



**Bishop Manogue Catholic High School**  
**DUAL CREDIT HANDBOOK**

December 2020

## PATHWAYS TO EARLY COLLEGE CREDIT

### PURPOSE

The Board of Directors for Bishop Manogue Catholic High School recognize the importance of providing opportunities to students that allow them to explore their interests and reach new heights of academic excellence and personal accomplishment. It is important to engage students with a program and curriculum that is academically engaging, rigorous, relevant, and self-directed. To that end, all high school students at Bishop Manogue Catholic High School shall have opportunities to access Pathway programs including Advanced Placement classes and Dual Credit classes.

The Board recognizes that these pathways provide rigorous curricula that allow students the opportunity to earn college credit, as well as develop more rigorous study habits and take on more challenging coursework that parallels what students might experience in college level courses. It is the intent of Bishop Manogue Catholic High School to provide courses that challenge students and allow them to build critical thinking skills while working on their ability to collaborate in groups.

### POLICY

1. Bishop Manogue ensures a strong and sustainable pathway course structure that supports the school's Academic Excellence Strategic Plan. Pathway courses prepare students for post secondary success by challenging students with college level coursework and 21st Century expectations. Pathway courses include, but are not limited to: Advanced Placement and dual credit programs.
  - a. The President is authorized to negotiate and enter into cooperative agreements with such institutions of higher education when such agreements are consistent with this policy.
  - b. In accordance with state law, dual credit courses must be approved by the Board of Directors before being forwarded to the Nevada Board of Education for consideration and final approval.
2. A wide range of AP and dual credit courses in grades 9-12, which are approved by the affiliated agency, are offered by the school.
3. Program Characteristics
  - a. The Courses and Programs referenced in this policy shall include, but not be limited to, the following characteristics:
    - i. Academic achievement as its core goals, enhanced by thematic programming, teaching philosophies, and real world experiences.
    - ii. Educational equity to ensure all students have access to, participate, and make progress in high-quality learning experiences.

- iii. An atmosphere that cultivates strong family, community, business, and post-secondary partnerships through systems and processes that maximize student outcomes.
  - iv. Increased student access through the school's awareness activities, communication and transfer procedures.
4. The School will provide ongoing professional development opportunities, giving teachers and leaders the skills and knowledge to educate, guide, and support students and parents in choosing and completing Pathway Courses, gaining 21st Century competencies, and achieving successful postsecondary placement upon graduation.

### **DEFINITIONS**

1. Advanced Placement Courses: The Advanced Placement (AP) program, created by the College Board, offers college-level curriculum and examinations to high school students. Advanced Placement Courses cover the breadth of information, skills, and assignments found in corresponding college courses, and colleges in the United States often grant placement and credit to students who obtain above the required score on the examinations.
2. Dual Credit: credit toward graduation from high school for courses taken at a community college or university (NRS 389.160).

### **DESIRED OUTCOMES**

1. Increase the number of students who are challenging themselves through highly rigorous coursework.
2. Increase the number of students who transition to positive postsecondary institutions with completed college credits.

### **DUAL CREDIT REGULATION**

1. Higher Education Dual Credit Program
  - a. The program is designed to allow eligible students currently enrolled at Bishop Manogue Catholic High School the opportunity to enroll in higher education courses and earn both higher education and high school credit. Students may only earn high school credit for higher education courses which have been approved by the Board of Directors and the Nevada Board of Education.
2. Eligibility
  - a. Prior to enrolling in a higher education class approved for Dual Credit, students must have attained junior or senior status.

- b. Students must be currently enrolled on campus for a minimum of seven (7) periods in high school (junior) and six (6) periods in high school (senior). Enrollment in each Dual Credit course counts as one (1) period of enrollment at the high school. Determination of student eligibility for summer school Dual Credit classes will be previous semester attendance in high school.
- c. Students should have a 3.0 grade point average in the subject area in which they wish to enroll for Dual Credit. If there is no comparable course in high school, the students should have a 2.5 overall grade point average.
- d. Students must have approval of their counselor, their principal or Assistant Principal of Academic Affairs, if under age eighteen, their parents.
- e. Students must be able to provide their own transportation to and from their Dual Credit classes.
- f. Students assume responsibility for paying the costs associated with enrollment in higher education Dual Credit courses (e.g., admission fees, credits fees, books and workbooks).
- g. If offered, high school students must attend a special orientation and registration for Dual Credit students hosted by the higher education institution.

