



TMCC Dual Credit Handbook

Welcome to Turtle Mountain Community College! The administration, faculty, and staff are delighted that you have chosen to begin your college career with TMCC. Whether a student, parent, or secondary school administrator or staff, we are excited to have you as part of the Dual Credit/Early Entry Program!

This handbook has been prepared for high schools that are interested in creating partnerships for student success. It is a great resource of our program's policies and procedures for not only the high school student but also parents and school administrators.

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Turtle Mountain Community College Dual Credit and Early Entry Policy

This Guide supplements the Dual Credit/Early Entry program agreements between Turtle Mountain Community College (TMCC) and local school systems. It describes the terms under which TMCC grants **college credit** for courses taken by high school students. **High school credit** for the same courses is governed by policies of the students' high schools.

All students who enroll at TMCC should be familiar with the current TMCC catalog, the schedule of classes, and the student handbook. Upon termination of Dual Enrollment status students who wish to pursue a degree must comply with the general admissions requirements as stated in the *catalog* (i.e., new application for admissions, diploma from an approved accredited high school/GED, Tribal Enrollment verification (card or form 2232) if applicable, and signed FERPA document).

Purpose

The purpose of the Dual Credit and Early Entry program is to allow eligible high school students to enroll in college classes concurrently with high school classes and to receive both high school and college credit.

Description of a Dual Credit Student

A "Dual Credit" student is enrolled in courses on the TMCC campus either in person or online, or at an approved high school, and earns credits that count toward high school graduation as well as toward a college certificate or degree. A dual credit student is a current high school student who has earned 14 or more units of high school credit. Credits earned by "Dual Credit" will be banked at TMCC until all admissions requirements are satisfied. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent and registrar prior to registration. A dual credit student may enroll for a maximum of 8 semester hours per semester.

Description of an Early Entry Student

A "Early Entry Student" is a high school student who has earned at least 20 or more units of high school credit and who has a high school cumulative Grade Point Average (GPA) of at least 3.00, and be recommended by the high school principal or his or her official designee. An early entry student may enroll for a maximum of 8 semester hours per semester.

Student Responsibilities

It is the responsibility of any student who is seeking admissions in either the "Dual Credit" or "Early Entry" program to follow all TMCC policies and procedures. The basic policies and procedures are outlined in this document but the student is also responsible to review the TMCC catalog on a periodic basis to ensure the students is meeting all standards set forth.

Admission Policy

Dual Credit Student

An applicant wishing to be considered for admission for "Dual Credit" must have the following documents on file:

- A complete application for admission; (must apply online for admission to TMCC at: www.tm.edu//ICS/Admissions/Admissions.jnz)

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- An official transcript from an accredited or approved high school showing proof that the student has earned 14 or more units of high school credit.
- Have a high school Cumulative Grade Point Average of 3.00 or higher, unless approved by a designated high school administrator.
- A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe (if applicable).
- A completed FERPA (Family Educational Rights Privacy Act) form.
- A signed copy of the IT Appropriate Use Policy.

Early Entry Student

An applicant wishing to be considered for admission as an “Early Entry Student” must have the following documents on file:

- A complete application for admission; (must apply online for admission to TMCC at: www.tm.edu//ICS/Admissions/Admissions.jnz)
- An official transcript from an accredited or approved high school showing proof that the student has earned 20 or more units of high school credit.
- Letter of recommendation from high school principle or his or her official designee.
- Have a high school Cumulative Grade Point Average of 3.00 or higher, unless approved by a designated high school administrator.
- A Certificate of Degree of Indian Blood or Tribal ID from a federally recognized tribe (if applicable).
- A completed FERPA (Family Educational Rights Privacy Act) form.
- A signed copy of the IT Appropriate Use Policy.

Student Responsibility:

- All students must be familiar with the TMCC catalog and student handbook, these documents can be found on the TMCC website at: www.tm.edu. All students are considered TMCC students and must adhere to the policies of TMCC.
- All students are responsible for their own transportation if they are enrolling in classes that are held on the TMCC campus.
- All students are responsible for internet access if they are taking online classes from TMCC.

