



## DUAL CREDIT COURSE APPROVAL PROCESS AND GUIDELINES

**Dual credit** means that a student is enrolled at two institutions and receives transcribed credit for the course both at the high school as well as the sponsoring college. Research indicates that students who complete dual credit courses are “more likely to graduate from high school, enroll in a four-year postsecondary institution, and persist in college.”<sup>1</sup> By providing a pathway for students to move seamlessly between K–12 and postsecondary systems, dual credit promotes greater support for students’ college aspirations and greater collaboration between high schools and colleges.

Following federal and state initiatives to provide pathways to help students transition from high school to college, Atlantic Cape Community College has streamlined its process for dual credit course approval. The following guidelines outline the process for submitting course materials for dual credit approval, including an application to qualify the teachers who instruct these courses at the high school.

### STEPS TO DUAL CREDIT COURSE APPROVAL

#### STEP ONE

Review the Faculty Teaching Qualifications (see page 3) to ensure the high school instructor has the necessary credentials to teach a dual credit course at Atlantic Cape. If the high school has a qualified instructor teaching the course, contact Kayla Scannell, Senior Manager of Early College Programs, to request a master syllabus for Atlantic Cape’s equivalent of the course(s) the high school is seeking approval for dual credit. Using the course syllabus and Atlantic Cape’s standard syllabus requirements (see page 14) as a guide, the high school should review their course to make sure it aligns with the course learning objectives, assignments, assessments, policies and supplemental materials, including grading scale and necessary prerequisites.

#### STEP TWO

Submit the syllabus or course outline of the high school course along with the [instructor application](#) and instructor resume/CV to Kayla Scannell, Senior Manager of Early College Programs via email at [kscannel@atlantic.edu](mailto:kscannel@atlantic.edu).

Please ensure that the course syllabus/outline includes all of the relevant information and standard syllabus requirements listed on the following page. The instructor’s resume should include relevant education, teaching and professional experience, as well as staff development, recognitions, and achievements.

#### STEP THREE

The overseeing Academic Chair or Dean at Atlantic Cape will review the [instructor application](#)/resume to ensure qualifications are met. If approved, a member of the faculty for the relevant discipline will review the high school course outline/syllabus to assess alignment with the course equivalent at Atlantic Cape. If revisions are necessary, we will initiate a collaborative revision process between the high school and the Atlantic Cape faculty reviewer. Once approved, the course will be included in the articulation agreement between the high school and Atlantic Cape.

<sup>1</sup> Venezia A, Jaeger L. Transitions from high school to college. *Future Child*. 2013 Spring;23(1):117-36.



## TIMELINE AND DEADLINES FOR DUAL CREDIT COURSE APPROVAL

A faculty member will be assigned as the liaison for the high school to discuss student progress and any issues that arise with instruction or course materials. For most courses, a Blackboard course shell with teaching resources will also be available to assist the high school instructor.

## ACADEMIC YEAR 2023-24

Applications for dual credit courses to be offered at the high school during the 2023-24 academic year, will be accepted until **February 28, 2023**. Once approved, courses will be added to the dual credit course articulation agreement and sent to the high schools for signature in June 2023.

### QUESTIONS?

Please direct questions regarding the dual credit approval process to:

Kayla Scannell

Senior Manager of Early College Programs

Email: [kscannel@atlantic.edu](mailto:kscannel@atlantic.edu)

Tel: 609-343-5687



## FACULTY TEACHING QUALIFICATIONS FOR DUAL CREDIT COURSES

The following document contains discipline descriptions and commonly accepted teaching qualifications standards for courses offered in the discipline at the baccalaureate level. These guidelines are provided to assist high schools with identifying teachers who may be eligible to teach courses designated as dual credit equivalents at Atlantic Cape Community College.

