

DUAL ENROLLMENT

2011-2012

GUIDEBOOK

**Vernon College
and
Wichita Falls ISD**

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GENERAL INFORMATION

Through a partnership with Vernon College, Wichita Falls ISD students have an opportunity to take college courses while still in high school and earn both college and high school credit simultaneously. Wichita Falls ISD will award credit for the appropriate high school course(s) upon successful completion of the college course(s) at the end of the corresponding semester. Students may take only two college courses per semester through this dual enrollment program. Students requesting more than two college courses during any given semester will need special prior approval from their high school principal and the appropriate college dean. Financial assistance is only available for **two** classes per semester.

REQUIREMENTS FOR DUAL ENROLLMENT

Students wishing to enroll in a dual credit class must:

1. Be classified as a junior or senior.
2. Be recommended by their principal or designee.
3. Meet Vernon College requirements for admission.
4. Apply through the high school College and Career Facilitator's office.
5. Have passed all portions of TAKS.
6. Satisfy the Texas Success Initiative (TSI) requirements.

The College and Career Facilitator on each high school campus can assist all students and parents with specific information regarding applications, admission, registration and tuition/fees. (See page 10 for contact information.)

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative is a state law designed to ensure that each student taking college level academic coursework is “college ready.” A student who plans to enroll in both high school and college courses at the same time must prove “college readiness” according to the guidelines in the law. According to the law, a student may show “college readiness” by meeting one of the exemptions in the table below.

TAKS	SAT	ACT
Writing: 3 or 4	Combined verbal & math score: 1070	Composite score: 23
ELA: 2200	Verbal: 500 (minimum)	English: 19 (minimum)

COLLEGE CREDIT

The credit received from Vernon College will, in most cases, transfer to any other Texas public college or university. Public institutions of higher education in the State of Texas are required, by state law, to accept most college-level courses in transfer from another state public institution as either a core course of study or elective credit. Credit may or may not be accepted by private or out-of-state institutions. Students are responsible for asking the registrar’s office of their intended university if the college accepts Vernon College college-level credit in transfer. Generally, a “C” average or better is required for the course credit to transfer to other post-secondary educational institutions. Many colleges and universities will not admit a student with a college course GPA that is less than 2.0.

Dual enrollment course grades are recorded with two grades (one reflecting the high school credit while the other reflects college credit). The high school grade will be figured into the high school GPA if the course is taught on a WFISD campus. High school grades are configured on a regular grade point scale. The college grade is not computed in the GPA.

Approved Dual Enrollment courses are as follows:

WFISD Course	Vernon College Course
English III (1 st semester)	English Composition 1301
English III (2 nd semester)	English Composition 1302
English IV (1 st semester)	British Literature 2322
English IV (2 nd semester)	British Literature 2323
US History (1 st semester)	US History I 1301
US History (2 nd semester)	US History II 1302
Government	American Government 2301
Economics	Principles of Macroeconomics 2301
Communication Applications	Public Speaking 1315
Psychology	General Psychology 2301
Sociology	Introductory Sociology 1301

If a course is taught as a dual credit class on the WFISD high school campus that the student attends, the student may *not* take the course at a Vernon College campus or on-line to receive high school credit unless extenuating circumstances have been approved by College Readiness personnel.

COURSE/STUDENT EXPECTATIONS

Each student enrolled in a dual credit class will receive a syllabus. The syllabus contains an outline of the material to be covered, assignments, due dates, grades, grading legend, absence policy, conduct expectations and other pertinent information.

Students **must** be mature enough to follow the syllabus, work independently and behave appropriately. It is the responsibility of the student to complete assignments without reminders. It is also the responsibility of the **student**, not the parents, to communicate directly with the college instructor if he or she is experiencing academic difficulty. (See policy FL (LEGAL) at www.wfisd.net.)

Regardless of the location of where the course is taught, parents should be aware that these courses are taught on the college level even though the students are still in high school, Students **are** expected to use higher level thinking skills and intellectual maturity to evaluate, analyze and synthesize challenging, complex, and sometimes controversial issues. If controversial issues are addressed in a class, they are discussed in conjunction with the course curriculum and are dealt with in a professional manner by the instructor.

PROCEDURES/POLICIES

A dual enrollment student is still in high school even though he/she has elected to participate in a dual credit which will hold him/her to the same standards, expectations and regulations of Vernon College.

