

Pima Community College
Dual Enrollment
Student Handbook
2025-2026



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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, appearing to read "J. P. Nasse". The signature is fluid and cursive.

Dr. Jeffrey P. Nasse, Chancellor

Student and Parent Section

Section I - Introduction

Pima Community College (PCC) is a comprehensive two-year institution dedicated to serving students throughout Pima and Santa Cruz Counties. Established in 1969, the college offers credit courses leading to certificates and associate degrees across various fields. In addition to academic programs, Pima provides workforce development, career training, continuing education, and adult education opportunities. The institution remains committed to offering accessible, high-quality, and affordable education that transforms lives and strengthens the community.

1. Overview of Dual Enrollment

The Dual and Concurrent Enrollment programs provide high school students with the opportunity to earn college credits before graduating. According to the National Alliance of Concurrent Enrollment Partnerships (NACEP), 34% of high school students nationwide engage in college-level coursework while still in high school. A report titled *Dual Enrollment in Arizona High Schools* (February 2023) found that in 2020, 24.4% (17,806) of Arizona public high school graduates completed at least one dual enrollment course.

Pima Community College is committed to providing access to dual enrollment programs to increase college attendance and completion rates. Since the establishment of the Dual Enrollment Department in 2019, participation has grown significantly. In the program's inaugural year (2020), 3,277 students were enrolled, generating an increase in full-time student equivalency (FTSE) to 600. By 2025, enrollment surpassed 6,700 students, with more than 1,311 FTSE and over 39,000 college credits earned.

This data reflects a strong community demand for dual enrollment, concurrent enrollment, and early college programs, particularly in Pima and Santa Cruz counties. Expanding dual credit options aligns with Achieve60AZ, Arizona's statewide goal of reaching a 60% postsecondary attainment rate by 2030. Increasing

access for students from underrepresented backgrounds remains a priority, requiring the implementation of new program structures that support broader participation and attainment.

Educational and Demographic Data in Pima County

The 2023 Arizona Department of Education Four-Year Graduation Rates Data highlights the need for improved access to higher education in Pima County. The county's overall graduation rate was 71.2%, which is 6.3 percentage points lower than the statewide rate of 77.5%. The percentage of 18-24-year-olds enrolled in college or graduate school in Pima County was 42%, exceeding the statewide rate of 36%.

Graduation rates by demographic group in Pima County compared to statewide rates:

- Black/African American students: 62.9% (Pima County) vs. 72% (statewide)
- Hispanic or Latino students: 70.5% (Pima County) vs. 74.6% (statewide)
- American Indian or Alaska Native students: 53.9% (Pima County) vs. 67.8% (statewide)
- White students: 77.2% (Pima County) vs. 83.8% (statewide)

Additional subgroup comparisons:

- Students in foster care: 34.3% (Pima County) vs. 43.6% (statewide)
- Homeless students: 60.7% (Pima County) vs. 59.3% (statewide)
- Students with disabilities (Special Education): 65.3% (Pima County) vs. 73.2% (statewide)

These disparities highlight the need for enhanced educational opportunities, particularly for historically underrepresented students. Failure to address these trends could lead to declining college enrollment, economic sustainability challenges, and workforce shortages in a skills-based economy.

Pima Community College is dedicated to fostering student success through an equity-driven approach. As a social justice institution, PCC prioritizes equitable educational outcomes and workforce development, ensuring students—especially those from marginalized communities—have access to high-quality education.

2. Benefits of Dual Enrollment

Participating in dual enrollment courses at Pima Community College provides numerous advantages:

- **Earn College Credit:** Students can complete college coursework while in high school, reducing the time required to earn a degree or certificate.
- **Cost Savings:** Taking college courses during high school reduces future tuition expenses and student loan debt.
- **College Preparedness:** Students gain exposure to college-level coursework, expectations, and academic rigor.
- **Expanded Access:** Dual enrollment provides equitable educational opportunities for underserved student populations.
- **Higher Academic Achievement:** Research indicates that students who participate in dual enrollment programs have higher GPAs and accumulate more college credits than non-participants.
- **Reduced Need for Remediation:** Students are less likely to require remedial coursework upon entering college.
- **Increased College Enrollment and Retention:** Students who take college courses while still in high school (dual enrollment) are more likely to go to college, keep attending year after year, and eventually graduate.
- **Stronger Career Readiness:** Early exposure to college courses better prepares students for a competitive job market.
- **Improved Confidence and Motivation:** Dual enrollment fosters a sense of accomplishment, motivation, and engagement in higher education.

