

# ARE YOU READY FOR WHAT'S NEXT?

## Dual Credit – Policy Guidance for Administrators and School Counselors

As schools make dual credit options available for their students in accordance with SDCL 13-28-37 and the policies which support the Governor’s Reduced Rate Dual credit program, they may find it helpful to create clear policies and guidelines to be made available to students and their parents/guardians. The table below highlights some areas that you may want to include and suggested wording.

TOPIC	SUGGESTED POLICY WORDING
Responsibility for payment	Students are responsible for paying all tuition and fees billed to them by the institution in which they are enrolled. This will include cost of the credits in addition to associated course fees such as textbooks, lab fees, and etc.
Procedure for enrollment	Students are required to speak to their school counselor prior to registering for courses.
Documentation of dual credit	Students must provide a copy of their dual enrollment course schedule to the school counselor prior to the beginning of the semester.  Students must agree and complete the appropriate paperwork to allow the institution at which they are enrolling to release information to the (insert school district name) regarding their dual credit enrollment.
Transportation	<i>(For students who will travel to the postsecondary site.)</i> Students are responsible for transportation to attend all dual credit course activities.
Transferrability of credit	Students understand that there is a possibility that their future university or technical institute may not accept their dual credit course credits. It is the student’s responsibility to check with any postsecondary institution they are considering attending to inquire about transfer of credit.
NCAA Certification <i>(for those who may be competing in athletics at the postsecondary level)</i>	Students understand that if they intend to become certified by the NCAA Clearinghouse, dual credit coursework could have an impact on scholarship eligibility. Students are highly encouraged to cover this in detail with their school counselor to ensure eligibility is not compromised.
Release of information	Students give permission for the institution providing the credit to share that information with the local high school. Students also give permission for the institution granting the credit to share that information with the State of South Dakota.
Future Student Federal Financial Aid	Students understand that there is a possibility that their eligibility to obtain Student Federal Financial Aid in the future may be impacted by their participation in dual credit coursework.

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Transcription of credit at the local high school	Students understand that dual credit enrollment grades will be entered onto their high school transcript and will be utilized in calculating GPA and class rank. (If the local school has made a decision to weight dual credit course grades, appropriate language should detail how this will be done.)
Grade point average implications	(see above regarding local high school level)  Students understand that the grade received will be used in the calculation of their GPA at the postsecondary level once they've enrolled. Exceptions to this would be in the case of a postsecondary institution who does not allow transfer of the credit. (See Transferrability of credit)
Grade implications for SD High School Activities Association eligibility	Students understand that grades from and enrollment in dual credit courses will be factored into eligibility requirements for athletics and activities.
Responsibility for completion of course requirements	Students understand that they are fully responsible for completing the requirements of all dual credit courses. This would include attending dual credit classes even when the local high school classes are not in session.
Enrollment process and timeline	(Schools may want to define to whom the student must speak before registering and what the deadlines/time frame are for registration.)
Transcription of the credit on your local high school transcript	School districts should use the following format to transcribe a dual credit course: Subject, Course Number, Course Title, (Dual Credit) E.g: Engl 101 Composition I (DC)
Number of dual credit courses a student may take	At this time, the technical institutes have no limits on the number of credits students can take per semester. Students taking classes through the Board of Regents universities will be limited to 9 credits per semester. If school districts are imposing local limits or stipulations, they are encouraged to create language that outlines the local policy.
Number of credits per course	School districts can determine how dual credit course will equate. In most cases, a 3 credit college course will equate to ½-1 credit at the local high school.