Enrollment Program

- (1) In order to be eligible to participate in the Dual Enrollment Program, high school students must have permission of their parent or guardian to participate, be recommended by their high school principal to cross register, and meet course prerequisites.
- (2) Students must meet admission and course placement requirements of the college. Requirements for admission include the completion of and application for admission to the college, transcript request forms, and the completion and receipt of satisfactory scores on the college's placement tests when required.
- (3) Exceptions to the policies established in 6.a.(1) and 6.a.(2) regarding student eligibility may be made on a case-by-case basis with the approval of the public school superintendent and appropriate community college officials, so long as such exceptions are in accordance with the VCCS Policy Manual.

7. College Administrative Responsibilities

- a. The College, through its instructor(s), will provide the appropriate Isle of Wight County Public Schools officials with progress reports on each student from time to time as shall be agreed by the contracting School System and College. At the conclusion of each college academic term, the student will receive a college grade for each course in which he/she was registered and such grades will become part of the student's permanent college record.
- b. A record will be maintained by the College for each student in the Dual Enrollment Program as a part of the permanent college record maintained by the College's Admissions and Records office. The College will send transcripts to colleges/universities upon a student's request.

- c. The College will provide a minimum of 750 minutes of instruction (to include testing and evaluation) for each lecture credit or lab contact hour per semester to Isle of Wight County Public Schools students enrolled in college courses under this agreement.

## 8. High School Administrative Responsibilities

Isle of Wight County Public Schools will verify enrollments in each class section, and instructors will report grades to the College within a prescribed period of time, according to established college procedures.

## 9. Award of Credit

College and high school credit shall be awarded to the participating high school student upon successful completion of the course.

## 10. Course Standards

### a. Course Equivalency, Evaluation, and Assessment

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment courses developed and implemented under the auspices of the Virginia Plan for Dual Enrollment and this contract shall include a formal mechanism for evaluation. The College has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the College, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

### b. Modifications of Policies

Modifications of on-campus policies, procedures, and rules appropriate to the high school setting may be agreed to by the parties in writing before each term begins.

### c. Student Performance

The College reserves the right to advise the student, parents, and School System that the student does not have sufficient skills or abilities to continue in the courses selected after the first semester.

## 11. Agreement Contacts

Contact persons for this agreement are:

- the School System: Dianne B. Pollard, Director of Secondary Education

- the School: Lucy Robertson, Guidance Counselor Smithfield High; Melitta Brinkley, Guidance Counselor, Windsor High
- the College: Paul D. Camp Community College

## 12. Transferability

Normally, academic courses intended for transfer with a grade of "C" or above will transfer to institutions of higher education. However, no guarantee can be made to students regarding transferability to all colleges and universities. Community college occupational/technical course credits earned are applicable to specific curricula and are intended to prepare students for employment in those areas. While some of these courses may be accepted for transfer, no unified policy on the transfer of VCCS courses exists. The School should advise students to consult with transfer institutions in order to determine if their courses will be accepted for transfer.

13. The College reserves the right to enroll other students in the courses subject to this contract when those courses are offered on the College's campus or sites not at the high school.
14. Each party will be responsible for liability coverage of its employees and agents in fulfilling its responsibilities under this agreement, to the extent authorized by law.
15. If either party wishes to terminate this agreement, a written notice must be provided to the other party within [30]\* days of the requested termination date. Termination will not take place until dual enrollment courses in progress are completed.  
\*The number of days should be negotiated between the School/System and the Community College.
16. The College or the Isle of Wight County Public Schools shall not unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this contract. Disabled students will continue to receive accommodations through the School pursuant to the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C § 1400.
17. Nothing herein shall be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia or the assumption of any liability contrary to Virginia law.

## Signatures:

By: \_\_\_\_\_  
Dr. Paul W. Conco, President  
Paul D. Camp Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
A. Katrise Perera, Superintendent  
Isle of Wight County Public Schools

\_\_\_\_\_  
Date

## Attachment 1

### Isle of Wight County Public Schools – List of Courses

<b>Class</b>	<b>Credits</b>	<b>Location</b>
AST 101 – Keyboarding Applications*	3	High Schools
AST 113 – Computer Information Systems*	3	High Schools
AST 147 – Advanced Computer Information Systems*	3	High Schools
ITE 170 – Design, Multimedia, and Web Technologies*	3	High Schools
MKT 100 – Marketing*	3	High Schools
FIN 107 – Economics and Personal Finance*	3	High Schools
DRF 120 – Technical Drawing*	3	High Schools
ARC 121 – Architectural Drawing*	3	High Schools
EDU 195 – Teachers for Tomorrow (Teacher Cadet)	3	High Schools
CHD 145-17-4 – Early Childhood Education & Services I	3	Pruden
CHD 165-17-4 – Early Childhood Education & Services II	3	Pruden
ITE 150 – Advanced Database Design & Management	3	Pruden
WEL 117 - Welding	3	Pruden

