



DUAL CREDIT Parent Student Handbook 2024-2025



DUAL CREDIT *and*
POSTSECONDARY INITIATIVES
SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA ([EXHIBIT](#)) or FFH ([EXHIBIT](#)), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

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La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA ([Prueba documental](#)) o FFH ([Prueba documental](#)) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

[Nondiscrimination statement](#)

DUAL CREDIT HANDBOOK

What is Dual Credit?

Dual Credit (DC) courses are courses taught by a college instructor or SAISD teacher approved as an adjunct instructor; all curriculum, resources and grades are controlled by the professor/instructor and the college department. The student earns credit for a high school course that is matched to the content of the college course. Each type of DC can be offered through the variety of models listed in this guide.

Why Dual Credit?

- Independent research demonstrates that students who take dual credit/dual enrollment courses demonstrate a higher likelihood of enrolling in college and are
- Students are more likely to persist in earning a professional credential and/or 2-year or 4-year degree.
- Students who take dual credit/dual enrollment courses gain experience that leads to confidence and a new vision of themselves as true college students. Additionally, students participating in dual credit/dual enrollment courses experience a costing savings that can significantly impact postsecondary plans. Thus, student participation in dual credit/dual enrollment courses plays a key role in improving future college outcomes.

The mission of the SAISD Dual Credit program is to offer every student the opportunity to earn college credit while in high school.

We believe that when students take dual credit courses, they gain the required skills and experiences for persistence after high school toward completion of a postsecondary degree, certificate, and/ or industry certification.



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Benefits of taking Dual Credit/Dual Enrollment Courses

- No Tuition Fees (Free) – Save money on college tuition and instructional materials.
- Finish College Faster – Obtain college credit that can lead to the completion of a postsecondary degree or certificate.
- Transfer credits earned in high school to Texas public colleges and universities.
- Easier transition to college level coursework and college life

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Types of dual credit

Academic (CORE)	Career and Technical Education (CTE)	Dual Language
<p>Academic (CORE) courses are applicable to traditional post-secondary credentials of value. Students taking CORE courses are earning credits toward an Associates of Arts or Science degree (AA/AS) and/or an Associates of Applied Science (AAS) degree.</p> <p>The core curriculum facilitates the transfer of lower-division course credit among public colleges, universities, and health-related institutions throughout the state.</p> <p>(i.e. English or US History)</p>	<p>Career and Technical Education (CTE) courses are applicable to work-force post-secondary credentials of value. Students taking CTE courses are earning credits toward a Certificate of Completion and/or Associates of Applied Science (AAS) degree, different from an academic (core) only award.</p> <p>(i.e. Construction or IT)</p>	<p>Foreign language course credits earned at public institutions of higher education are transferable to Texas public colleges and universities and may be applicable to a student's Associate of Arts (AA) or Associate of Science (AS), and baccalaureate degrees.</p>

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Dual Credit Models

Early College High School (ECHS) students can earn a high school diploma in addition to up to 60 college credit hours or an associates degree through the ECHS model.

Pathways in Technology Early College High School (P-TECH) students can earn a high school diploma in addition to industry based certifications, Level 1 or 2 certificates, and/or an associate degree while engaging in work based learning at every grade level through the P-TECH school model.

Dual Enrollment

Dual Enrollment courses are dual credit courses taught by a college instructor who determines all curriculum, resources, and grades for the college course in collaboration with a high school teacher who helps to facilitate the college course and who manages all curriculum, resources, and grades for the high school course. Students may have the option to accept or deny the college hours/transcription for the dual enrollment course. Grades for the high school course may differ from grades for the college course.

An example of dual enrollment courses in SAISD are our **UT OnRamps** course offerings.

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Dual Credit Qualifications for Students

Skills Requirements

The Texas Success Initiative (TSI) is mandated by Texas law to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TSI includes the Texas Success Initiative Assessment (TSIA) is designed to identify and provide diagnostic information about each student's reading, mathematics and writing skills. To participate in dual credit programming, students must take the TSIA or meet common college entry requirements via other standardized post-secondary assessment exams (i.e. SAT, ACT, PSAT, etc.)



