

Spartanburg School District Three Dual Credit Enrollment Courses Handbook

Dual Credit Overview

- *The definition of dual credit or dual enrollment courses are courses in which a student is enrolling for both college credit and high school credit.*
- *All dual enrollment courses may not transfer to all colleges. Institutions (private and/or public) may not accept credit; therefore, it is the **student's** responsibility to find out if the college of their choice will accept the college credit earned while in high school.*

Spartanburg School District Three encourages student participation in dual credit classes for any student who meets the requirements. Eligibility to take dual credit courses vary by college/institution. Please see your high school guidance counselor for more information about dual credit requirements by institution and the application requirements.

Eligibility for Dual Credit Classes - Each higher education institution has different requirements when it comes to dual credit classes. The following are generic eligibility requirements. For additional requirements specific to institutions, see your guidance counselor.

- *Students may be required to have a certain GPA in order to participate. This is determined by each higher education institution.*
- *Students participating in dual credit classes must be classified as a junior. Students are eligible for summer dual credit courses once they successfully complete their sophomore year.*
- *Students may be required to take and pass a placement exam for certain courses.*
- *Parents and students may be required to attend an orientation for dual credit classes.*

School/District Sponsored Dual Credit Classes Students who are eligible to take dual credit classes may sign up through their guidance counselor. The guidance counselor at the school and the college advisor will advise students on which classes are most appropriate to take based on their area of interest and potential college major. These courses must be applicable to baccalaureate degrees or to associate degrees offered by accredited institutions. If a dual credit class is a fit, students may request the required forms from the Guidance office. Students will need to complete forms necessary for Broome and then with the off-campus higher education institution. The student must then register for the classes at the institution. When registration is complete the student is responsible for bringing a copy of their schedule to the Guidance Department.

Non-District Sponsored Dual Credit Classes Students may take dual credit classes from higher education institutions with the permission of the principal prior to enrolling in the class. Broome High School will not accept credit if it has not been approved prior to enrollment in the dual credit class. Students interested in taking non-district sponsored dual credit classes should see their guidance counselor for the appropriate forms to complete.

Reporting

- *Upon completion of the dual credit class, the higher education institution will report grades back to the home school. It is important for parents and students to understand that grades earned will be reported on their college transcript as well as their high school transcript.*
- *Spartanburg School District Three is not responsible for the acceptance of credit at higher education institutions. Students are responsible for verifying (call or email) whether or not the dual enrollment course will transfer to his/her college/university of choice.*
- *South Carolina public higher education institutions accept the 86 transferrable courses, however, any course outside that list does not have to be accepted by a higher education institution.*
- *Dual enrollment course grades will be recorded on the high school transcript.*
- *Please check with the NCAA prior to enrolling in ANY online dual credit class. Some courses are not accepted by the NCAA.*

Costs

Students should check with their high school counselor for specific costs associated with dual credit classes since these costs vary by institution. Below is an overview of typical costs associated with dual credit classes.

- Tuition
- Tuition for dual credits vary depending on the higher education institution. In some cases, tuition may be reduced or free based on lottery funds if a student takes two dual credit courses per semester.
- Application Fees
- Application fees may need to be paid depending on the higher education institution.
- Books
- Depending on the course, students may need to purchase textbooks for the course.

Grading

- Numeric grades will be used. Universities and colleges will issue numeric grades to the school; however, students should obtain a copy for their own records. Approved courses will receive Dual Credit Weighting for GPA purposes.
- The higher education institution's attendance and grading policies, as well as expectations for college-level work apply for dual enrollment courses.
- In most cases, dual credit grades will only appear as the final grade on the final report card.

Withdrawing from Courses

- *A student withdrawing from a dual credit class should notify the guidance counselor regardless of whether the course is school sponsored or not. Failure to notify counselors may result in incomplete graduation plans.*