

Chapter 392-725 WAC
COLLEGE IN THE HIGH SCHOOL RULES

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WAC

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WAC 392-725-005 Authority. The authority for this chapter is RCW 28A.600.290, which authorizes the superintendent of public instruction to adopt rules governing RCW 28A.600.290, with the state board of community and technical colleges, the student achievement council, and the public baccalaureate institutions to jointly develop rules, and with the association of Washington school principals to be consulted. The rules set forth in this chapter have been jointly developed and agreed upon by the four organizations with the council of presidents representing the public baccalaureate institutions. The rules may be modified only by agreement of the superintendent of public instruction, state board of community and technical colleges, the student achievement council, and an organization representing the interest of the public baccalaureate institutions.

[Statutory Authority: RCW 28A.600.290. WSR 16-14-030, § 392-725-005, filed 6/27/16, effective 7/28/16.]

WAC 392-725-010 Purpose. The purpose of this chapter is to set forth rules governing the college in the high school program.

[Statutory Authority: RCW 28A.600.290. WSR 16-14-030, § 392-725-010, filed 6/27/16, effective 7/28/16.]

WAC 392-725-015 Definitions. The following definitions in this section apply throughout this chapter.

(1) **"College in the high school course"** means a dual credit course provided on a high school campus or in a high school environment in which an eligible student is 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 by completing a college course with a passing grade. College in the high school courses may be either academic or career and technical (vocational) education.

(2) **"College in the high school program"** means the subset of dual credit courses meeting NACEP quality standards and provided on a high school campus or in a high school environment in which an eligible student is 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 by completing a college course with a passing grade.

(3) **"Eligible student"** means any student who meets the following conditions:

(a) The student meets the definition of an enrolled student pursuant to WAC 392-121-106.

(b) The student under the grade placement policies of the district, charter school, or tribal compact school through which the high school credits will be awarded has been deemed to be a tenth, eleventh, or twelfth grade student.

(4) **"Participating institution of higher education"** means an institution of higher education that:

(a) A district, charter school, or tribal compact school has contracted with to provide the college in the high school program;

(b) Meets the definition in RCW 28B.10.016, is authorized or exempt under the requirements of chapter 28B.85 RCW, or is a public tribal college located in Washington as noted in RCW 28A.600.290 (7) (a);

(c) Meets the college in the high school program standards outlined in WAC 392-725-130 through 392-725-170; and

(d) Is accredited by National Alliance of Concurrent Enrollment Partnerships or commits to the reporting of evidence requirement outlined in WAC 392-725-120.

(5) **"National Alliance of Concurrent Enrollment Partnerships"** is the professional organization that works to ensure that college in the high school courses are as rigorous as courses offered on the sponsoring college campuses. National Alliance of Concurrent Enrollment Partnerships (NACEP) has defined a set of quality standards that is the basis of their accreditation process.

(6) **"Council of presidents"** is defined throughout this chapter as the organization representing the interest of public baccalaureate institutions, specific to RCW 28A.600.290 (6).

(7) **"Fees."**

(a) **"College in the high school fees"** means the per credit or per course fee charged by the participating institution of higher education for the registration for the college course.

(i) The maximum college in the high school fee shall not exceed the college in the high school state-funded subsidies described in RCW 28A.600.290.

(ii) The college in the high school fee may be less than the college in the high school state-funded subsidies.

(iii) The institution of higher education must receive the corresponding fee for any student seeking to earn college credit from the college in the high school course in accordance with the general requirements identified in WAC 392-725-225 (2) (a) unless the student qualifies for the state-funded subsidies in accordance with WAC 392-725-325 (4).

(b) **"Other associated college in the high school fees"** means additional fees required to fully participate in the college in the high school program charged by the participating institution of higher education such as registration fees and fees for consumables.

(8) **"College in the high school state-funded subsidies"** means the amount provided in the Omnibus Appropriations Act that pays the college in the high school fee for specific eligible eleventh or twelfth grade students pursuant to RCW 28A.600.290 (1) (b) (i) only and for the limited amount provided in WAC 392-725-325 (2).

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-015, filed 5/31/19, effective 7/1/19; WSR 17-21-001, § 392-725-015, filed 10/5/17, effective 11/5/17; WSR 16-14-030, § 392-725-015, filed 6/27/16, effective 7/28/16.]

