



# **Pima Community College Dual Enrollment Student Handbook 2024-2025**



**PimaCommunityCollege**

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## Chancellor's Welcome



Dear Dual Enrollment Student,

On behalf of Pima Community College, I would like to welcome you to the Dual Enrollment Program. We are pleased that you will be joining our college community.

As a Dual Enrollment participant, you have the unique opportunity to take challenging courses while completing your high school graduation requirements. We hope you find your experience at Pima both rewarding and enjoyable.

This Dual Enrollment Handbook is designed to provide you and your parents with valuable information to answer your questions about Pima. If you need further assistance, please contact a member of our Dual Enrollment staff.

Best wishes for a successful and fulfilling college experience.

Sincerely,

A handwritten signature in black ink, which appears to read "J. P. Nasse". The signature is fluid and cursive.

Dr. Jeffrey P. Nasse, Chancellor

# Student and Parent Section

## Section I - Introduction

Congratulations on your decision to “jump start” your career at Pima Community College!

Pima Community College is a comprehensive two-year institution serving students throughout Pima County. Founded in 1966, Pima’s credit courses award certificates and associate degrees in a variety of fields. Pima also provides workforce development, career training programs, continuing education, and adult education. Pima is committed to providing convenient, affordable, and accessible high-quality education with the power to transform the lives of our students and improve our community.

### 1. Welcome to Dual Enrollment

Dual and Concurrent Enrollment programs provide high school students with the valuable opportunity to earn college credits before graduating. According to the National Alliance of Concurrent Enrollment Partnerships (NACEP), 34% of high school students nationwide are engaging in college-level coursework while still in high school. A report titled “Dual Enrollment in Arizona High Schools,” published in February 2023, found that during the year 2020, 24.4% (17,806) of all Arizona Public High School graduates participated in at least one dual enrollment course. Pima Community College has demonstrated a strong commitment to expanding access to dual enrollment programs to bolster college attendance and completion rates. Since the establishment of the Dual Enrollment Department in the 2019 academic year, there has been significant growth in participation. In the inaugural year of the department in 2020, 3,277 students were enrolled, resulting in an increase in full-time student equivalency (FTSE) to 600. By 2023, the number of participating students has surpassed 6,000, generating over 1,100 FTSE. These figures highlight a clear community demand for the development of dual enrollment, concurrent enrollment, and early college programs to meet the educational needs of students in Pima and Santa Cruz Counties. Ensuring alignment with Achieve60AZ, Arizona’s ambitious goal to attain a 60% education rate by 2030, is crucial, alongside prioritizing increased access for students from marginalized backgrounds. This involves the implementation of new structures, including dual credit options, to ensure broader participation and attainment.

Based on the Arizona Department of Education’s Four-Year Graduation Rates Data report, the Pima County Class of 2022 achieved a graduation rate of 72 percent. However, concerning disparities are evident, with Black (66.8%), Latinx (70.9%), and American Indian or Alaskan Natives (53%) graduating at rates below the county average. Furthermore, Arizona experienced a decline in college-going rates, dropping to 46.3% in 2020, a 6% decrease from the class of 2019. If these trends persist, not only will PCC face challenges in enrollment, but the broader consequences will extend to economic sustainability, business attraction and retention, and meeting labor market demands in a skills-based economy. PCC, as a social justice institution, is committed to equity and equitable outcomes, aiming to uplift communities through high-quality education and training opportunities, including for high school students.

PCC stands ready to drive innovation and foster student success through an equity-focused approach, furthering the mission of facilitating access to high-wage jobs with sustainable incomes. In alignment with our College strategic objective of Achieve60AZ, it is imperative to enhance the attainment of certificate and associate degrees while simultaneously broadening access and participation for students from marginalized backgrounds. This necessitates the implementation of new frameworks, including the establishment of Dual Credit Model options during earlier high school years, thereby encouraging increased involvement from 9th and 10th-grade students.

## 2. Benefits of Dual Enrollment

The benefits of taking dual enrollment courses at Pima during high school are:

- Students have an opportunity to earn college credit towards a college certificate or degree while in high school.
- Taking dual enrollment classes lessens the time to certificate or degree completion.
- Students incur fewer expenses and less college debt.
- Students gain a better understanding of the college environment and expectations.
- Increased access for students, including underserved populations.
- Students have an improved GPA and accrue more credits.
- Better college preparation and reduced need for remediation
- Promotes college enrollment, readiness, and persistence.
- Enhanced student motivation, interest, and confidence in college
- Fosters a smoother transition between high school and college.
- Prepares students earlier for a competitive labor market.

## 3. Comparison to Advanced Placement (AP) and International Baccalaureate (IB)

There are a variety of ways a student may earn college credit while in high school, including taking academically rigorous coursework through Dual Enrollment (DE), Advanced Placement (AP) and International Baccalaureate (IB) programs. Each program is briefly described below:

Dual Enrollment (DE) classes are college courses offered at your high school and are taught by qualified and appropriately credentialed high school instructors. This allows students to directly earn college credit towards a degree or certificate while in high school. Both high school and college credit are awarded for these courses and a student receives a letter grade on a Pima Community College transcript.

Advanced Placement (AP) courses are special sections of high school courses designated by the high school to prepare students for national AP tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based on their AP test scores. Generally, students must earn scores of at least 3 and often higher (on a scale of 1 to 5) on these exams to earn college credit. Click [here](#) for more information.

International Baccalaureate (IB) offers four educational programs of study focused on teaching students how to think critically, and independently and how to inquire with care and logic. Some schools in Pima County and Santa Cruz County offer IB programs. Click [here](#) for more information.

Question	Dual Enrollment (DE)	Advanced Placement (AP)	International Baccalaureate (IB)
Are college letter grades awarded to students and recorded for credit at the college?	Yes	No	No
Is the classroom instructor required to have at least a Master's degree in the subject being taught (i.e. Academic Courses)?	Yes	No	No
Is there direct accountability to national, state and local educational authorities?	Yes	No	No
Is the program managed by a higher educational institution with national academic accreditation?	Yes	No	No
Is college credit for the class awarded to students based on single test scores?	No	Yes	Yes

Question	Dual Enrollment (DE)	Advanced Placement (AP)	International Baccalaureate (IB)
Is the program managed by corporate entities which have no academic accreditation?	No	Yes	Yes

## 4. Recruitment of Students

The Dual Enrollment faculty, staff, and administrators at each high school, as well as Pima Dual Enrollment staff, will actively promote and market dual enrollment opportunities at your high school. This will include developing and offering specific programs of study both in academic areas of study and Career and Technical Education (CTE) areas of study that align with student interests.

For further information regarding dual enrollment, [click here](#).

## 5. Participation, Eligibility and Admission Requirements

Counseling staff at each respective high school work with students who are interested in pursuing a dual enrollment course and/or program of study. Eligible students must be in good academic standing (based on high school requirements) at their school and be classified as a junior or senior. \* Students must also be considered a full-time high school student. The high school official will recommend students to take dual enrollment courses and confirm their enrollment as full-time students.

*According to ARS 15-1821.01, Students shall be admitted to the community college under the policies adopted by each district, except that all students who are enrolled for college credit shall be high school freshmen, sophomores, juniors, or seniors. All students who are in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.*

\*NOTE: Career and Technical Education (CTE) Classes – students may enroll in CTE classes and choose whether or not they wish to receive credit at Pima. Students must also meet all prerequisites.

