



Dual Enrollment Faculty Handbook

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Welcome

The Office of Dual Enrollment welcomes your willingness to provide instruction to qualified high school juniors and seniors as they obtain college credit as well as high school credit. We appreciate your participation in this very valuable program, offering high school students in our service region an opportunity to experience college level work while being in a supportive environment. This guide will help you navigate the dual enrollment process and shed light on the expectations of dual enrollment faculty.

History of Reynolds Community College

Reynolds was established in 1972 and has grown to a four-location institution. It is one of the largest colleges in the Virginia Community College System, serving the City of Richmond and the counties of Goochland, Hanover, Henrico, Powhatan, and Louisa.

Mission

Reynolds delivers an outstanding education with pathways to baccalaureate degrees and high demand careers in a culture where every student belongs.

DE Instructor Qualifications, Responsibilities, and Expectations

The requirements to teach dual enrollment (DE) classes for Reynolds Community College are:

1. All DE faculty must attend at least one adjunct convocation at Reynolds each school year (fall or spring) and participate in discipline-specific professional development.
2. New DE faculty must attend/complete discipline specific training with their program head/faculty liaison before the course start date.
3. Submit DE course syllabi to your program head/faculty liaison for review and approval before the course start date.
4. Submit approved course syllabi to SharePoint by the end of the first week of classes each semester.
5. Submit your final exam and attendance report to SharePoint by the end of each semester.
6. Use the same textbook/course materials or a textbook/course materials with aligned content and course learning outcomes as approved by the College.
7. In accordance with Reynolds [Policy 1-3](#), Student Attendance, faculty members are expected to keep a daily record of attendance and reconcile their Reynolds class roster weekly through the first 15% of their courses.
8. Adopt the same learning outcomes and assignments (as required by the discipline) as those developed for the course offered on the College campus. Course outcomes can be found on the VCCS Master Course File page (<https://courses.vccs.edu/courses>).
9. Use the same course grading standards as those on the College campus.
10. Regularly monitor your Reynolds Outlook email account or have your Reynolds email forwarded to your K12 email address.
11. Your Reynolds liaison or program head will contact you to schedule a class observation. Plan to discuss the Faculty Classroom Observation Report ([Form 36-2000](#)) and the Adjunct Teaching Evaluation Summary ([Form 36-2001](#)) with your liaison after it has been sent to you.
12. When alerted by Reynolds email, make sure your students complete their course evaluations electronically for every course you teach every semester. (Students will receive a unique link to the evaluation instrument for each Reynolds class in which they are enrolled.)
13. Submit final grades via SIS by 12 noon, forty-eight hours after the course end date.
14. Permit College faculty and/or staff to visit the classroom for the purpose of evaluating whether course objectives are being addressed and the course is appropriately rigorous.
15. All instructors teaching a DE course through Reynolds are highly encouraged to use Canvas. The course syllabus, weekly assignments, and grades should appear in Canvas and be updated regularly. **You may decide to keep these items on your high school learning management system, but just make clear to your students where they can find them.*
 - If DE faculty utilize the school division LMS for DE course delivery, they are responsible for ensuring the Reynolds program head/faculty liaison have view only access to the course shell to provide required academic oversight and support. Access must be provided by the start date of the DE course.

16. Provide a rigorous and equivalent course to those offered on campus.
17. Seek assistance from the Reynolds Help Desk (523-5555), your faculty liaison, your program head, or the dual enrollment office (523-5320, as needed).

***Instructors who do not meet these requirements will not be eligible to teach dual enrollment courses.**

Substitute Teachers

1. If a dual enrollment instructor is absent for more than five consecutive school days, a substitute who meets the [minimum qualifications](#) for a dual enrollment instructor must be used.
 - a. The school division must send Reynolds Community College graduate transcripts for all candidates under consideration for approval.
 - b. If a dual enrollment instructor is absent for five or fewer consecutive school days, the substitute may be chosen from the rotation the school uses.

For a tutorial on using Canvas:

<https://intranet.reynolds.edu/tech-training/tutorials/CanvasTutorials.aspx>

Viewing your Teaching Schedule and Class Rosters Class rosters:

<https://intranet.reynolds.edu/tech-support/helpdesk/myreynolds/ViewingClassRosters.pdf>

Non-Compliance

If dual enrollment faculty are found to be non-compliant with the faculty responsibilities stated above, the college may not approve the instructor to teach dual enrollment courses the following semester. Other non-compliance issues, such as instructor failure to meet course learning objectives or to submit grades, failure of the high school to notify the college of a DE instructor on leave or other failures to comply with policies or procedures will be addressed on a case-by-case basis.