The credentials of high school instructors teaching dual credit courses are reviewed by the appropriate academic division head at Atlantic Cape along with the course syllabi/requirements prior to the course being approved for inclusion in an articulation agreement. ***If the high school instructor does not meet the minimum qualifications of the appropriate discipline, they may be approved based on other demonstrated competencies.***

**Other teaching qualifications are considered in conjunction with or in lieu of academic credentials on a case-by-case basis.** This is acceptable in special cases in which a faculty member's exceptional industry experience, research, or other qualifications (continuing professional development credits, graduate-level coursework, experience teaching Advanced Placement courses, etc.) can be documented, and in which those qualifications are directly applicable to the course or courses being taught.

For any courses not listed below, please contact Kayla Scannell at [kscannel@atlantic.edu](mailto:kscannel@atlantic.edu).

## DISCIPLINE DEFINITIONS AND TEACHING QUALIFICATIONS

CIP Code	Discipline	Definition
52.0301	<b>Accounting</b>	<p>A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and nonprofit organizations.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree or higher in accounting; or master's degree in related discipline (i.e.) Business, Economics, Finance) with 18 graduate semester hours in accounting; or bachelor's degree in accounting with master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">ACCT130: Financial Accounting</a></p>



CIP Code	Discipline	Definition
50.0702	<b>Fine/Studio Arts, General</b>	<p>A program that prepares individuals to generally function as creative artists in the visual and plastic media. Includes instruction in the traditional fine arts media (drawing, painting, sculpture, printmaking, CAD/CAM) and/or modern media (ceramics, textiles, intermedia, photography, digital images), theory of art, color theory, composition and perspective, anatomy, the techniques and procedures for maintaining equipment and managing a studio, and art portfolio marketing.</p> <p><b>Minimum Teaching Qualifications</b> M.F.A. in art, fine arts, studio art, or visual arts, or in an appropriate area of specialization, such as animation, ceramics, graphic design, illustration, photography, printmaking, sculpture, and related fields; or BFA plus a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">ARTS110: Fundamental Drawing</a>  <a href="#">ARTS115: Introduction to the Visual Arts</a>  <a href="#">ARTS116: Graphic Design</a>  <a href="#">ARTS135: Art with Computers</a></p>

CIP Code	Discipline	Definition
26.0101	<b>Biology / Biological Sciences</b>	<p>A general program of biology at the introductory, basic level or a program in biology or the biological sciences that is undifferentiated as to title or content. Includes instruction in general biology and programs covering a variety of biological specializations.</p> <p><b>Minimum Teaching Qualifications</b> Master's degree or higher in biology; or master's degree in any discipline with 18 graduate semester hours in biology; or bachelor's degree in biology plus master's degree in education required. Demonstrated success in teaching biology with laboratory experiences, preferably at the honors, AP, or college level</p> <p><b>Dual Credit Course Options</b>  <a href="#">BIOL103: Biology of Our World</a>  <a href="#">BIOL109: General Biology I</a>  <a href="#">BIOL118: The Human Body</a></p>

CIP Code	Discipline	Definition
52.0101	<b>Business / Commerce, General</b>	<p>A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.</p> <p><b>Minimum Teaching Qualifications</b> Master's degree or higher in business administration; or master's degree in related discipline (i.e. Economics, Finance, Human Resources, Non-Profit/Public/Organizational</p>



CIP Code	Discipline	Definition
		<p>Management) with 18 graduate semester hours in the subject areas being taught; or bachelor's degree in business administration with master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">BUSN101: Introduction to Business</a>  <a href="#">BUSN104: Entrepreneurship</a>  <a href="#">BUSN142: Personal Finance</a>  <a href="#">BUSN202: Principles of Marketing</a>  <a href="#">BUSN210: Business Law I</a>  <a href="#">BUSN222: Principles of Management</a></p>