# Section II – Dual Enrollment Steps

## 1. Dual Enrollment Requirements/Steps

**STEP 1:** Meet with your high school counselor to discuss DE options.

**STEP 2:** [Apply](#) for admission to Pima Community College

**STEP 3:** Meet course prerequisites.

**STEP 4:** High school counselor will preliminarily add you to the high school roster.

**STEP 5:** Following the approval from DE Staff, your final registration will be processed.

## 2. Application Process

Prospective students must apply for admission to Pima Community College to be considered for dual enrollment classes and prior to taking required assessments. Students may apply for admission [here](#). For step-by-step instructions [click here](#).

### 3. Multiple Measures and Accuplacer Testing

As a prerequisite, some Dual Enrollment courses will require students to take one or more placement tests. In these cases, students can determine their placements through one of the following methods.

#### Multiple Measures

Prospective students (i.e. incoming seniors) may use Multiple Measures as an avenue to be appropriately placed, rather than take the Accuplacer or Pima EdReady assessment. The process will include reviewing your high school transcript and any test scores, such as SAT, or ACT that have been taken in the last three years, providing you have the required GPA.

For further information regarding Multiple Measures, talk to your high school counselor or email [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).

#### Placement Testing Options

Prospective students who do not meet prerequisites through Multiple Measures may take the Pima EdReady or Accuplacer assessments. Students must meet with their high school Counselor to discuss testing options.

Students who do not qualify through assessments must meet with their high school Counselor for other course options. Note: Students seeking enrollment in Career and Technical Education (CTE) classes are not required to take assessments unless the course has a placement requirement or a stated course prerequisite. Additional information is available [here](#).

### 4. Course Selection, Guided Pathways and Transferability

#### Course Selection

Selection of dual enrollment courses is determined by the student's Counseling Office and School Administration. The courses offered at each school are based on the school's interest and the availability of faculty. The Dual Enrollment office collaborates with schools to ensure that only courses relevant to a specific pathway are offered.

#### Guided Pathways

Pima has restructured each program of study so that students know what they need to take each semester to achieve their goals. Additionally, for most full-time students, following a program pathway means completing an associate degree in two years. Pathways also help ensure a seamless transfer to four-year programs.

#### Transferability

The credit you earn for dual enrollment classes will be part of your permanent college transcript at Pima. Therefore, the grade you receive for a dual enrollment course will directly impact your college GPA, which may affect financial aid opportunities. Most of our dual enrollment classes transfer to other institutions within the state of Arizona, including both 2-year and 4-year institutions. Additionally, your classes may transfer to institutions outside the Arizona state system. Please check with the institution you plan to transfer to regarding your dual enrollment classes. [Click here for AZ Transfer](#) for information on transferring credits.



## 5. Expenses

**Tuition and Fees** – Currently, Pima does not charge students tuition and fees for taking dual enrollment classes. However, students may still receive a 1098-T form via email. For more information about 1098T click [here](#).

**Books and Instructional Materials** – Your high school will provide the required textbooks and other instructional materials (including lab equipment, chemicals, etc.) for your dual enrollment classes.

**Financial Aid** – High school students are not eligible for financial aid.

## Section III – Roles and Responsibilities

### 1. Success Strategies

A wealth of resources and student support services are available for students to be successful in their dual enrollment classes, including academic advising, counseling, library resources, and academic tutoring. Here are some essential strategies for succeeding in college:

- Stay organized by developing folders and notebooks for each class.
- Maintain a planner to keep track of important deadlines.
- Always prepare ahead by reading textbooks and materials, and completing assignments before class.
- Review your syllabus for course details, grading criteria, instructor information, and tips for success.
- Actively engage in class by listening, asking questions, taking notes, and participating in discussions.
- Regular attendance is vital for academic achievement.

#### Student Responsibilities

*\*Please Note: The credit you earn for dual enrollment classes will become part of your permanent college transcript at Pima. Therefore, the grade students earn for a Dual Enrollment course will directly impact their college GPA, which may affect financial aid opportunities.*

Dual enrollment students are college students and are expected to be prepared for the academic rigor and challenge of college-level work. As a college student, you are expected to take responsibility for your education, which will require you to listen, ask appropriate questions, and do the work necessary to be successful in your classes.

You should be prepared for college. Some of your responsibilities include:

- Ensuring your coursework and assignments are quality work and submitted on time.
- Keeping your parents informed on how your dual enrollment classes are going.
- Understanding how the grade earned in your dual enrollment classes impacts you.
- Logging into your MyPima account periodically to check for updates and review pertinent email; and,
- Spending the appropriate time reading, reviewing notes, studying, and preparing to be successful in your college courses.

### 2. Parent Responsibilities

Parents or guardians should engage in conversations with their child about the advantages of dual enrollment and actively support their efforts to pursue post-secondary education. Encourage your child to set goals and strive for success in college to achieve their academic goals.

### 3. FERPA Policies

Pima Community College informs its students annually of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act, which this institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information [click here](#).

Students who wish to grant the College permission to release certain information to a parent or legal guardian must complete and submit the [FERPA Request by Parents of Dependent Students to Access Student Educational Records](#) Form.

Parents do not have the right to request or receive any information unless the appropriate form has been submitted and processed by the College.

### 4. Academic Policies

#### **Class Attendance**

Dual enrollment students are required to follow both their high school's attendance policy and Pima's attendance policy, which may vary. The attendance guidelines specific to your course will be detailed in the course syllabus. If you miss any classes or coursework due to absences, you may have the opportunity to make up missed work at the discretion of your instructor.

#### **Syllabus Review**

The course syllabus contains essential information about course expectations, key dates, class attendance, projects, and grading. Policies for each of your classes are stated in your instructor's syllabus. Dual enrollment faculty will be approving the dates and syllabi for all Dual Enrollment courses.

#### **Assignments and Homework**

You will be expected to produce college-level work. If you find that you are struggling in your classes, please talk to your instructor and seek assistance, such as academic tutoring.

#### **Adding and Dropping Classes**

Dual enrollment students are required to enroll in their dual enrollment classes during the designated add period at their high school, typically within the first two weeks of the semester. In exceptional cases where a student needs to be added outside this timeframe due to an error, adjustments are made following the guidelines outlined in the IGA Agreement. This involves coordinating with the high school to update rosters, with approval from Pima's Dual Enrollment Office.

If a student faces extenuating circumstances and needs to drop or withdraw from a class, the high school dual enrollment instructor should consult with their high school dual enrollment department contact and counselor. They will work together to identify possible supports, and the high school counselor will then notify Pima's Dual Enrollment Division to process the drop request.

The following are the drop deadlines for DE courses:

- Fall classes: September 2
- Spring classes: January 28
- Full-year classes: January 14

## **Grading**

Your dual enrollment instructor will establish the grading system following the expectations for your class at Pima, which will be defined in your course syllabus.

\*Please Note: The credit you earn for dual enrollment classes will become part of your permanent college transcript at Pima. Therefore, the grade students earn for a Dual Enrollment course will directly impact their college GPA, which may affect financial aid opportunities.

## **Transcripts**

To obtain an official Pima transcript, please follow the established procedure for requesting a transcript [here](#). A fee is applicable for each official transcript requested.

