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WEST VIRGINIA  
SECRETARY OF STATE

TITLE 133  
PROCEDURAL RULE  
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 19  
GUIDELINES FOR THE OFFERING OF COLLEGE EARLY ENROLLMENT COURSES FOR HIGH SCHOOL STUDENTS

**§133-19-1. 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-4
- 1.3. Filing Date - July 2, 2002
- 1.4. Effective Date - August 1, 2002

**§133-19-2. 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.

~~Currently, most of the state colleges and universities offering undergraduate programs offer some college courses in high schools for high school students. The purpose of this policy is to provide guidance to the institutions in matters of curriculum, selection of faculty, quality control, admission, and setting tuition/fees as they continue to offer and expand the number of college courses for high school students. 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.~~

**§133-19-3. CURRICULUM Principles.**

- 3.1. ~~Any off-campus credit instruction must meet the same rigorous standards as required for on-campus instruction. Such standards are essential for maintaining institutional accreditation by the North Central Association. Thus, any college course offered for high school students must meet the standard of a campus-based college course. Each course needs to include the equivalent syllabus, text, assignments, assessments, evaluation of students, and evaluation of faculty as the campus course.~~

~~The curriculum will be limited to lower division undergraduate courses which are jointly agreed upon by the cooperating college or university and high school. 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:~~

- 3.1.1. Expand access to college
- 3.1.2. Increase the college-going rate

3.1.3. Increase student success in college

3.1.4. 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

3.2.1. 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.

3.2.2. College credit opportunities which are not counted for early enrollment reporting purposes.

3.2.2.a. EDGE (Earn a Degree, Graduate Early)

3.2.2.b. The College Board Advanced Placement Classes

3.2.2.c. CLEP Examinations

3.2.2.d. Articulated Credit

3.2.2.e. Campus Based Courses Not Offered Primarily for High School Students

**§133-19-4. CREDIT Courses.**

4.1. In cooperation with a local school system, an institution may offer an undergraduate college course in a high school for advanced high school students who qualify for college admission. At the discretion of the high school, the course may be offered for high school credit, i.e. the student will be awarded high school credit as well as college credit for successful completion of a course. 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.

**§133-19-5. CORRELATION WITH ADVANCED PLACEMENT**

5.1. The College Board Advanced Placement program shall continue to be encouraged, and the credential for granting college credit shall remain student performance on the Advanced Placement exam. No credit will be awarded for College Board Advanced Placement courses based solely on successful course completion.

**§133-19-65. Faculty.**

~~65.1. All faculty serving as instructors for college credit-bearing courses offered to advanced level high school students, whether on the college or the high school campus, must meet the minimum faculty credential requirements for instructional rank at the college which will grant the credit. 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.~~

~~6.1.1—Credentials of faculty who serve as instructors for college credit-bearing courses must be approved by the chief academic officer of the college and/or university and the department which will grant the credit.~~

~~65.2. The institution granting credit shall assign adjunct part-time faculty status to high school teachers who teach such courses. Employment of any adjunct part-time faculty must be consistent with any commission and/or institutional standards on employment of adjunct, part-time faculty. 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.~~

**§133-19-76. Admissions.**

~~76.1. High school students desiring to enroll in a college credit-bearing course must apply for an admission status and meet all admission requirements for the institution which is offering the college credit course. Additionally, 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. 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.~~

**§133-19-87. Tuition/Fees.**

~~87.1. High school students enrolled in college 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, an institution may establish a special tuition fee structure for high school students as provided in Section 87.2 of this rule.~~

~~87.2. Special tuition/fees 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/fee rate 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.

**§133-19-98. School Reimbursement and Credit Hour Accrual.**

- 98.1. ~~College courses offered to high school students in the high schools will be taught by either regular or adjunct part-time faculty members of the institution granting the college credit. In the special circumstances of a high school teacher who teaches the course during the regular school day, the college granting the credit may reimburse the high school for the instructor's service. Early enrollment courses will be taught by full-time or adjunct/part-time faculty members of the institution granting the college credit.~~
- 98.2. ~~Consistent with Higher Education Policy Commission policies, student credit hours generated by high school students registered in college classes will accrue to the institution granting the credit. 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 Higher Education Policy Commission and the Council for Community and Technical College Education policies, credit hours generated by high school students registered in college classes will accrue to the institution granting the credit.

