

Monroe County High School

Dual Credit Handbook

This handbook is designed to answer questions about the requirements, expectations, processes, and services available to you as a high school student through dual credit. Included in this handbook is information for both students and parents. **As students, you will find new responsibilities for your education, new opportunities for growth, and the ability to successfully complete college courses** while having the support of your high school teachers. **As parents, you will find that your child will take more ownership of his/her education, including communications with college faculty, more independent work, and learning to meet the expectations of the college instructors.** There are many differences between high school and college that both parents and students will quickly notice.

What is Dual Credit?

Dual credit allows a high school student to earn college credit, at a cheaper rate than traditional college classes, while at the same time fulfilling high school academic requirements. Dual credit courses may be taken online or on-site at MCHS under the instruction of high school dual-credit staff. **College courses taken outside of a student's MCHS schedule CANNOT be put on their MCHS transcript and do NOT qualify for the dual credit price.**

Dual Credit Scholarship/Work-Ready Scholarship

Kentucky Higher Education Assistant Authority (KHEAA) oversees state funded scholarship programs for high school students taking dual credit. **The Dual Credit Scholarship will cover two general education dual credit courses per year during the student's junior and senior years. The Work-Ready KY Scholarship will cover Career and Technical Education Courses (2 per year for each year of high school).** The Work-Ready KY Scholarship will NOT cover general education dual credit courses. Likewise, the Dual Credit Scholarship will NOT cover Career and Technical Education (CTE) courses.

Please Note: Applying for admission to an institution and registering for a dual credit course is not the same as applying for a scholarship. A separate process must be completed. Students must login to the KHEAA account and set their scholarship preferences in order for the scholarship to apply. This process is done each semester, and instructions and deadlines will be posted on the MCHS website, as well as announced during the school day. It is the student's responsibility to do this. MCHS staff cannot do this, nor can scholarship money be applied after the deadline to set preferences.

Who does Dual Credit Serve?

The dual credit program is open to students who meet eligibility requirements. Each university has specific dual credit requirements. Currently, students may take dual credit courses from the following colleges/technical schools:

- Western Kentucky University
- Southcentral Kentucky Community and Technical College
- Campbellsville University
- Murray State University
- Eastern Kentucky University

Dual Credit Eligibility Requirements: Any student wishing to take dual credit must have a 3.0 GPA and/or meet the GPA requirements of the college. Also, students who want to take online courses **MUST** have had a CP class or higher level prior to taking an online dual credit course. In addition, universities may have other specific requirements.

Eastern Kentucky University

- Applicant must be a junior or senior
- ACT/PLAN Score: 18 in English and 20 in Reading
- GPA 2.5 or higher (unweighted)

Campbellsville University

- Applicant must be a junior or senior
- GPA 3.0

WKU Dual-Credit Online or Courses Taught at MCHS

- Must be a junior or senior (Freshmen and Sophomores may take in-house CTE(career and technical) courses)
- GPA 2.5

Murray State University

- Applicant must be a junior or senior (Sophomores can take Ag classes)
- GPA 3.0 or ranked upper ½ of class
- ACT Composite: 18

SouthCentral Kentucky Community and Technical College

- Applicant must be a junior or senior (Freshmen and Sophomores may take CTE (career and technical) courses)
- Applicant must meet qualifying placement scores on ACT or KYOTE (Please see your dual credit instructor for the specific course requirements)
- See Mrs. Donna Dyer or Mrs. Cybil Turner for GPA requirements (Course taken determines GPA requirements)

More detailed information on requirements, as well as course offerings for each college or technical school, can be found by visiting the links included later on in this handbook.

Calendar:

Online and on-campus dual credit courses will follow the college calendar. Students who are enrolled in these classes will meet in the online computer lab. Students enrolled in online or on-campus courses will have employability related assignments until their actual college class begins.

Grades:

At the end of each semester, students will receive a final grade report which will become part of their permanent record, for both high school and college. **Dual credit students will not receive a progress report grade,** unless that student is enrolled in a course that is taught within our building.

Please keep in mind that **MCHS staff do not have access to dual credit grades for online or on-campus courses until the final grade report is sent to us.** Students must correspond with his/her professor and keep up-to-date with the online portal used for assignments. College professors typically do not have sympathy for late or missing assignments.

If at any point there is a discrepancy with a grade, questions about an assignment, etc., your first course of action is to email your professor. If the problem is not solved, you will need to notify Mrs. Donna Dyer immediately. Do NOT wait until the end of the semester to inform her of a problem. Notifying Mrs. Dyer does NOT mean that she will be able to change the outcome, but it is the second step in trying to eliminate any discrepancies.

Attendance:

Excellent attendance in dual credit courses is critical for a student's success. While online courses allow students the flexibility of completing their coursework from any location with an internet connection, instructor-led, face-to-face dual credit courses do not have this same flexibility. Therefore, attendance is very important.

