

LISD Dual Credit Student Handbook



2018-2019

Dual Credit Handbook

Purpose

Livingston ISD embraces and supports the College For All concept, which enables high school students to earn college credits prior to their high school graduation. Dual enrollment courses are college-level courses taken by high school students to receive high school and college credit. Students may earn dual credit for classes approved by the Board of Trustees in agreement with Angelina College.

While enrolled in the Dual Credit program, the student is considered an adult Angelina College student. Angelina College instructors are unable to discuss student information with anyone other than the student due to privacy laws. Students wanting their parent/guardian to access or obtain their records should give that person a signed release specifying what they need and a copy of the student's picture ID. We know that each parent wants the best for their student and encourage your participation. Nevertheless, we must ask that every parent support Angelina College's procedures and policies as well.

Admissions

The Texas Success Initiative (TSI) is a state-mandated program that applies to all students enrolling at Angelina College as a first year college student. Students are required to take the TSI assessment to demonstrate college readiness. This placement test helps counselors and advisors assist students in choosing the right classes to meet educational requirements and goals. The student shall be responsible for meeting all college requirements. Students **MUST** complete the application process and have TSI scores in the LHS academic advising office by the first Monday of August of each school year.

Livingston High School provides students an opportunity to take the TSI at no cost to the student. Students that do not meet standards on the TSI will have an opportunity to retake the test and may participate in a TSI tutorial through a computer based program. LHS schedules two TSI testing opportunities, students not meeting the educational requirements will be responsible for the expense of taking the TSI at an alternative location.

TSI College-Readiness Cut-Scores

Mathematics: minimum score of 350

Reading: minimum score of 351

Writing: a score of 5 in the essay section. You can also place in a college course if you receive a 4 on the essay and a minimum score of 340 on the multiple-choice section.

*Reading and Writing TSI scores are required to enroll in college level English classes.

* TSI scores will be updated as mandated by legislation.



LIVINGSTON HIGH SCHOOL FOUR-YEAR PLANNER 42 COLLEGE HOURS ENDORSEMENT

NAME: _____ ID# _____
Last Name First Name

9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE	
ENGLISH I	DC SPEECH DC SOCIOLOGY AVID	DC ENGLISH III DC US HISTORY	DC ENGLISH IV DC GOVERNMENT	
WORLD HISTORY				
MATH	ENGLISH II	DC FINE ARTS DC PSYCHOLOGY ONLINE FINE ART	DC MATH	
SCIENCE	FOREIGN LANGUAGE			
TECHNOLOGY	MATH	MATH	SCIENCE	
P E	SCIENCE	SCIENCE	ECONOMICS / HEALTH	
OPEN ELECTIVE	OPEN ELECTIVE	FOREIGN LANGUAGE	OPEN ELECTIVE	
OPEN ELECTIVE	OPEN ELECTIVE	OPEN ELECTIVE	OPEN ELECTIVE	
0 College Hours 8 High School Credits	6 College Hours 8 High School Credits	18 College Hours 7 1/2 High School Credits	18 College Hours 7 High School Credits	42 College Hours 30 1/2 HS Credits

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____



LIVINGSTON HIGH SCHOOL FOUR-YEAR PLANNER 60 COLLEGE HOURS MULTIDISCIPLINARY ENDORSEMENT

NAME: _____ ID# _____
Last Name First Name

9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE	
DC SPEECH DC SOCIOLOGY AVID	DC SPANISH II w/Lab SPANISH III w/Lab	DC ENGLISH III DC US HISTORY	DC ENGLISH IV DC GOVERNMENT	
ENGLISH I				
WORLD HISTORY	DC FINE ARTS DC PSYCHOLOGY AVID / ONLINE FINE ART	DC SCIENCE w/Lab	DC MATH * 2 Hours TBD by Angelina	
MATH				ENGLISH II
SCIENCE	OPEN ELECTIVE	TECHNOLOGY	ECONOMICS / HEALTH	
SPANISH I	MATH	P E	OPEN ELECTIVE	
OPEN ELECTIVE	SCIENCE	OPEN ELECTIVE	OPEN ELECTIVE	
6 College Hours 8 High School Credits	14 College Hours 8 1/2 High School Credits	20 College Hours 7 High School Credits	20 College Hours 6 1/2 High School Credits	60 College Hours 30 HS Credits

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

College Transition Class

LHS 9th and 10th grade dual credit students will be enrolled in a college transition class at LHS. The purpose of this class is to support students academically as they undertake this new academic challenge. Students will attend the College Transition Class at LHS on the days students are not in attendance at Angelina College.

Juniors and Seniors earning a D or an F in a dual credit class will be required to attend a College Transition Class on Friday mornings when they are not attending college classes.

