

Corrigan-Camden ISD DUAL CREDIT STUDENT HANDBOOK



2022-2023

Dual Credit Handbook

Purpose

Corrigan-Camden ISD embraces and supports the College For All Concept, which enables high school students to earn college credits prior to their high school graduation. Dual enrollment courses are college-level courses taken by high school students to receive high school **and** college credit at the same time. Students may earn dual credit for classes approved by the Board of Trustees in agreement with Angelina College.

While enrolled in the Dual Credit program, the student is considered an Angelina College student. Angelina College instructors are unable to discuss student information with anyone other than the student due to privacy laws. Students wanting their parent/guardian to access or obtain their record should give that person a signed release specifying what they need and a copy of the students' picture ID. We know that each parent wants the best for their student and we encourage your participation. Nevertheless, we must ask that every parent support CCHS and Angelina College's policies and procedures.

Admissions

The Texas Success Initiative (TSI) is a state-mandated program that applies to all students enrolling at Angelina College as a first-year college student. Students are required to take the TSI assessment to demonstrate college readiness. This placement test helps counselors and advisors assist in choosing the right classes to meet all college requirements. Students **MUST** complete the application process and have TSI scores in the CCHS academic advising office *by the last day of the current school year*. For instance, passing scores must be in by May 26, 2022, in order to be eligible to attend Angelina College in the fall.

All students must provide proof of receipt of the Bacterial Meningitis vaccine in order to attend classes at Angelina College.

Corrigan-Camden High School provides students an opportunity to take the TSI three times, in each subject, at no cost to the student. Students that do not meet standards on the TSI will have an opportunity to retake the test and may participate in a TSI tutorial through a computer-based program on their own time. CCHS schedules multiple TSI testing opportunities throughout the year, students not meeting the educational requirements will be responsible for the expense of taking the TSI at either an alternative location or at CCHS. The cost for each additional test at CCHS will be \$10 after the first three.

TSI College Readiness Cut Scores

Mathematics: Minimum score of 945

ELAR: 950, Essay 5-8

*Passing ELAR is required to enroll in fine arts, speech and college-level English classes.

*Passing Math TSI scores are required to enroll in college level math courses.

TSI scores will be updated as mandated by legislation.

Corrigan-Camden High School Attendance Policy

Each student is responsible for personally signing in before returning to the High School campus. If a college class is canceled for the day, the student must sign in to the Main Office at the regular High School start time.

Angelina College Attendance Policy

The Angelina College instructor may drop a student after three or more consecutive absences or four or more cumulative absences per semester. If a student is transferred to DAEP, the student will be dropped from the college class. If a student is withdrawn for any reason by Angelina College or fails to drop a dual credit course by the given course drop deadline, the student must reimburse CCISD the full cost of tuition expended by the district. Students must notify the CCHS academic advising office in the event that they are removed from a class or decide to drop a class.

1. It is the responsibility of the student to attend all classes and a record of attendance will be kept for all classes by the instructor.
2. It is the responsibility of the student to withdraw officially in the College Records Office from a class the student no longer desires to attend. Failure to do so may result in a failing grade.
3. College instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences may be dropped by the instructor with notice to the College Records Office.
4. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences. A three-hour night class counts as two class periods. Absences in online courses are based on an equivalent participation formula.
5. The student will not be dropped and will be allowed to make up work or absences because of high school authorized and sponsored activities. It is the students' responsibility to arrange, *in advance*, for make-up work with the instructor and to complete it within a reasonable amount of time.

6. A student dropped because of excessive absences will be notified by mail by the College of Records Office and will be directed to seek the approval of the instructor to be reinstated.
7. A student who fails to contact the College Records Office within one week of the date the notice was mailed will be dropped permanently from the class.
8. All make-up work is at the discretion of the instructor and is defined in the course syllabus.