Because **dual credit courses are governed by the college guidelines**, not MCHS guidelines, **dual credit instructors have the right to determine when missed work (including tests) can and cannot be made up**, regardless of whether or not the absence is school approved, excused or not. **(Exceptions will be made in cases of extreme illness, death in the family, and other events at the discretion of the dual credit instructor.)** In addition, dual credit instructors have the right to not accept late work. Therefore, excessive absences may result in a much lower final grade.

There is a new level of responsibility, and there are choices that must be made and consequences that follow. If you must miss, please discuss with your teacher. Most college visits, EHO days, etc, have flexibility concerning when they can be scheduled.

If you must be absent, work must be submitted to your teacher via email or Google Classroom prior to the start of the class. You will not be able to make up missed daily work.

Grading Scale: (Note that dual credit courses carry the same weight as AP courses) They are weighted as 5.0 courses. Therefore, **if you do get a B in a dual credit course, it will NOT cause your KEES money to drop.**

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (Below 60)

Payment:

Tuition and fee payment deadlines vary depending on the university. It is the student's responsibility to note deadlines and make sure payment is received on time. There may be fees that dual credit scholarships will NOT cover including, but not limited to, digital textbook fees, online enrollment fees, lab fees, etc. MCHS staff cannot access a student's financial records. **MCHS staff are not responsible for ensuring that payment is made. A student can be dropped from a class or not permitted to enroll in additional dual credit if payment is not received.**

Other Important Information:

It is the student's responsibility to pay attention to registration deadlines. While staff will notify students and parents of upcoming deadlines, **it is the student's responsibility to ensure that deadlines are met. Failure to meet deadlines may result in a student not being able to enroll in a dual credit class.**

Registration deadlines will be posted on the MCHS website and on social media. Mrs. Donna Dyer and Mrs. Cybil Turner will be available to assist students in the registration process. However, as mentioned earlier, it is the student's responsibility to register by the deadline. In some instances, deadlines occur while high school is not in session.

For detailed information about dual credit programs, such as tuition and fees, course offerings, and deadlines, or to apply for dual credit, visit the following websites.

Campbellsville University - <http://www.campbellsville.edu/dual-credit>

Western Kentucky University - <https://www.wku.edu/dualcredit/>

Eastern Kentucky University - <http://dualcredit.eku.edu/>

Murray State - <https://www.murraystate.edu/students/undergraduate/GettingStarted/RacerAcademy/>

Southcentral KY Comm & Tech College - http://southcentral.kctcs.edu/en/Admissions/Dual_Credit.aspx

For Your Information:

While dual credit is an excellent opportunity, and most courses available for dual credit do meet general education requirements, it is recommended that students familiarize themselves with the general education requirements at the college he/she plans to attend. General education requirements can vary from university to university. **Also, it is a good idea for students to check transfer equivalencies at the university of their choice, if there is a doubt as to whether or not a particular course will transfer. We cannot guarantee that courses will transfer from university to university for the same exact course credit. Each university has a right to accept transfer credit per their university policy.**

If for some reason, you need to drop an online dual credit course, you must do so by the second week in September for the fall semester and the second week in February for the spring semester. If you have previously failed a dual credit class, you will not be able to enroll in dual credit online.

If you have specific questions about dual credit at Monroe County High School, contact: Donna Dyer at 270-487-6217 or email donna.dyer@monroe.kyschools.us.

Please Note: The guidelines set forth in this handbook apply to courses taken at Monroe County High School. Monroe County Area Technology Center is considered a separate school with different guidelines. Therefore all information in this handbook may NOT be relevant to those courses.

However, KHEAA does consider Monroe County ATC and Monroe County High School to be the same when it comes to the dual credit and Work Ready KY scholarships.

Monroe County High School Dual Credit Contract

Students who wish to participate in dual credit at Monroe County High School must sign the following contract in order to be accepted into the program. A parent/guardian signature is also required.

1. I recognize that participation in the dual credit program requires me to demonstrate increased student independence.
2. I understand that I must take on a high degree of responsibility.
3. I will develop goals that focus on higher education, and I will work hard to meet all requirements and deadlines.
4. I will develop a strong work ethic and meet the curriculum requirements.
5. I understand that it is my responsibility to keep up with and meet all deadlines. This includes registration and tuition payment deadlines, as well as due dates for assignments.
6. I understand that there will be no progress report grade and that MCHS staff does not have access to my college grades. Therefore, it is my responsibility to monitor and check my progress.
7. I understand that I must maintain a 3.0 GPA/University required GPA while participating in dual credit.
8. I understand that there is a fee for all dual credit courses, and that the fee varies from college to college, and is subject to change without advance notice.
9. I understand that if I fail a dual credit or regular MCHS class the 1st semester, I will not be allowed to take dual-credit classes the 2nd semester.
10. I understand that if I need help, I should ask. Guidance and online lab staff are available to assist me when needed.
11. I understand that it is at the teacher's discretion as to whether or not late work will be accepted.
12. I understand that being absent on a test day MAY result in not being able to make it up.
13. I understand that I need to be present each day for dual credit classes.

Student Signature

Date

Parent Signature

Date

Dual Credit Coordinator Signature

Date