



PROCEDURES FOR OFFERING EXTENSION (DUAL ENROLLMENT) COURSES

1. In order for Southern to approve the extension (dual enrollment) course(s), academy principals (or designee) submits the following documents to Southern's Associate Vice President for Academic Administration, one semester **before** the course is scheduled to be taught.
 - Extension Course Request Form
 - Faculty Information Form for the proposed teacher
 - A current résumé for proposed teacher
 - A syllabus of the proposed course(s)
 - Modified syllabi must be submitted **four weeks prior to the start of the course.**
 - * Official transcripts for the two highest degrees of the proposed teacher
 - The proposed teacher must request official transcripts from his or her alma mater(s).
 - Transcripts must be sent directly to the Associate VP for Academic Administration at Southern.
Note: Teachers who have taught the same course for Southern in the past, will not need to re-submit transcripts unless there have been changes to the transcripts.
2. Principal (or designee) for new dual enrollment (extension) course teachers contacts the Office of the Associate VP for Academic Administration regarding approval to teach the proposed course.
3. The Associate VP forwards the request to the School Dean or Department Chair and the coordinating professor from Southern Adventist University.
4. The Associate VP for Academic Administration sends an approved copy of the request to the
 - Academy Principal
 - Teacher of the extension course,
 - Registrar, Southern's Director of Records
 - SAU School Dean or Department Chair, and
 - Coordinating professor.
5. Approximately two weeks before the course begins, Southern's Records Office sends enrollment and abbreviated application materials to the teacher.
6. The teacher returns completed application and enrollment forms to Southern's Records Office no later than one week after Southern's registration. ***Only officially enrolled students will be awarded university credit.***
7. Southern's Records Office emails the official course roster to the teacher for correction approximately three weeks after Southern's courses begin.



8. The teacher immediately corrects and returns the roster to Southern's Records Office. No additions to course roster are allowed after this time.
9. Approximately four weeks after Southern's courses begin, Southern's Accounting Office bills the academy for tuition at the published rate (\$150.00 per credit hour for each enrolled student, currently).
10. Southern's Records Office sends grade submission information to the teacher **approximately one week before** midterms or final examination week.
11. The teacher submits grades online on or before the due dates specified in Southern's calendar.
12. Near the end of course, the teacher encourages students to complete the on-line Course Evaluation (found on the university's website).
13. At the completion of the course, the instructor must submit the following documents to the school or department coordinator:
 - Major Examinations
 - graded paper for ENGL 101.
14. Extension (Dual Enrollment) faculty will be evaluated once annually by Southern's course-specific school dean or department chair
15. If an extension (dual enrollment) course is part of Southern's general education program, students in the course must complete general education assessments specified by the university, and the course instructor must submit said assessment data to the university using the general education assessment system.

Very Important

16. In compliance with the SACSCOC Dual Enrollment policy, the proposed instructor will be the ***"instructor of record"*** who is qualified to teach the course. The instructor of record must ***"provide direct instruction for the course."***
17. In compliance with the SACSCOC Dual Enrollment policy, dual enrollment courses must be ***"offered in adequate physical facilities."***



Academic Administration
GUIDELINES FOR EXTENSION COURSES

GENERAL INFORMATION

Extension courses are university courses offered as an opportunity for high school juniors and seniors to earn university credit in areas that will fulfill part of the General Education requirements at Southern Adventist University. Instructors are academy teachers who are qualified with appropriate credentials and experience. The extension courses must duplicate their university counterparts in content, degree of difficulty, testing and grading. The use of formal Advanced Placement (AP) courses may be used where such are available.

APPLICATION GUIDELINES FOR STUDENTS

To enroll in extension courses, high school students must be members of either their senior class with a grade point average of 3.00 or above, or their junior class with a grade point average of 3.5 or above.

In an effort to uphold university and departmental standards and requirements, students must attain a level of subject comprehension via the following scores. Students who do not meet the criteria are not eligible to register for these dual credit classes.

For English Courses

Minimum ACT score of 18 - OR - SAT Writing Score of 450

Pre-Calculus Courses

Math Score of 22 - OR - SAT of 520

ACADEMY OR FACULTY REQUIREMENTS

Academies or faculty must provide transcripts of degrees or credits earned from an accredited institution in the area of the specific course(s) they are requesting to teach. Teachers must submit original transcripts and other documentation prior to the start of classes. These transcripts must show that the teacher has completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.

Regardless of previous approvals, academy professors, principals, or registrars are to submit an Extension Course Request along with the required documentation each semester for each course. All Extension Course documentation and correspondence should be sent to:

Southern Adventist University
Office of Academic Administration
Dr. Dionne Felix, Associate Vice President
Dean of Student Success and Retention
C/O Pilar Anderson, Administrative Assistant
5006 University Drive, Unit 370
Collegedale, TN 37315
academicadmin@southern.edu
423-236-2803 (direct)
423-236-1805 (fax)