High School Students Enrolled in College Coursework
North Dakota University System, 3-5-14

METHODOLOGY
These guidelines are based on the pretext that the NDUS only awards college credit, it does not offer high school credit. The high school determines, on an individual basis, whether or not the high school student concurrently earns high school credit for the college or university course. In all cases, the student earns college or university credit for successful college course completion, regardless of whether or not the student is simultaneously receiving high school credit. Thus, the guidelines below attempt to eliminate the historic distinction between dual credit and early entry students, and consider a common structure for all high school students enrolled in college or university coursework.

GUIDELINES

1. Tuition and Fee rates-
   • Full implementation of common high school student rates by not later than Fall 2015; campuses may begin full or phased implementation beginning in Fall 2014
   • Agreed upon common High School Student Tuition Rates:
     o Subsidized rate of $65 per credit hour for Fall 2014 plus the CND and NDSA per credit hour fees; will need to be reviewed annually and adjusted, as needed
     o Unsubsidized rate of $115 per credit hour for Fall 2014 plus the CND and NDSA per credit hour fees; will need to be reviewed annually and adjusted, as needed
   • Neither waiver of tuition or fees is permissible for students receiving the subsidized and unsubsidized rates.
   • Early Entry students taking regular degree credit courses at the same physical location with other college students will be billed at the Regular SBHE Approved Tuition Rate for the institution.

2. Billing codes – Common location codes (“HS-Subsidized” and “HS-Unsubsidized”) will be set up and configured to courses and/or class sections. This will provide a simple identification for billing the appropriate courses/class sections for the high school (HS) students at the subsidized and unsubsidized rates. A special location code will not be necessary for the high school students who are in the same course/class section as other college students, as they are charged the Regular SBHE Approved Tuition Rate. The process will include the following, and all must be completed by July 1, 2014:
   • Core Technology Services (CTS) Student Records/Finance will set up the two location codes.
   • CTS Student Records/Finance will provide details to the appropriate staff on the campuses, of the tasks that will be necessary for the process to work properly.
   • Campus Student Records staff will configure location codes to the appropriate classes.
   • Campus Student Finance staff will create the term fees for the two location codes for Fall 2014.

3. Admit codes – The recommendation is to move from the two existing admit codes for high school students (dual credit and early entry) with one admit code for “qualified high school admits.” The NDUS offers college credit, and it is up to the high school, not the NDUS, whether the student simultaneously receives high school credit or not. The NDUS is not
always aware that the student is receiving dual credit, and as a result, the distinction between dual credit and early entry students may not be accurate for all campuses.

4. **Enrollment reporting** – All qualified high school students that have been admitted will be combined in the official enrollment reports and reported under the heading “high school students enrolled in college coursework.” Dual credit and early entry students will not be reported separately.

5. **Academic Standards** - Standards have been developed jointly by DPI and the NDUS for high school students enrolled in college coursework. All courses must maintain the academic rigor and achieve the expected outcomes of the college classes. Colleges/universities and high schools are expected to abide by the following standards.

NDUS Institutions offering college or university credit courses to high school students shall meet the following standards:

- Instructors teaching credit-bearing college-level courses must meet the same academic credential requirements as faculty teaching on campus.
- Students must meet the same academic criteria as those enrolled in credit-bearing college courses, including taking appropriate placement testing.
- College credit courses will be offered within the term of one semester.
- Learning outcomes for college/university courses offered in the high school will be assessed and are expected to match those for the course taught on campus.
- Institutions shall provide high school instructors with an orientation in course curriculum, assessment methods, and administrative requirements before high school instructors are permitted to teach dual credit courses.
- Instructors must be given the opportunity to participate in all activities available to other adjunct faculty, including professional development, seminars, site visits, and internal communication, provided that such opportunities do not interfere with an instructor’s regular teaching duties.
- Courses shall be reviewed annually by appropriate campus personnel to ensure consistency with campus courses.
- Courses taught at the high school must use a college approved syllabus textbooks and materials.
- A college/university course must be at least 2 semester hours to be eligible for the award of high school credit unless the course is an affiliated science lab.

**Definitions:**

- **Dual Credit Student**: A high school student who enrolls in college classes and also earns high school credit, as determined by the high school. The college classes will count toward both high school graduation and for future undergraduate degree. The NDUS is eliminating this terminology due to the inability to know if the high school student is receiving high school credit for the college course.

- **Early Entry Student**: A high school student enrolled in college classes. The college class may or may not count toward high school graduation, as determined by the high school.

- **High School Student**: A student who has not yet graduated from high school, but is enrolled in a college class. It is intended to include both historical categories of dual credit and early entry.

- **High School Student Subsidized Tuition Rate (HS Sub Rate)**: Rate assessed to a high school student taking a college credit class wherein the school district is subsidizing most of
the cost of instruction. Delivery may be face-to-face in the high school classroom or over Interactive Video and is taught by a high school instructor (or other qualified staff) as an approved adjunct of the college or university. The cost of the high school instructor (or other qualified staff) is subsidized by the school district. There may or may not be a small stipend paid by the college or university to the adjunct, but the bulk of the adjunct’s pay is coming from the school district.

- **High School Student Unsubsidized Tuition Rate (HS Unsub rate):** Rate assessed to a high school student taking a college credit class wherein the college or university is subsidizing the cost of instruction. Delivery may be face-to-face in the high school or via Interactive Video by a high school instructor (or other qualified staff) as an approved adjunct of the college or university or may be taught on campus or via IVN by the institution’s fulltime or adjunct faculty for high school students only. In both cases, the institution pays the instructor. The NDUS faculty member may be simultaneously instructing NDUS students on campus and delivering the course via IVN to high school students. Only the high school students would qualify for the HS Unsub rate, based on a different location code.

- **Regular SBHE-Approved Tuition Rate:** This rate is for high school students that are taking regular degree credit courses on campus, online or over IVN with other college students, based on residency and/or instruction. The high school student may or may not also be simultaneously receiving high school credit for these courses. That is a local high school decision. In addition to the regular campus tuition rate students will also pay mandatory NDUS and campus fees.

- **Billing Location Codes:**
  - “HS-Subsidized” - Classes taught at the high school or via IVN by high school instructor or other qualified staff as an adjunct of the college, and **paid by the school district.**
  - “HS-Unsubsidized” - Classes taught at the high school, college/university campus or via IVN by the campus’s full-time or adjunct faculty to **high school students only**, and **paid by the campus.**