



## MITCHELL TECHNICAL COLLEGE HIGH SCHOOL DUAL CREDIT PROGRAM GUIDELINES

### HIGH SCHOOL DUAL CREDIT PROGRAM – STATE SPONSORED

#### 1. Student Eligibility Requirements

##### 1.1. Academic Criteria and Requirements

A state subsidized high school dual credit program shall be established for any student in grades eleven or twelve. The public institution of higher education or postsecondary technical college offering the credit shall set the admission standards. ([SDCL § 13-28-37.1](#)) Using the same criteria as for non-degree seeking Limited Enrollment Students, Dual Credit Students may enroll in certain courses at Mitchell Technical College without applying for admission to a program. However, the student may need to meet the admissions criteria based on an entrance exam or related coursework. ([Catalog and Student Handbook](#))

##### 1.2. Home School Students

A state subsidized high school dual credit program shall be established for any student in grades eleven or twelve. The public institution of higher education or postsecondary technical college offering the credit shall set the admission standards. ([SDCL § 13-28-37.1](#)) Using the same criteria as for non-degree seeking Limited Enrollment Students, Dual Credit Students may enroll in certain courses at Mitchell Technical College without applying for admission to a program. However, the student may need to meet the admissions criteria based on an entrance exam or related coursework. ([Catalog and Student Handbook](#))

##### 1.3. Foreign Exchange Students

A state subsidized high school dual credit program shall be established for any student in grades eleven or twelve. The public institution of higher education or postsecondary technical college offering the credit shall set the admission standards. ([SDCL § 13-28-37.1](#)) Using the same criteria as for non-degree seeking Limited Enrollment Students, Dual Credit Students may enroll in certain courses at Mitchell Technical College without applying for admission to a program. However, the student may need to meet the admissions criteria based on an entrance exam or related coursework. ([Catalog and Student Handbook](#))

## 2. School District and Home School Eligibility

Mitchell Tech will accept any high school student, in grades 11 or 12, for which the student's district or parent has an approved Memorandum of Understanding with the South Dakota Department of Education.

## 3. Continuing Eligibility (Student)

... If a failing final course grade is received in a postsecondary course under this section, the student receiving the failure is no longer eligible to enroll for postsecondary courses under this section absent a showing of good cause. ([SDCL § 13-28-37](#)) After a failing grade, Mitchell Technical College allows the high school to determine if the student should continue in the dual credit program by showing good cause. Because the student is still in high school, the high school is better equipped than Mitchell Technical College to make that decision.

## 4. Enrollment Requirements

The following dual credit enrollment requirements are on the [Dual Credit program page](#) of Mitchell Technical College's website.

### Books/Software

- Students are responsible to obtain their own textbooks prior to the first day of class. It is recommended that students first check with their local school district to determine if their district will arrange purchase of the textbook.
- Information on required textbooks is available through the Mitchell Tech website at <https://mitchelltech.textbookx.com> or contact the Mitchell Tech campus store at (605) 995-3019.
- A Windows 10 laptop is required for all students taking dual enrollment courses. Microsoft Office is provided to all students at no additional cost. Additional Internet-based resources may be required for completion of assignments. A district's technology coordinator may need to allow access to resources that are filtered. Requests for access to those resources will be the student's responsibility.

### Online Orientation

- Students enrolled in online classes must complete the complete the Mitchell Tech Online orientation. This brief orientation will familiarize students with the features and use of "MyTech" the Mitchell Tech online learning management system. Students who have not completed the Mitchell Tech Online Orientation by the add/drop date (10 class days after the start of the semester) will be administratively dropped from their classes.

#### Other Requirements/Considerations

- Students registered for dual-credit classes will not be eligible to “test-out” of the class.
- Completing credits through the dual-enrollment program at Mitchell Tech may affect a student's full-time status while attending Mitchell Tech.
- Courses are subject to cancellation if minimum enrollment is not met.
- Students wishing to enroll in ENGL 101T must have earned a score of 18 on the English section of the ACT or an equivalent score in an alternate recognized placement exam such as the Next-Generation ACCUPLACER.