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Student Conduct

Embarking on a dual credit program means you're stepping into an exciting realm where high school and college worlds converge. To ensure a successful and respectful experience, it's essential to understand and adhere to both the college and the ISD Student Code of Conduct. This guide outlines the expectations for academic integrity, behavior, and responsibility, reflecting the standards of both high school and college environments.

Academic Integrity: Uphold the highest standards of honesty in all your coursework. Plagiarism, cheating, and any form of academic dishonesty will not be tolerated.

Respectful Behavior: Treat your peers, instructors/professors, and the learning environment with respect. Disruptive behavior, harassment, or discrimination undermines the educational experience and is strictly prohibited.

Commitment: Manage your time effectively to balance high school and college commitments.

Attendance and Responsibility: Being in class and participating regularly is crucial and required. Ensure your punctuality, and adherence to all deadlines (college and HS) to be successful.

Compliance with Policies: Follow all rules and regulations set forth by both your high school and the college. This includes adhering to dress codes, technology use policies, and any additional guidelines specific to your dual credit courses.

By embracing these principles, you not only enhance your own educational journey but also contribute positively to the academic community.

Dual Credit Student Parent Permission Form

All students participating in a dual credit course should have a permission form on file with their campus DC point of contact. Be aware the campus may have their own and the college partner as well so please be sure to complete any other forms as necessary.



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Comparison DC & AP Chart

	Advanced Placement	Dual Credit
DESCRIPTION	Allows students to take college-level courses and exams, and to earn college credit or placement while still in high school.	Allows high school students to simultaneously earn high school and college credit by completing courses at their high school.
ELIGIBILITY	Open to any student	Must meet TSI eligibility requirements if any for college-level course work.
COLLEGE CREDIT	Not guaranteed upon completion of course; must earn a "3" or above on the College Board Exam.	Guaranteed college credit upon successful completion of course (grade of a "C" or higher).
TEACHERS/ INSTRUCTORS	Taught by the high school teachers trained by The College Board.	Taught by college instructors and/or high school teachers who are credentialed college instructors.
COLLEGE/ UNIVERSITY ACCEPTANCE	Accepted throughout the nation. See individual college institution for its policy.	Accepted at public college and universities in Texas as well as many other colleges and universities across the nation. See individual college for its policy.
COST	\$95 test fee (currently paid by SAISD)	Tuition paid by SAISD.



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Dual Credit Advising and Progress Monitoring

Academic advising by highly trained program coordinators, college advisors, instructional staff, school counselors, and administrators will assist students and families with support to ensure persistence and success in rigorous dual credit course work.

Progress monitoring at all levels increases student achievement and growth. Parents, teachers, and administrators must use progress monitoring to support students in making informed educational decisions.

Advising and Progress monitoring includes but is not limited to:

- Academic advising using semester success touchpoints
- Grade/participation monitoring
- 3-week grade checks
- Mid-term grade check
- Withdrawal date grade review
- Attendance
- Resource Utilization
- Individualized Performance Plan (IPP) supports
- Institution of Higher Education (IHE) partner reports
- Interventions
- Tutoring labs and other IHE partner resources
- Facilitation with assessment resources
- Traditional and non-traditional reinforcement of instruction

An Individualized Performance Plan (IPP) must be developed, implemented, and monitored for dual credit students demonstrating non-mastery of course content at midterm grade check. Prior to the IHE last day to withdraw the instructor must identify if the student has shown significant progress toward course completion.

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SAISD Withdrawal Policy

Effective Spring 2022 campuses are required to withdraw students not earning a “C” or higher at the midterm grading period. To increase student success in dual credit courses, counselors, instructors, and dual credit program coordinators are tasked with closely monitoring student grades, engaging in intrusive and intentional advising and withdrawing students from dual credit courses if their grade falls below a “C” at midterm.

