South Texas College

Dual2Degree Enrollment Manual

Student Affairs & Enrollment Management

South Texas College

2015 – 2016 Academic Year | Dual2Degree Department
STATEMENT OF EQUAL OPPORTUNITY
No person shall be excluded from participation in, denied the benefits of or be subject to
discrimination under any program or activity sponsored or conducted by South Texas College on
the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

ALTERNATIVE FORMAT:
This document is available in an alternative format by calling the Dual2Degree Department at
(956) 872-8391.

Individuals with disabilities requiring assistance, or access to receive these services, should
contact Student Disability Services at (956) 872-2173.

South Texas College is accredited by the Commission on Colleges of the Southern Association
of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the
Commission on Colleges at 1866 Southern lane, Decature, Georgia 30033-4097 or call (404)
679-4500 for questions regarding the accreditation of South Texas College.
2015 – 2016 Student Affairs & Enrollment Management
Dual 2 Degree Manual

Purpose of the Dual 2 Degree Manual

The purpose of this manual is to provide students and parents, faculty, administrators and high school counselors with details about the enrollment process for the Dual 2 Degree Program at South Texas College. This manual includes information for individual dual enrollment students who take courses on a South Texas College campus and for dual enrollment students who take courses at partner public and private high schools.

Last Modified: August 07, 2015

The Dual 2 Degree Department at South Texas College is responsible for the content of this manual.

An electronic copy of this document may be accessed in PDF format on the Dual 2 Degree Department website at the following link: http://studentservices.souhtexascollege.edu/outreach/

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- Weslaco East
- Mercedes HS/Mercedes Early College Academy
- Progreso HS & Progreso ECHS

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- Rio Grande City HS
- Rio Grande City Preparatory for ECHS
- Roma HS

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- Donna North HS
- Edcouch Elsa HS/Edcouch Elsa ECHS
- La Villa HS
- Monte Alto HS
- Science Academy
- South Texas HS for Health Professions

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- La Joya HS & College and Career Academy
- La Joya ECHS
- Juarez Lincoln HS
- Palmview HS
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- BETA

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- Premier High Schools – Mission, Palmview
- San Juan Diego Academy
- Sharyland HS
- Sharyland Pioneer HS
- Sharyland Advanced Academic Academy

Mariztel Pena, Building K 2.200D
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- PSJA CCTA/PSJA CCTC
- PSJA Memorial HS/ECHS
- PSJA Thomas Jefferson ECHS
- Oratory Academy
- Vanguard Academy
- Sonia Sotomayor ECHS
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</tr>
<tr>
<td>XX</td>
<td>SAEM Dual 2 Degree Committee</td>
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POLICIES & PROCEDURES RELATING TO THE DUAL 2 DEGREE PROGRAM AT SOUTH TEXAS COLLEGE

SECTION I
PROGRAM DESCRIPTION

1.1 PROGRAM DESCRIPTION: Dual 2 Degree is a program that allows high school students to simultaneously earn academic or workforce education credit toward a post-secondary certificate or degree at South Texas College (STC) that may also count as credit toward a high school diploma.

1.2 REQUIREMENTS & APPLICATION OF CREDIT HOURS: Students admitted to the program must meet the same requirements as traditional college students at South Texas College. College credit earned upon successful completion of courses may be applied toward a certificate or associate degree at South Texas College or may transfer to other institutions of higher education.

1.3 DUAL 2 DEGREE CONTACT PERSON(S): South Texas College and each high school shall assign a contact person(s) to facilitate the admission and registration process of high school students requesting to be registered for dual credit courses each semester.

_refer to Appendix A: “Student Guidelines for the Dual 2 Degree Program” for a general description of South Texas College’s Dual 2 Degree Program.

SECTION II
DUAL CREDIT ELIGIBILITY

2.1 RULES GOVERNING PROGRAM ELIGIBILITY: The rules adopted by South Texas College relating to the Dual 2 Degree Program eligibility requirements are governed by the Texas Administrative Code and the South Texas College Board Manual of Policy referenced throughout this manual.

_refer to Appendix B: Texas Administrative Code, Title 19, Part I, Chapter 4, Subchapter D, Rule §4.85 for further information regarding dual credit exemptions as governed by state law.