#### Additional Enrollment Requirements are listed on the Technical College Dual Enrollment [common application](#).

- Dual Enrollment does not guarantee acceptance to the technical college as a full-time student at a later time.
- Students must follow the technical college academic calendar and be in attendance when technical college classes are held. There are certain days that the high schools will have classes and technical college will not and vice versa.
- Students will be held to each technical institute's Code of Conduct.
- It is the student's responsibility to directly contact instructors to inform them of absences. Parents do not need to call the technical college to excuse students. Attendance policies in individual classes are listed on the class syllabus.
- Courses offered are college courses with college-level expectations and standards. Students must keep current on their coursework – assignments, email, student portal, and other related activities. Students will be graded accordingly.
- Grades for Dual Enrollment courses will be provided to the student's School District. Grades will also be recorded on technical college transcripts. Students can request a copy of their official transcript by contacting the technical institute's Registrar's Office.
- All courses will become part of and remain on the student's permanent record. It is the responsibility of the student to contact his/her prospective post-secondary institution and to provide necessary information so the institution may determine if the Dual Enrollment credits that you have earned are transferable. Technical institutes cannot guarantee transferability of credits to any institution.
- Students must be aware of the published add/drop with refund and withdraw dates.
- Before dropping a Dual Enrollment course, students must consult with their high school point of contact to determine the best plan to be followed. After meeting, the student must contact the technical college to complete the drop process. Students who stop attending class without processing an official withdrawal will stay on the course roster and be assigned a failing grade for the course.

- Courses are subject to change or cancellation based on meeting minimum enrollment.
- There is no financial aid available to dual credit course work. However, if parents have an educational tuition savings plan, such as a 529, those funds can be used for dual credit tuition.
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Since dual credit courses are taken at a school beyond the high school, the technical institutes are not allowed to share information – outside of directory information – with anyone unless authorized by the student.

## 5. Course Eligibility

Mitchell Technical College allows high school students to enroll in any general education or technical course for which there is no prerequisite requirement for enrollment. Generally, this means most 100-level courses are available for dual enrollment unless already at full capacity.

## 6. Tuition and Fees

The Board of Regents shall set a high school dual credit tuition rate equivalent to forty-three percent of the undergraduate off-campus tuition rate. The student taking the course shall pay an amount equal to thirty-three and three tenths percent of the total high school dual credit tuition rate and a school district may pay any portion of the student's share. The state shall pay an amount equal to sixty-six and seven tenths percent of the total high school dual credit tuition rate. No public institution of higher education or postsecondary technical college offering the credit may require any additional fees.

The student is responsible for any other costs involved with attending a postsecondary institution. For the purposes of this section, the term, undergraduate off-campus tuition rate, means the per-credit rate, as set by the Board of Regents, that was in effect on January first of the previous fiscal year. ([SDCL § 13-28-37.1](#))

The cost per credit for the 2019-20 school year is \$48.33. ([Dual Credit Program](#))

## 7. Reporting Requirements

Mitchell Technical College provides reports as required to the South Dakota Department of Education and the South Dakota Board of Technical Education.

#### 8. In-District Delivery (Non-Concurrent)

Mitchell Technical College does not offer any in-district non-concurrent dual credit opportunities.

#### 9. Campus Enrollment

In terms of guidelines, Mitchell Technical College does not differentiate between students that choose to take dual credit course work online or face-to-face. However, if a high school senior chooses to be a full-time dual credit student at Mitchell Technical College for the entirety of the academic school year, the following process is in place.

1. Fulltime dual credit students will complete an Mitchell Tech application and meet all admissions requirements, including providing a high school transcript and ACT or Accuplacer test scores. The process must be completed by June 1.
2. A meeting will be held with the student, parent/guardian(s), Mitchell Tech personnel, and the high school counselor to review all guidelines and procedures that will be followed for the student's dual credit enrollment in an Mitchell Tech program.
3. The student must meet weekly with a Student Success Coach.
4. The student will be treated as a fulltime student at Mitchell Tech and will be expected to follow Mitchell Tech's course schedule, catalog and student handbook, and academic policies.

#### 10. Remedial Education, Courses, and Dual Credit

Mitchell Technical College does not offer remedial education dual enrollment opportunities. Since our preparatory (remedial) courses do not meet the general education requirements for graduation from our programs, they are not offered for dual credit. Our philosophy is that if a student needs remediation to enroll in the general education course required for graduation, the student should enroll in high school class that will provide that knowledge at no cost.

# CONCURRENT ENROLLMENT

## 1. Student Eligibility Requirements

### 1.1. Academic Criteria and Requirements

- Grades 10, 11 or 12 while participating in a Concurrent Enrollment class
- Obtain teacher/counselor recommendation and approval
- Meet any listed course prerequisites
- There is not a minimum GPA required for registration in Mitchell Tech Concurrent Enrollment classes. However, the high school teacher and counselor/principal should evaluate the student's interest and ability to complete the postsecondary work before approving registration.

