

# Grand Saline High School Dual Credit Handbook



# Grand Saline ISD Dual Credit Handbook 24-25

## ***Dual Credit Overview and Eligibility***

Dual credit is a process by which a High School student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. Dual credit includes both academic courses as well as technical courses. These courses are stepping-stones from high school to college, serving as a path to academic degree programs, or college-level workforce education courses.

Grand Saline Independent School District (GSISD) has partnered with Tyler Junior College (TJC) to offer students the opportunity to earn up to an associate degree while a high school student. GSISD currently pays tuition up to \$525 per semester per student, and books for all Grand Saline High School students taking qualified dual credit courses through TJC.

There are numerous advantages for both the student and the state in regards to dual credit. Studies show that dual credit:

- Increase the likelihood that a student will complete high school, and enroll in and persist in college.
- Decreases cost of tuition and fees for students.
- Allows graduates to enter the workforce sooner and begin to earn wages, benefiting themselves and the economy.
- Prepares students for college work and the transition between high school and college.

## **Who is eligible to take Dual Credit courses?**

9<sup>th</sup> – 12<sup>th</sup> grade students at Grand Saline ISD that:

- Meet all TJC eligibility requirements.
- Demonstrate maturity, strong attendance and positive behavior.
- Complete all documentation by applicable deadlines (see counselor's office).
- Meet the state approved TSI Assessment cut scores for College Readiness or be "TSI Complete" (see counselor's office about testing dates)

Students wishing to enroll must additionally adhere to the following:

- Freshman should possess an overall 8<sup>th</sup> grade average of a B.
- Sophomore students should possess a high school GPA of a 3.0 or above on a 4.0 scale.
- Students not meeting the B average criteria must attend an individual conference with the principal, counselor, and parent.

## **How does a student enroll in the dual credit program?**

- Attend the student / parent informational meeting.
- Successfully take and pass the TSI test.
- Submit TJC application.
- Submit TJC dual credit registration form. **(Each semester)**
- Submit student / parent agreement.
- Submit adult content consent and waiver for minors
- Pay course deposit or fee, if required.

## ***Dual Credit Guidelines***

### **1. Texas Success Initiative (TSI)**

The Texas Success Initiative 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.

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Not all students need to take the TSI Assessment. There are several ways to be exempt. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions. A student is exempt from TSI requirements in all areas only if the student meets one of the following test conditions.

TSI Required Scores & Alternative Waivers		
TSI	Math - 950+ OR <950 and 6 diagnostic score	Reading & Writing- 945 + and 5+ Essay OR <945 and 5 diagnostic score & 5+ Essay
STAAR EOC**	Algebra 1 - 4000+***	English 2 - 4000+
ACT (Composite 23+)*	Math - 19+	English - 19+
PLAN (Composite 23+)*	Math - 19+	English - 19+
SAT	Math - 530+	EBRW - 480+
PSAT**	Math - 510+	EBRW - 460+

\* Students using ACT or PLAN exemptions must meet the composite score first, before the individual score can be used.

\*\* Students using STAAR EOC and/or PSAT scores for placement must complete the required dual credit course with a C or higher grade to be considered TSI Complete.

\*\*\*ALG I STAAR score for math placement will also need to submit a transcript showing they have completed and passed high school Algebra II.

## 2. Tuition / Fees / Books

- GSISD covers the costs for tuition and fees up to \$525 per student, per semester, as well as all books. (Changes pending)
- GSISD will not pay for any expenses incurred after a student withdraws, graduates, is removed from dual credit program or takes courses not included in the approved pathway.
- Students who drop courses after the full reimbursement date and/or fail a dual credit course (70 or below), must pay the cost\* of the course to GSISD before registering in future dual credit courses. \*Not to exceed \$100 per course
- GSISD will not pay for expenses for courses that are taken in summer, winter, or May semesters.

## 3. Academic Probation / Removal from Dual Credit Program (TJC Policy)

- When a student's cumulative Tyler Junior College academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to TJC on academic probation from a previous institution will be evaluated on the same criteria as TJC students. Academic status levels are defined as follows:
  - Good Standing** - A student is considered to be in good standing when they maintain a cumulative TJC grade-point average (GPA) of 2.0 or higher.
  - Academic Probation** - A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.
  - Suspension** - Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension. Students on academic suspension will not be eligible to enroll for

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classes at TJC for the period listed below. Students who wish to appeal this period must make petition to the Admissions Appeals Committee 3 weeks prior to the start of the semester in which you plan to enroll.

