

# CHS / HOWARD - DUAL CREDIT CONTRACT

**Approved classes offered on the CHS Campus:**

DC Government\* (Fall only)

\*Sem. (0.5 credit) courses

**Approved classes offered on HC campus, evening, or online:**

**Additional costs (i.e. textbook, online access codes, etc.) are often required.**

College Algebra\* Contemporary Math\* Psychology\* English\*  
 Calculus\* Speech\* Sociology\* Biology\* Economics\*  
 Statistics\* Anatomy & Physiology\* Texas Government\*

**I plan to take the following course(s):**

*List the course(s) you plan to take in each semester*

Summer #1 (May 24 <sup>th</sup> – June 24 <sup>th</sup> )	Summer #2 (July 7 <sup>th</sup> – August 5 <sup>th</sup> )	Fall Semester	Spring Semester

**By signing below, I agree that I have been informed of the HC Dual Credit Policies on this form and read both front & back):**

_____	_____
Printed Student Name	ID.#
_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date

1. In order to take a dual credit course(s) through Howard College (listed above), the student and parent must sign this contract and return a completed Pre-Registration form.

2. The student must also meet “college readiness standards” through one of the following TSI (Texas Success Initiative) Requirements:

- **STAAR** – Students can be exempt from one or more TSI tests via the following STAAR test scores:  
 English II STAAR – 4000 or higher = exemption from TSI Reading (for dual credit purposes)  
 Algebra I STAAR – 4000 or higher (+ completion of Algebra 2) = exemption from TSI Math test
- **ACT** 23 Composite Score, with no lower than a 19 on the English and Math sections
- **SAT** (Scholastic Aptitude Test) = 530 Math and/or 480 EBRW (Reading)

3. **If the student does not meet one of the criteria listed above, then he/she must plan to take the TSI test (and provide proof to the CHS Counseling Center that the student received the following scores) by the time of registration:**

For English, Social Studies, Science, and Speech DC courses: Reading Score of 351  
 For Math DC Courses: Math Score of 350

After Spring STAAR scores become available, CHS will identify students who need to take the TSI test. CHS will mail TSI testing information to students who need to test in the summer. TSI information is also available on the CHS Counseling Center website.

4. CHS recommends that students take the TSI test as early as possible, and prepare for this test via:

<http://media.collegeboard.com/digitalServices/pdf/accuplacer/accuplacer-texas-success-initiative-assessment-sample-questions.pdf>

- College professors have the authority to establish their own policies and procedures for their courses, separate and apart from SAISD policies (how/when to report grades, how to weigh their assignments, projects, tests, etc.)
- Long Term Carver placement may result in removal from Dual Credit course(s) [into grade level course(s)].
- Educational records cannot be released by Howard College personnel without the student’s written permission.
- Dropping a Howard Dual Credit Course will result in the following:
  - If the student chooses to drop a Dual Credit course, the student will automatically be placed in a grade level course. There is no guarantee that the student will be placed in a new class during the same class period (due to class availability).
  - **No tuition refund will be issued for drops on or after the first day of the semester. If the student is on the payment plan, they will still be expected to continue making payments on the dropped course.**
  - A “W” will appear on the student’s transcript if the course is dropped after 12 class days.
  - A grade of “W” could affect future financial aid eligibility. It is the student’s responsibility to determine the impact the drop will have on prospective college admissions.
  - A grade will appear on the student’s transcript if the course is dropped during the last two weeks of the college semester.
  - Dropping before the last day of the semester will result in the loss of weighted points.
  - The student’s dual credit grade will follow him/her to the new grade level class.

- Dropping with a failing grade could affect a student's eligibility to participate in extra-curricular activities.

9. Students may transfer from a CHS Dual Credit course to a LVHS DC course only during the first 2 weeks of the course. College guidelines do not allow students to change course sections after the 2<sup>nd</sup> week of the course.

10. Howard has access to transcript and schedule information for all Dual Credit Students.

11. Students who take courses on Howard's campus must provide proof of their Meningitis vaccination.

12. It is the responsibility of the student to inform Howard College personnel (including Professor/Teacher) of any need for classroom/testing accommodations. Accommodations must be related to a diagnosed disability. FMI call Howard Support Services (325)481-8300 ext. 3405

13. A minimum of 2400 minutes of seat time is required for college credit, therefore excessive absences could endanger the opportunity to receive course credit.

14. Students are responsible for buying their own textbooks (including online access codes) for some dual credit classes, including Summer, Mini-mesters, Online courses, and classes on Howard College campus. **Additional costs can be \$100 or more.**

15. Howard charges double the prices that are listed below (prices subject to change). During the regular school year (Aug – May) SAISD pays half of the student's tuition (more for students on free or reduced lunch) for students taking academic classes. Therefore, each student in these courses receives an SAISD scholarship for at least 50% of his/her tuition. As a result, Howard will send each DC student/parent a 1098-T tax form in January, so that this scholarship can be reported on your income tax return.

