



NORTH EAST INDEPENDENT SCHOOL DISTRICT

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8961 Tesoro Drive – San Antonio, TX 78217

## **Career and Technical Education (CTE)**

### **Dual Credit Handbook**

**Agriscience**

**Fall 2019**

*In accordance with Title VI-Civil Rights Act of 1964, Title IX-Education Amendment of 1972, Section 504-Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1992, the North East Independent School District does not discriminate on the basis of race, color, national origin, age, sex or handicap.*

*Conforme al Título VI de la Ley de Derechos Civiles de 1964, al Título IX de las Enmiendas de Educación de 1972, a la Sección 504 de la Ley de Rehabilitación de 1973 y al Título II de la Ley sobre Estadounidenses con Discapacidades de 1992, el North East Independent School District no discrimina por motivos de raza, color, origen nacional, edad, sexo o discapacidad.*

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## **Purpose and Benefits**

The principal purpose of the Career and Technical Education (CTE) Dual Credit program is to provide eligible students with the opportunity to earn college credit while completing high school requirements. Successfully completed dual credit courses earn students college credit which may be applied toward an associate's degree, certification and/or may transfer to other colleges and universities. Prior to the completion of high school, students should verify with the college or university which they plan to attend if the Dual Credit earned will apply toward their degree.

Dual Credit programs also provide opportunities for partnerships between secondary and post-secondary institutions. Curriculum taught by NEISD instructors in Dual Credit courses has been collaboratively developed with partner colleges to ensure high quality instruction in order to better prepare students for college-level courses.

Dual Credit students are able to graduate high school with college credit, while foregoing any of the regularly assessed tuition and fees. Partner colleges has agreed to waive tuition for any Dual Credit course taught by an approved NEISD high school faculty member. Students may enroll in a maximum of **fourteen** dual credit courses in high school and cannot accumulate more than **forty-two** hours in high school to qualify for tuition exempt status.

# CTE Course Offerings

**All Dual Credit courses are contingent upon staffing, scheduling, and agreements with partner Colleges. These courses may/may not be offered at all campuses listed.**

NEISD Course Offering with TARGET College Campus (Multiplier)	NEISD DC Course	Potential Hours-- Semester	Campus Offered	SCHOOL <i>Step 4 of ApplyTexas process</i>
Child Guidance SAC (1.15)	6765D	3--S	TR	Public Service
Practicum in Education and Training SAC (1.15)	8043D	3--S	TR	Public Service
Business Management SAC (1.15)	8294D	3--S	JHS	Business & Entrepreneurship
Accounting 1 SAC (1.15)	8301D	3--S	JHS	Business & Entrepreneurship
Culinary Arts SPC (1.15)	8063D	6 (3F/3S)	JM	Public Service
Floral Design PAC (1.15)	8278D	6 (3F/3S)	AMP	Science & Technology
Advanced Animal Science PAC (1.15)	8269D	6 (3F/3S)	AMP	Science & Technology
Agribusiness Management & Marketing PAC (1.15)	8280D	3--S	AMP	Science & Technology
Wildlife, Fisheries and Ecology PAC (1.15)	8263D	3--S	AMP	Science & Technology
Horticultural science PAC (1.15)	8275D	3--S	AMP	Science & Technology
Automotive Technology I SPC (1.15)	8112D	6 (3F/3S)	CTEC	Advanced Manufacturing & Logistics
Automotive Technology II SPC (1.15)	8113D	10 (5F/5S)	CTEC	Advanced Manufacturing & Logistics
Diesel Equipment Technology 1 SPC (1.15)	6774D	4--F	CTEC	Advanced Manufacturing & Logistics
Diesel Equipment Technology 1 SPC (1.15)	6774D	4--S	CTEC	Advanced Manufacturing & Logistics
Diesel Equipment Technology II SPC (1.15)	6775D	4--F	CTEC	Advanced Manufacturing & Logistics
Diesel Equipment Technology II SPC (1.15)	6775D	4--S	CTEC	Advanced Manufacturing & Logistics