CIP Code	Discipline	Definition
11.0101	<b>Computer and Information Sciences, General</b>	<p>A general program that focuses on computing, computer science, and information science and systems. Such programs are undifferentiated as to title and content and are not to be confused with specific programs in computer science, information science, or related support services.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in computer science, information technology, electrical or computer engineering or a related field; or master's degree in any discipline with 18 graduate semester hours in computer science; or bachelor's degree in computer science plus master's degree in education required.</p> <p><b>Dual Credit Course Options</b>  <a href="#">CISM125: Introduction to Computers</a>  <a href="#">CISM130: Using PC Operating Systems</a>  <a href="#">CISM135: Computer Programming-C++</a>  <a href="#">CISM149: Computer Hardware</a>  <a href="#">CISM154: Computer Programming-Java</a></p>

CIP Code	Discipline	Definition
40.0501	<b>Chemistry, General</b>	<p>A general program that focuses on the scientific study of the composition and behavior of matter, including its micro- and macrostructure, the processes of chemical change, and the theoretical description and laboratory simulation of these phenomena.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree or higher in chemistry or any chemistry subdiscipline (e.g., analytical chemistry, inorganic chemistry, organic chemistry); or master's degree in any discipline with 18 graduate semester hours in chemistry or a chemistry subdiscipline; or a bachelor's degree in chemistry with a master's degree in education.            Demonstrated success teaching chemistry with laboratory experiences, preferably at the honors, AP, or college level.</p> <p><b>Dual Credit Course Options</b>  <a href="#">CHEM100: Introduction to College Chemistry</a>  <a href="#">CHEM110: General Chemistry I</a></p>



CIP Code	Discipline	Definition
50.0102	<b>Digital Arts</b>	<p>A general, undifferentiated program that focuses on the use of computerized digital images as the primary medium of expression in the visual and performing arts, and that may prepare individuals for a wide variety of careers using new media, including graphic design, digital animation, motion graphics, 3D visualization, game and interactive media design, music and sound design, video production, web design, photography, and other fields.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree any of the following emerging media areas: animation, interactive technology, video graphics, and special effects; arts, entertainment, and media management; computer game programming; digital arts; digital communication and media; game and interactive media design; human-computer interaction; modeling, virtual environments, and simulation; or master's degree in any discipline with 18 graduate semester hours in aforementioned emerging media disciplines; or bachelor's degree in aforementioned emerging media disciplines with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">GAME110 - Fundamentals of Game Design</a>  <a href="#">GAME150 - Introduction to Game Programming</a></p>

CIP Code	Discipline	Definition
52.0601	<b>Business / Managerial Economics</b>	<p>A program that focuses on the application of economics principles to the analysis of the organization and operation of business enterprises. Includes instruction in monetary theory, banking and financial systems, theory of competition, pricing theory, wage and salary/incentive theory, analysis of markets, and applications of econometrics and quantitative methods to the study of particular businesses and business problems.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in economics; or master's degree in a closely related field (social science, business, etc.) with 18 credits in economics coursework; or bachelor's degree in economics with a master degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">ECON110: Macroeconomics</a>  <a href="#">ECON210: Microeconomics</a></p>

CIP Code	Discipline	Definition
16.0901	<b>French Language and Literature</b>	<p>A program that focuses on the French language and related dialects and creoles. Includes instruction in philology; Metropolitan French; Canadian French; African and Caribbean Creoles; dialects; and applications in business, science/technology, and other settings.</p> <p><b>Minimum Teaching Qualifications</b></p>



CIP Code	Discipline	Definition
		<p>Master's degree, preferably a terminal degree in French, French literature, linguistics or related field. Native to near native proficiency in the target language. Minimum of 2 years of teaching experience at the high school level or in higher education.</p> <p><b>Dual Credit Course Options:</b>  <a href="#">FREN111: Elementary French I</a>  <a href="#">FREN112: Elementary French II</a></p>

CIP Code	Discipline	Definition
16.0902	<b>Italian Language and Literature</b>	<p>A program that focuses on the Italian language and related dialects. Includes instruction in philology; dialects; and applications in business, science/technology, and other settings.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree, preferably a terminal degree in Italian, Italian literature, linguistics or related field. Native to near native proficiency in the target language. Minimum of 2 years of teaching experience at the high school level or in higher education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">ITAL111: Elementary Italian I</a>  <a href="#">ITAL112: Elementary Italian II</a></p>

