



Dual Enrollment

District Handbook

2026–2027 School Year

Table of Contents

1. WELCOME TO THE DUAL ENROLLMENT PROGRAM	3
2. UNDERSTANDING DUAL ENROLLMENT	3
WHAT IS DUAL ENROLLMENT?	3
BENEFITS OF DUAL ENROLLMENT	3
IMPORTANT: ACADEMIC RECORD IMPACT	4
4. ELIGIBILITY, REGISTRATION & COURSE CHANGES	5
ELIGIBILITY	5
PARENT/GUARDIAN INFORMATION SESSION	5
REGISTRATION & COURSE CHANGES	5
5. GRADES, GPA & TRANSCRIPTS	6
HIGH SCHOOL GPA	6
COLLEGE GPA & TRANSCRIPT IMPACT	6
GRADE MONITORING & VERIFICATION	6
TRANSPORTATION	7
COMPLIANCE	7
7. ACADEMIC INTEGRITY	7
CONSEQUENCES	8
8. STUDENT SUPPORT SERVICES	8
9. ACADEMIC CALENDARS	9
10. FORMS	9

1. Welcome to the Dual Enrollment Program

South Texas ISD's Dual Enrollment Program lets eligible students earn college credit while completing high school — building academic skills, exploring career pathways, and preparing for life after graduation.

Because dual enrollment courses are governed by both STISD and the partnering college or university, students and families must understand the responsibilities of participating in both systems. This handbook outlines eligibility, enrollment, academic and attendance expectations, grade monitoring, communication, available supports, and how performance can affect a student's high school and college records.

Success is a shared responsibility:

- Students attend class, complete assignments, monitor grades, communicate with instructors, and ask for help early.
- Parents/guardians stay informed, reinforce good academic habits, and support timely intervention.
- District staff provide guidance, monitor progress when possible, and connect students to resources.

Together, we're committed to helping students succeed — in their dual enrollment courses and beyond.

2. Understanding Dual Enrollment

What Is Dual Enrollment?

Dual Enrollment lets eligible STISD students enroll in college-level coursework while simultaneously earning high school and college credit through STISD's partnerships with institutions of higher education (IHEs). Because these are official college courses, students are held to the academic standards, policies, and pace of the partnering college — not the high school classroom.

Benefits of Dual Enrollment

- Earn transferable college credit while completing high school graduation requirements
- Reduce future tuition, textbook, and college expenses
- Build the study habits and independence needed for college success
- Strengthen college applications and demonstrate academic readiness
- Accelerate certificate or degree completion after high school
- Explore courses aligned with an intended college major or career path

Participation is a privilege that requires students to demonstrate academic readiness, maintain satisfactory progress, and comply with both STISD and partnering-institution policies. Students should work closely with their counselor to select courses that align with their graduation plan and career goals.

Important: Academic Record Impact

Dual enrollment coursework becomes part of the student's permanent college academic record. Grades, withdrawals, and unsuccessful attempts may affect future college admissions, academic standing, degree eligibility, scholarships, and financial aid — so students should approach these courses with the same commitment expected of any college student.

3. Roles & Responsibilities

The program's success depends on a collaborative partnership among the following stakeholders:

Stakeholder	Key Responsibilities
Students	Meet eligibility, admission, and enrollment requirements; attend class and maintain satisfactory academic progress; monitor grades and communicate with instructors and counselor; comply with STISD and college policies.
Parents/Guardians	Stay informed of program requirements and deadlines; encourage attendance and academic engagement; support timely intervention; consult the counselor before enrollment or withdrawal decisions.
South Texas ISD	Provide program oversight and ensure compliance with TEA and THECB requirements; support enrollment and scheduling; coordinate communication; monitor participation; provide advising and support services.
Campus Administrators	Support implementation of the program; promote academic readiness; ensure compliance with district procedures; facilitate communication among stakeholders.
School Counselors	Provide academic advising and educational planning; verify graduation requirements; monitor eligibility; facilitate registration; communicate deadlines and academic implications.
Dual Enrollment Instructors	Deliver instruction that meets the partnering institution's academic standards; maintain course integrity; evaluate performance per college policy; communicate expectations.
Institutions of Higher Education	Establish admissions, placement, curriculum, grading, and add/drop policies; maintain the same rigor as courses offered to traditional college students; provide student support services.