## **Academic Integrity**

Dual enrollment students are expected to maintain integrity in all aspects of their college career and academic work. Students are to avoid all forms of academic dishonesty, such as cheating, plagiarism, falsification of work, lying, etc. If an instructor identifies any form of academic dishonesty, the instructor will inform the student of the violation, which will be subject to the discretion of the instructor, including 1) reprimand/warning, 2) rewriting and/or redoing the assignment, or 3) a failing grade for the assignment, portion of the course or entire course. Additionally, a student may be subjected to the Code of Conduct policies established at your high school and those established by Pima Community College.

## **College Policy about Artificial Intelligence, Online Resources and Originality of Work**

Artificial Intelligence (AI) text-generating and editing resources, such as ChatGPT and online assignment help tools, such as Chegg®, cannot be used for course assignments except as explicitly authorized by the instructor. While these types of tools may help generate ideas and serve as learning support resources, it is important to note that they should not be used as a substitute for original thought or as a replacement for independent original work/writing. Turnitin® reviews assignments for AI-generated language and all work submitted must be the student's own. Please note that use of translation support programs that make lengthy suggestions for revisions can border on being an over-use of AI generated content. Please ensure that the ideas expressed are your own original ideas, and if you need support with translation, please work with PCC tutors and resources.

When use of such resources is approved by an instructor, those sources should be credited/cited as appropriate. Unattributed use of online learning support platforms and unauthorized sharing of instructional property are violations of academic integrity and will be treated as such.

## **Student Evaluation/Survey of Course**

Each student will have an opportunity to provide feedback by completing a dual enrollment course electronic evaluation at the end of the term (i.e. semester or year).

## Section IV - Pima College Support Services

### 1. Academic Advising and Counseling

Your college and career high school counselor will provide you with appropriate academic advising and counseling; however, if you need additional support and assistance, please contact your assigned PCC Transition Coach.

### 2. Tutoring, Academic Support and Library Resources

Your high school will provide you with academic support and assistance, such as tutoring, as well as instructional resources through your library. However, once you are enrolled as a dual enrollment student at Pima you will have access to academic support such as tutoring, library and technology support services, and access to all PCC events at all campuses.

### 3. Students with Disabilities

#### Dual Enrollment - Equal Access for students with Disabilities

For courses taught by Pima Community College Instructors, Access and Disability Resources (ADR) can provide accommodations to students with qualifying medical/psychological conditions, disabilities, and pregnancy. For more information on ADR: ([pima.edu/adr](http://pima.edu/adr)).

Likewise, the home School District will determine and provide appropriate accommodations for each qualified student with disabilities and ensure the implementation of those accommodations while maintaining the academic integrity of the course objectives.

If you have a disability and require accommodations, speak with your high school counselor. For additional information, contact the Office of Access and Disability Resources. [ADR REQUEST](#).

### 4. New Student Orientation for Seniors Transitioning to PCC

Dual Enrollment students who plan to transition to Pima College after high school graduation are encouraged to attend a Connect U Orientation to help you be successful in your first year at Pima. Arrangements can be made at your high school by contacting your school counselor, Pima Transition Coach, or [click here](#) to view the New Student Orientation schedule.

### 5. Next Steps for Seniors

For assistance with registration, financial aid, scholarships, advising, and other student services requirements, please refer to the [Next Steps Flyer](#) in the appendix section.

## Section V - Dual Enrollment Information

### 1. Dual Enrollment Email

Students who have specific questions or concerns about dual enrollment are encouraged to follow-up with their high school counselor. For additional information, email [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).

Every PCC student will be assigned a Pima email account. All official College communication will be conveyed via your PCC email. It is highly recommended that you view your Pima email account daily.

## Section VI - Appendices

### 1. Frequently Asked Questions (FAQs)

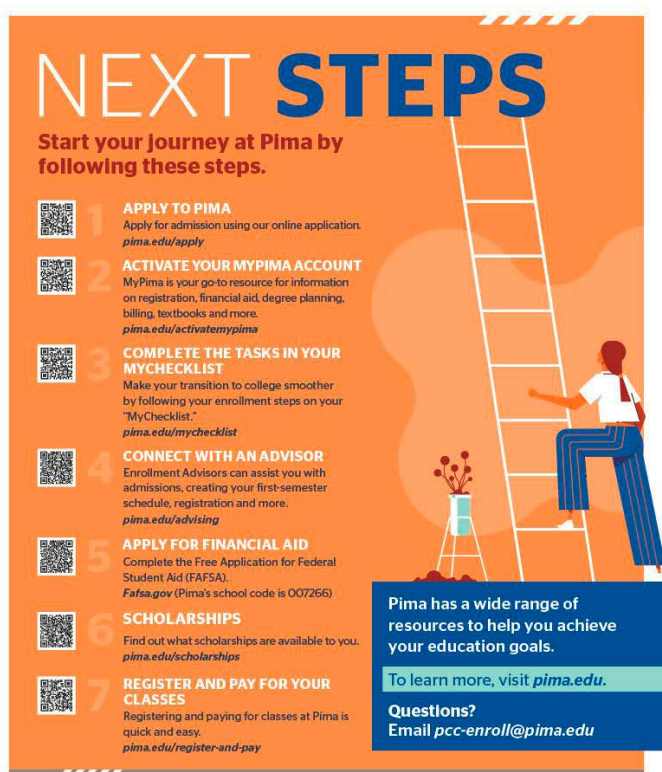
[Click here](#) for Student and Parent Frequently Asked Questions (FAQ) about dual enrollment.

### 2. Definitions and Vocabulary

[Click Here](#) for Dual Enrollment Definitions and Vocabulary.

### 3. Next Steps Flyer

[Click Here](#) for information on enrolling at Pima.



**NEXT STEPS**

**Start your Journey at Pima by following these steps.**

- 1. APPLY TO PIMA**  
Apply for admission using our online application.  
[pima.edu/apply](http://pima.edu/apply)
- 2. ACTIVATE YOUR MYPIMA ACCOUNT**  
MyPima is your go-to resource for information on registration, financial aid, degree planning, billing, textbooks and more.  
[pima.edu/activatemypima](http://pima.edu/activatemypima)
- 3. COMPLETE THE TASKS IN YOUR MYCHECKLIST**  
Make your transition to college smoother by following your enrollment steps on your "MyChecklist."  
[pima.edu/mychecklist](http://pima.edu/mychecklist)
- 4. CONNECT WITH AN ADVISOR**  
Enrollment Advisors can assist you with admissions, creating your first-semester schedule, registration and more.  
[pima.edu/advising](http://pima.edu/advising)
- 5. APPLY FOR FINANCIAL AID**  
Complete the Free Application for Federal Student Aid (FAFSA).  
[Fafsa.gov](http://Fafsa.gov) (Pima's school code is 007266)
- 6. SCHOLARSHIPS**  
Find out what scholarships are available to you.  
[pima.edu/scholarships](http://pima.edu/scholarships)
- 7. REGISTER AND PAY FOR YOUR CLASSES**  
Registering and paying for classes at Pima is quick and easy.  
[pima.edu/register-and-pay](http://pima.edu/register-and-pay)

**Pima has a wide range of resources to help you achieve your education goals.**

**To learn more, visit [pima.edu](http://pima.edu).**

**Questions?**  
Email [pcc-enroll@pima.edu](mailto:pcc-enroll@pima.edu)

520.206.4500 | [pima.edu](http://pima.edu) | [Facebook](#) [Twitter](#) [Instagram](#)

Pima Community College is an equal opportunity institution. We are committed to providing a safe and secure environment for all students and staff. We are committed to providing a safe and secure environment for all students and staff. We are committed to providing a safe and secure environment for all students and staff.



