

Coldspring Oakhurst High School

Dual Credit Handbook
2023-2024



"Trojans First ~ Shaping The Future Together"

"Creating Opportunities For All"

It is the policy of Coldspring-Oakhurst Consolidated ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

COCISD DUAL CREDIT GENERAL INFORMATION

- COHS offers dual credit courses through Lone Star College in a variety of modalities including in-person, proctor facilitated and online.
- Students enrolling in Advanced Academic Courses as early as 9th grade have the opportunity to earn up to 42 college credit hours by graduation. (Core Complete).
- Students enrolled in dual credit courses are expected to perform as college students and assume the responsibilities of a college student. Dual credit courses/grades become part of the student's college transcript.
- Students are encouraged to advocate for themselves. If there is a concern or question with the college course, the student is expected to reach out to the professor through their dual credit college email or other means as stated in the course syllabus.
- Students may spend time outside of the school day reading, studying, and preparing for the course, typically 3 hours a week for every college hour credit. If available, chromebooks may be checked out as needed.
- Students may choose to enter dual credit at the beginning of any grade level, as long as entry requirements and registration deadlines are met.
- Dual credit students must prioritize high school graduation requirements first, including earning an endorsement, before adding additional dual credit elective courses.
- Prior to the first day of class, please check your Lone Star college portal to ensure you are enrolled in the correct courses, have your email set up and have completed the D2L Training.

ACADEMIC INTEGRITY/BEHAVIOR

- Dual credit students are expected to maintain the highest standards of personal conduct.
- A college's intellectual reputation depends on maintaining the highest standards of academic integrity and honesty. Commitment to those standards is a responsibility of every college student, instructor, and staff member. The College requires complete honesty from each student in all phases of coursework. Breaches of academic integrity and honesty include cheating, plagiarism, and the unauthorized possession or disposition of academic materials. The College considers any breach of academic integrity and honesty as a violation of acceptable student conduct, and instructors and/or the Student Affairs Official will address any violation.
- Students placed in DAEP may be dropped from the DC course if not able to attend class and may also be placed on academic suspension the following semester (fall/spring).

ATTENDANCE POLICY

- Regular and punctual attendance is expected of all students. Each instructor will maintain a complete record of attendance for the entire length of each course.
- The college instructor may drop a student for excessive absences - after three or more consecutive absences or four or more cumulative absences in a semester. In the case of online and hybrid courses, attendance will be determined in the terms of participation as described in the course syllabus or on an equivalent participation formula.
- Students are allowed to make up work for absences because of high school authorized/sponsored activities. However, students participating in COCISD extra-curricular activities must provide notification of any school related absences to the instructor BEFORE (preferably a week) the scheduled absence.

It is the student's responsibility to arrange in advance for make-up work with the instructor and to complete it within a reasonable time.

- Responsibility for work missed because of illness or school business is placed upon the student. All make-up work for absences is at the discretion of the instructor and is defined in the course syllabus.
- Dual credit students are responsible for following the Lone Star College academic calendar. If Lone Star has class, but COCISD does not - dual credit students are responsible for attending class/completing the work per the college course calendar & syllabus.
- Students must notify the COCISD CCMR Counselor in the event they are removed from a class or elect to drop a class. Paperwork will need to be completed and a new high school schedule must be made.

COURSES OFFERED

Dual Credit Course selection and availability are dependent on COHS student course requests, course offerings at Lone Star College and the certification of the dual credit instructor that teaches on the COHS campus. We work closely with Lone Star Staff each semester to request specific courses, but there is no guarantee that all courses will be offered. As a result, courses may be adjusted to ensure that all students can meet degree requirements.

2023-2024 Dual Credit Courses Offered:

9th Fall	9th Spring		10th Fall	10th Spring		11th Fall	11th Spring		12th Fall	12th Spring
HUMA 1301 Lang, Phil, Culture	MUSI 1306 Creative Arts		SOCI 1301 OR PSYCH 2301 Social Behavioral Science	SPCH 1315 Component Area Elective		ENGL 1301 Communication	ENGL 1302 Communication		ENGL 1301 or 2327 Component Area Elective	ENGL 1302 or 2328 Component Area Elective
						HIST 1301 American History	HIST 1302 American History		US GOVT 2305 Government	TX GOVT 2306 Government
									MATH 1314 Math	ECON 2301 Social Behavioral Science

College Level Certificates & Degrees

COCISD is working with Lone Star College to expand Career and Technical course offerings in the future. This may include non-credit course certificates, as well as credit course Associate Degrees. Admission requirements and prerequisites will apply.