If a student wishes to remain in the courses, parental approval is needed. The parent and student must complete a conference with the counselor or other dual credit staff and sign a permission form. Once signed, a copy of the signed form should be placed in the student’s file, and a copy should be sent to the District Dual Credit Office. Individual IHE withdrawal dates will be shared with campuses annually.

Grades

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. Grades for the high school course and college course should be the same (excluding Dual Enrollment-OnRamps). High school students taking dual credit courses will receive a college grade, per the Memorandum of Understanding (MOU) with each IHE partner. The grade is then transferred and made applicable to the high school transcript for graduation requirements. To ensure successful completion of the course, faculty will post midterm grades to keep students informed of their progress.

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College Course Conversion

For students who are enrolled in a college course that awards alpha grades, the school shall interpret the college grade using the conversion chart below. **Only the final grade is entered into the high school grading system.** All grades entered on the transcript are final and remain on the high school transcript even if the student retakes the college and/or high school class.

A = 95; B = 85; C = 75; D = 72; F = 65

Administrative Procedure [E20-Student Grades and Promotion](#)

Weighted Grades for Dual Credit/Dual Enrollment Courses

- Dual Credit courses with grades of a 70 or above will be awarded +10 points
- 10 points only awarded on 1st attempt, should student need to take course again no extra points should be added

Administrative Procedure [E28-Class Ranking](#)

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Student Accommodations for Disabilities

Students must self-identify with each college partner (links to each partner site linked below) to initiate accommodations requests based on a wide range of disabilities normally monitored in the K-12 educational setting including but not limited to 504 and special ed.

Links to College Partner Disabilities sites

[Alamo Colleges](#)

[TAMUSA](#)

[UTSA](#)

[McMurry](#)

College/ University Grades, Withdrawals, And Academic Standards

The college catalog provides detailed information about all aspects of the academic experience. Grades, requesting transcript of grades, transferability of grades and grading procedures are available in this space. Also present in a college catalog is an explanation of the course withdrawal procedure and academic standards connected to academic probation and suspension.

Drops And Withdrawals

Faculty may process drops/withdrawals for non-attendance when this behavior results in a lack of progress. The course syllabus should include any established attendance policy for the institution of higher education. Students and teachers should discuss absences or issues relating to attendance with the HS school counselor or program designated staff.

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Academic Standards/ Academic Probation

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion.

The component used to compute Academic Standing is the institution (home college) GPA. Academic standing is determined at the end of the fall, spring, and summer terms. If a student's GPA falls below 2.0, a student would be considered on academic probation and may be in jeopardy of losing the opportunity to continue in the dual credit program in which they are enrolled. The course catalog of the institute of higher education houses academic standards information.

Dual Credit Point of Contacts

Depending on the situation you should be able to communicate with your HS or college contacts should you have any concerns or issues while participating in dual credit.

High School Counselor/Program Coordinator

College HSP Coordinator (each college has a person assigned to your campus to facilitate dual credit)

Glossary of terms

[DC Glossary](#)

IHE RESOURCES

SPC: <https://www.alamo.edu/spc/academics/academic-resources/tutoring-centers/tutoring-and-technology-center/>

SAC: <https://www.alamo.edu/sac/experience-sac/current-students/student-resources/tutoring-centers/>

UTSA: <https://www.utsa.edu/trcss/tutoring/>

McMurry: <https://teleducation.zohodesk.com/portal/en/home>



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FAQ's

Where do the credits earned in a DC course transfer?

Credits earned in a dual credit course with any Texas IHE are transferable to any state college or university. They may be applied to a degree plan at a two or four year college. However, it is up to the accepting college/university to determine how Dual Credit (DC) coursework will be applied. 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 In to ACES)

How do Dual Credit and Advanced Placement differ regarding 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 how the Dual Credit coursework will be applied to a degree plan.

Credit for earning a score of three or higher on an Advanced Placement (AP) exam is awarded to students at the discretion of the receiving institution. It is up to the accepting college/university to determine how the AP credit will be awarded and applied. AP Exams are offered in May of each school year.