STISD partners with the following institutions of higher education:

- The University of Texas Rio Grande Valley (UTRGV)
- South Texas College (STC)
- Texas State Technical College (TSTC)

- Texas Southmost College (TSC)
- OnRamps at The University of Texas at Austin

4. Eligibility, Registration & Course Changes

Eligibility

Students must meet all eligibility requirements established by STISD, the Texas Higher Education Coordinating Board (THECB), and the partnering institution, including:

- Meeting the district and partnering institution's college-readiness requirements
- Maintaining satisfactory academic performance and attendance
- Demonstrating appropriate academic and behavioral standards
- Completing all admissions and registration documentation by published deadlines

Failure to maintain eligibility may result in removal from the program.

Parent/Guardian Information Session

Attendance at the STISD Parent/Guardian Information Session is required before a student may participate. The session covers program eligibility, student and parent responsibilities, college academic standards, FERPA and student privacy, grading and satisfactory progress, attendance expectations, and course change procedures.

Registration & Course Changes

Advisement with the assigned STISD school counselor is required before every dual enrollment registration period. Students may not independently register, add, drop, withdraw from, or substitute a college course — every change must be reviewed and approved by the counselor first, to ensure it aligns with graduation requirements, degree pathway, course sequencing, and financial and state accountability requirements.

A grade earned in a course that was added, changed, or dropped without prior counselor approval will not be accepted by the district as an approved Dual Enrollment grade.

If a student bypasses this process, the district follows a progressive response:

1. First violation: written notice reminding the student that all registration changes must go through the counselor.
2. Repeated violation: a required conference with the student, parent/guardian, counselor, and campus administrator before future registration is approved.
3. Continued non-compliance: review of the student's eligibility to participate in future semesters.

Before approving a withdrawal, students and parents should know that college withdrawal deadlines differ from the STISD calendar, a withdrawal may appear on the permanent college transcript, and dropping a course can affect graduation plans, future dual enrollment eligibility, and financial aid.

5. Grades, GPA & Transcripts

High School GPA

Dual enrollment courses appear on the student's STISD transcript and are included in GPA and class-rank calculations under Board policy. Eligible AP, dual credit, and independent study courses are weighted as Advanced courses:

Category	Weight
Advanced	Multiplied by 1.10

College GPA & Transcript Impact

Each course grade is also calculated into the student's cumulative college GPA and becomes part of their permanent postsecondary transcript — regardless of future enrollment elsewhere. This can affect future admissions, transfer eligibility, scholarships, academic standing, and financial aid, so students should seek help from instructors, counselors, or support services early if they have trouble. Transferability of credit is ultimately determined by the receiving institution.

Grade Monitoring & Verification

Because STISD does not have direct access to college gradebooks, students are responsible for monitoring and reporting their own progress:

- A Class Facilitator completes a documented grade check-in with each student every three weeks (six per semester).
- Acceptable verification includes a printed report, portal display, or screenshot showing the current numeric grade, missing/late assignments, and major assessment results.
- Students must never share passwords or multifactor codes — only the grade information itself.
- Every student must submit their official final numeric grade for each course to their counselor by the Grades Due date on the IHE's academic calendar.

STISD required to submit the numerical grade — not just the letter grade. Students who do not submit a numerical grade will show Pending Grade “PG” in their transcript until a numerical grade is submitted.