# High School and Dual Enrollment Department

## Section I - Introduction

### 1. Purpose of Dual Enrollment

The purpose of dual enrollment is to expose high school students to academically challenging and rigorous college-level coursework. This opportunity is designed to prepare high school students for post-secondary work by earning college credit while meeting their high school graduation requirements.

### 2. Benefits of Dual Enrollment

The benefits of taking dual enrollment courses at Pima while in high school are:

- Students are provided with an opportunity to earn college credit towards a college certificate or degree while in high school.
- Taking dual enrollment classes lessens the time to certificate or degree completion.
- Students incur fewer expenses and less college debt.
- Students have a better understanding of the college environment and expectations.
- Increased access for students, including underserved populations.
- Students accrue college credits towards selective pathways.
- Better college preparation and reduced need for remediation
- Promotes college enrollment, readiness, and persistence.
- Enhanced student motivation, interest, and confidence in college
- Fosters a smoother transition between high school and college.
- Prepares students earlier for a competitive labor market.

### 3. Concurrent Enrollment

Concurrent enrollment at Pima Community College differs from traditional dual enrollment in that a student may take a course at a college location and pay for all expenses, or have the expenses paid by another entity or third party.

### 4. Early College High Schools

Early College High Schools allow students to receive a high school diploma and an associate degree, or up to two years of college credit by taking high school and college classes. The primary focus is on students taking high school classes in preparation for full college course loads. Also, students in Early College High School programs have fewer high school classes due to some of their college classes replacing their high school classes. Primarily, Early College High School students spend their school day at college, and only occasionally return to their high school.

### 5. Modalities for Dual Enrollment Courses - Face-to Face, Virtual, Online, Hybrid

Pima Community College offers several modalities for delivery of dual enrollment as long as the method meets the requirements of Arizona State Statute, which requires classes to be held at your high school during the

course of the school day. Dual enrollment staff will work with your high school administration and counseling staff to determine the most appropriate mode of delivery, whether traditional face-to-face, virtual, online or hybrid to meet the needs of students and their high school.

## **Section II - Dual Enrollment Processes**

### **1. Faculty Recruitment**

#### **Purpose and Scope**

Potential dual enrollment adjunct faculty members are sought by visiting with school administration and determining areas of interest and potential faculty members who may be credentialed and prepared to teach courses.

A potential dual enrollment teacher, who meets the required PCC faculty qualifications will be the course instructor. If a high school and/or district does not have a qualified instructor, a Pima qualified dual enrollment adjunct faculty may teach the course (pending advanced approval of course and payment of the additional expense by the high school, etc.).

Please contact your dual enrollment point of contact to begin the application process. Note: The high school typically pays for their own certified high school instructor who is on school staff. Pima covers tuition and fees, which is an equal exchange of funds. On rare occasions, there may be funds available to assist high schools in hiring a Pima adjunct faculty member to teach dual enrollment classes.

Dual Enrollment instructors certified by Pima College become part of the available adjunct faculty pool for Pima Community College. Employment with Pima Community College as an adjunct faculty is a separate process and certification as a Dual Enrollment teacher does not guarantee or implies employment with the College as an adjunct faculty member.

#### **Qualifications**

The certification requirements for dual enrollment faculty will vary depending on the content area; especially in instructional areas associated with Career and Technical Education (CTE), but generally, academic content areas require the following:

A master's degree in the discipline to be taught (academic courses), or 18 graduate credit hours in the discipline, or

Meet the qualifications applicable for Career and Technical Education (CTE) courses, which vary for each area.

#### **Selection**

Faculty are suggested by their respective high school administration. Pima Community College Department Heads and Deans are responsible for the faculty teaching College classes in their discipline.

### **2. Student Recruitment**

#### **Purpose and Scope**

According to ARS 15-1821.01, Students shall be admitted to the community college under the policies adopted by each district, except that all students who are enrolled for college credit shall be high school freshmen,

sophomores, juniors, or seniors. All students who are in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the College Catalog and shall comply with College policies regarding student placement in courses.

\*NOTE: Career and Technical Education (CTE) classes – students may enroll in CTE classes and choose whether or not they wish to receive credit at Pima. Students must also meet all prerequisite.

The intent is to offer high school students not only an opportunity for high school and college credit, but to get an advance start on their college career, whether pursuing academic or career and technical education program of study.

### **Qualifications**

Students must be in good academic standing at their high school, be prepared to take a college course, including taking and assessing at the appropriate level, if needed, and be a full-time student (exception for seniors who are on track to graduate).

### **Selection**

Dual enrollment students who qualify and are prepared to take college classes will be selected in consultation with their high school counselor/dual enrollment instructor.

## **3. Course Request and Approval**

All dual enrollment classes are held at your high school location during the school day; however, the course modality may be face-to-face, virtual, hybrid or online. All course requests must be submitted yearly to Pima's Dual Enrollment Office. The required form is due by March 15. This allows time for appropriate faculty credentialing, review of instructional facilities, syllabi submission and review, as well as the purchasing of textbooks and other teaching materials.

Dual enrollment academic classes may not be held as a "stacked" or multi-level class (multiple classes all held in the same class at the same time). However, an exception may be granted for Career and Technical Education (CTE) classes in the content areas of Automotive, Building and Construction Trades, Culinary, Machine Tool, and Welding operating in a mediated lab setting pending approval from the appropriate Division and Academic Dean.

By the end of February, each high school will be sent a summary of dual enrollment courses offered in the previous year at their school to assist with planning and creation of the master schedule of classes. NOTE: All dual enrollment courses must be above the 100 level. Courses with prerequisites will require students to take an assessment, meet the multiple measures requirement or the student must have completed the appropriate prerequisite course(s).

In order for a course to be offered as a dual enrollment class, the instructor must be certified prior to the start of the course.

Once the Course Request Form is received the following actions will be taken, including:

1. Pima's Dual Enrollment department will review course requests before submitting to College divisions
2. All courses by content area will be sent to the respective Division for review.
3. If not a board approved course for the site, they must be submitted to the school district and PCC board for approval to offer at each site.
4. Pima's Faculty Qualification and Hiring Office will verify appropriate qualifications for dual enrollment faculty.



5. Once provisionally approved to offer requested courses, the Dual Enrollment Office will notify respective high schools regarding approval/denial.
6. Final approval and delivery of dual enrollment course offerings are based on appropriate faculty qualifications, review and approval of facilities, purchase of required textbook and instructional materials, and submission and approval of course syllabi. Divisions and/or faculty have the right to deny the dual enrollment offering if any and/or all requirements are not met.

#### **4. Steps for Creating and Scheduling a Course**

Once dual enrollment classes have been approved for offering, a summary of all classes will be created on the Master Scheduler Form and sent to the appropriate Pima staff person to create and generate the Course Registration Number (CRN). The high school and dual enrollment faculty members will be notified of the CRN for each class so that a course syllabus may be created for each course.

All course requests sent to the Pima staff person for creation of the CRN(s) must be submitted by May 1 for the fall semester and November 1 for the spring semester.

#### **5. Creation and Approval of an Intergovernmental Agreement (IGA)**

An Intergovernmental Agreement (IGA) between Pima Community College and the Public, Private or Charter school districts is required by Arizona State Statute ([A.R.S. 15-1821.01](#)) to enroll students from the high schools to the College for college credit and follow all state regulations as outlined within the Arizona State Statute.

