The following guidelines were adopted as the official policy for the conduct of college-level courses taught for credit in high schools:

I. Registration and Fees

A. Students who wish to take a "college course for credit" in high school should be required to:
   1. Register for the course before the class is taken;
   2. Register on college registration materials;
   3. Pay a reasonable fee for acquiring the college credit, with reasonable fee to be determined by and paid to the participating college;
   4. Be registered by a college representative or an appointed coordinator of college credit coursework at the high school.

II. Course Offerings

A. College-level courses taught for credit in high school should be offered as an enriched, academically accelerated program that is offered in addition to traditional high school-level courses and courses required for graduation.

B. Such college-level course offerings should be added either to a high school's curriculum or, if selected from courses currently in the high school's curriculum, be altered to meet college-level content requirements.

C. College-level courses in high school should use an equivalent textbook commonly used at the college giving the credit.

III. Student Eligibility

A. College-level credit courses in high school should be open only to academically well-qualified seniors.

B. Exceptions to the "senior only rule" should be made on an individual, case-by-case basis, and mutually agreed to by both the college and high school; such exceptions should be contingent on a specific academic assessment of a student's readiness for the course, with final decision made by a college representative.

IV. Student Evaluation and College Credit Policy

A. Primary and final evaluation of a student's performance should be the responsibility of the high school teacher.
B. It also is recommended highly that occasionally during the conduct of a course, a college representative from the academic department examine a student's work so that the student may benefit from the assessment of a college-level faculty person.

C. All work taken for college credit will be recorded on the sponsoring college's transcript in accordance with the institution's grading policy.

V. Teacher Selection and Teacher/Course Evaluation

A. The cooperating college department should approve high school teachers in the appropriate discipline. Qualifications: For most disciplines, this will mean a master's degree plus two letters of recommendation less than five years old. In all cases, the high school teacher should have qualifications necessary to being hired on a part-time basis in the particular discipline at the college.

B. Evaluation of the teacher and the course should be conducted annually by a college representative for the purpose of maintaining and assuring the college-level quality of the instructional process, course content, and done in accordance with the faculty evaluation procedures at the institution granting the college credit.

C. Results and use of the college's evaluation of both the teacher and college-level quality of the course being taught as it bears upon the college's participation in the program should be at the discretion of the college.