

# COLLEGE IN THE HIGH SCHOOL FREQUENTLY ASKED QUESTIONS

DATE: July 2020

TO: High School Administrators, Counselors, Teachers, College/University Staff and Faculty

FROM: Council of Presidents (COP)  
Office of the Superintendent of Public Instruction (OSPI)  
State Board for Community and Technical Colleges (SBCTC)  
Washington Student Achievement Council (WSAC)

SUBJECT: College in the High School Program- Questions and Answers

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College in the High School programs provide students an opportunity to enroll in college courses at their high school and earn high school and college/university credit.

Representatives from higher education and K-12 developed this document. The answers reflect how high schools and public institutions of higher education in Washington implement and administer various elements of College in the High School to maintain compliance with state administrative codes.

For this FAQ, the term **college** refers to both two-year Community and Technical Colleges, as well as four-year public college and universities.

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## GENERAL QUESTIONS

### **1. What is a College in the High School program?**

A College in the High School program is a dual credit program in which a college approved eligible high school teacher offers a college course on a high school campus or in a high school environment, and in which eligible students are given the opportunity to earn high school credit to be awarded by a district, charter school, or tribal compact school and college credit awarded by the participating institution of higher education.

### **2. What is the Difference Between College in the High School and Running Start?**

There are three main differences between College in the High School and Running Start.

- The first is where the course is offered and who teaches the course. College in the High School is taught on a high school campus by an eligible high school teacher. Running Start is taught on a college campus by a college faculty member.
- The second difference is who is eligible to enroll in the course. Students in the 11<sup>th</sup> and 12<sup>th</sup> grade are eligible to enroll in Running Start. Students in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade are eligible to enroll in College in the High School.
- Finally, the third difference is funding. Running Start students may enroll tuition-free up to the equivalent of a full-time student each term, and for a maximum of the equivalent of two years of full-time enrollment. College in the High School students wanting to earn the available college credit may be responsible for paying a fee to the college. The maximum fee shall not exceed \$65 per college credit. State funded subsidies are available for rural and small public schools. See the Fee and State Subsidies section for more information.

### **3. What are “College in the High School Fees”?**

This term refers to the per college credit, or per college course, registration fee charged by the participating institution of higher education for the college course.

#### **4. Is College in the High School considered Dual Credit or Dual Enrollment?**

In Washington, the term "Dual Credit" broadly refers to several programs where students have the potential to earn high school and college credit for the same course. College in the High School is dual credit. College in the High school courses allow students to enroll concurrently in high school and an institution of higher education. Credit is both earned for college courses from an institution of higher education and recorded on a high school transcript as high school credit.

"Dual enrollment" in Washington is generally defined as a student enrolled concurrently in two different institutions of higher education.

#### **5. Do students travel for College in the High School courses?**

No. College in the High School courses are taught on a high school campus. Travel is not required of students unless otherwise required to meet the learning outcomes of a specific course as noted in the course syllabus.

#### **6. What is the National Alliance of Concurrent Enrollment Partnerships?**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is a professional organization that works to ensure that College in the High School courses taught by high school teachers are as rigorous as courses offered on the college campuses. Adherence to NACEP standards provides students with an experience like what a college course will be like and helps them gain the needed skills to continue their college experience. Washington's WAC rules for the "College in the High School" program is based primarily on NACEP's national standards for accreditation.

#### **7. What is a "local agreement"?**

College in the High School programs are governed by a local agreement between the school district and the participating college in compliance with (Washington Administrative Code) (WAC) rules adopted by the Office of the Superintendent of Public Instruction (OSPI).

## TIMELINES – DEADLINES

### **8. Can a college impose a registration deadline for College in the High School?**

Yes. An eligible student seeking to earn college credit is responsible for registering on or before the deadline established by the college. Note that retroactive registration – students registering for college credit after the college course is over – is prohibited and does not occur on a college campus or through College in the High School programs.

### **9. Does the high school have to adhere to the “drop”, “add” and “withdrawal” deadlines for the college?**

Yes. All deadlines established by the college for enrollment and withdrawal from the college course must be followed. However, for students who qualify for the state funded subsidies, payment of these funds is for students who have completed the course. Note, a student must complete the course but there is no requirement that the student successfully completed the course and/or earned college credit.

### **10. What if my high school is on a semester system but the college or university is on a quarter system?**

Depending upon the high school’s master schedule, the college’s course availability, and the local agreement between the college and high school, students must enroll in the college course at some point during the high school term in which the CHS course is being offered. Registration typically occurs in the beginning of the course. Final course grades are submitted by the high school according to the policies and procedures by the college or university.

