

HARDY COUNTY FILE: ICI

DUAL CREDIT POLICY

The purpose of this policy is to establish equitable and understandable guidelines which are conducive to student success in permitting students to receive dual credit for some college classes taken in high school. It is the further purpose of this policy to state that secondary schools will work with student scheduling to afford students the opportunity to take advantage of college courses while in high school. However, only high school courses and dual credit courses will be a part of the transcript in the student records.

Definition:

Dual Credit means that a student is enrolled in a course which satisfies a high school course requirement and also allows the student to earn college credit hours simultaneously.

Typically, these courses are AP High School courses or courses taught by college staff and made available to high school students by direct class attendance on or off the high school campus, or by computer or distance learning technology. Dual Credit consideration will be given for courses offered during the regular school calendar year and during the time of the regular school day. Dual Credit courses will be a part of the student transcript. (Although students are encouraged to evaluate their options and take advantage of college courses offered at night or during the summer, they will not be considered for dual credit.)

College Credit means a college course that is available to the student but does not take the place of a high school required course. These courses are offered by a college, and the high school will schedule the student in such a way as to allow the student to take advantage of the opportunity. The courses may be offered through direct class attendance on or off the high school campus, by computer or by distance learning technology. College credit courses will not be a part of the student's high school transcript. The college will maintain the academic record for these courses. The high school Principal may approve elective credit for a college course in a situation where the student needs additional elective credit to fulfill graduation requirements. In this situation, the grade will be placed on the transcript on a 4.0 scale.

Eligibility Requirements:

Any student may apply to take a dual credit offering. The criteria for approval will be:

- 1) Achievement of the proficiency level on Westest in the subject area.
- 2) State of WV Standardized test scores in the subject area above 80%.
- 3) A cumulative GPA in the subject area of 3.0
- 4) An overall cumulative GPA of 3.0
- 5) A recommendation by a teacher in the subject area.
- 6) Upon approval, complete paperwork leading to college approval for entrance to the course.

The Principal will notify students of their eligibility after review of their applications.

Application Process:

Students will apply for a dual credit course by May 20th of their 10th or 11th grade year. (Should additional courses become available after this date, students will be given a designated period to apply.) The application (Exhibit A) includes:

- 1) Specific statement of the course requested.
- 2) Specific statement of high school and college credit awarded.
- 3) Specific schedule of time for which course is arranged.
- 4) Specific statement of who will be responsible for tuition, books, fees, transportation.
- 5) Specific statement of any alterations to the student's schedule or other requisite agreements to permit participation in the course.
- 6) Teacher recommendation.
- 7) High school transcript.
- 8) Contract signed by student and parent(s) agreeing to above.

The Principal shall notify students of their eligibility by June 15 whenever possible.

SOURCE: Hardy County Board of Education Minutes

DATE: May 24, 2004

APPLICATION FOR DUAL CREDIT

Date _____

Student Name: _____ **Student #** _____

GPA in Subject: _____ **Overall GPA:** _____ **Westest Score:** _____

Course Requested: _____ **Offered By:** _____

Time Scheduled: _____ **College Credit Earned:** _____

High School Requirement Met: _____

Cost:

Paid By:

Tuition: _____

Books: _____

Fees: _____

Trans: _____

Alterations to Schedule:

Requisite Agreements:

By Signature, the undersigned acknowledge understanding and agreement with the conditions stated herein for dual credit enrollment.

Student Signature

Date

Parent Signature

Date

**Attach: Teacher Recommendation
Transcript**

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