_refer to the following College website link to access the South Texas College Board Manual of Policy: http://admin.southtexascollege.edu/president/policies/index.html.
2.2 GRADE LEVEL ELIGIBILITY REQUIREMENTS: High school students are eligible to register for dual credit courses at the beginning of their freshman year. Students may be enrolled in a comprehensive high school or an early college high school.

- Refer to Section 3.3 to Section 3.5 for further explanation of grade-level requirements for academic and workforce education courses.

SECTION III
DUAL CREDIT PARTICIPATION REQUIREMENTS

3.1 DUAL CREDIT PARTICIPATION REQUIREMENTS: High school students are eligible to participate in the Dual 2 Degree Program upon meeting the minimum passing scores in the assessment instruments approved by the Texas Higher Education Coordinating Board as stipulated in Chart I and Chart II.

CHART I
Dual Credit Assessment Instrument Requirements
(Academic Courses)

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<tr>
<th>TEXAS SUCCESS INITIATIVE (TSI)</th>
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### ASSET

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### COMPASS

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### CHART II

**Dual Credit Assessment Instrument Requirements**

* (Workforce Education Courses)

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<th>LEVEL II END OF COURSE EXAMINATION (EOC)</th>
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<tbody>
<tr>
<td>English II</td>
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<tr>
<td>Algebra I</td>
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</tbody>
</table>

### 3.2 STC COURSE PRE-REQUISITES:

South Texas College shall establish test and course pre-requisites for college courses, which include dual credit courses. Such pre-requisites may be revised by the College each academic year.

* Refer to Appendix C: “STC Dual Enrollment Pre-Requisites Sheet” for a complete listing of test and course pre-requisites at South Texas College.

### 3.3 COLLEGE READINESS REQUIREMENTS- ACADEMIC COURSES:

Students must demonstrate college readiness by achieving the minimum passing standards referenced in Chart I if registering for academic courses. Early College high school students are exempt from this provision for certain courses.
3.4 COLLEGE READINESS REQUIREMENTS- WORKFORCE EDUCATION COURSES: High school students enrolled in Level I workforce education courses are exempt from meeting any test pre-requisites, but must meet course pre-requisites established by South Texas College.

3.5 ENROLLMENT IN WORKFORCE EDUCATION COURSES: Students enrolling in workforce education courses must have a declared major in the field of the course(s) they are registering for.

SECTION IV
ADMISSION APPLICATION PROCESS

4.1 SOUTH TEXAS COLLEGE ADMISSION APPLICATION: Students must submit an admission application to South Texas College to be eligible for registration in dual credit courses. All students must declare a major when applying to the College.

4.2 APPLYTEXAS & APPLICATION DEADLINE: All applications must be submitted online via the following website: www.applytexas.org by the College’s dual enrollment admission application deadline.

4.3 APPLICATION PROCESSING: Applications submitted online via www.applytexas.org may take twenty four to forty eight hours to be transmitted to the College and processed by the Office of Admissions & Records.

   ❖ Refer to Appendix D: “Dual 2 Degree Program Admission Application – Creating a Profile” for detailed instructions on completing the STC admission application.

4.4 TRANSCRIPTS & TEST SCORES: High schools shall provide an official copy of each student’s high school transcript and qualifying test scores. It is the responsibility of each student to provide his or her counselor with test scores which may be used to determine eligibility for dual credit courses. Necessary documentation, such as transcripts from high schools or institutions of higher education as well as test scores, must be provided to the Dual2Degree Department by the College’s deadline.

4.5 BACTERIAL MENINGITUS VACCINATION: Students requesting to be registered for courses at a South Texas College campus must provide documentation of Bacterial Meningitis vaccination records by the College’s first class day. A hold will be placed on a student’s account which may prohibit future registration if such documentation is not received for the semester enrolled.

4.6 EXEMPTIONS & WAIVERS: Students may request a waiver with the Office of Admissions & Records. For more information regarding exemptions and waivers, please visit the following website for more information: vaccinate.southtexascollege.edu.

4.7 Dual Enrollment Orientation: All prospective dual enrollment students must attend a mandatory Dual Enrollment Orientation at their high school prior to enrolling in dual credit courses.
courses their first semester. Students not attending a public partner high school (including students who are home-schooled or attending a private/online school) must meet with a Dual2Degree Specialist before enrolling in dual credit courses.

