

# DUAL CREDIT 101

*A Guide for Parents, Counselors and Students*



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## WHAT IS DUAL CREDIT?

As a dual credit student, the child is enrolled in a course which allows him/her to earn high school AND college credit at the same time.

## WHERE ARE DUAL CREDIT COURSES OFFERED?

Course work may be offered at the child's high school or technical center campus, delivered online or located on a college campus. Interested parents will need to talk with local school district personnel to determine how courses are offered in the local district.

## AS I CONSIDER DUAL CREDIT COURSE-WORK, WHAT LOGISTICAL INFORMATION SHOULD I CONSIDER?

*On-campus college courses* may meet two to three times per week. Students may have to travel to the college or university. Setting up a tour of the campus prior to the first day of class will be helpful in ensuring a smooth start. Also, find out where to report on days classes do not meet.

*High school dual credit courses* – Many high school teachers are also qualified to teach college courses. These teachers must be approved by the partnering college in order to teach dual credit coursework work experience in the field and additional college credits. These teachers must be approved by the partnering college in order to teach dual credit coursework. [SACS \(Southern Association](#)

[of schools and Colleges\)](#) credentialing standards are used to determine credentialing by each institution.

Even if the dual credit course occurs on the high school campus, there is a difference in the course material taught since the class is a college-level course. *Online courses* are organized differently and may require more independent work. If a student is taking an online dual credit course, find out where the student will have dedicated access to a computer to allow for daily login to the course.

## WHAT IS THE DIFFERENCE BETWEEN A DUAL CREDIT COURSE AND AN ADVANCED PLACEMENT (AP) COURSE?

Both dual credit and AP courses are opportunities to earn college credits while in high school. The differences between these options, however are important to understand. Dual credit courses are college classes where student grades are recorded on a college transcript. Credits are earned at a postsecondary institution based on passing the course. To earn courses in an AP class, students take an [end of course test](#). Students receiving a 3 or higher on the test may receive college credits based on the [AP course transfer policies at postsecondary institutions](#).



“ Course work may be offered on the site of the child's high school or technical center campus, delivered online or located on a college campus. ”

	<b>DUAL CREDIT COURSES</b>	<b>AP COURSES</b>
<b>Courses</b>	Fulfills high school requirements toward graduation	Fulfills high school requirements toward graduation
<b>Affiliation</b>	Students are enrolled at a Kentucky postsecondary institution	No affiliation to any university
<b>Grades</b>	Grades become a part of the student's official college transcript	Grades do not transfer
<b>Credit</b>	Upon successful completion, students receive college credit	Earning college credit depends upon how well students perform on an exam
<b>Cost savings</b>	Students participating with a dual credit scholarship or with a participating postsecondary institution may have reduced tuition rates compared to traditionally enrolled students	Potential to save tuition costs if student performs well on their AP exam

### **HOW DO I HELP MY STUDENT(S) GET ENROLLED IN A DUAL CREDIT COURSE?**

Dual credit courses are typically offered through agreements between local school districts and partnering postsecondary institutions. Interested families should consult with their local school district to consider the dual credit course opportunities offered in the district.

### **ARE THERE IMPORTANT PIECES OF INFORMATION THAT PARENTS SHOULD KNOW ABOUT HIGH SCHOOL CREDITS?**

Except candidates for early graduation, Kentucky high school students are required to accumulate a **minimum of 22 credits for graduation**. Local school boards and school-based decision making councils have the authority to increase this minimum, so a student may attend a high school with a higher requirement.

Most high schools award one high school credit per year per course. In some instances, a student might have a semester, trimester or a nine-week course, where fewer credits are awarded per course.

Guidance counselors can verify how your high school awards credit. **Minimum high school graduation** requirements include core credit in language arts, mathematics, social studies, science, health and P.E., as well as history and appreciation of visual and performing arts.

Credits earned in **Career and Technical Education**, also known as CTE, are offered in sequence for a four-credit Career Pathway that supports the career interest of a student. These credits might include coursework in career fields such as the health sciences, business and marketing, information technology,

automotive technology and many more. CTE is often delivered at an area technology center (ATC), a career and technical center (CTC), or in a local high school.

Finally, high school minimum requirements can include credit from courses such as foreign language, band, choir and other elective options available at the high school.

### **ARE THERE IMPORTANT PIECES OF INFORMATION THAT PARENTS SHOULD KNOW ABOUT COLLEGE CREDITS?**

A college student needs to know that most colleges award three college credits per semester per course. On average, an associate degree program requires a minimum of 60 total credit hours. If each course is worth three credit hours, a student would need approximately 20 courses in a planned program to complete an associate degree.

Chemistry or technical courses, such as nursing or welding, may also require a lab to practice the skills being learned. This course may be as much as five credits upon completion.