**SAC-San Antonio College**

**PAC-Palo Alto College**

**SPC-St. Phillips College**

**F – Fall**

**S – Spring**

# Academic vs. CTE Dual Credit

Academic Dual Credit	CTE Dual Credit
<p>Dual credit courses cover all of the standards adopted by the State (TEKS), and meet equivalent college level curriculum. These courses allow students to earn high school and college credit concurrently.</p>	
<p>Most academic dual credit courses are accepted at any Texas public 2-year college or 4-year university. College credit is always awarded at the discretion of the receiving institution. It is the responsibility of the student to request a transcript for a college or university to evaluate and determine credit.</p>	<p>Most CTE courses are listed in the Work Force Education Manual (WECM) course list and are accepted at 2-year colleges. CTE courses may or may not transfer to a 4-year university. College credit is always awarded at the discretion of the receiving institution. It is the responsibility of the student to request a transcript for a college or university to evaluate and determine credit.</p>
<p>Students must qualify for admission to partner college and meet all deadline requirements. Students may not take more than fourteen dual credit courses and cannot accumulate more than forty-two semester hours.</p>	
<p>All courses are offered through a partnership with Alamo Colleges. <b><u>Assessment, application, and registration deadlines are different than those required for students enrolled in CTE and/or academic dual credit.</u></b> Refer to the NEISD Dual Credit Handbook.</p>	<p>Courses are offered dependent upon college program offerings (see p. 2). <b><u>Assessment, application, and registration deadlines are different than those required for students enrolled in Academic dual credit.</u></b></p>
<p>Dual credit courses can only be taught by high school teachers that qualify as an adjunct faculty member with Alamo Colleges. Grades are awarded by the college as a letter grade based on the numerical equivalent as stated in NEISD policy (EHDD Local).</p> <p style="text-align: center;">100-90 = A 89-80 = B 79-70 = C 69-0 = F</p>	

# Steps to Apply (Alamo Colleges)

Read and review this entire section to apply for dual credit.

Begin the ApplyTexas application process for Fall 2019 admission which can be found at: <http://www.applytexas.org>. Complete the following steps:

## STEP 1: Complete the “My Profile” tab:

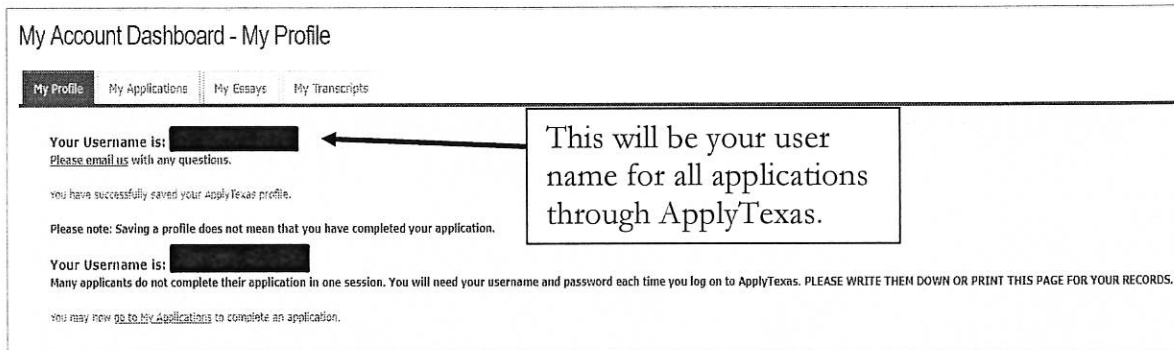
- ✓ Full, legal name (*Suffix is the part of your legal name if it ends with: II, III, Jr., or Sr. LEAVE BLANK IF IT DOES NOT APPLY.*)
- ✓ Date of Birth
- ✓ Place of Birth - type in city, state, and country (if not U.S.)
- ✓ Current Grade Level
- ✓ Are you a U.S. Citizen? (*If No, please complete the Non-U.S. Citizens' section.*)
- ✓ Email Address (*Choose one that you use and check regularly*)
- ✓ Permanent Address (*Leave Country Code blank.*)
- ✓ Physical Address (*Physical Address Good until: use last day of June with year of graduation. EX. June 30, 2020*)
- ✓ Phone numbers (*Include area code; use numbers only: no dashes, dots, or parentheses*)
- ✓ Emergency Contact
- ✓ Ethnicity
- ✓ Gender
- ✓ Password (*Used when you log in to update your application/data. Students are encouraged to use their 7-digit North East student ID including the leading zero or 1 and add a D at the end of the number to complete the 8-digit requirement.*)
- ✓ Click on “Save Profile”

You will receive your username. Please **record it and your password below** before following the instructions to continue. ***If you do not keep your username and password, you will not be able to access your application in the future.***

