1. Preparation & Planning

You will receive communication from your Brookhaven Dual Credit Liaison at least two weeks before your class begins. This will include key information regarding contacts, location, services and guidelines for your high school location.

Your liaison will be your first contact person regarding policies, procedures and enrollment. He/she will assist with individual student enrollment issues. Your department lead faculty or dean at Brookhaven will be your first point of contact regarding any academic or curricular questions.

2. Your Faculty Lead/Supervisor

Keep in touch with your designated Brookhaven faculty supervisor regarding all curricular preparation, including your syllabus, textbooks, eCampus (Blackboard) set up, assessments, pedagogy, academic rigor and any professional development. Confirm important dates, such as the Certification Date, Withdrawal Date and Final Exam dates for your specific course. Your syllabus must be submitted to your faculty supervisor and dean at the beginning of the semester. He or she is your key academic mentor during the semester. It is critically important that you regularly communicate in a timely manner by email, phone or in person. Your faculty supervisor will conduct an onsite instructional evaluation each year. This is a required component of your faculty credential file for our SACS accreditation board. Faculty teaching dual credit classes will meet all expectations for adjunct instructors, including attending orientations, faculty meetings, and staff development activities.

3. Academic Standards

The dual credit course is to maintain the same academic standards as the same course offered on the college campus. The course must use the same syllabus (approved by the faculty supervisor), same textbook (approved by the faculty supervisor), same student learning objectives/outcomes, same grading procedures and final assessments.
The High School Learning Environment

1. Visit

If possible, make arrangements through your liaison to visit the high school campus where you will be teaching prior to the beginning of the semester. You may then become familiar with the facilities available to you and your students, the check-in procedures and the administrators, counselors or instructors who will be your key onsite contacts. The liaison can also arrange for a “meet the students” or “meet the parents” opportunity, if planned well ahead of time.

2. The High School or ISD Calendar

Review the high school / ISD academic calendar before planning your syllabus course schedule, to prepare for school days off or mandatory STAAR, EOC (end of course) student testing dates. Please note that dual credit classes on the high school campus will not be held when the high school is closed for regular classes, such as school holidays and spring break. In return, dual credit classes at the high school location will be held, even if the Brookhaven College campus is closed for on-campus classes. Consult your high school contact and/or the Brookhaven Dual Credit Office if you have any questions.

3. Classroom Management

Students select to be in dual credit classes, and there are very few disciplinary issues. Should there be any problems in the classroom that you are unable or feel uncomfortable resolving, notify your high school contact first. If the matter is not resolved, contact the Brookhaven Dual Credit Office. You have support both on-site and on-campus.

If students identify themselves to you and provide accommodations documents from the high school, confer with the Brookhaven Disability Support Services Office, 972-860-4673, Building S, S124 and your faculty supervisor to confirm which accommodations should be made for your students in the dual credit course.

4. Safety Procedures

All safety drills and procedures of the high school must be observed. Familiarize yourself with the exit routes and designated evacuation and “safe” locations for you and your students. Do not continue to lecture during any drills.

5. Campus Resources

Dual credit students may use the Brookhaven campus resources, such as library services online and on-campus; http://www.brookhavencollege.edu/library/. Students are also encouraged to secure a student ID card and to attend college fine arts, athletic and other community events.
1. **Student Expectations**

   Dual credit students must follow the same guidelines as other Brookhaven College students, including following the same curriculum, syllabus, course rigor, attendance expectations and classroom behavior. Students have agreed to follow the Brookhaven College Student Code of Conduct as well as their local high school guidelines. Students will follow the Academic Dishonesty policy of the college and instructional division. Distribute and review your course syllabus within the first week of the semester.

   Clearly explain your expectations, including classroom behavior and rules for academic integrity in writing and in class. Remember that college expectations may be new to many of your students. Work together for a successful resolution.

2. **Student Procedures**

   Dual credit students may not be left unsupervised. If you will miss class or be late, notify the high school contact as soon as possible. Communicate with your students as well.

3. **Reporting Grades**

   Interim assessment grades are posted on eCampus, to ensure students are aware of their progress. Final course grades are submitted through eConnect at the end of the term, according to the Brookhaven designated timeline. The Dual Credit Office will provide final course grade rosters to the high school official to enter the high school course grade. Students may also obtain an official transcript directly from the Brookhaven Admissions Office.

   Dual credit students are awarded the same letter grade for the college credit as for the high school credit. Students in dual credit courses may withdraw from the college course by following college procedures and meeting all deadlines. Instructors of dual credit courses may award high school only credit depending upon student performance.

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### Student Information and FERPA

1. **Class Roster**

   **Verify your class roster.** If you have any student attending class who is not on your eConnect roster, contact the Brookhaven Dual Credit Office immediately. Students may not attend class if they are not officially registered. Dual credit courses may not include non-dual credit students in the same class. The only exception is for classes that are linked AP high school and dual credit courses. If you teach this type of course, please consult with the Brookhaven Dual Credit Office. Make sure that your class is “certified” in eConnect by the deadline.
2. Textbooks, Materials

Most ISDs will purchase the textbook, lab book, required materials and access codes for the students. Some private or charter schools may not. Check with your high school contact if students have problems obtaining their materials.

3. Parents and FERPA

Student information, including performance grades or attendance, cannot be shared with parents or other guardians without the written consent of the student, regardless of the student’s age. Parents should be advised to meet with the high school counselor if they have specific questions. Contact the Brookhaven Dual Credit Office for further information.

4. High School Officials and FERPA

Student college course grades may be shared with high school officials to obtain dual credit, per the Dual Credit Agreement signed by the ISD or high school and the college.