## STUDENT ELIGIBILITY

### **11. What students are eligible for College in the High School?**

A student is eligible if the student meets the definition of an enrolled student according to WAC [392-121-106](#); is considered a high school sophomore, junior or senior per school district policy; and the student has met the student standards according to WAC [392-725-130](#) and the general requirements and conditions according to WAC [392-725-225\(2\)](#).

**12. Are there requirements for students to participate in a College in the High School program?**

Yes. Per RCW [28A.600.290](#) and [WAC 392-275-130](#), students must meet any course prerequisites or other requirements established by the college to ensure student readiness and must be considered a high school sophomore, junior or senior per school district policy. Students wishing to earn the available college credit associated with a College in the High School course must also officially enroll in the college course within stated deadlines.

**13. Can a student take more than one College in the High School course during a high school trimester or semester?**

Yes. Eligible students can enroll in as many CHS courses, within institutional credit limit policies, as they choose but should take into consideration their overall course load and available time to complete challenging coursework. In addition, most institutions of higher education have credit limit policies that apply to all students, whether they are matriculated or not. Students should connect with the institutions of higher education.

Finally, registering for college credit is optional, and so a student could take a CHS course for high school credit only.

**14. Are students required to attend all College in the High School class days?**

Daily attendance rules apply to College in the High School classes. Students who are absent would be reported to Comprehensive Education Data and Research System (CEDARS) as excused or unexcused.

**15. What is the responsibility of the public-school district, charter school or tribal compact school to inform potential College in the High School students about the College in the High School program?**

Per RCW [28A.230.090](#), a public school district, charter school or tribal compact school must provide general information about dual credit opportunities to all students in grades 9 through 12 and to the parents and guardians of those students.

**16. Can high schools limit a student’s enrollment in College in the High School courses?**

Student enrollment is limited to the College in the High School courses offered by the high school or district; a school or district may choose to not offer any College in the High School courses. However, similar to Running Start, if a student completes any required prerequisites and the college determines the student is ready for a CHS course, the high school shall work to reduce barriers for students who wish to enroll in CHS courses.

**17. Can a school district or high school or colleges and universities condition a student’s eligibility to enroll in a College in the High School course based on a determination by school district or building personnel that the student is academically qualified to take college course work?**

For school districts and high schools, the answer is no. School districts and high schools may not condition a student’s eligibility to enroll in a College in the High School course based on a student’s academic qualifications to take the college course work.

For colleges and universities the answer is yes. The college may require any prerequisites for a course to be completed prior to enrollment in the subsequent course.

**18. May a school district or high school condition a student’s eligibility for enrollment in the College in the High School program upon the maintenance of a high school grade point average (GPA)?**

No, districts and high schools may not condition a student’s eligibility to enroll in a College in the High School course based on a student’s high school GPA.

**19. Can private school or homeschooled students participate in College in the High School?**

A private school may enter into a local agreement with a college to establish a College in the High School program. Many private schools already offer CHS courses. However, due to the requirements set forth in WAC [392-725](#), a homeschool would not be able establish that same agreement.

A private school or homeschooled student could enroll in public school and participate in their College in the High School programs.

**20. Is there a verification form or paperwork a student must fill out to participate in a College in the High School program?**

Students wishing to enroll in a College in the High School course must follow their high school's registration procedures. A student wishing to earn the college credit for a College in the High School course must complete any required prerequisites and officially register and enroll with the college that is offering the CHS course.

**21. Can students with an IEP participate in a College in the High School course?**

Yes. Students with an IEP should work with their IEP team and school counselor to determine readiness for specific CHS courses and whether there is potential for course modifications, as needed.

**22. Who is responsible for covering the costs associated with Section 504 accommodations or special education services as outlined in a student's Individualized Education Program (IEP)?**

Districts and high schools are responsible for providing reasonable accommodations to qualified students under the Section 504 and services outlined in an Individualized Education Program (IEP) for eligible students, as required by the Individuals with Disabilities Education Act (IDEA). The college is responsible for providing accommodations for students as required by the American Disabilities Act (ADA), which may not always align with IDEA. School district staff should check with the offering college to determine if, in addition to the IEP, documentation on specific functional limitations and/or the need for specific accommodations is required.

**23. Are students able to take a full high school course load and earn the college credit for one or more College in the High School courses?**

Yes. A College in the High School course is considered a high school course for state funding purposes and would be part of the student's normal high school course load. There is no FTE limitation on the number of College in the High School courses a student can take with regards to college or high school credits earned. Students should be aware that most institutions of higher education have credit limit policies that apply to all students, whether they are matriculated or not. Students should connect with the institutions of higher education.

