



Dual Enrollment Partnership Agreement Checklist

What should be included in a dual enrollment partnership agreement?

Partnership

- Points of contact*
- CC plan for not reducing access to courses on CC campus*
- CC plan ensuring that CCAP partnership is consistent with core mission of CC*
- Protocols for information/data sharing*
- Protocols for joint facilities use*
- Any compensation or reimbursements between parties

Students

- Number of HS students to be served*
- FTES projected to be claimed by CC*
- Criteria to assess the ability of pupils to benefit*
- Student support services

Enrollment

- Enrollment requirements & process
- Protocol for parent consent*
- Drop process
- Enrollment fees & payment process (if applicable)

Courses

- Scope, nature, time, location, and listing of courses*
- Which courses students can take
- HS course request process
- Certification that any pre-transfer-level math and English course offerings meet CCAP requirements*
- Provision of course materials
- Whether sections are open or closed to the public

Staffing

- Instructor request and assignment process
- Employer of record for monitoring & reporting to COE*
- Employer of record for applicable federal teach mandates*
- Instructor Certifications (Not convicted for sex or controlled substance offenses, no displacement of HS or CC instructor)*
- Certification of complying with local HS & CC bargaining agreements*
- Instructor liaison or mentor
- Program support staff or services

**required in CCAP agreements*