

# **Wellman-Union ISD Dual Credit Handbook**



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Dear Parents and Students,

Congratulations to your child for choosing the challenge of a dual credit course(s). As a result of this decision, your child will be participating in some **very rigorous, but rewarding** classes that will give them an opportunity to earn college credit while in high school. And on occasion, students may earn an Associate Degree before graduating high school. The attached handbook is designed to guide and inform you as you navigate the dual credit enrollment process. It is important that you are aware of a few facts concerning your choice for your child to take dual credit courses:

- Because these are advanced classes, they are more rigorous than regular high school classes, and your child will encounter more challenging schoolwork. You will probably find that the grading is more strenuous as well. Many students are discouraged at first because they have been accustomed to making “higher” grades, but students and parents need to remember that through the quality of the class, the knowledge gained, and the skills developed, students are ultimately better prepared for the remainder of their academic career.
- Dual Credit students are expected to be self-motivated learners.
- The dual credit course syllabus is the governing document for the course. As a result, students should carefully read the entire document to stay on top of course assignments, exams, and instructor’s policies and procedures. It is recommended that your child have a personal planner where he/she can note important dates, thereby ensuring that every minute counts toward success.
- Attendance in the dual credit class, either in-person or virtually, is essential because there is a tremendous amount of material to cover. In addition, you should always be prepared for the dual credit class.
- It is important that students develop a strong working relationship with their college instructors. It is imperative that each student learns to advocate for themselves and communicate regularly with their instructors.
- Your child should be prepared to do independent research. Students will be expected to gather information from varied sources, process it, analyze it, and evaluate it.
- Both student and parent are required to sign this agreement form to show that each has read and understood the expectations and guidelines for the dual credit handbook.

The information and instructions contained in this handbook are intended to help students and parents transition from regular high school courses to college-level courses. Please take the time to read the detailed instructions carefully. This Dual Credit Handbook is also available on the WUISD website <http://wellman.esc17.net> and clicking on the either the Parent Resources tab or the Student Resources tab. Please return the dual credit agreement to Mr. Chase. If you have any additional questions, please contact one of the persons listed below by email or phone at 806-637-4910.

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# What You Need to Know About Dual Credit

## What is Dual Credit?

According to The Texas Higher Education Coordinating Board (THECB), Dual Credit allows a high school student to earn college credit and high school credit concurrently. Academic dual credit in Wellman-Union ISD is awarded through South Plains College. For more details about what is dual credit visit the [Texas Education Agency Dual Credit Frequently Asked Questions](#).

Dual-enrollment courses are not simultaneous academic-credit programs; rather, a student in a dual-enrollment course is enrolled in two separate courses through which he or she may earn two separate grades.

## Grading Standard

South Plains College will issue a numerical grade to the student. WUISD will add ten points to the college grade. For example, South Plains College issues a grade 86 and receive college credit for the course. WUISD will add ten points to the college grade and record a 96 for the student's semester course grade. Starting the with Class of 2024, the weighted dual credit grade will count towards the student's high school grade-point average; however, the high school transcript may only indicate the original grade and not the weighted grade.

According to district grading policies any college grade below a 70 is considered failing. The student may receive college credit but will not receive high school credit. This would result in the student having to retake the high school equivalent course.

Course instructors each have their own system for grading as indicated in the course syllabus. Most of the time, college professors/instructors do not allow a student to repeat an assignment to improve a grade. A student's grade is generally not dependent on class attendance, although class attendance is required. Additionally, an instructor may not allow extra credit.

It is extremely important that you know and understand the grading policy for each of your dual credit courses.

## UIL Eligibility

How do Dual Credit classes impact extra-curricular eligibility? According to UIL rules, dual credit courses are eligible for UIL exemptions.

## How are grades issued in a Dual Credit Course?

Dual credit courses are actual college courses and therefore follow the traditional college requirements for grades issued to students. Students enrolled in a dual credit course will receive a final grade from the college and then given the WUISD equivalent grade as the semester grade. Students will not receive a six-weeks grade during the semester for dual credit courses.

## Are dual credit students eligible for Honor Roll?

All WUISD students are eligible to be listed on school's honor roll. Dual credit grades are issued at the end of each semester rather than each six weeks grading period. As a result, dual credit students will not be listed on the honor roll until the end of the semester. If the weighted grade meets the honor roll criteria, the student will be listed on third/sixth six-weeks honor roll during that semester.

## Dual Credit Attendance Policy

Dual credit students are enrolled on two campuses. As such, students must follow the attendance policies from both WUISD and South Plains College.

## WUISD

The attendance policy states that a student must be in attendance at least 90% of days for the course to receive credit high school credit. If a student's attendance falls below the 90% rule, high school credit may not be possible.

## South Plains College

In general, students must attend class regularly. However, students should follow the attendance policy outlined in the course syllabus provided by the college instructor. If a student has excessive absences in the course, an instructor may drop a

student. In this case, no credit will be awarded for the course on either campus.