## COLLEGE IN THE HIGH SCHOOL COURSE FEES AND STATE SUBSIDIES

### **24. Is there a fee to take a College in the High School course?**

Students who take a College in the High School course can choose to earn college credit for the course. Colleges charge a fee for the college credit available through a College in the High School course. RCW [28A.600.290](#) set the requirement for a maximum fee per college credit. A college can also choose to charge a lower fee or no fee at all. In addition, colleges may charge other fees required to fully participate in the College in the High School course. These fees may include, but not be limited to, registration fees and fees for consumables.

### **25. If a student enrolls in a College in the High School course, but does not choose to pay the college's fee for the college credit, does s/he still receive the "C" course designator and corresponding high school credit?**

Yes. Any eligible student who enrolls in a CHS course and chooses not to pay for the college credit but still completes the course shall be granted the CHS course title and "C" course designator, and the high school credit per the high school credit equivalency in RCW [28A.230.090\(6\)](#).

### **26. Do high schools have to buy textbooks for College in the High School courses?**

If needed, districts and high schools are responsible for providing students with textbooks and materials required for a College in the High School course.

### **27. What is the Academic Acceleration Incentive Program (AAIP) and how can these funds be used to support a College in the High School Program?**

The AAIP is a legislative program that provides financial incentives to help schools increase systemic capacity and equitable access to dual credit programs. When funded by the legislature, AAIP funds would ideally be used to support teacher training and curriculum development to increase access to CHS courses. Available funds could also help low-income students pay the CHS course fees.

### **28. Who qualifies for the College in the High School state funded subsidies?**

College in the High School subsidies may be provided to 11<sup>th</sup> and 12<sup>th</sup> grade students enrolled in College in the High School classes and:

- Attend a high school that is located 20 miles or more by the most direct route from a college that offers Running Start, or that lives 20 miles or more the nearest Running Start college. (10 credits per student each year)
- Attend a high school that receives small high funding. (10 credits per student each year)

### **29. How and when do districts apply for the state funded subsidies?**

State funded subsidies are available for specific 11<sup>th</sup> and 12<sup>th</sup> grade students enrolling in eligible College in the High School classes. Districts apply for the subsidies in iGrant Form Package 732, available in early May prior to the new school year. The due date to complete the iGrant is July 1. Decisions of approved school districts are announced by September 1.

### **30. When and how are the state subsidies paid?**

The state funded subsidies are requested by districts once the College in the High School course is completed and the college grades posted using the "Request for Payment of State Funded College in the High School Subsidies" form posted each November on OSPI's School Apportionment and Financial Services (SAFS) website.

Requests should be submitted soon after the classes are completed. OSPI will fund all completed request forms received by the 15th of the month on the district's apportionment paid at the end of the month. Funding of the subsidies will show on the district's 1197 monthly apportionment report under revenue code 310006 – CHS Subsidies. There will be no calculation or reference to this funding on the district's 1191 apportionment report. 100% of the subsidies are required to be promptly forwarded to the college that provided the College in the High School instruction.

All requests for the just-completed school year are due to OSPI by July 15th.

### **31. What are a district's or high school's responsibilities regarding the subsidy (e.g. tracking, reporting, accountability)?**

- Districts must retain documentation to support the subsidies being claimed to include: (1) signed copies of the "Request for Payment of State Funded College in the High School Subsidies" form, (2) list of eligible students who have completed the College in the High School course(s), and (3) for students who qualify for the subsidies due to living 20 miles or more from the nearest Running Start college, documentation of the distance between the student's home address and the nearest college.

**32. If my district has questions about state funding subsidies, who should they contact?**

OSPI handles the state subsidies and grant process for the College in the High School program. The current Program Supervisor for Enrollment Reporting is Becky McLean. She can be reached at [becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us) or 360-725-6306.

## CREDITS, TRANSCRIPTS, AND FINANCIAL AID

**33. What College in the High School courses are available?**

The Washington Student Achievement Council (WSAC) maintains a current list of eligible public Washington colleges offering a College in the High School program <https://wsac.wa.gov/sites/default/files/2020.CiHS.Programs.pdf> Districts and high schools should contact an eligible college directly to determine what courses are available or may be developed.

**34. What is the rate of high school credit granted to a College in the High School course?**

RCW [28A.230.090\(6\)](#) established that every five-quarter credit or three-semester credit college course that is designated 100 level or above equals 1.0 high school credit. Therefore, if an entire CHS course's college curriculum is taught within a high school trimester or semester, students completing the course should receive the corresponding 1.0 high school credit instead of the usual 0.5 high school credit for that term.

