



DUAL ENROLLMENT HANDBOOK

Revised 12/2022

Dual Enrollment Program

The Dual Enrollment Program at Mecklenburg County High School is a unique opportunity for students. Students are given the opportunity to take college classes and receive high school and college credit. Although dual enrollment students are high school students, they are expected to adhere to the college course syllabus, attendance policies, and any additional policies of the college instructor to remain in good academic standing and continue in the program.

Dual enrollment tuition is paid for by Mecklenburg County Public Schools for students who make a C or higher in a course earning SVCC college credit. If a student earns a D or F in any dual enrollment course, which typically equals one nine weeks, parents/guardians will be expected to pay for the course(s). Students will not continue in the program until the payment is received.

Course offerings are subject to teacher certification and availability. If MCPS is unable to provide the course, the parent/guardian may assume the financial responsibility for the student to take any course through other means.

Becoming a Dual Enrollment Student

Students who are interested in taking dual enrollment classes must apply for admission to Southside Virginia Community College. After applying for admission, students must register to take the Virginia Placement Test/VPT.

Prior to taking dual enrollment classes, students are required to pass the Virginia Placement Test. Students are allowed to take the VPT once per school year. Students who want to retest again must meet with the guidance department as it may require a remedial course at SVCC prior to retesting. SVCC will retest at its own discretion.

In response to the 2020 COVID-19 emergency, the Chancellor has temporarily approved a modification to VCCS Policy 6.6.3, Dual Enrollment Student Admissions, that adds flexibility to use additional measures for dual enrollment admission and placement. This policy may change at any point to reflect VCCS Policy.

ENGLISH Placement

- If a student has a Writing/Reading PSAT score of 390 or greater, he/she may enroll in ENG 111.

- If a student has an unweighted High School GPA of 3.0 or greater, he/she may enroll in ENG 111.

MATH Placement

- If a student has a PSAT Mathematics score of 500 or greater, he/she may enroll in MTH 161 (PreCalculus I).
- If a student has an unweighted High School GPA of 3.0 or greater with successful completion of Algebra 2, he/she may enroll in MTH 161 (PreCalculus I).

CTE Placement

- If a student has an unweighted High School GPA of 2.0 or greater, he/she may enroll in Dual Enrollment CTE courses.

Per Policy 6.6.3, admitting freshmen and sophomores is considered exceptional. The college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis.

Dual Enrollment Classes

Students must pass their current course prior to moving on to the next dual enrollment class. Students who earn a D in a course (equivalent to 1 nine week marking period for high school) will be placed on **probation** and *will be required to reimburse the tuition and* to attend a meeting with guidance, instructor, parent, and administrator to discuss corrective measures. During this conference, it should be explained that some dual enrollment classes are prerequisites to other classes. If the student receives another grade of a “D” through the course of that subject area (grades 10-12), the student will no longer be permitted to continue in that subject area.

A grade of “F” in a prerequisite course (ex. ENG 111, MTH 163, Foreign Languages, etc.), will prevent a student from finishing classes in that content area. If the student receives an “F”, it will result in “immediate” removal from that class and *tuition reimbursement will be required*. Students who are removed from any core DE Course (Math, English, Science, History) will be placed in an equivalent non-DE course. Instructors must report grades to high school guidance simultaneously with SVCC. Should the student fail a course (final average), the student will not be permitted to

continue in dual enrollment in that content area, unless he/she retakes the course, with principal permission, outside of normal school hours, and at the expense of the parent/guardian.

Grades

Students are graded on a 10-point scale.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 59

Late Work

Students will be provided information regarding late work from each dual enrollment instructor and should consult the course syllabus. Students who are absent are responsible for obtaining their missed assignments. Each student is responsible for keeping up with missing assignments. Please note that although students are enrolled in high school, SVCC dual enrollment course requirements take precedence over high school procedures when a student is enrolled in a college course.

SVCC Attendance Policy

According to the attendance policy of the Virginia Community College System, Section 5.88 of the State Policy Manual, absences in excess of 20% of the scheduled class meetings will result in dismissal from the course. In the high school setting, this amounts to 8 days, per 9 weeks. Students who miss more than 8 days may not receive dual enrollment credit and may receive a failing grade in the course. Again, dual enrollment students are classified as high school students but must adhere to college policies when enrolled in college courses. Dual enrollment teachers are required to meet with the student and provide written notice to parent(s)/guardian(s) when a student has missed 3 days of instruction.

Students who miss class for school related activities will be excused; however, they must follow the instructor's policy for completing work.

SVCC Plagiarism/Cheating Policy

MCPS will follow the guidelines and procedures set forth by SVCC for plagiarism and cheating. This information can be found in the SVCC Dual Enrollment Handbook.

MCPS Dual Enrollment Cheating/Plagiarism Policy

Students who cheat or plagiarize will be punished, as follows:

1st offense: Office referral, teacher/parent conference, 1 day of OSS, zero on the assignment

2nd offense: Removal from the Dual Enrollment course

3rd offense: Removal from the Dual Enrollment Program

Turnitin

All final drafts of papers will be submitted through Turnitin. Turnitin is an educational tool, available through Southside Virginia Community College, which detects plagiarized content in student papers. After a paper has been submitted, a report is processed, which shows the percentage of the paper that matches existing sources. If a paper indicates plagiarism of 40% or higher in Turnitin, the Dual Enrollment Cheating/Plagiarism Policy will be enforced.

Other Discipline Issues

Every student in the Dual Enrollment Program is expected to be responsible, trustworthy, and of good character. Students in the Dual Enrollment Program are expected to meet the highest academic standards by being a model of success.

Students who continue to violate school policies including the use of profanity, continually disrupting class, and engaging in inappropriate behavior will be punished as follows:

1st offense: Instructor should make a phone call to parent/guardian, (Depending on the violation; follow MCPS Student Handbook)

2nd offense: Office referral/Conference with the Principal, Parent/Guardian, and Teacher, ISS/OSS (Depending on the violation)

3rd offense: Removal from the Dual Enrollment course

4th offense: Removal from the Dual Enrollment Program

It should be noted that a student who is suspended out of school should not be allowed to continue classes at any SVCC off-campus sites while serving the suspension term. MCPS reserves the right to remove a student from a program for repeated disciplinary infractions.

*Please refer to the High School Student Handbook for additional discipline policies.

Mecklenburg County Public Schools Student Dual Enrollment Handbook

Signature Sheet

I have reviewed with my child the policies put forth in the Mecklenburg County Public Schools Student Dual Enrollment Handbook, and understand the policies within the handbook.

Student Name: _____

Signature: _____

Date: _____

Parent Name: _____

Signature: _____

Date: _____

Mecklenburg County Public Schools

All students in the Dual Enrollment Program in Mecklenburg County Public Schools will attach the agreement below, along with a signature to all rough and final drafts of papers.

CERTIFICATE OF HONOR

I certify that the attached assignment is my original work. I am familiar with and acknowledge the Honor Code put forth by Mecklenburg County Public Schools and Southside Virginia Community College. I have identified the sources of all information by using quotations or by paraphrasing. I have also listed my references. Along with citations and reference listings, I have used quotation marks to identify quotations. Nothing in this assignment violates copyright laws. My name below certifies that I agree to abide by the Honor Code stated.

Student name: _____

Student signature: _____

Teacher: _____

Date: _____