

HCS Dual-Enrollment Courses Offered in Partnership with Coastal Carolina University

Dual-Enrollment Course Student Commitment Form 2024-2025

Definition of Dual-Enrollment Courses

1. Students who are accepted into the Scholars Academy, through the cooperation of Horry County Schools and Coastal Carolina University (CCU), are eligible for the dual-enrollment program which enables the qualified students to take courses that can be recorded on both their high school and college transcripts.
2. Dual-enrollment courses are those courses pre-approved by the South Carolina Schools Department of Education (SCSDE).
3. University-parallel courses and other college courses (CCU), defined in Numbers 1 and 2 above, which are scheduled during the regular school day. Courses taken during the regular school day are defined as courses that start between the hours of 8:00 A.M. and 3:00 P.M. Courses taken outside the regular school year, such as May-mester courses and during the summer, will not be recorded on the high school transcript. Online dual-enrollment courses will be scheduled during the regular school day the same as face-to-face dual-enrollment courses.
4. Students who choose to take dual-enrollment courses taught online should keep in mind that the National College Athletic Association (NCAA) has very strict guidelines regarding credit for courses taken online. Some online courses may not be approved by the NCAA. Before enrolling in any online class, students should be sure to consult with their high school's athletic director and guidance counselor to determine if the online course that they are considering is approved for credit by the NCAA.
5. All dual-enrollment courses become part of the student's high school and college transcripts and count toward the student's high school GPA as well as his/her continuing GPA for the purposes of state scholarship and financial aid eligibility.

Dual-Enrollment Forms

1. HCS will provide a student commitment form that must be signed by the student and the parent prior to the student's enrolling in dual-enrollment course(s) each term. The forms will become part of the student's HCS academic record.
2. All HCS and CCU forms and applications, must be completed and returned to the guidance counselor at Scholars Academy before a student is enrolled into a dual-enrollment course each term.
3. The following will apply if the student does not register for a dual-enrollment course through the Scholars Academy guidance counselor and return all completed registration forms and the signed HCS student commitment form to the guidance counselor:
 - Credit for the course will not be recorded on the high school transcript.
 - The student will not be eligible for the district to pay the cost for tuition and textbooks.
- 4.—The Scholars Academy guidance counselor will work with the CCU registrar to submit the completed registration packets each term.

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Dual-Enrollment Course Selection

1. The principal or his/her designee will identify the courses, based on the definition of dual-enrollment courses and on an analysis of the student's high school transcript and IGP goals, for which a student may receive dual-enrollment credit.
2. Each student is responsible for verifying if the dual-enrollment course will transfer to his/her college/university of choice.
3. Dual-enrollment courses will be entered on the student's schedule in PowerSchool.

Admission

1. Students must complete all admission and registration requirements as outlined in the Scholars Academy Student Guide for Success. Provided space is available and all admissions requirements are completed, students may request courses until the first day of the course.
2. The Scholars Academy principal or his/her designee will verify that a student has met admissions requirements before assigning a dual-enrollment course as part of his/her high school schedule. He/She will also certify that the dual-enrollment course is approved by SCSDE.
3. CCU will notify the Scholars Academy principal upon the student's meeting all requirements for admission and enrollment in classes.

Academic Records

1. The college/university registrar will report official dual-enrollment course grades (transcript) to the Scholars Academy principal at the end of the fall and spring terms. Interim and nine-weeks (quarter) grades will not be reported.
2. Students must self-report grades at mid-term and include parent signature as acknowledgement of grade status.
3. CCU dual-enrollment course grades will be recorded on the high school transcript.
4. As required by the SC Uniform Grading Policy for secondary schools, the following conversion system will apply for letter grades provided by the sending institution: A=95; B=85; C=75; D=65; F=51.
 - Only the converted grades will be recorded on the high school transcript.
 - The principal or his/her designee will inform the student of the grade conversion policy prior to the student's enrolling in a dual-enrollment course. Numerical grades provided by college/university instructors will not be recorded on the high school transcript.
5. As required by the SC Uniform Grading Policy for secondary schools:
 - a. "Students who withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned a WF [withdrawal failing on the high school transcript], and the E will be calculated in the student's [high school] overall grade-point average/ratio."

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- b. “Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:
- The student will receive a WP (withdrawal passing] if he or she was passing the course. The grade WP will carry no Carnegie units, and no quality points will be factored into the student’s [high school] GPA.
 - The student will receive a WF if he or she was failing the course. The grade of WF will carry not Carnegie units but will be factored into the student’s [high school] GPA.”

According to the CCU grading policy, after the add/drop period and before the two-thirds point for the term, the student may make a request to the Scholars Academy principal to withdraw from a course, which will result in a grade of W. After the two-thirds point in the semester, a student will receive a W if passing the course on the date last attended or may receive a WF if failing the course on the last date attended. However, the W and WF will be recorded on the high school transcript if the student withdraws after the specified time. (See 4a above)

5. Students should note that a withdrawal of any kind or an unsuccessful completion in a college course may influence a student’s eligibility to continue enrollment at Scholars Academy.
6. A student may NOT withdraw from a dual-enrollment course without the permission of Scholars Academy principal.
7. Students who receive below a C on an entry-level dual-enrollment course will not be allowed to advance to the next level course for dual credit.
8. College/university attendance and grading policies, as well as expectations for college-level work, apply for dual-enrollment courses.
9. Failure to complete successfully a dual-enrollment course required for graduation may result in a student’s not receiving a South Carolina high school diploma.

Textbooks

The principal will designate a textbook coordinator who is responsible for purchasing textbooks for dual-enrollment courses and maintaining records of inventory.

Dual-Enrollment Course Cost(s)

The following apply if HCS pays the tuition and cost of textbooks:

1. A student who withdraws from a dual-enrollment course or receives a grade below C in a dual-enrollment course will be responsible for reimbursing HCS for tuition and cost of textbooks.
2. A student who is removed from a dual-enrollment course or section as a result of disciplinary action will be responsible for reimbursing HCS for tuition and cost of textbooks.
3. If a student chooses to retake a course for grade suppression, he/she is responsible for covering the cost of the course.
4. Dual-enrollment courses must meet the definition of dual-enrollment courses in order to be funded through HCS.

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Tuition and Textbooks

Section to Be Completed by Student/Parent and submitted to Scholars Academy High School

Fall Semester

Spring Semester

(Circle One)

Courses for Which the District Will Pay	Courses for Which the <u>Student/Parent</u> Will Pay

 Guidance Counselor Signature

 Date

Section to Be Completed by Student and Parent

I, _____, have read and do hereby agree to the conditions and requirements for taking dual-enrollment courses for the _____ semester.

 Student Signature

 Date

 Parent Signature

 Date