**35. How do college credits earned through College in the High School programs impact a student's financial aid eligibility?**

Students with questions about the effect of College in the High School on their student aid or scholarship packages should always check directly with the college's admissions, financial aid, and scholarship offices.

Financial aid eligibility of students while in College in the High School.

College in the High School students may not apply for federal or direct state financial aid although some may be eligible for state-funded subsidies to cover the course fee. Colleges may use their institutional financial aid fund to help College in the High School students if they choose. College in the High School students are responsible for paying a college's per course fee. See the College in the High School Course Fees and State Subsidies section for more information.

### Financial aid eligibility of former College in the High School students.

Basic eligibility for federal and state need-based aid is dependent on the student and family's income and family size. College credits earned through College in the High School courses will, however, affect the length of time a student can continue to receive state and federal financial aid. Other potential impacts from taking CHS courses include the student's satisfactory academic progress evaluation and the annual maximum award amounts for federal student loan programs.

### Maximum Timeframe

Many types of financial aid have a maximum timeframe for eligibility that limits the length of time to receive aid. The limitation depends on the state, federal and institutional policy, but is generally either 125 or 150 percent of the baccalaureate degree program length.

For example:

When the 4-year institution's maximum timeframe policy for financial aid is:	And the minimum credits required to complete a bachelor's degree is:	The maximum credits that can be earned before potentially jeopardizing student financial aid eligibility is:
150%	180 quarter/120 semester	270 quarter/180 semester
125%	180 quarter/120 semester	225 quarter/150 semester

### Appeals of the Timeline

Depending on the college, individual students may be allowed to appeal the overall time limit. Appeals, if accepted, are based on each student's individual circumstances. Appeals often revolve around changes to the student's major, reconsideration of earlier remedial coursework, or unavoidable circumstances that extend the student's course of study.

### Effect of Year-in-College on Maximum Annual Federal Student Loan Amounts

The federal student loan programs permit higher awards for second- and third-year college students than for first-year students. College in the High School students who earn enough college credits to achieve third-year college status by the end of their high school experience will qualify for the higher loan amounts right out of high school.

### Private Donor and Institutional Scholarships

Policies surrounding private scholarships rest with the donor. How institutional scholarships are awarded is controlled by each college.

It is up to each private donor or each college to determine how CHS college credits impact consideration for scholarships that are reserved for freshman.

### **36. Who and how are grades determined for College in the High School courses?**

Grades and credit earned through College in the High School courses are transcribed to both the high school and college transcript. School districts are responsible for ensuring student grades on the high school transcript reflect the district's grading practices and policies. Grades earned through completion of a College in the High School course are determined by the college or university to reflect the higher education institution's grading practices and policies. The college or university grading policy - including the grading scale and grade options - is solely up to the college or university and cannot be altered or modified by the school district's grading policy. If there is a difference in the grading policies between the college or university and the school district, the district must adhere to their local policies for the high school grade ad transcript while providing college grades to the college or university which adheres to the college or university's grading policy.

### **37. Can a College in the High School student retake a college course to improve their college grade?**

Maybe. This is permitted if the high school or school district and the college allow repeating the course and the student follows all related college policies and procedures. Note that retaking a college course may create an additional grade and not necessarily replace the original grade at some institutions of higher education.

### **38. Do college credits earned through College in the High School affect a student's NCAA eligibility?**

No. [NCAA Bylaw 12.8.2.3](#) Joint College/High School Program states: "A student-athlete's eligibility under the five-year rule does not begin while a student is enrolled in a collegiate institution in a joint high school/college academic program for high school students in which the courses count as both high school graduation credit and college credit, provided the student has not officially graduated from high school and does not participate in intercollegiate athletics while enrolled in the joint program." (Revised: 11/01/2011 effective 08/01/2002, 7/41/2014).

**39. Are all College in the High School courses shown on the high school transcript?**

Yes. College in the High School courses need to be recorded on the public high school transcript. The standardized transcript must contain the appropriate College in the High School course title and the course designation of "C" for all completed College in the High School courses. See OSPIs Transcript FAQ for additional guidance. All students, regardless of whether they registered for college credit, must receive the same treatment on their high school transcript.

**40. What are the appropriate course designator codes to use for each type of dual credit course?**

High School Transcript Course Designators are below.