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

High school students have multiple options for earning college credit, including Dual Enrollment (DE), Advanced Placement (AP), and International Baccalaureate (IB). Each pathway offers distinct advantages:

- Dual Enrollment (DE): College courses offered at the high school, taught by qualified instructors. Students earn both high school and college credit, with grades recorded on a Pima Community College transcript.
- Advanced Placement (AP): High school courses designed to prepare students for national AP exams. College credit is awarded based on AP exam scores, typically requiring a score of 3 or higher (on a scale of 1 to 5), though requirements vary by institution.
- International Baccalaureate (IB): A globally recognized program emphasizing critical thinking, interdisciplinary learning, and rigorous coursework. Some schools in Pima and Santa Cruz counties offer IB programs.

Comparison Chart:

| Feature | Dual Enrollment (DE) | Advanced Placement (AP) | International Baccalaureate (IB) |
|------------------------------------|---|--------------------------------------|-------------------------------------|
| College Credit Earned | Yes, upon successful completion of the course | Yes, based on exam score | Yes, based on final IB assessments |
| Instructor Credentials | Must meet PCC faculty qualifications | High school teacher with AP training | IB-certified high school instructor |
| Assessment Required | No, graded coursework determines credit | Yes, AP exam | Yes, IB assessments |
| National/International Recognition | Regionally accredited college credit | Recognized by most U.S. colleges | Recognized internationally |
| Cost to Student | Typically covered by school district or state funding | AP exam fees apply | IB program fees apply |

Each program provides unique benefits, and students should consider their college and career goals when selecting an advanced coursework option.

4. Recruitment of Students

Dual Enrollment faculty, staff, and administrators at each high school, along with Pima Community College's Dual Enrollment staff, actively promote and market dual enrollment opportunities. Schools develop and offer specific programs in academic disciplines and Career and Technical Education (CTE) fields to align with student interests. Information sessions, outreach events, and collaborations with high school counselors ensure students and families are well-informed about enrollment options.

5. Participation, Eligibility and Admission Requirements

High school counseling staff support students interested in dual enrollment courses. Eligible students must be in good academic standing according to their high school's requirements and must be enrolled as full-time high school students, with exceptions made for seniors who have met graduation requirements.

As outlined in ARS 15-1821.01, students admitted to a community college for dual enrollment must:

- Be full-time high school freshmen, sophomores, juniors, or seniors.
- Satisfy all course prerequisites as published in the College catalog.
- Comply with College policies regarding placement and enrollment.

Career and Technical Education (CTE) Courses: Students enrolled in CTE classes may choose whether to receive college credit at Pima. All students must meet course prerequisites, and those seeking dual enrollment credit must notify their CTE instructor to ensure they are included on the dual enrollment roster.

Section II - Dual Enrollment Steps

1. Dual Enrollment Requirements/Steps

1. Meet with a high school counselor to discuss available dual enrollment options at that high school.
2. Submit an application for admission to Pima Community College.
3. Meet all course prerequisites through placement testing or multiple measures.
4. The high school counselor will preliminarily add students to the dual enrollment roster.
5. After approval from the Dual Enrollment Office, final registration will be processed.

2. Application Process

All prospective students must apply for admission to Pima Community College before enrolling in dual enrollment courses or taking placement assessments. The application can be completed online. Step-by-step instructions are available for additional guidance.

For step-by-step instructions, click [here](#).

3. Multiple Measures and Placement 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

- Incoming seniors may qualify for placement using Multiple Measures instead of taking the Accuplacer or Pima EdReady assessments.
- Pima staff will evaluate high school transcripts and standardized test scores (SAT, ACT) taken within the past three years, provided the student meets the required GPA.
- For more information, students should consult their high school counselor or email pcc-dualenrollment@pima.edu.

Placement Testing Options:

- Students who do not meet prerequisites through Multiple Measures must take the Pima EdReady or Accuplacer assessments.
- Testing arrangements should be discussed with the high school counselor.
- If a student does not qualify through assessments, the counselor will provide alternative course options.

Note: Career and Technical Education (CTE) courses do not require placement testing unless a specific course prerequisite is listed.