### 3. Procedures

- a. Students may obtain an application for the Dual Credit Program from their high school counselor.
- b. The Dual Credit application must be completed and submitted to the Assistant Principal of Academic Affairs for final approval by the date specified.
- c. When students have completed Dual Credit courses at the institution of higher education, the institution will notify the Assistant Principal of Academic Affairs in writing of the students' grades. The Assistant Principal of Academic Affairs will assume responsibility of notifying the high school's registrar so that Dual Credit grades may be posted.

### 4. Restrictions

- a. For students who successfully complete a higher education Dual Credit course, the amount of high school credit awarded will be that which has been previously approved by the Board of Directors and the Nevada Board of Education when the Dual Credit course was approved for inclusion in the program.

## DUAL CREDIT IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This document reflects the goals of the Bishop Manogue Catholic High School Academic Strategic Plan.
2. This document aligns with the following BMCHS governing documents:
  - a. Board Minutes Adopting Dual Credit Program

## APPROVED DUAL CREDIT COURSES

1. [Approved Dual Credit Courses 2019-2020](#)
2. The process for receiving high school credit for a college course is governed by Nevada state law. See NRS 389.160 .
  - a. The process for acceptance varies with each college or university. Students must check with the college or university for entry and registration requirements.
  - b. Participating students with disabilities who are seeking accommodations must contact each college/university for details.
  - c. Dual Credit courses are available to high school students (grades 9 -12).
  - d. College/Community College courses may be taken for:
    - i. College credit only (not dual credit) when the course has not been approved or is not applicable to graduation from high school.
    - ii. Dual credit may be earned when the course has been approved for credit at both the college/university and the District to be offered as credit toward graduation from high school.
    - iii. Only high school credit is earned if the course does not carry college credit such as remedial courses like Math 096.
  - e. Many Courses offered through Truckee Meadows Community College (TMCC), are available for Dual Credit. The Office of Academics will determine which courses will be awarded academic credit.
  - f. Academic credit refers to those courses which have been approved to meet core course requirements. Those courses are approved by the Office of Academics, the Board of Directors, and the State Board of Education. Only the approved courses may be used for academic credit. To add academic courses, contact the Assistant Principal of Academic

Affairs. The Assistant Principal will then meet with the Principal to determine if the course meets Nevada Standards.

- g. Elective courses are courses that have not been approved to be offered as academic credit, but have been approved to be offered as elective credit by the Board of Directors and the State Board of Education. To add elective courses, contact the Assistant Principal of Academic Affairs.
  - h. Only the courses on the list of approved dual credit courses may be used for dual credit. No course may be taken (elective or academic credit) and applied to the high school transcript unless the course is on the list of approved courses.
3. Courses Offered:
- a. A Dual Credit course may be applied for either elective or academic high school credit.
    - i. See approved dual credit course list or contact the Assistant Principal for Academic Affairs, for the list of approved courses.
    - ii. The course must be designated on the list as approved for academic credit for the student to earn academic credit.
    - iii. Only courses on the list may be taken for either academic or elective credit.

### **APPLICATION PROCESS AND HOW TO APPLY**

1. Students choosing to take any college course, for college, dual credit, or high school credit, must:
  - a. Obtain the application from the student's school counselor;
  - b. Upon completing the application, meet with the counselor to determine:
    - i. If the course requested meets the guidelines for the type of credit the student wishes to earn;
    - ii. If the student meets the university/college requirements for entry into the course; and
    - iii. If the course will fit into the student's plan for graduation.
    - iv. The final determination rests with the college or university.
2. The student's Assistant Principal will:

- a. Sign the form which has been approved by the counselor if required by college or university
  - b. Give original to the student's counselor;
  - c. The counselor will fax original copy to the college admissions office; and,
3. The student then enrolls at the college or university. Dual Credit will not be awarded retroactively.
4. Community Service courses are not available for Dual Credit.
5. A Dual Credit course counts toward the academic load requirement. The academic load will still be 8 courses for grades 9-11 per semester and 7 or 8 courses per semester for grade 12. The academic load is the amount of classes it takes to fill a schedule in the 330 minute school day.
6. Truckee Meadows Community College Dual Credit ([All Steps to Apply](#))
  - a. [Apply for Admission](#)
  - b. [Review Important Dates and Deadlines](#)
  - c. [Complete the Orientation](#)
  - d. [Complete the Permission to Enroll Form](#)
    - i. Email all forms and documentation to [dualcredit@tmcc.edu](mailto:dualcredit@tmcc.edu)
  - e. [Pay for Your Classes](#) via your My TMCC account