It is important to understand that students taking a dual credit course are subject to university policies related to grade point average, academic probation and credit earning. Students should bear in mind that grades earned in dual credit courses will be calculated as a part of the student's college grade point average (GPA).



## WHAT CONSIDERATIONS SHOULD BE MADE AS I DETERMINE IF DUAL CREDIT IS THE BEST OPTION FOR MY STUDENT?

Having ideas about future career interests are of vital importance. Your student's individual learning plan (ILP) (completed during middle and high school) is a great tool to help find a career focus.

Knowing the possibilities about where your student is interested in attending college is also helpful. By using the college or university's website and college catalogue, students can gain an understanding of course requirements for majors.

If a student is thinking about taking a dual credit course with one college, but then enrolling full-time in another college or university, he/she will need to be aware of program requirements with both partners. Pre-planning will help with transferring the credit from one school to another. It is important to talk with the Dual Credit Coordinator about how this option can be maximized.

## HOW WILL MY CREDITS TRANSFER TO COLLEGE AFTER GRADUATION?

The [Kentucky Statewide General Education Transfer Policy](#) assists with transfer of general education credit among the [Kentucky Community and Technical College System \(KCTCS\)](#) and the eight participating public universities in Kentucky. These eight participating universities include: [Eastern Kentucky University](#), [Kentucky State University](#), [Morehead State University](#), [Murray State University](#), [Northern Kentucky University](#), [University of Kentucky](#), [University of Louisville](#) and [Western Kentucky University](#). This policy eases the processes of transferring general education college credit between the schools.

Private and for-profit colleges may have different transfer policies. Students considering attendance out of state or in a private or for-profit college will want to research transferring of general education core courses with the specific institution of interest.

Additionally, a website has been established to assist with credit. Visit [KnowHow2transfer.org](http://KnowHow2transfer.org) to see how courses transfer, plan a degree, etc.

## KENTUCKY STATEWIDE GENERAL EDUCATION TRANSFER POLICY

### WHAT DOES THE GENERAL EDUCATION CORE CONSIST OF?

KENTUCKY - STATEWIDE GENERAL EDUCATION CORE		
CATEGORIES	Communications Written Communications (WC) Oral Communications (OC)	6 - 9 Credit Hours
	Quantitative Reasoning (QR)	3 - 6 Credit Hours
	Arts and Humanities (AH)	6 - 9 Credit Hours
	Natural Sciences (NS)	3 - 7 Credit Hours
	Social and Behavioral Sciences (SB)	6 - 9 Credit Hours
		30 MINIMUM CREDIT HOURS

Much like high school minimum graduation requirements, the college general education core is divided into five categories. These include: communications, quantitative reasoning (like math, statistics or logic), arts and humanities, natural sciences and social and behavioral sciences.

Written communications, for example, usually encompasses courses like English 101, English 102 for written communications and then a speech course for the oral communications requirement. Students may choose to take all nine credit hours through a college or university partnering with the high school. If your student has already secured credit through the AP Language & Mechanics Test, enrolling in a dual credit English 101 course may be the best fit for your student.

Some universities prefer that students complete the entire category with their first-enrolled college/university to be able to transfer into that university. Otherwise, students may be required to retake coursework or complete the entire category with the new university.

It is also important to note that associate degree programs, such as welding, will require general education core, but this may only be three credit hours in English/written communications. If students start an associate degree program – and eventually work to complete a bachelor’s degree program – they may be required to finish any areas of general core that were not taken in the original associate degree program.



☺ *Students may choose to take all nine credit hours through a college or university partnering with the high school.* ☺

## WHAT ARE THE BENEFITS OF TAKING DUAL CREDIT COURSES WHILE IN HIGH SCHOOL?

By gaining college credits prior to graduating from high school, a student increases the likelihood that he/she will be able to complete a college degree in a shorter period of time!

Dual credit courses are weighted on the [Kentucky Educational Excellence Scholarship \(KEES\) GPA scale](#). Students can earn more KEES money to use after high school graduation. Similar to [AP](#) or [International Baccalaureate \(IB\)](#) courses, a student earning a “B” in a dual credit course will have the same four-point value of an “A” in a regular high school course. An “A” in the dual credit course would have a five-point value when calculating high school GPA for KEES.

Finally, the tuition rate for dual credit coursework decreases the expenses that he/she may expend for college coursework

## DUAL CREDIT SCHOLARSHIP PROGRAM

A [June 2016 executive order by Gov. Matt Bevin](#) created the Kentucky Dual Credit Scholarship Program, allowing students enrolled in a dual credit course through a participating Kentucky college or university to take advantage of a reduced tuition rate. Ask your student’s guidance counselor or early college representative if you have questions about whether a dual credit program is eligible for the dual credit scholarship.