4. Course Selection, Guided Pathways, and Transferability

Course Selection:

- The Dual Enrollment Office works with high schools to align course offerings with Guided Pathways, ensuring students can enroll in courses that support long-term academic and career goals.
- Schools will identify courses they would like to offer based on student interest and available qualified faculty at their school sites.
- Schools can then submit course requests to the Dual Enrollment Office, which the appropriate academic divisions review. If the academic division approves the courses, the process will begin to set up any necessary site visits, faculty qualification procedures, and/or course creation.

Transferability:

- Dual enrollment credits are recorded on a permanent Pima Community College transcript.
- Grades earned in dual enrollment courses impact a student's college GPA and may affect future financial aid eligibility.
- Most dual enrollment courses transfer to Arizona's public colleges and universities, as well as some institutions outside the state. Students should verify transfer policies with their intended college or university.
- Students can refer to [AZ Transfer](#) for details on transferring college credits within Arizona.

5. Expenses

Tuition and Fees:

- Pima Community College currently does not charge tuition or fees for dual enrollment courses.
- Students may receive a 1098-T tax form via their PCC student email. Further details about 1098-T can be found online [here](#).

Books and Instructional Materials:

- Required textbooks and instructional materials, including lab equipment and course-specific supplies, are provided by the high school.

Financial Aid:

- High school students are not eligible for federal financial aid but may qualify for tuition assistance through programs supporting dual and concurrent enrollment.

Section III - Roles and Responsibilities

1. Student Success Strategies

Pima Community College offers a variety of resources and student support services to help ensure success in dual enrollment courses, including academic advising, counseling, library resources, and tutoring. The following strategies are essential for academic success:

- Stay organized by maintaining separate folders and notebooks for each class.
- Use a planner to track assignments and deadlines.
- Read textbooks and course materials in advance and complete assignments on time.
- Review the syllabus for course details, grading criteria, and instructor expectations.
- Engage in class by listening, asking questions, taking notes, and participating in discussions.
- Attend all classes regularly, as attendance is critical for academic achievement.

Student Responsibilities

Dual enrollment students are expected to meet the academic rigor of college-level coursework and take responsibility for their education. The grade earned in a dual enrollment course becomes part of a permanent college transcript, affecting both GPA and future financial aid eligibility. Key responsibilities include:

- Completing assignments on time and maintaining quality academic work.
- Keeping parents informed about academic progress.
- Understanding how dual enrollment course grades impact college performance.
- Logging into [MyPima](#) and the D2L regularly to check emails, deadlines, and important updates.
- Devoting sufficient time to reading, reviewing notes, and studying for college courses.
- Speak with your instructor when you are struggling or have questions about your grade.

Student Expectations

Dual Enrollment and High School Programs value integrity, ethical reasoning, and community responsibility. These expectations aim to establish mutual respect, encourage civil discourse, and create an environment conducive to establishing a caring culture.

Expectations:

- Foster a productive and safe environment
- Be courteous, respectful, and professional with each interaction
- Be prepared and provide accurate information to the best of your ability
- Treat the high school campus and personal property with respect

2. Parent Responsibilities

Parents and guardians play a crucial role in supporting their students' academic success. Encouraging goal setting, maintaining communication, and promoting strong study habits can enhance the dual enrollment experience. While students may receive a 1098-T tax form via email to their PCC student account, parents should review financial aid and tax-related information accordingly.

For more information about the 1098-T, click [here](#).

3. FERPA Policies

Pima Community College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974. This law protects the privacy of student educational records and establishes students' rights to review and correct their records if necessary.

Students who wish to grant parents or guardians access to specific educational information must submit the FERPA Request by Parents of Dependent Students to Access Student Educational Records Form. Without this form, parents do not have the right to request or receive student information.

For more details on FERPA, click [here](#).

4. Academic Policies

Class Attendance: Dual enrollment students must adhere to both their high school's attendance policy and Pima Community College's attendance guidelines. Course-specific attendance requirements will be outlined in the instructor's syllabus. If absences occur, instructors may allow makeup work at their discretion.

PCC Syllabus: The syllabus serves as a guide for each course, detailing expectations, attendance policies, important deadlines, and grading criteria. The Dual Enrollment Office and Academic Divisions ensure that all dual enrollment courses adhere to Pima’s academic standards.