## **COURSE FEES AND PAYMENT**

1. Course Fees and Payment
  - a. Course Fees: TMCC shall charge the following fees in addition to course registration fees, as established annually by the college
    - i. For new students: a one-time application fee
    - ii. For all students:
      1. A technology fee per credit hour
      2. A student association fee per credit hour
      3. A sports complex fee

4. Any special fees associated with the course
  5. Any additional credit surcharge mandated by the college
- b. For on-line courses, the following additional fees will be charged to all students:
    - i. A distance education fee
  - c. Textbook costs shall be the responsibility of the student.
  - d. For on-line courses, TMCC shall charge \$50 per course registration fee.
  - e. For in-person courses taught on a TMCC campus by a TMCC instructor at any time during or outside of the school day shall receive a 25% discount on the per credit registration fee.
  - f. Registration Fees: TMCC and BISHOP MANOGUE agree to the following as defined by type of course, location of the course, and proximity to the school day –
    - i. For on-line courses, TMCC shall charge \$50 per course registration fee.
    - ii. For in-person courses taught on a TMCC campus by a TMCC instructor at any time during or outside of the school day shall receive a 25% discount on the per credit registration fee.
    - iii. For courses taught in varying configurations of facilities and instruction between TMCC and BISHOP MANOGUE, consideration will be given for the cost of instruction (ie. salary), cost of facilities (ie. overhead) and cost of student support services (ie. TMCC resources) in the amount of 33% each pertaining to the total cost of a course. As such, the following per credit registration fees shall apply:
      1. Courses taught on a BISHOP MANOGUE campus by a TMCC instructor at any time during or outside of the school day shall receive a 33% discount on the per credit registration fee.
      2. Courses taught on a BISHOP MANOGUE campus by a BISHOP MANOGUE instructor (who has been approved as part-time faculty for TMCC,) during the school day and considered part of the BISHOP MANOGUE instructor's full- or part-time course load shall receive a 66% discount on per credit registration fee.



## 2. Refunds

- a. Tuition will be refunded pursuant to the refund policies of TMCC if the student elects to drop a course or if the student is administratively dropped.

## GRADES AND CREDIT

1. Dual Credit grades will apply to the student's high school transcript unless the student withdraws from the course prior to the eleventh week of the high school semester.
2. Dual credit will not be awarded after the last day of school in June in which the student earns a Standard Diploma.
3. The amount of high school credit earned is designated by the amount of credit listed on the list of approved courses.
  - a. One high school credit will be awarded for each 3, 4, or 5-credit college course.
    - i. If the course is an Advanced Dual Credit (ADC) course, a weighted bump of .050 for Advanced Dual Credit (ADC) is added (see below);  
or
    - ii. If the course is an Honors course, a weighted bump of .025 is added.
    - iii. If the course is an N/A course, no weight is added.
  - b. One-half high school credit will be awarded for each 1 or 2 credit college course.
    - i. If the course is Physical Education (PE), no weight will be added.
    - ii. If the course is an honors course, a weighted bump of .025 is added.
  - c. The grade a student earns in a Dual Credit course will be figured into the student's total high school grade point average (GPA).
  - d. Honors credit may be assigned to Truckee Meadows Community College (TMCC) Dual Credit courses with the exception of Physical Education. Courses which receive honors credit may not also receive Advanced Dual Credit.

- e. Advanced Dual Credit (ADC) will be weighted .050 per semester just as AP courses are weighted.
- f. To determine if the course is Advanced Dual Credit (ADC) or Honors (H) (except PE) please reference the dual credit list. Each course is marked with the weighting associated with the course.
- g. The following college or university dual credit courses will repeat the BMCHS corresponding world language courses and vice versa. The exception can be requested if the student has taken the world language level 1 course and tests to take the world language university/college course. Then the world language would not be repeated. For example, if a student takes Spanish level 1 and desires to take Spanish 112 but tests into Spanish 111, a request for exception can be submitted to the Assistant Principal of Academic Affairs and the student is permitted to take Spanish 111 and both courses will count. The exception must be on file if both courses appear on the transcript or the credit will be removed when transcripts are reviewed. If a student takes Spanish level 1 and tests into Spanish 112, the student will not be permitted to take Spanish 111, no exception will be granted. The student may still take Spanish 111, but the lower grade of Spanish level 1 or Spanish 111 will be repeated.

