

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: S 32.5  
Procedure Title: Dual Credit – Adding a School  
Relevant Board Policy:  
Originating Unit: Recruitment Center  
Maintenance Unit: Vice President of Student Affairs

I. Purpose: This process increases Dual Credit enrollment through partnerships with new high schools that are interested in offering Palo Alto College (PAC) courses, and ensures that new Dual Credit partners are added to the PAC service area in accordance with Alamo Colleges guidelines.

II. Procedure Statement:

A. The Recruitment Center will network with schools in the PAC assigned Alamo Colleges Service Area. If a school from outside the PAC Service Area approaches the Recruitment Center to offer Dual Credit courses, the Coordinator of Recruitment will verify that the territory is not assigned to another Alamo College (e.g. Warren H.S. is assigned to Northwest Vista College).

*Alternative:* If a school is assigned to another one of the Alamo Colleges and requests to partner with PAC for unique programs not offered at the “Home” college, the Recruitment Center will require a written authorization from the Alamo Colleges to form a partnership with the school. For example: Warren H.S. is assigned to NVC and requests to partner with PAC for the Aviation Program which is not offered by NVC. The Recruitment Center requires written authorization from NVC and Alamo Colleges prior to accommodating the request.

B. The Recruitment Center will coordinate a meeting between PAC representatives and appropriate ISD officials.

C. The Recruitment Center will discuss the Dual Credit program with the prospective High School along with the roles of each stakeholder. The Academic Chair and/or lead faculty member articulate the requested Dual Credit courses and the modes of delivery (e.g. face-to-face, internet, etc.).

D. The Recruitment Center will discuss the required Alamo Colleges Adjunct Faculty approval process for High School instructors who request to teach college level Dual Credit courses with the ISDs. All Dual Credit instructors must be approved by the Alamo Colleges Board of Trustees and the respective Academic Departments.

E. The Coordinator of Recruitment will assign the approved High School to a Recruiter/Advisor who will serve as the Dual Credit liaison.

- F. The Recruiter/Advisor will work with the assigned High School to provide assistance in following the Dual Credit process (see Procedure S 32.1). The Recruiter/Advisor will follow up with their assigned High School to ensure that all paperwork according to the academic timeline is submitted before participation in the Dual Credit program.
- G. The Recruitment Center will create an MOU for each approved school (see Procedure S 32.3).

Issued: February 21, 2011

Approved: Ana M. Guzman  
President