Opportunity College and Dual Credit Responsibility Guidelines

Director of Dual Credit Initiatives and Opportunity College:

- Help high schools identify dual credit needs, faculty and scheduling for general education and technical education course offerings
- Submit requests for dual credit course offerings to Dean of Extended Campuses, who then sends it to Assistant Dean and Program/Area coordinator for consideration
- Ensure dual credit instructor's SACS credential file at BCTC is accurate and complete prior to agreement to accept credit for the course
- Provide advertising and promotion of dual credit opportunities at the high school, and provide advising for students and parents regarding dual credit courses and the implications for students' future collegiate enrollment and financial aid
- Coordinate signatures on the Memorandum of Agreement (MOA) between the high schools and BCTC
- Obtain student applications, parental permission for release of grades to BCTC and verify students have met course pre-requisites, which may include the administration of placement exams where appropriate, for students interested in dual credit course offerings
- Enter courses in Peoplesoft, register students in dual credit courses and verify class rosters with faculty.
- Organize administration of teaching evaluations (currently IDEA) for all dual credit instructors with the high school Principals.
- Enter students' final grades into Peoplesoft and maintain grades and transcripts of courses completed

Area/Program Coordinator:

- Review credentials and interview potential dual credit instructor
- Recommend instructor to Dean of Academic Affairs for approval
- Discuss SACS requirements, course curriculum, syllabus and textbook requirements with dual credit instructor
- Provide dual credit instructor with a sample course syllabus and textbook
- Conduct formative teaching observations/evaluations of dual credit instructor
- Inform dual credit instructor of college or division policies relevant to the content or instruction of the dual credit course

Dual Credit Instructor:

- Provide faculty Credentials, including college transcripts and current vita/resume/application, to Dean of Academic Affairs and the Program/Area Coordinator for review, prior to the agreement to accept credit for the course
- Meet with Coordinator or Assistant Dean of relevant program or area
- Submit Syllabus to Program/Area Coordinator prior to start of classes for approval.
- Stay current and abide by relevant college and division policies
- Participate with teaching evaluation process (Currently IDEA)
- Submit final course grade reports to Director of Dual Credit within three days of course completion