(Mitchell Technical College Concurrent Enrollment Guidelines, page

### 4) 1.2. Home School Students

The participating school district determines the eligibility of home school students to participate in the concurrent enrollment class. Home school students must meet the same Academic Criteria and Requirements as listed in 1.1.

### 1.3. Foreign Exchange Students

The participating school district determines the eligibility of foreign exchange students to participate in the concurrent enrollment class. Foreign exchange students must meet the same Academic Criteria and Requirements as listed in 1.1.

## 2. Continuing Eligibility (Student)

... If a failing final course grade is received in a postsecondary course under this section, the student receiving the failure is no longer eligible to enroll for postsecondary courses under this section absent a showing of good cause. ([SDCL § 13-28-37](#)) After a failing grade, Mitchell Technical College allows the high school to determine if the student should continue in the dual credit program by showing good cause. Because the student is still in high school, the high school is better equipped than Mitchell Technical College to make that decision.

## 3. Enrollment Requirements

- Students will complete and submit an Mitchell Tech Dual/Concurrent Registration form by the deadline provided each semester from Mitchell Tech. The deadline is generally within 2 weeks after the first class day. The form can be found on the Mitchell Tech website, [www.mitchelltech.edu](http://www.mitchelltech.edu).
- Tuition payment must accompany the registration form. Tuition rates will be provided to high schools and teachers before registration so students and parents will be aware of all charges.

(Mitchell Technical College Concurrent Enrollment Guidelines, page 4)

## 4. Course Eligibility

4.1. Technical College Approval of Course Delivery

A participation agreement is provided by Mitchell Tech and must be completed and signed by the partner high school principal and high school instructor. The agreement should be submitted at least one month prior to the start of the semester in which the class is to be offered to allow adequate time to meet with Mitchell Tech instructors and review curriculum and assessments. (Mitchell Technical College Concurrent Enrollment Guidelines, page 2)

4.2. Section Enrollment: Minimum

Mitchell Technical College does not have a minimum enrollment requirement. However, a goal of this program is for 50% or more of students to be enrolled for Mitchell Tech credit for a class to be considered for concurrent enrollment. However, this is not a requirement and classes will be considered for concurrent enrollment with fewer students registered for credit. (Mitchell Technical College Concurrent Enrollment Guidelines, page 3)

4.3. Section Enrollment: Maximum

Mitchell Technical College does not have a maximum enrollment requirement.

4.4. Instructor of Record

The instructor in an approved concurrent enrollment course through Mitchell Technical College must meet the guidelines as specified in the Mitchell Technical College Concurrent Enrollment Guidelines (page 2), as follows:

- High school instructors must meet educational and/or experiential requirements as set in the South Dakota Postsecondary Technical College Instructor Credential Policy. Teachers must be able to qualify to obtain a postsecondary credential in the teaching area prior to teaching a concurrent class for Mitchell Tech.
- High school instructors will be approved by the Mitchell Tech Vice President for Academics and the appropriate faculty member(s) at Mitchell Tech.
- High school instructors must be recommended by their high school principals.
- High school instructors will schedule a meeting with the Mitchell Tech faculty member(s) and/or Mitchell Tech Vice President for Academics before the start of a concurrent enrollment class to discuss program policies, curriculum, expectations, assessments and course outcomes. If travel is required to the Mitchell Tech campus, the cost of travel will be the responsibility of the school district or individual instructor.
- High school instructors will prepare and submit a course syllabus to Mitchell Tech for approval two weeks days prior to the start of the concurrent enrollment class.

- High school instructors will adhere to Mitchell Tech class requirements and emphasize to students that they are enrolled in a post-secondary level class with additional expectations for student performance.
- High school teachers will communicate regularly with the designated Mitchell Tech faculty via email or phone throughout the semester regarding course delivery and progress.
- High school instructors will facilitate completion of the Mitchell Tech course/instructor evaluations by the concurrent enrollment students enrolled each semester.
- High school instructors will provide final course grades to the Mitchell Tech Registrar at the end of each semester in accordance with Mitchell Tech deadlines.
- High school instructors will provide feedback regarding the Mitchell Tech Concurrent Enrollment program at the end of each semester.