ApplyTexas Username: \_\_\_\_\_ (*Assigned to you through ApplyTexas*)

ApplyTexas Password: \_\_\_\_\_ (*7-digit School ID # plus D*)

**Note:** You will receive an automated email titled “Your ApplyTexas Profile” to confirm your profile was submitted. This email will contain your ApplyTexas username. **This email is not the verification that the application has been submitted.**



## STEP 2: Complete the “My Applications” tab.



- ✓ Scroll down and click on **Create a new 2-YEAR COLLEGE ADMISSION APPLICATION**
- ✓ Go to **Search for a college from an alphabetical list**
- ✓ For **Target College** select Palo Alto College from the alphabetical list
- ✓ Click on **Continue**

## STEP 3: Select a Semester of Entry

- ✓ Choose “**Fall 2019**” from the drop down menu
- ✓ Click Continue

\* Fall Flex II \*

## STEP 4: Select a School

- ✓ Select “**Science & Technology**”
- ✓ Click Continue



## STEP 5: Select a Major

- ✓ For **First Choice Major**, select – **Dual Credit**
- ✓ Click Continue

You should receive a 7 digit application ID

ApplyTexas Application ID # is \_\_\_\_\_

## STEP 6: Complete remaining portions of the application

- ✓ Biological Information
  - You will need to provide your Social Security #
- ✓ Educational Background
  - Question: Did you take a Tech Pre course for college credit? *Answer NO*
  - Indicate basis for seeking admission: *Dual Credit (receiving both high school and college credit)*
  - Primary Reason for attending classes at this college: *Earn credits for transfer*
- ✓ Residency Information
  - Information related to how your parents file income tax. *Your parent may have to assist you with some of the required information.*
- ✓ Custom questions for the institution
  - *Answer **NO*** to the statement “I intend to take all my courses online and I do not plan to come to Alamo College campus for student services and support.”
  - *Answer **NO*** to Early High School App
  - *Answer **NO*** Application to another institution
  - *Answer **YES*** Alamo College First Choice
- ✓ SAVE

## STEP 7: Certification and Payment Information

- ✓ This does not apply to Dual Credit students, click boxes to generate check mark, hit save and proceed to application submission at the bottom of the page.

## STEP 8: Submit Application Now

### **STEP 9: Receipt of your Banner ID Number.**

Your Banner ID will be emailed to you within 2-3 business days. Do not wait more than 7 days to confirm your Banner ID.

To access your Banner ID number, go to: [www.alamo.edu](http://www.alamo.edu). Select the “login to ACES” tab then click “[ACES login](#)”. You will be directed to the “ACES Central Authentication Service (CAS)” website. Here you can choose links to get your ACES username, access your banner ID, or find tips to get started with ACES.

**Deadline to complete this process is:** ~~February 15, 2019~~ Oct. 4, 2019

### **STEP 10: Go FAARR Module**

All new Dual Credit students must complete the Go FAARR module. Students can access the GO FAARR module by logging in to their ACES account. Students must complete GO FAARR before they can be enrolled in the college level course.

### **STEP 11: TSI Assessment**

Meet assessment requirements in order to enroll in the Dual Credit course. Students must meet Texas Success Initiative (TSI) assessment requirements or qualify for exemption based on another assessment (see p. 9). Students required to complete the TSI must first complete the Test Prep/Pre-Assessment Activity (PAA). The PAA is also accessible to students through their ACES account. Students must complete the PAA before registering for the TSI exam. It is the student’s responsibility to adhere to the campus and/or Dual Credit program’s testing deadlines.

STEP 1: Submit the Dual Credit Checklist and other required documents to the appropriate counselor, teacher, or magnet director by the required deadline (pgs. 12-15). Students should keep a copy of the stamped receipt as proof of submission.

STEP 2: Verify that you are enrolled in a Dual Credit course at the high school and that your ACES account reflects your enrollment in the college course.

# CTE Dual Credit Calendar – Fall 2019

Students enrolling in both Academic and CTE Dual Credit should check with the teacher, counselor, and/or program director for any additional requirements to enroll in the CTE Dual Credit course chosen.

Students who will be enrolled only in CTE Dual Credit courses must meet the deadlines below:

~~Jan. 10 – Feb. 15~~  
Sept. 15 – Oct. 4      CTE Dual Credit ApplyTexas Application Window.  
Students applying only for CTE Dual Credit at PAC **MUST** complete the ApplyTexas application by this date.