Assignments and Homework

Assignments and Homework: Students are expected to complete college-level work. Those struggling with coursework should seek help from their instructor or access tutoring services. Academic tutoring is available online and at PCC campuses.

Click [here](#) for academic tutoring.

Adding and Dropping Classes

Adding and Dropping Courses: Enrollment in dual enrollment courses must be completed during the designated add period. Students who need to drop a course must do so by the published deadline to avoid negative impacts on their GPA. If extenuating circumstances arise, high school counselors and dual enrollment instructors should coordinate with the PCC Dual Enrollment Office to determine the best course of action.

Click [here](#) to see the Pima Community College Academic Calendar to learn about important dates for course drops and withdrawals.

Grading: Dual enrollment instructors establish grading policies based on Pima’s standards, as outlined in the course syllabus. The grade earned in a dual enrollment course is recorded on a student’s permanent college transcript and affects both GPA and future financial aid eligibility.

Transcripts

Students can request an official Pima Community College transcript by following the transcript request process. A fee applies for each official transcript.

Click [here](#) for more information on transcripts.

Academic Integrity: Dual enrollment students are expected to uphold academic integrity. Forms of academic dishonesty—such as cheating, plagiarism, falsification of work, misuse of Artificial Intelligence or AI, or misrepresentation—are prohibited. If academic misconduct occurs, instructors may take disciplinary action, which may include:

1. A warning or reprimand.
2. The opportunity to rewrite or redo an assignment.
3. Receiving a failing grade for an assignment, portion of the course, or the entire course.

Additionally, students may be subject to the Code of Conduct policies established by both their high school and Pima Community College. Click on this link for Pima’s [Code of Conduct](#).

Student Course Evaluations: At the end of each term, students will receive an electronic course evaluation via their Pima email account to provide feedback on their dual enrollment experience.

Section IV – Pima College Support Services

1. Academic Advising and Counseling

High school counselors provide college and career guidance to dual enrollment students. Additional academic support is available through assigned PCC representatives. For more information, students can email pcc-dualenrollment@pima.edu.

2. Tutoring, Academic Support, and Library Resources

Dual enrollment students can access PCC's academic support services, including tutoring, library resources, and technology support. These services are available both online and at campus locations.

3. Students with Disabilities - Equal Access

Students with disabilities may receive accommodations based on qualifying medical, psychological, or learning conditions.

- For courses taught by PCC instructors: Pima's Access and Disability Resources (ADR) Office provides accommodations. Students can learn more at pima.edu/adr.
- For courses taught by high school instructors: The high school is responsible for providing accommodations while maintaining the integrity of course objectives.

Students requiring accommodations should speak with their high school counselor and/or contact PCC's Access and Disability Resources Office.

4. New Student Orientation for Seniors Transitioning to PCC

Dual enrollment students planning to continue at Pima Community College after graduation are encouraged to attend a [Connect U Orientation](#) to support a successful transition to college. Orientation arrangements can be made through high school counselors, PCC representatives, or by registering for a New Student Orientation session.

5. Dual Enrollment Email

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 PCC email account daily or have that email forwarded to your personal account to ensure you have all the important information needed as a PCC student. PCC uses a system called DUO Security to help keep student accounts safe. You'll need to use DUO to log in and check your college email.

Section V - 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

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

Dual Enrollment Department

Section I - Course Distinctions and Modalities

1. 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. Concurrent Enrollment

Concurrent enrollment at Pima Community College is different from traditional dual enrollment. With concurrent enrollment, a student takes a college class on a PCC campus or via Pima online, and either pays for the course themselves or has the cost covered by another organization or sponsor.

3. 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.

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

Pima Community College offers several modalities for the delivery of dual enrollment as long as the method meets the requirements of the Arizona State Statute (A.R.S. § 15-1821.01), which requires classes to be held at your high school during 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 face-to-face, virtual, online, or hybrid, to meet the needs of students and their high school. For online courses, an in-person facilitator will be required and provided by the high school.

Section II - 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 for college credit at PCC, and follow all state regulations as outlined within the Arizona State Statute.

Roles and Responsibilities

The IGA outlines the roles and responsibilities of both Pima Community College and its high school partners. Below is a summary of key responsibilities for each party:

1. Partner High Schools

- Identify and recommend qualified dual enrollment instructors.
- Recruit and identify students who would benefit from dual enrollment.
- Provide student information, including course rosters, birthdates, and transcripts.
- Ensure appropriate instructional space, materials, and equipment are available.
- Assist with student assessments if required.
- Support students in completing the Pima admissions application and registration process.
- Provide or enable student orientation for dual enrollment participants.

