

**Definition of Dual-Enrollment Courses**

1. University-parallel courses, as listed in the South Carolina Commission on Higher Education Statewide Articulation Agreement, that are transferable to South Carolina senior institutions and satisfy the requirements for a South Carolina high school diploma. (The list is attached.)
2. College courses, including prerequisites that satisfy the requirements for completer status within approved Horry County Schools Career and Technology Education majors and for state dual-enrollment credit, as well as the requirements for HCS Early College High School and Scholars Academy.
3. University-parallel courses and other college courses (HGTC, CCU, and other institutions), defined in Numbers 1 and 2 above, which are scheduled during the regular school day. Courses taken during the regular school day are defined as courses that start between the hours of 8:00 A.M. and 3:00 P.M. Courses taken outside the regular school year, such as during the summer, will not be recorded on the high school transcript. Online dual-enrollment courses will be scheduled during the regular school day the same as face-to-face dual-enrollment courses are.

**Dual-Enrollment Forms**

1. HCS will provide a student commitment form that must be signed by the student and the parent prior to the student's enrolling in dual-enrollment course(s) each term. The forms will become part of the student's HCS academic record.
2. All HCS and HGTC forms and applications, including the FAFSA waiver form, must be completed and returned to the high school guidance counselor before a student registers for a dual-enrollment course each term.
3. HGTC admissions packets will be available through the high school guidance counselor. The HGTC application, permission form, FAFSA waiver form, tests scores and additional high school forms must be completed and returned to the high school guidance counselor each term. (Note: Other colleges/universities may not require the completed packet.)

The following will apply if the student does not register for a dual-enrollment course through the base school/secondary program guidance counselor and return the completed registration packet and the signed HCS student commitment form to the base school/secondary program guidance counselor:

- Credit for the course will not be recorded on the high school transcript.
  - The student will not be eligible for the district to pay the cost for tuition and textbooks.
4. The high school guidance counselor will work with the assigned enrollment advisor to submit the completed registration packets.

**Dual-Enrollment Course Selection**

1. The principal or his/her designee will identify the courses, based on the definition of dual-enrollment courses and on an analysis of the student's high school transcript and IGP goals, for which a student may receive dual credit.
2. The principal or his/her designee will provide the HCS liaison with a list of names of students and the courses in which students may enroll for dual credit by August 1 and December 1 for the spring semester.
3. Each student is responsible for verifying whether or not the dual-enrollment course will transfer to his/her college/university of choice.
4. English 101 and 102\* are both required if a student is taking the courses in lieu of a fourth high school English course to meet the requirements for a state high school diploma. English 101 is assigned high school elective credit; English 102 is assigned high school English credit. (Both are university-transfer courses.) If

a student does not successfully complete English 101 and English 102, he/she will not receive high school credit for English IV, which is a required course for a South Carolina high school diploma.

\*Students are encouraged to complete an American and a British literature course prior to enrolling in English 101 and 102.

5. United States History 201 and 202 are required for a student who is taking the courses in lieu of the high school United States History to meet the requirements for a state high school diploma. United States History 201 is assigned high school elective credit; United States History 202 is assigned high school social studies credit. (Both are university-transfer courses.) The student also will be required to take the state United States History end-of-course test (EOCT).
6. The following math courses will only be recorded on the high school transcript if the school does not offer the math courses beyond Algebra 2: MATH 110 College Algebra and MATH 111 College Trigonometry. (Note: College/university course titles may vary.) High school guidance counselors will provide other options for dual-enrollment math courses based on an analysis of the student's transcript and IGP goals.
7. Dual-enrollment courses will be entered on the student's schedule in PowerSchool.

### **Admission**

1. It is strongly recommended that students complete all admission and registration requirements by June 1 in order to reserve space in HGTC fall semester courses and by December 1 in order to reserve space in HGTC spring semester courses. Provided space is available and all admissions requirements are completed, students may register for courses until the first day of the course.
2. The high school/academy principal or his/her designee will verify that a student has met admissions requirements before assigning a dual-enrollment course as part of his/her high school schedule.
3. HGTC personnel will administer the Accuplacer placement exam on the high/academy campus at least once during the school year as requested by the high school/academy principal.
4. HGTC personnel will notify eligible students to apply for Lottery Tuition Assistance. HGTC requires all students who register for dual-enrollment to complete the FAFSA waiver form.
5. HGTC will notify the students who are classified as out-of-state/out-of-county residents, regarding cost for out-of-county tuition.
6. HGTC will notify the high school/academy principal upon the student's meeting all requirements for admission.

### **Academic Records**

1. The college/university registrar will report official dual-enrollment course grades (transcript) to the high school administrator at the end of the fall and spring terms. Interim and nine-weeks (quarter) grades will not be reported.
2. HGTC dual-enrollment course grades will be recorded on the high school transcript.
3. As required by the SC Uniform Grading Policy for secondary schools, the following conversion system will apply for letter grades provided by the sending institution: A=95; B=85; C=75; D=65; F=51.
  - Only the converted grades will be recorded on the high school transcript.
  - The principal or his/her designee will inform the student of the grade conversion policy prior to the student's enrolling in a dual-enrollment course. Numerical grades provided by college/university instructors will not be recorded on the high school transcript.
4. As required by the SC Uniform Grading Policy for secondary schools,
  - a. "Students who withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned a WF [withdrawal failing on the high school transcript], and the F will be calculated in the student's [high school] overall grade-point average/ratio."
  - b. "Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:
    - The student will receive a WP (withdrawal passing) if he or she was passing the course. The grade WP will carry no Carnegie units, and no quality points will be factored into the student's [high

school] GPA.

