

GPISD Dual Credit Handbook

2602 South Belt Line RD - Grand Prairie, Texas 75052 - 972.237.4032

Dear Parents and Students,

Congratulations to your child for choosing the challenge of a dual credit course(s). As a result of this decision, your child will be participating in some **very rigorous, but rewarding** classes that will give them an opportunity to earn college credit while in high school. The attached handbook is designed to guide and inform you as you navigate the dual credit enrollment process. It is important that you are aware of a few facts concerning your choice for your child to take dual credit courses:

- Because these are advanced classes, they are more rigorous than regular classes, and your child will encounter more challenging schoolwork. You will find that the grading is more strenuous as well. Many students are discouraged at first because they have been accustomed to making “higher” grades, but students and parents need to remember that through the quality of the class, the knowledge gained, and the skills developed, students are ultimately better prepared for the remainder of their academic career.
- Dual Credit students are expected to be self-motivated learners.
- The dual credit course syllabus is the governing document for the course. As a result, students should carefully read the entire document to stay on top of course assignments, exams, and instructor’s policies and procedures. It is recommended that your child have a personal planner where he/she can note important dates, thereby ensuring that every minute counts toward success.
- Coming to class prepared is essential because there is a tremendous amount of material to cover.
- It is important that students develop a strong working relationship with their instructors. It is imperative that each student learns to advocate for themselves and communicate regularly with their instructors.
- Your child should be prepared to do independent research. This is the “Information Age,” and students will be expected to gather information from varied sources, process it, analyze it, and evaluate it.
- Both student and parent are required to sign this agreement form to show that each has read and understood the expectations and guidelines for the dual credit handbook.

We hope that the information and instructions contained in this handbook make it easy for you to understand and participate in GPISD’s dual credit programs. Please take the time to read the detailed instructions carefully. This Dual Credit Handbook is also be available on the GPISD College and Career readiness web site www.gpisd.org/dualcredit. Please return the dual credit agreement to your child’s counselor. If you have any additional questions, please call your high school counselor.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Miller". The signature is fluid and cursive, with the first name "Jeffrey" written in a larger, more prominent script than the last name "Miller".

Jeffrey Miller
Executive Director of College Readiness

What You Need To Know About Dual Credit

Dual Credit, Dual Enrollment, CTE Dual Credit

According to The Texas Higher Education Coordinating Board (THECB), Dual credit allows a high school student to earn college credit and high school credit concurrently. Academic dual credit in Grand Prairie ISD may be awarded through various partnering institution of higher learning, while our Career and Technology dual credit is awarded through DCCCD. For more details about what is dual credit visit the [Texas Education Agency Dual Credit Frequently Asked Questions](#).

Dual-enrollment courses are not simultaneous academic-credit programs; rather, a student in a dual-enrollment course is enrolled in two separate courses through which he or she may earn two separate grades.

CTE Credits can be applied toward a degree program at any community college or university with which the District has established a Memorandum of Understanding (MOU). Credits might transfer to other colleges or universities depending on whether the accepting college/university determines that dual credit coursework will be honored.

Grading Standard

Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received.

College Letter Grade	GPISD Equivalent Numerical Grade
A	95
B	85
C	75
D	69
F	60

According to district grading policies any grade below a C 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.

How do Dual Credit classes impact athletic eligibility?

According to UIL rules, dual credit courses are eligible for UIL exemptions, but due to the limited number of grades issued in these college courses, students may not have the opportunity to become UIL eligible after a failing mid-term grade.

How many grades are issued in a Dual Credit Course?

Dual credit course are actual college courses and therefore follow the traditional college requirements for grades issued to students. As a result, students should expect a midterm grade, a final grade, in addition to at least two grades per grading period. It is at the discretion of the dual credit instructor to issue additional grades to students.

Dual Credit Attendance Policy

Students are allowed a **maximum of two weeks of absences**, and for each and every unexcused absence over the free absences, the final grade will be reduced by 10% (one letter grade).

How do Dual Enrollment/Credit classes impact rank and advanced measures?

Dual enrollment/credit courses, along with AP courses, have the highest weighted rank factor (5.0).

Assessments Requirements

Dual credit students will not be required to take District assessments.