2. Pima Dual Enrollment Office

- Meet regularly with high schools and districts to discuss program needs, pathways, and student opportunities.
- Provide guidance on administrative requirements, including IGAs, faculty certification, course selection, accreditation, and instructional materials.
- Collect and review course requests within the stated timelines.
- If applicable, ensure required assessments and multiple measures are administered at each high school.
- Assist and monitor student applications and registration before the start of classes.
- Support high schools with grade submissions, teaching contracts, and tracking course learning outcomes (CLOs).
- Monitor student enrollment, including drops and withdrawals.
- Verify course prerequisites and assessment requirements.
- Work collaboratively with high schools to track professional development progress for instructors.
- Maintain effective and consistent communication with all stakeholders.
- Facilitate faculty qualification processes, including pre-screening forms and credential verification.

3. Pima Academic Division

Each dual enrollment high school instructor is supported by a Pima faculty member, typically a department head or lead faculty member. The Academic Dean in each division ensures proper faculty support and oversight. Responsibilities include:

- Reviewing and approving syllabi, course materials, and textbook selections.
- Ensuring instructors have access to professional development opportunities.
- Conducting orientation meetings at the beginning of each semester.
- Providing guidance on Pima policies, MyPima, D2L, and eLumen.
- Facilitating discussions on curriculum, instructional strategies, and CLOs, including CLO submissions.
- Notifying instructors of curriculum changes and effective teaching practices.
- Observing dual enrollment courses and reviewing classroom facilities as needed.
- Including high school instructors in dual enrollment faculty meetings.

4. Pima Supporting Offices

Several additional offices provide support for dual enrollment students, including:

- Student Recruitment and Outreach – Engages prospective students.
- Student Services Centers – Provides advising, academic support, and enrollment assistance.
- Registrar’s Office – Handles student records and course enrollment.
- Accounts Receivable Services – Manages tuition-related inquiries and billing.
- Library Services – Offers academic resources to dual enrollment students.
- Academic Divisions – Ensures faculty and course alignment with Pima standards.

Approved Classes, Deadlines, and Guided Pathways

Approved Classes and Course Requests

- Dual enrollment course requests are submitted annually by high schools.
- Fall requests should be submitted in mid-October, with final confirmation for spring courses in mid-March. Requests received after these timelines may not be processed in time to run the course for that subsequent semester/year. Best practices would be to plan at least one calendar year in advance.
- Course approvals are reviewed by a department head/faculty lead in concert with the academic Dean, with site visits conducted as necessary.
- Partner high schools receive confirmation of their approved dual enrollment course offerings.

Note: Dual enrollment students are considered non-degree seeking. However, some may complete an AGECE (Arizona General Education Curriculum), associate degree, or certificate before high school graduation. Pathway options, including AGECE and degree tracks, are provided to high schools to assist in course planning.

Survey of the Dual Enrollment Program

To improve program quality, the Pima Dual Enrollment Office periodically distributes electronic surveys (i.e. [DESSE](#)) to internal and external stakeholders. Surveys collect feedback from:

- High school counselors, teachers, and administrators to assess program effectiveness and student outcomes.
- PCC faculty and staff to ensure alignment with college standards and instructional quality.

Feedback gathered through these surveys informs program improvements and ensures ongoing collaboration between Pima Community College and its high school partners.

Section III – Dual Enrollment Information

1. Dual Enrollment Advisory Group

Several advisory groups provide guidance and oversight for the Dual Enrollment Program at Pima Community College:

- Dual Enrollment Academic Team Committee – A committee of full-time faculty representing various academic disciplines that meet regularly to assist with the selection, orientation, professional development, and evaluation of dual enrollment instructors.

2. Higher Learning Commission (HLC) Accreditation and Site Approval

Pima Community College is accredited by the Higher Learning Commission (HLC), which ensures that the institution meets quality standards for education and credit transferability.