#### 4.5. Course Content

- To be considered as a Concurrent Enrollment class, the course must be listed in the Mitchell Technical College course catalog. The course catalog can be found on the Mitchell Tech website, [www.mitchelltech.edu](http://www.mitchelltech.edu).
- The CE class will meet Mitchell Tech requirements for syllabi, textbooks, and course content including assignments, tests, lab activities and assessment/grading.
- Textbooks for the CE course must be approved by the Mitchell Tech faculty members. Supplemental texts may be used but the main text must be equivalent to the postsecondary level text used on campus.
- The syllabus for the Mitchell Tech class will be provided to high school instructors as a template to prepare the syllabus for the CE class. This template will include statements regarding Mitchell Tech expectations and policies that will be included in the Concurrent Enrollment course syllabi.
- Tests, assignments, and grading. Mitchell Tech and high school faculty will work collaboratively to ensure that Concurrent Enrollment classes will require achievement at a level comparable to that expected in the equivalent class taught at Mitchell Tech.
- Mitchell Tech drop, withdrawal, and incomplete policies will apply to Concurrent Enrollment classes.
- Students may drop the class without cost or grade within the first 10 school days of the Mitchell Tech semester. The high school instructor will complete an Mitchell Tech Concurrent Enrollment Withdrawal Request that is available from the Director of Secondary Pathways.
- Students may withdraw from a Concurrent Enrollment class by the Mitchell Tech withdrawal deadline and they will receive a "W" on their Mitchell Tech transcript. The high school instructor will complete an Mitchell Tech Concurrent Enrollment Withdrawal Request that is available from the Director of Secondary Pathways.
- If a student withdraws from the course after the withdrawal deadline, the grade that was earned in the class will be recorded on their Mitchell Tech transcript.

- Final grades for Concurrent Enrollment classes will be recorded on an Mitchell Tech transcript. This requires careful explanation to students so they understand the negative impact created by poor grades in a concurrent class.

Mitchell Technical College Concurrent Enrollment Guidelines (page

### 3) 4.6. Assessment

- Mitchell Technical College will provide faculty support and assistance to the high school CE course instructor.
- Concurrent enrollment classes are to be the equivalent of those taught at Mitchell Tech. Course syllabi will be approved by the designated Mitchell Tech faculty member and will use the same or equivalent textbook, examinations, assessments, grading standards and policies as those used by the corresponding Mitchell Tech course.

Mitchell Technical College Concurrent Enrollment Guidelines (page 1)

- Tests, assignments, and grading. Mitchell Tech and high school faculty will work collaboratively to ensure that Concurrent Enrollment classes will require achievement at a level comparable to that expected in the equivalent class taught at Mitchell Tech.

Mitchell Technical College Concurrent Enrollment Guidelines (page 3)

## 4. Tuition and Fees

### 4.1. Tuition Rate(s)

The Board of Regents shall set a high school dual credit tuition rate equivalent to forty-three percent of the undergraduate off-campus tuition rate. The student taking the course shall pay an amount equal to thirty-three and three tenths percent of the total high school dual credit tuition rate and a school district may pay any portion of the student's share. The state shall pay an amount equal to sixty-six and seven tenths percent of the total high school dual credit tuition rate. No public institution of higher education or postsecondary technical college offering the credit may require any additional fees.

The student is responsible for any other costs involved with attending a postsecondary institution. For the purposes of this section, the term, undergraduate off-campus tuition rate, means the per-credit rate, as set by the Board of Regents, that was in effect on January first of the previous fiscal year. ([SDCL § 13-28-37.1](#))

The cost per credit for the 2019-20 school year is \$48.33. ([Dual Credit Program](#))

### 4.2. Course Materials and Lab Fees

Unless assessed by the local school district, there are no additional course material or lab fees.

## 5. Reporting Requirements

Mitchell Technical College provides reports as required to the South Dakota Department of Education and the South Dakota Board of Technical Education.

6. In-District Delivery (Concurrent)

6.1. Student Eligibility Requirements

Student eligibility is addressed above in 1. Student Eligibility Requirements.

6.2. District Participation Requirements

Concurrent enrollment courses are delivered at the high school. Requirements for district participation are addressed in 4. Course Eligibility.

6.3. In-District Delivery Approval

In-district delivery approval is addressed in 4.1 Technical College Approval of Course Delivery above.

7. Remedial Education, Courses, and Concurrent Credit

Mitchell Technical College does not offer remedial education dual enrollment opportunities. Since our preparatory (remedial) courses do not meet the general education requirements for graduation from our programs, they are not offered for dual credit. Our philosophy is that if a student needs remediation to enroll in the general education course required for graduation, the student should enroll in high school class that will provide that knowledge at no cost.