



TURTLE MOUNTAIN COMMUNITY COLLEGE

DUAL CREDIT STUDENT HANDBOOK

History and Benefits of Dual Credit

Senate Bill 2033 was passed by the Fifty-Fifth Legislative Assembly of the State of North Dakota in 1997. Senate Bill 2033 allows for high school juniors and seniors to enroll in college courses and receive both high school and post-secondary college credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging courses. All dual credit students will be classified as non-degree seeking.

Fifty-fifth Legislative Assembly, State of North Dakota, begun in the Capitol in the City of Bismarck, on Monday, the sixth day of January, one thousand nine hundred and ninety-seven

SENATE BILL NO. 2033
(Legislative Council)
(Education Services Committee)

AN ACT to provide for a postsecondary enrollment options program; and to amend and reenact subdivision q of subsection 1 of section 28-32-01 of the North Dakota Century Code, relating to the rulemaking authority of the superintendent of public instruction.

BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:

SECTION 1. Postsecondary enrollment options program.

Any North Dakota student enrolled in grade eleven or twelve in a public high school is eligible to receive high school and postsecondary credit for the successful completion of an academic course offered by any postsecondary institution accredited by a regional accrediting organization or a vocational 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.

SECTION 2. Permission to enroll - Notification - Credits.

Before enrolling in a course for credit under section 1 of this Act, the student must obtain written permission from 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 on the permission 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. Upon the student's successful completion of the course, the postsecondary institution shall notify the student's school district superintendent of that fact.

SECTION 3. Costs of attendance - Responsibility of student.

The student and the student's parent or legal guardian are responsible for all costs of attendance at a postsecondary institution under sections 1 through 6 of this Act. For purposes of this section, "costs" include tuition, fees, textbooks, materials, equipment, and other necessary charges related to the course in which the student has enrolled.

SECTION 4. Transportation - Responsibility of 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 sections 1 through 6 of this Act.

SECTION 5. Foundation aid - Extracurricular activities.

A student attending a postsecondary institution under sections 1 through 6 of this Act is deemed to be in attendance at the student's school district of residence for purposes of calculating foundation aid and for purposes relating to the student's eligibility to participate in high school extracurricular activities.

SECTION 6. Courses - Statutory and regulatory exemption.

The courses for which dual high school and postsecondary credit are available under sections 1 through 6 of this Act are postsecondary courses and are exempt from any statutory or regulatory provisions otherwise applicable to high school courses and to the persons by whom high school courses are taught.

SECTION 7. AMENDMENT.

Subdivision q of subsection 1 of section 28-32-01 of the 1995 Supplement to the North Dakota Century Code is amended and reenacted as follows: q. The superintendent of public instruction, except with respect to rules prescribed under section 15-21-07 and, rules implementing chapter 15-22, and rules relating to sections 1 through 6 of this Act.

Benefits of the Dual Credit Program

PARENTS SAVE MONEY -- The cost savings for parents is substantial. Much of the cost of higher education stems from room, board, and other living expenses. If parents can pay for one to two years of college while the student is still living and eating at home and attending high school, they'll save those costs.

STUDENTS SAVE TIME -- There are also great advantages for high school juniors and seniors who use the program. In two years, it would be relatively easy to complete the first year of required college classes. Disciplined students could even complete the first two years of college. Dual credit also eases the transition from high school to college, giving students time to adjust to rigorous academic expectations while remaining in a more comfortable setting, often with smaller classes and more opportunity to ask questions.

HIGH SCHOOLS ENRICH CURRICULUM -- The dual credit program lets high schools enrich their curriculum without adding staff or buying equipment. The law also states that high schools continue to receive foundation aid for a student even though that student is taking college courses for much of the day. Most of the participating high schools in the dual credit program are small schools who find the program an easy way to help students get what they need.

COLLEGES BENEFIT -- After one or two years of a relationship with a participating North Dakota college, high school students may be inclined to continue at that college after they graduate from high school. Even if that doesn't happen, the college has still received tuition from the student that it wouldn't otherwise have received.

A Dual Credit Enrollment application form is available on the web site of the N.D. Department of Public Instruction. The web address for that form is below.

DELIVERY OF DUAL CREDIT COLLEGE COURSES

PHILOSOPHY: The program provides an opportunity for high school juniors and seniors to take college entry-level courses for dual credit with Turtle Mountain Community College. Dual credit students get firsthand exposure to college-level work and a head start on their college education.

PROGRAM COORDINATION: The office of the Dean of Academics and the Continuing Education Department will work with a designated high school contact person to arrange dual credit courses. The college will assume the high school principal is the main contact for administrative decisions, such as scheduling, textbook orders, etc., when setting up the details of dual credit courses taught in the high school.