HLC accreditation covers all PCC programs, including dual enrollment. To maintain accreditation, Pima must demonstrate compliance with the Criteria for Accreditation, which includes:

- Faculty qualifications
- Academic rigor
- Student learning outcomes
- Resource availability for dual enrollment students

HLC Site Approval Requirements:

- Pima must obtain formal HLC approval through the Substantive Change Process before 50% or more of a degree or certificate program is offered at a high school.
- The Director of Dual Enrollment monitors program expansion at high school sites to ensure compliance with this requirement.
- Once a site nears the 50% threshold, an application must be submitted for accreditation review, which includes site visits and ongoing monitoring by HLC prior to the site being able to offer 50% of a degree or certificate program.

For additional HLC information, visit the [HLC website](#).

3. Dual Enrollment Contacts

For more information regarding dual enrollment, contact the Pima Dual Enrollment Office:

- Phone: 520-206-6076
- Email: pcc-dualenrollment@pima.edu
- Address: Desert Vista Campus, 5901 S. Calle Santa Cruz, Tucson, AZ 85709

Section IV - Appendices

1. Arizona Dual Enrollment Statute – Arizona Revised Statutes 15-1805.01 and 15-1821.01 govern dual enrollment programs. Access the statutes [here](#).
2. Definitions and Vocabulary – Key terminology and definitions relevant to dual enrollment programs can be accessed [here](#).
3. Sample Course Request Form – A sample of the Course Request Form, used annually by high schools to request dual enrollment courses, is available [here](#).
4. List of Approved Dual Enrollment Courses – A list of courses offered at participating high schools in the last five years is available [here](#).
5. Participating Schools – Pima Community College partners with numerous high schools and Career and Technical Education (CTE) districts in Pima and Santa Cruz counties to offer dual enrollment opportunities.
6. Pima Academic Calendar – The most up-to-date academic calendar for Pima Community College can be accessed [here](#).

Regulatory and Accreditation Frameworks: Pima’s dual enrollment program is aligned with:

- Arizona Revised Statutes (ARS 15-1805.01 and ARS 15-1821.01)
- Higher Learning Commission (HLC) accreditation standards
- National Alliance of Concurrent Enrollment Partnerships (NACEP) criteria

These guidelines ensure that dual enrollment courses maintain the same standards of rigor, faculty qualifications, curriculum, assessment, and student outcomes as courses taught on PCC campuses.

Section V - Faculty Responsibilities

1. Instructor Responsibilities

Dual enrollment instructors are responsible for maintaining the academic integrity and rigor of their courses. These responsibilities are outlined in their Pima teaching contract and may also include additional requirements set by their high school or school district. Faculty expectations for Additional Locations are outlined in [AP 3.25.08](#).

Key Responsibilities:

- Complete any required online training and professional development, including an orientation to Pima Community College.
- Meet with a Pima Department Head of Faculty Lead before the course begins to review expectations and responsibilities.
- Collaborate with the Dual Enrollment Liaison at the start of the semester to finalize student registrations.

2. Faculty Orientation and Professional Development

All dual enrollment instructors must participate in an orientation covering their duties, responsibilities, and key processes related to dual enrollment. Faculty are encouraged to follow up with their PCC instructional contact for additional support and professional development opportunities.

3. Pima Department Head/Faculty Lead Responsibilities

Pima department heads and faculty leads oversee and evaluate dual enrollment courses to ensure consistency with college-level expectations. Their primary responsibilities include:

- Reviewing and approving syllabi, course materials, and textbook selections.
- Connecting dual enrollment faculty to Pima's faculty orientation sessions and advising instructors on Pima policies.
- Ensuring dual enrollment faculty complete the orientation and training on MyPima, D2L, Simple Syllabus, and eLumen.
- Discussing curriculum, instructional strategies, and Course Learning Outcomes (CLOs).
- Notifying instructors of curriculum updates and best teaching practices.
- Observing dual enrollment courses and reviewing classroom facilities when necessary.
- Ensuring instructors have access to professional development opportunities.
- Encouraging participation in dual enrollment meetings and faculty discussions.

4. Faculty Compensation and Contracts

Dual enrollment faculty operate under a zero-dollar contract, meaning there is no additional compensation for teaching dual enrollment courses or PCC training sessions. Once faculty meet qualification requirements and submit all necessary paperwork, course CRNs (Course Reference Numbers) will be created.

