



Mt. San Antonio College – Dual Enrollment Program

Internal Guidelines for Mt. SAC Dual Enrollment Program

Note: Internal Guidelines must be met or the process will be considered incomplete and will cancel the start of the Dual Enrollment courses.

1. ☐ Mt. SAC determines level of assessment
2. ☐ If students do not pass the placement assessment, then Mt. SAC will offer lower assessment to determine what courses will be offered
3. ☐ Class schedules will be created at least 3-6 months in advance of the primary semester
4. ☐ 1 Faculty Member & 3 Managers Sign off on Program Assessment Results
 - Instruction: Director, Dual Enrollment
 - Associate Dean, Counseling or Designee
 - Assessment & Matriculation Director
 - Senate President or Designee

I UNDERSTAND THE INTERNAL AUDIT AND WILL MEET ALL GUIDELINES ABOVE BEFORE DUAL ENROLLMENT COURSES COMMENCE:

☐ DIRECTOR, DUAL ENROLLMENT:

Director, Dual Enrollment Signature: _____ Date: _____

☐ ASSOCIATE DEAN, COUNSELING OR DESIGNEE:

Associate Dean, Counseling or Designee Signature: _____ Date: _____

☐ ASSESSMENT & MATRICULATION DIRECTOR:

Assessment & Matriculation Director Signature: _____ Date: _____

☐ SENATE PRESIDENT OR DESIGNEE:

Senate President or Designee Signature: _____ Date: _____