### **How do Dual Credit classes impact rank and GPA?**

All dual credit courses are classified as an advanced course for the purposes of calculating class rank and grade point average (GPA). WUISD adds ten points to the dual credit grade issued by the college for the high school grade. Points are not added to the failing grade issued by the college, but the failing is recorded as is for the high school grade. For more information concerning class rank calculations, please consult EIC(LOCAL) or the WUISD Student Handbook. The weighted dual credit grade will count towards the student's high school grade-point average; however, the high school transcript may only indicate the original grade and not the weighted grade.

### **How many Dual Credit classes can students take?**

Students may take as many dual credit courses that they can academically handle starting as early as the 10th grade. Eligibility for multiple dual credit courses depends on several factors, such as TSI compliance, progress towards graduation, and prior dual credit experience. The number of dual credit courses is subject to approval by the principal.

### **Semester Test Requirements**

Dual credit students are required to take the semester test issued by the college for any dual credit course. Dual credit students are exempt from the high school semester test for the corresponding course.

### **Communicating Grades with Parents**

Dual enrollment/credit students are college students and subject to the federal Family Educational Rights and Privacy Act (FERPA). Refer to the Frequently Asked Questions (FAQ) on the SPC website <http://www.southplainscollege.edu/dualcredit/frequentlyaskedquestions.php>

### **How much does Dual Credit cost?**

WUISD pays for all tuition, fees, and textbooks for dual credit students provided the dual credit course is taken during the Fall or Spring semesters and enrollment

approved by the principal. Dual credit courses are only offered through South Plains College at WUISD. Students are financially responsible for taking dual credit courses during the summer semesters.

If a student fails any dual credit course, the parent/student may be charged the tuition and fees, plus textbook fees for the failed course. If a student wishes to continue in the dual credit program, the parent/student is responsible for all tuition and fees to SPC.

## **Dual Credit Eligibility**

To participate in the Dual Credit program, a high school student must have a high school counselor's approval and meet the following general requirements:

### **Grade Level Eligibility**

High school students may be enrolled in multiple dual credit courses. It is recommended that a student's initial enrollment in dual credit courses be limited to two dual credit courses per semester. It is also recommended that students desiring to enroll in dual credit courses develop proper study skills and work ethics in high school before taking on college course work.

### **Course Prerequisites Eligibility**

To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.)

*Scores are valid for 5 years from the date of testing.*

TSI Assessment 2.0 Qualifying Scores	
<u><b>Subject</b></u>	<u><b>Passing Score</b></u>
Math	950+  <b>OR</b>  Math Score Under 950 <b>AND</b> Math Diagnostic Level of 6
ELAR	ELAR Score of 945+ <b>AND</b> Essay Score of 5-8  <b>OR</b>  ELAR Score Under 945 <b>AND</b> ELAR Diagnostic Level 5-6 <b>AND</b> Essay Score of 5-8
ACT/SAT Qualifying Scores	
ACT	English 19+ Math 19+ Composite 23+
SAT	480 on the Evidenced Based Reading and Writing (EBRW) for TSI Reading & Writing exemption  530 on the mathematics test shall be exempt for TSI Mathematics exemption

### Test Scores Eligibility

To enroll in Dual Credit courses, a student must present an acceptable score on the SAT, ACT, or TSI Assessment 2.0. The Texas Success Initiative (TSI) is a state-legislated program designed to improve student success in college. Based on performance, a student may either be enrolled in a college-level course that matches skill level or be placed in the appropriate developmental course or intervention to improve skills and prepare for success in college-level courses. There are two components of the program:

1. An assessment to diagnose students' basic skills in reading, mathematics, and writing; and
2. Developmental instruction to strengthen academic skills that need improvement.

### Minimum Passing TSI Standards

The college will use the following minimum passing standards to determine a student's readiness to enroll in freshman-level academic coursework.

Eligibility for continued participation in the Dual Credit program requires satisfactory academic performance at the high school; earned grades of A, B, or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns a failing grade will not be eligible for future dual credit courses paid for by WUISD.

# Dropping a Dual Credit Course

Any dual credit student needing to drop or withdraw from a course should first inform Mr. Chase as soon as possible. When a student and parent decide to drop the course, all tuition and fees for the dropped course may be charged to the parents, including any textbook fees.

Students dropping a course will be placed in an equivalent course recovery program to receive high school credit. The course must be completed by the end of the semester in which the dual credit course was dropped.

The student's eligibility to take future dual credit courses will depend on several factors. The student should discuss eligibility with Mrs. Becker. Additionally, the college has drop dates listed on the academic calendar that affect college grades and future enrollment in dual credit courses.

South Plains College has set deadlines and policies for adding or dropping a course. The **census date** is set by the college and typically marks the end of the add/drop period. On this day, the college takes a "Snapshot" of all students' enrollment which becomes the "official enrollment" that is used for both state reporting and financial aid eligibility.