Syllabus

Please refer to the syllabus requirements listed above in the Instructor Qualifications, Responsibilities, and Expectations section. You must have a current/updated course syllabus created for each course taught each semester. A course syllabus is intended to provide an outline of a specific plan for conducting instruction in a course developed by the faculty member teaching the course. The course syllabus will inform the student about the objectives to be achieved, the topics that will be covered, how the course is going to be conducted, student responsibilities, attendance, assignments, and other requirements of the course, to include how grades will be determined. Teaching faculty are responsible for the development of the course syllabus and must ensure that each student receives the syllabus at the first meeting of the course. DE instructors should contact their faculty liaison or program head for additional information or questions about an acceptable course syllabus.

**A checklist of recommended elements to include in the syllabus can be found in the Appendix.*

Grades

Please refer to the grade requirements listed above in the Instructor Qualifications, Responsibilities, and Expectations section. Final grades are due for all DE classes by 12:00 p.m. (noon) forty-eight hours after the course end date.

**Step-by-step instructions on uploading grades to SIS can be found in the Appendix.*

Drop

Students that are dropped from a DE course on the K12 roster must also be dropped in Reynolds SIS. [Add/Drop/Withdraw from Classes](#) form; JSRCC Form No. 11-0002.

Withdrawal

Please be aware of the dates each semester for a student to withdraw from the class. The “W” will remain on the student’s transcript but will not affect the GPA. (However, multiple withdrawals may impact Satisfactory Academic Progress and financial aid in the future.)

See links to forms below:

[Add/Drop/Withdraw from Classes](#), JSRCC Form No. 11-0002;

[Late Request for Withdrawal from Class\(es\)](#), JSRCC Form No. 11-0015

Incomplete

Incomplete (“I”) grades may be requested for students who are passing the course, have completed at least 60% of the course, and have documented unavoidable reasons preventing them from completing by the course end date. The I grade online form for faculty to submit an I grade request is: https://reynoldsedu.co1.qualtrics.com/jfe/form/SV_8dJEYI0TyPu6sv4. For additional information, see Reynolds [Policy 1-7](#), Incomplete “I” Grade.

Change Grade Form

Once the student has completed missed work, the grade can be updated to reflect the work. Submit the completed Grade Change form to the academic dean. The form can be found here: [Grade Change](#), JSRCC Form No. 11-0019, or it can be accessed from the Reynolds Intranet Forms page.

Student Eligibility

Dual enrollment is open to all eligible high school juniors and seniors. Students are required to have a GPA of 3.0 or meet minimum SAT, PSAT, or ACT scores to enroll and place in transfer courses. A GPA of 2.0 is required to enroll in non-transfer courses. Virginia Placement Tests (VPT) may be offered as an alternative form of admission and placement.

Admission and Placement Requirements

Course Type	High School Transcript*		SAT		PSAT		ACT		VPT
Transfer** Courses (except Math)	Current cumulative high school GPA of 3.0 or higher	<i>or</i>	ERW score of 480 or higher	<i>or</i>	ERW score of 390 or higher	<i>or</i>	18 or higher on both English and Writing subject area tests	<i>or</i>	Placement into ENG 111
Career and Technical*** Courses (except Math)	Current cumulative high school GPA of 2.0 or higher	<i>or</i>	ERW score of 480 or higher	<i>or</i>	ERW score of 390 or higher	<i>or</i>	18 or higher on both English and Writing subject area tests	<i>or</i>	Placement into ENF 1 or higher
MTH 101-133	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in high school math course	<i>or</i>	ERW score of 480 or higher Math score of 530 or higher	<i>or</i>	ERW score 390 or higher and math score of 500 or higher	<i>or</i>	22 or higher on Math subject area test	<i>or</i>	Placement in MTH 111 or higher (Satisfaction of MTE 1-3)

Course Type	High School Transcript*		SAT		PSAT		ACT		VPT
MTH 154,155	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in a high school math course	or	ERW score of 480 or higher and Math score of 530 or higher	or	ERW score of 390 or higher and math score of 500 or higher	or	22 or higher on Math subject area test	or	Placement in MTH 154 or higher (Satisfaction of MTE 1-5)
MTH 161,167 Individual colleges may establish criteria for direct placement into calculus or other high level math course	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in Algebra 2 or in a higher level math course	or	ERW score of 480 or higher and Math score of 530 or higher	or	N/A	or	22 or higher on Math subject area test	or	Placement into MTH 161 or higher (Satisfaction of MTE 1-9)
*Cumulative GPA may be weighted or unweighted and may be self-reported.									
**A transfer course is any course that a college offers and will transcript in fulfillment of the requirements for a Degree or Certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).									
***A career and technical course is any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g., AAS, Certificate, Career Studies Certificates).									

In addition to meeting the eligibility criteria above, a dual enrollment student must meet all course pre- or co-requisites as listed in the VCCS Master Course File and established by the college.

Dual enrollment is restricted to rising high school juniors and seniors and home school students studying at the high school junior or senior levels. Admitting high school or home school students below the junior or senior level is considered exceptional. The college-ready status of each prospective student below the junior or senior high school level shall be assessed on a case-by-case basis. Such students must meet the above eligibility criteria and any other criteria as established by the college for participation of students below the junior or senior level in dual enrollment. Colleges shall have criteria and procedures for the case-by-case assessment of such students. Formal approval by the college president, or designee, is required for applicants who are below the junior or senior high school level to participate in dual enrollment.

