

Subject: Reimbursement for Dual Enrollment Courses

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[Appendix A: Computation of Instructor Cost for Dual Enrollment Class](#)

[Appendix B: Reimbursement for Instructor Costs for Dual Enrollment Classes](#)

1. Purpose

This policy provides for financial reimbursements to public school districts or private schools that deliver dual enrollment courses.

2. Policy

In accord with the recommendations of Virginia's P-16 Education Council, Tidewater Community College is committed to increasing the proportion of students completing rigorous courses in high school to prepare them for success in college. TCC will fulfill that commitment by providing greater access to high quality dual enrollment opportunities in collaboration with the region's public school districts and selected private high schools. To facilitate increased access to dual enrollment courses, the college will reimburse certain costs to the public school district or private high school providing dual enrollment courses.

Nothing in this policy or its associated procedure is intended to permit exceptions to policy governing the credentialing of faculty. Regardless of funding source, instructors assigned to dual enrollment classes must meet the same academic and experience criteria as would be required to teach the same course in a regularly offered section.

In those instances where the public school district or private high school bears the cost of the instructor's compensation for a dual enrollment class, TCC will reimburse

an amount equivalent to the cost of an adjunct instructor for the class. The amount of reimbursement will be based on the then-current rate of pay for adjunct faculty at the academic rank for which the dual enrollment class instructor is qualified by virtue of academic credentials and experience per Virginia Community College System policy ([VCCS-29, "Normal Minimum Criteria for Each Faculty Rank"](#)).

3. Responsibilities

The Vice President for Academic and Student Affairs, in consultation with the Vice President for Finance, shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

4. Procedures

The following procedure will be used to determine the amount of reimbursement and for processing its payment to the public school district or private school.

1. The academic dean scheduling the dual enrollment class will determine whether the class will be taught by an instructor compensated by the public school district or private school offering the class. If the instructor will not be compensated by the public school district or private school offering the dual enrollment class, no reimbursement will be made.
2. Referring to the Adjunct Faculty Qualification Summary Form (HR 66B1) prepared for the instructor assigned to teach the dual enrollment class, the academic dean will determine the per-credit-hour salary rate the instructor would be paid were the college to compensate him or her to teach a class.
3. The academic dean will complete the Computation of Instructor Cost for Dual Enrollment Class ([Appendix A](#)) for each dual enrollment class for which the instructor will be compensated by the public school district or private school offering the class.
4. Two weeks prior to the college's official census date for the semester, the academic dean will forward to the campus provost the completed Appendix A for each dual enrollment class for which the instructor will be compensated by the public school district or private school offering the class.
5. Upon review and approval by the campus provost of Appendix A for each dual enrollment class for which the instructor will be compensated by the public school district or private school offering the class, Reimbursement for Instructor Costs for Dual Enrollment Classes ([Appendix B](#)) will be completed for each public school district or private school to which reimbursement will be made for dual enrollment classes offered by the respective campus in the semester or session.

6. Each completed Appendix B will be forwarded to the respective campus business manager with a corresponding Purchase Order for payment of the reimbursement amount due to the public school district or private school.
7. Upon receipt of the Purchase Order and accompanying Appendix B, the campus business manager will record the activity as appropriate and forward the documentation to the Director of Fiscal Services.
8. The Director of Fiscal Services will process the Purchase Order for payment by check made out to the public school district or private school. The check will be delivered to the campus provost whose campus submitted the Purchase Order.
9. The campus provost will send the reimbursement check to the school superintendent (or head of the school in the case of a private school) under cover of a letter that explains the purpose of the reimbursement and the method by which the amount was determined.

The process described above should be completed twice yearly such that reimbursements are issued and forwarded to the respective school superintendent or head of school prior to the end of the college's semester in which the dual enrollment classes are offered.

5. Definitions

No definitions are associated with this policy.

6. References

No references are associated with this policy.

7. Review Periodicity and Responsibility

The Vice President for Academic and Student Affairs shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on October 15, 2007.

Policy Approved:

Procedure Developed:

Deborah M. DiCroce
President

Michael D. Summers
Vice President for
Academic and Student Affairs

9. Review and Revision History

This is the first version of this policy. The policy was re-formatted to be consistent with the college's format for policies and procedures in July 2009.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE
COMPUTATION OF INSTRUCTOR COST
FOR DUAL ENROLLMENT CLASS

Campus: _____ Division: _____

Semester: Fall Spring Summer Year: _____

Dual Enrollment Course: _____ Class Number: _____
Subject - Number

Course Title: _____

Location of Instruction: _____

School District/Private School: _____

Instructor: _____ Rank: _____
From HR 61B

Per-Credit-Hour Salary Rate: \$ _____ X Course Credits: _____ =
From HR 61B

Reimbursement Amount: \$ _____ AIS Code: _____

Academic Dean: _____ Date: _____
Signature

Campus Provost: _____ Date: _____
Signature

APPENDIX B
TIDEWATER COMMUNITY COLLEGE
REIMBURSEMENT FOR INSTRUCTOR COSTS FOR
DUAL ENROLLMENT CLASSES

Campus: _____ Semester: Fall Spring Summer Year: _____

School District/Private School: _____

Course	Class #	Course Title	Instructor	Equivalent Salary Rate	Credit Hours	Course Reimbursement
Total Reimbursement:						\$

Campus Provost: _____
Signature

Date: _____