**§133-19-109. Accountability.**

- 109.1. ~~Each college or university offering college courses for high school students may in accordance with provisions of this policy make arrangements for award of dual credit with the participating high school. 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.~~
- 109.2. ~~Each college or university 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. Each institution will submit reports in compliance with requirements set forth by the specifications of the WV Data Policy Advisory Council, the Higher Education Policy Commission, and the Council for Community and Technical College Education.~~
- 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.

APPENDIX B

**FISCAL NOTE FOR PROPOSED RULES**

Rule Title: Guidelines for the Offering of Early Enrollment Courses for High School Students

Type of Rule:  Legislative  Interpretive  Procedural

Agency: Higher Education Policy Commission

Address: 1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301  
 Contact: Dr. Bruce Flack, Director of Academic Affairs

Phone Number: 304-558-0261 Email: flack@hepc.wvnet.edu

**Fiscal Note Summary**

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

No impact.

**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	0.00	0.00	0.00
Current Expenses	0.00	0.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>2. Estimated Total Revenues</b>	0.00	0.00	0.00

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

Rule Title: Guidelines for the Offering of Early Enrollment Courses for High School Students

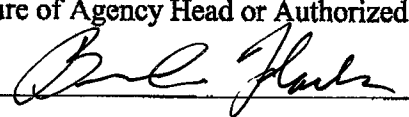
3. **Explanation of above estimates (including long-range effect):**  
Please include any increase or decrease in fees in your estimated total revenues.

There will be no effect on cost or revenue.

**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: January 27, 2010

Signature of Agency Head or Authorized Representative  


**West Virginia Higher Education Policy Commission  
Meeting of January 22, 2010**

**ITEM:** Approval of Revision to Series 19, Guidelines for the Offering of College Courses for High School Students

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves Series 19, Guidelines for the Offering of College Courses for High School Students, as revised, for submission to the Secretary of State for a thirty-day public comment period and that if no substantive comments are received that the Commission extend final approval.

**STAFF MEMBER:** Bruce Flack

**BACKGROUND:**

Series 19, Guidelines for the Offering of College Courses for High School Students, is the Commission's rule for offering the program of college (early enrollment) courses primarily for high school students. This rule is identical to a companion rule of the Council for Community and Technical College Education. During the last year, an Early Enrollment Task Force consisting of representatives from the state's four-year and two-year institutions has been working on revisions to the two rules that will help assure greater academic integrity to the program. The recommended changes address issues of coursework, faculty selection, student admission, and general accountability. Major changes recommended by the Task Force are as follows:

1. The proposed revision offers a section (3) describing the principles on which Series 19 is based.
  - a. Section 3.1 lists the principles. The provision on curricular issues has been moved to Section 4, Courses.
  - b. Section 3.2 operationally defines early enrollment in West Virginia.
  - c. Section 3.2.1 states that any decision to award dual (high school) credit is the responsibility of the local high school.
2. Section 4 combines parts of Sections 3 (Curriculum) and 4 (Credit) of the prior rule into one entitled Courses.
  - a. Statement added to stress that early enrollment faculty will be evaluated in the same manner as all other college faculty.
  - b. Statement added to require colleges to create avenues of communication between the college and any person teaching an early enrollment course.

3. Section 5, Correlation with Advanced Placement, in prior rule is removed. Advanced Placement is addressed in Section 3.2.2 of the proposed rule revision.
4. Because of removal of Section 5 of the prior rule, section numbers in the proposed rule are changed.
5. Section 6, Admissions, in the proposed rule has added statements:
  - a. Early enrollment students must hold junior or senior status.
  - b. Alternative admission requirements will only be allowed for specific statewide academic initiatives. A current example would be the Transitions Program through the Council for Community and Technical College Education.
6. Section 9 (proposed rule) Accountability (Section 10 of prior rule):
  - a. Removes the discussion of dual credit in 10.1. The offering of dual credit is a local high school decision.
  - b. Requires institutional reporting using the specifications of the West Virginia Data Policy Advisory Council, the Commission, and the Council.
  - c. Requires each institution to designate a person responsible for coordinating and reporting early enrollment activities and provide contact information to the Commission and the Council.
7. The proposed revisions to Series 19 are written in a manner to be inclusive of the Commission and the Council.