SECTION V
REGISTRATION PROCESS

5.1 DUAL 2 DEGREE ADMISSION & REGISTRATION TIMELINE: Registration of high school students in dual credit “S” sections shall be determined by the College’s Dual 2 Degree Admission & Registration Timeline. The Division of Student Affairs & Enrollment Management (SAEM) shall establish a timeline for each term (Fall, Spring, Summer I, and Summer II) and communicate and publicize such timelines to partner high schools in a timely manner.

- Refer to Appendix E: Dual Enrollment Admission & Registration Timelines for South Texas College’s registration deadlines or visit the Dual2Degree Department website for a posting of all timelines: http://studentservices.southtexascollege.edu/outreach/.

5.2 REGISTRATION FORMS: South Texas College requires all high school students to provide their full legal name, date of birth and signature on a registration form for each dual credit course they request to be registered for each semester.

5.3 ACCEPTABLE REGISTRATION FORMS: For the purposes of South Texas College’s registration process, the following registration forms may be used to obtain a student’s consent for registration: a) “S” Form, b) Schedule Change Form, c) Class Roster Form.

5.4 FAILURE TO SIGN REGISTRATION FORM: Failure to sign a registration form by the College’s dual enrollment registration deadline (“Census Day”) will result in the student not receiving college credit for his or her respective dual credit course. A Late Enrollment Fee may be assessed for each dual credit course for failure to comply with this provision.

Signing a registration form does not guarantee automatic registration in a dual credit course. Students must complete the enrollment process and meet program and course prerequisites.

- Refer to Section 12.4: “Late Enrollment Fee” for further explanation regarding the application of South Texas College’s Late Enrollment Fee.

5.5 DUAL2DEGREE DEPARTMENT: The Dual2Degree Department at South Texas College will coordinate the registration of high school students in “S” sections in a timely manner. At least one College representative will be assigned per school to oversee the registration of students as determined by the Coordinator of Dual Enrollment.

- Refer to Page 3 for a list of Dual2Degree Specialists and high school assignments for the academic year.
5.6 REGISTRAR’S HOLDS: The Office of Admissions & Records may place a hold on a student’s record if it is determined the student must clarify place of residency or birth. Such holds may be removed upon clarification.

5.7 COURSE ENROLLMENT CAP: The number of students registered in “S” sections shall not exceed thirty per class unless approval is obtained by the instructor and/or program chair. A fee per student may be charged to the school/school district if the course exceeds the enrollment limit.

SECTION VI
SCHEDULE CHANGE PROCESS – BEFORE CENSUS

6.1 PROCESSING SCHEDULE CHANGES: It is the responsibility of the designated high school dual enrollment contact person(s) to communicate all student schedule changes to their assigned South Texas College representative in a timely manner.

6.2 REMOVAL OF STUDENT FROM HIGH SCHOOL ROSTER: The high school contact person(s) must ensure that students requesting to be dropped from “S” sections before Census Day are officially removed from the college roster and high school roster.

6.3 SCHEDULE CHANGE FORM: Upon the student’s request to modify his or her dual enrollment course schedule, the student must sign a Schedule Change Form formally authorizing such changes. The student and counselor must sign and date the form. A copy of the Schedule Change Form must be submitted to the South Texas College representative assigned to the high school by the College’s Schedule Change Deadline.

6.4 FAILURE TO REPORT ADDS AND DROPS TO COLLEGE: Drops not reported to the College in a timely manner by high school contacts will result in students receiving a letter grade of “Incomplete” or “Failing”, which may impact a students’ cumulative GPA, academic standing and financial aid eligibility. Adds not reported to the College in a timely manner by high school contacts may impact students’ graduation requirements, and may affect the transferring of course credit to another institution of higher education.

❖ Refer to Appendix F: “Schedule Change Form” for copy of form.

SECTION VII
WITHDRAWAL PROCESS – AFTER CENSUS

7.1 INITIATION OF WITHDRAWAL: Withdrawal from a dual credit course after Census Day results in a grade of “W” and may be initiated through action taken by the student, the course instructor, the program chair, or the appropriate College administrator.

