

# PHS Dual Credit Handbook

*300 North Texas Street - Pittsburg, Texas 75686 – 903.856.3646*

**Keep for Reference**

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Dear Parents and Students,

Pittsburg High School will be offering dual credit courses to sophomores, juniors, and seniors for the 2020-2021 academic year. Our dual credit program allows a high school student to earn college credit and high school credit concurrently. This handbook is designed to guide and inform you as you navigate the dual credit enrollment process.

We are excited to offer you this unique opportunity and hope that the information and instructions contained in the handbook make it easy for you to understand and participate in Pittsburg High School's dual credit program. Please take the time to read the detailed instructions carefully. If you have any additional questions, please contact your high school counselor.

Sincerely,

Jonathan Hill, Principal

# What You Need To Know About Dual Credit

## What is Dual Credit?

Dual credit allows a high school student to earn college credit and high school credit concurrently. Academic dual credit in Pittsburg ISD may be awarded through NTCC, Northeast Texas Community College. Please visit for more information about NTCC dual credit requirements and information. For more details about what is dual credit visit the [Texas Education Agency Dual Credit Frequently Asked Questions](#).

Dual Credit	Explanation	Credit Awarded	Eligibility	Other Considerations
<b>Academic Dual Credit (DC)</b>	<ul style="list-style-type: none"> <li>· Most academic dual credit courses will be accepted at 2-year colleges and 4-year universities in Texas.</li> <li>· Courses cover all high school TEKS as well as equivalent college curriculum.</li> <li>· Courses allow students to earn high school and college credit concurrently.</li> </ul>	<ul style="list-style-type: none"> <li>· High school graduation credit is awarded based on student performance.</li> <li>· Most academic dual credits linked to a Texas college common course number will transfer to any Texas public college or university.</li> <li>· College credit is awarded at the discretion of the receiving institution.</li> <li>· Students must request a college transcript in order for college credits to be evaluated and/or awarded at a college or university.</li> </ul>	<ul style="list-style-type: none"> <li>· Students must qualify for admission to NTCC and register by the deadline.</li> <li>· Students must officially be classified as tenth, eleventh or twelfth graders.</li> <li>· Juniors &amp; seniors may not take more than two dual credit courses per semester <u>without special permission (pg. 10)</u>.</li> <li>· Sophomores may not take more than one dual credit course per semester.</li> </ul>	<ul style="list-style-type: none"> <li>· <u>Dual credit courses are taught by qualifying high school teachers and/or NTCC faculty. The District shall determine which courses will be awarded dual credit. Consideration will be given at the college or university that the District has established a Memorandum of Understanding (MOU).</u></li> </ul>

## **Dual Lab Classes**

Sophomores may take one dual lab class which includes one dual credit course per semester.  
 Juniors may take one dual lab class which includes one dual credit course per semester.  
 Seniors may take two dual lab classes (with approval) which includes two dual credit courses per semester.

## **Where do the credits transfer?**

Credits can be applied toward a degree program at any community college or university with which the District has established a Memorandum of Understanding (MOU). Credits might transfer to other colleges or universities depending on whether the accepting college/university determines that dual credit coursework will be honored.

**How do Dual Credit and Advanced Placement differ with regard to awarding college credit?**

Dual credit is awarded to students when they earn a passing grade in a college course. The college credit is reflected on the transcript from the college with which the district has established an MOU. *It is up to any other accepting college/university to determine whether dual credit coursework will be honored.*

Credit for test scores on Advanced Placement (AP) exams is awarded to students at the discretion of the receiving institution based on test scores of 3 or higher. It is up to the accepting college/university to determine how the AP credit will be awarded.

*PHS Dual Credit Handbook 2020-2021*

**How many Dual Credit classes can students take per year?**

Students classified as juniors or seniors may take a two dual credit courses per semester. Students classified as sophomores may take one dual credit course per semester. Students wishing to take dual courses during intercession, summer, or online must have prior approval from their counselor, (pg. 11).

**How much does Dual Credit cost?**

College	Tuition Costs	Textbooks
NTCC Tuition & Fees	\$210 per 3-hour course \$280 per 4-hour course	The student pays for textbooks and other materials required in the course.

**If a student is already enrolled in the PHS Dual Credit Program, what needs to be done for next year?**

Students already enrolled in dual credit courses should complete the NTCC Permission and Registration Form with their PHS counselor.

If a student does not complete a dual credit course successfully with a 70 or higher or withdraws from the course, a meeting with the counselor is required prior to the semester they wish to resume dual credit courses.