Contact the Dual Enrollment office, 520-206-6076, to initiate the process for an IGA. Pima Community College's Board of Governors must approve each IGA before dual enrollment courses can be offered at the high school. Allow adequate preparation time to meet the deadlines for submitting to the Board of Governors and your School District Board, which may take anywhere from one to three months depending on the time of year.

#### **6. Expenses**

- Tuition and Fees – currently, Pima does not charge students for the cost of tuition and fees to take dual enrollment classes.
- Books and Instructional Materials – high schools will provide all instructional materials, including a textbook (if required), for dual enrollment classes. However, high schools may charge a nominal fee to cover the cost of a textbook or materials.
- Financial Aid – high school students are not eligible for federal financial aid.

## 7. Timeline and Implementation Schedule

Refer to the timeline and implementation schedule for dual enrollment below:

High School	Pima Community College Dual Enrollment Office	Recommended Timeline
<b>Establishing College and District Relationship</b>		
Establish first meeting to review Dual Enrollment information, timeline and implementation steps.	Establish first meeting to review Dual Enrollment information, timeline and implementation steps.  Provide information on Arizona Revised Code for Dual Enrollment (ARC), Higher Learning Commission (HLC) requirements and National.  Association for Concurrent Enrollment Partnership (NACEP) standards. Explain Pima's guided pathways. Demonstrate how dual enrollment courses should align to pathways.	Mid - Late Fall
Dual Enrollment Intergovernmental Agreement (IGA), if one does not exist.  Provide school location(s). Identify district superintendents and contact information. Inform superintendent of IGA requirement.	If an IGA does not exist or if course offerings change, provide Exhibit A and other information to the College Contract office. IGA is submitted to BOG for approval.  The Contracts Office collects School District and PCC signatures and files IGA. DE course cannot be offered without a current IGA on file.	Jan. – Feb.
<b>Identifying Courses and Instructors</b>		
Select Pima course(s) and submit the Dual Enrollment Course Request Form to the Pima DE Office for review. High school instructor information must be included.	Full academic year (Fall, Spring, Full Year) course request sent.	February 28
	Deadline to receive information from Schools.	March 15
	Submit course request to division for review and approval.	March 15 – April 15
	Submit Master Schedule Form (MSF) to acquire Course Reference Number (CRN).	April 15 – May 15 * *Schools are still adjusting master schedules. Adding/Dropping Sections/CRN's will occur past May 15 <sup>th</sup> .
Identify a high school instructor eligible to teach Pima's course. Instructors must work with dual enrollment contact to complete the online application process and pre-screening form.	Verify instructor credentials, Pima's Faculty Qualification and Hiring office determines teacher's credentials. Teachers must be certified in the content area to qualify as Pima faculty.	Prior to course offering
<b>Student Application for Admission and Assessment</b>		
Students, whom the school has identified as candidates for Dual Enrollment, must complete Pima's Admissions Application prior to taking assessments.	Verify students are admitted and have a Pima student ID number (A number) .	Fall: Mar. – Aug. Spring: Sep. – Jan.
Provide assessment preparation for students.	Suggest options and processes to prepare students for the assessment.	

High School	Pima Community College Dual Enrollment Office	Recommended Timeline
Seniors only: May use Pima's multiple measurements requirements for placement into dual enrollment courses.	Provide information, procedures, and training on how to use multiple measures to determine student's course eligibility.	
High school students must take assessments for courses requiring a prerequisite placement score to determine their preparedness to take a Dual Enrollment course.	Obtain from the high school a list of students who will be assessed. Provide student assessments at the high school, on Pima campuses or virtually.	
Work with your dual enrollment point of contact to select a date for the students to be assessed.	Assess the students in reading, writing and/or math per course requirements.	
Verify that all eligible students taking a dual enrollment course are assessed prior to the start of classes.	Pima verifies prerequisites are met.	

High School	Pima Community College Dual Enrollment Office	Recommended Timeline
<b>Course Preparation: HS/Pima faculty</b>		
<p>Dual Enrollment High school instructor to provide Pima's division contact with required course syllabi for approval.</p> <p>The high school is responsible for purchasing textbooks.</p>	Pima's division liaison will review and approve course syllabi, textbook, CLO's and explain division responsibilities with the instructor. Where applicable, the division liaison will review and approve necessary facilities prior to the course being offered (i. e . lab and equipment).	Fall: May – Aug. Spring: Sep. – Dec.
<b>Students Registration</b>		
High schools are responsible for determining local requirements for notifying parents about students taking dual enrollment courses.	Per FERPA college policy, Pima does not notify parents of the students' registration in college courses. Following application for admission, Pima emails confirmation of admission to students only.	Fall/Full-Year: May - Sept. Spring: Nov. - Jan.
In order to register students, the high school must complete Pima's internal class rosters and include all of the information required to register each student.	Pima collects class rosters and verifies for accuracy.	
<p>Ensure that students are compliant with A. R .S. 15-1821 .01 which states "A school district shall ensure that a pupil is a fulltime student as defined in section 15-101 and is enrolled in.</p> <p>and attending a full-time instructional program at a school in the school district before that pupil is allowed.</p> <p>in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full time instruction program shall be exempt from this paragraph" .</p>	<p>Dual Enrollment Office personnel registers students.</p> <p>DE Office submits a class roster and exemption form for each school to student accounts.</p> <p>Student Accounts process exemption code to update student records so students are not charged for the dual enrollment courses.</p>	

## Section III - Roles and Responsibilities

The established and approved Inter-Governmental Agreement (IGA) defines the roles and responsibilities for Pima and each high school. Here is a summary of the primary roles and responsibilities for each party:

### 1. Partner High Schools

- Identify potential dual enrollment instructors.
- Recruit and identify potential students who would benefit from dual enrollment.
- Provide lists of potential students and required information (i.e. course rosters, DOB, transcripts).
- Provide necessary instructional space and materials.
- Assist with assessment of students, if required.
- Assist students in completing Pima's application for admission, if needed.
- Assist with the registration of students, if needed, as well as orientation of students.

### 2. Pima Dual Enrollment Office

- Meet with each high school and district to discuss needs from Pima, including dual enrollment opportunities on an annual basis. In addition, discuss college pathways, areas of interest, and connections to the college.
- Provide a summary of dual enrollment administrative requirements, including an IGA, faculty certification, billing, DE timeline, CTE and academic classes, Guided Pathways, instructional requirements (i.e. textbooks, labs) appropriate term, delivery option, accreditation, etc.
- Facilitate collection of course requests by February 19 for fall and September 15 for spring.
- Ensure appropriate assessments and/or multiple measures have been administered at each high school, if required.
- Assist, monitor and follow-up with high schools regarding student applications.
- Register students before the start of classes or within the first two weeks of the high school class start date.
- Assist with submission of grades and CLOs, acceptance of teaching contracts.
- Process student drops and withdrawals.
- Confirm course prerequisites and assessments are met.
- Work collaboratively with each high school to track progress for teachers on a professional development and qualification plan.
- Provide consistent and effective communication with all parties regarding dual enrollment during the school year.
- Initiate faculty qualification process (i.e. pre-screening form).
- Actively engage in outreach activities promoting Pima Community College and provide college branded items and brochures for outreach events.
- Maintain open communication channels throughout the year with faculty, school administration, counselors, parents, and students.

### 3. Pima Support Staff

Staff in Pima's Dual Enrollment Office assist with various tasks, such as coordinating and centralizing dual enrollment requests, collecting student rosters, developing course CRNs, adding and dropping students, and performing other necessary activities.