A dual enrollment student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a Schedule Change Form from his/her high school counselor.

7.2 DROP BEFORE CENSUS: Students requesting to be dropped from a “S” section before the Census Day must initiate the withdrawal process with their high school counselor. The
designated dual enrollment high school contact must submit a Schedule Change Form to the Dual2Degree Department by the College’s deadline for final processing. Requests to drop dual credit courses before Census Day will not result in the student receiving a “W” on his or her transcript and will not affect the student’s Satisfactory Academic Progress.

7.3 WITHDRAWAL PROCESS AFTER TWELFTH CLASS DAY: Students requesting to withdraw from an “S” section after Census Day must initiate the withdrawal process with their high school counselor. High school contacts must submit a Schedule Change Form to the Dual2Degree Department prior to the published deadline for withdrawals for processing or the designated “Web Operator” at each high school may formally withdraw the student via the South Texas College High School Programs & Services Department Website: https://de.southtexascollege.edu. Students may also withdraw from dual credit courses by visiting the Office of Admissions & Records or the Student Information Center at a South Texas College campus.

The high school dual enrollment contact person(s) must keep a record of all schedule changes submitted after the twelfth class day.

7.4 STUDENT LIABILITY: It is the student’s responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student’s failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps to officially withdraw from the course. Failure to withdraw properly will result in a grade of “F” in the course. Instructors are authorized, but are not required, to withdraw students that in their opinion are not able to successfully complete a course. A student may appeal an instructor-initiated withdraw.

7.5 LAST DAY TO WITHDRAW DEADLINE: Course withdrawals may occur at any time after the Census Day of a semester and up to the established deadline for withdrawals in each semester. The established deadline will be approximately three weeks prior to the end of each semester. The specific deadline will be published in a timely manner in the appropriate College publications.

7.6 PUBLICATION OF WITHDRAWAL DEADLINE: Withdrawal deadlines are publicized each academic year by South Texas College in the Academic Calendar. The Academic Calendar may be accessed in the Student Catalog or the following College website:

http://www.southtexascollege.edu/academics/calendar/index.html

7.7 EFFECTS OF “WITHDRAWALS” ON SATISFACTORY ACADEMIC STANDING: Withdrawals may adversely affect a student’s Satisfactory Academic Progress (SAP) as explained in Section 10: “Satisfactory Academic Progress.”
SECTION VIII
LIMITATION ON THE NUMBER OF CREDIT HOURS

8.1 REQUEST FOR INCREASE OF REGISTERED HOURS: Traditional dual enrollment students may not register for more than 16 credit hours per semester. Early college high school students may not enroll for more than 18 credit hours per semester.

Exceptions to this requirement may be made for high school seniors and “Exceptional Students”. A student may formally request an increase in registered hours by completing and submitting a Course Overload Form by Census Day. Requests shall be reviewed and approved by the Director of College Connections and Admissions for Dual Enrollment and the Director for Early College High Schools, respectively.

❖ Refer to Appendix G: For copy of “Course Overload Form”.

SECTION IX
SCHOLASTIC SUCCESS POLICY

9.1 SCHOLASTIC SUCCESS POLICY: In an effort to promote student success, South Texas College establishes categories of students based on the student’s scholastic progress, and monitors students’ performance each semester.

All students are expected to meet academic standards for coursework completed at South Texas College. Students who fail to maintain a cumulative grade point average of 2.00 (C average) are considered scholastically deficient and will be placed on Academic Probation or Academic Suspension as appropriate. All grade points earned by a student will be included in the computation of the current semester grade point average, and the cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation, including “F”s and “Withdrawals”.

9.2 SCHOLASTIC SUCCESS STANDARDS: The scholastic progress standards as defined by South Texas College are as follows:

CHART III
SCHOLASTIC SUCCESS STANDARDS

<table>
<thead>
<tr>
<th>Level of Academic Success</th>
<th>GPA Criteria</th>
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<tr>
<td>Good Standing</td>
<td>Cumulative GPA is 2.00 or above</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Cumulative GPA has dropped below 2.00</td>
</tr>
<tr>
<td>Continued Academic Probation</td>
<td>Previously on Academic Probation and cumulative GPA is below 2.00, but current semester GPA is 2.00 or above</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00</td>
</tr>
</tbody>
</table>
9.3 LENGTH OF STATUS: Academic Probation or Suspension will be determined each regular (Fall or Spring) semester on the basis of the student’s current semester and cumulative grade point average.

