

Fruitvale T-Stem/ICIA Academy

Dual Credit

Policies & Procedures



Adopted March 2022

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Policies and Procedures

Fruitvale T-Stem/ICIA Academy offers college credit through dual credit courses to eligible high school students. Upon successful completion of courses, students can earn up to 60 hours of college credit in the T-STEM Academy or 60 hours of college credit in the ICIA Academy at no cost to students if they are successful. Fruitvale High School encourages ALL students to continue their education upon graduation. Fruitvale faculty and staff consider this opportunity a true privilege for our students, and we have, in accordance, created a set of guidelines that must be followed in order for eligible students to participate.

Qualifications

Any student who is enrolled in the Fruitvale Independent School District may participate in the dual credit courses offered through the T-STEM/ICIA Academy. Students not enrolled in our district may NOT participate, even at their expense.

The Fruitvale ISD student wishing to participate in dual credit courses will NOT be considered if he/she has been on academic probation the previous semester, if he/she has any failures in the subjects they are wishing to enroll in for the previous semester, or if he/she is presently failing any class.

The T-STEM/ICIA Academy of dual credit courses will also NOT consider any student who has been recently (previous semester) placed in DAEP (Disciplinary Alternative Education Program). The student who participates in the dual credit courses must meet TSIA2 or EOC test requirements:

TSIA2 Scores for College and Career Readiness scores determined by the State of Texas:

- Math -- 950 and above OR Below 950 & Diagnostic Level 6
- ELAR -- 945 & 5 on Essay OR Below 945 & 5 on Essay & Diagnostic Level 5-6

Cost of the TSIA2 is \$5.00.

A student may be exempted from the requirement to take the approved TSIA2 Assessment if the student meets one of the following circumstances:

1. Meets or exceeds qualifying standards on the ACT or SAT tests.
 - a. ACT: Composite score of 23 with a minimum score of 19 on both English and Math is required for full exemption. Scores may be no more than five years old.
 - b. SAT: Composite 1070 with a minimum score of 480 on Evidenced-Based and Writing and a minimum score of 530 on the Math

Registration

The high school counselor will conduct the actual registration for dual credit courses. The interested student will visit with the school counselor if desiring to participate in the dual credit courses and the counselor will direct them to the proper place to receive a variety of forms. ALL forms must be completed and returned by the due date to either the counselor or to the dual credit proctor. It is imperative that the forms be COMPLETELY filled in with accurate information and signed with a parent signature where appropriate. There will be no grace period for turning in completed forms as these are needed to complete the registration process.

Textbooks

The Fruitvale ISD T-STEM/ICIA Academy will provide and secure all textbooks necessary for any dual credit course offered. The dual credit proctor will then issue the textbooks to the students participating in that course.

The student is responsible for the care of all textbooks issued for that semester. At the end of each semester, the textbooks will be turned back in. The student MAY write in, highlight, and take notes in their textbook. If a book is lost or destroyed, the student will be responsible to pay the FULL price of the textbook. (Each new textbook varies in price from just under \$100.00 up to \$220.00.) There are no “used book” prices. Textbooks that are not being used will be housed within the dual – credit classroom. These textbooks will NOT be stored with the regular high school course textbooks.

Tuition

Fruitvale ISD will pay for a maximum of 60 hours of dual credit per student in the T-STEM/ICIA Academy. Dual Credit students are limited to 15 semester credit hours unless they are given an exception. Exceptions are only granted if there is a need for the hours and the student has a GPA of 3.0 or higher. It is also the responsibility of the student to obtain permission from the Dean of Academics to take more than 15 hours of college credit per semester. Additional costs of materials such as pencils, paper, notebooks, etc. will be the responsibility of the student.

Testing Center

It will be the responsibility of Fruitvale T-STEM/ICIA Academy to ensure it is in accordance with the participating college to be the “testing site.” Therefore, all tests given in the various courses will be taken on our campus. The proctor will secure the “codes” issued by the course professor and will key them into the testing site on the computer when the student is ready to take any “online” test. Tests given in the distance lab will be sent via email by the professor to the dual credit proctor and given in the distance lab as the professor’s class is also taking the exam.

Depending on the course, tests can be given at various times throughout the semester. Usually a syllabus is given at the start of the semester by each professor, so students will know in advance when tests will be administered.

Students are usually given several days, a time period, and an ending time when they must have the test completed. This is especially true of the online courses. If the test is not completed by that time, students are “locked out” and grade penalties will apply. If a student knows he/she will be out when a test is administered for the course, it is the student’s responsibility to communicate that to the professor. The professor will determine an alternate plan.

Students are advised to communicate through email with their professors. It is NOT the responsibility of the proctor to inform the professors of any upcoming school related events or holidays.

Attendance

Fruitvale T-STEM/ICIA Academy students are expected to be in class on time every day. It is understood that situations will arise that require their presence elsewhere. Students are allowed 4 absences per semester. Any absence over 4 will be considered unexcused and will result in the student's forfeiture of credit for the course.

Absences that are school related will be considered "excused" unless they become excessive. The campus attendance committee will make determinations by reviewing attendance issues along with any other issues or concerns.