\*\*\*\*\* COURSE DESIGNATION KEY \*\*\*\*\*

A = Advanced Placement	I = Intl Baccalaureate	Q = Quantitative	Z Non-Instructional
B = CADR	K = Cambridge Program	R = Running Start	
C = College in the HS	L = Local Comp Test	S = Science Lab	
H = Honors Option	N = National Comp Test	T = Tech Prep	

Transcript User Guide and FAQ documents have been updated (2.2016)

<https://www.k12.wa.us/student-success/graduation/high-school-transcripts>

**41. Are College in the High School courses transcribed by the offering college?**

Yes, If a student registers to earn a college credit, the student’s college transcript is created when the student registers with the college for the college credit. The college credit and grade for the CHS course will be included on the student’s permanent college transcript and applied to the student’s college grade point average. Schools are also required to ensure that families understand this process prior to enrolling for college credit in a CHS course.

**42. If a student earns college credit for a College in the High School course and college credit from another dual credit program, and those credits and/or exam scores transfer with the same equivalencies to a college, can the student earn both forms of college credit?**

No. A student will only earn college credit for a college course once. EX: If a student earns a score on the AP PSYCH exam equivalent to PSYCH 101 and earns college credit for a College in the High School PSYCH 101, the student cannot receive college credit twice for PSYCH 101.

However, if the two sets of credits are not equivalent, the student may be awarded more than one course’s credits.

**43. Who determines if college credit is accepted at the college the student attends after high school graduation?**

The transfer of transcribed college credit courses is determined by each college. Students are encouraged to review credit transfer policies at their prospective college. If a student earned college credit in College in the High School or Running Start, that college credit will be on the student's official college transcript, which should be sent by the student to the college where the student chooses to enroll.

**44. Are college credits earned in College in the High School courses transferable to in-state and/or out-of-state colleges?**

Studies and surveys consistently indicate that most students can successfully transfer credits earned through CHS programs, both in-state and around the country. Parents and students are encouraged to educate themselves about the transferability of college credits to another college. The receiving institution has the right to determine which college credits it will accept. Most Washington colleges have transfer credit equivalencies listed on their "Transfer Credit" webpages to assist students with determining how college credits and exam scores will transfer.

**45. How does a student transfer college credits earned in a College in the High School course?**

A student first must order an official transcript from the Registrar at the college from which they took the College in the High School course. When requesting the transcript(s), indicate that it be sent to the specific college(s) of interest. A fee is required to order an official college transcript. The link to order a college transcript can usually be found on the college's website under the Office of the Registrar.

**46. Does College in the High School college credit earned from a two-year college transfer to a four-year college in Washington?**

In most cases. Students should check with the four-year college they are hoping to transfer to and verify transferability of the intended course. Again, most colleges have a "Transfer Credit" webpage that is a good place to start for information on the college's policies.

**47. What does "establishing" a college transcript in high school mean for the student?**

In addition to potential impacts regarding financial aid, see the answer to the potential financial aid impact (Q35), the grade earned through College in the High School will be

included on the student's permanent college transcript and applied to the student's college grade point average moving forward to degree completion.

**48. What if a student enrolls in a course but wants to stop because they received a poor grade on their midterm?**

College in the High School students are expected to follow the "drop" policies and deadlines of the college as well as their own high school's drop policy. Students should refer to the institution of higher education's College in the High School materials (i.e. handbook, websites, et.) for these specific policies prior to enrolling in a College in the High School course. Depending on the college or university, students who drop may not receive a refund of registration fees.

**49. Can parents access information related to their students' college transcripts and record?**

Under federal law, students who attend postsecondary educational institutions hold the confidentiality rights to their education records. They have the right to consent prior to any disclosure of information from education records held by the postsecondary institution.

However, an exception to the consent requirement allows the parents of dependent students to review their student's education records without the consent of the student. Proof of dependency is usually verified via a copy of the most recent year's federal tax form showing that the parent claims the student as a dependent. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. See 34 CFR § 99.31(a)(8). (Link to information posted by the Legal Information Institute regarding disclosure of student information, section 8.)

**50. Who determines the type of high school credit that will be awarded for a College in the High School course?**

The high school or district will make the determination as to what type of high school credit will be awarded for a College in the High School course.

**51. What is Satisfactory Academic Progress (SAP) and how does this impact a high school student taking a college course?**

Satisfactory Academic Progress are standards based on federal, state and institutional requirements students must maintain. Generally, SAP includes standards for a minimum amount of credits to be completed, a maximum time frame to degree and a required

minimum grade point average. The federal and state SAP will be the same for all colleges, however, institutional SAP may differ by institution.