**If a student does not receive notice of acceptance after applying at NTCC what should they do?**

If a student does not receive notice of acceptance, the student should contact the NTCC Admissions Department at 903-434-8100 or contact the dual credit counselor.

# Our Dual Credit Program

Pittsburg High School offers dual credit courses through Northeast Texas Community College allowing students to earn college credit and high school credit concurrently.

<b>Higher Ed Partner</b>	Northeast Texas Community College
<b>Required Forms</b>	Completed Dual Credit Packet
<b><u>Grade Level Requirements</u></b>	Sophomore/Junior/Senior Status
<b>Eligibility Requirements</b>	<b><i>And One of the following:</i></b>
	PSAT-administer on or after October 15, 2015 460 EBRW and/or 510 math SAT – 1070 combined, with 500 or higher on math and verbal scores (prior to March, 2016) SAT – 480 on Reading and Writing (EBRW) and/or 530 on math (on or after March 5, 2016)
	ACT – 23 composite, with 19 or higher on math and English scores
	<b>TSI Reading:</b> score of 351-390 <b>TSI Writing:</b> score of 340-390 and 4 on essay or 5+ essay <b>TSI Math:</b> score of 350-390
<b>Academic Courses</b>	See PHS Course Catalog/NTCC Schedule of Classes
<b>Location(s)</b>	PHS Campus, NTCC Campus, Online

A few important points to note about enrolling in a dual credit course:

- Dual credit courses offered on our campus that have a corresponding Advanced course receive the highest weighted ranking (6.0 scale).
- Other dual credit courses offered in the lab setting are weighted on the 5.0 scale.
- Academic dual credit courses (linked to Texas college common course numbers) are transferable to all Texas public colleges/universities and to some private and out-of-state institutions. Credit is awarded at the discretion of the receiving university, so it is important for students to check to make sure which credits will be accepted and applied toward a degree program at their university/college of choice.
- students in dual credit courses should be aware of all college/university deadline dates and consequences for dropping a course. Please see <http://catalog.ntcc.edu>.

# Texas Success Initiative (TSI) Assessment

## What is the TSI Assessment?

The Texas Success Initiative is a state-legislated program designed to improve student success in college. Based on performance, a student may either be enrolled in a college-level course that matches skill level or be placed in the appropriate developmental course or intervention to improve skills and prepare for success in college-level courses. There are two components of the program:

1. An assessment to diagnose students' basic skills in reading, mathematics, and writing; and
2. Developmental instruction to strengthen academic skills that need improvement.

## **Do all students have to take the TSI before taking dual credit courses?**

To be admitted to a Texas College or university students must meet the TSI requirements below. Not all students need to take the TSI Assessment; there are several ways to be exempt. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions. A student is exempt from TSI requirements in **all areas** only if the student meets **one** of the following test conditions. Students may not combine scores from different administrations of the same test.

- SAT – 1070 combined, with 500 or higher on math and verbal (prior to March 2016), OR
- SAT – 480 on Reading and Writing (EBRW) and/or 530 on math (on or after March 5, 2016), OR
- ACT – 23 composite, with 19 or higher on math and English, OR
- TSI Assessment – Reading Comp 351, Elem Mathematics 350, Written Essay 5 (or Written Essay 4 AND Multiple Choice of 340).

## **NTCC Dual Credit TSI Exemptions for Summer 2020 and 2020-2021 Academic Year**

### Math

- ACT composite score of at least 23 AND at least 19 in Math
- SAT composite score of at least 1070 AND at least 500 in Math
- Final grade of 85 or higher grade in Algebra II
- Sophomores only - 8-9 PSAT score of at least 450 in Math

### Reading/Writing

- ACT composite score of at least 23 AND at least 19 in English
- SAT composite score of at least 1070 AND at least 500 in Critical Reading
- 85 or higher grade in the last English course taken (English II for incoming juniors or English III for incoming seniors)
- Sophomores only - 8-9 PSAT score of at least 410 in Evidence-Based Reading & Writing (EBRW)

## **How does the TSI Assessment Work?**

If you are not exempt from taking the TSI Assessment, you will need to take three sections of the TSI

Assessment: mathematics, reading, and writing. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the writing assessment it is likely that you will be asked to write an essay.

The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

**What are qualifying TSI Assessment scores?**

- Reading = 351
- Writing = Essay - 5+ or 4 and Multiple Choice of 340
- Math = 350

**Taking the TSI Assessment**

Students must receive qualifying test scores on the TSI assessment to be eligible for dual credit.

