

# Read the entire Handbook including Frequently Asked Questions

## What is the difference between Academic and Workforce Education Course Manual (WECM) Dual Credit?

***\*Dual Credit offerings are contingent upon staffing. Also, teachers must meet the eligibility requirements of the college.***

Types of Dual Credit	Explanation	Credit Awarded	Eligibility	Other Considerations
<b>Academic Dual Credit (DC)</b>	<ul style="list-style-type: none"> <li>○ Most academic dual credit courses will be accepted at 2-year colleges and 4-year universities.</li> <li>○ Courses that cover all high school TEKS as well as equivalent college curriculum.</li> <li>○ Courses that allow students to earn high school and college credit concurrently.</li> </ul>	<ul style="list-style-type: none"> <li>○ High school graduation credit is awarded based on student performance.</li> <li>○ Most academic dual credits linked to a Texas college common course number will transfer to any Texas public college or university.</li> <li>○ College credit is awarded at the discretion of the receiving institution.</li> <li>○ Students must request a college transcript in order for college credits to be evaluated and/or awarded at a college or university.</li> </ul>	<ul style="list-style-type: none"> <li>○ Students must qualify for admission to the college or university and complete the ApplyTexas application by the deadline.</li> </ul>	<ul style="list-style-type: none"> <li>○ Dual credit courses can only be taught by high school teachers who also qualify as adjunct faculty* (master's degree with at least 18 hours in the content area) at the college or university that the district has established a Memorandum of Understanding (MOU).</li> <li>○ Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received. (Policy EHDD Local):               <ul style="list-style-type: none"> <li>○ 90 – 100 = A</li> <li>○ 80 - 89 = B</li> <li>○ 70 - 79 = C</li> <li>○ 0 - 69 = F</li> </ul> </li> </ul>
<b>Career and Technical Education Course (CTE) Dual Credit</b>	<ul style="list-style-type: none"> <li>○ Most CTE dual credit courses will be accepted at 2-year colleges.</li> <li>○ Career Technical courses that cover all high school TEKS as well as equivalent college curriculum at the specific 2-year college awarding credit.</li> <li>○ Courses that allow students to earn high school and 2-year college credit concurrently.</li> </ul>	<ul style="list-style-type: none"> <li>○ High school graduation credit is awarded based on student performance.</li> <li>○ Most WECM credits linked to a 2-year college common course number will transfer to a 2- year college offering that course.</li> <li>○ College credit is awarded at the discretion of the receiving institution.</li> <li>○ Students must request a college transcript in order for college credits to be evaluated and/or awarded at a 2-year college.</li> </ul>	<ul style="list-style-type: none"> <li>○ Students must meet the Dual Credit Checklist deadline.</li> <li>○ Students must meet the test score requirements</li> </ul>	<ul style="list-style-type: none"> <li>○ WECM courses can only be taught by high school teachers <u>who also qualify as adjunct faculty</u> (bachelor's degree or master's degree) at the college or university with which the district has established an MOU.</li> <li>○ Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received. (Policy EHDD Local):               <ul style="list-style-type: none"> <li>○ 90 – 100 = A</li> <li>○ 80 – 89 = B</li> <li>○ 70 – 79 = C</li> <li>○ 0 – 69 = F</li> </ul> </li> </ul>

## What is Dual Credit?

Dual Credit allows a high school student to earn college credit and high school credit concurrently. Academic Dual Credit is awarded through San Antonio College. Career and Technical Dual Credit is awarded through St. Philip's College, Palo Alto College, and San Antonio College.

## Where do the credits transfer?

Credits can be applied to an associate's degree at a community college with which the district has established an MOU. Credits **might** transfer to other colleges or universities. It is up to the accepting college/university to determine whether Dual Credit coursework will be honored. Students must determine if their DC courses will be applicable to their desired college pathway or college curriculum. It is the student's responsibility to request an official college transcript through his/her ACES student account (Students should Log On to ACES; How to Log On to ACES sheet is available on the last page of the ApplyTexas Handbook.)

## 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 the course. The college credit is reflected on the transcript from the college with which the district has established an MOU. **It is up to the accepting college/university to determine whether Dual Credit coursework will be honored.** Advanced Placement (AP) is awarded to students at the discretion of the receiving institution based on Advanced Placement test scores of 3 or higher, depending on the institution. It is up to the accepting college/university to determine how the AP credit will be awarded. Students must pay for each AP exam. Exams are offered in May of each school year. (Go to: <https://apstudent.collegeboard.org/creditandplacement/search-credit-policies> and enter the University name to locate course equivalents for AP exam scores.)