Students participating in extracurricular activities must provide written notification of any school-related absences to the instructor one week prior to the scheduled absence. School-related absences are absences due to the student representing CCHS in competition or another school-related event approved by the CCHS principal.

Behavior

Dual credit students are expected to maintain the highest standard of personal conduct. Student conduct and behavior are governed by the Angelina College Student Handbook while at Angelina College.

Angelina College Academic Dishonesty Policy

The College and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, and collusion.

Cheating includes:

- A. Copying from another student's test paper, laboratory report, other reports, or computer files, data listings, and/or programs.
- B. Using materials during a test that are not authorized by the test administrator.

- C. Collaborating with another person or persons during an examination or in preparing academic work, without authorization.
- D. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered test.
- E. Substituting for another student, permitting another person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparations of academic work to be submitted for academic credit.
- F. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by an individual or firm.

Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea in one's own written work offered for credit.

Collusion means unauthorized collaboration with another person in preparing written work offered for credit.

The Angelina College Handbook can be accessed through the Angelina website or student portal.

Dropping a Course

If, due to unforeseen circumstances, a dual credit course must be dropped, *the student must pick up a drop form through the CCHS academic advising office.* If a student is withdrawn for any reason or drops a dual credit class, the student must reimburse CCISD the full cost of tuition expended by the district. Students will then sit out of dual credit for one academic semester.

If a student chooses to drop a dual credit course after the beginning of the school year, the student will be placed into a regular level class in the same subject as his or her schedule allows. If scheduling conflicts prevent the student from going into a regular classroom for instruction, the class will be completed through the credit recovery program.

GPA

Dual credit courses are a part of the student's high school class record and schedule. All dual credit courses taken will be included in the calculation of a student's overall weighted GPA. Numeric grades with an alpha correlation of a D or better will be recorded on the CCISD academic record as the actual numeric grade following the chart shown in the CCHS Course Catalog. A dual credit class receiving an "F" from Angelina will be denoted as "F" on the CCISD transcript and no weighted grade points will be awarded.

If a "C" is received in a dual credit course, the student is responsible for reimbursing *25% of the full cost of the course(s)* to CCHS.

If a "D" or an "F" is received in a dual credit course, the student is responsible for reimbursing *the full cost of the course(s)* to CCHS.

UIL Eligibility

Dual credit courses are not exempt from UIL eligibility no pass/no play regulations. Students may apply for one UIL eligibility waiver per school year for one failing grade in a college/dual credit course. The student will need to complete the paperwork through their CCHS academic advisor and have it signed by the principal.

Grades will be checked at the end of each week. Any student with a failing (D/F) grade at the end of a grading period will be ineligible to participate under the no pass/no play regulations.

Performance Acknowledgements

Twelve college academic hours with a grade of 3.0 (B) or higher count as Performance Acknowledgements.

Academic Probations/Suspensions

Students enrolled in dual credit classes are expected to earn a semester GPA of 3.0 in all dual credit classes. Students not maintaining a semester GPA of 3.0 will be placed on academic probation. The following semester the student must once again earn a GPA of 3.0 or higher in order to be allowed to continue participating in dual credit classes. If the student is unable to earn a GPA of 3.0 in the current semester, they will be removed from the dual credit program.

Students that are removed from the dual credit program are still allowed to enroll in classes at Angelina College, however, the student is responsible for all costs and supplies associated with the course. These classes must be taken outside the traditional CCHS school day.

Transportation

Bus transportation will be provided by CCISD to and from Angelina College in Lufkin, TX. It is the responsibility of the student to be on time for all Angelina classes as well as all CCHS classes on the CCHS campus when returning from the Angelina campus.

Transportation will leave at 7:00 A.M. sharp. If you miss the bus more than twice, you will be unenrolled from the dual credit program at your own cost.