Where to find the official final grade:

Institution	Course Platform	Official Final Grade Source
UTRGV	D2L Brightspace	MyUTRGV Portal • ASSIST App
South Texas College (STC)	Blackboard	JagNet Portal • Academic History
Texas Southmost College (TSC)	Canvas	MyTSC Portal • TSC Online Self-Service
Texas State Technical College (TSTC)	Canvas / OneTSTC	OneTSTC Student Portal
UT Austin OnRamps	Canvas	OnRamps Student Portal

OnRamps students must also accept or decline college credit in the OnRamps Student Portal by the published deadline.

6. Attendance, Transportation & Conduct

Transportation

Students may not use personal vehicles to travel between an STISD campus and a college location during the school day. Transportation is arranged by STISD based on the instructional delivery model, and students must report to assigned locations on time and follow all safety procedures. Unauthorized personal transportation may result in disciplinary action and/or removal from the program.

Compliance

Dual enrollment students remain subject to:

- South Texas ISD Board policies and the Student Code of Conduct
- Campus handbooks and administrative procedures
- Academic regulations of the partnering institution
- THECB Dual Credit rules and guidelines

When expectations differ between the high school and the college, students must comply with the requirements of each institution.

7. Academic Integrity

Students are expected to uphold the academic integrity standards of both STISD and the partnering college. Academic dishonesty includes, but is not limited to:

- Plagiarism — presenting another person's words, ideas, or work as your own, including copying text, paraphrasing without credit, or reusing prior work without permission
- Cheating on assignments, quizzes, or examinations, or unauthorized collaboration

- Submitting another person's work as your own, or fabricating/falsifying information
- Unauthorized use of artificial intelligence (AI) tools when prohibited by the instructor
- Assisting another student in committing academic dishonesty

Students must properly cite all sources using the citation format required by the instructor (MLA, APA, Chicago, etc.).

Consequences

Violations may result in a reduced or failing grade, failure of the course, removal from the course, loss of eligibility for future dual enrollment, and/or referral under the STISD Student Code of Conduct. Colleges and universities maintain independent academic integrity policies that STISD cannot alter or overturn.

8. Student Support Services

Each partnering institution — and STISD — offers support designed to help students succeed in college-level coursework:

Support Service	Where to Find It
Tutoring	Free tutoring/coaching through each IHE's learning center or student success center; OnRamps students also receive support from their STISD teacher and UT Austin faculty.
Library Services	Campus libraries, online databases, and study spaces at each partner institution; OnRamps provides digital course materials.
Academic Advising	Advising, success workshops, and career services through each IHE's academic support offices.
Accessibility Services	Each institution's disability/accessibility office coordinates approved accommodations; OnRamps students work with both STISD and UT Austin OnRamps staff.
STISD Support	Campus counselors, Dual Enrollment Program staff, instructional support, technology assistance, and a lending library for required textbooks (when available).

Students are strongly encouraged to use these resources early — before a small issue becomes a larger one.

9. Academic Calendars

College and university calendars often differ from the STISD calendar — a district holiday or closure does not necessarily mean college classes are cancelled, and vice versa. Students are responsible for reviewing both calendars and regularly checking their college email, portal, and LMS for deadlines.

Academic Date	What It Means
Registration Begins	Registration opens for the upcoming term. Counselor advising and approval is required first.
Priority Registration	An early registration window for eligible students, per IHE policy.
Registration Deadline	Final date to complete registration for the term.
Late Registration	An optional additional window, subject to institutional policy and course availability.
First Day of Classes	Official start of college instruction — may differ from the STISD calendar.
Census Day	The IHE's enrollment-verification date; not necessarily the last day to drop.
Last Day to Drop	Deadline to drop a course; counselor approval is required before any change.
Last Day to Withdraw	Final withdrawal deadline; a withdrawal may appear on the college transcript.
Final Exams	The IHE's final assessment period.
Final Grades Posted	When final grades become available; students must then complete grade verification.

STISD holidays and closures do not excuse students from completing college coursework or assignments due under the IHE calendar.

10. Forms

The registration and consent forms required for program participation — including the Dual Enrollment Registration, Consent & Acknowledgment Form — are provided in the accompanying Dual Enrollment Forms Packet. Families should review this handbook before completing those forms.