Students may schedule to take the TSI Assessment at PHS or NTCC. The following apply for students taking the TSI at PHS:

- Sign-up in the dual credit counselor’s office
- Bring PHS student ID on test day
- Bring \$2.00 per TSI unit if testing at PHS
- Arrive on time on test day

\*NTCC Testing Center 903-434-8273 or 903-434-8272

Students who were in dual credit previously *do not* need to retest unless they need a higher qualifying score or need to test for a specific subject.

Location	Fall Testing Window	Spring Testing Window
Pittsburg High School	\$2.00 College Board Fee per test unit Contact Counselors	\$2.00 College Board Fee per test unit Contact Counselors
NTCC	Student contact NTCC to schedule \$18.00 fee per subject test	Student contact NTCC to schedule \$18.00 fee per subject test

## TSI Assessment Cost at PHS

<u>TSI READING TEST (1 UNIT)</u>	<u>\$2.00</u>
<u>TSI READING DIAGNOSTIC TEST (1 UNIT)</u>	<u>\$2.00</u>
	<u>\$4.00</u>
<u>TSI WRITING TEST (1 UNIT)</u>	<u>\$2.00</u>
<u>TSI WRITING DIAGNOSTIC TEST (1 UNIT)</u>	<u>\$2.00</u>
<u>TSI WRITEPLACER ESSAY (2 UNITS)</u>	<u>\$4.00</u>
	<u>\$8.00</u>
<u>TSI MATH TEST (1 UNIT)</u>	<u>\$2.00</u>
<u>TSI MATH DIAGNOSTIC TEST (1 UNIT)</u>	<u>\$2.00</u>
	<u>\$4.00</u>

## Dropping Courses

### What is the process for dropping or withdrawing from a dual credit class?

Students who feel they need to drop a dual credit course will need to meet with their high school counselor. Dropping dual credit courses may have significant consequences on the student's high school graduation plans. A completed "PHS Dual Credit Withdrawal Form" will need to be returned to the counselor once the counselor and student agrees that a dual credit course should be dropped.

Please refer to the NTCC Course Catalog for additional information at <http://catalog.ntcc.edu>.

## Grading Standards

Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received. If no numerical grade is received the following conversion table will be used:

College Letter Grade	PHS Equivalent Numerical Grade
A	95
B	85
C	75

### How do Dual Credit courses impact rank?

Dual credit courses offered on our campus that have a corresponding Advanced course have the highest weighted rank factor (6.0). Dual credit courses offered in the lab setting are weighted on the 5.0 scale.

**How do Dual Credit classes impact athletic eligibility?**

According to UIL rules, dual credit courses are eligible for UIL exemptions, but due to the limited number of grades issued in these college courses, students may not have the opportunity to become UIL eligible after a failing mid-term grade.

**How many grades are issued in a Dual Credit Course?**

Dual credit course are actual college courses and therefore follow the traditional college requirements for grades issued to students. As a result, students should expect a midterm grade and a final grade. It is at the discretion of the dual credit instructor to issue additional grades to students.

## Unsuccessful in Dual Courses

Students who are unsuccessful in dual credit courses will be required to meet with the dual credit committee for approval prior to taking future dual courses.

***PHS Required Meeting for 11<sup>TH</sup> & 12<sup>TH</sup> Grade Students  
Requesting More Than 2 Dual Credit  
Courses per Semester***

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**PHS does not recommend students taking more than 2 dual credit courses per semester. Dual credit courses are college level with assignments, deadlines, and course expectations controlled by the NTCC instructor. Students and parents should be aware of drop dates set forth by NTCC. Grades and course status are retained by NTCC on college transcripts.**

**I am aware of the rigor of college courses as well as the high school courses in which my student has signed up and agree to allow my student to take more than 2 dual credit courses for the fall and/or spring semester. I am also aware that if my student fails any class for the fall semester my student will not be allowed to take more than 2 dual credit classes during the spring semester.**

**Signatures:**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Counselor** \_\_\_\_\_ **Date** \_\_\_\_\_

# PHS Dual Credit Withdrawal/Drop Form

Please provide the information in the box below:

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

**Student ID#:** \_\_\_\_\_ **Student's Current Grade Level:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **NTCC Drop Date:** \_\_\_\_\_

**Course Name #1:** \_\_\_\_\_

**Course Name #2:** \_\_\_\_\_

**Reason for Withdrawing Dual Credit Course(s):** \_\_\_\_\_

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**Parent Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ ID#: \_\_\_\_\_

**Due Friday, August 21<sup>st</sup>**

# PHS Dual Credit Packet

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***Turn completed packet in to  
Dual Lab Instructor Rm 408***

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# **NTCC Registration for PHS Dual Credit Students**

***Return completed packet to Dual Lab Instructor Rm 408***

## **1<sup>st</sup>Time Taking Classes @ NTCC Checklist:**

- \_\_\_\_\_ Completed NTCC Dual Credit “Application for Admission” (***must complete online @ [www.ntcc.edu](http://www.ntcc.edu)***)
  
- \_\_\_\_\_ Completed NTCC’s “Dual Credit Scholarship Application” if eligible
  
- \_\_\_\_\_ Students taking dual credit lab classes for the first time must attend orientation prior to the first day of the dual lab course.
  