Transfer of Credits to other colleges or universities

Angelina College is the institution awarding the college credit. CCISD and CCHS recognize and honor the approved courses for high school credit. CCISD or CCHS does not determine whether or not a college credit will transfer to another school or college. Students can check which courses will transfer and to which college or university by accessing the Texas Common Core Number System at www.tccns.org or www.transferology.com.

Limitations on Credits

Concurrent/Dual Credit allows students to take college coursework that aligns with the courses required for high school graduation. According to Texas state law, there can be no duplication of credits.

For instance, a student may not get a HS credit for speech as well as a dual credit for speech if the HS credit has already been earned. This is true of all courses but impacts Fine Arts and Speech to a greater extent.

Concurrent/Dual Credit Enrollment

Grades: Student must possess an overall grade average of 80 or above in core high school classes to be eligible to take college classes.

Attendance: Student must not have been involved in truancy prevention measures, be missing credit due to the “90% Rule”, or have/had attendance problems noted by school personnel. Administrative discretion can be used under this category in cases with extenuating circumstances.

Discipline: Student’s discipline record will be reviewed prior to admittance into the Concurrent/Dual Credit program. Any incidents will not

automatically prevent admittance into the program, but all records pertaining to discipline will be reviewed for administrative discretion in deciding enrollment options.

Classes

Corrigan-Camden High School will pay for *up to two (2) classes per semester* (Fall and Spring). CCHS will NOT pay for summer courses.

However, students may take and pay for classes at their own discretion. Only dual credit classes will be placed on the student's transcript.

Students must have a FULL schedule in order to enroll in classes. Full schedules are as follows:

Sophomores/Juniors/Seniors will take two classes per semester (Fall/Spring) on the AC campus if they have passed both the ELAR TSI.

Corrigan-Camden High School – Angelina College

Dual Credit Course Crosswalk Updated, March, 2021

Angelina College Course	College Hours Earned	CCHS Course Credit Earned	CCHS Course Number	PEIMS	Credits Earned
U S History - HIST 1301	3	U S History - DC	4037	03340100	0.5
U S History - HIST 1302	3	U S History - DC	4037	03340100	0.5
Government GOVT 2305	3	Government - DC	1320	03330100	0.5
Texas Government - GOVT 2306	3	Government 2-DC SSRES2	1322	03380230	0.5
Prin. of Macro Economics - ECON 2301	3	Economics - DC	5002	03310300	0.5
Public Speaking - SPCH 1315	3	Public Speaking -DC	1525	03241400	0.5
Interpersonal Comm. -SPCH 1318	3	Communication App-DC	1526	03240900	0.5
General Psychology - PSYC 2301	3	Psychology- DC	4013	03350100	0.5
Music Appreciation -MUSI 1310	3	Music Appreciation - DC	9049	03155600	0.5
Art Appreciation – ARTS 1301	3	Art 1 Appreciation - DC	9013	03250100	0.5
Sociology - SOCI 1301	3	Sociology - DC	3017	03370100	0.5
College Algebra - MATH 1314	3	Independent Studies –DC	2038	03102500	1.0
Elementary Statistics - MATH 1342	3	Elem Stat - DC	2039	03102530	1.0
Finite Math 1324	3	Dual Credit Math of Business and Social Science Majors - DC	2034	03102501	1.0
Business Calculus – Math 1325	3	Dual Credit Business Calculus - DC	2033	03102502	1.0
Dosage Calculation	2	Independent Studies	2043	03102500	1.0
Composition I – ENGL 1301	3	English III 1 Sem. – DC	1032	03220300	0.5
Composition II – ENGL 1302	3	English III 1 Sem. – DC	1032	03220300	0.5
British Literature I - ENGL 2322	3	English IV 1 Sem. – DC	1048	03220400	0.5
British Literature II - ENGL 2323	3	English IV 2 Sem. – DC	1050	03220400	0.5
General Chemistry 1411	4	Chemistry DC	3100	03040000	1
Foundations of Kinesiology	3	PE DC	7100	PE00052	1