Angelina College Attendance Policy

The Angelina College instructor may drop a student after three or more consecutive absences or four or more cumulative absences in a semester. If a student is transferred to DAEP, the student will be dropped from the college class. If a student is withdrawn for any reason by Angelina, or fails to drop a dual credit class by the given course drop deadline, the student must reimburse LISD the cost of tuition expended by the district. Students must notify the LHS academic advising office in the event they are removed from a class or decide to drop a class.

1. It is the responsibility of the student to attend all classes and a record of attendance will be kept for all classes by the instructor.
2. It is the responsibility of the student to withdraw officially in the College Records Office from a class the student no longer desires to attend. Failure to do so may result in a failing grade.
3. College instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences may be dropped by the instructor on a notice to the College Records Office.
4. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences. A three-hour night class counts as two class periods. Absences in online courses are based on an equivalent participation formula.
5. Students will not be dropped and will be allowed to make up work for absences because of college authorized and sponsored activities. It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.
6. A student dropped because of excessive absences will be notified by mail by the College Records Office and will be directed to seek the approval of the instructor to be reinstated.
7. A student who fails to contact the College Records Office within one week of the date the notice was mailed will be dropped permanently from the class.
8. All make-up work is at the discretion of the instructor and is defined in the course syllabus.

Students participating in extra-curricular activities must provide written notification of any school related absences to the instructor one week prior to the scheduled absence. School related absences are absences due to the student representing LHS in competition or another school related event approved by the LHS principal.

Behavior

Dual credit students are expected to maintain the highest standard of personal conduct. Student conduct and behavior are governed by the Angelina College Student Handbook while at Angelina College.

Angelina College Academic Dishonesty Policy

The College and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism and collusion.

Cheating includes:

- a. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- b. Using materials during a test that are not authorized by the test administrator.
- c. Collaborating with another person or persons during an examination or in preparing academic work, without authorization.
- d. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered test.
- e. Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
- f. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by an individual or firm.

Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

The Angelina College Handbook can be accessed through the Angelina student portal.

Dropping a Course

If, due to special circumstances, a dual credit course must be dropped, the student must pick-up a drop form through the LHS Academic Advising office. The student must then take the drop form to the appropriate office at Angelina College. If a student is withdrawn for any reason or drops a dual credit class, the student must reimburse LISD cost of tuition expended by the district.

If a student chooses to drop the dual credit course after the beginning of the school year, the student will be placed into a regular level class in the same subject as his or her schedule allows. If scheduling conflicts prevent the student from going into a regular classroom for instruction, classes will be completed through the credit recovery program. Classes completed through credit recovery are recorded on the high school transcript as P/F and no GPA points are earned for completion.

GPA

Dual credit courses are a part of the student's high school class record and schedule. For the graduating class of 2018 and beyond, ALL dual credit courses taken will be included in the calculation of a student's overall weighted GPA. Numeric grades with an alpha correlation of a D or better will be recorded on the LISD academic record as the actual numeric grade following the chart shown in the LHS Course Catalog. A dual credit class receiving an "F" from Angelina will be denoted as "F" on the LISD transcript and no weighted grade points will be awarded.

UIL Eligibility

Dual Credit courses are not exempt from UIL eligibility no pass/no play regulations. Students may apply for one UIL eligibility waiver per school year for one failing grade in a college/dual credit course. The student will need to complete the paperwork through their LHS academic advisor and have it signed by the principal.

Performance Acknowledgements

College academic courses with a grade of 3.0 [B] or higher count as an Advanced Measure for the Distinguished Achievement Program for the 2017 graduates and beyond.

Twelve college academic hours with a grade of 3.0 [B] or higher count as Performance Acknowledgements for 2016 graduates and beyond.

Academic Probation/Suspension

Students enrolled in dual credit classes are expected to maintain a cumulative GPA of 2.0 in dual credit classes. Students not maintaining a cumulative GPA of 2.0 will be placed on academic probation.

Students failing to maintain a cumulative GPA of 2.0 for two consecutive semesters will not be allowed to continue to participate in dual credit classes. Students that are removed from the dual credit program are still allowed to enroll in classes at Angelina College, however the student is responsible for all cost and supplies associated with the course. These classes must be taken outside the traditional LHS school day.

Transportation

Bus transportation will be provided by LISD to and from Angelina College Polk County Center in Livingston. A student or parent may provide his or her own transportation as well. Transportation time will be addressed in the construction of student schedules. It is the responsibility of the student to be on time for all Angelina classes as well as all LHS classes on the LHS campus when returning from the Angelina campus.

Transfer of credits to other colleges or universities

Angelina College is the institution awarding the college credit. LISD and LHS recognize and honor the approved courses for high school credit. LISD or LHS does not determine whether or not a college credit transfers to another school or college. Students can check which courses will transfer and to which college or university by accessing the Texas Common Core Number System at www.tccns.org.