- \_\_\_\_\_ Signed “Student Commitment”
  
- \_\_\_\_\_ Deadlines for passing college readiness exams are:
  - Taking Classes Fall 2020 by May of 2020**
  - (Exception for 1<sup>st</sup> time Sophomores taking Speech-Dec 2020)**
  - Taking Classes Spring 2021 by December of 2020**
  
- \_\_\_\_\_ College Readiness Test Scores: Must have **ONE** of the following:  
***(check one & attach copy of qualifying college readiness scores)***
  - TSI Scores**-351 on Reading, 350 on Mathematics, 5 or higher on Writing Essay or 340 on Writing Multiple Choice with 4 on Writing Essay, or
  - SAT Scores** – 1070 combined with a 500 or higher on math and/or verbal or, (prior to March, 2016)
  - SAT Scores** – 480 on Reading and Writing (EBRW) and/or 530 on math (on or after March 5, 2016)
  - ACT Scores** – 23 composite with 19 or higher on math and/or English

## **Taken Classes Before @ NTCC Checklist:**

- \_\_\_\_\_ Completed NTCC’s “Dual Credit Scholarship Application” if eligible (*attached*)

***Please forward PAA Certification & NTCC acceptance emails to:  
[jramsey@pittsburgisd.net](mailto:jramsey@pittsburgisd.net)***

# PHS Dual Credit Course Application

Please provide the information in the box below:

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

Student ID#: \_\_\_\_\_ Student's Current Grade Level: \_\_\_\_\_

Eligibility Scores: \_\_\_\_\_ / \_\_\_\_\_  
SAT ACT

## TSI Assessment

Scores: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Reading Writing Essay Math

Course Name #1:

\_\_\_\_\_

Course Name #2:

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor's signature/initials \_\_\_\_\_ Date \_\_\_\_\_

## Parental Consent

I give permission for my son/daughter to be enrolled in the Dual Credit Program for the current academic 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.)

Parent Initials \_\_\_\_\_ I have received and reviewed the PHS Dual Credit Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## PHS Dual Credit Student Commitment

(Your registration will not be sent to NTCC until the commitment form is completed.)

(Directions: initial that you have read each statement and understand your commitment to the PHS Dual Credit Program. Then sign the bottom acknowledging your agreement to take on this commitment. Also, ask your guardian to sign acknowledging that they understand the expectations of you for this program.)

\_\_\_\_\_ I will act maturely, as a college-level student, while attending college classes at any campus, whether that be at PHS, NTCC, or online. I understand that I will be treated as a college student and no special considerations will be made for me because I am also a high school student.

\_\_\_\_\_ I understand that I will be expected to work independently without significant direction from the instructor of the college course.

\_\_\_\_\_ I will commit to spending time preparing and completing college coursework. In addition to class time, I understand that I will be expected to spend time on coursework outside of class. ***I have the time in my schedule to commit to college coursework and commit to spending time reading, studying, preparing, and completing assignments outside of class time.***

\_\_\_\_\_ I commit to doing my own, original work and understand that plagiarism and cheating will not be tolerated by NTCC or PISD.

\_\_\_\_\_ I understand that I am receiving high school and college credit for the college courses in which I enroll. Failing a course could affect whether or not I have the credits required for graduation.

\_\_\_\_\_ I understand that my signature on the NTCC Permission and Registration Form gives NTCC representatives permission to share information with respect to grades, attendance, and class status to high school officials.

\_\_\_\_\_ I commit to doing all that I can do to make and A or B in my college coursework.

\_\_\_\_\_ I commit to attaining the resources needed or required for the college course in which I enroll.

\_\_\_\_\_ I have access to internet and a computer outside of the school.

\_\_\_\_\_ If taking an online course not on PHS campus I have access to or a computer and high-speed internet at my house.

\_\_\_\_\_ I have received and reviewed the PHS Dual Credit Handbook.