### **52. Can a student receive financial aid assistance for CHS?**

College in the High School students may not apply for federal or direct state financial aid although some may be eligible for state-funded subsidies to cover the course fee. Colleges may use their institutional financial aid fund to help College in the High School students if they choose. College in the High School students are responsible for paying a college's per course fee. See the College in the High School Course Fees and State Subsidies section for more information.

## CO-DELIVERY

### **53. What is co-delivery of College in the High School courses?**

Co-delivery occurs when a teacher has been approved to teach the curriculum for two different types of dual credit programs in the same class.

EX: A single course may be offered as both an AP and College in the High School course, such as ENGL&101 English Composition, AP English Language & Composition.

Students in these courses may opt to earn college credit through one or both options.

### **54. How is co-delivery of dual credit courses implemented in Washington?**

Offering distinct dual credit courses in separate classrooms is considered best practice for instruction, transparency, and clarity; however, it is recognized that situations occur which may necessitate clustering two similar courses into one classroom. When necessary to ensure access and/or availability of a dual-credit opportunity, some dual-credit courses (i.e. College in the High School and Advanced Placement or International Baccalaureate) can be delivered simultaneously, in the same classroom, by one teacher. Note that some possible combinations of dual credit courses may be prohibited by the college or university offering the CHS course.

To ensure quality, rigor and correct course alignment of co-delivered CHS courses, below are parameters and details to assist high schools:

- On the high school transcript, each co-delivered College in the High School course must first reflect the college's course number and curriculum number (i.e. SPAN103) and then as many characters of the other dual credit course title (i.e. AP Spanish Lang) as allowable within the system.

- It is the responsibility of the high school or district, in the case of College in the High School, to confirm each student's enrollment status with the college and to ensure students follow the college's policies and deadlines.
- The offering college is responsible for determining, at the course level, that the co-delivered course meets the College in the High School requirements.
- The high school is responsible for ensuring that the co-delivered dual credit course is approved both by the offering college as well as by the offering organization of the other dual credit option.

**55. What if a student registers for a College in the High School course and plans to take the Advanced Placement (AP) exam at the conclusion of the course?**

If a student registers for a College in the High School course, whether they also register for college credit, the student's transcript will reflect the College in the High School course number, title and designation code. The student would still have the option to take the corresponding AP exam as well.

The high school transcript would reflect both the College in the High School a (i.e. "C") and the Advanced Placement course (i.e. "A").

See Q41 for additional information about pursuing two dual credit options for the same course.

**56. Are there cases in which an Advanced Placement or International Baccalaureate course does not align with a College in the High School course?**

Yes. Co-delivery of dual credit courses is not a practice that can be universally implemented. As a result, a case-by-case review at the course level is necessary to assure that the expectations of the dual credit program(s) are met. For a course to be co-delivered, the college that offers the College in the High School program is responsible for determining, at the course level, if the course meets the College in the High School course expectations and can be offered as a co-delivered dual credit course. Colleges have regular, faculty-driven review processes to align college course learning standards with other dual credit course learning standards.

**57. If a teacher is teaching an Advanced Placement course, can that teacher automatically also offer the course as a College in the High School course?**

No. AP courses are high school courses whereas College in the High School courses are college courses. There are specific rules and processes for College in the High School

programs in WAC [Chapter 392.725](#), which include standards that must be met for teacher application, approval, and training, course curriculum and evaluation with oversight by college faculty, and student preparation.

**58. What about co-delivery of CTE Dual Credit (formerly Tech Prep) and College in the High School courses?**

The CTE Dual Credit program serves students in grades 9-12 and is offered through an articulation agreement between high school and college programs. All CTE Dual Credit courses must be taken on a high school campus, taught by Career and Technical Education (CTE) instructors, and identified as CTE courses. CTE courses must have an approved high school CIP Framework code (V code) and meet all other requirements for CTE designation and enhanced funding. If all requirements as described in WAC [Chapter 392-725](#) are met, CTE Dual Credit courses may be offered as College in the High School courses.

## LEGISLATION

**59. Is there foundational legislation for the College in the High School program?**

Yes. RCW [28A.600.290](#) and [WAC 392-725](#) describe the components and rules of the CHS program.

## COLLEGE IN THE HIGH SCHOOL PROGRAM APPROVAL

**60. What are the requirements for offering a College in the High School program?**

The College in the High School course curriculum, assessments, and the high school instructor must meet the requirements of the offering college, as well as the College in the High School rules, which can be found in WAC [chapter 392-725](#).

**61. Who oversees accreditation for College in the High School programs in Washington and across the country?**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is the professional organization that works to ensure that college in the high school courses align with rigorous standards. NACEP has defined a set of quality standards that is the basis for the accreditation process. More than 100 colleges and universities across the country are NACEP-accredited. For those Washington colleges that have not yet achieved NACEP accreditation, the Washington Student Achievement Council convenes the state-level review committee to annually review College in the High School programs.