- The student will receive a WF if he or she was failing the course. The grade of WF will carry not Carnegie units but will be factored into the student's [high school] GPA."
5. According to the HGTC grading policy, after the add/drop period and before the two-thirds point for the term, the student may perform a withdrawal which results in a grade of W. This withdrawal may affect financial aid award but will not affect the student's GPA at the College. After the two-thirds point in the semester, a student will receive a W if passing the course on the date last attended, or may receive a WF if failing the course on the last date attended. However, the W and WF will be recorded on the high school transcript if the student withdraws after the specified time. (See 4a above)
  6. The HGTC registrar will notify the high school/academy administrator if a student withdraws from a dual-enrollment course.
  7. The student must notify the high school guidance counselor if he/she withdraws at any point from a dual-enrollment course.
  8. Students who receive below a C on an entry-level dual-enrollment course may not be allowed to advance to the next level course for dual credit.
  10. College/university attendance and grading policies, as well as expectations for college-level work, apply for dual-enrollment courses.
  11. Failure to complete successfully a dual-enrollment course required for graduation may result in a student's not receiving a South Carolina high school diploma.

### **Textbooks**

The following apply for textbooks that meet the guidelines for which the district will provide funds:

1. The principal will designate a textbook coordinator who is responsible for purchasing textbooks for dual-enrollment courses and maintaining records of inventory.
2. Funds will be transferred to schools to purchase textbooks.
3. The textbook coordinator will be responsible for following a system for issuing and collecting textbooks.

### **Dual-Enrollment Course Cost**

1. Students are responsible for the tuition and cost of textbooks for university-transfer core courses (English, math, science, history) unless one of the following applies:
  - a. A core course for equivalent credit is not offered at the base high school.
  - b. Student has taken all courses for equivalent credit in a core subject area offered at the base school/secondary program, such as the following:
    - AP Language and Composition and AP English Literature and Composition before taking English 101 and 102
    - AP Calculus AB and BC before taking MAT 122 Finite College Mathematics, MAT 140 Analytical Geometry and Calculus I, or MAT 130 Elementary Calculus (Note: College/university course titles may vary.)
    - AP Statistics before taking MAT 120 Probability and Statistics (Note: College/university course titles may vary.)
2. Students will be responsible for the cost of tuition and textbooks for the following college math courses unless the school does not offer math courses beyond Algebra 2: MATH 110 College Algebra and MATH 111 College Trigonometry. (Note: College/university course titles may vary.) The courses will not be recorded on the high school transcript if the school offers math courses beyond Algebra 2.
3. Students are responsible for the tuition and cost of textbooks for career and technology courses unless courses are required for specific approved HCS career and technology majors or specific approved career and technology majors as outlined in articulation agreements between HCS and HGTC and approved by the state for dual-enrollment credit.
4. The district will pay the cost of textbooks and tuition for the university-transfer courses in the following

academic areas offered on HCS campuses and HGTC campuses if the course is not offered for equivalent credit in the base school/secondary program\*: Music, Art, Theater, Spanish\*\*, French\*\*, German\*\*, Psychology, Sociology, Philosophy, and Speech. The course offerings will be contingent upon approval by HGTC based on enrollment and availability of instructors. The course must be scheduled as one of the courses the student will take during the regular school day and year. Courses taken during the regular school day are defined as courses that start between the hours of 8:00 A.M. and 3:00 P.M.

\*For example, the district will not pay the cost of textbooks and tuition if the school offers AP Psychology.

\*\*The student must successfully complete one and two for foreign language courses if offered at the base school/secondary program before the district will pay the cost for tuition for the dual-enrollment course.

5. The district will pay the cost of textbooks and tuition for the university-transfer courses in the following academic areas offered online through HGTC if the course is not offered for equivalent credit in the base school/secondary program\*: Music, Art, Theater, Spanish\*\*, French\*\*, German\*\*, Psychology, Sociology, Philosophy, and Speech. Online dual-enrollment courses will be scheduled during the regular school day the same as face-to-face dual-enrollment courses are.

\* For example, the district will not pay the cost of textbooks and tuition if the school offers AP Psychology

\*\*The student must successfully complete one and two for foreign language courses if offered at the base school/secondary program before the district will pay the cost for tuition for the dual-enrollment course.

6. The following apply if HCS pays the tuition and cost of textbooks:
  - a. Funds are allocated within the HCS 2017-2018 budget.
  - b. HCS will pay for no more than two dual-enrollment courses per term. Exceptions may be for approved programs.
  - c. If a student takes more than one HGTC course per semester, the student must apply for lottery funds in order for HCS to pay the tuition balance.
  - d. Students classified as out-of-state/out-of-county residents are responsible for out-of-area tuition fees, which may require an additional cost in excess of \$1,000.
  - e. A student who withdraws from a dual-enrollment course or receives a grade below C in a dual-enrollment course will be responsible for reimbursing HCS for tuition and cost of textbooks.
  - f. If a student withdraws from a dual-enrollment course or receives a grade below C in a dual-enrollment course, HCS may not pay the tuition and cost of textbooks for future dual-enrollment courses for the student.
  - g. A student who is removed from a dual-enrollment course or section as a result of disciplinary action will be responsible for reimbursing HCS for tuition and cost of textbooks.
7. If a student chooses to take a dual-enrollment course through another accredited college/university instead of through HGTC, the following apply in order for the course to be recorded the high school transcript:
  - a. The course must meet all the HCS dual-enrollment guidelines that apply.
  - b. The course must be approved by the principal or his/her designee prior to the student enrolling in the course.

If the course meets the guidelines for the district to pay the tuition and cost of textbooks, the district will reimburse the student for only the cost for an HGTC course and the cost of textbook. In order to be reimbursed, the student must provide receipts documenting payment.