## How many classes can students take per year?

Students may take up to 2 Dual Credit courses per semester for their sophomore and junior years. In addition, students may take 1 Dual Credit course for the spring semester of their freshman year and may take up to 3 Dual Credit courses for the spring semester of their senior year. Campus course offerings at each grade level are contingent upon adjunct professor approval of the participating college.

## How do Dual Credit courses impact rank?

Dual Credit courses with an AP designation have a weighted rank factor of 1.29. If the Dual Credit course does not have an AP designation, the weighted rank factor is 1.15.

## If a student is already in Dual Credit, what does he/she need to do for next year?

Students should complete pp. 6-8 with student and parent signatures and check their prior year's scores with the Dual Credit Counselor to ensure eligibility for desired Dual Credit courses. If a student is only taking one year-long course and is not enrolled in another DC course, the student must complete the ApplyTexas application ([www.applytexas.org](http://www.applytexas.org)). If a student is in Dual Credit Semester 1, but has Withdrawn prior to Census Date for Semester 2, the student must complete the **ApplyTexas application** again and meet all Dual Credit deadlines. If a student has made an F and has been removed from Dual Credit, the student may not be in Dual Credit for the duration of high school.

## If a student applied and did not qualify, does he/she need to complete another application the following year?

Yes. If a student does not qualify, the application does not remain on file; the student must submit a new application.

## What is the process for dropping or withdrawing from a Dual Credit class?

Prior to the Census Date (a date specified by the college as the official student enrollment date), a student must simply inform his/her counselor. No Dual Credit Drop Form from the student is needed before the Census Date. After the Census Date, a student must complete a **North East ISD Drop Form** and must complete the **SAC Drop Form** so the withdrawal from the Dual Credit course can be properly processed. Failure to complete both drop forms could result in an F on a student's college transcript.

## What are the consequences of dropping a Dual Credit course at the beginning of the semester?

For high school Dual Credit courses, changes and/or drops can occur only within the first ten days of the semester. After the Census Date, a W (Withdrawn) will be reflected on the student's college transcript.

## What are the consequences of dropping a Dual Credit course *after* the first ten days of a semester and prior to the official Last Day to Withdraw or drop date?

Alamo Colleges and NEISD publicize a specific Last Day to Withdraw date each semester. Withdrawals after the Census Date and prior to the official Withdrawal date will result in a withdrawal (W) on the student's

college transcript. A **W** has no academic consequences; however, if a student has more than the 6 allowed Ws in his/her college career, a student's admission to college and/or financial aid could be affected.

**Are students allowed to drop a Dual Credit course after the official Last Day to Withdraw/Drop date?**

No. After the official drop date has passed, students will be awarded the grade earned in the course. If a student receives a failing grade in the course, it will appear on the student's permanent college transcript and will affect the college grade point average (GPA).

**If I drop the course after the Last Day to Withdraw deadline or fail the course, will that grade disappear from my college transcript?**

No. The grade earned in a Dual Credit class is a part of a student's permanent college record and will be computed in the student's college GPA.

**How does the credit transfer?**

After students have completed the Dual Credit course(s), the high school will send final grades to the awarding college. **Students must first request that a transcript be sent from the high school to SAC, Palo Alto, or St. Philip's. Students must then request that SAC, Palo Alto, or St. Philip's send a transcript to the college/university of their choice. This request is made by logging on to their student ACES account. ([www.alamo.edu/sac/](http://www.alamo.edu/sac/)) Click log into ACES.**

**How do I verify that my Dual Credit grade is correctly recorded on my college transcript?**

Students should Log On to their ACES account at the end of each semester using the instructions on the last page of this Handbook. Students must then verify that the grade on their account matches their report card grade. If it does not, the students should contact their Dual Credit teacher/counselor immediately.

**How do I know if the course I am taking will count toward my Associate Degree or Core Complete Certificate?**

Students must examine the following link to ensure that their Dual Credit course fulfills the requirements of their chosen Associate Degree: <http://mysaccatalog.alamo.edu/content.php?catoid=122&navoid=6394>

**How do I know if the course I am taking will transfer to another university?**

Students must examine the following link to ensure that their Dual Credit course will transfer to their chosen university and degree plan: <http://alamo.edu/mainwide.aspx?id=43348>

**What are the consequences of not ensuring that the Dual Credit courses I am taking will fit into my Associate Degree Plan or will transfer to a desired university?**

Students could risk taking Dual Credit courses that will count only as electives and not toward an Associate Degree or that may not transfer to a four-year university, **thus possibly affecting their financial aid.**

**Whom do I contact if I have Dual Credit questions?**

**For questions, first contact your high school Dual Credit Counselor or the following:**

Ray Hernandez

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210-486-0177

Dual Credit at San Antonio College: <http://www.alamo.edu/main.aspx?id=5138>

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