Communicating grades with parents

Dual enrollment/credit students are college students and subject to the federal Family Educational Rights and Privacy Act (FERP)

How many Dual Credit classes can students take?

Students can take as many dual credit courses that they can academically handle starting as early as the 9th grade.

How much does Dual Credit cost?

College or University	Tuition Costs	Textbooks
Dallas County Community College District Courses	Tuition is waived by DCCCD	The District pays for student textbooks during the school year.
University of Texas at Arlington Courses	Tuition is reduced at a rate of \$150 per course	The District pays for student textbooks during the school year.
University of North Texas at Dallas	Tuition is reduced at a rate of \$150 per course	The District pays for student during the school year textbooks.

If a student is already enrolled in a GPISD Dual Credit Program, what does he/she need to do for next year?

Students should complete the dual credit checklist and meet with their counselor to ensure eligibility for desired dual credit courses. If a student does not complete a dual credit course successfully with a C or higher but wants to continue with the dual credit program in a further semester, the student must complete the program application again and meet all Dual Credit deadlines.

If a student applied for the Dual Credit Program and did not qualify, does he/she need to complete another application the following year?

Yes. If a student does not qualify, a new application must be submitted.

Find additional information about Dual Credit Courses offered in GPISD visit www.gpisd.org/dualcredit

Dual Credit Eligibility

Eligibility requirements for Dual Credit:

To participate in the Dual Credit program, a high school student must have a high school counselor's approval and meet the following general requirements:

- **Grade Level Eligibility:** Be enrolled in good standing in high school.
- **Course Prerequisites Eligibility:** Meet dual credit course prerequisites
- **Test Scores Eligibility:** Meet minimum test scores.

Grade Level Eligibility

High school students may be enrolled in multiple courses, but it is recommended that students enroll in no more than two dual credit courses per semester. It is also recommended that 9th grade students complete at least one semester of high school before enrolling in dual credit courses to proper adjustment to high school before taken on college level course work.

Course Prerequisites Eligibility

To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.)

Eligibility for continued participation in the Dual Credit program requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of W, D or F may not be eligible for future dual credit courses or may have restrictions.

Test Scores Eligibility

To enroll in Dual Credit courses, a student must present an acceptable score on the SAT, ACT, or TSI Assessment, or STAAR EOC. The Texas Success Initiative is a state-legislated program designed to improve student success in college. Based on

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. There are two components of the program:

1. An assessment to diagnose students' basic skills in reading, mathematics, and writing; and
2. Developmental instruction to strengthen academic skills that need improvement.

TSI Assessment Qualifying Scores	
Subject	Passing Score
Math	350-390
Reading	351-390
Writing	Essay 5 or Essay 4 + 363 on multiple choice

ACT/SAT Qualifying Scores	
ACT	English 19+ Math 19+ Composite 23+
SAT** (prior to March 2016)	1070 critical reading and mathematics with 500 minimum critical reading for TSI Reading & Writing exemption 1070 critical reading and mathematics with 500 minimum mathematics for TSI Mathematics exemption
SAT** (after March 2016)	480 on the Evidenced-Based Reading and Writing (EBRW) for TSI Reading & Writing exemption 530 on the mathematics test shall be exempt for TSI Mathematics exemption

***Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 2016 is not allowable.*

A high school student is also eligible to enroll in academic dual credit course(s) that require demonstration of TSI college readiness in reading and/or writing by achieving:

1. A composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire; or
2. A Level 2 final recommended score, (4000 beginning in Spring 2014 and forward) as defined by the Texas Education Agency (TEA), on the English II STAAR EOC; or
3. A Level 2 final recommended score, (2000 on reading/2000 on writing prior to Spring 2014) as defined by the Texas Education Agency (TEA), on the English II STAAR EOC, relevant to the course

A high school student is eligible to enroll in academic dual credit course(s) that require demonstration of TSI college readiness in math by achieving:

1. A Level 2 final recommended score, (4000) as defined by TEA, on the Algebra I STAAR EOC and passing grade of C in the high school Algebra II course; or
2. A Level 2 final recommended score, (4000) as defined by TEA, on the Algebra II STAAR EOC; or
3. A composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire

CTE Dual Credit Eligibility

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level-Two Certificate or applied associate degree program under the following conditions:

Courses that require demonstration of TSI readiness in reading and/or writing by achieving:

1. A composite score of 23 on the PLAN with a 19 or higher in English or an English score of

435 on the ACT-Aspire; or

2. A Level 2 final recommended score, (4000 beginning in Spring 2014 and forward) as defined by the Texas Education Agency (TEA), on the English II STAAR EOC; or
3. A Level 2 final recommended score, (2000 on reading/2000 on writing prior to Spring 2014) as defined by the Texas Education Agency (TEA), on the English II STAAR EOC, relevant to the course

Courses that require demonstration of TSI college readiness in mathematics:

1. A Level 2 final recommended score, (4000) as defined by TEA, on the Algebra I STAAR EOC and passing grade of C in the high school Algebra II course; or
2. A Level 2 final recommended score, (4000) as defined by TEA, on the Algebra II STAAR EOC; or
3. A composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire

Dual credit students may receive the level-one certificate waiver. A high school student enrolled in Level I Certificate is exempt from TSI. Student is not exempt from TSI if student takes dual credit courses that are not included in the Level I Certificate. This waiver is not made available to the Early College High School students or to students who are seeking an associate degree or level-two certificate.

Eligibility for continued participation in the Dual Credit program requires satisfactory academic performance at the high school; earned grades of A, B, or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of W, D and/or F may not be eligible for future dual credit courses or may have restrictions.

Dropping Courses

Eligibility requirements for Dual Credit:

To participate in the Dual Credit program, a high school student must have a high school counselor's

	Before the Census Date	After the Census Date
Process for Dropping Courses	Prior to the Census Date (a date specified by the college as the official student enrollment date), a student must simply inform his/her counselor. No Dual Credit Drop Form from the student is needed <u>before</u> the Census Date.	<u>After</u> the Census Date, a student must complete a College or University drop form (DCCCD drop form) so the withdrawal from the dual credit course can be properly processed. The withdrawal dates are listed in the chart below. Failure to complete both drop forms could result in an F on a student's college transcript. Read Facts About Dropping Classes
Consequence for Dropping Courses	<p>What are the consequences of dropping a Dual Credit course at the beginning of the semester?</p> <p>For high school dual credit courses, changes and/or drops can occur only within the first ten days of the semester. If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F. The deadline for receiving a W is indicated on the academic calendar and the current class schedule. After the Census Date, a penalty will be reflected on the student's college transcript.</p>	<p>What are the consequences of dropping a Dual Credit course after the first ten days of a semester and prior to the official Last Day to Withdraw or drop date?</p> <p>The College or University will publicize a specific Last Day to Withdraw date each semester. Withdrawals after the Census Date and prior to the official Withdrawal date will result in a withdrawal (W) on the student's college transcript. A W has no academic consequences; however, if a student has <u>more than the 6 allowed Ws</u> in his/her college career, a student's admission to college and/or financial aid could be affected.</p> <p>What are the consequences of dropping a Dual Credit course <u>after</u> the official Last Day to Withdraw/Drop date?</p> <p>Withdrawals after the official drop-date will result in a failing grade on the student's college transcript, and the grade earned in class will be a part of a student's permanent college record.</p>
Transfer Grades After Dropping Courses	<p>What grade does the student received after dropping a dual credit course at the beginning of the semester?</p> <p>If a student doesn't receive a transfer grade from the dual credit instructor the transfer grade is automatically set at an 80 for the high school course.</p>	<p>What grade does the student received after dropping a dual credit course after the drop date?</p> <p>If a student doesn't receive a transfer grade from the dual credit instructor the transfer grade is automatically set at an 70 for the high school course.</p>

