



## Dual Credit Agreement 2023-2024

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

***The purpose of the STEM Academy Dual Credit Agreement is to inform the student and parent of the dual credit policies that are established by the STEM Academy. It is imperative that parents and their students enrolled in Dual Credit College Level Courses understand that the dual credit college courses are managed differently than high school courses. This form is your signed agreement that all parties understand and agree to the following policies.***

### ***Dual Credit Student Policy:***

- I understand that if “I”, the student, am having difficulty in my college class, it is my responsibility to schedule a conference with the instructor, NOT my parent’s responsibility. Students can find instructor phone numbers, office hours, and email addresses on the Odessa College or UTPB webpage.
- I understand that it is MY responsibility as the student to request my access to Canvas/Blackboard and complete the Dual Credit Canvas/Blackboard orientation through Odessa College or UTPB.
- I understand that my parents will not have access to my college/university records per the Family Education Rights and Privacy Act (FERPA) regardless of my age.
- I understand by enrolling in dual credit courses, I am officially considered a college/university student and I am subject to the college/university’s academic policies.

### ***Dual Credit Parent Policy:***

- I understand that it is the parent’s responsibility to monitor the student’s progress throughout the entire semester.

### ***Dual Credit STEM Policy:***

- I understand that if a student has failed or is failing a college-level subject in the current or previous semester, the high school advisor/counselor will NOT give the student permission to register for a college class in the same subject area the following semester. A student denied registration for dual credit classes may appeal to the campus principal.
- I understand that I must work with my campus counselor in order to drop a dual credit course.
- I understand that I must drop dual credit college courses within the first three weeks of the course so that placement can be made to a regular course on campus. Students who have extenuating circumstances and want to drop a course after the three-week period must obtain special permission from the STEM counselor and the college/university. Approved students will not be scheduled into regular courses on campus but will be informed of options to regain the credit.
- I understand that if I drop a dual credit course that causes me to be below five (5) scheduled courses, I must have approval from the campus principal. Upon approval, I will become a part-time student in which I will NOT be UIL eligible.
- I understand that I must get prior approval before registering for courses at Odessa College/UTPB in order for the courses to be counted on my STEM Academy transcript. Failure to do so will result in them NOT being calculated on my high school academic record (AAR).

Approved courses are available through the STEM Academy Counselor.

- I understand that I am unable to take more than two (2) dual credit courses a semester unless approved by Counselor & Principal. Exemptions for three (3) credit courses will be based on: early graduation, Dual Credit GPA (above 3.5) and/or status as a full-time student. Enrollment in summer courses must have counselor pre-approval.
- I understand I am only allowed to take courses selected by the STEM Academy as dual credit eligible and it is my responsibility to research the transferability of dual credit courses to my chosen post-secondary institution.
- I understand enrollment in a particular course may be limited, the STEM Academy cannot guarantee placement if the course has filled to capacity.

**Dual Credit Grading Policy:**

- I understand that college-level courses are more rigorous and that “grading policies” differ from STEM Academy grading policies.
- I understand that dual credit college grades are reported as “progress grades”, not averaged every six weeks. A final grade is reported at the end of the semester and will replace all 6-week grades.
- If I fail a dual credit course with a grade of 69 or less, I am responsible for payment of future dual credit courses until the failed course has been passed and approval has been received from the STEM Academy.
- Courses that are assigned an alpha grade will be converted to a numeric grade based on the conversion chart in the Dual Credit packet.

**Dual Credit GPA Policy:**

- I understand my coursework will be documented in my permanent college/university record and will affect both my high school and college/university GPAs.
- I understand that if my college GPA drops below a 2.0, I will NOT be eligible for financial aid after high school graduation until my college GPA meets the financial aid requirements.

**Dual Credit Payment Policy:**

- I understand that STEM Academy only pays the tuition for courses in Fall/Spring at Odessa College or UTPB that are pre-approved by the school. Summer course tuition costs are NOT covered by the STEM Academy.
- All other costs, including textbooks and supplies, are the responsibility of the parent.
- Payment will not be made on the student’s behalf until this contract is signed each semester by both student and parent and returned to the STEM Academy.
- Dropping a course after the drop date may result in the parent being required to pay for the course.

*\*Note: All policies can be updated by the STEM Academy at any time during the year. Updates will be communicated via email.*

By signing this STEM Academy Dual Credit Agreement, I have acknowledged the dual credit policies.

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Student Signature & Date

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Parent/Guardian Signature & Date