**b. First Academic Suspension:** one regular semester or one full summer (intersession, Summer I and II)

**c. Second Academic Suspension:** 1 academic year

**d.** See TJC's website for more information.

[https://www.tjc.edu/info/20054/register\\_for\\_classes/9/registration\\_policies/1](https://www.tjc.edu/info/20054/register_for_classes/9/registration_policies/1)

## 4. Code of Conduct Violations and DAEP

- a. Students are expected to follow GSISD and TJC codes of conduct at all times.
- b. Students may be removed from the dual credit program at any time at their own academic expense due to violations of the student code of conduct.
- c. GSISD reserves the right to remove a student at anytime from the dual credit program due to violations of the either the GSISD or TJC student code of conduct.
- d. Students suspended and/or assigned to DAEP will not be allowed to physically attend GSISD campuses during the regular school day; therefore, the student may be required to drop the course at their own academic and monetary expense.

## 5. Academic Freedom and College Environment

- a. Except for embedded instructors, the TJC professor is not a GSISD employee and is accountable to TJC and THECB for the curriculum, content, teaching, methodology, grading policy, etc.

## 6. Dropping Courses

- a. Withdrawing or "Dropping" a dual credit course is a serious academic decision and one that requires both administrative and parental approval.
- b. Withdrawals after the official drop-date will result in a "W" on the student's permanent college transcript and can affect his/her financial aid while in college.
- c. Students who withdraw from the dual credit program during the middle of the semester may be in jeopardy of losing high school credit as well as college credit for that semester.
- d. Withdrawing from the dual credit program may affect a student's entire high school schedule when they re-enroll in all high school credit courses.
- e. Dual credit students are not allowed to drop a course using the online procedure, nor drop themselves from the course. A student or their parent should contact their counselor several weeks before the "drop date" to initiate the process.

## 7. College Credit Transferability

- a. In most cases, the course taken through TJC dual credit program (academic only, not career and technical courses) are transferable to other public Texas colleges and universities.
- b. The number of courses transferable may differ by college and degree plan.
- c. Texas law mandates that students who take and complete the core courses at one Texas public school can transfer them to another.
- d. Students are encouraged to talk to an advisor of the college / university they plan to attend to find out what courses will or will not transfer.

## 8. Grade Transfer

- a. The TJC professor will submit a final semester numeric grade which is applied to the student's high school transcript.

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- b. Students earning a 69 or below will not receive high school credit. Students will be responsible to retake the high school equivalent in order to graduate.
- c. GPA calculation for dual credit courses can be found in the Academic Handbook.

## 9. Summer Session

- a. Students must complete the required enrollment forms and the district must approve the courses taken.
- b. Summer courses are intended to allow students to earn their core / associate's degree, make-up courses that they missed as a Freshman / Sophomore or to allow better flexibility for future scheduling such as taking four years of CTE, fine arts, athletics, core academics or advanced academics.
- c. Students are responsible for full tuition, fees, and textbooks.

## *Frequently Asked Questions*

### 1. What is the "Core Curriculum"?

If you plan to receive a bachelor's degree from a public university, Texas requires that you complete a core curriculum of between 42 and 48 credit hours. Each college or university identifies which of its courses fit into the core curriculum. If you complete the core curriculum with grades of "C" or better and transfer to a Texas public college or university, the entire core curriculum transfers and substitutes for the core curriculum you would have taken at your new school. Completing the curriculum gives students an advantage when transferring to another Texas public college or university.

<https://www.tjc.edu/core>

### 2. If a student is already enrolled in the dual credit program, what must be done to continue in the program the following year?

Student should complete the dual credit enrollment form each semester with student and parent signatures. A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student and parent must complete a probation agreement form and submit to the high school counselor prior to enrolling in dual credit courses.