16. **Students who wish to take any course(s) during the Summer or when SAISD is not in session (Mini-mester), must pay the full Howard tuition rates. Tuition rates for these types of classes are double the price listed below (prices subject to change).**

17. **Student Cost of Tuition for EACH semester** (for students taking academic classes during the regular school year):

College Hours  3 hours = 1 semester course 4 hours = 1 semester science course with lab	Total Tuition Cost <i>Fall Tuition is not due until August Registration</i>	Optional Payment Plan		
		Payment #1 (August/December)	Payment #2 (October/February)	Payment #3 (November/April)
3	\$140.00	\$70.00	\$35.00	\$35.00
4	\$170.00	\$85.00	\$42.50	\$42.50
6 (3+3)	\$230.00	\$115.00	\$57.50	\$57.50
7 (3+4)	\$260.00	\$130.00	\$65.00	\$65.00
9 (3+3+3)	\$320.00	\$160.00	\$80.00	\$80.00
10 (3+3+4)	\$350.00	\$175.00	\$87.50	\$87.50
13 (3+3+3+4)	\$440.00	\$220.00	\$110.00	\$110.00
<b>Semester Tuition for students on the <u>Reduced Lunch Program</u></b>				
3	\$70.00	\$35.00	\$17.50	\$17.50
4	\$85.00	\$42.50	\$21.25	\$21.25
6 (3+3)	\$115.00	\$57.50	\$28.75	\$28.75
7 (3+4)	\$130.00	\$65.00	\$32.50	\$32.50
9 (3+3+3)	\$160.00	\$80.00	\$40.00	\$40.00
10 (3+3+4)	\$175.00	\$87.50	\$43.75	\$43.75
13 (3+3+3+4)	\$220.00	\$110.00	\$55.00	\$55.00
<b>Semester Tuition for students on the <u>Free Lunch Program</u></b>				
3	\$35.00	\$17.50	\$8.75	\$8.75
4	\$42.50	\$21.25	\$10.63	\$10.62
6 (3+3)	\$57.50	\$28.75	\$14.38	\$14.37
7 (3+4)	\$65.00	\$32.50	\$16.25	\$16.25
9 (3+3+3)	\$80.00	\$40.00	\$20.00	\$20.00
10 (3+3+4)	\$87.50	\$43.75	\$21.88	\$21.87
13 (3+3+3+4)	\$110.00	\$55.00	\$27.50	\$27.50

**Dual Credit/Early Admission Application for Admission**

**Instructions:** Please print or type a response to each question. All documents submitted to the college become part of the official files and cannot be returned. **(Use Black Ink)**

Semester for which you are applying:  Fall  Spring  Summer I  Summer II  
 Location of Campus/Year:  San Angelo  Big Spring  Lamesa Year: \_\_\_\_\_

\*CHSID \_\_\_\_\_

**PART A. STUDENT BACKGROUND**

2021-22 HC ID # \_\_\_\_\_

* 1. Name (Last, First, Middle Initial)		* 2. Date of Birth	* 3. Social Security Number	* 4. <input type="checkbox"/> Male <input type="checkbox"/> Female
* 5. Mailing Address (Street or P.O. Box)		City	State	Zip Code
* 6. County				
* 7. E-mail Address	* 8. Home Phone Number		* 9. Cell Phone Number	
* 10. Ethnic Data (These items are used to satisfy State/Federal reporting requirements and in no way affect the admission decision.) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Other (Foreign Students Only)				
* 11. Education Background: High School last attended: <u>Central High School</u> City/State: <u>San Angelo, TX</u>				
* 12. Degree you are seeking: <input checked="" type="checkbox"/> Associate Level Degree <input type="checkbox"/> Certificate				
* 13. What is your Major? <u>General Studies</u>				
* 14. List <b>ALL</b> colleges/universities that you have previously attended. (An official transcript must be submitted)				
Name	City	State	from	to
_____	_____	_____	_____	_____
_____	_____	_____	from	to
_____	_____	_____	_____	_____

**TSI STATUS**

Completed by CHS Staff

- I have not taken any placement test.
- I took the following test or I am exempt from the TSI test. (Check one)
  - ACT  SAT  STAAR

I authorize Howard College to obtain my Texas State Initiative scores from any schools previously attended.

**PART B. RESIDENCY ISSUES**

\* 15. Are you a U.S. citizen?  YES  NO Are you a Texas resident?  YES  NO  
 If NO, do you hold a Permanent Resident Card for the U.S.?  YES  NO  
 If YES, date Permanent Resident Card issued: \_\_\_\_\_ Number: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
 (copy of Permanent Resident Card must be included with application.)