WAC 392-725-050 Local agreement requirement. Prior to the start of the college in the high school program(s), a local agreement between the district, charter school, or tribal compact school and the participating institution of higher education must be developed and in place. The agreement shall be for no more than one school year, meet the district, charter school, or tribal compact school's board policies and the policies of the institution of higher education regarding contracting agreements, and address the following requirements:

- (1) List of college in the high school courses.
- (2) College in the high school student standards pursuant to WAC 392-725-130 will be met.
- (3) College in the high school curriculum and assessment standards pursuant to WAC 392-725-140 will be met.
- (4) College in the high school faculty standards pursuant to WAC 392-725-150 will be met.
- (5) College in the high school evaluation standards pursuant to WAC 392-725-160 will be met.
- (6) College in the high school partnership standards pursuant to WAC 392-725-170 will be met.
- (7) Award of high school credits pursuant to WAC 392-725-200 will be met.
- (8) District, charter school, or tribal compact school's responsibilities for offering college in the high school program.
- (9) Institution of higher education's fee amount per college credit or per college course and a description and amount of other associated college in the high school fees.
- (10) Course materials including, but not limited to, textbooks for each college in the high school course, and which party will be responsible to provide.
- (11) Provide an explanation of how any compensation paid to the instructor for work performed beyond their contract with the district, charter school, or tribal compact school will be calculated and provide details of what duties the compensation represents.
- (12) Method and collection of college in the high school fee and other associated college in the high school fees.
- (13) Districts, charter schools, tribal compact schools, and institutions of higher education shall as necessary assure compliance with their respective duties under federal and state law.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-050, filed 5/31/19, effective 7/1/19; WSR 16-14-030, § 392-725-050, filed 6/27/16, effective 7/28/16.]

WAC 392-725-120 Demonstration and reporting of evidence of required college in the high school standards. (1) Participating institutions of higher education shall, unless exempt under subsection (3) of this section, provide evidence that they meet the current NACEP student, curriculum, assessment, faculty, partnership, and evaluation standards as described in WAC 392-725-130 through 392-725-170.

(2) Upon program completion, participating institutions of higher education shall submit to the college in the high school standards report review committee evidence that the required standards were met, or receive accreditation, no later than the subsequent July 1st.

(3) Participating institutions of higher education that are accredited by the NACEP for the current year of enrollment will be exempt from the reporting requirement outlined in subsection (2) of this section.

(4) Institutions of higher education in the process of applying for NACEP accreditation are required to provide evidence in accordance with subsection (2) of this section.

(5) The Washington student achievement council shall be the convener of a college in the high school standards report review committee. This review committee will consist of a representative from the state board of community and technical colleges, the council of presidents, and the student achievement council. Additional members may be included at the discretion of college in the high school standards report review committee.

(6) By the subsequent August 15th, the review committee will complete a review of participating institutions of higher education. The review committee will advise the institution of higher education whether the required standards have been met.

(7) Institutions of higher education that meet the required standards:

(a) Are eligible to offer the college in the high school program the following two academic years; and

(b) Must provide evidence in accordance with this section every other year beginning with the year in which they first meet the standards as determined by the review committee.

(8) If the review committee finds that the institution of higher education's evidence of meeting the required standards is not satisfactory, the institution of higher education will have until the subsequent October 15th to make any necessary reporting corrections and/or program adjustments to provide evidence of meeting outlined standards.

(9) The review committee will complete a final review of participating institutions of higher education no later than November 1st. The review committee will advise the institution of higher education whether the required standards have been met.

(10) If after the final review, the review committee deems that the standards were not met, then the institution of higher education is ineligible to offer the college in the high school program the following academic year.

(11) An institution of higher education may regain eligibility to offer the college in the high school program by providing evidence that they meet the current NACEP student, curriculum, assessment, faculty, partnership, and evaluation standards unless exempt in WAC 392-725-130 through 392-725-170 for the following state review cycle.

(12) The review committee will review the NACEP standards beginning in 2019 and every three years thereafter, and update the college in the high school standards in WAC 392-725-130 through 392-725-170 as informed by the current NACEP standards and feedback from participating school districts, charter schools, tribal compact schools, and institutions of higher education.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-120, filed 5/31/19, effective 7/1/19; WSR 17-21-001, § 392-725-120, filed

10/5/17, effective 11/5/17; WSR 16-14-030, § 392-725-120, filed 6/27/16, effective 7/28/16.]

WAC 392-725-130 College in the high school student standards.

(1) Participating institutions of higher education shall:

(a) Ensure registration and transcription policies and practices for students are consistent with those on campus.

