

Ohio University Lancaster Outline of Dual Enrollment/Credit Process

The Educational Service Center of Central Ohio and the Eastland-Fairfield County Career Center are partnering with Ohio University Lancaster to provide dual classes for students in the high schools of Fairfield County. The courses will be offered at the participating high schools using approved adjunct faculty from Ohio University. To this end, the College has created a process to facilitate dual enrollment, which will enable students to be enrolled in courses while concurrently completing high school courses. The process is outlined below.

- 1) Administration and faculty from school districts, which are interested in this process, meet with Ohio University Lancaster administration and faculty to review the college course syllabus that must be used in place of the traditional high school course outline. The high school courses which meet these requirements include advanced placement, honors, and third- and fourth-year offerings. The adjunct may add to, but not delete from the approved syllabus.
- 2) Once courses within a given school district have been selected, the high school faculty members who instruct these courses will have their credentials reviewed by the college. All adjunct faculty members must have a master's degree in the content area to be approved by Ohio University. If the given faculty member meets this requirement, he/she will be established as an unpaid adjunct faculty member. This will enable each to serve as the faculty of record for the given Ohio University Lancaster course, which will be offered on a flexibly scheduled basis in the fall.
- 3) Students in the selected high school courses will be enrolled at no cost in Ohio University Lancaster as non-degree seeking students. The students will take the COMPASS exam at no cost. The students' parents/guardians will be asked to give permission for the student to enroll at Ohio University Lancaster under this agreement. There will be no cost to the student when the class is paid from the grant funds. When grant funds are not available, the cost will either be absorbed by the school district or paid for by the student's parents/guardians.
- 4) Tuition of \$100.00 per credit hour will be charged in the 2009-2010 academic year paid by the participating high school, the student's parents/guardians or through grants secured for this purpose. In the 2010-2011 academic year the per credit hour charge will drop to \$90.00. The high school teachers may receive a stipend at the discretion of the school for any additional work required outside the normal school day.
- 5) Upon the end of the given high school class, the high school faculty member will be responsible to record the appropriate letter grade for each enrolled student. **These grades will become part of the student's permanent college record. It is critical that the students enrolled are fully aware of this fact.** Not all high school students in a selected class need to be enrolled in the college courses; this decision will be the high school's recommendation. The enrolled students will be entitled to copies of transcripts.
- 6) Those listed as TAG-approved courses or pending TAG are granted transfer to any Ohio public institution. Those which are not TAG-approved will most likely transfer as well. Foreign language courses are not currently being put through the TAG process by the Ohio Board of Regents.