Policies and Statements

Academic Freedom of Speech

Reynolds Community College supports the concept of academic freedom of speech via the policy statement developed by the Virginia Community College System. To view the detailed statement, please refer to VCCS Policy 3.5.6, [Academic Freedom and Responsibility](#).

Information Technology Employee Acceptable Use Agreement

All employees who use the college's information technology resources (from email accounts and network access to hardware and software) must sign the [Information Technology Employee Acceptable Use Agreement](#), JSRCC Form No. 40-0009, indicating that they understand and agree to abide by the rules of the college, the Virginia Community College System, and the Commonwealth of Virginia as a user of state resources. These terms govern all access to and use of college software, hardware, databases, information and services. This form can also be found on the Reynolds Intranet Forms page.

Assisting Students with Disabilities (Reynolds Policy 1-15)

Reynolds Community College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The college's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

All qualified students with disabilities are guaranteed, by law, a learning environment that provides reasonable accommodation for the disability. Qualified students are students who, with or without accommodations, meet requirements for admission in an educational program, service, or activity. Students, faculty, and staff are required to utilize Reynolds [Policy 1-15](#), Eligibility of Students with Disabilities to Receive Accommodations, and its [procedures](#) in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services.

Student Privacy and Release of Student Information (Reynolds Policy 1-26)

The college complies with federal and state law regarding student confidentiality. Reynolds [Policy 1-26](#), Student Privacy and Release of Student Information, and its [procedures](#) provide both faculty and staff guidance on when it is appropriate to release student information. This policy can also be found on the Reynolds Policies page.

Academic Honesty (Reynolds Policy 2-7)

Students are expected to conduct themselves in an honorable manner in all academic work. Reynolds Community College is committed to ensuring that the integrity of all academic programs and community members is not violated. For procedures regarding how to address alleged academic honesty cases, refer to Reynolds [Policy 2-7](#), Academic Dishonesty. Students found in violation of this policy will be sanctioned appropriately.

Academic Dishonesty includes but is not limited to the following:

- **Cheating:** The intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include: copying or using notes, examinations, or instructional material during examinations, tests, or quizzes; using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation; obtaining, using, or possessing unauthorized copies of an examination; submitting another's project as one's own; having an examination taken by a second party; altering or falsifying examination results.
- **Plagiarism:** The presentation as new and original an idea or product derived from an existing source without properly citing the source of the material. Examples of plagiarism include: duplicating an author's work (in part or whole) without quotation marks and/or accurate citations, duplicating an author's words or phrases with accurate citations, but without quotation marks, using an author's idea(s) in paraphrase without accurate citation(s), submitting, without quotation marks, a paper in which exact words are merely rearranged even though cited.
- **Other forms of Academic Dishonesty:** Submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses, fabrication—intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

Satisfactory Academic Performance- SAP (Reynolds [Policy 2-9](#))

Dual enrollment students must demonstrate satisfactory academic performance in dual enrollment courses in order to retain eligibility to continue to participate in dual enrollment. Students in an Advance College Academy or an Early College Academy must maintain a cumulative GPA of at least 2.5 (with a minimum of 6 credits taken) in order to demonstrate satisfactory academic performance and remain in the program. Students who do not maintain a cumulative GPA of at least 2.75 shall be required to complete an agreement setting academic performance expectations for the subsequent academic term signed by the student, approved by the Director of Dual Enrollment, the appropriate Reynolds Academy Career Coach, and lodged with the appropriate representative(s) of the secondary school division partner.

Students who fail to maintain a cumulative GPA of 2.5 shall be removed from the ACA/ECA program. Any high school student who has been removed from an ACA or ECA program for failing to maintain the minimum college GPA requirement of 2.5 will be prohibited from enrolling in more than 6 credits per semester (including retaking any failed course) in additional dual enrollment or concurrent enrollment classes. All other dual enrollment students must earn a grade of "C" or better in each dual enrollment course and satisfy any additional academic requirements of the college program(s) associated with those courses to demonstrate satisfactory academic performance.

FERPA Family Educational Rights and Privacy Act

Dual enrollment students fall under Family Educational Rights of Privacy Act (FERPA) guidelines even though they are below the age of 18. FERPA provides students certain rights with respect to their educational records. If you have a student who is having difficulty in your

class, contact the Office of Dual Enrollment or your Program Head. A Reynolds liaison will contact the high school and share the information.

Student Services

As a dual enrollment student at Reynolds, students are considered a member of the Reynolds student body. With this comes access to the resources that are available to all Reynolds learners, either on campus or online. Resources available include the use of tutoring services, such as Math Central, the Writing Studio as well as Tech Support, and access to the Reynolds Library.

- [Math Central](#)
- [The Writing Studio](#)
- [Tech Support](#)
- [Library Services](#)