\* 16. Select whom you are basing your claim of residence status?  PARENT  LEGAL GUARDIAN  
 (copy of Legal Guardianship must be provided.)

a. Name of person upon whom claim is based: \_\_\_\_\_ Address: \_\_\_\_\_  
 b. Is this person a U.S. citizen?  YES  NO  
 If NO, does this person hold a Permanent Resident Card for the U.S.?  YES  NO  
 (copy of Permanent Resident Card must be included with application.)  
 c. Is this person Military on active duty?  YES  NO Home of record (State of legal residency) \_\_\_\_\_  
 (Military Certification must be submitted)  
 d. How long has this person lived in Texas? \_\_\_\_\_ Years \_\_\_\_\_ Months  
 e. Previous state or country of residence, if applicable: \_\_\_\_\_  
 f. If this person came here within the past 5 years, why did this person move to Texas? \_\_\_\_\_  
 g. Has this person lived in Howard County for the last six months?  YES  NO  
 If NO, date moved to Howard County, if applicable: \_\_\_\_\_  
 h. Has a parent or legal guardian claimed you as a dependent on their last U.S. Federal Income tax before your registration?  YES  NO  
 i. Will this person claim you on their current U.S. Federal Income tax year?  YES  NO

**PART C. OATH OF RESIDENCY**

I authorize that information submitted herein will be ruled upon by college officials to determine my status for admission and residency eligibility. I authorize the college to verify the information I provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information of this application is complete and correct and understand that the submission of false information is grounds for reelection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_



12. Proctoring may be required for students enrolled in online courses.
13. Grades earned in dual credit courses become part of a student's permanent academic record and will be reflected on the college transcript.
14. A student will not receive an official Howard College transcript until an official transcript from the high school is submitted to the college that includes a graduation date.
15. A student's signature below gives the high school permission to send to Howard College all required test scores, enrollment documentation, as well as a final transcript upon graduation.
16. Under Federal Legislation, namely the Family Educational Rights and Privacy Act of 1974 (FERPA), I understand that my educational records cannot be released without written consent. Therefore, I hereby voluntarily authorize Howard College officials to disclose the following information and records at Howard College:

<input checked="" type="checkbox"/> <b>All College Records</b>	<input type="checkbox"/> Grades and Transcripts
<input type="checkbox"/> Financial Records (including financial aid)	<input type="checkbox"/> Academic Records
<input type="checkbox"/> Disciplinary	<input type="checkbox"/> Photos
<input type="checkbox"/> Honors	
<input type="checkbox"/> Other (please specify) _____	

This information may be released to:

\* ( \_\_\_\_\_ Parent(s)/Legal Guardian(s) as listed above on this form  
 \_\_\_\_\_ Additional parties (please specify) \_\_\_\_\_

**Student Permission**

I (the above mentioned student) am stating that I have read and agree with all conditions and requirements of enrollment and registration outlined above. I agree to abide by all applicable college policies and rules. I understand that this form is valid for the duration of my participation in the dual credit/early admission program.

\* Student Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_

**Parent/Guardian Permission**

I, as a parent/guardian for the above mentioned student, am stating that I have read and agree with all conditions and requirements of enrollment and registration outlined above. I give permission for the above mentioned student to enroll in Howard College's dual credit/early admission program.

I understand that once my student is admitted to Howard College they are subject to the federal law titled the Family Educational Rights and Privacy Act of 1974 (FERPA). This means that I may not have access to my student's records unless the student has provided Howard College with written consent (see item 16 above). I understand that this form is valid for the duration of the student's participation in the dual credit/early admission program.

\* Parent/Legal Guardian Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_

\* CHS ID \_\_\_\_\_

**Dual Credit and Early Admission  
Schedule Card**

SSN#: *	HC ID#:	Birth Date: *
Last Name: *	First Name: *	Middle Initial: *
<b>Meningitis</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>TSI Status</b> ACT <input type="checkbox"/> SAT <input type="checkbox"/> STAAR <input type="checkbox"/> TSI <input type="checkbox"/> CP <input type="checkbox"/>		
Test Date: _____ Read: _____ Math: _____ Write: _____ Essay: _____		
Semester: <u>1 Fall</u> <input type="checkbox"/> <u>2 Spring</u> <input type="checkbox"/> <u>3 Summer I</u> <input type="checkbox"/> <u>4 Summer II</u> <input type="checkbox"/> Year: <u>2021</u>		
Degree: AS <input checked="" type="checkbox"/> CP (Certificate) <input type="checkbox"/>		
Major: <u>General Studies</u> Advisor: <u>Amy Rutherford</u>		

↓ To be completed by CHS Staff

COURSE ID	SECTION	TERMCODE / TYPE Online, VCT, Mini, Flx1, Flx2	DAYS	TIME	INSTRUCTOR LAST NAME
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		

I recognize that I am solely responsible for obtaining class materials (textbooks, lab kits, etc.). Howard College is not responsible for providing course materials regardless of when I register. I also authorize Howard College to obtain and/or release my TSI scores.

\* Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Hours: \_\_\_\_\_ High School Counselor Signature: Amy Rutherford Date: 2/4/2021