(b) Ensure there is a process to meet the course prerequisites of the institution of higher education.

(c) Ensure students are advised about the benefits and implications of taking college courses, as well as the institution of higher education's policies and expectations.

(d) Provide, in conjunction with secondary partners, students with suitable access to learning resources and student support services.

(2) Participating institutions of higher education, not accredited by the NACEP for the current year of enrollment, shall provide evidence of meeting the required student standards of this section.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-130, filed 5/31/19, effective 7/1/19; WSR 16-14-030, § 392-725-130, filed 6/27/16, effective 7/28/16.]

WAC 392-725-140 College in the high school curriculum and assessment standards. (1) Participating institutions of higher education shall:

(a) Ensure college in the high school courses are catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.

(b) Ensure college in the high school courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective institution of higher education discipline.

(c) Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the course offered through the college in the high school program are equivalent to the courses offered on campus.

(d) Ensure students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

(2) Participating institutions of higher education, not accredited by NACEP for the current year of enrollment, shall provide evidence of meeting the required curriculum and assessment standards of this section.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-140, filed 5/31/19, effective 7/1/19; WSR 16-14-030, § 392-725-140, filed 6/27/16, effective 7/28/16.]

WAC 392-725-150 College in the high school faculty standards.

(1) Participating institutions of higher education shall require that:

(a) Instructors providing the college in the high school instruction in the high school classroom are approved by the appropriate col-

lege/university academic leadership and meet the minimum qualifications for instructors teaching the course on the college campus.

(b) Faculty liaisons at the institution of higher education provide all new instructors with course-specific training in course philosophy, curriculum, pedagogy and assessment prior to the instructor teaching the course.

(c) Instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

(d) Instructors are informed of and adhere to program policies and procedures.

(2) Participating institutions of higher education, not accredited by NACEP for the current year of enrollment, shall provide the evidence of meeting the required faculty standards of this section.

(3) Any compensation paid to the instructor by the institution of higher education must be for work performed beyond their contract with the district, charter school, or tribal compact school.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-150, filed 5/31/19, effective 7/1/19; WSR 16-14-030, § 392-725-150, filed 6/27/16, effective 7/28/16.]

WAC 392-725-160 College in the high school evaluation standards.

(1) Participating institutions of higher education shall:

(a) Conduct an end-of-term student course evaluation for each college in the high school course section offered through the institution of higher education to provide instructors with student feedback.

(b) Conduct and report regular and ongoing evaluations of the college in the high school program effectiveness and use the results for continuous improvement.

(2) Participating institutions of higher education, not accredited by NACEP for the current year of enrollment, shall provide the evidence of meeting the evaluation required standards of this section.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-160, filed 5/31/19, effective 7/1/19; WSR 16-14-030, § 392-725-160, filed 6/27/16, effective 7/28/16.]

WAC 392-725-170 College in the high school partnership standards.

(1) Participating institutions of higher education shall:

(a) Ensure alignment with the college/university mission and support by the institution's administration and academic leadership.

(b) Show ongoing collaboration with the secondary school partners.

(2) Participating institutions of higher education, not accredited by National Alliance of Concurrent Enrollment Partnerships for the current year of enrollment, shall provide the evidence of meeting the evaluation required standards of this section.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-170, filed 5/31/19, effective 7/1/19.]

WAC 392-725-200 Confirmation of high school credit. The eligibility of the college in the high school courses which the student intends to take for the award of high school credit and the amount of such credit shall be established, as follows:

(1) The district, charter school, or tribal compact school shall establish on a course by course basis the amount of high school required or elective credit, or combination thereof, that shall be awarded for each college in the high school course. Successful course completion by the student based upon the conversion rate set forth in RCW 28A.230.090(6) which states "At the college or university level, five quarter or three semester hours equals one high school credit." This conversion rate holds true for all college in the high school classes regardless of whether or not the student elects to earn the available college credit.

(2) If a college in the high school course is not comparable to a district, charter school, or tribal compact school's specific course required for high school graduation, the district, charter school, or tribal compact school superintendent shall determine the amount of required high school credit which shall be awarded following consultation with a representative of the institution of higher education designated for that purpose. The difference between the amount of credit required ascribed to that course and the amount of credit earned at the conversion rate set forth in RCW 28A.230.090(6) shall be awarded as elective credit.

