ALL SFSC faculty are committed to student learning by designing a supportive learning environment and providing helpful and thorough feedback to the student in a timely manner. Regardless of the modality or campus, college courses must establish and maintain college-level rigor and substance.

**Credentialing**
1. Dual enrollment faculty are subject to the same credentialing requirements as full-time college faculty.
2. All adjunct instructors are required to satisfactorily complete levels A, B, C, and D of technology training.

**Evaluation**
1. Dual enrollment faculty, regardless of location, are observed by the SFSC instructional supervisor.
2. Evaluation of dual enrollment faculty is based on the same criteria used for all full-time and adjunct faculty delivering college courses at SFSC.
3. The standard SFSC Student Evaluation of Instruction (SEI) will be conducted every term, every course, for each faculty member.
4. Course assessment will be conducted in a manner consistent with the courses within the same discipline.

**Communication**
1. Inform students of your desired level of interaction and preferred method for communicating with them.
2. Share the FERPA restrictions required by the college setting. Parents may request a conference with the college campus faculty member if written student permission is obtained.
3. SFSC deadlines such as last day to withdraw need be communicated to students.
4. Faculty will maintain an SFSC email account for electronic communication and important SFSC announcements.

**Grading**
1. It is the responsibility of the instructor of record to assign grades to all college level work used in determining the college grade.
2. All dual enrollment course work and rigor will be at the college.
3. College grades will be entered into PAWS according to the SFSC Registrar's directions.
4. Dual enrollment final exams/assignments will be developed and/or approved by the SFSC instructional supervisor. Completed, graded final exams/projects and term papers are collected and maintained at the college for one year.
Syllabus
1. Utilize the college template to ensure all needed information is included in syllabus.
2. Dual enrollment courses will utilize the SFSC course syllabus without exception.
3. Dual enrollment students are expected to abide by all student policies set forth in the syllabus including late assignments, absences, tardies, etc.

Online Users
1. High school students enrolling in college courses online will abide by all college policies.
2. ALL SFSC policies and procedures apply to dual enrollment students and classes regardless of the modality (online, 2xTV).
3. For further information about on-line courses, please consult the eLearning Handbook.