

Policy & Procedures Dual Credit

Students taking Dual credit will need to review the following information and ensure they qualify. The procedures outlined has been communicated and adopted by Harmony Science Academy- Beaumont.

1. *In order for any student to take Dual Credit they must first qualify by one of three options:
 - a) *Passing the TSI Reading, Writing and Math (all three components)*
 - b) *Score a 4000 or higher on the STAAR Test in that content area*
 - c) *Make a 1070 or higher on the SAT Test.**
2. *The student must get permission from a counselor in order to take Dual credit classes. IF THE STUDENT DOES NOT GET PERMISSION to take the course the HPS does not have to accept that credit. The Counselors will grant approval and forms will need a signature.*
3. *If a student takes dual credit, the counselors will provide them as to what institution they will take it from. If the student and the parents decide that the students want to take courses from another institution; they can however, but they will responsible for their own fees.*
4. *Harmony Science Academy-Beaumont will pay for Dual credit courses as long as the courses are part of the student's graduation plan. Any courses that do not reflect the graduation plan then they are responsible for the cost themselves.*
5. *Dual credit will be awarded upon completion of the course and a/an official transcript will need to be submitted to the counselors for verification.*
6. *Only if high school and college courses relate in the course crosswalk. Students will then obtain High School credit a well as College credit.*
7. *Dual credit tuition is paid for by Harmony Science –Beaumont; This may or may not reflect the purchase of textbooks.*
8. *Students MUST pass all Dual credit courses in order to be eligible to take other courses. Grades are final, once they are on the transcript they do not come off.*
9. *Dual credit is a great opportunity for students to get ahead with their college process. If we can assist you in any way please email us at snelson@harmonytx.org or lhardin@harmonytx.org.*

- 10. It is the responsibility of the student keep up all assignments and watch dates if they need to properly drop a course. If a course is not properly dropped and the student discontinues the class, a grade of an F will be placed on transcript.*

Year: 20__

Term:

- Fall
- Spring
- Summer



Dual Credit/AP Course Approval Form

Check the Appropriate Course Classification(s) _____ Dual Credit/AP _____ College Credit Only

Please Type or Print	Deadlines for Approval:	Fall Aug 15	Spring Dec 1	Summer May 15
	Name of Student:	Grade: _____		
	<p>I understand that my counselor MUST GIVE APPROVAL for me to take any Dual/AP Courses. If I am approved to take these courses, I will abide by the policies of HSA Beaumont, within the guidelines of the Harmony Public Schools High School Academic Guide & Course Catalog. I also understand that it is my responsibility to provide final documentation such as test scores and transcripts TO Harmony Science Academy of Beaumont upon completion of my course(s). In order for my grade(s) to be eligible for dual credit designation.</p>			
	Student Signature _____	Date _____		

To Be Completed by Parent or Guardian

I agree to the provisions outlined in the Harmony Public Schools School Academic Guide & Course Catalog pertaining to all student academic progression, particularly addressing the application of credits gained through Dual and AP course pursuance. I understand that counselor approval is required for all courses to be eligible for AP or Dual Credit application. As a component of this requirement, I acknowledge that my student must meet the criteria for AP/Dual Course eligibility including (but not limited to) TSI College Readiness scores. Furthermore, I understand that my student is responsible for turning in all final test scores or completed transcripts into the counselor in order for grades to be recorded and credit awarded.

I understand that once my student is enrolled in a college course he/she is under the rules of the Family Educational Rights and Privacy Act (FERPA) and I may not have access to my student's records without his/her written permission or proof that I claimed the student as a dependent on my most recent tax return.

I understand that students who receive a D or F in a Dual Credit courses are not permitted to continue in the Dual Credit Program without special consideration Campus Administration.

_____ Parent Signature _____ Date

To be Completed by Counselor or AP/Dual Credit Coordinator

AP/Dual Course	Institution	HS Equivalent	Approval
EX: ENG 1301	UTPB	ENG 1A	SIGNATURE OF ADMIN