A dual enrollment student who raises their cumulative GPA to 2.00 or higher can be reinstated in good standing by visiting with a College counselor or by successfully completing the College’s online Dual2Degree Student Success Plan. Re-enrolling for courses in which the student has a low or failing grade can assist in elevation of scholastic success status.

9.4 REGISTRATION LIMITATIONS: Dual enrollment students placed on Academic Probation may not be permitted to register for dual credit and/or independent courses during a regular semester. The student must visit with a College counselor, or successfully complete the online Dual2Degree Student Success Plan, to enroll for courses. Dual enrollment students placed on Academic Suspension must visit with a College counselor to complete a Scholastic Success Plan. Failure to visit with a counselor will result in the student being denied registration during a regular semester.

Proof of Scholastic Success Plan completion must be provided to the Dual2Degree Department before the designated Census Day to be eligible for registration. Failure to comply with this provision may result in a Late Enrollment Fee option.

9.5 APPEALS: Students placed on Academic Suspension may submit an appeal to the Counseling Department for review. Upon approval, students may register for courses on a conditional basis. Appeals submitted to the Counseling Department may not be reviewed before Census. For information regarding the deadline to submit appeals for Academic Suspension and the appeal process, please contact the Counseling Center at (956) 872-2173.

❖ Refer to Appendix H: “Scholastic Progress Standards” for a detailed description of South Texas College’s Scholastic Success Plan.

SECTION X
SATISFACTORY ACADEMIC PROGRESS

10.1 SATISFACTORY ACADEMIC PROGRESS: Per federal guidelines under Title IV of the Higher Education Act of 1965, Satisfactory Academic Progress (SAP) must be maintained by students enrolled in public institutions of higher education regardless of whether or not financial aid is awarded each semester. All students, including dual enrollment students, must adhere to the policy to be eligible for financial aid as entering freshman at South Texas College or at another institution of higher education.

10.2 REQUIREMENTS: All dual enrollment students must satisfy three requirements in order to be eligible for financial aid as entering freshman:

1. Complete 67% of courses attempted cumulatively;
2. Maintain an overall grade point average (GPA) at or above 2.0;

3. Graduate within the maximum time frame of the selected degree plan.

10.3 PASSING/EARNED GRADES: The following letter grades will be considered credit hours earned in favor of the 67% rule: “A”, “B”, “C”, “D”, or “P”.

10.4 NON-PASSING/NON-EARNED GRADES: The following letter grades will not be considered credit hours earned in favor of the 67% rule: “F”, “W”, “WP”, “WF”, “DP”, “DF”, “IP”, or “I”.

10.5 SATISFACTORY ACADEMIC PROGRESS STATUSES: The following statuses are used to determine future eligibility for financial aid:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>Eligible for financial aid</td>
</tr>
<tr>
<td>Warning</td>
<td>Student is still eligible for financial aid</td>
</tr>
<tr>
<td>Suspension</td>
<td>Not eligible for financial aid</td>
</tr>
</tbody>
</table>

10.6 POSSIBLE IMPACT OF FINANCIAL AID AT OTHER INSTITUTIONS OF HIGHER EDUCATION: Failing and/or withdrawing from dual credit courses may affect a student’s eligibility for financial aid at South Texas College and other institutions of higher education. Students are encouraged to consult with prospective institutions about possible financial aid implications.

   - Refer to Appendix I: “How Can Dual Enrollment Courses Affect My Financial Aid?” for an explanation of federal policies regarding Satisfactory Academic Progress.
   - Refer to Appendix J: “Satisfactory Academic Progress: Purpose and Scope” for a detailed explanation of South Texas College’s Satisfactory Academic Policy.

10.7 APPEAL PROCESS: Dual Enrollment students may appeal their financial aid suspension status if they have mitigating circumstances that seriously affected their academic performance. They may submit the appeal and supporting documentation once they have been admitted as a regular college student (Entering Freshman).

   - Refer to Appendix K: For copy of “Financial Aid Appeal” and “Financial Aid Academic Plan” appeal forms.