*The following excerpt is from the South Plains College Dual Credit Student handbook, page 4.*

**\*\*Record of your enrollment in dual credit classes and grades earned will become part of your permanent academic college record after the census date. We hope that your grade is a good one, but if you find yourself doing poorly in a dual credit class, you may wish to withdraw from the course. Students who need to drop a class must work through their high school counselor in order to submit a drop slip to the college. You must complete the appropriate paperwork, get your high school counselor's signature indicating approval for the drop, and do so before the last day for course withdrawal. Courses withdrawn from before the census date (12<sup>th</sup> class day fall and spring, 4<sup>th</sup> class day summer) will not be a part of your official transcript. \*\***

If you have any questions, contact the SPC Dual Credit office at (806) 716-2503.

# TSI Assessment Information

Prior to enrollment in a dual credit course, a student must have an acceptable score on the TSI assessment. A passing score on the Reading and Writing sections are required to enroll in dual credit courses other than math courses. A passing score on the Math section in addition to the Reading and Writing sections is required to enroll in a math course.

WUISD will provide students an opportunity to take the TSI assessment at no charge. For students who are not enrolled in dual credit, an opportunity will be scheduled at WUISD by Mr. Chase at no charge to the student. If a student fails to pass the required section(s) or misses the scheduled day, the parent/student will be responsible for scheduling a TSI through SPC and for payment of the test fee. For current dual credit students needing to retake a section or take an additional section, arrangements should be made with Mr. Chase on an individual basis. South Plains College will not allow any student to enroll in a course without passing the required section(s) of the TSI.

# Study Skills and Work Ethic

College courses are usually more rigorous and challenging than most high school courses. Therefore, it is extremely important to develop good study habits and work ethic to be successful at the college level. Dual credit students are encouraged to print the assignment calendar, syllabus, and other information for each course. Keep these documents in a binder for easy reference.

College courses have assignment deadlines. College instructors expect assignments to be submitted by the due date and time, if not before. Students are encouraged not to procrastinate; instead, set aside time to work on college assignments and put forth an effort in the work.

Students are encouraged to contact the instructors for assistance in the class. Contact the WUISD staff for other assistance in the course.

## More Information

Visit <https://www.southplainscollege.edu/dualcredit/index.php> for complete details concerning the dual credit program at South Plains College.

# WUISD Dual Credit Student Checklist

Below are the steps that must be completed to enroll successfully in the dual credit program:

- \_\_\_\_\_ Step 1: Attend the **Dual Credit Orientation**. Review the **Dual Credit Handbook**.
- \_\_\_\_\_ Step 2: Check with Mrs. Becker to verify Dual Credit eligibility.
- \_\_\_\_\_ Step 3: Obtain a Teacher's Referral, showing you are responsibly prepared to take a dual credit class.
- \_\_\_\_\_ Step 3: Take the TSI assessment. Schedule your test with Mr. Chase or with SPC.
- \_\_\_\_\_ Step 4: Go to [applytexas.org](http://applytexas.org) to apply for college admission.
- \_\_\_\_\_ Step 5: Complete the appropriate dual credit course selection document and the dual credit consent form.  
Get this form from Mrs. Becker.
- \_\_\_\_\_ Step 6: Submit the dual credit forms to Mrs. Becker.
- \_\_\_\_\_ Step 7: Confirm your dual credit course enrollment.

# WUISD Dual Credit Agreement

Wellman-Union ISD is excited to offer students the unique opportunity to start college while in high school through dual credit courses. Dual credit programs allow a high school student to earn college credit and high school credit concurrently.

## **Parent/Guardian Consent**

I give permission for my son/daughter to be enrolled in the Dual Credit Program for the current academic school year.

I understand...

- that my student will be enrolled in college courses that will be more academically challenging than traditional high school courses.
- that I must sign a FERPA Release for Proxy Registration Form (Valid for one Academic Year) from South Plains College to receive information regarding my student's academic information from college courses.
- that I should allow my student to contact instructors.
- that WUISD will only pay full tuition and fees, including any textbook fees, for a successful completion of the dual credit course.
- that if my student fails OR drops the course after the WUISD has made payment, I will be charged the amount for tuition and fees, including any textbook fees.
- that WUISD will assist my student and provide supports to help be successful in the dual credit course(s).

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Student Consent**

I agree to follow the dual credit policies set forth by South Plains College and WUISD.

I understand...

- that dual credit courses are more challenging than traditional high school courses.
- that WUISD requires my dual credit grades to be printed and submitted to Mr. Chase at least two times each six weeks period, as instructed by Mr. Chase.
- that I need to work on college assignments during the provided class time.
- that I may need to work on college assignments outside of class.
- that I will be the first to contact my instructor concerning my grades and assignments.
- that I must inform Mr. Chase before changing my enrollment in college courses.
- that I am able ask for assistance from the WUISD staff.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_