CIP Code	Discipline	Definition
16.0905	<b>Spanish Language and Literature</b>	<p>A program that focuses on the Spanish language and related dialects. Includes instruction in philology; Modern Castilian; Latin American and regional Spanish dialects; and applications in business, science/technology, and other settings.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree, preferably a terminal degree in the target language, literature, linguistics or related field. Native to near native proficiency in the target language. Minimum of 2 years of teaching experience at the High School level or Postsecondary level.</p> <p><b>Dual Credit Course Options</b>  <a href="#">SPAN111: Elementary Spanish I</a>  <a href="#">SPAN112: Elementary Spanish II</a></p>

CIP Code	Discipline	Definition
43.0104	<b>Criminal Justice / Safety Studies</b>	<p>A program that focuses on the criminal justice system, its organizational components and processes, and its legal and public policy contexts. Includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.</p>



CIP Code	Discipline	Definition
		<p><b>Minimum Teaching Qualifications</b>            Master's degree in criminology, criminal justice or closely related field (e.g. political science, public administration, sociology, urban studies; or master's degree in any discipline with 18 credits in criminal justice; or bachelor's degree in criminal justice with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">CRIM101: Introduction to Criminal Justice</a>  <a href="#">CRIM102: Introduction to Criminology</a>  <a href="#">CRIM112: Criminalistics</a></p>

CIP Code	Discipline	Definition
50.0301	<b>Dance, General</b>	<p>A general program that prepares individuals to express ideas, feelings, and/or inner visions through the performance of one or more of the dance disciplines, including but not limited to ballet, modern, jazz, ethnic, and folk dance, and that focuses on the study and analysis of dance as a cultural phenomenon. Includes instruction in technique, choreography, Labanotation, dance history and criticism, and dance production.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in theatre or any theatre subdiscipline, or MFA degree in performance, design, or other applied theatre with demonstrated background in the specific content being taught; Master's degree in related field with 18 credits in theatre or performance with demonstrated background in the specific content being taught; or BFA in performance, design, or other applied theatre with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">DANC170: Introduction to Dance</a>  <a href="#">DANC171: Modern Dance I</a></p>

CIP Code	Discipline	Definition
50.0501	<b>Drama and Dramatics / Theatre Arts, General</b>	<p>Drama and Dramatics/Theatre Arts, General A program that focuses on the general study of dramatic works and their performance. Includes instruction in major works of dramatic literature, dramatic styles and types, and the principles of organizing and producing full live or filmed productions.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in theatre or any theatre subdiscipline, or MFA degree in performance, design, or other applied theatre with demonstrated background in the specific content being taught; Master's degree in related field with 18 credits in theatre or performance with demonstrated background in the specific content being taught; or BFA in performance, design, or other applied theatre with a master's degree in education.</p>



CIP Code	Discipline	Definition
		<p><b>Dual Credit Course Options</b>  <a href="#">THEA110: Introduction to Theater</a>  <a href="#">THEA111: Acting I</a></p>

CIP Code	Discipline	Definition
23.0101	<b>English Language and Literature, General</b>	<p>A general program that focuses on the English language, including its history, structure and related communications skills; and the literature and culture of English-speaking peoples.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in English or a related field (e.g., literature; comparative literature; profession, business, technical, and scientific writing; rhetoric and composition; texts and technology); or master's degree in related discipline with 18 credits in English; or bachelor's degree in English with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">ENGL101: Composition I</a></p>