Usually, the course professor will follow the participating college's policy on absences and will state the policy in the course syllabus. It is the goal of the Fruitvale T-STEM/ICIA Academy to follow the college's policies as closely as possible. However, if there is a discrepancy between the two, the policy of Fruitvale ISD will take precedence.

Tardies

Fruitvale T-STEM/ICIA Academy will adhere to the Fruitvale High School policy regarding tardiness.

Computer Policy

The Fruitvale T-STEM/ICIA Academy will provide computers for all online courses as well as when needed for courses taken through the distance learning lab.

Rules for computer use during the duration of each class will be the same as those listed in the handbook for any Fruitvale ISD student. Occasionally, exceptions will be made for specific assignments. For example, a request may be put into our technology department to unblock a particular site for a short period of time.

Dual credit students may use their own computers, but they must follow the guidelines outlined in the student handbook.

Carrying computers from class to class is not recommended unless they are secured properly in a carrying bag. Every effort will be made to ensure that laptops are available in the classrooms in which dual credit students are assigned.

The dual credit proctor asks that chromebooks in the distance lab are discouraged while the professor is teaching. If a particular assignment requires the use of a laptop, concessions will be made.

Food and drinks are not allowed around computers.

Grading Policy

Dual credit students will earn their grades when they successfully complete the requirements of the course. The requirements will vary depending on the course and the directives from the professor of that course. Most professors will issue a syllabus containing their requirements and their grading policy at the start

of the semester. Each professor may weigh assignments differently, i.e. tests, semester exams, projects, or activities. It is the responsibility of the student to stay abreast of the grading policy, deadlines, etc. of each class they are taking. It is their responsibility to correspond with their professors.

Upon completion of the course, grades will be given. Students can check their grades through the TVCC website. Grades are recorded at the end of the semester. Fruitvale T-STEM/ICIA Academy would like parents to be aware of the fact the dual credit classes are not on the nine week report card. Fruitvale ISD will follow UIL guidelines for grades concerning extracurricular activity eligibility.

Late Work

Students will adhere to due dates set by each professor. Each professor has their own set of guidelines for late work, if they even accept it. Most do not accept late work. However, it is the policy of the Fruitvale T-STEM/ICIA Academy that students must submit work into the dual credit proctor by his/her due date in order for mailings to reach the college in a timely manner. If they miss the deadline, it will become the responsibility of the student to mail their assignment and pay the required postage.

Dropping/Failing the Course

It is the desire of the Fruitvale T-STEM/ICIA Academy that all registered dual credit students complete all courses and earn their credit. However, situations may arise that require the district committee to review the actions of students and make decisions regarding their status in the program.

If the student drops a course, fails a course, or if the committee determines the actions of a student deems dismissal from the program, the student and parent will be responsible for reimbursing Fruitvale ISD for all costs related to the course(s), including tuition, cost of textbooks, registration fees, etc.

If a student is sent to DAEP (Disciplinary Alternative Education Program) because of his/her actions, the student will be dropped from the program at that time and will be responsible for reimbursement.

The committee will review financial hardships and determine various repayment options, if needed.

Academic Probation

Fruitvale T-STEM/ICIA Academy follows the policy outlined by the participating college regarding failing grades. Students falling below a 2.0 will be placed on academic probation for the next semester.

Any failed course disqualifies the student from continuing dual credit courses the following semester.

The student in danger of failing will meet with the committee to discuss, review, and determine a plan of intervention. The parent or legal guardian must

also attend this meeting in order for the student to continue in the program.
Upon completion of the meeting, a contract will be signed.

Students who do not adhere to the contract will be removed from the dual credit program and will not be allowed to return to the program.

Students who are removed from the program must reimburse Fruitvale ISD or risk having their diplomas withheld.

Dual Credit Contract

Fruitvale ISD T-STEM/ICIA Academy

I have read each page of the Fruitvale T-STEM/ICIA Academy Dual Credit Policies and Procedures. I understand and agree to all terms and conditions outlined in the policy manual.

Student Signature

Date

Parent/Guardian Signature

Date

Dual Credit 9th and 10th Grade Agreement Form

I understand that:

- 9th graders are allowed to take courses in the 2nd semester if they are in good academic standing.
- Students are responsible for their own learning and will contact the TVCC instructor with any questions regarding assignments, makeup tests, grades and any other academic concerns. TVCC instructors typically do not respond to parental communication.
- TVCC classes could be online or embedded within the school district.
- Grades earned in dual credit courses become part of the student's permanent academic record and will be reflected on both the Fruitvale High School and TVCC transcripts. TVCC grades will be reported to FHS at the end of the semester.
- Except for embedded instructors, the TVCC professor is not a FISD employee and is not accountable to FISD for the curriculum, content, teaching methodology, grading policy, etc.
- Students must adhere to TVCC and FISD academic policies. Please read all course syllabi carefully.

- Students are not automatically excused from absences due to extra-curricular activities. Absences not required for extra-curricular activities must be approved by the professor.

I have read each page of the Fruitvale 9th and 10th grade T-STEM/ICIA Academy Dual Credit Policies and Procedures. I understand and agree to all terms and conditions outlined in the policy manual.

Student Signature

Date

Parent/Guardian Signature

Date