~~Feb. 15 – March 8~~  
Sept 15 – Oct. 4      Students participating CTE Dual Credit **MUST** complete AlamoENROLL Modules through *ACES*.

~~March 8~~  
Oct. 4<sup>th</sup>      CTE Dual Credit Checklist deadline & Student/Parent Consent Any student applying for enrollment into a CTE Dual Credit course at PAC **MUST** complete and submit the checklist & consent (p. 12 - 15) to the appropriate counselor, teacher, or magnet director.

~~March 6 & April 6~~  
Sept. 28 and Oct. 12<sup>th</sup>      Assessment dates for CTE Dual Credit. CTE Dual Credit students must complete all TSI requirements (p. 9) or verify exemption by this deadline. There are only two testing dates on campus for students applying for CTE Dual Credit Fall 2019.

My Campus Testing Date is: Sept. 28<sup>th</sup> and Oct. 12<sup>th</sup>

# Testing Requirements- Alamo Colleges

Courses offered at NEISD	TSI	SAT	ACT
Automotive Technology I	TSI Compliant	Reading/Writing: 480 Math: 530	Composite score of 23 with a minimum score of 19 on both the English and mathematic sections
Automotive Technology II	TSI Compliant		
Advanced Animal Science	TSI Compliant		
Agribusiness Management and Marketing	TSI Compliant		
Horticulture Science	TSI Compliant		
Wildlife, Fisheries & Ecology	TSI Compliant		
Principles and Elements of Floral Design	TSI Compliant		
Child Guidance	TSI Compliant		
Instructional Practices in Education & Training	TSI Compliant		
Practicum in Education & Training	TSI Compliant		
Business Management	TSI Compliant		
Accounting	TSI Compliant		

# Frequently Asked Questions (FAQs)

## Can a student enroll in both Academic and CTE dual credit?

Yes. Students may take a maximum of 14 Dual Credit courses in their high school career or a total of 42 college credit hours, and the courses do not have to be affiliated with the same partner College. However, it is important to remember the differences in deadlines and procedures between Academic and CTE Dual Credit.

## Where do the credits transfer?

Credits can be applied to an associate's degree at a community college or university 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 much does Dual Credit cost and how many classes can students take per year?

Under the current agreement NEISD has with Alamo Colleges, students can currently take up to 14 dual credit courses for a maximum of 42 college credit hours per semester at no cost.

## How do Career and Technical Education Dual Credit classes 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 currently enrolled in Dual Credit, what does he/she need to do for next year?

Students should complete pp. 12-15 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 following year.

## If a student applied but did not qualify for Dual Credit, must he/she complete an 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 to drop or withdraw 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 **Alamo Colleges 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 penalty 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/Drop?**

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 W's in his/her college career, a student's admission to college and/or financial aid could be affected.

**What are the consequences of dropping a Dual Credit course after the official Last Day to Withdraw/Drop?**

Withdrawals after the official drop-date will result in a failing grade on the student's permanent college transcript and will affect the college grade point average (GPA).

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

At the completion of the course, the high school sends final grades to the awarding college. Students should log into their ACES account to verify that the grade listed matches the grade on the NEISD report card. When discrepancies are detected, students should see their Dual Credit teacher and counselor immediately.

**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 ACES account.** College credits earned at Hallmark University are valid at that university only.

**How do I know if the grade I made in my Dual Credit class is correctly recorded on my 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.

**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.** Students should work with the providing college to ensure that their Dual Credit coursework fulfills requirements toward their chosen degree.

# CTE Dual Credit Checklist (Alamo Colleges)

Students must submit this document to their Dual Credit counselor by ~~March 8, 2019~~ along with the documents indicated in the checklist box.

Oct. 4th

I give permission for my son/daughter to be enrolled in the Dual Credit Program for the 2019-2020 school year. I understand that courses will be more academically challenging than traditional high school courses. (Please use blue or black ink to complete this form.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Student's Grade Level in 2019 - 2020: \_\_\_\_\_

Course Name #1: \_\_\_\_\_ Course Name #2: \_\_\_\_\_

Course Name #3: \_\_\_\_\_

Please provide the information in the box below:

**Banner ID is:** \_\_\_\_\_  
 (Retrieved from ACES website: <https://aces.alamo.edu/cp/home/displaylogin>)

**New and Returning Student Checklist**  
 (Returning students do not need to re-apply on [www.applytexas.org](http://www.applytexas.org) unless they do not complete the **entire** year in Dual Credit, but they must complete pp. 12 – 15 and submit. Returning students may need to take the TSI for a higher qualifying score for a specific course.)

