



LEVEL UP WV

West Virginia Dual Enrollment
Pilot Program

HANDBOOK

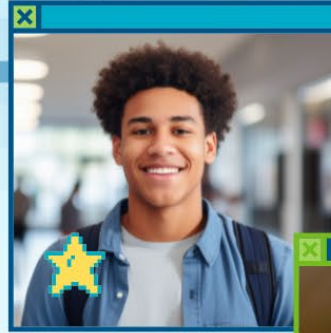


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What is LevelUp WV?

LevelUpWV is West Virginia’s first state-funded dual enrollment pilot program that covers the costs of approved dual enrollment courses offered by the state’s colleges and universities that are tied to some of West Virginia’s most in-demand careers.

These courses will meet both high school graduation requirements and requirements for program completion at the institution. The four-year pilot program supports up to an estimated 8,000 students per year and began during the fall 2023 semester.

Legislative Authority and Program History

The LevelUp dual enrollment pilot program was established under [West Virginia Code §18B-14-4](#). This legislation created a four-year pilot program designed to provide West Virginia secondary school students with pathways to career and post-secondary educational opportunities through dual enrollment courses.

Program Purpose

The dual enrollment pilot program is designed to help high school students earn college and high school credits simultaneously by taking courses from the State's public institutions of higher education. The program promotes rigorous academic pursuits while providing more opportunities for high school students to obtain college credit prior to high school graduation.

Designated Career Pathways

The program focuses on eligible courses leading to careers in designated career pathways that meet workforce needs in West Virginia. These pathways include:

- Direct care health professions
- Information technology
- Science, technology, engineering, and math (STEM) fields
- Education
- Advanced manufacturing
- Welding and fabrication
- Construction
- Agriculture

Any other program that meets a workforce need in the state as determined by the Department of Commerce.

Key Definitions

Amendment: Modifications to existing approved memoranda of understanding (MOU) between participating institutions and secondary school districts, or other partner organizations, that reflect changes in courses offered, schools participating, or pathways included in the LevelUp dual enrollment pilot program.

Dual Credit Course: A credit-bearing college-level course offered by an eligible institution to secondary school students in which the students receive credit at both the secondary and post-secondary levels.

Dual Enrollment: The registration of an eligible secondary student in a post-secondary course creditable toward high school completion and a career technical certificate, associate degree, or baccalaureate degree.

Eligible Course: Any class or program of instruction offered at an eligible institution for which the student receives credit toward both high school completion and a post-secondary certificate or degree. *Applied academics for adult education instruction, developmental education, physical education courses, and recreation and leisure studies courses are not eligible courses for dual enrollment purposes.*

Eligible Institution: A state institution of higher education as that term is defined in §18B-1-2 of the West Virginia Code.

Eligible Schools: include West Virginia secondary schools - county, homeschools, charter schools, microschoools, learning pods, and private schools as outlined in WV Code §18B-14-4.

Eligible Student: Limited to WV secondary school students in their junior or senior year. Students must meet minimum criteria established by the state school board and the institution for enrolling in a dual credit course. A student who is enrolled in post-secondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

Memorandum of Understanding (MOU): An agreement between a participating West Virginia institution of higher education and an eligible secondary school that outlines the proposed new career pathway(s), participating school(s), and dual credit course crosswalk(s). To be valid the MOU must be signed by the state institution, eligible secondary school, and upon approval, the WV Higher Education Policy Commission/Council (HEPC/CTCS) Vice Chancellor of Academic Affairs.

Program Requirements and Structure

Memorandum of Understanding (MOU) Process

A valid Memorandum of Understanding between the institution and the participating secondary school, home school, or county is required for students to be eligible for LevelUp funding.

The MOU establishes the partnership framework and identifies approved courses and pathways.

New MOUs must be submitted by September 15 of the academic year and should include all dual enrollment courses the institution intends to offer under the program. Annual resubmission of previously approved MOU is not required.

The LevelUp Dashboard reflects current approved MOUs across the state. [Dual Enrollment Dashboard – West Virginia's Climb](#)

Before a student is enrolled in a LevelUp dual enrollment course, the MOU with that pathway MUST be approved and signed by the Vice Chancellor of Academic Affairs, WVHEPC/CTCS.

For programs that do not yet have an approved MOU, student enrollment will be deferred until the subsequent fall semester, as MOUs are not approved during the spring semester, to allow adequate time for MOU development and approval processes.