Faculty must log into MyPima annually to acknowledge receipt and accept their teaching contract at the beginning of every semester

Section VI - Faculty and Instruction**1. Academic Rigor and Curriculum Standards**

Dual enrollment courses must meet the same academic rigor and Course Learning Outcomes (CLOs) as those offered on Pima campuses. Faculty are responsible for ensuring that course materials and assessments align with college-level expectations.

2. Instructional Development and Delivery

Syllabus Review and Approval

- Faculty must use Simple Syllabus, available through D2L Brightspace or the Simple Syllabus dashboard.
- Some departments use common syllabus language—faculty should consult their PCC instructional supervisor before making edits.
- Once submitted, syllabi are reviewed for approval. Once approved, they are accessible to students through D2L Brightspace.

Textbooks and Instructional Materials

- The Academic Division Leadership at Pima reviews and approves all instructional materials.
- The high school is responsible for purchasing textbooks and instructional supplies to support student learning.

Lab and Instructional Facilities Review

- Before offering a dual enrollment course, Pima’s Academic Division Leadership evaluates laboratory environments, instructional facilities, and equipment.
- The high school must address any required changes before the course begins.
- If a qualified instructor cannot complete a course, the school must immediately contact the Dual Enrollment department to arrange a qualified replacement. If no qualified substitute is available, students may lose course credit depending on how much instruction has occurred. Substitutes teaching more than 10 days must be qualified.

3. Grading and Student Attendance

Grading Policies and Course Learning Outcomes (CLOs)

- Faculty establish grading policies based on Pima’s academic standards, as outlined in the course syllabus.
- Final grades and CLOs must be submitted in MyPima at the end of each semester or academic year.
- The Dual Enrollment staff will provide instructions for grade and CLO submissions.

Attendance Policies

- Dual Enrollment Faculty are not required to take attendance for dual enrollment courses.
- Faculty should follow their school district’s attendance policy while ensuring their own Pima attendance policy is clearly outlined in the syllabus.
- Some programs, such as concurrent enrollment or online courses, may have more stringent attendance requirements.

Section VII - Faculty Resources

1. MyPima Teach Tab

Faculty can access essential resources via the Teach Tab in [MyPima](#), including:

- Course syllabi templates
- Teaching schedules
- Grading and attendance tools
- Faculty support services

2. Faculty Professional Development

Dual enrollment instructors have access to Pima professional development opportunities, including:

- Adjunct faculty orientations
- Departmental meetings
- Workshops and training sessions throughout the year

Faculty should check their Pima email for updates on training opportunities or consult their Department Head or Faculty Lead.

3. Adjunct Faculty Guidebook

A comprehensive guide to help dual enrollment faculty navigate Pima's policies and procedures is available. Access the Adjunct Faculty Guidebook [here](#).

4. Faculty Instructions

Submitting Final Grades

- Final grades must be submitted through MyPima or D2L at the end of each semester or year. For more information on submitting grades, please contact the department head or faculty lead. In the near future, grades will be submitted through D2L.

45th Day Attendance Reporting

- Most dual enrollment courses are classified under the 09 term (full academic year) and do not require 45th day attendance reporting.
- Courses set up under the 10 term (fall) or 20 term (spring) may require attendance reporting.
- Faculty should check MyPima Teach Tab for instructions on attendance reporting.

Submitting Grade Books

- If you are using D2L, you do NOT need to submit your grade books.
- If you are NOT using D2L, please submit your grade books to your Dual Enrollment Liaison using the naming convention below:

202509-Course Name/Number-CRN-School Name

Example: 202509-CHM 130IN-90436-Andrada.

Section VIII - Appendices

1. Site Review and Approval

- Forms and requirements for site approval may vary by academic division. Contact the appropriate department head or academic liaison for specific details.

2. Sample Course Content Form

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

3. Syllabus Template

- Faculty can access the Simple Syllabus Template through the Teach Tab in MyPima. Log in with a Pima user ID and password to retrieve the required template.
- All PCC faculty are required to use Simple Syllabus for submitting their syllabus to their assigned division. For step-by-step instructions, click [here](#).
- For MyPima login assistance, contact faculty-services@pima.edu or call 520-206-6511.

4. Adjunct Faculty Annual Evaluation Form

- Contact the academic liaison for information regarding the current faculty evaluation form.

5. Pima Academic Calendar

- The Pima Community College Academic Calendar can be accessed [here](#).

6. Pima Administrator Information

- A directory of Pima Community College administrators is available [here](#).