

DUAL AND CONCURRENT ENROLLMENT AGREEMENT
BETWEEN
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
AND
SCHOOL DISTRICT

The COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE (CCSNH) and _____ SCHOOL DISTRICT (School District), in conjunction with the New Hampshire Department of Education (Department), hereby enter into this Dual and Concurrent Enrollment Agreement (Agreement), as established in RSA 188-E:25-188-E:29, to establish the applicable standards to develop, implement, and administer the participation of New Hampshire high school students in the Community College (College) dual and concurrent enrollment program for STEM (science, technology, engineering, and mathematics) and CTE (career and technical education) related courses which are fundamental for success in postsecondary education and to meet New Hampshire's emerging workforce needs.

Applicable Definitions:

“Concurrent Enrollment,” as defined by RSA 188-E:25, I, means courses taught at the high school by high school teachers approved by the community college system of New Hampshire (CCSNH) in which high school students earn both high school and college or university credit while students are still attending high school or a career technical education center.

“Dual Enrollment,” as defined by RSA 188-E:25, II, means college courses taught by instructors from the community college system of New Hampshire (CCSNH) in which high school students earn college credit while students are still enrolled in high school or a career technical education center.

General Program Provisions:

1. Participation in the Dual and Concurrent Enrollment program is offered to high school students and career technical education center students in grades 11 and 12 and 10th grade students who are enrolled in eligible STEM (science, technology, engineering, and mathematics) STEM related and CTE (career and technical education) courses as designated by CCSNH.
2. Prior to the start of the fall semester, CCSNH will provide the School District and the Department with a list of designated STEM and STEM-related courses on an annual basis.
3. The School District shall provide annual notification to their students and parents of the dual and concurrent enrollment opportunities and the courses which have been specifically designated as being eligible for reimbursement under this Program.
4. Applicable academic policies and regulations as set forth in the College catalogue will apply to all dual and concurrent enrollment courses, including prerequisite skills

5. and course requirements, class attendance and accommodations provided to students with disabilities.
6. The School District will be responsible for informing students, parents and School District employees that dual and concurrent enrollment courses are college level courses and students enrolling should expect a level of academic rigor higher than that usually associated with a high school level course.
7. The School District shall provide a designated individual to serve as the point of contact on matters related to the Program, including, but not limited to, student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses.
8. Requests for accommodation by students with disabilities must be processed through the College Disabilities Coordinator and approved by the College department head. The School District should make students aware that accommodations that may be available under an IEP for high school may not meet the standards applicable to college courses. Dual and concurrent enrollment for high school and college credit is not permitted where a student utilizes modifications or accommodations that are not appropriate for college courses.
9. Students in the Program shall be eligible for funding for enrollment in no more than two (2) dual or concurrent enrollment courses taken in grade 10, in no more than two (2) dual or concurrent enrollment courses taken in grade 11 and no more than two (2) dual or concurrent enrollment courses taken in grade 12. A student may take more than two (2) dual or concurrent enrollment courses per year at his or her own expense.
10. Students must register and pay for all additional dual or concurrent enrollment courses by the deadline as designated by CCSNH. Retroactive registration will not be permitted.
11. The School District shall provide CCSNH with grades for all students enrolled in a concurrent enrollment course.
12. This Agreement shall become effective the date that it is signed by all relevant parties, and shall continue in force for a period of one (1) year. Upon expiration, this agreement shall continue in force until either party notifies the other party in writing as specified in this agreement of its intent to terminate this agreement in which case it shall terminate sixty (60) days from the date of the notice.

CCSNH Standards for Dual and Concurrent Enrollment Courses:

1. The curriculum in the dual and concurrent enrollment course shall be the same as that offered by the College, including College department approved texts, course outlines, exams and the CCSNH grading system (*i.e.*, A-F or equivalent system). The grades earned will be awarded dual credit as deemed appropriate for the grade earned—for high school and college. For dual enrollment courses, high school transcripts will reflect course credit the same as that of comparable high school courses. For dual enrollment courses, CCSNH college faculty will report grades earned to the individual designated by the high school to serve as the point of contact on matters related to the program.
2. CCSNH assumes full responsibility for the development, implementation and administration of dual enrollment courses. CCSNH assumes full responsibility for the development, implementation, administration and supervision for concurrent enrollment courses. CCSNH further reserves the right to determine and periodically revise the conditions under which college courses in the concurrent enrollment program may be offered for college credit.
3. Dual enrollment courses will be taught over a time period which is determined by CCSNH. Concurrent enrollment courses will be taught over a time period that is comparable to that offered by CCSNH or a time period which is otherwise approved by the CCSNH.

Concurrent Enrollment Only:

4. Concurrent enrollment instructors must provide the College a resume and transcript(s) demonstrating that they meet the same educational and experiential standards specified for Adjunct faculty. The College will assess credentials based upon the College departmental credentialing standards as well as standards established by the College's accrediting body, the Commission for Institutions of Higher Education. The College Vice President of Academic Affairs has final authority to determine whether a proposed instructor meets specified standards.
5. The high school instructor will be provided a College faculty partner. Through the College faculty partner, the high school instructor will be provided an orientation, which will include a review of applicable college policies, course design, teaching materials, methodology and other dimensions for facilitating adaptation of the college-designed courses to the high school setting. The College faculty partner will also provide classroom visitation, assistance in review of student performance when requested, and coordination with College staff as needed including the College Running Start Coordinator and Disabilities Coordinator.

For CCSNH:

Chancellor

Date

For SCHOOL DISTRICT:

Chair School Board

Superintendent

Date