



KCTCS Information on SACSCOC Accreditation and Dual Credit

KCTCS colleges are individually accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As per the SACSCOC website, sacscoc.org, “When an institution has earned accreditation by SACSCOC, it signifies that it has a purpose appropriate to higher education and has resources, programs, and services sufficient to accomplish and sustain that purpose.” Colleges must hold this accreditation so that courses transfer to other higher education institutions and the College can offer federal financial aid, among other reasons. The Commission’s *Principles*, policies that are required of all 16 KCTCS Colleges, apply without exception to dual enrollment students, programs, and instructional sites.

SACSCOC issued a [dual enrollment policy statement](http://sacscoc.org/pdf/081705/Dual%20Enrollment.pdf), approved in June 2018 and updated in December 2018, to specifically address dual credit-related principles and policies. The policy is available at <http://sacscoc.org/pdf/081705/Dual%20Enrollment.pdf>.

The information below is to help our high school partners understand some of these policies in more detail so partner schools better understand College policy and practice.

Offering Dual Credit Courses at the High School or Other Non-College Location

A KCTCS College must notify SACSCOC when it offers instruction at a new location that is different from the College or other approved College sites. The rules on the how SACSCOC is notified vary depending on what percentage the course/s makes up of a credential (a certificate, diploma or degree).

1. If the course/s offered make up less than 25% of a college credential, notification to SACSCOC is not required.
2. If the course/s offered makes up 25-49% of a college credential (whether or not the student intends to earn the credential), the College will have to provide SACSCOC with a notification letter with what will be offered and where. Once the College submits the letter, the dual credit course may be offered at the new site.
3. If the course/s offered makes up 50-100% of a college credential (whether the student intends to earn the credential), it will have to submit a Prospectus – a lengthy report detailing information about the course/s, faculty credentials, library resources, institutional resources, student support services and the instructional site where the course/s will be offered. The Prospectus costs \$500 to submit and takes about six months to be approved and should be submitted by January 1 for a fall start and by July 1 for a spring start. Coursework cannot be offered at a new site until the Prospectus is approved. Once a site has received approval, other courses can be offered for dual credit. This will require a notification letter (see above) or an additional Prospectus if the academic credential is not already on the college’s approved academic inventory.

An example of this is the 3-credit hour NAA 100 course. When a student passes the NAA 100 course, they have earned a College certificate. Once a new site has received this full approval, other courses may be offered for dual credit at the site. This will require a notification letter or an additional prospectus if the academic credential is not already on the College's approved academic inventory.

- If the high school requires students enrolled in an online dual credit course to be in a specific place at a specific time to take the course, the rules above must be followed.

Approval of High School Faculty to Teach Dual Credit

Each KCTCS College determines the qualifications its faculty needs to be eligible to teach a course (be credentialed to teach a course). The qualifications to teach a course may vary from one College to another. It is the College's responsibility to verify that high school instructors meet the qualifications set by the College as well as to maintain a record of those qualifications (credentials). A high school instructor may not teach a dual credit course for the College until the credentialing process is complete. Additionally, the College should not add a dual credit course to its course offerings until it has documented it has a qualified instructor to teach the course. Proof of credentials may include original university transcripts, technical certifications, resume, letters of reference, proof of artistic achievement or other appropriate documentation, along with College faculty application documents.

College Faculty Must Maintain Control Over Course Content & Learning Outcomes

Because the dual credit coursework taught at the high school is the College's course and is documented on a College transcript, the College is responsible to ensure the course content, learning outcomes, and assessment of the course are all met in the same manner as if the course were taught on the College's campus. Therefore, the College must provide oversight and collect information to ensure the course meets its standards. Oversight may include visits by College administrators or faculty to the classroom, review and collection of course syllabi and course assessments, review and collection of student learning outcomes, and other oversight methods.

Comingling of dual credit and non-dual credit students

Although SACSCOC does not prohibit the comingling of dual credit and non-dual credit students in a classroom, there is an expectation that the rigor of the coursework be differentiated for students earning college credit. It is the responsibility of the college to justify and document the practice of how this is managed and to ensure the high school is following those practices. One best practice includes having a different syllabus for the high school and college (dual) credit course. Another is to provide additional assignments for the students earning dual credit. If the high school is only teaching the college content, all students must meet the college readiness and course prerequisites prior to enrolling in the course, even if they are not earning dual credit for it.