PROGRAM: Turtle Mountain Community College may deliver courses to high school students through a variety of options:

- **OPTION #1:** On-campus enrollment, internet courses are considered on-campus. Option #1 involves the high school student physically attending a college course offered on TMCC campus as part of the regularly scheduled term offerings at the college. Dual credit enrollment procedures will apply.
- **OPTION #2:** Interactive Video Network courses at their high school. Option #2 involves a TMCC faculty member to teach a college course section directly in the high school for which dual credit could be received. This course will be delivered by the college professor directly within the high school, if available in the high school.
- **OPTION #3:** Courses taught at the high school by TMCC full-time or adjunct faculty (who may be their high school teacher). Option #3 involves either a full-time TMCC faculty member or a high school teacher teaching the dual credit course. All dual credit courses will adhere to TMCC's course offering policies and procedures (i.e – course syllabus will need prior approval from the academic dean).

Delivery options will be based on the needs of the student(s) and the availability of resources. All instructors will meet the college's accreditation standards and will receive the approval of the appropriate college department chairs.

***NOTE:**

Certification: In accordance with the provision of the North Dakota Century code, dual credit courses are considered as postsecondary courses and are **exempt** from any statutory or regulatory provisions otherwise applicable to high school courses and to the person by whom high school courses are taught. Therefore, college faculty may teach college courses in the high school for which high school credit is granted (per the superintendent's approval) without having state secondary certification.

TMCC STUDENTS ENROLLED IN DUAL CREDIT COURSES: Regular TMCC students will be prohibited from enrolling in dual credit college course sections taught within the high school. However, regular TMCC students can be enrolled in regular course sections offered on the main TMCC campus that might carry dual credit and have high school students in attendance.

DUAL CREDIT COURSE REQUEST DEADLINES: Courses to be offered for dual credit must be approved by the office of the Academic Dean. Dual credit courses taught in the high school are initiated when the high school principal files a Dual Credit program Course Request Form (see appendix).

ADMISSIONS: After a Dual Credit Course Request is received at TMCC, an admission packet will be sent to the high school representative if the course is taught at the high school campus. The packet will include information and forms needed for students to complete the admission process. Completed application should be returned to the office of Continuing Education. Dual Credit can also be arranged through the high school for a person to go to their campus and assist with registration. If the dual credit course is offered on campus, on-line, IVN, the student must register at TMCC's campus.

TURTLE MOUNTAIN COMMUNITY COLLEGE'S (TMCC) ENROLLMENT POLICY FOR DUAL CREDIT:

1. Before enrolling in a dual-credit college course, high school students must obtain permission from the school district superintendent who will sign the North Dakota University System Dual Credit Application form.
2. The high school student must have permission to enroll in dual credit course(s) from parent or legal guardian if he/she has not reached the age of eighteen.
3. The college credit earned by high school students does not become official until the student meets TMCC's admission policies.
4. The high school student may enroll in a maximum of six (6) credits per semester. Students may be eligible to enroll in courses on campus, at their high school, and/or on-line.
5. The high school student must have a minimum 3.0 GPA.

6. The high school student must follow first year student (freshman) admission procedures (i.e.-placement testing).
7. The high school student must complete TMCC's admission application.
8. The high school student will pay the same fees as a regular student.

TUITION: Students in the program are considered "special students" and are not fully admitted to our campus. Because of this, most students typically 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 TMCC's catalog/website (www.tm.edu). Additionally, the student is responsible for fees, textbooks, materials, equipment, and other necessary charges related to the course in which enrolled.

ELIGIBILITY FOR FINANCIAL AID: Dual credit students are special, non-degree seeking students and, therefore, are not eligible for federal financial aid.

CLASS DROPS AND WITHDRAWING INFORMATION: It is the student's responsibility to drop courses.

Adding and/or Dropping Courses: Adding/dropping of classes can be done in accordance to the dates shown in the academic calendar (see appendix). The procedure is as follows:

1. Pick up the Add/Drop or Total Withdrawal card from Student Services.
2. Fill in the class(s) added/dropped. Fill in revised class schedule.
3. Obtain required signatures.
4. Go to the Business Office and pay the \$2.00 fee.
5. Return completed card to the registrar. The card will be checked for accuracy and processed.

GRADES AND STUDENT RECORDS:

TMCC will hold dual credit grades and records until the student has met all admission requirements.

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, governs the confidentiality of student records. FERPA applies to all admitted students at Turtle Mountain Community College. Therefore, parents do not have access to their dual credit student's educational records without the student's written

consent. Written consent may be obtained by filling out a consent form provided through Student Service Department.

TRANSFER OF COURSES:

We recommend you always check with the receiving institution as it is their decision whether to accept classes from another college and how to count them if they are accepted. TMCC general education courses are designed to transfer and if they don't count toward your program, they usually count as general education electives.

CONTACT INFORMATION:

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APPENDIX