



Ontario High School

Dual Credit Student Handbook

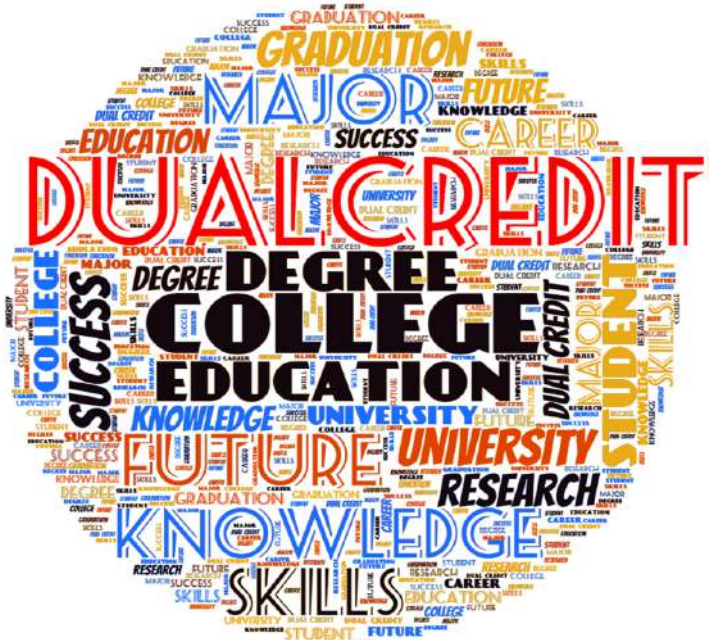


2024/2025

Ontario High School Dual Credit

When students take high school and college classes at the same time

Dual credit is an opportunity for high school students to take college classes and earn college credit prior to graduating high school. Ontario High School has strategically aligned course offerings to provide high school students the opportunity to take college courses while still enrolled in high school through a variety of modalities within the building (where the high school teacher is an approved adjunct college instructor), online, or on a college campus. Ontario High School partners with Treasure Valley Community College, College of Central Oregon, Oregon Institute of Technology and Eastern Oregon University within the disciplines of English, Mathematics, Science, Culinary, Agriculture, Welding, Allied Health, History, Teaching, Humanities, Business, Anthropology and Spanish. The purpose of dual credit is to provide access to students and allows students to invest in their education earlier. By doing this, we have seen an increase in a college-going culture at OHS. It has also created an additional communication channel between OHS and higher education institutions, which in turn better serves our students and the community. At OHS, we believe in advancing student educational opportunities while helping them achieve their academic, career, and personal development goals. It is important to understand that students will receive a final grade for the course they are registered for and those courses will be on their official college transcript. These grades and units will count towards their financial aid eligibility when they decide to attend any post-secondary institution (college/university).



Student and Parent Frequent Questions and Answers

What is the difference in dual credit?

- OHS offers dual credit within the building. These classes are taught during the regular school day by a OHS teacher that meets the qualification to teach a college course thus the high school teacher is an approved adjunct college instructor.

Can I use the college courses for high school graduation?

- You need to have your high school approve your courses to be used for high school graduation.

Does taking college courses while still in high school impact financial aid?

- You are starting your college transcript. You want to try to complete and pass the courses you register for because the units attempted/earned are counted towards your financial aid eligibility.

If I decide to drop my college course, what do I do?

- Begin by talking with your high school counselor to discuss your options especially if using the courses for your high school requirements.

Do the college courses taken prior to high school graduation transfer to colleges and universities?

- Most classes/units transfer to your college/university of choice however, recommended to contact their Office of Admissions to confirm their acceptance of how dual credit courses are accepted.

Do I add these courses to my college/university application?

- Yes, you need to add your college courses to your college application. You will need to request an official transcript from each college you earned credit from and send to your college/university.

Student Responsibilities

As a high school student taking dual credit courses, you are responsible to meet the same requirements as college students. This includes but is not limited to maturity, expectations, attendance, classroom etiquette, respect, and academic honesty.

As a dual credit student it is your responsibility to:

- Apply to the college and complete the matriculation steps. As well as ensure that you have met the prerequisites of a course you are interested in registering for.
- Register for the college course.
- Attend class meetings and study sessions as able.
- Complete course work and required materials for the class.
- Engage in classroom discussions and assignments with academic honesty.



High School Versus College

Attendance: In high school the teachers will provide you with the readings and assignments that you missed. In college the student is responsible for finding the readings and assignments; typically, by asking a classmate.

Grading: In high school, completing assignments and homework will raise your overall grade even if your test scores are low. In college tests and major assignments can be the majority of your grade and completing assignments or homework does not impact your grade. High school teachers will keep you up to date on your grades. College professors will post grades in their gradebook where students should view themselves.