DUAL ENROLLMENT REGISTRATION FORM

STUDENT INFORMATION

Student Name:	Student ID:	Grade:	Date of Birth:
Home Campus:	Counselor:		Semester / Year:
College/University:		College Student ID:	
Parent/Guardian Name:		Contact Phone:	

COURSE SELECTION---COLLEGE COURSE & HIGH SCHOOL EQUIVALENT

List each dual credit course being requested and its corresponding high school course equivalency.

College Course Prefix/#	College Course Title	Credit Hrs.	High School Equivalent Course	HS Credit

ACKNOWLEDGEMENT

By signing below, the student and parent/guardian acknowledge that dual enrollment coursework becomes part of the permanent college transcript, that grades earned affect college GPA and financial aid eligibility, and that the student is responsible for meeting both high school and college attendance and academic requirements.

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Counselor Signature:	Date:

Notes:



DUAL ENROLLMENT PARENT/GUARDIAN & STUDENT CONSENT AND ACKNOWLEDGMENT FORM | 2026-2027

STUDENT AND DUAL ENROLLMENT INFORMATION

Student Name: 	Student ID:
Campus: ☐ Health Professions ☐ Medical Professions ☐ Science Academy ☐ Virtual Academy ☐ World Scholars	Grade Level:
College / University: ☐ UTRGV ☐ STC ☐ TSTC ☐ TSC ☐ OnRamps	Academic Year / Term:
Semester: ☐ Fall ☐ Spring ☐ Summer	Assigned Counselor:

1. Transportation During the School Day

Students enrolled in Dual Enrollment courses during the regular school day may not use personal vehicles or arrange personal transportation to travel between an STISD campus and a college/university location during school hours. Students must use district-approved transportation, report to assigned locations on time, and follow all district safety procedures. Unauthorized departure or transportation may result in disciplinary action and/or affect continued participation in Dual Enrollment.

2. Approved Schedule and Course Changes

All Dual Enrollment courses and schedule changes must be reviewed and approved by the student's assigned STISD school counselor. Students may not independently add, drop, withdraw from, substitute, or change a college course.

IMPORTANT: A grade earned in a Dual Enrollment course that was added, substituted, or changed without prior STISD counselor review and approval will not be accepted by the district as an approved Dual Enrollment course grade for the student's STISD academic record.

3. Academic Monitoring and Routine Grade Verification

South Texas ISD does not have direct access to the professor's or college's gradebook. Routine grade verification allows the district counselor to identify students who may be struggling, provide timely academic support, and intervene before the student is at risk of failing or withdrawing from a dual enrollment course.

The student agrees to provide the assigned district counselor with current progress information for every Dual Enrollment course:

- According to the reporting schedule established by South Texas ISD;
- Whenever the counselor requests an additional grade check due to an academic concern; and
- Must notify their campus counselor after receiving a low-grade notice, academic alert, or other indication that successful completion may be at risk.

GRADE VERIFICATION REQUIREMENTS

STISD Class Facilitator completes a grade check-in with the student every **three** weeks

Acceptable Progress Verification

Verification may through the LMS system will be completed during the student counselor meeting.

- Current overall numeric grade for each course;
- Missing, incomplete, late, or ungraded assignments;
- Major assessment grades and course-progress alerts; and
- Other course-progress information reasonably needed to determine whether support is necessary.

IMPORTANT: Students must not provide passwords, multifactor authentication codes, or other login credentials. The student remains responsible for accessing the college system and sharing only the requested grade information.

4. Final Grade Verification - Required at the End of Each Semester

Every Dual Enrollment student must submit a copy of their official final numeric grade(s) to their assigned school counselor at the conclusion of each semester. Students are responsible for accessing, printing/downloading, and submitting final grades from the appropriate college student portal no later than the established Grades Due date for each semester, as outlined in the respective IHE academic calendar.