The reduced rate of tuition for students participating in the Kentucky Dual Credit Scholarship Program are illustrated in the following chart. Based on a three-hour course, the cost of completing the dual credit through the scholarship program is more than \$300 less than taking the regular nondual credit course at the regular tuition rate.

To learn more about the Dual Credit Scholarship, visit the [KHEAA webpage](#).



**PARTNERING COLLEGE OR UNIVERSITY PARTICIPATING IN KY DUAL CREDIT SCHOLARSHIP PROGRAM-AS OF 2016**

dual credit tuition rate (1/3 KCTCS tuition rate)

\$52 per credit hour – \$156 per 3 credit hour course

Regular “non–dual credit” tuition rate (KCTCS)

\$156 per credit hour – \$468 per 3 credit hour course

**PARTICIPATING POST-SECONDARY INSTITUTIONS 2016-2017**



## WHAT ARE THE ACADEMIC EXPECTATIONS OF DUAL CREDIT STUDENTS?

Before your student does anything else for the dual credit class, he/she should read and understand the syllabus. The syllabus is provided by the professor on the first day of class and can be given in written form or posted online in the learning management system.

A syllabus is a written guide to a class, usually including special dates for reading assignments, tests, papers and projects. It also explains the professor's grading, attendance and communication policy.

Find out if your local district or high school is providing any materials for the course. If not, your student will need to locate and purchase these resources. Many classes begin reading requirements within the first week or so of class, so it's vital to get all materials and books required for the course as soon as materials are communicated. If listed on the syllabus, the ISBN# is helpful to verify the correct book.

High school teachers may have posted attendance every day. However, college professors may or may not take attendance, but attendance matters!

Professors may drop a student from a course if they do not attend class on the first day or during the first week of class. This includes, in an online class, logging into the learning management system. Oftentimes, posting the first assignment can be considered "attending class."

An online class may be organized differently and might require more independently read materials. The level of expectation is a bit greater because there is limited face-to-face interaction. In an online class, students must log into the class several times a day or week to stay on top of assignments.

Additionally, the professor might also post announcements in online classroom and will more than likely communicate regularly within a discussion board



## HOW CAN DUAL CREDIT COURSES IMPACT MY STUDENT'S GRADES AND FUTURE?

Throughout high school, grades are issued on a report card and a student's GPA has been calculated on a high school transcript.

In college, even when students are taking dual credit courses, they are creating a college transcript. This is a permanent academic record and will follow students into the future. Other colleges, and eventually employers, will need to review academic records. If students take one dual credit course with one college and then, after graduating high school, enroll full-time in another college, the students will have to submit a transcript from EACH college/university.

A student's GPA starts over in college. Unlike AP or IB courses, dual credit course grades calculate into the student's college GPA. A student's first dual credit class can be the first grade he/she receives in college. It is important to keep in mind that a poor or failing grade in a dual credit course could risk many things – like the minimum number of credits needed for high school graduation or a low college GPA

– and follow a student through his/her entire college career.

Degree programs from engineering to education to nursing oftentimes have minimum GPA admissions requirements before a student can take additional coursework in the program. Being conscious of both the high school and college GPA is important.

Financial Aid may also be impacted by dual credit coursework. Dual credit coursework will be reviewed, in most cases, as a part of a student's Satisfactory Academic Progress (SAP) calculation. Each institution has a SAP policy that identifies how the school calculates SAP. For more information on SAP, visit this [website](#).

## HOW CAN PLAGIARISM AFFECT STUDENTS?

**Plagiarism** is defined as “an act of copying the ideas or words of another person without giving credit to that person.” Plagiarism is a very serious offense.

In a college course, plagiarism could lead to consequences ranging from: receiving a zero on an assignment, expulsion from the class, a note on a student’s permanent record regarding academic dishonesty and even expulsion from the college or university.

Many schools now use services such as Turnitin, a service that automatically checks for plagiarism in student work. Many high school students feel if they read something and summarize it in their own words, then it isn’t plagiarism. If a student summarizes someone else’s original thought and claims them as his/her own, it is indeed plagiarism. Students should learn how to properly summarize and cite someone else’s work to avoid plagiarism.

## WHAT SHOULD I KNOW ABOUT DROPPING COURSES?

Dropping a course or two in a college career is considered normal. A student may find that the course is not working with their schedule, or realize that he/she would rather take a different course. He/she may run into extreme difficulty in understanding the course content and need to drop the course now, rather than getting a poor grade. Students should be aware of all policies at the postsecondary institution related to dropping courses to avoid a negative impact on his/her transcript/GPA.

Eligibility for financial aid depends, in part, on grades. For example, a cumulative GPA of 2.5 (C+) or higher is required to keep **KEES** funding after the first year of college. Dual credit grades can become a part of a student’s cumulative GPA.



## WHAT SHOULD I KNOW, AS A STUDENT, ABOUT TIME MANAGEMENT FOR COLLEGE STUDENTS?

Time management is a critical component to being a successful college student.