WFISD STUDENT RECORDS POLICY FL (LEGAL)

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

VERNON COLLEGE STANDARDS OF STUDENT CONDUCT

Vernon College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit. The Vernon College General Catalog states the following:

VERNON COLLEGE ATTENDANCE POLICY

Students are expected to regularly attend all classes in which they are enrolled. Students are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed will generally affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member. Except for absences due to college sanctioned activities, it is at the instructor's discretion to excuse or not excuse an absence. An instructor may request the withdrawal of a student from a class when the total number of unexcused absences exceeds the equivalent of two weeks of class and lab meetings in a course.

VERNON COLLEGE ACADEMIC INTEGRITY POLICY

Student Responsibilities: Students have a responsibility to behave in accordance with ethical standards that will build and sustain the trust of the faculty, the administration, and their peers and to follow the *Honor Code of Conduct* of Vernon College:

By virtue of being a student of Vernon College, I pledge to behave ethically by:

- 1. following the standards of academic honesty and scholastic expectations;*
- 2. refraining from giving or receiving any unauthorized aid or engaging in collusion;*
- 3. refusing to take the work of others and submit it as my own;*
- 4. notifying the appropriate instructor and/or those in immediate authority of any incidents of suspected academic misconduct.*

Specific Violations of Academic Integrity. Violations of academic integrity include but are not limited to the following:

Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and other acts designed to give an unfair academic advantage to the student.

"Cheating" includes, but is not limited to:

1. copying from another student's work, e.g., test paper or assignment, or allowing another student to copy from one's own work without authority;
2. possessing any materials during a test that are not authorized by the instructor, such as class notes, specifically designed "crib notes", calculators, electronic devices, etc.;
3. using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer programs;
4. collaborating with or seeking aid from another student during a test or other assignment without authority;
5. discussing the contents of an examination with another student who will take the examination;
6. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or kept by the student;
7. substituting for another person or permitting another person to substitute for oneself to take the course, to take a test, or to complete any course-related assignment;
8. registering for and taking a class for which the student does not have the formally required prerequisite classes or a written waiver from a Division Chair or Instructional Dean;
9. falsifying academic records, including, but not limited to, altering or assisting in the altering of any official record of the college.

"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else's work and then submitting that work for credit as if it were one's own. It also includes the failure to properly document sources used in research.

"Collusion" includes, but it is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

Sanctions Related to Violations of Academic Integrity. The sanctions for academic dishonesty include but are not limited to:

1. a grade of zero on an exam or assignment;
2. an "F" in a course;
3. administrative withdrawal from a class with a possible recommendation of disciplinary sanctions.

Students in dual enrollment courses must also follow the *Wichita Falls ISD Student Code of Conduct* and are subject to school discipline according to the *Wichita Falls ISD Discipline Management Plan*. A student who commits an infraction that leads to an Alternative Education Placement or suspension is responsible for discussing his or her situation with the professor to determine whether or not arrangements can be made to continue in the class.

Vernon College attendance policy is at the discretion of each individual instructor. The student is responsible for verifying the instructor's attendance policy prior to starting the course. An instructor may request the withdrawal of a student from a class when the total number of unexcused absences exceeds the number allowed by his/her policy. Attendance begins on the first day the student is enrolled and attendance at VC takes precedence over a change in schedule at the home campus.

A student dropped from a college class for excessive absences will receive a W or WF depending on the date of withdrawal on his or her college transcript and receive no college credit for the course.

A student may also be administratively withdrawn from the college course for inappropriate behavior or any behavior that interferes with the learning process. Students are referred to the *VC Student Handbook* and the *Wichita Falls ISD Handbook* for specific information on student conduct. Regulations and procedures concerning behavior, attendance and academic dishonesty will be strictly adhered to by Vernon College and the WFISD.

A student who withdraws or is administratively withdrawn from a dual credit course will need to consult his/her high school counselor to determine what alternatives, if any, are available for the student to recover the high school credit for graduation. There will be no student transfers from dual enrollment to regular classes during the last six weeks of the semester. If a course is dropped, the student will have to repeat that course when available on the high school schedule, in night school or in summer school.

Students who elect to take the Economics, Government, U.S. History, English, and possibly some electives courses, and who must have the credit in order to obtain their high school diploma may not graduate from a Wichita Falls ISD high school unless he or she has completed the course successfully.

