

## **KILLEEN INDEPENDENT SCHOOL DISTRICT**

### Dual Credit Procedures

In compliance with requirements of THECB Chapter 13, Subchapter B Section 13.25, TEC 54.014, and TAC 19, Part1, Chapter 4, Subchapter D, Killeen ISD will require all students to meet the following rules for qualification, enrollment, and participation in dual credit and concurrent enrollment courses:

#### **Admission and Enrollment**

- Students must meet the Texas Success Initiative (TSI) requirements and all individual course pre-requisites for enrollment in dual credit or concurrent enrollment.
- KISD allows two administrations of TSI for consideration of enrollment in dual credit. Students not meeting the TSI requirements by the second attempt in the spring semester will not be allowed enrollment in dual credit or concurrent enrollment courses during the following school year. Students may test, up to two attempts, each year.
- Students must be admitted to Central Texas College or Temple College. See below for deadlines regarding submission of applications:

#### CTC

- KISD application deadline for dual credit is the third Friday in April for fall admission and/or the first Friday in November for spring admission.
- CTC deadline is the first Friday in May for fall admission and/or the second Friday in November for spring admission.

#### Texas BioScience Institute (TBI)

- KISD Application deadline for TBI is the second Friday in February for fall admission.
- TBI deadline is the Friday before Spring Break at Temple College for fall admission.

Only students who meet KISD application deadlines will be considered for enrollment. Exception will be made for students new to KISD for application to CTC.

#### **Application to TBI**

- Students must earn a final grade of 80 in Algebra II and Chemistry and must meet the district application deadline. Late applications will not be considered.
- Students who enroll in KISD after the application deadline will be considered on a case by case basis. Decision on placement in TBI will be based on the student's ranking among other applicants not placed, open space at TBI, and acceptance by TBI.
- KISD will pay for two administrations of TSI.

- Students meeting TSI requirements on the first attempt will be given additional points and consideration on the TBI application. Students who do not meet TSI requirements by the second attempt are not eligible to apply.
- The campus counselor will complete the portion of the TBI application entering the campus-based reason for AM or PM enrollment preference.
- All TBI applications will be submitted to the Department of Secondary Curriculum. A committee consisting of the Director for Secondary Curriculum, selected District Instructional Specialists, and the PAC counselors from each high school will review the applications through a blind process prior to submission to Temple College.
- Final decision on acceptance to the TBI program and assignment of AM and PM sessions rests with Temple College Texas Bioscience Program.

### **Limit on Enrollment in Dual Credit Courses**

- Enrollment in one or two dual credit courses must have prior approval of the campus counselor and the campus principal. Enrollment in more than two courses requires the approval of the KISD Director for Secondary Curriculum, the KISD campus principal and the Chief Academic Officer of the College(s) prior to submission of the application. All parties must agree to the exception before a student is enrolled in more than two courses per semester. This rule applies to concurrent and dual credit enrollment. To be approved for exception, students must meet two of the following minimum requirements:
  - Advanced Level Performance on English II EOC;
  - 3.5 GPA on a 4.0 scale;
  - TSI Assessment reading score of 356 or higher and writing score of 368 or higher with a 5 on the essay.
- Students enrolled in the TBI program may take more than two courses, but not more than four courses per semester, as part of the approved course sequence for TBI as listed in the KISD Course Selection Guide. TBI students may not take additional dual credit courses during the school day. TBI students may elect to take courses required for the degree plan that are not part of the KISD sequence, at their own expense and outside of the school day.
- Students enrolled in dual credit may take no more than the approved number of credit hours per semester and 63 hours during the course of the enrollment in high school under any circumstances as funded by the district. Students taking in excess of the approved number of courses per semester will be responsible for payment of tuition, fees, and books for the additional courses.

### **Expectations and On-going Requirements**

- Students enrolled in dual credit classes are subject to the rules and procedures set forth by KISD, Central Texas College, and Temple College with regard to behavior, attendance, and academic integrity. Students are expected to follow the student code of conduct and rules in the student policy handbooks for each institution.

- All grades earned in an approved dual credit or concurrent enrollment course will be entered on the high school transcript. Grades for courses that are dropped or failed will be transferred to the new course at the high school.
- Tutorial sessions are recommended when grades fall below 80 and are required when grades fall below 75 anytime during the semester.
- Transferable credits –Credits earned at a Texas state school will transfer to other Texas state schools; however; how the credit is applied is at the discretion of the receiving college. It is solely the responsibility of the dual credit student to understand the way in which the credit transfers to their selected college or university.

### **Continued Enrollment and Add/Drop**

- Students have the first five days of a course to drop and add another course in place of the dropped course at CTC. Students in TBI have the first two days of the course to drop and add another course. This course change requires meeting admission requirements for the new course and approval by the assigned counselor.
- If a student drops a CTC course after day five, the student must enroll in the corresponding high school course. The grade earned to date in the dual credit course must transfer with the student. **A student who drops a course after day 5 will be required to pay tuition, fees, and book costs for all future dual credit courses.** Courses dropped after day five must have the approval of the PAC counselor and be reported to the KISD Department of Secondary Curriculum.
- Students who drop a TBI course after day two are required to enroll in the corresponding high school course and will not be allowed to return to TBI in subsequent semesters.
- A failing grade at the nine-week grading period requires a conference that includes the parent, the student, and the assigned counselor. Topics of the conference will include opportunities/requirements for tutoring and discussion of possible removal from dual credit courses for the following term.
- Any student who fails a dual credit course (grade below 70 percent) will be required to pay costs for tuition, fees, and books for all subsequent courses.

Date:

November, 2014  
July, 2015

Contact Person:

Assistant  
Superintendent for  
Curriculum and  
Instruction