

### CCISD DUAL CREDIT GUIDELINES

CCISD, in conjunction with College of the Mainland (COM) and San Jacinto College, offers some Dual Credit course selections during the school day. Juniors and seniors are eligible to participate in this program. Some courses are held in a CCISD facility, while others may meet at the college or the college annex. Transportation may be available for classes held off campus. College of the Mainland and San Jacinto College have different guidelines and criteria for admission. Admission is contingent upon the student meeting these requirements.

CCISD has determined the courses for which Dual Credit is awarded. These courses provide advanced academic instruction beyond or in greater depth than the Texas Essential Knowledge and Skills (TEKS). To receive the high school credit portion of Dual Credit, the course grade must be at least a 70 or a “C” on the college grading scale. Although a grade of 60 or “D” is considered “passing” on the college level, high school credit is not awarded. If a student earns a college grade of “D”/69 or below, he/she must recover the high school credit if the course or credit is required for high school graduation. Dual Credit courses receive separate and independent grades for each semester for a year-long high school course. However, semesters may be averaged to calculate an overall year-long average for course credit. Students may mix and match a semester of a Dual Credit course with a semester of a high school credit course for a year-long course in order to grade average for full credit as long as the course is taken within the same academic year.

The Dual Credit course, numeric grade, and high school credit earned are posted on the high school transcript. With the exception of courses taken through Clear Horizons Early College High School, courses taken by Dual Credit do not earn grade points and are not considered in the grade point average at the high school per Policy EIC(LOCAL). The course does have a letter grade and grade point posted on the **college** transcript. See EIC(REGULATION).

Dual Credit courses taken as a graduation requirement will not count toward academic UIL “No Pass/No Play”. Students must also take any corresponding STAAR EOCs and meet State assessment graduation requirements upon completion of the corresponding course.

As with all Dual Credit offerings, students must complete the **CCISD Dual Credit/Concurrent Enrollment Endorsement** form and obtain approval prior to registering for the college courses. Students must be in good standing at the high school in order to be approved for Dual Credit courses. The student is responsible for costs associated with taking college courses, including the purchase of the college-level text, ancillary materials, and parking (if applicable). Students enrolled in Dual Credit courses are eligible for student services, including tutoring and library access, on the respective college campus.

Juniors and seniors participating in Dual Credit during the school day will have college-level classes at either the beginning or the end of the school day for a maximum of two (2) periods. College-level classes meet using the following modes of instruction: face-to-face, hybrid, or online. The mode of instruction will determine the number of college hours a student must enroll in.

Classification	Mode of Instruction	# Of College Hours Student Must Enroll In	Meeting Times
Junior	Face-to-Face OR Hybrid	6 Hours/ (2 classes)	Monday and Wednesday or Tuesday and Thursday
Junior	Online	3 Hours/ (1 class); Maximum of 6 Hours/ (2 classes)	Online Anytime
Senior	Face-to-Face OR Hybrid	3 Hours/ (1 class); still necessary to block out two (2) periods to be available for the college class schedule. Seniors are still encouraged to take a maximum of 6 hours/ (2 classes).	Monday and Wednesday or Tuesday and Thursday
Senior	Online	3 Hours/ (1 class); Maximum of 6 Hours/(2 classes)	Online Anytime

Juniors and seniors, not enrolled in an early college high school program, who wish to take additional dual credit courses beyond the six (6) hours (face-to-face or online) will be enrolled outside of the traditional school day schedule and must have a full seven (7) period schedule. Freshmen and sophomores not enrolled in an early college high school program may enroll in dual credit courses outside of the traditional school day schedule.

Prior to withdrawing from a college course, it is the **student’s responsibility** to first discuss this matter with his/her high school counselor to determine if space is available in the comparable high school course. Should the student withdraw from a one-semester college-level course (i.e. Government) that is a requirement for graduation, the campus will accept the withdrawal grade and place the student in a comparable high school course. If a withdrawal grade cannot be secured, a transfer grade of 60 will be used as the transfer grade for the high school course in which the student enrolls.

***Because Dual Credit courses are college level and are taught by college-employed instructors, any disputes regarding grades, course content, schedules, calendar, attendance or other issues are to be addressed to the respective college. Students with disabilities will need to visit with the Special Populations Department at the college for needed accommodations.***

**Bacterial Meningitis Vaccination Requirement:** The 82<sup>nd</sup> Texas Legislature requires that all incoming Texas college students must receive a vaccination or booster against bacterial meningitis.

I have read the guidelines for Dual Credit courses. My signature indicates that I agree with and will abide by the stated guidelines.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Printed Parent Name

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Phone #