4. It is the student's responsibility to:

- a. Request, complete, and submit the appropriate form prior to enrolling in a college class;
- b. Provide proof of enrollment to his/her Assistant Principal;
- c. Meet all college pre-requisites for the Dual Credit course;
- d. Abide by all school policies, procedures, and dates for testing;
- e. Ensure that the school day is not disrupted by enrollment at the college;
- f. Abide by all Truckee Meadows Community College (TMCC) policies;
- g. Inform the high school if he/she drops the college class during the semester (college classes dropped anytime within the semester will receive a NM. Students who wish to drop a Dual Credit course which is part of the academic load requirement must consult with his/her counselor to ensure that the academic load requirement is met);
- h. Request a copy of the college transcript at the end of the semester and present it to the high school registrar before the end of the third week of the next high school semester (Students who do not provide a transcript

by this date will receive a NM. The NM will be changed when the transcript is provided);

- i. Provide his/her own transportation; and
  - j. Determine if Dual Credit earned through this program will transfer to another institution of higher education.
5. It is the high school's responsibility to:
- a. Approve or disapprove a student's request for Dual Credit; Indicate on the student's schedule that he/she is enrolled in a Dual Credit course; enter correct course number for Dual Credit (CR-credit)
  - b. After receiving the grade from the college, enter the grade on the student transcript, and change the course title to the actual title of the college course;
  - c. In "school name" field on the transcript, input which college the student attended for the Dual Credit course.

#### **TRUCKEE MEADOWS COMMUNITY COLLEGE POLICIES:**

**TMCC Student Email:** Please note TMCC will not reply to class, academic or enrollment questions/requests unless they are from a TMCC Student email. You can access your TMCC student email at the following link. [TMCC Student Email](#)

**Course Add/Drop:** Most Jump Start students cannot drop themselves from any courses and therefore must make a written request to be dropped from a class prior to the deadline. Keep in mind that the TMCC office is not open during the weekend or on holidays and you must request enrollment changes 3-5 business days prior to a deadline. Always send emails from your TMCC email only.

Please note classes have different deadlines depending on the format of the class. TMCC encourages you to review [TMCC's Dates and Deadlines](#) carefully or for dynamically dated classes, please check your TMCC account and open the calendar link next to each of your classes.

**Dual Enrollment Information:** Courses offered through the TMCC Jump Start Program might be used to receive credit from the college and at the high school level. The school is responsible for determining how TMCC courses are accepted for high school credit. Students are responsible for meeting with their high school counselor each semester to ensure the classes in which they are registered meet high school graduation requirements.

**Grades:** The grades earned through Jump Start are a part of your permanent college record. To drop a class, students must withdraw from the class by contacting the Jump Start Program in advance of the deadline.

High school students who add or drop courses should make sure the high school counselor is aware of any changes the student is making in their schedule, and that appropriate approval is in place. Students who do not drop a course and fail to attend or submit work will receive the grade for the course they earn and may be in jeopardy of potentially not earning required dual credit for high school graduation. Students who fail a course will receive an "F" on their transcript. This can affect their future financial aid eligibility.

At the conclusion of each semester course, an unofficial transcript will be sent to the Bishop Manogue Catholic High School Registrar. Please allow three weeks after the conclusion of the semester for the transcript to be received and grades posted.

**Academic Freedom:** Academic freedom is practiced at TMCC and allows faculty and students to pursue whatever inquiry they feel is important in the classroom without fear of censorship. In a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. Parents are encouraged to help their students practice important communications skills by allowing the students to be the main point of contact for all Jump Start inquiries. Students should be the only point of contact with professors regarding any questions they have.

**Attendance:** Regular class attendance is important for success in college classes. Students who miss class for numerous high school activities may benefit from taking regular high school classes rather than college classes due to the higher level of academic rigor and expectations for college courses. The instructor sets the attendance policy for students. Students should discuss any absence with their instructor in advance of the absence as this may affect their grade.

**Payment:** Students are responsible for paying all applicable fees within the specified time frame. Please refer to the academic dates and deadlines for more information. Non-attendance or non-completion of a course does not relieve a student and/or their cosigner of their charges.

**Parent/Guardian Involvement:** To ensure students receive the full college experience, students are expected to be the main point of contact with their instructors.

**Family Educational Right and Privacy Act (FERPA):** Truckee Meadows Community College is required by federal law, regardless of age, to keep student records confidential. Without the student's express permission, TMCC cannot share student records with anyone but the student (or appropriate College employees, high school employees, or Dual Credit instructors). Parents or guardians must be authorized to view student records.

If you have any questions, please email [dualcredit@tmcc.edu](mailto:dualcredit@tmcc.edu).

