



DUAL AND CONCURRENT  
CREDIT ENROLLMENT

**HIGH SCHOOL  
FACULTY  
HANDBOOK**

ACADEMIC YEAR 2019 – 2020

## **What is Meant by the term “Dual Credit Enrollment?”**

Atlantic Cape Community College’s (Atlantic Cape) dual credit enrollment is a partnership between local high school districts in Atlantic and Cape May counties and Atlantic Cape. Certain courses at these high schools are deemed as “college credit-worthy.” Therefore, students simultaneously earn Atlantic Cape college credit (and create a college transcript!) while fulfilling their high school requirements by taking approved, advanced high school courses.

Dual credit courses are taught by qualified high school instructors who work closely with Atlantic Cape Faculty Liaisons to ensure the academic rigor the students exhibit in their high school course is equivalent to Atlantic Cape’s college course.

## **How do Students Benefit from Atlantic Cape’s “Dual Credit Enrollment?”**

- Students earn both college and high school credit for each approved course successfully completed.
- Credit earned can be applied toward an Atlantic Cape degree or certification.
- Students may transfer credit earned at Atlantic Cape to other colleges and universities.
- Students save money! Tuition is only \$59.30 per credit with no additional costs for fees. That is a 32% discount on regular tuition per credit at Atlantic Cape!
- Students have the opportunity to challenge themselves and develop skills to excel academically.
- Students who complete approved “dual credit” courses have an official transcript created at Atlantic Cape that is not an Advanced Placement (AP) course and does not depend on an approved AP score of “3” or higher.

## **What Do Students Need to do to Participate in “Dual Credit Enrollment?”**

- Students must meet with their Guidance Counselor to review the approved courses available between their high school and Atlantic Cape.
- Students must meet all academic prerequisites at the time of enrollment into an academic dual credit course.
- Students are encouraged to complete the Accuplacer or SAT exam prior to registering for a dual credit course.

**NOTE:** Before attempting to take a college-level English or Math course, students must complete the Accuplacer or SAT exam to determine college-readiness.

- Students must complete an online application for admission to Atlantic Cape no later than November 1.
- Students must complete an Atlantic Cape Registration Form with their Guidance Counselor, indicating how many dual credit courses they wish to participate. For students under 18 years of age, this Registration Form must be signed by a parent or guardian. Payment for each dual credit course of interest must accompany the student's Registration Form.

### **What is Meant by the term “Concurrent Credit Enrollment?”**

Atlantic Cape Community College's (Atlantic Cape) concurrent credit enrollment is a partnership between local high school districts in Atlantic and Cape May counties and Atlantic Cape. Student may enroll in an Atlantic Cape college course at any one of our three campuses (or online) while still enrolled in high school. There may also exist an opportunity for Atlantic Cape to teach college courses on-site at a participating high school.

Concurrent credit courses are taught by an Atlantic Cape faculty member.

### **How Do Students Benefit from Atlantic Cape's “Concurrent Credit Enrollment?”**

- Students earn college credit while still in high school.
- Credit earned can be applied toward an Atlantic Cape degree or certification.
- Students may transfer credit earned at Atlantic Cape to other colleges and universities
- Students save money! Tuition is only \$105 per credit with no additional costs for fees (exceptions apply for Aviation Studies and Culinary Arts courses).
- Students have the opportunity to challenge themselves and develop skills to excel academically.

### **What Do Students Need to Do to Participate in “Concurrent Credit Enrollment?”**

- Students must meet with their Guidance Counselor and receive approval to take concurrent courses.

- Students must meet all academic prerequisites at the time of enrollment into an academic concurrent credit course.
- Students are encouraged to complete the Accuplacer or SAT exam prior to the registering for a concurrent credit course.  
NOTE: Before attempting to take a college-level English course, students must complete the Accuplacer or SAT exam to determine college-readiness.
- Students must complete an online application for admission to Atlantic Cape prior to the start of the semester they wish to take a concurrent credit course(es).
- Students must complete an Atlantic Cape Registration Form with their Guidance Counselor, indicating how many dual credit courses they wish to participate. For students under 18 years of age, this Registration Form must be signed by a parent or guardian. Payment for each dual credit course of interest must accompany the student's Registration Form.

### **Is A Payment Plan Available to Cover Costs for Dual and/or Concurrent Credit Courses?**

Parents and guardians who wish to inquire about payment options are encouraged to contact Kathleen Landau, College Bursar, at (609) 343-5105 or [landau@atlantic.edu](mailto:landau@atlantic.edu).

### **Can Students Add/Drop or Withdraw from Dual and/or Concurrent Credit Courses?**

Students may “add” or “drop” a course until the end of the registration period per semester (8-week, 12-week or 15-week), and may “withdraw” before the College’s official withdrawal date for the semester in question.

Students are expected to follow the guidelines regarding Add/Drop or Withdraw (including last day to withdraw) found on the College’s website, [www.atlantic.edu](http://www.atlantic.edu).

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law which affords students with certain rights with respect to protecting the privacy of their educational records. FERPA establishes the right of students to inspect and review their educational records and, lastly, provides guidelines for the correction of inaccurate and misleading records.

FERPA applies to students attending educational programs at Atlantic Cape.

## **Applying Atlantic Cape Credits toward a College Degree or Certification**

Completed dual credits and concurrent credits may be applied toward a degree or certificate at Atlantic Cape or may be transferred to other institutions. Depending on the institution and the student's course of study, credits may transfer as program course requirements, as general or "free" electives, or they may satisfy a prerequisite for a required course. It is strongly recommended that students contact the college or university they plan to attend to verify how these credits will be accepted.