Registration

Students are required to submit all information required to register for a course.

Placement

TMCC requires all students who enroll to take placement test in the areas of Math, English, and Science. Students wishing to participate in dual credit or early entry program will be required to take a placement test if they are wishing to enroll in any courses within the above departments. Students can contact the Registrar to arrange an appropriate time to take the test.

Tuition and Fees Payment

Students enrolled in a dual credit or early entry program are considered “special students” and are not fully admitted to our campus. Because of this, most students are not eligible for financial aid and students themselves are responsible for the cost. Students will pay the tuition rate per credit hour as outlined in the TMCC catalog. Students who qualify for

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free and reduced lunch should fill out the Bank of North Dakota Dual Credit form through North Dakota College Access Network (NDCAN)-applications can be found online at: www.nd-can.com.

Drop/Withdrawal

All students are responsible to file the required paperwork for withdrawing from their class(es) if the need to should arise. All students must withdraw in accordance to the dates shown in the academic calendar which can be found on the TMCC website.

Grades

For students enrolled as a Dual Credit Student, the grade reported on the high school transcript will be identical to the grade reported on the college transcript.

A high school operating under a weighted grading scale may assign a higher point value to the grade for calculating Grade Point Average but may not assign a higher grade to the course.

All grades will be submitted according to the TMCC academic calendar.

Reminder: Regardless of which delivery method chosen, all students need to meet the admissions requirements. No exceptions will be entertained.

North Dakota Department of Public Instruction Policy

The following is the North Dakota Department of Public Instruction Policy on Dual Credit.

CHAPTER 15.1-25 Postsecondary enrollment

15.1-25-01-Postsecondary enrollment options program

Any North Dakota student enrolled in grade ten, eleven, or twelve in a public high school is eligible to receive high school and postsecondary credit for the success completion of an academic course offered by any postsecondary institution accredited by a regional accrediting organization or a career and technical education course offered by a postsecondary institution in a program accredited by a national or regional accrediting organization recognized by the United states department of education.

15.1-25-2 Permission to enroll-notification-Credits

Before enrolling in a course for credit under this chapter, the student must obtain written permission form the student's school district superintendent. The student's school district superintendent shall determine the number of credits for which the student is eligible and shall include the number of credits on the document granting permission required by this section. For purposes of determining credit, a three-semester-hour course offered by a postsecondary institution is equivalent to a full semester high school course offered by a postsecondary institution is equivalent to a full semester high school course. Upon the student's successful completion of the course, the postsecondary institution shall notify the student's school district superintended of the fact.

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15.1-25-03 Costs of attendance-Responsibility of the student

The student and the student's parent or legal guardian are responsible for all costs of attendance at a postsecondary institution under this chapter. For purposes of this section, "costs" includes tuition, fees, textbooks, materials equipment, and other necessary charges related to the course in which the student has enrolled.

15.1-25-04 Transportation-Responsibility of the student

The student and the student's parent or legal guardian are responsible for transportation arrangements and all costs of transportation associated with a student's attendance at a postsecondary institution under this chapter.

15.1-25-05 Per Student payments-Extracurricular activities

A student attending a postsecondary institution under this chapter is deemed to be in attendance at the student's school district of residence for the purposes of calculating per student payments and for purposes relating to the student's eligibility to participate in high school extracurricular activities.

15.1-26-06 Courses-Statutory and regulatory exemption

The courses for which dual high school and postsecondary credit are available under this chapter are postsecondary courses and are exempt from any statutory or regulatory provisions otherwise applicable to high school courses and to the individual by whom high school courses are taught.

Dual Credit Policy-Application and Approval Process

The following is the North Dakota Department of Public Instruction Application and Approval Process.