**62. Who makes up the standards review committee?**

Representatives from the Council of Presidents, State Board for Community and Technical Colleges, and the Washington Student Achievement Council make up the review committee.

**63. What is the timeline for the annual reporting of evidence requirement for an institution of higher education?**

As of the 2017-18 academic year and every year after until 2027-28, all institutions of higher education offering a CiHS program must submit an annual report for review and recommended approval by the Committee. An institution of higher education is required to provide evidence meeting the most recent NACEP student, curriculum, assessment, faculty, evaluation and partnership standards in WAC [392-725-130](#) through 392-725-170 by July 1 each year to the College in the High School review committee

Institutions who have received National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation may submit the certificate of accreditation in lieu of the annual report.

All institutions of higher education currently offering CiHS programs must be NACEP accredited by academic year 2027-28 to be eligible to offer a CiHS program in Washington as required by RCW [28B.10.035](#).

Institutions of higher education who successfully complete the state review process are required to submit by July 1 every other year.

The College in the High School review committee consists of representatives from the State Board of Community and Technical Colleges, the Council of Presidents and the Washington Student Achievement Council. The Committee is responsible for informing institutions of higher education no later than August 15 whether the standards have been met. If the committee determines that standards have not been met an institution will have until October 15 to make any necessary reporting corrections and/or program adjustments to provide satisfactory evidence. The Committee has until November 1 to finalize all approvals.

**64. Do all institutions offering a College in the High School program have to complete the annual reporting of evidence requirement?**

Institutions of higher education that have attained NACEP accreditation are not required to submit evidence as part of the annual review process. Instead, institutions that have attained NACEP accreditation must submit to the committee a certificate of accreditation that shows the institution is currently accredited by NACEP.

My Program Has...	Report Requirements
Accreditation through NACEP	Submit proof of accreditation
Submitted materials in spring of 2020 for NACEP accreditation	Submit state required annual report to review committee
Multiple years of programming	Submit application and evidence for previous academic year 2019-2020
Only been operating fall-winter 2019-2020	Submit application and evidence for terms the program has operated
Offered any CiHS courses in the 2019-20 school year/academic year	Submit state required annual report to review committee for terms the course was offered
Considering a CiHS program but is not offering a program	Do not submit an application

**65. If an institution is in the process of attaining NACEP accreditation are they exempt from the annual reporting of evidence requirement?**

No. To be exempt from the annual reporting of evidence requirement an institution of higher education must provide a certificate of accreditation to the review committee that shows the institution is currently accredited by NACEP.

**66. What happens if an institution of higher education does not successfully meet the standards required as part of the state review process?**

An institution of higher education that does not meet the standards as determined by the review committee will be ineligible to offer the College in the High School program the following academic year.

**67. Is there an appeal process for institutions of higher education that are ineligible to offer the College in the High School program?**

No. The decision made by the review committee in November is final.

**68. If an institution is ineligible to offer College in the High School program for an academic year, how does an institution regain eligibility?**

If an institution of higher education is deemed ineligible to offer the College in the High School program, they may regain eligibility by submitting evidence to meet the standards to the review committee for the following state review cycle. This may require an institution to develop new processes and materials or revise existing evidence to meet the standards in the future.

**69. If I am interested in obtaining data on College in the High School participation rates where should I go?**

Visit the report card via OSPI or the WSAC Dual Credit policy page:

<https://washingtonstatereportcard.ospi.k12.wa.us/> and <http://www.wsac.wa.gov/college-credit-high-school>

## PROGRAM DEVELOPMENT

**70. If my district is interested in starting a College in the High School course or program, where can I get more information?**

OSPI, WSAC, COP and SBCTC staff maintain relevant information about all dual credit options in their sector. It may help to start by accessing the list of colleges offering a CHS program, which is available on the [WSAC](#) and [OSPI](#) websites. From there, exploring the program offerings and information on the websites of colleges of interest should lead interested high school staff to context selected colleges and universities offering CiHS programs.

**71. Can multiple colleges offer a course(s) in one high school or district?**

Yes. A high school or district may work with more than one college to offer College in the High School courses for their students. Each college will require its own local agreement for the courses it will be providing the school/district.

**72. When must a local agreement be established?**

Prior to the start of the College in the High School course, a local agreement between the district, charter school, or tribal compact school and the participating college(s) must be developed and in place. The agreement shall be for one school year, meet the district, charter school, or tribal compact school's board policies, meet the college's policies regarding contracting agreements, and address the requirements identified in WAC [392.725.050](#).