GPISD Dual Credit Agreement

DCCCD Course #	DCCCD Course Title	GPISD Course #	GPISD Course Title
GOVT 2305	Federal Government	4405	United States Government
GOVT 2306	Texas Government	4620D	Texas Government
ECON 2301	Principles of Econ. I	4505	Economics
HIST 1301	History of the United States I	4305b	U.S. History – second semester
HIST 1302	History of the United States II	4305a	U.S. History – first semester
HIST 2321	World Civilizations I	4200Da	World History– first semester
HIST 2322	World Civilizations II	4200Db	World History – second semester
SOCI 1301	Introduction to Sociology	4612D	Sociology
PSYC 2301	Introduction to Psychology	4610D	Psychology
ENGL 1301	Composition I	1305 A	English III – first semester
ENGL 1302	Composition II	1305 B	English III – second semester
ENGL 1301	Composition I	1405 A	English IV – first semester
ENGL 1302	Composition II	1405 B	English IV – second semester
ENGL 1302	Composition II	1405 B	English IV – first semester (if received credit for AP English Language)
ENGL 2322	British Literature I	1407 A	English IV – second semester (if received credit for AP English Language)
ENGL 2322	British Literature I	1407 A	English IV – first Semester
ENGL 2323	British Literature II	1407 A	English IV – second semester
ENGL 2322	World Literature I	1420a	English IV – first Semester
ENGL 2323	World Literature II	1420b	English IV – second semester
SPCH 1311	Introduction to Speech Communications	1505	Speech
PHED 1304	Health for Today	5005	Health
PHYS 1401	College Physics I	3400Da	Physics – first semester
PHYS 1402	College Physics II	3400Db	Physics – second semester
MATH 1314/1414	College Algebra	2405a	Pre Calculus – first semester
MATH 1316	Plane Trigonometry	2405b	Pre Calculus – second semester
ENVR 1401	Environmental Science I	3500Da	Environmental Systems – first semester
ENVR 1402	Environmental Science II	3500Db	Environmental I Systems – second semester
SPAN 2311	Intermediate Spanish I	1624Da	Spanish 3 – first semester
SPAN 2312	Intermediate Spanish II	1624Db	Spanish 3 – second semester
FREN 2311	Intermediate French I	1655Da	French 3 – first semester
FREN 2312	Intermediate French II	1655Db	French 3 – second semester
ARTS 1301	Art Appreciation	6009D	Art Appreciation
ARTS 1311	2D Design	6127D	Art 4 – Drawing III
ARTS 1312	3D Design	6133D	Art 4 – Sculpture III
ARTS 1316	Drawing 1	6120D	Art 4 – Drawing III
MUSI 1306	Music Appreciation	6750D	Music Appreciation I
MUSI 1301	Music Theory	6744D	Music Theory
DANC 2303	Dance Appreciation I	6927D	Dance History
DRAM 1310	Introduction to the Theater	6601D	Theatre IV - DC
DRAM 2366	Introduction to Cinema	6602DC	Visual Media Analysis and Production
CHEF 1301	Basic Food Preparation	7510Da	Culinary Arts A
CHEF 1305	Sanitation and Safety	7510Db	Culinary Arts B

