

PHS Dual Credit Handbook

300 North Texas Street - Pittsburg, Texas 75686 – 903.856.3646

Keep for Reference

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Dear Parents and Students,

Pittsburg High School will be offering dual credit courses to sophomores, juniors, and seniors for the 2025-26 academic year. Our dual credit program allows a high school student to earn college credit and high school credit concurrently. This handbook is designed to guide and inform you as you navigate the dual credit enrollment process.

We are excited to offer you this unique opportunity and hope that the information and instructions contained in the handbook make it easy for you to understand and participate in Pittsburg High School's dual credit program. Please take the time to read the detailed instructions carefully. If you have any additional questions, please contact your high school counselor.

Sincerely,

Rustin Ramsey, Principal

What You Need To Know About Dual Credit

What is Dual Credit?

Dual credit allows a high school student to earn college credit and high school credit concurrently. Academic dual credit in Pittsburg ISD may be awarded through NTCC, Northeast Texas Community College. Please visit for more information about NTCC dual credit requirements and information. For more details about what is dual credit visit the [Texas Education Agency Dual Credit Frequently Asked Questions](#).

Dual Credit	Explanation	Credit Awarded	Eligibility	Other Considerations
Academic Dual Credit (DC)	<ul style="list-style-type: none"> Most academic dual credit courses will be accepted at 2-year colleges and 4-year universities in Texas. Courses cover all high school TEKS as well as equivalent college curriculum. Courses allow students to earn high school and college credit concurrently. 	<ul style="list-style-type: none"> High school graduation credit is awarded based on student performance. Most academic dual credits linked to a Texas college common course number will transfer to any Texas public college or university. College credit is awarded at the discretion of the receiving institution. Students must request a college transcript in order for college credits to be evaluated and/or awarded at a college or university. 	<ul style="list-style-type: none"> Students must qualify for admission to NTCC and register by the deadline. Students must officially be classified as tenth, eleventh or twelfth graders. Juniors & seniors may not take more than two dual credit courses per semester <u>without special permission (pg. 11)</u>. Sophomores may not take more than one dual credit course per semester. 	<ul style="list-style-type: none"> <u>Dual credit courses are taught by qualifying high school teachers and/or NTCC faculty. The District shall determine which courses will be awarded dual credit. Consideration will be given at the college or university that the District has established a Memorandum of Understanding (MOU).</u>

Dual Lab Classes

Sophomores may take one dual lab class which includes one dual credit course per semester.

Juniors may take one dual lab class which includes one dual credit course per semester.

Seniors may take two dual lab classes (with approval) which includes two dual credit courses per semester.

Where do the credits transfer?

Credits can be applied toward a degree program at any community college or university with which the District has established a Memorandum of Understanding (MOU). Credits might transfer to other colleges or universities depending on whether the accepting college/university determines that dual credit coursework will be honored.

How do Dual Credit and Advanced Placement differ with regard to awarding college credit?

Dual credit is awarded to students when they earn a passing grade in a college course. The college credit is reflected on the transcript from the college with which the district has established an MOU. *It is up to any other accepting college/university to determine whether dual credit coursework will be honored.*

How many Dual Credit classes can students take per year?

Students classified as juniors or seniors may take two dual credit courses per semester. Juniors and seniors may be allowed to take more dual credit courses with special permission; however juniors are limited to three dual credit courses per semester and seniors are only allowed up to five dual credit courses per semester. Students classified as sophomores may take one dual credit course per semester. Students wishing to take dual courses during intercession, summer, or online must have prior approval from their counselor, (pg. 11).

How much does Dual Credit cost?

College	Tuition Costs	Textbooks
NTCC Tuition & Fees	\$165 per 3-hour course \$220 per 4-hour course	The student pays for textbooks and other materials required in the course.

If a student is already enrolled in the PHS Dual Credit Program, what needs to be done for next year?

Students already enrolled in dual credit courses should complete the NTCC Permission and Registration Form with their PHS counselor.

If a student does not complete a dual credit course successfully with a 70 or higher or withdraws from the course, a meeting with the counselor is required prior to the semester they wish to resume dual credit courses.

If a student does not receive notice of acceptance after applying at NTCC what should they do?

If a student does not receive notice of acceptance, the student should contact the NTCC Admissions Department at 903-434-8100 or contact the dual credit counselor.

Our Dual Credit Program

Pittsburg High School offers dual credit courses through Northeast Texas Community College allowing students to earn college credit and high school credit concurrently.