CIP Code	Discipline	Definition
27.0101	<b>Mathematics, General</b>	<p>A general program that focuses on the analysis of quantities, magnitudes, forms, and their relationships, using symbolic logic and language. Includes instruction in algebra, calculus, functional analysis, geometry, number theory, logic, topology and other mathematical specializations.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in mathematics or closely related field (e.g. algorithms, combinatorics, and optimization, computational science and engineering, computer science, data science, electrical engineering, industrial engineering, physics, statistics); master's degree in any discipline with 18 credits in mathematics or closely related field; bachelor's degree in mathematics with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">MATH121: Applications of Mathematics</a>  <a href="#">MATH122: College Algebra</a>  <a href="#">MATH150: Precalculus</a>  <a href="#">MATH152: Linear Algebra</a>  <a href="#">MATH155: Calculus I</a>  <a href="#">MATH220: Statistical Methods</a></p>

CIP Code	Discipline	Definition
38.0101	<b>Philosophy</b>	A program that focuses on ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes



CIP Code	Discipline	Definition
		<p>instruction in logic, ethics, aesthetics, epistemology, metaphysics, symbolism, and history of philosophy, and applications to the theoretical foundations and methods of other disciplines.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in philosophy; master's degree in humanities with 18 credits in philosophy; bachelor's degree in philosophy with master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">PHIL101: Introduction to Logic</a>  <a href="#">PHIL102: Introduction to Philosophy</a>  <a href="#">PHIL105: World Myths and Legends</a></p>

CIP Code	Discipline	Definition
42.0101	<b>Psychology, General</b>	<p>A general program that focuses on the scientific study of individual and collective behavior, the physical and environmental bases of behavior, and the analysis and treatment of behavior problems and disorders. Includes instruction in the principles of the various subfields of psychology, research methods, and psychological assessment and testing methods.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in psychology or any psychology subdiscipline (e.g., clinical psychology, human factors and cognitive psychology, industrial and organizational psychology); master's degree in any discipline with 18 credits graduate coursework in psychology; bachelor's degree in psychology with master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">PSYC101: General Psychology</a>  <a href="#">PSYC110: Child Development: Theory and Practice</a></p>

CIP Code	Discipline	Definition
09.0701	<b>Radio and Television</b>	<p>A program that focuses on the theories, methods, and techniques used to plan, produce, and distribute audio and video programs and messages, and that prepares individuals to function as staff, producers, directors, and managers of radio and television shows and media organizations. Includes instruction in media aesthetics; planning, scheduling, and production; writing and editing; performing and directing; personnel and facilities management; marketing and distribution; media regulations, law, and policy; and principles of broadcast technology</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree mass communication, media studies or any applied subdiscipline (e.g., digital communication and media; journalism; radio and television); or master's degree in any discipline with 18 graduate semester hours in mass communication, media studies or any applied subdiscipline; or bachelor's degree in</p>



CIP Code	Discipline	Definition
		<p>mass communication, media studies or any applied subdiscipline with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">TVRF103: Digital Video Production I</a>  <a href="#">TVRF203: Digital Video Production II</a>  <a href="#">ARTS/TVRF124: Visual Communication</a>  <a href="#">TVRF180: Audio Production I</a></p>

CIP Code	Discipline	Definition
45.1101	<b>Sociology, General</b>	<p>A program that focuses on the systematic study of human social institutions and social relationships. Includes instruction in social theory, sociological research methods, social organization and structure, social stratification and hierarchies, dynamics of social change, family structures, social deviance and control, and applications to the study of specific social groups, social institutions, and social problems.</p> <p><b>Minimum Teaching Qualifications</b>            A master's degree in sociology or closely related field (e.g. criminal justice, criminology, policy studies); a masters degree in any discipline with 18 credits in sociology; bachelor's degree in sociology with a master's degree in education.</p> <p><b>Dual Credit Course Options</b>  <a href="#">SOCL101: Principles of Sociology</a></p>