Application Process

- Schools should produce a list of acceptable dual credit courses or a student should gain approval the classes they wish to take for dual credit with their local school administrator if they are not on the list.
- Student applies for college admission, completing college application for enrollment. This is turned in to the student's college.
- Students who qualify for free and reduced should fill out the Bank of North Dakota Dual Credit Form and mail the completed form to: Bank of North Dakota, PO Box 5509, Bismarck, ND 58506-5509.

Entrance Requirements

Colleges use the ACT (preferred), SAT, COMPASS, PLAN, or CollegeBoard Accuplacer scores for student dual credit placement. Scores for admittance are:

| | | | | | |
|----------------|------------------|---------------------|----------------|------------------|--------------------|
| | ACT | SAT | COMPASS | PLAN | ACCUPLACER |
| ENGLISH | English sub Test | Writing | Writing Skills | English sub Test | Write Placer |
| English 110 | 18 | 430 | 77 | 15 | 5 |
| | ACT | SAT Critical | COMPASS | PLAN | ACCUPLACER |
| MATH | Math sub test | Reading+ Math | Algebra | Math sub test | Elementary Algebra |
| Math 103 | 21 | 990 | 49 | 19 | 116 |

Credit

- 3 - 4 semester hour college classes will be awarded $\frac{1}{2}$ unit of high school credit
- 5 semester hour college classes will be awarded 1 unit of high school credit

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- Rarely, a 2 semester hour college class will be offered. This equates to $\frac{1}{4}$ unit of high school credit. **BE CAREFUL – $\frac{1}{4}$ credit does not cover the scholarship requirement of $\frac{1}{2}$ credit. $\frac{1}{4}$ credit also does not help when taking a math credit beyond Algebra II since the student would still need $\frac{3}{4}$ of a credit.**

Duration of course

A dual credit course must be, at maximum, a semester in length. A dual credit course taught in a high school may not exceed a semester in duration.

Traditional schedule

- 3–4 semester hour college classes will be taught for one period a day each day for one semester
- 5 semester hour college classes will be taught for two periods a day each day for one semester

Block schedule

- 3–4 semester hour college classes will be taught for one block period a day for 9 weeks
- 5 semester hour college classes will be taught for one block period a day for 18 weeks

Modified block schedule with A/B classes

- 3–4 semester hour college classes taught in an A/B class under block scheduling will be taught every other day for one block period for 18 weeks
- 5 semester hour college classes may be taught in an A/B class under block scheduling for two block periods every other day for 18 weeks

Grades

- The grade reported on the high school transcript will be identical to the grade reported on the college transcript.
- A high school operating under a weighted grading scale may assign a higher point value to the grade for calculating GPA but may not assign a higher grade to the course.

Mixed enrollment in dual credit classes

It is the strong recommendation of the Department that only students enrolled for dual credit are placed in a dual credit course taught in the high school. The ND University System may dictate policy relative to this enrollment.

A student enrolled in a dual credit class (college class for which a student receives both high school and college credit) is enrolled in a COLLEGE class. All policies relative to attendance, curriculum, grading, etc. are determined by the college. The geographical location of the course (college campus, ITV, high school classroom, online/computer, etc.) may not pose justification for deviation from the college regulations and policies.

The ND Department of Public Instruction (NDDPI) and the ND University System (NDUS) would like to thank all of the North Dakota educators who contributed to the development of this unified policy and guidelines. It is our sincere hope that this policy definition will provide greater clarity in the operation of our state's dual credit programs.

If you have further questions regarding the revised process, please contact either Ryan Townsend, NDDPI (srtownsend@nd.gov or 701-328-2629) or Aimee Copas, NDUS (aimee.copas@ndus.edu or 701-328-4136) for further clarification.

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NDDPI Policy-Revised April 17, 2013

Turtle Mountain Community College Responsibilities

Turtle Mountain Community College will have the following responsibilities.

Admissions

- The TMCC Admissions Office staff will work directly with students, parents, and school administrators with the admissions process.
- It will be the effort of the Admissions Office staff to complete all applications for admissions in a timely manner, please allow up to three work days for notification of missing documents or if you are accepted to take dual credit or early entry courses.
- The Admissions Office Staff will notify students in writing of their admittance status at TMCC.