- This page signed/dated by student and parent (p.12)
- A copy of your Alamo Colleges Dual Credit Consent Form (pp. 13-15)
- A stamped copy of this page must be retained by the student as proof of packet submission.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

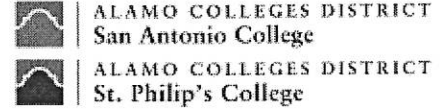
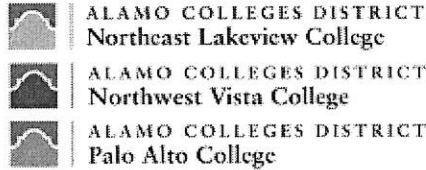
By signing, I give permission to NEISD to release an "Official Copy" of my AAR (transcript) to San Antonio College/St. Philip's/Palo Alto for the purpose of registration in a Dual Credit course. I acknowledge that I have read this entire Handbook and the FAQs, including the Withdrawal Procedure, and I understand the advantages and consequences of taking a Dual Credit course. I further acknowledge and understand that I must maintain a stamped copy of this form as proof of packet submission.

I understand it is my responsibility to log on to my ACES account the week prior to the first day of the Dual Credit course to check that I am enrolled in the correct DC course(s).

Dual Credit Official  
 Receipt Stamp

Counselor's/counseling official's signature/initials \_\_\_\_\_ Date: \_\_\_\_\_

I understand that I must maintain a stamped copy of this form as proof of packet submission



High School Programs Student/Parent Consent Form

Entering program as a:  9th Grader  10th Grader  11th Grader  12th Grader

Banner ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Entry Term: \_\_\_\_\_ SSN: \_\_\_\_\_

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: \_\_\_\_\_

Please select one of the following student types:

Public School  Home School  Charter/Private School  Alamo Academies  SAISD Phoenix

School/Organization Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print) Last First MI

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Student Personal Email: \_\_\_\_\_ Parent/Guardian Personal Email: \_\_\_\_\_

Parent/Student Consent for Release of Information and Participation in the School Program for the duration of the student's School career.

I, \_\_\_\_\_ and \_\_\_\_\_, understand  
(Print: Parent/Legal Guardian's Name) (Print: Student's Name)

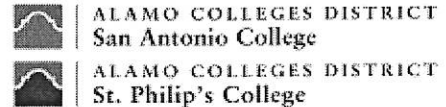
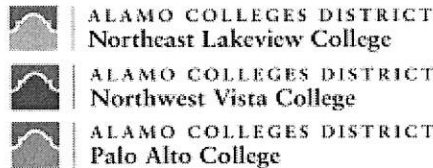
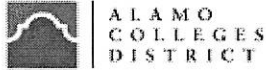
The College:

- 1. Will be authorized to retrieve, request, and share the student's High School (herein called School) records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from School to College and/or College to School via email, fax or an electronic file.
2. Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Alamo Colleges District relating to educational records will be confidential and Alamo Colleges District will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
3. Will not permit the student to participate in the School Program if he/she fails to: submit an accurate online application through AlamoENROLL by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.
4. Will provide a disabled student accommodation of his/her disability to participate in the program and activities of the Alamo Colleges District upon request. Accommodations are considered for approval when students are testing and/or taking courses on the College site. Support services may include special testing arrangements, readers, scribes, and note-taking services. However, Alamo Colleges District is neither able nor required to provide the level of disability support services offered through the School. For a student to receive disability support services at the College, the School student must provide a copy of the student's current IEP plan to the College's Disability Support Services ("DSS") office.
5. Will provide final eligibility status to the School dual credit liaison to complete the student's file.
6. Instructor will inform the student of academic progress/grade status at the third week and at mid-semester.
7. Will send all communication to the student's provided @student.alamo.edu email address accessible in ACES.

I understand that:

- 1. This form is valid for the duration of the student's participation in the School Program.
2. Submitting this consent form and/or School course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the School Programs and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing College and School.
3. Courses will be more academically challenging than traditional School courses, will include different requirements and a separate grade for each course.





