



POLICY TITLE:

Dual Enrollment/Dual Credit Policy

APPLIES TO:

High School Students, Partner High Schools, Academic Affairs, Office of Dual Credit

ADMINISTRATIVE AUTHORITY:

Office of Academic Affairs and Office of Dual Credit

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

September 26, 2025

EXPIRATION DATE:

Sixth Months from Approval if Not Renewed or Made Permanent

NEXT REVIEW DATE:

POLICY STATEMENT:

As a participating institution, Kentucky State University (KSU) is committed to ensuring the quality, accessibility, and integrity of its dual credit program in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Kentucky Council on Postsecondary Education (CPE), and University regulations.

The University ensures proper eligibility, admissions, academic standards, faculty qualifications, accommodations, FERPA compliance, tuition, and ongoing assessment. Dual credit courses must be equivalent in content, rigor, and outcomes to traditional KSU courses.

DEFINITIONS:

Dual Credit: Pursuant to KRS 164.002(5), a college-level course of study developed in accordance with KRS 164.098 in which high school students receive both high school and postsecondary credit upon successful completion.

Dual Enrollment: Pursuant to KRS 164.002(6), a college-level course of study in which high school students are enrolled simultaneously in high school and a postsecondary institution, but only receive college credit.

FERPA: Family Educational Rights and Privacy Act, a federal law that protects the privacy of student educational records.

KHEAA: Kentucky Higher Education Assistance Authority, which administers the Dual Credit Scholarship program.

PROCESS:

1. Eligibility

- Students must:
 - Be enrolled in an eligible high school or homeschool.
 - Have a minimum GPA of 2.5 on a 4.0 scale.
 - Meet applicable prerequisites (placement scores such as ACT, SAT, or Accuplacer).

2. Admissions and Enrollment

- Students complete the KSU Dual Credit Application and submit required documentation by deadlines.
- Students are admitted as non-degree-seeking dual credit students.
- Registration occurs through KSU's dual credit process, coordinated with Academic Affairs and the partner high school.

3. Academic Standards

- Courses must match KSU equivalents in rigor, grading, and learning outcomes.
- Final grades are recorded on official KSU transcripts.
- Students must comply with all academic integrity and conduct policies.

4. Credit Awarding and Transferability

- Successful completion earns KSU credit.
- High schools award high school credit per district policy.
- Courses must align with CPE standards (KRS 158.007(8)) to be eligible for statewide transfer.

5. Faculty Qualifications

- Instructors must meet SACSCOC credentialing standards (master's degree in discipline or 18 graduate hours in content area).
- Dual credit instructors are responsible for ensuring KSU learning outcomes are achieved.

6. Accommodations and Accessibility

- Students requesting accommodations for KSU courses must contact the Office of Accessibility and Disability Resources.
- Dual credit students must provide student ID, course list, and a copy of their 504/IEP.
- High schools remain responsible for accommodations in high school–taught dual credit courses.

7. FERPA and Student Privacy

- FERPA rights transfer to the student, regardless of age.

- Academic records cannot be shared with parents/guardians without a FERPA release.
- Faculty will not communicate directly with parents; inquiries are directed to the Office of Dual Credit.

8. Tuition and Fees

- KSU charges the maximum tuition permitted by CPE and KHEAA.
- Tuition includes textbooks, with no additional fees except for graduation fees and regalia for Associate Degree students.
- Scholarships are available through KHEAA.

9. Assessment and Quality Assurance

- KSU conducts regular evaluations of dual credit courses, faculty, and student performance.
- Data is reported to CPE and internal stakeholders as required

REFERENCES AND RELATED MATERIALS:

Kentucky Revised Statutes (KRS 158.007, 164.002, 164.098)
 SACSCOC Dual Enrollment Policy Statement (2018)
 Kentucky Council on Postsecondary Education Dual Credit Policy
 Kentucky Higher Education Assistance Authority (KHEAA) Dual Credit Scholarship Guidelines

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of Registrar	(502) 597-6234	registrar@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Office of the Registrar