Amendment Process

When changes to an approved MOU are necessary, the LevelUp Point of Contact (POC) must submit an amendment using the designated template. To complete an amendment:

- Identify the institution, pathway, and county
- Provide the course crosswalk by listing both the high school course and college course being addressed
- Indicate whether the course is being added or dropped
- If a high school is being added or removed, follow the same process
- Obtain required signatures from both the institution and the county

All amendments must be submitted to the Division of Academic Affairs, Senior Policy and Program Officer, for approval.

Amendments are due by September 15 of each academic year.

Student Eligibility Requirements

For a student to be eligible for LevelUp funding, they must be enrolled at a West Virginia PK-12 high school (or other approved high school setting) that has a valid MOU in place with the institution. This requirement ensures proper accountability and partnership between the institution and the student's home school.

The student must meet the eligibility requirements to participate in the LevelUp program from both the high school and college/university.

Admission Standards

Institutions may not require different admission standards among students participating in the dual enrollment pilot program based on secondary grade level or student age.

Universities are not required to give priority to LevelUp students over other students regarding admission or enrollment into courses. However, once a secondary student is enrolled in a dual enrollment course, the university may not displace that student from the course unless the student voluntarily drops the course or fails to meet student conduct or academic rules established by the university.

Alternative admission requirements may be applicable for specific approved pathways as determined by the institution and approved through the MOU process.

Academic Support Services

West Virginia HEPC/CTCS Series 19 requires institutions to provide comprehensive academic support services to dual enrollment students. These services are designed to enhance student success and ensure that secondary students have the support needed to succeed in college-level coursework. Each institution must provide the following academic support services:

Required Academic Advising

Each student enrolled in the dual enrollment pilot program must be assigned an academic advisor employed by the university. The advisor provides students with their contact information, office hours, and meeting scheduling process before the term starts.

A mandatory meeting between the advisor and student must occur before the university withdrawal date to discuss the option of withdrawing from a course to avoid a negative impact on the student's GPA.

The mandatory meeting shall provide information including, but not be limited to, the following:

- Academic resources available to assist students
- Availability of the academic advisor to assist students after the meeting
- Process for engaging faculty and other campus resources for academic assistance
- The university's student handbook and code of conduct; and
- The academic impact of dropping a course after the prescribed no-fault withdrawal date and the impact of failing a course on eligibility for State-sponsored financial aid programs

Additional requirements found in [West Virginia Code §18B-14-4](#)

Student Rights and Responsibilities

Universities must afford dual enrollment students the same rights and responsibilities as on-campus students and provide them with the same level of access to learning resources such as libraries, laboratories, and databases. Students must also follow the institution's Student Handbook/Code of Conduct which is to be made available to each LevelUp Student.

WVDE Guidance

Homeschool, Private School, and Charter School Students

West Virginia Code §18B-14-4 specifically includes homeschool, charter school, microschool, learning pod, and private school students as eligible for the program. When working with these student populations, institutions must acknowledge that while courses listed in the approved pathway under the LevelUp MOU will count toward graduation at the high school level within the specified PK-12 setting in the MOU, they may or may not be accepted by a West Virginia county school system if the student should transfer back to a county school.

LevelUp Guidance from the WVDE – Course Enrollment

- LevelUp courses taught by the two-year or four-year institution faculty members must be (1) weighted high school courses on students' high school transcripts and (2) students must be enrolled in the LevelUp program.
- For LevelUp courses taught by the local high school teachers, counties have the ability to allow students to choose whether or not they are enrolled in the LevelUp program. For students who choose not to enroll in the program, schools will follow their county's policy regarding the weighting of other advanced high school courses.

Funding and Financial Matters

Program Funding Structure

Participation in the dual enrollment pilot program is at no cost to the participating student. The West Virginia HEPC/CTCS reimburses institutions participating in the program at a rate of \$75 per credit dependent upon state appropriations. This reimbursement covers tuition incurred by eligible students taking dual credit courses in accordance with the program.

Course Payment Structure

Upon submission of the term registration, 60% of the amount of the course covered by LevelUp will be invoiced and processed.

Upon submission of the final grades, the remaining 40% of the amount of the course covered by LevelUp will be invoiced and processed.

If a student withdraws from the course, LevelUp will only cover 50%. If a student drops the course, any funds paid will be returned back to the LevelUp program.