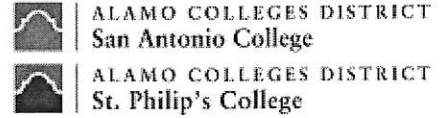
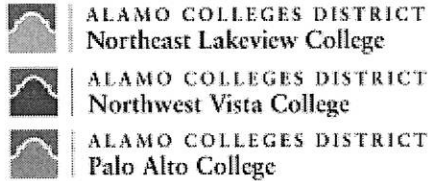
### High School Programs Student/Parent Consent Form

4. Courses held on the College campus (all instructional methods apply) may contain a mix of both School and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
5. My child may be enrolled in dual credit courses approved by the School.
6. Grades are awarded on a 4.0 scale at the College, and the School will convert them to the School letter grades according to its procedures.
7. Grades earned in dual credit courses are based off the instructor's evaluation of the student's progress, the College grade may be different than School grade, will become part of the student's permanent academic record, and will be reflected on the College transcript.
8. A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade.
9. Students who fail to verify enrollment in ACES, per each term's Census Date for the College, cannot contest enrollment thereafter. The submission of a School transcript will not be considered.
10. Students must attend their dual credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus. If for any reason my child is not attending the dual credit class at the School regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students).
11. Students underperforming are encouraged to withdraw the course before the Last Date to Withdraw deadline, after conferring with a counselor. If student remains in course after the Last Date to Withdraw, they will be awarded the grade earned.
12. Students are responsible for knowing and adhering to the Last Date to Withdraw deadlines for withdrawal on the Alamo Colleges District Academic Calendar, accessible at <http://alamo.edu/calendars/>.
13. Students are expected to meet academic standing as defined in the College catalog to continue in any of the School Programs offered through the Alamo Colleges District.
14. Student struggling to maintain a passing grade will be provided with options for the student's successful completion or be advised by the instructor, School counselor, assigned School staff, or the College academic representative on consequences of withdrawing the dual credit course in order to minimize future problems related to admissions, financial aid, and scholarships.
15. If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the College. In some instances, severe cases may result in failure of the course and suspension from the School Program. Any disciplinary action will become part of the student's education record with the College district.
16. Courses are generally transferrable; however, it is not the College's responsibility to ensure that the dual credit course(s) for which the student enrolls are transferable to the College/university the student plans to attend.
17. If my child earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.
18. The School Program is now available for students in grades 9-12, as dual credit courses are available at your School.
19. Students who choose to take regular college courses outside the School Program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses. Any college credit earned is strictly college credit and is part of any School Program agreement. Please work with the College's Admission Office for the admission process and deadlines.
20. Excluding Early College School, all students enrolled in School Programs may not exceed a total of 14 courses throughout their time in School.
21. Students may participate in one or more School Program (Dual Credit and Alamo Academies or Early College School and Alamo Academies) provided that they do not exceed a total of 14 courses throughout their time in School. Students pursuing this option will require special Academic Advising in order to ensure completion in at least one School Program.
22. Alamo Colleges District and the Colleges are not charging students tuition and fees, special program charges, textbook or instructional materials charges during their participation in any School Program. All associated cost will be waived and/or billed to the ISD/school per the adopted cost sharing model indicated in each ISD/Private/Charter school Memorandum of Understanding (MOU). *Home School students please review the information provided within the Home School Students section.*
23. For additional information on School Programs, please visit <http://www.alamo.edu/hsprograms>.

**\*Home School Students:**

I understand that:

1. All of the statements above and below apply to all Home School students.



High School Programs Student/Parent Consent Form

- 2. The course must have an equivalent (articulated) School course and must be approved by the parent and the College.
3. All updates will be communicated through the email address provided on the Apply Texas application until a Banner ID is assigned; thereafter, all communication will be sent to the student's provided @student.alamo.edu email address accessible in ACES.
4. As stated in the 2017-2020 Home School MOU, parents of students participating in any School Program will be billed \$100 per course and responsible for any special program charges, textbook or instructional materials charges applied to the student record per enrollment status. For payment deadlines and payment plan options, please visit http://alamo.edu/district/business-office/.
5. Instructional Materials charges are applicable on selected courses. Please confer with your College High School Programs contact for additional details.

Alamo Academies Students:

I understand that:

- 1. All of the above and below statements are apply to all Alamo Academies students.
2. Will follow the curriculum of the Academy Program of Study.

Student's Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Parent or Legal Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

School Dual Credit Liaison/Dual Credit Counselor

Date

\_\_\_\_\_

\_\_\_\_\_

All listed policies are subject to change to accommodate state mandated rules and regulations.

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges District do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment, programs or services.

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