## 4. High School Recruitment and Dual Enrollment Transition Coaches

Recruiters and Transition Coaches build relationships with high schools in Pima and Santa Cruz Counties and support high school seniors interested in transitioning to Pima Community College. High school seniors and Dual Enrollment students receive help with:

- Applications and next steps
- First term course recommendations
- Connecting with an academic advisor
- Assistance with any other services related to transitioning to PCC
- Educate Dual Enrollment students on their status and all available resources as a Pima College student.
- Regular visits at HLC approved extended locations and other sites as requested.

## 5. Pima Academic Division

An instructional faculty member at Pima, Department Head, will provide mentorship and guidance to high school instructors who are teaching dual enrollment courses. The selection of appropriate faculty representation will be facilitated by the Academic Dean in each Division and should represent a full-time faculty member in the discipline, or a related discipline.

Once selected, the Discipline Coordinator, Department Head, and/or Lead Faculty should be oriented to their duties by the Academic Dean, or the assigned Dual Enrollment staff member. Specific responsibilities to be performed by instructional personnel relating to dual enrollment include, but are not limited to:

- Review and approve syllabi, class materials, laboratory facilities and textbook selection.
- Ensure dual enrollment instructors are invited to available professional development sessions.
- Meet with dual enrollment instructors at the beginning of each semester to provide an orientation and establish a channel of communication.
- Advise instructors regarding Pima policies applicable to dual enrollment.
- Facilitate training for faculty to use MyPima, D2L, and eLumen, as necessary.
- Discuss curriculum, instructional practice and Course Learning Outcomes (CLO's)
- Notify dual enrollment instructors of any changes in curriculum and discuss effective instructional practices.
- Observe the dual enrollment course during the semester and/or year.
- Review high school site classroom/laboratory facilities, as needed.
- Include high school instructors in dual enrollment meetings, as appropriate.

## 6. Pima Supporting Offices

Additional offices provide support for dual enrollment students, including Student Recruitment and Outreach, Student Services Centers, Registrar's Office, Accounts Receivable Services, Library, and Academic Divisions.

## 7. Statement of Value, Finance and Billing

At the end of each semester, Pima's Finance Office provides each high school and/or school district with a Statement of Value, which details the costs associated with dual enrollment. In recognition of each party's reciprocal contribution to the dual enrollment program, Pima will issue a Statement of Value for Reciprocal Services that summarizes courses offered. Each course shall be valued at the current tuition rate per credit hour for the specific course for each student. Additionally, Pima will include a supplemental report listing the names of each student categorized by course.

If a high school and/or district requires additional services provided by Pima, such as a facility rental, or course instructors, Pima will issue an invoice for the amount due upon completion of services, which is due within thirty (30) days of the invoice date. Contact your dual enrollment liaison for costs associated with paying for an adjunct faculty member to teach.

## **8. Approved Classes, Deadlines, Guided Pathways and Course Sequences**

### **Approved Classes**

As part of the dual enrollment course request each year (sent in late February for fall and confirmation for spring sent in late September), potential classes will be reviewed and supported by the respective Academic Dean. The academic division, in conjunction with their faculty, will conduct site visits as required for classes with specific equipment/laboratory requirements.

Academic division Deans will receive their respective Dual Enrollment offerings at each partner high school by April 15 or the next business day if it falls on a weekend or holiday. High schools may require an extension to the deadline by request. Extraordinary requests will need School Superintendent and Dean of Dual Enrollment approval.

*\*Note: Dual Enrollment students are non-degree seeking students. In certain cases, an AGEC, associates or certificate pathway will be completed prior to high school graduation. AGEC pathways and other options, as requested, are shared with our partner schools to guide their class offerings.*

## **9. Survey of the Dual Enrollment Program**

On an annual basis, the Pima Dual Enrollment Office will send out an electronic survey to internal and external clientele to seek comments and feedback on a variety of topics relating to the program. The purpose is to receive constructive and quality information on how to improve service and the dual enrollment program. Feedback will be sought from counselors, teachers, and administrators at our partner high schools, as well as Pima constituents as part of the process.

## **Section IV - Dual Enrollment Information**

### **1. Dual Enrollment Advisory Groups**

Dual Enrollment Curriculum Committee - An advisory group of full-time faculty that meets three or more times per year to review and report on the dual enrollment program including assisting in course selection and implementation of the program in the high schools. This review and report include whether the course goals and standards are understood, whether the course guidelines are followed, and whether the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college.

Dual Enrollment Faculty Committee - An advisory committee of full-time faculty who teach in the disciplines offered at the community college district will meet at least two times per year to assist in the selection, orientation, ongoing professional development, and evaluation of faculty who are teaching college courses in conjunction with the high schools.

Dual Enrollment Partners and Stakeholders Group - An advisory group consisting of relevant internal and external partners, including representatives from area high schools (counselors, teachers, and administrators),

as well as Pima faculty, staff, and administrators. This group provides guidance and recommendations for marketing and enhancing the dual enrollment program.

## **2. Data Sharing Agreements**

Data sharing agreements are required to share information with local high schools and districts beyond what is permissible under FERPA. All data requests and data sharing agreements will be funneled through our Strategy, Analytics and Research (StAR) Office. StAR may be contacted [here](#).

## **3. Higher Learning Commission (HLC), Site Approval and Accreditation**

The HLC accredits degree-granting post-secondary educational institutions in the United States. HLC is an institutional accreditor, accrediting Pima Community College as a whole.

Being accredited means an institution meets quality standards and requirements, thus guaranteeing the transferability of its credits, and allowing the institution to disburse Federal Student Aid Funds (Title IV funds).

The accreditation process is governed by the Criteria for Accreditation, five criteria in total, each identifying core components and subcomponents. The HLC includes “dual credit courses and programs” (dual enrollment) in several of its criteria. In order for Pima to remain accredited, it must produce evidence that each of the criteria’s core components and subcomponents are not only being met but are showing elements of continuous improvement in its processes and outcomes.

In 2012, the HLC commissioned a study to identify common practices in dual credit programs and courses across the nation, with the expectation of developing formal guidance for institutions and peer reviewers regarding the evaluation of dual credit activity at institutions. These guidelines added to the Criteria for Accreditation are explicit in nature and range from faculty qualifications to academic rigor to student learning outcomes and resources. For additional HLC information, click [here](#).

HLC defines dual credit as “courses taught to high school students for which the students receive both high school credit and college credit.” These courses or programs are offered under a variety of names; the Criteria on “dual credit” apply to all of them as they involve the accredited institution’s responsibility for the quality of its offerings.

[Dual Enrollment Guidelines](#)

### **HLC Required Site Approval**

Prior to offering fifty percent (50%) of a degree or certificate at any new location, Pima will submit a request to our accrediting agency, the Higher Learning Commission (HLC) to establish the site as a new location. New locations for Pima Community College District are established through HLC’s Substantive Change Process and require formal approval from the accreditor. Once approved and established, these locations are monitored through peer review visits from HLC and are subject to a decision-making process depending on the location type.

If we are nearing the 50% threshold of course applicability to a certificate or degree program at an offsite location, a formal application and approval will be required prior to offering additional courses at the location.

The Dean of Dual Enrollment shall regularly monitor this for high school locations and the Dean of Workforce for community partnerships or locations outside of a main/branch campus. If we are nearing the 50% threshold at a non-approved location, a notification will be sent by the Dean of Dual Enrollment or the Dean of Workforce to the Director of Additional Location Compliance.