Teachers/Professors: In high school teachers will remind you and check that your homework is completed. In college some professors will remind you about homework and assignments. High school teachers will review and provide feedback on ways to improve. Some professors will give feedback and others do not as they expect you to reach out and ask for help. High school teachers will approach you if they see you are not doing well in the class. Some college professors will reach out but others will wait for you to ask for help. In high school typically late work is accepted. In college, professors typically do not allow any late work regardless of the reasons.

Registration into Dual Credit classes

To participate in dual credit courses in the building, students will start by talking with their counselor before or during course selection. Once the dual credit course is in their schedule they will attend the class during that class period at the high school but they are learning the college curriculum and considered a college student. During the class the student will apply to the college and then register for the class.

To participate in dual credit at the college or online the student needs to meet with Dr. Hochstrat to complete the dual credit college application (on the college's website), once the application is received and appropriate courses are selected the student will complete a registration form. Once the form is approved the student will then register for the college course. The student is responsible for determining the materials needed for the class, i.e. textbooks and supplies.

Credit/Unit limitations of Dual Credit Courses

Students will be limited to 11 college credits/units per OHS trimester. Students will need to petition to register for more than 11.5 college credits/units per OHS trimester.

Textbooks

Ontario High School supplies the textbooks for the Dual Credit courses held at the high school. If able, OHS will cover the cost of the textbook for on campus/online dual credit courses. If OHS purchases the textbooks for a course, the student is responsible for returning the textbook to the high school. If not returned the student will be responsible for the textbook cost as well as those dual credit courses will not be added to the OHS transcript.

Deadlines and Dropping a College Course

Dual credit students follow the same rules and process as regular college students; therefore, they must be aware of the drop and withdrawal dates of the college they are earning their credit through. Students need to communicate with the College and Career Pathway Coordinator to ensure that there will not be a negative impact on the high school graduation requirements. If a student drops/withdraws the course after the designated drop date without a 'W' will be awarded on the transcript. A student cannot drop/withdraw a course after the drop deadline of the course and the grade earned will be awarded on the transcript (student can submit additional paperwork if eligible).

Attendance

For high school dual credit the attendance policy follows the high school policy. Instructors will provide students with a syllabus, which includes their individual attendance policy. It is extremely important for a student to attend the first class meeting after their registration. Instructors are authorized to drop students who do not appear for the first class meeting to make room for others who desire to take the class. However, students are expected to attend all classes in which they are enrolled. Experience demonstrates that regular attendance contributes to academic success. Absence interferes with learning and communication between instructor and student. The instructor of a course is in the best position to judge the effect of any absence on the progress of a student in that course; hence, it is the instructor's prerogative to report excessive absence, to recommend withdrawal or to drop a student from the course when, in the instructor's judgment, such absence has seriously interfered with learning. Absence due to illness or absence due to participation in a college-sponsored activity certainly introduces the element of extenuating circumstance and presumably will be factors in the instructor's determination. Make-up work for absence of any kind must be completed to the satisfaction of the instructor. All instructors recognize the unavoidable nature of illness, and it is institutional policy to support and encourage student involvement in significant activities and experiences outside the classroom. Even so, **no absence**,



whatever the reason, relieves the student of responsibility for completing all work assigned. Each instructor will, through the course syllabus and the official course outline of record, establish the grading criteria; specify the written course of objectives and the standards for attendance in each class. Instructors will provide students with a syllabus, which includes their individual attendance policy. If the student is taking a college course outside of the OHS building, it is extremely important for the student to attend the first class meeting if the class is a face-to-face class or complete the check-in process if the class is online. Regardless of where the student is taking the dual credit class, students are expected to attend all classes in which they are enrolled. Again, experience demonstrates that regular attendance contributes to academic success.

Late/Make-up Work

All due dates are listed on the schedule. Make-up work for absence of any kind must be completed to the satisfaction of the instructor. All instructors recognize the unavoidable nature of illness, and it is institutional policy to support and encourage student involvement in significant activities and experiences outside the classroom. Even so, no absence, whatever the reason, relieves the student of responsibility for completing all work assigned. Each instructor will, through the course syllabus and the official course outline of record, establish the grading criteria; and specify the written course of objectives and the standards for attendance in each class. Students may encounter significant health issues, family concerns, or other challenging situations while taking this course. Late work or test make-ups are not guaranteed and are at the discretion of teacher and discipline/department.

Credits and Grading

The college/university awarding credit will ensure that the dual credit courses are equivalent in curriculum, content, and rigor as the courses taught through the college/university online and on campus. These standards will be upheld by the teachers, administrators, staff, and school district. Dual credit courses are taught following the same syllabus requirements, course outlines, grading procedure and other instructional evaluation policies and procedures through the college/university online and on campus.

Students are awarded letter grades in accordance with policy printed in the college/university catalog. Students will have access to the college/university grading policy via that institution's website in regards to the grading policy and appeal process.



