

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

Form #2

Do Not Mark In This Box

**FILED**

2014 FEB -4 P 1:35

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE**

AGENCY: WV Council for Community and Technical College Education TITLE NUMBER: 135

RULE TYPE: Procedural CITE AUTHORITY: 18B-1-1A; 18B-1B-6

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 19

TITLE OF RULE BEING AMENDED: Guidelines for the Offering of Early Enrollment Courses for  
High School Students

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON March 4, 2014 AT 4:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

James L. Skidmore, Chancellor


WV Council for Community & Technical College

Education

1018 Kanawha Blvd., East, Suite 700

Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

  
Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

3.40

**TITLE 135  
PROCEDURAL RULE  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION  
SERIES 19  
GUIDELINES FOR THE OFFERING OF EARLY ENROLLMENT  
COURSES FOR HIGH SCHOOL STUDENTS**

**FILED**  
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SECRETARY OF STATE

**§135-19-1. General.**

1.1. Scope. -- This policy establishes guidelines for West Virginia public colleges and universities for the offering of college courses for high school students.

1.2. Authority. -- W. Va. Code §§18B-1-1A; 18B-1B-6.

1.3. Filing Date. --

1.4. Effective Date. --

**§135-19-2. Purpose.**

2.1. Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development and quality of life of the state and its citizens. Among these goals is a statutory provision (W. Va. Code §18B-1-1A) which states that more opportunities should be available for advanced high school students to obtain college credit prior to high school graduation.

This policy details the responsibilities of the state higher education institutions regarding early enrollment programs in matters of curriculum, selection of faculty, quality control, admission, setting tuition/fees, and accountability.

**§135-19-3. Principles.**

3.1. In support of providing opportunities for high school students to obtain college credit prior to high school graduation, early enrollment opportunities shall be designed to follow these principles:

- 3.1.a. Expand access to college;
- 3.1.b. Increase the college-going rate;
- 3.1.c. Increase student success in college;
- 3.1.d. Enhance college affordability.

While additional programs exist for high school students to obtain college credit, this rule applies to opportunities for early enrollment in college courses. Clarification and definition(s) of existing college credit options are provided in order to distinguish these early enrollment opportunities.

3.2. Definitions for reporting purposes.

3.2.a. College credit opportunities which will be counted as credit hours attempted and/or earned for early enrollment reporting purposes are those course sections that are delivered primarily to eligible

high school students. The local high school will decide if high school credit will be offered for these courses.

3.2.b. College credit opportunities which are not counted for early enrollment reporting purposes:

3.2.b.1. EDGE (Earn a Degree, Graduate Early);

3.2.b.2. The College Board Advanced Placement Classes;

3.2.b.3. CLEP Examinations;

3.2.b.4. Articulated Credit;

3.2.b.5. Campus Based Courses Not Offered Primarily for High School Students.

**§135-19-4. Courses.**

4.1. Any early enrollment course must meet the same rigorous standards as those required for on-campus instruction. Such standards are essential for maintaining institutional accreditation by the Higher Learning Commission of the North Central Association and for assuring institutional credibility. Courses must utilize college-approved syllabi, texts, assignments and assessments. Faculty for these courses will be evaluated by college personnel using the same processes as for other college faculty. The higher education institution must facilitate communication between the appropriate academic department and the early enrollment faculty member to assure quality.

4.2. Courses will be limited to lower division undergraduate courses which are jointly agreed upon by the cooperating college or university and high school.

4.3. Attendance in college courses offered in high schools will be limited to those students registered for college credit.

**§135-19-5. Faculty.**

5.1. Faculty teaching early enrollment courses must meet the minimum faculty credential requirements as specified by the college and as approved by the department and chief academic officer of the college or university that will grant the credit.

5.2. The institution granting college credit shall assign adjunct/part-time faculty status to high school teachers who teach college courses in the high school. Employment of any early enrollment adjunct/part-time faculty must be consistent with any institutional, statewide and regional accreditation standards for employment of adjunct/part-time faculty.

**§135-19-6. Admissions.**

6.1. High school students desiring to enroll in a college credit-bearing course must apply for early enrollment admission status and meet all early enrollment admission requirements for the institution which is offering the college credit course.

6.2. Students must meet all course requirements and prerequisites. In addition to meeting these requirements, all students who enroll must have the approval of the high school principal.