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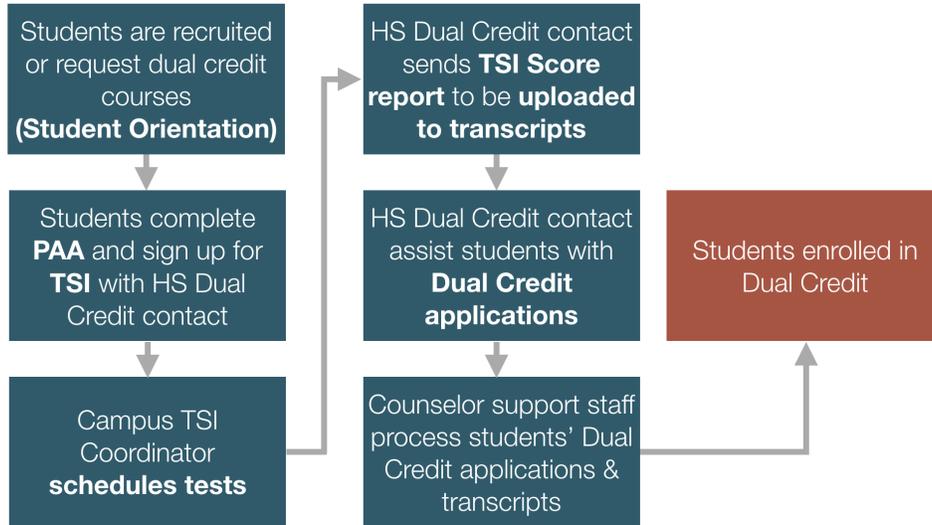
DCCCD Course #	DCCCD Course Title	GPISD Course #	GPISD Course Title
			Technology
HART 1401	Principles of Electricity	13005900	Advance HVAC and Refrigeration Technology
GRPH 1309	Press Operations I	13008900 (ADVGRADI)	Advanced Graphic Design and Illustration
GRPH 2309	Digital Pre-Press	13008900 (ADVGRADI)	Advanced Graphic Design and Illustration
GRPH 2381	Cooperative Education-Prepress/Desktop Publishing and Digital Imaging Design	13009000 (PRACGRADI)	Practicum in Graphic Design and Illustration
ABDR 1519	Basic Metal Repair	13039800	Collision Repair & Refinishing (COLLISRRF)
ABDR 1431	Basic Refinishing	13009900	Adv. Collision Repair & Finishing (ADVCOLLIS)
IMED 1416	Web Design I	7020D	Web Technologies
BNKG 1340	Money and Financial Markets	7352	Banking & Financial Services
BUSI 1307	Personal Finance	13016200	Money Matters
BUSI 2301	Business Law	7271	Business Law
MRKG 1311	Principles of Marketing	7249	Principals of Business, Marketing, and Finance
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	7130a	Advanced Welding – first semester
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	7130b	Advanced Welding – second semester
LMGT 1319	Introduction to Business Logistics	7824Dc	Logistics, Planning, and Management Systems
LMGT 1345	Economics of Transportation and Distribution	7812Dc	Transportation Systems Management
LMGT 1321	Introduction to Materials Handling	7824Dd	Logistics, Planning, and Management Systems
LMGT 1325	Warehouse and Distribution Center Management	7812Dd	Transportation Systems Management
LMGT 1393	Special Topics in Logistics and Materials Management	7825Dc	Practicum in Transportation, Distribution, and Logistics
LMGT 1323	Domestic and International Transportation	7825Dd	Practicum in Transportation, Distribution, and Logistics

GPISD Dual Credit Student Checklist

Below are the steps that must be completed to enroll successfully in the dual credit program:

- ___ Step 1: Attend a Dual Credit Orientation. Review the Dual Credit handbook.
- ___ Step 2: Check with your college & career center to verify Dual Credit eligibility.
- ___ Step 3: If Dual Credit eligibility is not met complete the Pre-Assessment Activity (PAA). **For courses through DCCCD complete the [Application for Admission](#) to obtain a student ID Number then set up an eConnect account to take the PAA.*
- ___ Step 4: After completing the PAA take the TSI assessment.
- ___ Step 5: Upon successful completion of the TSI, complete the appropriate Dual Credit Program Packet
- ___ Step 6: Complete the minor emergency form and Meningitis vaccination form (if taking a course at college campus only).
- ___ Step 7: Submit the dual credit packet, transcript, and any other required documents to campus College and Career Counselor.
- ___ Step 8: Confirm your dual credit course enrollment with your counselors

GPISD Dual Credit Enrollment Process



Step 1: Student wants to take dual credit.

Step 2: Schools schedule a Dual Credit orientation to distribute dual credit applications, checklist, and handbook.

Step 3: Students complete the checklist and submit it to their counselor. Counselor scans form to the shared folder.

Step 4: Support staff generates rosters of students for TSI testing and for those ready to complete packets.

Step 5: Support staff completes enrollment form and scans it to the shared folder.

Step 6: CCR helps student apply to DCCCD and complete the PAA.

Step 7: TSI Coordinator generates vouchers for students to test.

Step 8: CCR helps students complete enrollment packet and collects them for the college.

Step 9: District Pulls TSI scores and uploads them to Skyward.

Step 10: Counselors submit dual credit course rosters with CCR to finalize the students' dual credit enrollment

GPISD Dual Credit Agreement

Dear Parent/Guardian:

Once again, Grand Prairie ISD is excited to offer you the unique opportunity to start college while in high school through dual credit. Our dual credit programs allow a high school student to earn college credit and high school credit concurrently.

Parental Consent

I give permission for my son/daughter to be enrolled in the Dual Credit Program for the current academic school year. I understand that my student will be enrolled in college courses that will be more academically challenging than traditional high school courses. (Please use blue or black ink to complete this form.) I also understand that I must sign a FERPA Release for Proxy Registration Form (Valid for one Academic Year) from the college to receive information regarding my student's academic information from college courses.

Parent/Guardian Signature _____ Date _____