The Academic Deans and the Curriculum Quality Improvement Department will conduct a secondary review annually.

## **4. Dual Enrollment Contacts**

For further information, contact the Dual Enrollment Office, 520-206-6076 or [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu). Desert Vista, 5901 S. Calle Santa Cruz, Tucson, AZ 85709

# **Section V - Appendices**

## **1. Arizona Dual Enrollment Statute**

The appropriate state of Arizona dual enrollment statute includes Arizona Revised Statutes 15-1805.01 and 15-1821.01 and can be accessed [here](#) and [here](#).

## **2. Definitions and Vocabulary**

Important and relevant definitions and vocabulary for dual enrollment can be [accessed here](#).

## **3. Sample Course Request Form**

A sample Course Request Form used by each high school annually to request dual enrollment classes can be [accessed here](#).

## **4. List of Approved Dual Enrollment Courses**

Here is a [list of dual enrollment classes](#) that have been offered at respective high schools during the last five years.

## **5. Participating Schools**

Dual enrollment courses are the result of partnerships between Pima Community College and high schools and Career and Technical Education (CTE) districts in southern Arizona. Pima Community College partners with numerous public and private high schools to provide dual enrollment opportunities in Pima and Santa Cruz counties.

Arizona's dual enrollment program is guided by Arizona Revised Statutes ([ARS 15-1805.01](#) and [ARS 15-1821.01](#)), the [Higher Learning Commission's \(HLC\) Criteria for Accreditation](#), and the National Alliance of Concurrent Enrollment Partnerships ([NACEP](#)) criteria for national accreditation. All three entities emphasize that course standards, including qualifications of the teacher, curriculum, rigor, assessment and student outcomes, mirror the same as any college course offered at a campus location.

To access the list of the current high schools with an active I.G.A. [click here](#).



# Faculty Section

## Section I - Faculty Selection and Qualification

High school faculty are identified by their administration to teach dual enrollment classes.

Dual enrollment faculty are selected and hired by each individual high school and/or school district. When vacancies occur at the high school, Pima encourages school administrators, depending on school needs and the potential applicant pool, to seek out individuals that will broaden opportunities to expand dual enrollment course offerings.

Contact the Dual Enrollment Department, [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu), for questions pertaining to the faculty certification process.

### Minimum Qualification Requirements

The qualification requirements for all faculty at the College, including dual enrollment, varies depending on the content area; especially, in instructional areas associated with Career and Technical Education (CTE). [Faculty certification information.](#)

The minimum qualifications for both full-time and adjunct faculty are the same and are based on course classification. The course classifications eligible for dual enrollment include Academic (i.e. transfer, including general education) and Career and Technical Education (CTE) courses.

## 1. Steps for Faculty Qualification

Please allow sufficient time for processing of your adjunct faculty request, which may take 4-8 weeks depending on submission of official transcripts, other materials, and the volume of applications received. Generally, if you plan on teaching a dual enrollment course in the fall, it is recommended that you start the faculty certification process in early January of the year prior. Also, you must be appropriately qualified, or be on an approved education plan prior to the start of teaching your dual enrollment classes.

**STEP 1:** Complete [Pre-screening Form](#) (PCC Dual Enrollment) and Online Adjunct Application for Employment. (at [Pima.edu/careers](http://Pima.edu/careers)) The application process will require a current resume or curriculum vitae.

**STEP 2:** Request your official transcripts to be sent to Pima Faculty Qualifications and Hiring Office. Both your undergraduate and graduate, if appropriate, official transcripts need to be sent to the Faculty Qualifications and Hiring Office in a sealed (i.e. unopened) envelope. Transcripts may be sent and/or hand delivered to: Faculty Qualifications and Hiring Office, 2202 W. Anklam Rd., E107 Tucson, AZ 85709-0315. Inquiries may be directed to 520-206- 3181 or [facultycertification@pima.edu](mailto:facultycertification@pima.edu).

**STEP 3:** If CTE, submit current and valid license or certificate.

**STEP 4:** Please allow 4-8 weeks for processing of your application.

### Faculty Qualifications - HLC

Pima Community College certifies all faculty using the process outlined in the [Administrative Procedure 3.01.01](#) using the Faculty Minimum Qualification Grid, which has been a long standing practice at the College.

The process and standards for applying to be an adjunct faculty member are the same for all faculty teaching credit courses at the College.

These are two methods to be qualified in the current AP: Standard and Alternative.

One of the alternative methods allows faculty to teach while they are seeking their academic credentials that qualify them. In these scenarios, conversations must happen between the faculty member and the division to ensure that the courses that are taken are appropriate.

The potential dual enrollment teacher will complete the section outlining their courses to be taken by year, the number of graduate credits per semester and the accredited university. Both the teacher and high school principal will sign and date the completed plan and return it to Pima's Faculty Qualifications and Hiring Office and copy the Dual Enrollment Office via scanned email. College

A copy of each approved plan will be maintained in the adjunct faculty file, as well as a copy in the Dual Enrollment Office. A list of all adjunct faculty on a dual enrollment teaching plan will be maintained by the Dual Enrollment Office and shared with the Faculty Qualifications and Hiring Office.

The Dual Enrollment Office in conjunction with each high school principal will review the progress of each participant on an annual basis. Teachers who are fulfilling the conditions of their plan will be eligible to continue teaching dual enrollment courses at the high school.

Teachers who are not fulfilling the conditions of their plan: 1) will not be able to continue teaching dual enrollment courses for Pima, and/or 2) may modify the plan with the approval of the high school principal and Pima. The modified and signed plan must be submitted to Pima's Qualifications and Hiring Certification Office and must be completed prior to September 1. Additionally, Pima may request documentation or evidence from an instructor demonstrating their progress in plan completion.

## **2. Instructor Onboarding**

Once approved, you will receive notification from the Faculty Qualifications and Hiring Office, which also requires submission of necessary paperwork. This will also include your employee A number (Faculty ID), as well as instructions on how to set-up your MyPima account, which will provide you with access to a variety of faculty resources.

# **Section II - Process and Steps for Site Review and Approval**

## **1. Site Review and Approval**

### **Site Review and Supporting Materials**

The Higher Learning Commission (HLC) requires approval for any instructional location where 50% or more of a program of study is offered.

### **Review of Equipment, Labs, and Instructional Materials**

The Department Head will review existing facilities, including equipment, laboratories, instructional materials, and textbooks. In addition, photographs will be taken of the facilities to support the Site Approval application.

### **Submission of HLC Request**

Pima Community College will submit the completed application to the HLC for review and approval. This process can take up to six months. Please plan accordingly and coordinate with your Dual Enrollment Point of Contact for this process to be completed.

## **Section III - Faculty Responsibilities**

### **1. Instructor Responsibilities**

The following list details specific responsibilities of dual enrollment instructors, which is also articulated in your Pima teaching contract. In addition, your respective high school and/or school district may have additional requirements and responsibilities for your position.

- All dual enrollment faculty are encouraged, and in cases required, to take a series of online training to support your professional development, including an online orientation to Pima Community College. As the program progresses, this will change in the future.
- All dual enrollment faculty are required to meet with their Pima Faculty Liaison prior to the start of their course to review course requirements and responsibilities.
- All dual enrollment faculty are required to meet with their Dual Enrollment Liaison at the beginning of the semester to finalize student registrations.

