



WHATCOM COUNTY TECH PREP CONSORTIUM Policy for School District and Student Participation in the Dual Credit Program

The Dual Credit Program allows students in participating school districts to receive college credit from Bellingham Technical College, Whatcom Community College and Skagit Valley College. College credit is awarded for designated high school classes through articulation agreements between the school districts and the Community and Technical Colleges.

1.0 District-School Participation in the Dual Credit Program

For students to be eligible to receive college credit through the Dual Credit Program, the following criteria must be met:

- 1.1 Participating school districts must be recognized partners of the Whatcom County Tech Prep Consortium.
- 1.2 A school district administrator (principal or vocational director) must sign an articulation agreement in order for credit to be awarded for that agreement. The signature verifies that school district faculty will teach one hundred percent of the competencies in the articulation agreement.
- 1.3 High School principal or CTE Director ensures that all College Tech Prep approved courses are taught by instructors who meet the WA State vocational teaching requirements or meet the college's employment criteria for specific program areas (Computer Technology, Welding, Culinary Arts, etc.).
- 1.4 All participating school district faculty teaching an articulated dual credit course are required to annually:
 - A. Submit a Teacher Verification Form listing all high school courses that satisfy each articulation agreement. The form must be signed by the high school instructor and principal or vocational director and submitted to the Consortium office no later than October 1 of each academic year.
 - B. Course syllabus which includes the required Tech Prep "syllabus language" and clearly identifies the college course competencies. The syllabus must be submitted to the consortium office no later than October 1 of each academic year.
 - C. Annually participate in at least one program update/articulation meeting sponsored by the Tech Prep director and college instructors. Articulation agreements may be cancelled with teachers who do not attend regularly scheduled meetings.

Only teachers who have a current, valid Teacher Verification Form and updated course syllabus on file with the consortium office will be able to register students in the Dual Credit Program.

2.0 Student Eligibility for Participation in the Dual Credit Program

To receive Dual Credit high school students within participating districts must meet all three of the following criteria:

2.1 Students must register for dual credit articulated courses during the same academic year they complete the high school class to ensure that credit is earned under current, valid articulation agreements and during the colleges academic year (fall, winter & spring quarters). If a series of high school courses are involved in an articulation, students should register during the same academic year as they complete the last course of the series. Students must register during the dual credit "open enrollment" periods specified by the Whatcom County Tech Prep Consortium.

The Dual Credit program follows the same registration guidelines as Whatcom Community and Bellingham Technical Colleges. Therefore, students cannot earn retroactive credit for dual credit courses taken in previous years (unless the course is part of an approved series – see 2.1 above). If students miss the articulation deadlines, they may choose to “challenge” any college course via the guidelines established by the individual college (must be scheduled with the college and any fee charged must be paid by the student).

2.2 Students must pay a one-time only, nonrefundable dual credit registration fee of \$25 *per* college where credit is being requested. The fee can be paid by check, Visa or Mastercard. A cash payment can be made in-person at the Consortium's business office. If mailed, payment must be post-marked no later than the last date of payment period specified by the Whatcom County Tech Prep Consortium. Registration and payment deadlines are posted on the website: <http://whatcomtechprep.org> (click on Tech Prep Registration for further information).

Dual Credit fees are collected by the Whatcom County Tech Prep Consortium and distributed to participating community and technical college registrars' offices. The fee for each student is given to the college chosen by the student when they register for dual credit for the first time.

2.3 Students must earn a grade of B or better in all designated Tech Prep courses required to meet the college program standards as established in the Dual Credit articulation agreement. The B or better grade is dependent on completion of the required course competencies/skills or exams as established by the college program instructors. Any grade below a B (for example, a B-) will not satisfy the articulation agreement requirements..