(3) Within five school days of a student's request for confirmation of credit, the district, charter school, or tribal compact school superintendent or other designated representative shall confirm in writing the amount of high school required or elective credit, or combination thereof, which shall be awarded upon successful completion of the college in the high school course.

(4) Upon confirmation by the college in the high school instructor of a student's successful completion of a college in the high school course under this chapter, the district, charter school, or tribal compact school shall record on the student's secondary school records and transcript the high school credit previously confirmed under the section with a notation that the courses were taken at an institution of higher education pursuant to WAC 392-415-070.

(5) Each district, charter school, or tribal compact school and institution of higher education shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in courses of, and the receipt of services and benefits from the district, charter school, tribal compact school or the institution of higher education.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-200, filed 5/31/19, effective 7/1/19; WSR 17-21-001, § 392-725-200, filed 10/5/17, effective 11/5/17; WSR 16-14-030, § 392-725-200, filed 6/27/16, effective 7/28/16.]

WAC 392-725-225 College in the high school general requirements.

(1) Participating districts, charter schools, or tribal compact schools must provide general information about the college in the high school program to all students in grades nine through twelve and to the parents and guardians of those students.

(2) The enrollment of a student who meets the definition of WAC 392-725-015(2) in the college in the high school program shall be governed as follows:

(a) An eligible student seeking to earn college credit is responsible for enrolling into an institution of higher education on or before the deadline established by the institution of higher education.

(b) An eligible student is entitled to enroll in an institution of higher education for college in the high school program purposes subject to each of the following conditions and limitations:

(i) Enrollment is limited to college courses.

(ii) Prior confirmation pursuant to WAC 392-725-200 by the district, charter school, or tribal compact school of the amount of high school credit to be awarded for a college in the high school course on or before the deadline for enrollment established by the institution of higher education.

(iii) Acceptance of the student by the institution of higher education subject to enrollment requirements and limitations established by the institution.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-225, filed 5/31/19, effective 7/1/19; WSR 17-21-001, § 392-725-225, filed 10/5/17, effective 11/5/17; WSR 16-14-030, § 392-725-225, filed 6/27/16, effective 7/28/16.]

WAC 392-725-235 Co-delivery of college in the high school courses. (1) In cases where a college in the high school course is co-delivered with another dual credit course, such as advanced placement, international baccalaureate, or Cambridge international, the participating institution of higher education, in coordination with the institution's academic department, shall assess curriculum alignment and approve the option to provide a co-delivered course.

(2) In cases where a college in the high school course is co-delivered with another dual credit course, the high school transcript shall reflect the co-delivered courses as follows:

(a) The course title as listed on the high school transcript shall begin with the institute of higher education's curriculum and course number, as described in the office of superintendent of public instruction CEDARS manual.

(b) Any additional course title description for a co-delivered college in the high school course title shall be included pursuant to WAC 392-415-070.

Official course abbreviations for advanced placement, international baccalaureate and Cambridge international shall be included on the high school transcript as listed in appendix Q of the office of superintendent of public instruction CEDARS manual.

(c) For approved co-delivered courses, as provided in subsection (1) of this section, the high school transcript course title and course designators may reflect two dual credit programs in cases where students have met any required prerequisites or other entrance requirements for both programs.

(3) Students choosing to enroll in a co-delivered college in the high school course for the purpose of earning college credit must meet the college in the high school enrollment requirements outlined in WAC 392-725-225(2).

[Statutory Authority: RCW 28A.600.290. WSR 17-21-001, § 392-725-235, filed 10/5/17, effective 11/5/17.]

WAC 392-725-250 Transferability of college credit. (1) College in the high school programs may include both academic and career and technical education. The college credit shall be applied at institutions of higher education toward:

- (a) General education requirements; or
- (b) Degree requirements.

(2) A college in the high school course has the same transferability as its equivalent course on the college campus. Some courses including career and technical education courses may not meet specific general education and/or degree requirements.

[Statutory Authority: RCW 28A.600.290. WSR 16-14-030, § 392-725-250, filed 6/27/16, effective 7/28/16.]

WAC 392-725-300 Finance. (1) Districts, charter schools, and tribal compact schools claim the college in the high school courses for basic education funding based on the course's average enrolled weekly minutes pursuant to WAC 392-121-122. Courses that qualify for vocational enhanced funding can be claimed pursuant to WAC 392-121-138.

(2) The participating institution of higher education receives college in the high school fees as defined in WAC 392-725-015 (7)(a) and other associated college in the high school fees for eligible students as defined in WAC 392-725-015 (7)(b). The amount and method of collection of these fees shall be outlined in local agreement.