If a student receives an Incomplete, the remaining 40% payment will not be paid until a final grade is submitted. If no grade is submitted by the deadline for incomplete grades, the initial 60% paid for the course will be returned to the LevelUp program.

Reimbursement Process

Registration Submission Requirements

Each fall and spring semester, participating institutions must submit a list of student registrations that meet Level Up eligibility requirements and are associated with approved Memoranda of Understanding (MOUs) under the specified pathway.

Institutions must prepare submissions using the Level Up Reimbursement Registrations Template (template can be accessed [here](#)) and adhere to all formatting and data-submission guidelines included in the template.

Submission Deadlines

Institutions must submit registration files by the following deadlines:

- **Fall Semester:** October 1
- **Spring Semester:** March 1

Submissions received after the applicable deadline will **not** be accepted.

File Submission Method

Each registration file must be uploaded to the GoAnywhere secure file transfer system in accordance with established data-security protocols.

Institutions requiring access to GoAnywhere should contact Jodi Oliveto (jodi.oliveto@wvhepc.edu) or Zorrie Georgieva (Zornitsa.georgieva@wvhepc.edu) for assistance.

Validation and Initial Payment

Upon receipt, WVHEPC/WVCTCS will review and validate submitted registrations to confirm that:

- Courses are included on the approved Level Up course list; and
- Registrations align with approved MOUs and pathways.

Once all registrations are successfully validated, the first reimbursement payment will be issued to the institution.

No additional registrations will be accepted after the submission deadline or after the initial set of registrations has been processed.

End-of-Semester Grade Reporting and Second Payment

At the conclusion of each semester, institutions submit standard academic data files to WVHEPC/WVCTCS as part of regular reporting requirements. Grade data from these files are used to populate final grade information for Level Up registrations and to determine eligibility for the second reimbursement payment.

Level Up coordinators or institutional points of contact **do not need to submit grade information separately** for Level Up purposes.

Grade files are typically processed according to the following timeline:

- **Fall semester grades:** February
- **Spring semester grades:** July

The second reimbursement payment will not be processed for any registration until a final grade has been received.

Incomplete and In-Progress Grade Updates

All updates to incomplete or in-progress grades must be reflected in institutional data submissions **no later than December 1 following the end of the academic year.**

- For the **2025–2026 academic year**, all updates are due by **December 1, 2026.** If a final grade is not issued by this deadline, registrations with incomplete or in-progress grades will be treated as drop-delete registrations. Any reimbursement payments already issued for those registrations must be refunded to WVHEPC/WVCTCS.

Invoice and Reconciliation

Institutions can access rosters of payments/invoices through the Financial Aid Management System (FAMS). FAMS is used by the financial aid office to manage state financial aid programs. Accounts can be created in FAMS and access granted to just LevelUp, if needed. This will allow colleges to download an excel spreadsheet of payments by student by course. Any questions on FAMS can be directed to the Division of Financial Aid at WVHEPC.

Registration and Data Submission Requirements

Dates to Remember

The LevelUp program operates on specific annual deadlines to ensure proper tracking and reimbursement. Key dates include:

- **September 15:** MOUs and amendments due
- **October 1:** Fall semester registration submissions due
- **December 1:** Grades must be submitted for all students with an Incomplete from the previous academic year
- **March 1:** Spring semester registration submissions due

Data Submission Process

Institutions must submit student enrollment and completion data through the forms and processes established by the Chancellor's office. This data is essential for program evaluation, reimbursement processing, and legislative reporting requirements. POC should maintain regular communication with the Division of Academic Affairs to ensure compliance with all data submission requirements.

Resources and Additional Information

Key Documents and Links

LevelUp Webpage: [LevelUpWV – West Virginia's Climb](#)

LevelUp Dashboard: [Dual Enrollment Dashboard – West Virginia's Climb](#)

Legislative Authority: [West Virginia Code §18B-14-4](#)

Program Rules: [HEPC/CTCS Series 19: Dual Enrollment Pilot Program](#)

MOU Template: [MOU Template](#)

Amendment Template: [Amendment Template](#)

Program Sunset Provision

The LevelUp dual enrollment pilot program was established as a four-year pilot with a sunset date of August 1, 2027. The Chancellor and State Superintendent will make recommendations to the legislature regarding the program's continuation beyond the pilot period based on program outcomes and evaluation data.

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The Division of Academic Affairs is committed to supporting institutional POCs and ensuring the success of the LevelUp program for West Virginia students and institutions.