Students will receive a final grade for the course they are registered in. Students do not receive progress reports unless otherwise determined. It is important to understand that participation in Dual credit courses regardless of where they are taught are true college courses and therefore, the grades will appear on a college/university transcript. These grades and units will count towards their financial aid eligibility when they decide to attend any post-secondary institution (college/university). Students need to ensure they understand the deadline and processes of the college/university to ensure they are following the important dates on the college/university academic calendar. Students need to communicate with the College and Career Pathway coordinator if they need to drop a course as it could also impact their high school graduation requirements. Students taking dual credit outside the OHS building are responsible for obtaining a transcript from the college/university portal in order to have those classes added to their OHS transcripts.

Academic Dishonesty

As an academic institution, we see great value in your ideas, words, and work. To maintain academic integrity, students must complete their own work, using their own words, and give credit to others where necessary. Cheating or plagiarism are taken very seriously and can result in disciplinary measures, such as no credit on the assignment or formal student conduct processes. Plagiarism occurs when you use someone else's ideas, words, or work as your own, or when you submit work for credit that has already been submitted for credit elsewhere.

Financial Aid Eligibility

Dual Credit grades and units will count towards their financial aid eligibility when they decide to attend any post-secondary institution (college/university).

Family Educational Rights and Privacy Act (FERPA)

All student records of the college are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The two basic elements of the act are the student's right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties. A copy of the complete text of this act is available in the college library. Further information about the federal regulation may be found at:

www.ed.gov/policy/gen/guid/fpc/ferpa/

Family of community college students regardless if the student is under the age of 18, do not have access to the academic or educational record of the student. In some cases students will give access to the family member. For more information please contact Enrollment Services or Admissions at the college.

Student Definitions

Unit

A unit of credit is approximately one (1) hour of class plus two (2) hours of study per week for lecture. For each hour of lecture/discussion, two (2) hours of preparation are assumed. Each laboratory unit requires three (3) hours of laboratory work per week. Each Activity unit requires two (2) hours of class and one (1) hour of study per week. To receive credit, the student must be officially enrolled in the course.

Students not officially enrolled by the proper date will not receive credit for the course, even if they complete all course work

Syllabus

The course syllabus provides vital information to encourage students in their academic endeavors and supports the learning process and classroom norms. The syllabus is an official welcome to the course, and in some cases, to the college. A syllabus is the contract between the instructor and the student. Remember to check due dates because if it is listed in the syllabus it is due.



Student Success Model

This is for the expectation of time to be successful in your college course. Every 1 unit means 1 hour in class and 2 hours outside of class for homework.

Student registers for a 3 unit course should expect:

3 hours in class per week X 6 hours outside of class doing reading, activities, assignments, etc. Equals 9 hours per week to be successful in one 3 unit class.



Ontario High School Dual Credit Contract

Student Information:

Name: _____ ID#: _____

Grade Level: _____ Graduation Year: _____

Parent Information:

Name: _____

Please initial the following with the understanding of:

(Student) (Parent) College classes requirement more out of class work

(Student) (Parent) Attendance is a requirement for understanding the course content

(Student) (Parent) Latework is not accepted unless prearranged/extraordinary circumstance

(Student) (Parent) There are no exam retakes in dual credit courses unless prearranged

(Student) (Parent) College credits are represented on a permanent college transcript

(Student) (Parent) Student must meet the prerequisites/placement for the college course

(Student) (Parent) Student must complete the college application

We have read, understand, and agree to all the conditions and requirements outlined in the OHS Dual Credit Handbook. We understand that we must abide by the high school rules and requirements as well as the college rules and regulations; which may differ. We understand that not following the outlined conditions set forth in this contract will result in the student not being able to participate in Dual Credit which may result in a "W" (withdraw from a college course) or an F on the college transcripts and taking a regular high school course to recover the needed course/credit.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____



Ontario High School TVT Welding Contract

Student Information:

Name: _____ ID#: _____

Parent Information:

Name: _____



Please initial the following with the understanding of:

(Student) (Parent) Attendance is a requirement of TVT. Students cannot have more than 14% absences throughout the year or it will result in being removed from TVT Welding and placed into another high school course.

(Student) (Parent) Student must complete and pass 80% of the course in order to receive the college credit.

(Student) (Parent) College credits are represented on a permanent college transcript.

(Student) (Parent) Student must complete the college application

(Student) (Parent) Student is responsible for their needed materials

(Student) (Parent) Discipline issues and disruptions will not be tolerated and student will be removed from TVT welding

(Student) (Parent) Completion of TVT 1 does not guarantee admittance into TVT Welding 2

We have read, understand, and agree to all the conditions and requirements to be in TVT Welding. We understand that we must abide by the high school rules and requirements as well as Treasure Valley Community College rules and regulations; which may differ. We understand that not following the outlined conditions set forth in this contract will result in the student not being able to participate in Dual Credit which may result in a "W" (withdraw from a college course) or an F on the college transcripts and taking a regular high school course to recover the needed course/credit.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____