***I commit to representing the Pittsburg High School Pirates the best that I can by always showing maturity, responsibility, respect, courteousness, and a determination to succeed. Lack of these traits in our D/C Students could result in losing the privilege of participating in the PHS Dual Credit Program. I have read, understand, and will adhere to the PHS Dual Credit Handbook.***

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Student Signature

Date

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Parent Signature of Acknowledgement

Date

# STUDENTS TAKING DUAL CREDIT

INFORMATION SHEET ~ PLEASE PRINT LEGIBLY

*(Use Formal/Full/Legal Names)*

LAST NAME: \_\_\_\_\_ GR \_\_\_\_\_ ID# \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

STUDENT CELL: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ NICKNAME: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_

PARENT EMAIL: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

CELL: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

CELL: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HOME #: \_\_\_\_\_

ADDRESS:

STREET \_\_\_\_\_ APT/LOT # \_\_\_\_\_

CITY \_\_\_\_\_ , TEXAS ZIP \_\_\_\_\_

# NTCC Academic Calendar

## 2020 – 2021

### 2020 Fall Semester

Faculty/Staff In-Service .....	August 17-18
First Class Day (16-week, 1 <sup>st</sup> 8-week, 1 <sup>st</sup> 5-week sessions) .....	Monday, August 24
Late Registration Ends .....	Friday Noon, August 28
Labor Day .....	Monday, September 7
Last Day to Withdraw with a Grade of "W" (1 <sup>st</sup> 5-weeks) .....	Thursday, September 17
First Class Day (2 <sup>nd</sup> 5-week session) .....	Monday, September 28
Last Day to Withdraw with a Grade of "W" (1 <sup>st</sup> 8-weeks) .....	Tuesday, October 6
Deadline for Fall Graduation Application .....	Thursday, October 15
First Class Day (2 <sup>nd</sup> 8-week session) .....	Monday, October 19
Last Day to Withdraw with a Grade of "W" (2 <sup>nd</sup> 5-weeks) .....	Thursday, October 22
First Class Day (3 <sup>rd</sup> 5-week session) .....	Monday, November 2
Final Day to Withdraw with a Grade of "W" (16-weeks) .....	Tuesday, November 17
Last Day to Withdraw with a Grade of "W" (3 <sup>rd</sup> 5-weeks) .....	Tuesday, November 24
Last Day to Withdraw with a Grade of "W" (2 <sup>nd</sup> 8-weeks) .....	Tuesday, November 24
Thanksgiving Break .....	Wednesday – Friday, November 25-27
Last Class Day (16-week session) .....	Thursday, December 3
Final Examinations .....	Friday, December 4 – Thursday, December 10
Fall Graduation .....	7:00 p.m., Friday, December 11
Offices Close at 12:00 p.m. for Holiday Break .....	Friday, December 18

### 2020 December Intersession

Registration.....	Wednesday, December 9
First Class Day .....	Thursday, December 10
Late Registration Ends .....	Monday, December 14
Final Day to Withdraw with a Grade of "W" .....	Friday, January 1
Last Class Day/Final Examinations .....	Friday, January 8

### 2021 Spring Semester

Offices Re-open .....	Monday, January 4
Faculty In-Service .....	January 11-12
Martin Luther King Day .....	Monday, January 18
First Class Day (16-week, 1 <sup>st</sup> 8-week, 1 <sup>st</sup> 5-week sessions) .....	Tuesday, January 19
Late Registration Ends .....	Friday, January 22
Last Day to Withdraw with a Grade of "W" (1 <sup>st</sup> 5-weeks) .....	Thursday, February 11
Staff In-Service .....	Friday, February 19 (8:00 a.m. – 12 p.m.)
First Class Day (2 <sup>nd</sup> 5-week session) .....	Monday, February 22
Last Day to Withdraw with a Grade of "W" (1 <sup>st</sup> 8-weeks) .....	Tuesday, March 2
Deadline for Spring Graduation Application .....	Friday, March 5
Spring Break .....	Monday – Friday, March 15-19
First Class Day (2 <sup>nd</sup> 8-week session) .....	Monday, March 22
Last Day to Withdraw with a Grade of "W" (2 <sup>nd</sup> 5-weeks) .....	Thursday, March 25
First Class Day (3 <sup>rd</sup> 5-week session) .....	Monday, April 5
Final Day to Withdraw with Grade of "W" (16-weeks) .....	Thursday, April 8
Last Day to Withdraw with a Grade of "W" (3 <sup>rd</sup> 5-weeks) .....	Thursday, April 29
Last Day to Withdraw with a Grade of "W" (2 <sup>nd</sup> 8-weeks) .....	Thursday, April 29
Last Class Day (16-week session) .....	Thursday, May 6
Final Examinations .....	Friday, May 7 – Thursday, May 13
Spring Graduation .....	9:00 & 11:00 a.m., Saturday, May 15