SECTION XI
REPEAT FEES AND FINANCIAL AID PAYMENT OF REPEATED COURSEWORK

11.1 REPEAT FEES: A repeat fee shall be assessed by South Texas College to traditional students who register for a course they were previously enrolled in as a dual enrollment student. Repeat fees shall be assessed by credit hour:
1. Third or subsequent repeat (Includes Development Courses): $125.00

Repeat fees are assessed to students who retake a course as a result of withdrawing, earning an unsatisfactory (non-passing) grade or desiring a higher letter grade.

11.2 FINANCIAL AID PAYMENT OF REPEATED COURSEWORK: Federal regulations may limit the use of financial aid funds to pay for repeated coursework as stipulated in Section 11.3 – Section 11.4.

11.3 REPEATING A PASSED COURSE: For financial aid purposes, a student can only receive financial aid funding for one repetition of a previously passed course, this includes college courses taken as a high school student.

11.4 REPEATING A FAILED COURSE: For financial aid purposes, a student may repeat a failed course until it is passed.

SECTION XII
RECONCILIATION PROCESS

12.1 PURVIEW: The process of identifying and correcting registration discrepancies after Census Day shall be managed by the Dual2Degree Department.

❖ Refer to Appendix L: “Dual Enrollment Reconciliation Worksheet” for STC’s Reconciliation Process.

12.2 ROSTER VERIFICATION: South Texas College representatives will provide official course rosters to dual enrollment contacts at each high school following Census Day and together identify and communicate all registration discrepancies to the Dual2Degree Department.

12.3 REQUESTS TO ADD/DROP STUDENTS AFTER CENSUS: Registration discrepancies occurring as a result of an administrative error on behalf of the College shall be corrected after a memorandum has been submitted by a Dual2Degree Specialist upon individual review and approval by the Coordinator of Dual Enrollment.

12.4 LATE ENROLLMENT FEE: As per South Texas College Board Policy #3235, a Late Enrollment Fee of $150.00 per course may be assessed for each student admitted after the College’s Census date. A Late Enrollment Fee may be assessed for the following reasons:

A. Application is not cleared before the first class day

B. Failure to sign a registration form by Census Day

C. Failure to submit qualifying test scores to South Texas College before first class day

D. Failure to clear student hold by Census Day
12.5 LATE ENROLLMENT FEE DEADLINE: Students who did not complete the enrollment process prior to Census Day may pay a Late Enrollment Fee to be registered for dual credit courses up until the College’s Late Enrollment Fee Deadline.

12.6 RECONCILIATION DEADLINE: The deadline for reconciliation requests to be submitted for review and approval shall be determined each semester by the Dual2Degree Department. The deadline shall not exceed thirty days after Census day.

SECTION XIII
DUAL ENROLLMENT APPEALS COMMITTEE

13.1 APPEAL PROCESS: A reconciliation request that has been denied by the Coordinator of Dual Enrollment may be appealed. The Dual Enrollment Appeals Committee shall review and approve or deny appeals.

13.2 INITIATION OF APPEAL: The student is responsible for initiating the appeal process and providing all necessary documentation to the Committee. Appeals submitted by any party other than the student (i.e. high school official, family member) will not be considered for review.

13.3 DOCUMENTATION: Students must submit a Dual Enrollment Appeal Form along with a memorandum explaining the issue and the reason(s) why they believe the appeal should be approved. The high school may submit supporting documentation to support the student’s appeal. Appeals which are approved will not be processed until all paperwork is submitted, per the College’s Dual Enrollment Reconciliation Process.

❖ Refer to Appendix L: “Dual Enrollment Reconciliation Worksheet” for STC’s Reconciliation Process.

❖ Refer to Appendix M: For copy of “Dual Enrollment Appeal Form”.

SECTION XIV
STUDENT TRANSFER OF HIGH SCHOOLS

14.1 STUDENT TRANSFER OF HIGH SCHOOLS: Students registered for dual credit courses may transfer “S” sections from one high school site to another if the receiving instructor consents to admit the student into his or her course.

14.2 TRANSFER PROCESS: Dual enrollment instructors who permit a transfer dual enrollment student in his or her course must sign a High School Dual Enrollment Transfer Form officially authorizing the student’s registration. The student and a high school counselor must sign and date the form. A copy of the form must be provided to the South Texas College representative for final processing.