Registration

- The TMCC Registrar will work directly with students, parents, and school administrators through the full registration process.
- Once all admissions requirements have been met, the registrar will process the student's application to enroll in Dual Credit or Early Entry courses.
- The student will be notified by the Registrar of their enrollment status through a student course schedule report.

Grades

- The TMCC Registrar will process grades according to the TMCC academic calendar.
- Any student who has a hold will not be allowed to receive their grade report or an academic transcript.

Business Office

- The TMCC Business Office staff will notify the student of their tuition and fees statement in a timely manner, the first statement for the semester is printed after the last day to add a class.
- Tuition and Fees statements will be mailed to the students mailing address on file with the student services department.
- FUNDING ASSISTANCE: If the student receives funding assistance from the Bank of North Dakota NDCAN program, the Business Office will submit all required tuition statements to the Bank of North Dakota in a timely manner.

Required Tuition and Fees Schedule

| Tuition and Fees Per Credit Hour 2013-2014 | | | | |
|--|----------|--------------------|-----------------|----------|
| Credits | Tuition | Student Activities | Technology Fees | Total |
| 1 Cr | \$74.00 | \$9.00 | \$0.00 | \$83.00 |
| 2 Cr | \$148.00 | \$18.00 | \$0.00 | \$166.00 |
| 3 Cr | \$222.00 | \$27.00 | \$0.00 | \$249.00 |
| 4 Cr | \$296.00 | \$36.00 | \$0.00 | \$332.00 |
| 5 Cr | \$370.00 | \$45.00 | \$0.00 | \$415.00 |

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| 6 Cr | \$444.00 | \$54.00 | \$2.00 | \$500.00 |
| 7 Cr | \$518.00 | \$63.00 | \$2.00 | \$583.00 |
| 8 Cr | \$592.00 | \$72.00 | \$2.00 | \$666.00 |
| 9 Cr | \$666.00 | \$81.00 | \$2.00 | \$749.00 |
| 10 Cr | \$740.00 | \$90.00 | \$4.00 | \$834.00 |
| 11 Cr | \$814.00 | \$99.00 | \$4.00 | \$917.00 |
| 12 Cr | \$888.00 | \$108.00 | \$4.00 | \$1,000.00 |

Additional Costs

A \$25.00 Registration Fee will be charged each semester to all students regardless of the number of credits enrolled.

Transcript Fee – There will be a \$2.00 Transcript Fee, regardless of whether it is unofficial or official. There will not be a transcript fee for transcripts sent to the Tribal Scholarship Program, BIA-Job Placement and Training Program, or the Turtle Mountain Vocational Rehabilitation Program

Textbooks

A Textbook/Supplies Usage Fee will be assessed based on the number of credits enrolled. All students will be assessed the fees regardless of whether textbooks are required in the class or not (example: CD's). The chart below specifies the rate assessed.

Books will be provided on a textbook usage basis ONLY. All students will be charged a textbook usage fee based on the table below.

Textbook Usage fee table based on credit hours enrolled per semester

| | |
|------------------------|---|
| 1-3 (credits) | \$25 or buy the book(s) whichever is less |
| 4-6 (credits) | \$50 |
| 7-11 (credits) | \$75 |
| 12 and above (credits) | \$100 |

If the textbook includes a cd and the student loses the cd, or it is returned damaged, the student will be assessed a replacement fee.

Textbooks can also be purchased if the student decides to do so.

Textbooks must be returned within five days of the end of the semester. Students who do not return textbooks will be billed the full price of the textbooks.

Students that return textbooks damaged will be assessed the full price of the textbook.

Other Course Costs

For some courses, a fee is charged to cover rental of equipment, facility use, or for materials that student will need. However, a student can fulfill their requirements without enrolling in a class that requires a fee. The fee is variable depending on the class.