## **72. What institutions of higher education are eligible to offer College in the High School programs?**

To be eligible to offer a College in the High School program a college must meet the definitions laid out in RCW [28B.10.016](#), be authorized or exempt under the requirements of RCW [28B.85](#), or be a public tribal college located in Washington as noted in RCW [28A.600.290](#) and meet the College in the High School program standards outlined in WAC [392-725-130](#) through [392-725-150](#). This includes Washington's public, four-year colleges, two-year community and technical colleges, public tribal colleges located in Washington, and institutions that are exempt or authorized as defined by the Degree Granting statute RCW [28B.85](#). An eligible public college must also be accredited by the National Alliance of Concurrent Enrollment Partnerships or commit to the annual reporting of evidence requirement outlined in WAC [392-725-120](#). Washington private, not-for-profit and out-of-state colleges may be approved to offer programs, but they are not required to meet the eligibility requirements identified in WAC [392-725-130](#) through 170 and are not eligible to receive state subsidies for the program. Out-of-state colleges wishing to offer a CHS program in Washington must be approved by the Washington Student Achievement Council.

## **74. How does a high school create a College in the High School course?**

College in the High School courses are college courses that must mirror the course as offered on the college campus as it pertains to, but not limited to, prerequisites, departmental designations, course descriptions, numbers, titles and credits, pedagogy, theoretical and philosophical orientation, and student standards of achievement and grading. A high school who identifies a need may work with a college to determine if the institution offers a course that would be appropriate as a College in the High School course.

## **75. What qualifications must a high school teacher meet to be eligible to teach College in the High School?**

High school teachers providing the College in the High School course must be approved by the offering college's respective academic department and meet that institution's requirements for teaching the course at the college.

## **76. Can an Instructor of Record be used in partnership with a high school teacher?**

No. High school teachers providing the College in the High School course must be approved by the offering college's respective academic department and meet that institution's requirements for teaching the course at the college. For a CiHS course, the high school teacher is the official instructor of Record at the college or that college course.

**77. How do teachers apply to teach a College in the High School course?**

Each college determines the application process for high school teachers to apply to teach a College in the High School course. In general, the application process includes a request to participate in the institution’s College in the High School program; submission of a cover letter, curriculum vitae or resume, and transcripts to the respective academic department; recommendations; and other materials such as authorization forms and course information.

**78. How are college faculty involved in College in the High School courses?**

College faculty are integral to the College in the High School program. Faculty participate in the approval of high school teachers to teach College in the High School programs. They evaluate whether a course meets the required College in the High School program standards, design and offer training and professional development for College in the High School teachers and evaluate the fidelity of implementation for College in the High School courses and teachers. Faculty also visit the high schools to perform classroom observations of College in the High School courses.

**79. If I want to compare College in the High School with other Dual Credit programs in Washington is there a handout or information?**

The Washington Student Achievement Council created a document that describes each dual credit program offered in Washington, which can be found on the WSAC’s dual credit website at [www.wsac.wa.gov](http://www.wsac.wa.gov).

## GRADUATION

**80. Do College in the High School courses count as part of the high school graduation pathway?**

For CHS Math or ELA dual credit courses, students must earn at least 1.0 high school credit and be eligible to earn college credit at a 100 level or higher by meeting the course or program criteria established by the local school district and the institute of higher education.

*\*\*Note: the high school must approve the dual credit course as an ELA or math option.*

**81. Do students have to pay for the college credit for the class to count as part of their graduation pathway?**

No. Students do not have to pay fees or earn the college credit to meet the dual credit pathway.

## CONTACTS

For additional information contact:

Jason Boatwright  
Program Supervisor, Multiple Pathways/Dual Credit  
Office of the Superintendent of Public Instruction  
360-725-0436  
[Jason.boatwright@k12.wa.us](mailto:Jason.boatwright@k12.wa.us)

Julie Garver  
Director of Policy and Academic Affairs  
Council of Presidents  
360-292-4102  
[jgarver@cop.wsu.edu](mailto:jgarver@cop.wsu.edu)

Jamie Traugott  
Policy Associate, Student Services  
State Board of Community & Technical Colleges  
360-704-3929  
[jtraugott@sbctc.edu](mailto:jtraugott@sbctc.edu)

Amelia Moore  
Assistant Director of Policy & Planning  
Washington Student Achievement Council  
360-753-7870  
[ameliam@wsac.wa.gov](mailto:ameliam@wsac.wa.gov)