DROPPING A COURSE

- Prior to dropping a course, the student is expected to communicate with the college professor and the CCMR COCISD Counselor.
- If a dual credit course must be dropped, the student is required to notify the CCMR Counselor and complete the required paperwork provided by the college.
- If a student is dropped from a dual credit course, the parents will be notified by the CCMR counselor; and the high school course schedule is changed. The student will be placed in a regular credit high

school course in the same subject as his/her schedule and graduation plan allows. If scheduling conflicts or date enrolled prevents the student from going into a regular classroom for instruction, classes may be completed through the credit recovery program. Course credits completed through credit recovery are recorded on the high school transcript; however, no GPA points are earned for completion.

- Keep in mind, there is a “Drop” Rule in Texas. A college student is only allowed a certain number of “dropped” courses on their official college transcript and this includes dual credit courses.

ELIGIBILITY

- Texas Success Initiative (TSIA2) is a state-legislated program designed to improve student success in college. Part of the program is an assessment to determine basic skills in reading, mathematics and writing. Students may show their college readiness through their ACT, SAT, PSAT, STAAR EOC or TSIA2
- Students are required to complete a Pre-Assessment (PAA) and work on study preparation materials before taking the TSIA- 2.
- The TSIA-2 will be administered by COCISD for dual credit entry twice a year, allowing students an opportunity to re-test.
- The ELAR (Reading and Writing) is required for all dual credit courses offered, except Math courses. The Math TSIA2 is required to take math & economics dual credit courses offered senior year.
- Students must meet testing requirements established by the college.

TSIA2 minimum scores:

- TSIA2 ELAR: ≥ 945 and Essay score of 5-8 OR
 - <945 , Essay 5-8 AND a Diagnostic Score 5 or 6.
- TSIA2 Math: ≥ 950 OR
 - <950 and a Diagnostic Score of a 6
 - The TSIA2 MATH is required for College Level Math & Economics Courses

ENROLLMENT & REGISTRATION

- Dual Credit Enrollment packets are available from the CCMR Counselor each spring.
- It is recommended that students take no more than two (2) courses in their initial dual credit semester.
- Students must select the courses from the approved COCISD dual credit list.
- Paperwork included, but not limited is
 - TSIA-2 Score Report/Testing Reports, Junior College Acceptance Letter/Email including new student ID, and Enrollment Consent Form signed by parent/student indicating courses requested for both the fall and the spring semesters.

GRADES/CREDITS

- Core academic dual credit courses are included in the student’s rank on a grade point scale congruent with the advanced academic courses as approved in board policy. (English, Math, Social Studies, Science) Elective dual credit courses do NOT count towards a student’s rank.
- **SENIORS:** Dual credit courses taken in the spring of the senior year will **not** be included in the calculation for Senior Honors Rank/GPA.
- In the absence of a numerical grade, letter grades transferred will be converted as follows: A = 95; B = 85; C = 75; D = 70; F = 69. Lone Star reports letter grades.

- A final grade below a 70 (D or F) or withdrawing from a course after the deadline will result in denying dual credit enrollment in the future.
- Students are responsible for monitoring their dual credit grades through the college grade portal. The final grade will be posted to the COCISD grade portal AFTER the course is completed.
- COCISD will only award credit for dual credit grades 70 and above. Grades below 70 will not earn COHS credit and will earn zero points for GPA.
 - If the course in which a grade is below a 70 is a graduation requirement, the student will be assigned credit recovery to make up the course credit.

PERFORMANCE ACKNOWLEDGEMENT

- Twelve (12) College Academic hours with a grade of a 3.0 or higher will be noted as a Performance Acknowledgement on the student's COHS transcript.

TRANSCRIPTS

- The unofficial college transcript is available in the Lone Star College student portal.
- AFTER COHS GRADUATION
 - The official high school transcript will be sent to the junior college within two weeks following graduation to prove the student graduated from high school.
 - After the junior college receives the completed transcript, students may make an online request to the junior college(s) to request the official junior college transcript be sent to a college.
- Requests for college transcripts for dual credit courses can be requested through the college official website. Fees apply.

TRANSFERRING COLLEGE CREDITS TO A UNIVERSITY

College credit for courses taken through dual credit in 23-24 is awarded through Lone Star College. To determine how the course will transfer to another public university, you can use the Texas Common Course Numbering System (TCCNS) <https://www.tccns.org>, visit the website of the specific university you plan to attend, or meet with a college advisor. COCISD employees are not responsible for ensuring college courses taken in high school will transfer to individual college degree plans.

TUITION & TEXTBOOKS

- Tuition & textbooks for approved dual credit courses will be paid for by the district.
- Students that drop courses after the 100% refund deadline or earn below a 70 will be responsible for paying the school district back for the course(s) affected.

UIL ELIGIBILITY

- Dual credit core academic courses follow UIL eligibility no pass/no play regulations. Students may apply for one UIL eligibility waiver for one failing grade in a dual credit class. The student will need to complete the paperwork through the COHS Counselor and have the waiver signed by the principal.