A student who chooses to withdraw from a dual credit class must complete and submit an official college *Withdrawal Form* prior to the college's last official date for withdrawal. Failure to do so could result in the student receiving an "F" on his/her official transcript. **All course withdrawals must be directed through the College and Career Facilitator.** Students who withdraw from a class during the semester or fail a class will not be eligible for further WFISD financial assistance.

FINANCIAL AID

All WFISD students who take dual enrollment courses are eligible for a scholarship of \$125 per course for up to two courses per semester. Students who qualify for free or reduced lunches are eligible for an additional \$125 per course. Students who drop during the semester or fail a course will not be eligible for any financial aid in successive semesters.

Students should be aware of the refund schedule set by Vernon College stipulating specific dates and percentage of refund that is allowed on or before those dates. WFISD reserves the right to be refunded 100% of its money if the student drops a course after tuition has been paid.

WFISD scholarships are not available for summer school.

STUDENTS WITH DISABILITIES

Students who receive special education modifications or 504 accommodations in Wichita Falls ISD and who wish to enroll in one or more dual credit courses should contact their high school counselor. Parents and students will be referred to Deana Lehman, Director of Special Services, Vernon College, (940) 552-6387. Students with documented disabilities must meet with the director *prior to enrollment*.

TEXTBOOKS

Students are responsible for the purchase of their own college textbooks. The cost of textbooks for dual enrollment courses varies widely from course to course. Used books are available for some courses while some courses require the purchase of new books. Some courses may have classroom sets of books available for student use.

GRADES AND GPA

Dual Credit indicates that a student is eligible to receive high school credit and receive college credit for a course. How grades are transcribed is determined by the method of delivery.

Vernon College classes ON a WFISD campus: Grades are recorded with two entries on the transcript. The grade that reflects the high school course credit is recorded on the transcript and is figured in the GPA. Parents will be able to access progress notes and report cards through WFISD Parent Self-Serve. The college course is reported on the high school transcript and on the student's Official College Transcript in letter format and is **not** included in the GPA. College courses do not issue progress reports or six-week grades. **Students** are responsible for following the syllabus and monitoring their grades throughout the semester. If this

is a class required for graduation, the student must receive a passing grade in the high school course to fulfill graduation credit.

Vernon College classes AT the Century City campus or the Vernon Skills Center:
The grades from these classes will NOT count in a student's GPA and will not be recorded on progress notes or report cards for the first and second six-weeks of the semester. The final report card for the semester will have the college grade recorded, and this grade will be transcribed on the high school transcript and the student's Official College Transcript. If the course is required for graduation, the grade must be passing to fulfill any graduation requirement. For high school reporting, grades have to be in numerical format. Letter grades from Vernon College will be awarded as follows for high school grading conversion:

Vernon	WFISD
A	95
B	85
C	77
D	72
F	65

Contact your College and Career Facilitator with any questions about the policies governing this program. Both Vernon College and WFISD are committed to providing a successful opportunity for your student(s).



Dual Enrollment Checklist

- Be classified as a junior or senior.
- Meet minimum passing standards on all parts of the applicable grade level TAKS.
- Complete Dual Enrollment Application Packet signed by student, parent and principal.
- Sign and return the Dual Enrollment Guidelines Student/Parent Acknowledgement page to the College and Career Facilitator.
- Submit all completed forms and paperwork for approval to the high school College and Career Facilitator's office.
- Register for the chosen courses through the College and Career Facilitator.
- Pay applicable tuition and fees by the deadline.
- Buy books.

Wichita Falls ISD
College and Career Facilitators

Hirschi High School
Vickie McFadden
(940) 235-1070 ext. 30011

Rider High School
Julie Johnson
(940) 235-1077 ext. 31074

Wichita Falls High School
Kris Gossom
(940) 235-1084 ext. 32025

Dual Enrollment Guidelines

STUDENT/PARENT ACKNOWLEDGEMENT

Return this form to the College and Career Facilitator with both student and parent signatures.

We have read the Dual Enrollment Guidebook and accept the WFISD and Vernon College policies as explained within. We understand the steps involved in enrolling in a dual credit course and will comply with state deadlines and guidelines established by WFISD and Vernon College.

Student Name

Print Name

Date

Signature

Parent Name

Print Name

Date

Signature