5. Official Grade Retrieval Instructions

Institution	Course Platform	Official Final Grade Source
UTRGV	D2L Brightspace	MyUTRGV Portal; ASSIST App; Brightspace grades when available
South Texas College (STC)	Blackboard	JagNet Student Portal; Academic History
Texas Southmost College (TSC)	Canvas	MyTSC Portal; TSC Online/Self-Service Student Planning; Canvas
Texas State Technical College (TSTC)	Canvas / OneTSTC	Canvas Course Grades; OneTSTC Student Portal
UT Austin OnRamps	Canvas	OnRamps Student Portal

UT Austin OnRamps students are also responsible for accepting or declining college credit through the OnRamps Student Portal by the published deadline.

AUTHORIZATION, CONSENT, AND PROGRAM EXPECTATIONS

By signing the acknowledgment page, the parent/guardian and student acknowledge and agree that:

- Routine grade verification is a district Dual Enrollment program expectation intended to support successful course completion.
- The counselor may request, review, document, and retain the student's grades and course-progress information in the student's district education record.
- Relevant concerns may be discussed with the student, parent/guardian, and district personnel who have a legitimate educational interest so that tutoring, conferencing, progress monitoring, or other support can be arranged.
- This form authorizes requests to the student; it does not require direct college gradebook access or replace a college-required release. Failure to submit requested verification may limit timely district support and will be addressed under district procedures.
- The student is responsible for monitoring academic progress and regularly checking college email, the student portal, and the learning management system.
- The student's college schedule must match the schedule approved by the assigned STISD school counselor.
- A grade from an unauthorized or unapproved course or schedule change will not be accepted as an approved STISD Dual Enrollment course grade.
- The student must retrieve and submit official final numeric grade(s) to the STISD school counselor by the district-established deadline.
- Failure to submit final grades may delay transcript verification, graduation planning, eligibility review, records review, and/or future Dual Enrollment registration.
- Dual Enrollment grades become part of the student's permanent college academic record and may affect college admission, transferability, scholarships, financial aid eligibility, academic standing, and cumulative college GPA.
- The student must follow all South Texas ISD transportation requirements during the school day.

Duration and Withdrawal of Consent

This consent remains in effect for the academic year/term identified on this form, unless the student (or the parent/guardian when applicable) withdraws consent in writing and withdraws from STISD Dual Enrollment program. A new form should be completed for each academic year unless district procedures require otherwise.

FERPA note: At a postsecondary institution, FERPA rights generally belong to the student, even if the student is under age 18. The college may require its own release before providing records directly to a parent or district representative.

PARENT/GUARDIAN & STUDENT
ACKNOWLEDGMENT, CONSENT, AND SIGNATURE PAGE

STUDENT INFORMATION

Student Name: _____	Student ID: _____
Campus: _____	Academic Year / Term: _____

Student Certification and Consent

I certify that I have read and reviewed this entire form. I understand and agree to the Dual Enrollment expectations described in Sections 1-5, including transportation, counselor approval of schedules and course changes, academic monitoring, routine and final grade verification, official grade submission, and the effect of Dual Enrollment grades on my college academic record. I authorize South Texas ISD's assigned district counselor to request and review my Dual Enrollment grades and course progress. I agree to provide accurate, current information according to the established reporting schedule and when reasonably requested.

Student Signature	Date
_____	_____

Parent/Guardian Acknowledgment and Consent

I certify that I have read and reviewed this entire form with the student. I understand the Dual Enrollment expectations described in Sections 1-5, including transportation, counselor approval of schedules and course changes, academic monitoring, routine and final grade verification, official grade submission, and the effect of Dual Enrollment grades on the student's college academic record. I consent to the district's routine grade-verification process and authorize the counselor to review, document, and discuss the student's grades and course progress as described in this form so that timely support may be provided.

Parent/Guardian Printed Name		Relationship to Student
_____		_____
Parent/Guardian Signature		Date
_____		_____
Phone	Email	
_____	_____	

Signing this page confirms acknowledgment of and consent to the full four-page form.