### **2. Faculty Orientation (Online, College and/or Discipline-Specific)**

An integral part of faculty professional development is an orientation to Pima, including the duties, responsibilities and required processes associated with dual enrollment. Please follow-up with your Pima instructional contact for more information.

### **3. Pima Faculty Liaison Responsibilities**

Once DE Department has notified the division of the course offering, Pima faculty, Department Heads have specific responsibilities for oversight and appropriate review and evaluation of dual enrollment classes. Especially, to ensure the same level of academic rigor, challenge and completion of Course Learning Outcomes (CLO's), or Performance Objectives, if required as courses taught at campus locations. The following list is not exhaustive in scope, but does indicate the primary faculty responsibilities for oversight of dual enrollment classes:

- Review and approve syllabi, class materials, laboratory facilities and textbook selection.
- Ensure dual enrollment instructors are invited to an adjunct faculty orientation session.
- Meet with dual enrollment instructors at the beginning of each semester to provide an orientation.
- Advise instructors regarding Pima policies applicable to dual enrollment.
- Facilitate training for faculty to use MyPima and D2L.
- Discuss curriculum, instructional practices and Course Learning Outcomes (CLO's).
- Notify dual enrollment instructors of any changes in curriculum and discuss effective instructional practices.
- Observe the dual enrollment course during the semester and/or year.
- Ensure dual enrollment instructors are invited to professional development activities available for Pima adjunct faculty.
- Review high school site classroom/laboratory facilities, as needed.
- Include high school instructors in dual enrollment meetings, as appropriate.

### **4. Faculty Compensation and Contracts**

Pima dual enrollment faculty operate on a zero-dollar contract, which means there is no additional compensation for teaching classes as a full-time staff member at your respective high school. Once qualified and all necessary Pima paperwork has been completed, the course (CRNs) will be created. Dual enrollment

faculty are required to log into MyPima to acknowledge receipt of their Pima teaching contracts on an annual basis, whether each semester and/or year.

## **Section IV – Faculty and Instruction**

### **1. Academic Rigor and Curriculum Standards**

Dual enrollment classes are required to have the same level of challenge and academic rigor of those courses offered at a traditional campus location. This includes meeting the Course Learning Outcomes (CLO's) and Performance Objectives.

### **2. Instructional Development and Delivery**

#### **Review and Approval of Syllabi**

Course syllabus templates, for all credit courses, are available in Simple Syllabus. Faculty can access the syllabus template from a D2L Course Shell (see the “Syllabus” tab on the Navigation or Nav Bar) in D2L Brightspace or from the Simple Syllabus dashboard at <https://pima.simplesyllabus.com>.

Some departments use a “common syllabus” template that must be updated first. We recommend you consult your PCC instructional supervisor or liaison to discuss the syllabus content. Once the syllabus is edited and submitted by the instructor, the course approver will review and may suggest updates. Once it is approved in Simple Syllabus, it is available to students in D2L Brightspace or instructors may also download a pdf copy for distribution.

#### **Review and Approval of Textbooks and Instructional Materials**

An instructional faculty member in the content area at Pima will review and ensure that all instructional materials, including a textbook, if needed, are approved for use. The high school is responsible to ensure all instructional materials, including a textbook are purchased and ready to support the teaching and learning process for dual enrollment classes.

#### **Review of Labs and Instructional Facilities**

Prior to approval of dual enrollment course offerings, instructional faculty from Pima will review all laboratory settings and other instructional facilities to ensure a safe, healthy, and challenging learning environment for students. The high school is responsible for addressing all necessary changes prior to offering a dual enrollment course.

#### **Grading**

Faculty will provide dual enrollment students with their grading scale and requirements in their course syllabus. Further, faculty will enter required grades for students in Banner through the MyPima Teach Tab at the end of each term (i.e. semester or year). Instructions for grade submission are available [here](#).

#### **Student Attendance**

Dual Enrollment Faculty are not required to take student attendance for dual enrollment classes. Follow your school district's attendance policy. Your attendance policy must be clearly articulated in your course syllabus, including the impact on a student's grade for excessive absences. Further, your attendance policy for Pima

students may be more rigorous than your high school attendance policy. For example, concurrent, online, early college programs or any on college campus courses.

## **Section V – Faculty Resources**

### **1. MyPima Teach Tab**

A faculty member may access a variety of resources by logging into their MyPima Account and selecting the Teach Tab. Resources include access to syllabi templates, teaching schedule, grading, attendance, and other faculty resources. For more information access your MyPima account.

### **2. Faculty Professional Development**

Dual enrollment faculty members have access to a variety of professional development opportunities beyond those provided by your respective high school. Additional avenues for professional development at Pima include opportunities to attend an adjunct faculty orientation, Pima departmental meetings and other professional development workshops and seminars offered throughout the year. For additional information, check your Pima email for information from your instructional division and communicate with your Department Head.

### **3. Adjunct Faculty Guidebook**

One resource that is useful to help answer questions and orient a dual enrollment faculty member to Pima is the Adjunct Faculty Guidebook. You may access the noted guidebook [here](#).

### **4. Faculty Instructions**

#### **Submitting Final Grades**

Dual enrollment faculty are required to submit final grades based on the setup of their course (CRN), which may be at the end of the semester or end of year. To submit your final grades, please log into your MyPima account and select the Teach Tab. For instructions on submitting your final grades [click here](#).

#### **45th Day Attendance**

Most dual enrollment classes are created and set up in the 09 term (full academic year) at Pima, so completion of 45th day attendance reporting will not be required for high school dual enrollment instructors. If your dual enrollment course has been set up in the 10 terms (fall), or 20 term (spring), you will be required to complete 45th day attendance for your dual enrollment students. Please log into your MyPima account and follow the instructions under the MyPima Teach tab. Enrollment Handbook

#### **Submitting Grade Books**

Dual enrollment faculty are required to submit their grade books at the end of the year based on instructions from your Academic Division. Please follow-up with your Academic Dean and their support person regarding the process for submission of your grade book.

## Section VI - Appendices

### 1. Site Review and Approval

Different forms and requirements can differ for divisions. Contact your Pima Faculty Liaison for further instructions.

### 2. Sample Course Content Form

A sample Course Content Form is available [here](#).

### 3. Syllabus Template

A Simple Syllabus template by content area may be found in the Teach Tab under your MyPima account. Please log into your account with your user ID and password to access the [required template](#).

All PCC Faculty will be using Simple Syllabus to turn in the required syllabus to their assigned divisions. [Click here for instructions](#).

If you need assistance with your user ID and/or password, contact [faculty-services@pima.edu](mailto:faculty-services@pima.edu) or 520-206-6511.

### 4. Adjunct Faculty Annual Evaluation Form

Contact your academic liaison to review the currently used evaluation form.

### 5. Pima Academic Calendar

The Academic Calendar for Pima can be accessed [here](#).

### 6. Pima Administrator Information

Pima's Administrator information can be accessed [here](#).

### 7. Dual Enrollment Process Flow Chart

The Dual Enrollment Process Flow Chart can be found [here](#).

This handbook was developed to provide detailed information and to respond to questions that high school and Pima personnel may have about Pima dual enrollment and associated processes. While the document is not exhaustive in scope, the intent is to detail requirements set forth by the state of Arizona, Higher Learning Commission (HLC), and the National Alliance of Concurrent Enrollment Partnerships (NACEP). For further information or additional questions, contact the Dual Enrollment Office at 520-206-6076 or [pcc-dualenrollment@pima.edu](mailto:pcc-dualenrollment@pima.edu).