### 3. What is the TSI Assessment?

The TSI Assessment is a program designed to help your institution determine if you are ready for college-level course work in the general areas of reading, writing and mathematics. This program also will help determine what type of course or intervention will best meet your needs to help you become better prepared for college-level course work if you are not ready. If you are an incoming college student in Texas, you are required to take the TSI Assessment- unless you are already exempt - to determine your readiness for college-level work. Based on how you perform, you may either be enrolled in a college-level course that matches your skill level or be placed in the appropriate developmental course to improve your skills and prepare you for success in college level courses.

### 4. How does TSI assessment work?

If you are not exempt from taking the TSI Assessment, you will be asked by your college or university to take three tests: one in mathematics, one in reading and one in writing. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is

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important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

## 5. How does a student register for TSI?

GSISD offers the TSI at the high school campus in the fall and spring semesters and in the summer for students that are re-testing or are new enrollees. Students may register to take the TSI with the counselors' office. GSISD pays the fee for the first administration of the TSI given at GSISD. Students required to retake the TSI must pay for each retest. See the GSHS TSI Registration form for fee schedule. Students can also register to take the TSI at one of many locations including TJC (fees will apply).

## 6. How can a student prepare for the TSI?

Students are encouraged to meet with the counselor regarding test prep resources and availability of tutoring. In addition, students and parents can find more information by searching the Internet under "College Board TSI". This will result in many options for sample questions, test description and even a free study app (application). The College Board website is the first place to begin in the search for test prep help. You can also access [accuplacerpractice.collegeboard.org](https://accuplacerpractice.collegeboard.org) for more study app options.

Web based Study app:

<https://store.collegeboard.org/sto/productdetail.do?Itemkey=130095469>

Sample Questions

[https://www.tjc.edu/downloads/file/424/tsi\\_sample\\_questions](https://www.tjc.edu/downloads/file/424/tsi_sample_questions)

Other Resource

[www.hccs.edu/tsi](http://www.hccs.edu/tsi)

## 7. What happens if a student earns a "D" in a dual credit class?

According to district grading policies, any grade below a "70" is considered failing. Therefore, if a student earns a "D" in a dual credit course he/she 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. Additionally, grades of "D" generally will not transfer to another college or university. TJC has a grade replacement/forgiveness policy that dual credit students can apply to any course with a C or lower. (Students may only repeat a course for credit and apply grade forgiveness/replacement to the course for which they received a grade of D or F. The course must be taken at TJC. Students have two attempts to improve the grade in the course. Credit will be given for only one of the attempts. If a student repeats a course and receives a higher grade, the semester credit hours from the original grade of D or F are excluded from the student's grade point average. Only the semester credit hours from the highest grade will be used in calculating the GPA. Major topic courses which are required to repeat for certain majors are exempt from this policy. Students who are not successful after the third attempt will no longer be able to complete the course through TJC. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the GPA. The repeated course is marked as excluded on the student's official record in earned hours. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were earned. All course attempts are recorded on the student's transcript.) Taken from:

[https://www.tjc.edu/faqs/faq/90/how\\_can\\_i\\_request\\_a\\_grade\\_replacement\\_or\\_grade\\_forgiveness](https://www.tjc.edu/faqs/faq/90/how_can_i_request_a_grade_replacement_or_grade_forgiveness)

## 8. Can dual credit students participate in extra-curricular activities?

Yes, GSISD believes having a well-rounded education is in the best interest of the student and encourages participation in extra-curricular activities such as athletics, fine arts, student clubs, etc.

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Parents and students should consider the workload and time commitments required to be successful in the dual credit courses and balance their activities accordingly.

Students are not automatically excused for absences due to extra-curricular activities. As a partner with GSISD, TJC will work with students, but the student is required to communicate with their professor in advance of any foreseeable absence due to GSISD extra-curricular event and to coordinate with their professor the completion of any required assignment or assessment.