CIP Code	Discipline	Definition
09.0101	<b>Speech Communication and Rhetoric</b>	<p>A program that focuses on the scientific, humanistic, and critical study of human communication in a variety of formats, media, and contexts. Includes instruction in the theory and practice of interpersonal, group, organizational, professional, and intercultural communication; speaking and listening; verbal and nonverbal interaction; rhetorical theory and criticism; performance studies; argumentation and persuasion; technologically mediated communication; popular culture; and various contextual applications.</p> <p><b>Minimum Teaching Qualifications</b>            Master's degree in in communication or a related subdiscipline (e.g., business and corporate communications; communication management and strategic communication; instructional communication; international and intercultural communication; organizational communication; peace studies and conflict resolution; speech communication and rhetoric; technical and scientific communication); or master's degree in any discipline with 18 graduate semester hours in communication or related subdiscipline; or bachelor's degree in communication with a master's degree in education.</p> <p><b>Dual Credit Course Options</b></p>



CIP Code	Discipline	Definition
		COMM110: Interpersonal Communication COMM120: Public Speaking



## STANDARD SYLLABUS REQUIREMENTS

High School Dual Credit courses should have the following information included in their course outline.

**Course No. (Credit Hours):** *ex. ENGL101 (3 credits)*

**Course Title:** Use the Atlantic Cape Community College course title (*ex. Composition I*)

**Instructor:** Please list instructor's name that will be teaching the course

**Contact Information:** How students would reach you for help

**Location:** List your High School

**Semester:** *Fall or Spring or Full Year* (most courses should be full year courses)

**Course Description:** Use the description from the College Master Course Syllabus. You may add more to the description, but do not remove information.

**Course Prerequisites & Basic Skills:** Identify all prerequisites (minimum course grades, exam scores, or GPA) and basic skills requirements (IE, writing, reading, writing, or computer skills) used to identify who may register for credit. These should be consistent with the Master Course Syllabus. Include any pre- or corequisite high school or college courses, grades, or test scores that a student needs in order to register for college credit. If relevant, include the grade level of students; some courses are limited to specific grade levels.

For sequential courses, the equivalent of a C or higher is required in the prior course in that discipline; IE, a "C" in ENGL101 to take ENGL102.

**Texts and Materials:** *Atlantic Cape has developed many OER resources which are available to the high school upon request.* A Blackboard course shell may also be available to share print, digital, and audiovisual course materials. The Master Course Syllabus and sample course outlines provide suggestions of college-level materials; any texts you select that are not listed must be approved by the college.

**Class Modalities/Learning Strategies:** Briefly describe the teaching methods you intend to use during the course, i.e., lecture, discussion, audio-visual aids, labs, field trips, clinicals, etc. If applicable, indicate how any online course management systems (Google Classroom, etc.) are being used in the class. If applicable, indicate whether any students may be participating via remote online learning.

**Course Content:** Include a listing by either week or class session of the respective topic(s) that will be covered during that time frame. Include any particular readings or homework assignments required each week. Make a note for students that the dates are subject to change.

**Required Readings, Presentations, Assignments, etc.:** Provide an explanation of each of the requirements for the course (i.e., homework assignments, term papers, term projects, quizzes, hourly exams, midterm exams, final exams, case problems, class participation, etc.).



**Student Learning Outcomes and Objectives:** Identify the learning outcomes for the course as listed in the College Master Course Syllabus You may add to these if you cover additional material.

**Evaluation/Grading System:** Provide a summary of how the final grade is determined using a point and/or percentage system that shows the respective weighting of each of the graded course requirements. The College grade must be calculated consistent with the Master Course Syllabus. (If the high school grade is calculated differently, indicate how.)

Instructors should use the following Atlantic Cape grading scale for converting between numerical and letter grades:

Grade	Percentage Range	Grade Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	70-76%	2.0
D	60-69%	1.0
F	0-59%	0.0

**Make-Up Policy/Late Work:** Provide your policy for submission of any late work and whether you allow make- up examinations.

**Additional Resource Assistance:** Identify academic resources available in school, including library or tutoring. Note that Atlantic Cape campus and online tutoring resources are available free to all high school students register at the college:

<http://www.atlantic.edu/academics/library/tutoring.php>.