Higher Ed Partner	Northeast Texas Community College
Required Forms	Completed Dual Credit Packet
<u>Grade Level Requirements</u>	Sophomore/Junior/Senior Status
Eligibility Requirements	<i>And One of the following:</i>
	SAT – 480 on Reading and Writing (EBRW) and/or 530 on math
	ACT – 23 composite, with 19 or higher on math and English scores *after Feb 15, 2023 - combined 40 in English and Reading, 22 in Math
	TSIA ELAR: score of 945 or higher TSIA ESSAY: score of 5 or higher TSIA Math: score of 950 or higher
Academic Courses	See PHS Course Catalog/NTCC Schedule of Classes
Location(s)	PHS Campus, NTCC Campus, Online

A few important points to note about enrolling in a dual credit course:

- Dual credit courses offered on our campus that have a corresponding Advanced course receive the highest weighted ranking (6.0 scale).
- Other dual credit courses offered in the lab setting are weighted on the 5.0 scale.
- Academic dual credit courses (linked to Texas college common course numbers) are transferable to all Texas public colleges/universities and to some private and out-of-state institutions. Credit is awarded at the discretion of the receiving university, so it is important for students to check to make sure which credits will be accepted and applied toward a degree program at their university/college of choice.
- students in dual credit courses should be aware of all college/university deadline dates and consequences for dropping a course. Please see <http://catalog.ntcc.edu>.

Texas Success Initiative Assessment 2.0 (TSIA2)

What is the TSIA2?

The Texas Success Initiative Assessment is a state-legislated program designed to improve student success in college. Based on performance, a student may either be enrolled in a college-level course that matches skill level or be placed in the appropriate developmental course or intervention to improve skills and prepare for success in college-level courses. There are two components of the program:

1. An assessment to diagnose students' basic skills in reading, mathematics, and writing; and
2. Developmental instruction to strengthen academic skills that need improvement.

Do all students have to take the TSIA2 before taking dual credit courses?

To be admitted to a Texas College or university students must meet the TSI requirements below. Not all students need to take the TSIA2; there are several ways to be exempt. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions.

A student is exempt from TSIA2 requirements in all areas only if the student meets one of the following test conditions. Students may not combine scores from different administrations of the same test.

- SAT – 480 on Reading and Writing (EBRW) and/or 530 on math OR
- ACT – 23 composite, with 19 or higher on math and English
*after Feb 15, 2023 - combined 40 in English and Reading and/or 22 in Math, OR
- TSI Assessment 2.0 – ELAR 945, Essay 5, Math 950

How does the TSIA2 Assessment Work?

If you are not exempt from taking the TSIA2, you will need to take three sections of the TSIA2:

Mathematics, English Language Arts/Reading, and an Essay. Where necessary, you may be given an additional diagnostic test in ELAR or Math. The diagnostic test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards.

The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

Mathematics section:

College readiness classification assessment – 20 items

- Quantitative Reasoning
- Algebraic Reasoning

- Geometric and Spatial Reasoning
- Probabilistic and Statistical Reasoning

If needed:

Math Diagnostic assessment – 48 items

ELAR section:

College readiness classification assessment 30 items

- Literary text analysis
- Informational text analysis and synthesis
- Essay revision and editing
- Sentence revision, editing, and completion

Diagnostic assessment – 48 items

Essay:

300-600 word Essay

What are qualifying TSIA 2.0 scores?

ELAR = 945-990

Writing = Essay 5-8

Math = 950-990

Taking the TSIA2 Assessment

Students must receive qualifying test scores on the TSI assessment to be eligible for dual credit.

Students may schedule to take the TSIA2 at PHS or NTCC. The following apply for students taking the TSIA2 at PHS:

- Create an account and complete the PAA at <https://practice.accuplacer.org/login>
- Sign-up on the google form sent by Mrs. Ramsey.
- Bring a PHS student ID or photo ID on test day
- Bring \$2.00 per TSIA unit if testing at PHS (\$4-6.00 per assessment)
- Arrive on time for test day

*If choosing to test at NTCC Testing Center, call 903-434-8273 or 903-434-8272 for an appointment.

Students who were in dual credit previously *do not* need to retest unless they need a higher qualifying score or need to test for a specific subject.