## ***How is College Different from High School (Adapted from SMU, A-LEC Center)***

<b>HIGH SCHOOL TEACHERS</b>	<b>COLLEGE PROFESSORS</b>
Teachers check your completed homework.	Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.
Teachers remind you of your incomplete work.	Professors may not remind you of incomplete work.
Teachers approach you if they believe you need assistance.	Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
Teachers are often available for conversation before, during, or after class.	Professors expect and want you to attend their scheduled office hours.
Teachers have been trained in teaching methods to assist in imparting knowledge to students.	Professors have been trained as experts in their particular areas of research.
Teachers provide you with information you missed when you were absent.	Professors expect you to get from classmates any notes from classes you missed.
Teachers present material to help you understand the material in the textbook.	Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect <i>you</i> to relate the classes to the textbook readings.
Teachers often write information on the board to be copied into your notes.	Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.	Professors expect you to think about and synthesize seemingly unrelated topics.
Teachers often take time to remind you of assignments and due dates.	Professors expect you to read, save, and consult the course syllabus (online); the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
Teachers carefully monitor class attendance.	Professors may not formally take roll, but they are likely to know whether or not you attended.

<b>TESTS IN HIGH SCHOOL</b>	<b>TESTS IN COLLEGE</b>
Testing is frequent and covers small amounts of material.	Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.

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Makeup tests are often available.	Makeup tests are seldom an option; if they are, you need to request them.
Teachers frequently rearrange test dates to avoid conflict with school events.	Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
Teachers frequently conduct review sessions, pointing out the most important concepts.	Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
<b>GRADES IN HIGH SCHOOL</b>	
Grades are given for most assigned work.	<b>GRADES IN COLLEGE</b>
Grades may not be provided for all assigned work.	Grades on tests and major papers usually provide most of the course grade.
Consistently good homework grades may raise your overall grade when test grades are low.	Grades on tests and major papers usually provide most of the course grade.
Extra credit projects are often available to help you raise your grade.	Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.





**Dual Credit Probation Contract**

\_\_\_\_\_ has been placed on Academic Probation for failure to meet academic standards as stated in the TJC Academic Policy and GSISD Dual Credit Handbook.

**Student Agreement**

I understand that I will be removed from the Dual Credit Program if I fail to show improvement during this probationary period. I agree to better organize my time and efforts to meet the academic challenges in these courses and will request help if I fall behind in class assignments or have difficulty with the coursework. I fully understand that success in the Dual Credit Program is my responsibility.

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

**Parent Agreement**

I agree to support and encourage my son/daughter in his/her academic endeavors in their dual credit course(s). I understand that my child’s success in the Dual Credit Program is his/her responsibility.

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

**Academic Probation**

- a. When a student’s cumulative Tyler Junior College academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to TJC on academic probation from a previous institution will be evaluated on the same criteria as TJC students. Academic status levels are defined as follows:
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  - ii. **Academic Probation** - A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.
  - iii. **Suspension** - Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension. Students on academic suspension will not be eligible to enroll for classes at TJC for the period listed below. Students who wish to appeal this period must make petition to the Admissions Appeals Committee 3 weeks prior to the start of the semester in which you plan to enroll.
- b. **First Academic Suspension:** one regular semester or one full summer (intersession, Summer I and II)
- c. **Second Academic Suspension:** 1 academic year
- d. See TJC’s website for more information.  
[https://www.tjc.edu/info/20054/register\\_for\\_classes/9/registration\\_policies/1](https://www.tjc.edu/info/20054/register_for_classes/9/registration_policies/1)

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## ***Dual Credit Withdrawal / Drop Request***

NAME: \_\_\_\_\_ TJC A#: \_\_\_\_\_

COURSE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

COURSE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

- Due to the academic consequences of the decision, GSISD requires students to discuss potential ramifications of the decision to drop a course with their parent. This form provides a brief summary of the implications of dropping a course. Further information can be found in the dual credit handbook or by speaking with the high school counselor.
- Withdrawals after the official drop-date will result in a failing grade on the student's permanent college transcript and will affect the college grade point average.
- Students who withdraw from the dual credit program during the middle of a semester may be in jeopardy of losing high school credit as well as college credit for that semester.
- Withdrawing from the dual credit program may affect a student's entire high school schedule when they re-enroll in all high school credit courses.
- Students withdrawing from a dual credit class will be required to pay for the cost\* of the course before enrolling in additional dual credit courses.  
**\*not to exceed \$100 per course**

I certify by signing this form that I am aware of the above academic implications of dropping from the course(s).

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

Upon completion of this form, students must bring it to the high school office to complete the official TJC Drop Form. **This is NOT the official TJC Drop Form.**