- One of the first things to understand about taking a college-level course is that students are responsible for their learning. Professors are not required to give reminders about reading assignments, project due dates or when to report to class.
- Pay attention to deadlines and be sure to submit work on time, in advance of the deadline. This is especially important in an online class.
- Manage time well and form a habit of committing at least two hours a day to reading and completing assignments. Work hard to stay ahead on course work.
- Don't expect opportunities for make-up or extra credit on assignments. Extra credit usually doesn't exist in college courses.
- Professors may expect you to have covered the material listed on the syllabus, and also, may test on those items EVEN if they have not covered this material in class



## WHAT SHOULD MY STUDENT KNOW ABOUT TIME MANAGEMENT AND STUDY SKILLS?

In addition to time management, communication is important to success. Students should make the effort to get to know his/her professor. The professor's contact information and his or her office hours should be listed on the syllabus. Students should make an appointment if he/she is experiencing difficulty in an online class. Office hours may be 'virtual' to allow an online meeting or phone call.

- Some time during the semester, students may experience an emergency and need to communicate the emergency to the professor.
- It is also expected that students use professional language when communicating with professors. Proper use of capitalization, punctuation and avoiding 'texting lingo' are all appropriate.
- Students should check University issued email regularly to stay in connected with university announcements and messages from professors. It is possible that University e-mail may be the ONLY accepted account for communication and to submit assignments.

“ In addition to time management, communication is important to success. ”

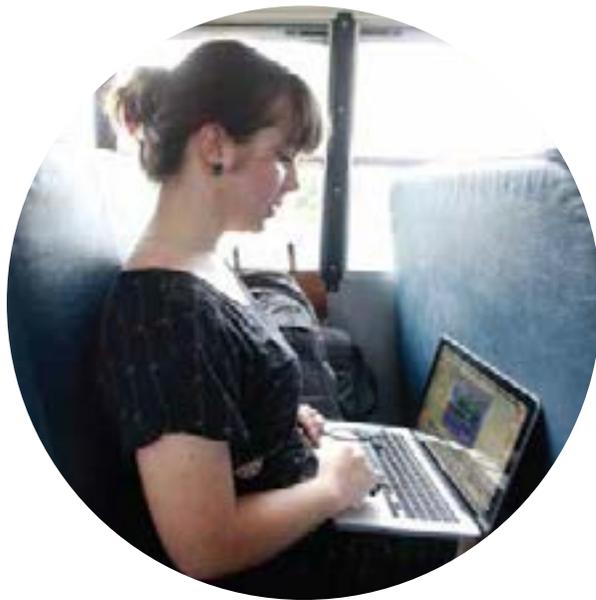
# IMPORTANT INFORMATION ABOUT STUDENT PRIVACY (FERPA) AT POSTSECONDARY INSTITUTIONS

## 1. WHAT IS FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

## 2. HOW AM I INFORMED ABOUT MY RIGHTS UNDER FERPA?

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on this website. Schools do not have to individually notify parents and eligible students, but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.



## 3. UNDER WHAT CIRCUMSTANCES MAY A SCHOOL DISCLOSE INFORMATION FROM EDUCATION RECORDS WITHOUT CONSENT?

There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information" if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11))

## 4. WHAT IS "DIRECTORY INFORMATION"?

FERPA defines directory information as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, directory information includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose directory information to third parties without consent if it has given public notice of the types of information which it has designated as directory information, the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of

those types of information designated as directory information. The means of notification could include publication in various sources, including a newsletter, in a local newspaper or in the student handbook. The school could also include the directory information notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37)

## **5. IF I AM A PARENT OF A COLLEGE STUDENT, DO I HAVE THE RIGHT TO SEE MY CHILD'S EDUCATION RECORDS, ESPECIALLY IF I PAY THE BILL?**

As noted above, the rights under FERPA transfer from the parents to the student once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an “eligible student’s” education records to the parents of the student, without the student’s consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent’s status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8))

## **6. CAN A POSTSECONDARY INSTITUTION DISCLOSE FINANCIAL RECORDS OF AN ELIGIBLE STUDENT WITH THE STUDENT'S PARENTS?**

If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records, to a student’s parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.

## **7. DO I HAVE RIGHTS IF MY CHILD IS A MINOR AND HE OR SHE IS TAKING CLASSES AT A LOCAL COLLEGE WHILE STILL IN HIGH SCHOOL?**

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

## **8. MAY A POSTSECONDARY INSTITUTION DISCLOSE TO A PARENT, WITHOUT THE STUDENT'S CONSENT, INFORMATION REGARDING A STUDENT'S VIOLATION OF THE USE OR POSSESSION OF ALCOHOL OR A CONTROLLED SUBSTANCE?**

Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations. Also, if the student is a “dependent student” as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