Students planning to attend a private college/university should speak to the college/university admissions office to clarify acceptance of these transfer credits. Although it is uncommon for credits not to transfer, there have been some exceptions.

Typically, a grade of "C" or higher is needed in order to transfer credit to another institution. Each college and university has their own requirement when it comes to the grade required for transfer. Please discuss with your students the repercussions of failing an Atlantic Cape course. This may effect scholarship, athletic and leadership opportunities at Atlantic Cape or other institutions.

## **Using College Credit at Atlantic Cape**

If students have earned dual credits and concurrent credits at Atlantic Cape, they will have a transcript record in the College database. If students plan to attend Atlantic Cape after graduating from high school, they are encouraged to attend an Open House or Information Session to learn more about Atlantic Cape's degrees and certificates. For additional information, please refer to Atlantic Cape's course catalog on [www.atlantic.edu](http://www.atlantic.edu).

## **Transferring College Credit from Atlantic Cape**

Atlantic Cape's transcript requests are now being processed through the National Student Clearinghouse and can be requested online through their website. There is a minimal fee for this service. Students may contact [register@atlantic.edu](mailto:register@atlantic.edu) or call (609) 343-5662 if they have questions regarding the transcript process.

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## **How Do You – as High School Instructors – Benefit from Teaching a Dual Credit Course?**

High school instructors benefit from the experience of teaching a college-level course and helping to prepare students for higher education. Each participating instructor works with an Atlantic Cape Faculty Liaison who has approved the college course curriculum and assists in assessment standards and teaching pedagogy. Atlantic Cape's approved dual credit courses provide opportunities for high school and college instructors to work side-by-side on curriculum and course development and participate in joint professional development.

## **Responsibilities for High School Instructors Teaching Approved Dual Credit Courses**

Participating high school instructors must meet Atlantic Cape's initial eligibility requirements for teaching Atlantic Cape-approved high school courses by submitting:

- Dual Credit Instruction Form (signed by School District Superintendent) – see Page 7
- College transcripts (unofficial)
- Comprehensive resume/CV

Upon request, high school instructors may also be asked to:

- Schedule and participate in peer-to-peer visits with Atlantic Cape Faculty Liaison per academic year
- Participate in Professional Development workshops offered through Atlantic Cape's Center for Teaching and Learning Excellence per academic year
- Announce and market dual credit courses and their benefits to parents and students and distribute marketing materials (approved by College's Marketing department)
- Consider scheduling a day on campus to visit a College course
- Remind students of College registration deadlines
- Assist students with completing Registration Forms, if necessary
- Communicate regularly with Atlantic Cape Faculty Liaison
- Participate in program review or accreditation activities, upon request
- Submit final letter grades to Atlantic Cape at the end of the school year (no later than June 20).

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NOTE: Atlantic Cape recognizes the following letter grades: A, A-, B+, B, B-, C+, C, D and F. For students whose final high school grade is an A+, this must be noted as an "A" for submission to the College. For students whose final high school grade is a "C-," this must be noted as a "C."

## **Participating High Schools in Academic Year 2019-2020\***

Atlantic County Institute of Technology	Middlesex County Vo-Tech School
Atlantic Christian School	Middle Township High School
Atlantic City High School	Ocean City High School
Buena Regional High School	Ocean County Vo-Tech School
Cape May County Technical High School	Pleasantville High School
Chartertech High School	St. Joseph High School
Egg Harbor Township High School	Vineland High School
Greater Egg Harbor Regional School District	Wildwood High School
Hammonton High School	Wildwood Catholic High School
Lower Cape May Regional High School	

\*Please see your high school's Director of Curriculum and Instruction, or other identified representative, for a list of approved Atlantic Cape Dual Credit Enrollment Courses for academic year 2019-20.



## DUAL CREDIT INSTRUCTION FORM

Name of High School Instructor:

\_\_\_\_\_

Name of High School:

\_\_\_\_\_

Requested Course(s) in Subject Area/Discipline:

\_\_\_\_\_

All High School Instructors who request and/or agree to teach a dual credit course approved by Atlantic Cape Community College must either hold a master's degree with a minimum number of credit hours in subject area/discipline to be taught or possess industry-recognized and accepted credentials that may justify an exception. Instructors must also attach a transcript (unofficial) identifying graduate coursework, as well as a comprehensive resume/CV.

Instructor Signature/Date: \_\_\_\_\_

Superintendent/Designee Signature/Date: \_\_\_\_\_

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### ***For Office Use Only:***

Received in Office of Academic Affairs on \_\_\_\_\_ by \_\_\_\_\_

Instructor's transcript and comprehensive resume/CV includes and supports the following:

- Master's degree in subject area/discipline, or Master's degree in a related area with at least 18 graduate credit hours in the subject area/discipline, or industry-recognized and accepted credentials
- Advanced Placement Training: \_\_\_\_\_
- \_\_\_\_ Years Teaching Equivalent Course
- \_\_\_\_ Years Teaching Equivalent Course at Other College/University
- Industry Recognized and Accepted Credential(s): \_\_\_\_\_
- \_\_\_\_ Years of Work Experience in a Related Field
- Awards and Honors within subject area/discipline

Academic Dean: \_\_\_\_\_

VP of Academic Affairs: \_\_\_\_\_