6.3. Opportunities for early enrollment are for students of junior and senior status in the high schools. Any exception must be approved by the institution's chief academic officer.

6.4. Alternative admission requirements may be applicable for specific statewide academic initiatives.

**§135-19-7. Tuition/Fees.**

~~7.1. High school students enrolled in early enrollment courses in the high schools will be assessed tuition/fees consistent with the institution's approved fee structure. Alternatively, To make college courses more accessible to high school students, a community and technical college an institution may establish a special tuition structure for West Virginia high school students which may include the use of fee waivers. as provided in Section 7.2 of this rule.~~

~~7.2. Special tuition for high school students established by any West Virginia public higher education institution must be set, at a minimum, at three fourths of the rate of the lowest regular off-campus rate established by any West Virginia public higher education institution. All high school students must be charged the special tuition or the regular tuition/fees approved for the institution granting the credit. The credit granting institution may not use its own resources to pay any student's assessed tuition/fees. Except for tuition/fee waivers in third party sponsored agreements, no tuition/fee waivers are to be granted.~~

**§135-19-8. School Reimbursement and Credit Hour Accrual.**

8.1. Early enrollment courses will be taught by full-time or adjunct/part-time faculty members of the institution granting the college credit.

8.2. When a high school teacher teaches an early enrollment course during the regular public school day the institution granting the credit may reimburse the high school/county board of education for the instructor's service.

8.3. Consistent with the Council for Community and Technical College Education and the Higher Education Policy Commission policies, credit hours generated by high school students registered in college classes will accrue to the institution granting the credit.

**§135-19-9. Accountability.**

9.1. Each institution which offers college level courses for or in West Virginia high schools must maintain a record of the courses and enrollments for such courses and submit any reports of college courses for high school students as deemed necessary.

9.2. Each institution will submit reports in compliance with requirements set forth by the specifications of the WV Data Policy Advisory Council, the Council for Community and Technical College Education, and the Higher Education Policy Commission.

9.3. Each institution will designate an individual who will be responsible for coordinating and reporting early enrollment opportunities for high school students. Each institution will provide contact information for this person by July 1 of each academic year.



**WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

## SUMMARY

Title 135

Procedural Rule

WV Council for Community and Technical College Education

Series 19

*Guidelines for the Offering of Early Enrollment Courses for High School Students*

Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development and quality of life of the state and its citizens. Among these goals is a statutory provision (W. Va. Code §18B-1-1A) which states that more opportunities should be available for advanced high school students to obtain college credit prior to high school graduation.

This policy details the responsibilities of the state higher education institutions regarding early enrollment programs in matters of curriculum, selection of faculty, quality control, admission, setting tuition/fees, and accountability.

APPENDIX B

***FISCAL NOTE FOR PROPOSED RULES***

Rule Title: Tech Scholars Scholarship Program

Type of Rule:  Legislative  Interpretive  Procedural

Agency: WV Council for Community and Technical College Education

Address: 1018 Kanawha Blvd., East, Suite 700  
Charleston, WV 25301

Phone Number: 304-558-0265 Email: skidmore@wvctcs.org

**Fiscal Note Summary**

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

No direct impact, however, Section 7.1. states "To make college courses more accessible to high school students, a community and technical college may establish a special tuition structure for West Virginia high school students which may include the use of fee waivers. Section 8.2. also states "When a high school teacher teaches an early enrollment course during the regular public school day, the institution granting the credit may reimburse the high school/county board of education for the instructor's service.

**Fiscal Note Detail**

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

<b>FISCAL YEAR</b>			
Effect of Proposal	Current Increase/Decrease (use "-")	Next Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
<b>1. Estimated Total Cost</b>	0.00	0.00	0.00
Personal Services			
Current Expenses			
Repairs & Alterations			
Assets			
Other			
<b>2. Estimated Total Revenues</b>	0.00	0.00	0.00

Guidelines for the Offering of Early Enrollment Courses for High School Students

Rule Title: \_\_\_\_\_

Rule Title: \_\_\_\_\_

3. **Explanation of above estimates (including long-range effect):**  
Please include any increase or decrease in fees in your estimated total revenues.

NA

**MEMORANDUM**

Please identify any areas of vagueness, technical defects, reasons the proposed rule would not have a fiscal impact, and/or any special issues not captured elsewhere on this form.

Date: February 4, 2014

Signature of Agency Head or Authorized Representative

James J. Sudman