❖ Refer to Appendix P: High School Dual Enrollment Transfer Form

14.3 DENIAL OF TRANSFERS: A transfer requested by a student may be denied for one or more of the following reasons:
1. Receiving instructor denies admission in course; 
2. Transfer school does not offer equivalent dual credit course.

All transfer requests denied as a result of any, or a combination of the reasons stated above, will result in the student receiving a “W” on his or her college transcript.

SECTION XV
TRANSFERABILITY OF DUAL CREDIT COURSES

15.1 TRANSFERABILITY OF STC DUAL CREDIT COURSES: Lower-division courses included in the ACADEMIC COURSE GUIDE MANUAL and specified in the definition of “Lower-Division Course Credit” shall be freely transferable to and accepted as comparable degree credit by an Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

15.2 TRANSFERING TO TEXAS COMMUNITY COLLEGES: For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Texas Higher Education Coordinating Board Publication LOWER-DIVISION ACADEMIC COURSE GUIDE MANUAL- (revised Spring 2013). Specifically excluded are courses designated as vocation, ESL, ESOL, technical, developmental or remedial, and courses listed as “basic skills.”

15.3 TRANSFERING TO TEXAS FOUR-YEAR INSTITUTIONS: For senior four-year institutions, lower division courses that have the same course content and identified in the Texas Common Course Numbering System (TCCNS) database as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

For information regarding transferability of courses to institutions of Texas, students should check with the institution receiving the credit.

15.4 STC ARTICULATION AGREEMENTS: For a list of articulation agreements between South Texas College and other institutions of higher education in the State of Texas please refer to the following College website links:

1. “Transferable Courses and Articulations”:
   http://www.southtexascollege.edu/academics/transfer/index.html

2. “Articulation Agreements”:
   http://academicaffairs.southtexascollege.edu/bachelor/articulation/
SECTION XVI
INDEPENDENT COLLEGE COURSES AT SOUTH TEXAS COLLEGE

16.1 SCHOOL DISTRICT POLICIES RELATING TO INDEPENDENT COLLEGE COURSES: Eligible and qualifying students may register for non-dual enrollment courses (Independent Courses) at South Texas College. School districts reserve the right to determine which college courses may be awarded to students for high school credit, therefore, students are encouraged to consult with their high school counselor for clarification of district policies regarding independent college courses.

16.2 COMPLETION OF ADMISSION REQUIREMENTS: Students interested in registering for college courses independently at South Texas College may do so by completing the regular admission process as explained in Section 4.0. Students are responsible for submitting a South Texas College application, providing all necessary paperwork, and visiting with an Academic Advisor. Students may also register for courses by logging in to their South Texas College JagNet account.

16.3 PARTICIPATION LIMITATIONS: Enrollment in independent courses is restricted to high school students. Students who are not enrolled in a high school may not enroll in courses independently at South Texas College per Admissions policies.

16.4 TUITION CHARGES: A $50.00 per semester credit hour charge will be assessed to students registering for independent courses at South Texas College. Early college high school students are exempt from this provision.

16.5 TUITION CHARGES FOR OUT-OF-DISTRICT STUDENTS: High school students residing outside of Starr and Hidalgo counties, who enroll in independent courses at South Texas College, will be assessed a $78.00 per credit hour charge.

16.6 DROP FOR NON-PAYMENT: High school students registering independently for courses at a South Texas College campus are responsible for paying or making payment arrangements with the Cashiers Office before the College’s established payment deadline. Failure to pay or make payment arrangements will result in students being dropped from their respective courses.

16.7 REINSTATEMENT AND APPLICABLE FEES: Students dropped from all courses due to non-payment may request to be reinstated, but will be charged a $200.00 reinstatement fee by the College.

SECTION XVII
DUAL ENROLLMENT ACADEMIC RECORD DISPUTES

17.1 APPEAL PROCEDURES: Students who desire to challenge the accuracy of their academic records must follow the procedures, as stated in Section 17.2 – Section 17.3.