\*New courses offered for dual credit

## PDCC TUITION AND FEES

Credits	VA Resident/Military/ Contract/ Rate (in- state)	Tech Fee	Student Activity Fee	Auxiliary Fee	Total Tuition In-State	Total Tuition Out-of-State	Total e-Rate Tuition (out- of-state)	Business Contract Tuition (out- of-state)	Military Contract Tuition (out- of-state)
1	111.50	7.50	1.00	0.75	120.75	312.35	217.75	195.75	135.75
2	223.00	15.00	2.00	1.50	241.50	624.70	435.50	391.50	271.50
3	334.50	22.50	3.00	2.25	362.25	937.05	653.25	587.25	407.25
4	446.00	30.00	4.00	3.00	483.00	1,249.40	871.00	783.00	543.00
5	557.50	37.50	5.00	3.75	603.75	1,561.75	1,088.75	978.75	678.75
6	669.00	45.00	6.00	4.50	742.50	1,874.10	1,306.50	1,174.50	814.50
7	780.50	52.50	7.00	5.25	845.25	2,186.45	1,524.25	1,370.25	950.25
8	892.00	60.00	8.00	6.00	966.00	2,498.80	1,742.00	1,566.00	1,086.00
9	1,003.50	67.50	9.00	6.75	1,086.75	2,811.15	1,959.75	1,761.75	1,221.75
10	1,115.00	75.00	10.00	7.50	1,207.50	3,123.50	2,177.50	1,957.50	1,357.50
11	1,226.50	82.50	11.00	8.25	1,328.25	3,435.85	2,395.25	2,153.25	1,493.25
12	1,338.00	90.00	12.00	9.00	1,449.00	3,748.20	2,613.00	2,349.00	1,629.00
13	1,449.50	97.50	13.00	9.75	1,569.75	4,060.55	2,830.75	2,544.75	1,764.75
14	1,561.00	105.00	14.00	10.50	1,690.50	4,372.90	3,048.50	2,740.50	1,900.50
15	1,672.50	112.50	15.00	11.25	1,811.25	4,685.25	3,266.25	2,936.25	2,036.25
16	1,784.00	120.00	16.00	12.00	1,932.00	4,997.60	3,484.00	3,132.00	2,172.00
17	1,895.50	127.50	17.00	12.75	2,052.75	5,309.95	3,701.75	3,327.75	2,307.75
18	2,007.00	135.00	18.00	13.50	2,173.50	5,622.30	3,919.50	3,523.50	2,443.50

VA Resident/Military/Contract/e-Rate includes technology fee (\$7.50 per credit hour), student activity fee (1.00 per credit hour), auxiliary fee (.75 per credit hour).

Out-of-state/e-Rate(out-of-state)/Business Contract(out-of-state)/Military Contract(out-of-state) includes technology fee, student activity fee, auxiliary fee, and capital fee (\$15.00 per credit hour)

### Virginia Community College System Qualifications of Faculty

Qualifications for faculty in the Virginia Community College System are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). SACS states:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

**Credential Guidelines:**

1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

In addition to the above two categories of faculty specified by SACS, the VCCS adds the following:

3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.
4. Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education.

The accompanying chart (VCCS-29) specifies the normal minimum criteria for each faculty rank. This chart applies to teaching faculty and administrators. For administrators and professional faculty (counselors, and librarians), "teaching effectiveness" refers to effective performance in the primary area of responsibility and "teaching experience" includes professional service in the primary area of responsibility. The chart should be used and interpreted in conjunction with the above general principles, Section 3.2 (Faculty Qualifications) of the VCCS Policy Manual, and the following interpretive specifications

**Interpretive Specifications**

- ❖ Fulfillment of normal minimum criteria does not guarantee original placement in, or promotion to, a given rank.
- ❖ Minimum degree requirements for original appointments and promotions must be met.
- ❖ The following are appropriate substitutions for requirements beyond the minimum degree specified for a given rank, which may be used at the discretion of the college.
  - a) Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of teaching experience being considered equivalent to a required year of occupational experience.
  - b) Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of related occupational experience being considered equivalent to a required year of teaching experience.
  - c) Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.