



## Mitchell Technical College Concurrent Enrollment Guidelines

In an effort to provide additional options for postsecondary credit for high school students, Mitchell Technical College is offering the opportunity to partner with high schools to provide concurrent enrollment coursework to high school students. This effort follows the concurrent enrollment model of the National Alliance of Concurrent Enrollment Partnerships (NACEP) <http://nacep.org/> and is briefly stated below:

### **What is concurrent enrollment?**

*Through Concurrent Enrollment Partnerships, qualified students can earn college credit prior to high school graduation. Concurrent enrollment is sometimes identified by other terms such as “dual credit,” “dual enrollment,” or “college in the high schools.” While these terms encompass several different models of accelerated learning, NACEP defines a concurrent enrollment program as one that offers college courses to high school students:*

- *In the high school,*
- *During the regular school day,*
- *Taught by high school teachers.*

*Such programs provide a direct connection between secondary and postsecondary institutions and an opportunity for collegial collaboration. Concurrent enrollment programs provide a unique and sustainable way to deliver rigorous curriculum to a broad range of high school students. They simultaneously provide a mechanism for delivering ongoing professional development to America’s most talented teachers. (NACEP)*

### **Concurrent Enrollment Program Description**

Concurrent enrollment allows high school students to take postsecondary courses at their local school taught by high school instructors who have met all South Dakota teacher credential requirements. Students earn both high school and Mitchell Tech credit for successful completion of these classes which are offered at a reduced tuition rate. Although credits from individual classes at Mitchell Tech are generally not transferable to South Dakota public universities, credits may transfer to other South Dakota technical colleges and private or out-of-state public universities if they offer the same postsecondary course. Students considering attendance at a technical college, college, or university other than Mitchell Tech are advised to check with that school regarding their acceptance of transfer credits from Mitchell Tech.

### **The Concurrent Enrollment (CE) Program guiding principles include:**

1. High school instructors shall 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.
2. Mitchell Technical College will provide faculty support and assistance to the high school CE course instructor.

3. 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.

### **Concurrent Enrollment Program Responsibilities**

The framework for this program requires a partnership between faculty and administration at both the participating school district and Mitchell Tech. This section outlines the various responsibilities and expectations required to make this partnership successful.

### **Participation Agreement (Approval Process):**

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.

### **High School Instructor Guidelines:**

- High school instructors shall 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.
- 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.

- High school instructors will provide feedback regarding the Mitchell Tech Concurrent Enrollment program at the end of each semester.

### **Mitchell Technical College**

- The Mitchell Tech Vice President for Academics will be the primary point of contact for the development and administration of the Mitchell Tech Concurrent Enrollment Program.
- Mitchell Tech will designate a faculty member to assist the high school instructor in the development, preparation and delivery of each concurrent enrollment class. The Mitchell Tech faculty will maintain regular email or telephone communications with the high school instructor during the conduct of the class. Face-to-face visits by Mitchell Tech faculty to concurrent enrollment high school teachers will be conducted once a semester.
- A meeting will be conducted between the Mitchell Tech and high school instructors to discuss program policies, curriculum, expectations, assessments, course outcomes, and address additional concerns.
- Mitchell Tech faculty will assist in the review and approval of high school instructors seeking to offer concurrent enrollment classes.
- Mitchell Tech faculty will approve concurrent enrollment textbooks and course syllabi prior to the start of a concurrent enrollment class.

### **Concurrent Enrollment Course Guidelines**

- 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.
- 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 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 a Mitchell Tech Concurrent Enrollment Withdrawal Request that is available from the Director of Admissions.

- 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 Admissions.
- 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.

### **Concurrent Enrollment Registration Procedures**

- High school student criteria for registration
  - 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.
- 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.

### **Contact Information**

Questions regarding the Mitchell Tech Concurrent Enrollment program or these policies and procedures should be directed to:

Carol Grode-Hanks  
Mitchell Tech Vice President for Academics  
1800 E. Spruce St.  
Mitchell, SD 57301  
605.995.3023  
[Carol.grode-hanks@mitchelltech.edu](mailto:Carol.grode-hanks@mitchelltech.edu)

Hillary Vining  
Enrollment Director  
1800 E Spruce St.  
Mitchell, SD 57301  
605.995.7114  
[Hillary.vining@mitchelltech.edu](mailto:Hillary.vining@mitchelltech.edu)

## Concurrent Enrollment Participation Agreement

High school students enrolled in Mitchell Tech concurrent enrollment classes have the opportunity to take postsecondary courses at their local high schools. Mitchell Tech's Concurrent Enrollment program will use the following guidelines:

1. All courses in the program will be taught by highly qualified high school faculty members. High school instructors shall 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.
2. Mitchell Technical College will provide faculty support and assistance to the high school CE course instructor.
3. 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.

A high school concurrent **course syllabus** will be included with this participation agreement.

The undersigning district teacher hereby agrees to serve as a faculty member in the Mitchell Tech Concurrent Enrollment Program and follow the guidelines and responsibilities in the Mitchell Tech Concurrent Enrollment Guidelines.

\_\_\_\_\_  
High School Teacher

\_\_\_\_\_  
High School

\_\_\_\_\_  
High School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mitchell Tech Course to be offered

\_\_\_\_\_  
Semester(s) to be offered

\_\_\_\_\_  
Mitchell Tech Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mitchell Tech Vice President for Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mitchell Tech Enrollment Director

\_\_\_\_\_  
Date