17.2 DISPUTING ACADEMIC RECORD: Students may visit with the Dual2Degree Department to dispute the accuracy of their dual enrollment academic record. The Dual2Degree Department will conduct an audit of registration documents to determine if student consent was
received for issues in which academic credit appearing on his or her transcript is disputed. A letter grade may not be omitted from a student’s permanent college record if consent for registration is found to have been granted. Letter grades may be removed in cases in which the student’s withdrawal from a dual enrollment course before Census was not reported to the College. Students will receive a “W” on their transcript if they are found to have withdrawn from the course after the semester’s Census Day. Instructor approval is required to initiate the appeal process along with any other documents as per the College’s Dual Enrollment Reconciliation Process.

- Refer to Appendix M: “Dual Enrollment Reconciliation Worksheet” for South Texas College’s Reconciliation Process.

Students may not receive college credit for courses that are not transcribed on their academic transcript if a consent form for registration was not obtained for the course prior to the relevant semester’s Census Day.

17.3 STUDENT APPEAL OF COURSE GRADES: Dual enrollment students have the right to appeal final course grades which they consider manifestly unjust or erroneous. The primary responsibility for assigning grades in a course belongs to the faculty member, an in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant.

No grade appeals will be accepted with the desired resolution being anything other than a change of grade. Complaints and grievances must follow the procedures outlined in South Texas College Policy #3313- Student Grievance or Complaint. Nursing and Allied Health program progression issues must be addressed according to procedures detailed in the Nursing and Allied Health Division Handbook.

- Refer to Appendix N: “Student Appeal of Course Grades” for detail procedures on appeal a grade.

SECTION XVIII
DUAL ENROLLMENT ACADEMIES

18.1 PROGRAM DESCRIPTION: The Academies are two-year dual enrollment programs for high school juniors interested in earning an associate degree by the end of their senior year in high school. The Academy program structure is designed to allow students to take high school courses in the morning and dual credit college courses in the afternoon at South Texas College.

18.2 REQUIREMENTS & SELECTION PROCESS: The Academies are open to high school rising juniors through an application process. The criteria includes submitting a South Texas College application for admissions; a Dual Enrollment Academy Application; a written essay that demonstrates a serious interest in the engineering, computer science, criminal justice, or medical science fields; a high school transcript; an academic resume; letters of recommendation from high school teachers in the areas of Math, English and Science; and completion of a college readiness exam such as the STAAR (EOC), TSI, Compass, Asset, ACT, SAT. Students must also
be enrolled in the Distinguished Achievement Program as defined by the Texas Education Agency. All applications are individually reviewed by a review committee.

**18.3 DUAL ENROLLMENT ACADEMIES:** Participating students may graduate with any of the following academies:

- **STEM Academy- Associate:** Medical Science Academy, Engineering Academy, Computer Science Academy, Criminal Justice Academy;
- **Workforce Academy- Certificate:** Welding, Electronic Health Records Specialists.

## SECTION XIX
### SAEM DUAL 2 DEGREE COMMITTEE

**19.1 COMMITTEE PURPOSE:** The SAEM Dual 2 Degree Committee shall make recommendations to the Vice President of Student Affairs & Enrollment Management on matters relating to South Texas College’s Dual 2 Program.

**19.2 COMMITTEE SCOPE:** The SAEM Dual 2 Degree Committee shall have the authority to make recommendations to program policies and procedures relating to the following programs and resources: admissions, registration, dual enrollment orientation, counseling, satisfactory academic progress (SAP), career planning, academic advisement, degree & certificate completion, student activities, billing, testing, curriculum & instruction, recruitment and outreach initiatives.

**19.3 COMMITTEE COMPOSITION:** The Committee shall be composed of twelve (12) members across the relevant departments and divisions of the College, consisting of the following: Coordinator of Dual Enrollment; Coordinator of Admissions, Coordinator for Early College High Schools, Coordinator of Counseling, Coordinator of Advisement, Director of Career Planning & Readiness, Coordinator of Student Financial Services, Testing Officer, Council of Chairs President, Coordinator of High School Programs & Services, Bursar, Coordinator of First Year Connection.

**19.4 CHAIRPERSON:** The Coordinator of Dual Enrollment shall be appointed to serve as Chairman of the Committee and shall convene the Committee at his/her discretion or by a formal request of a majority vote of the committee membership.