(3) For college in the high school courses that qualify for state funded subsidies as defined in WAC 392-725-015(8) and based on the per student limitations provided in WAC 392-725-325(2), these subsidies are provided in lieu of college in the high school fees as defined in WAC 392-725-015 (7)(a).

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-300, filed 5/31/19, effective 7/1/19; WSR 16-14-030, § 392-725-300, filed 6/27/16, effective 7/28/16.]

WAC 392-725-325 College in the high school state funded subsidies. Pursuant to RCW 28A.600.290, state funded subsidies may be available to pay the cost of college in the high school fees for specific eligible eleventh or twelfth grade students only enrolled in college in the high school courses provided by institutions of higher education that meet the definition in RCW 28B.10.016, or a public tribal college located in Washington as noted in RCW 28A.600.290 (7)(a), and for the limited amount provided in subsection (2) of this section. Public institutions of higher education that are outside of the state of Washington or private institutions of higher education do not qualify for the state funded subsidies.

(1) Prioritization of the available college in the high school state-funded subsidies will be allocated as provided under RCW 28A.600.290.

(2) Limitation of college in the high school state-funded subsidies are provided under RCW 28A.600.290.

(3) The office of superintendent of public instruction will provide an application process that districts, charter schools, and tribal compact schools will use to apply annually for the college in the high school state-funded subsidies.

(a) Districts, charter schools, and tribal compact schools will apply by July 1st for the new school year's subsidies.

(b) The office of superintendent of public instruction will notify districts, charter schools, and tribal compact schools by September 1st the amount of subsidies awarded for the new school year.

(c) Through the application process, districts, charter schools, and tribal compact schools will provide a list of college in the high school courses per high school for the new school year. The award of subsidies will be limited to the courses provided in the application and subsequent course/enrollment updates.

(d) The list of college in the high school courses will contain the amount of college quarter credits awarded for each course. For this section only, college semester credits will be converted into quarter credits by multiplying the semester credits by 1.5 and rounding up to the nearest whole credit.

(e) Districts, charter schools, and tribal compact schools will provide an estimate of eligible students expected to receive the subsidies within the per student credit limitation provided in the Omnibus Appropriations Act.

(4) High schools may submit changes to the course offering list, and/or update estimate of eligible eleventh and twelfth grade students expected to qualify for subsidy. A school may submit no more than three updates per academic year.

(a) Updated requests cannot exceed original subsidy award.

(b) Additional funds may be awarded to a school that has reached its maximum award only if other schools have failed to use their original subsidy amount.

(5) High schools participating in the college in the high school subsidy will report actual student participation counts at the midpoint of each high school term to the office of superintendent of public instruction. Failure to provide participant counts may result in the school's loss of future subsidies for the current academic year.

(6) Reimbursement of the college in the high school state-funded subsidies will occur as follows:

(a) College in the high school state-funded subsidies for college in the high school will be allocated at minimum sixty-five dollars per quarter credits.

(b) Starting with the 2019 calendar year, and every four years after, the funding level for the college in the high school state-funded subsidies will be reviewed by the office of superintendent of public instruction, the student achievement council, the state board for community and technical colleges, and the council of presidents representing the public baccalaureate institutions and a recommendation will be made to the legislature when an increase to the funding level of the college in the high school state funded subsidies is warranted.

(c) The college in the high school state-funded subsidies will be paid after the completion of the course.

(d) Districts, charter schools, and tribal compact schools with high schools eligible for the college in the high school state-funded subsidies will submit a request for payment of subsidies form to the office of the superintendent of public instruction. The request for

payment will include the actual number of completed credits for eligible eleventh and twelfth grade students who have not exceeded the credit limitation pursuant to subsection (2) of this section.

(e) The office of the superintendent of public instruction will review the request for payment of subsidies form and fund the reporting district, charter school, and tribal compact school one hundred percent of the approved college in the high school subsidies on the following monthly apportionment payment.

(f) One hundred percent of the subsidies generated will be forwarded to the participating institution of higher education that provided the college in the high school program.

[Statutory Authority: RCW 28A.600.290. WSR 19-12-049, § 392-725-325, filed 5/31/19, effective 7/1/19; WSR 17-21-001, § 392-725-325, filed 10/5/17, effective 11/5/17; WSR 16-14-030, § 392-725-325, filed 6/27/16, effective 7/28/16.]