<i>Location</i>	<i>Fall Testing Window</i>	<i>Spring Testing Window</i>
<i>Pittsburg High School</i>	<i>\$2.00 College Board Fee per test unit Contact Counselors</i>	<i>\$2.00 College Board Fee per test unit Contact Counselors</i>
<i>NTCC</i>	<i>Student contact NTCC to schedule \$18.00 fee per subject test</i>	<i>Student contact NTCC to schedule \$18.00 fee per subject test</i>

TSIA2 Cost at PHS

<u>TSI ELAR TEST (1 UNIT)</u>	<u>\$2.00</u>
<u>TSI ELAR DIAGNOSTIC TEST (1 UNIT)</u>	<u>\$2.00</u>
	<u>\$4.00</u>
<u>TSI WRITING ESSAY (2 UNITS)</u>	<u>\$4.00</u>
<u>TSI MATH TEST (1 UNIT)</u>	<u>\$2.00</u>
<u>TSI MATH DIAGNOSTIC TEST (1 UNIT)</u>	<u>\$2.00</u>
	<u>\$4.00</u>

Dropping Courses

What is the process for dropping or withdrawing from a dual credit class?

Students who feel they need to drop a dual credit course will need to meet with their high school counselor. Dropping dual credit courses may have significant consequences on the student's high school graduation plans. A completed "PHS Dual Credit Withdrawal Form" will need to be returned to the counselor once the counselor and student agrees that a dual credit course should be dropped.

Please refer to the NTCC Course Catalog for additional information at <http://catalog.ntcc.edu>.

Grading Standards

Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received. If no numerical grade is received the following conversion table will be used:

College Letter Grade	PHS Equivalent Numerical Grade
A	95
B	85
C	75

How do Dual Credit courses impact rank?

Dual credit courses offered on our campus that have a corresponding Advanced course have the highest weighted rank factor (6.0). Dual credit courses offered in the lab setting are weighted on the 5.0 scale.

How do Dual Credit classes impact athletic eligibility?

According to UIL rules, dual credit courses are eligible for UIL exemptions, but due to the limited number of grades issued in these college courses, students may not have the opportunity to become UIL eligible after a failing mid-term grade.

How many grades are issued in a Dual Credit Course?

Dual credit course are actual college courses and therefore follow the traditional college requirements for grades issued to students. As a result, students should expect a midterm grade and a final grade. It is at the discretion of the dual credit instructor to issue additional grades to students.

Unsuccessful in Dual Courses

Students who are unsuccessful in dual credit courses will be required to meet with the dual credit committee for approval prior to taking future dual courses.

***PHS Permission Form for 11TH & 12TH Grade Students
Requesting More Than 2 Dual Credit
Courses per Semester***

Student Name: _____

Grade: _____ **ID#:** _____ **GPA:** _____

Meeting Date: _____ **Time:** _____

PHS does not recommend students taking more than 2 dual credit courses per semester. Dual credit courses are college level with assignments, deadlines, and course expectations controlled by the NTCC instructor. Students and parents should be aware of drop dates set forth by NTCC. Grades and course status are retained by NTCC on college transcripts.

I am aware of the rigor of college courses as well as the high school courses in which my student has signed up and agree to allow my student to take 3 dual credit courses for the fall and/or spring semester. I am also aware that if my student fails any class for the fall semester my student will not be allowed to take more than 2 dual credit classes during the spring semester.

Signatures:

Student _____ **Date** _____

Parent _____ **Date** _____

Counselor _____ **Date** _____

PHS Dual Credit Withdrawal/Drop Form

Please provide the information in the box below:

Last Name: _____ First Name: _____

Student ID#: _____ Student's Current Grade Level: _____

Date: _____ NTCC Drop Date: _____

Course Name #1: _____

Course Name #2: _____

Reason for Withdrawing Dual Credit Course(s):

Parent Signature: _____

Student Signature: _____

Counselor Signature: _____

Student Name: _____

Grade: _____ ID#: _____

Due Wednesday, August 20th

PHS Dual Credit Packet

*Turn completed packet in to
your dual credit instructor*

NTCC Registration for PHS Dual Credit Students

1st Time Taking Classes @ NTCC Checklist:

- _____ Completed NTCC Dual Credit “Application for Admission” (***must complete online @ www.ntcc.edu/dualcredit***)
- _____ Completed NTCC’s “Dual Credit Scholarship Application” if eligible
- _____ Students taking dual credit lab classes for the first time must attend orientation prior to the first day of the dual lab course.
- _____ Signed “Student Commitment”
- _____ Deadlines for passing college readiness exams are:
 - Taking Classes Fall 2025 by May of 2025**
 - Taking Classes Spring 2026 by December of 2025**
- _____ College Readiness Test Scores: Must have **ONE** of the following:
(***check one & attach copy of qualifying college readiness scores***)
 - **TSIA Scores**-945 on Reading, 5 or higher on Writing Essay or 340 on Writing, 950 on Mathematic
 - **SAT Scores** – 1070 combined with a 500 or higher on math and/or verbal or, (prior to March, 2016)
 - **SAT Scores** – 480 on Reading and Writing (EBRW) and/or 530 on math (on or after March 5, 2016)
 - **ACT Scores** – 23 composite with 19 or higher on math and English
*after Feb 15th, 2023 - combined 40 English and Reading, 22 on Math

Taken Classes Before @ NTCC Checklist:

- _____ Completed NTCC’s “Dual Credit Scholarship Application” if eligible (*attached*)

***Please forward PAA Certification & NTCC acceptance emails to:
jramsey@pittsburgisd.net***

PHS Dual Credit Course Application

Please provide the information in the box below:

Last Name: _____ MI _____ First Name: _____

Student ID#: _____ Student's Current Grade Level: _____

Eligibility Scores: _____ / _____
SAT ACT

TSIA Assessment

Scores: _____ / _____ / _____
ELAR Essay Math

Course Name #1:

Course Name #2:

Student Signature _____ Date _____

Counselor's signature/initials _____ Date _____

Parental Consent

I give permission for my son/daughter to be enrolled in the Dual Credit Program for the current academic school year. I understand that courses will be more academically challenging than traditional high school courses. (Please use blue or black ink to complete this form.)

Parent Initials _____ I have received and reviewed the PHS Dual Credit Handbook.

Parent/Guardian Signature _____ Date _____

PHS Dual Credit Student Commitment

(Directions: initial that you have read each statement and understand your commitment to the PHS Dual Credit Program. Then sign the bottom acknowledging your agreement to take on this commitment. Also, ask your guardian to sign acknowledging that they understand the expectations of you for this program.)

_____ I will act maturely, as a college-level student, while attending college classes at any campus, whether that be at PHS, NTCC, or online. I understand that I will be treated as a college student and no special considerations will be made for me because I am also a high school student.

_____ I understand that I will be expected to work independently without significant direction from the instructor of the college course.

_____ I will commit to spending time preparing and completing college coursework. In addition to class time, I understand that I will be expected to spend time on coursework outside of class. ***I have the time in my schedule to commit to college coursework and commit to spending time reading, studying, preparing, and completing assignments outside of class time.***

_____ I commit to doing my own, original work and understand that plagiarism and cheating will not be tolerated by NTCC or PISD.

_____ I understand that I am receiving high school and college credit for the college courses in which I enroll. Failing a course could affect whether or not I have the credits required for graduation.

_____ I understand that my signature on the NTCC Permission and Registration Form gives NTCC representatives permission to share information with respect to grades, attendance, and class status to high school officials.

_____ I commit to doing all that I can do to make an A or B in my college coursework.

_____ I commit to attaining the resources needed or required for the college course in which I enroll.

_____ I have access to internet and a computer outside of the school.

_____ If taking an online course not on PHS campus I have access to or a computer and high-speed internet at my house.

_____ I have received and reviewed the PHS Dual Credit Handbook.

I commit to representing the Pittsburg High School Pirates the best that I can by always showing maturity, responsibility, respect, courteousness, and a determination to succeed. Lack of these traits in our D/C Students could result in losing the privilege of participating in the PHS Dual Credit Program. I have read, understand, and will adhere to the PHS Dual Credit Handbook.

Student Signature

Date

Parent Signature of Acknowledgement

Date

STUDENTS TAKING DUAL CREDIT

INFORMATION SHEET ~ PLEASE PRINT LEGIBLY

(Use Formal/Full/Legal Names)

LAST NAME: _____ GR _____ ID# _____

FIRST NAME: _____ MIDDLE: _____

STUDENT CELL: _____ - _____ - _____

STUDENT EMAIL: _____

PARENT EMAIL: _____

PARENT NAME: _____

CELL: _____ - _____ - _____

PARENT NAME: _____

CELL: _____ - _____ - _____

ADDRESS:

STREET _____ APT/LOT # _____

CITY _____ , TEXAS ZIP _____