



Dual Enrollment Instructor Agreement

3094 Indian Circle, Marianna, FL 32446

Phone: (850)526-2761

We are pleased that you will be a part of Chipola College. To assure understanding of policies, procedures and expectations you are asked to read and abide by the following:

1. All faculty teaching Dual Enrollment must meet SACS requirements/guidelines for postsecondary instructors in the course/discipline. For SACS accreditation purposes, postsecondary transcripts of all faculty teaching Dual Enrollment courses must be on file with the college Human Resources Office.
2. All courses taught as a part of Dual Enrollment must meet the postsecondary course content requirements as specified in the Statewide Course Numbering System. Instructors will be provided with a copy of course plans/objectives for the college course they are teaching. In addition, they will be provided with additional requirements for Gordon Rule courses, if applicable. All course objectives must be included in the instructional plan and “covered” per the syllabus during the term.
3. All faculty teaching Dual Enrollment classes shall file a copy of the course final exam with the college discipline/department chair each term. The department dean will provide a departmental final exam to each dual enrollment instructor. Because this departmental final has been created to comprehensively assess the expected learning outcomes, only this exam is to be used as the final. Course requirements in terms of tests, papers, or other assignments for Dual Enrollment students shall be the same level or rigor or depth as those for all non-Dual Enrollment postsecondary students.
4. All faculty teaching Dual Enrollment classes must observe the Chipola College Academic Calendar, as well as procedures/deadlines. Each must submit grades in the appropriate format through MyChipola. All faculty will be advised of college-wide grading expectations/guidelines prior to teaching a Dual Enrollment course.
5. Textbooks/instructional materials used in Dual Enrollment classes must be the same as those used in postsecondary courses at the college with the same course prefix and number. If the textbooks change editions, the high schools may continue to use the older edition; however, the dual enrollment instructor is responsible for updating the page numbers for assignments.
6. Dual enrollment high school faculty are expected to possess a working knowledge of the college’s policies relating to credentials, grading, course requirements, etc.
7. Faculty are expected to enforce the policy that dual enrollment and other high school students may NOT be taught in the same classroom.
8. The college shall conduct course/instructor observations for Dual Enrollment classes on the high school campus. College instructors/deans will work with DE instructors to monitor course rigor, college policies, etc.
9. Using Canvas, the college’s learning management system, Dual Enrollment instructors will ensure that courses are evaluated by students each semester.
10. Each Dual Enrollment faculty will attend an orientation on the Chipola College campus prior to the beginning of the fall semester.

Instructor’s Name _____
First Middle Last

High School of Employment _____

Instructor’s Signature _____ Date _____

Return to: Dr. Pam Rentz, Ph.D.
Vice President of Instruction
Chipola College
3094 Indian Circle
Marianna, FL 32446