

CROWLEY ISD ADMINISTRATIVE REGULATION

Board Policy: EHDD (Local)

Effective Date: September 27, 2005

Revision Date: July 1, 2013

Department Responsible: Curriculum & Instruction

Re: COLLEGE COURSEWORK / DUAL CREDIT GUIDELINES

Students classified as junior or senior may be granted credit for college courses taken in approved institutions to fulfill units for high school graduation under the following provisions:

1. The student makes a written request to the principal or designee for credit to be given for a college course. The student may unilaterally enroll in college courses only after membership for at least four (4) periods, one of which must be an official attendance period, is completed at the local campus. The course(s) may be taken concurrently with high school courses or during the summer or evening.
2. The student must show proof of having been accepted by a junior or senior college of recognized and accredited standing and show proof of continued enrollment and attendance of classes upon the request of the principal or designee.
3. The student pays all costs associated with taking the college courses and provides the District with an official college transcript showing the grade received. The grade must be a minimum of "C" to qualify for high school credit.
4. Approval for courses for which credit is granted is determined by the principal and the Chief Instruction Officer.
5. The dual credit program at the district level is supervised by the Chief Instruction Officer or designee. At the campus level, the program is under the supervision of the principal or designee.
6. The following chart will be used to convert college letter grades into equivalent numerical grades as required by board policy:

A=95	D=65
B=85	F=55
C=75	
7. Credit is not awarded without the official presentation of the transcript to the building principal or designee.
8. Transportation is the responsibility of the parent and student. The District is not liable for any injury once the student leaves the campus.

Students in lower grades who are able to meet college admittance requirements and/or students who do not strictly meet all of the requirements above may be allowed to enroll based upon individual evaluation by campus and district staff as required by the Southern Association of Colleges and Schools.

Exhibits:

Exhibit A: TCC Application for Admission – Early High School/Dual Credit

Exhibit B: TCC Course Enrollment Form



Tarrant County College – High School Early Enrollment

Instructions

1. For admission students must submit this form with a TCC application and an official high school/home school transcript.
2. This form must be (a) signed by the high school principal or counselor **and** (b) approved by the TCC Admissions Office.
3. **Eligibility is limited to eleventh and/or twelfth grade (that is, junior and/or senior) high school students.**
4. **Students whose test scores indicate a need for remediation are not eligible to enroll in the failed curriculum area.**
5. Permission must include specific courses to be taken at TCC.
6. Permission is limited to the term indicated and must be separately granted for each TCC enrollment prior to high school graduation.
7. Students must be score exempt for Texas Success Initiative (TSI) or must pass the appropriate sections of ACCUPLACER to enroll in courses. Score-exempt students wishing to take math courses must also pass the TCC math placement test with a qualifying score. Students enrolling in a TSI-waived certificate program must present evidence of passing all sections of the TAKS test.
8. The TCC course load shall not exceed two (2) courses per semester without TCC approval.
9. A minimum grade of C must be earned on each course taken at TCC to continue eligibility to enroll concurrently with high school.
10. After high school graduation, students must submit a final transcript to the TCC Admissions Office.

To Be Completed by Student

Year: _____ Semester: Campus:

Fall Spring Sum NE NW SO SE TR

Student Social Security Number: _____ Student Name: _____
 (Or TCC Student ID Number)

I have read and understand the above instructions and authorize TCC to release my admissions and academic information to my high school.

Student's signature: _____ Date: _____

To Be Completed by High School Principal or Counselor (Transcript must be attached)

Name of High School: _____ Expected Date of High School Graduation: _____

TCC courses to be taken

_____ Will HS credit be granted for this course (dual credit)? YES NO

_____ Will HS credit be granted for this course (dual credit)? YES NO

_____ Will HS credit be granted for this course (dual credit)? YES NO

The above-named student has met the stated requirements and is recommended for early enrollment at TCC. I understand that the awarding of dual credit is at the discretion of the high school.

Principal/Designee Signature: _____ Date: _____

To Be Completed by TCC Admissions Office

Eleventh Grade _____ Twelfth Grade _____

Score Exempt _____ TSI-Waived Certificate/TAKS Passed _____

ACCUPLACER Reading pass fail Math pass fail Writing pass fail

 Approved Not Approved Signature: _____ Date: _____

Tarrant County College is an Equal Opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status or disability.