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 inform his/her teacher and counselor that they wish to drop. A completed Dual Credit Drop Form from the student is needed before the Census Date. After the Census Date, a teacher/ counselor must complete a Drop Form (Specified by IHE partner) so the withdrawal can be properly processed. Failure to complete both drop forms could result in an F on a student's college transcript.

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What are the other routes to get placement into academic dual credit courses?

Students are exempt from taking the TSIA if they meet the following criteria:

- ACT: Combined score of 40 on English and Reading, and Math score of 22 (effective 2/15/23)
- SAT: Evidenced-Based Reading and Writing (EBRW) score of 480 and Math score of 530.
- SAT/ACT scores can be combined with TSIA scores to meet the college level requirements for the Dual Credit courses. TSIA Scores must not be older than five years.
- PSAT/NMSQT scores can be used for all courses except for Pre-Calculus and Calculus. PSAT/NMSQT scores cannot be combined with other assessments.

What are the consequences of dropping a Dual Credit course within the first ten days of the semester?

There are no consequences for dropping a Dual Credit course within the first ten days of the semester or prior to Census Date.

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?

A specific Last Day to Withdraw date is provided by the IHE partner through the High Schools Programs Director or Coordinator. These dates are also publicized on the IHE partner website. Withdrawals after the Census Date and prior to the official Withdrawal date will result in a withdrawal (W) on the student's college transcript. While a W has no immediate academic consequences, students should also be aware of their future college's **Satisfactory Academic Progress (SAP)** policies.

SAP is a ratio of satisfactorily completed courses over the number of courses attempted. The SAP, in combination with the college GPA may impact a student's college admission and/or financial aid eligibility.

SAP = # courses completed with a "C" or higher

of courses attempted (not dropped within 10 days of course beginning)



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If a student fails a course, will that grade disappear from their 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 Alamo Colleges' GPA.

How can a student verify that Dual Credit grades are correctly recorded on their college transcript?

Students should Log On to their ACES account at the end of each semester. 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 you know if the courses I am taking will transfer to another university?

Students could risk taking Dual Credit courses that will count only as electives and not toward an Associate degree or that may transfer to a four year college or university but not be applicable to a degree plan. When advising students as they select the courses they will take in high school,, examine the following link to TAGs, (Transfer Advising Guides), to ensure that their Dual Credit course will transfer to their chosen university and degree plan: <http://myalamocatalog.alamo.edu/content.php?catoid=157&navoid=9481>

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If a student completes and passes a CLEP exam how does this impact their HS transcript?

A district shall give a student in grades 6–12 credit for an academic subject in which the student has received no prior instruction if the student scores:

1. A three or higher on a College Board advanced placement examination that has been approved by the board for the applicable course;
2. A scaled score of 50 or higher on an examination administered through the College-Level Examination Program (CLEP) and approved by the board for the applicable course; or
3. Eighty percent or above on any other criterion-referenced test approved by the board for the applicable course.

Board-Approved Examinations

The board shall approve for each high school course, to the extent available, at least four examinations that shall include College Board advanced placement examinations and examinations administered through CLEP.

The examinations may include examinations developed by Texas Tech University, The University of Texas at Austin, the school district, or another entity.

Audit for District-Developed Examinations

The board shall approve an audit process to be completed for examinations developed by the district.

Per Alamo Colleges District:

No college credits will be awarded until the student has successfully completed at least six (6) hours of course credit from any of the Alamo Colleges. Students can be granted a maximum of forty-five (45) hours of non-course-based credit. Credit hours earned by examination and/or awarded through non-traditional means will be posted as “CR” on your transcript and will not be included in a student’s GPA computation; however, the semester credit hours are counted for graduation.

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Appendix

SAISD Parent Permission Form

OnRamps Links and Resources

OnRamps Reference Guide

TSIA Resources Links

Practice Accuplacer

Sample math questions

Sample ELA questions

Essay (WritePlacer) Samples

Student Learning Resources

Student Portal



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