



Cedars International Next Gen High School

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Cedars International Dual Credit Program Guidelines and Procedures

What is Dual Credit?

Dual credit courses are college-level classes in which eligible high school students can earn both high school and college credit simultaneously. This is an opportunity for high school students to fulfill their high school graduation requirements while also earning transferable college credits. Dual Credit courses can benefit students in a number of ways, including:

- Gain first-hand experience with college-level work while attending high school
- Transition more smoothly between high school and college
- Transfer credits earned in high school to Texas public colleges and universities
- Complete a postsecondary degree faster
- Save money on college tuition

When can I take Dual Credit classes?

CINGHS students, who meet the eligibility requirements, are permitted to take courses through ACC during the Fall, Spring, or Summer semesters. All eligible students are permitted to take classes during the summer, pending teacher and administration approval, at any ACC location. Juniors and Seniors who meet eligibility may have time built into their daily schedule at CINGHS to allow for classes at ACC Highland during the fall and spring semesters.

Who is eligible for dual credit classes?

A student at CINGHS may elect to enroll in dual credit programs if they fulfill the following requirements:

- Successful completion of TSI or Dual Credit Eligibility requirements, as outlined by the [Texas Administrative Code §4.85](#). See summary [table 1](#) below for specific requirements
- Good academic standing in all high school courses, defined as maintaining a passing grade in each class, for all terms leading up to the start of dual credit classes**
- Grade of 80 or above for the high school equivalent subject area for each class the student plans to take at ACC**
- Approval by teacher in matching subject area
- *Note* Selection of courses is based on student's credit requirements and CINGHS course schedule

**Students that do not meet these academic requirements for the grading periods leading up to the start of a dual credit semester will not be allowed to take classes during the school day and will be expected to attend their regular schedule at CINGHS



Steps to Enroll in Dual Credit Coursework

1. Fulfill qualifying test scores (see [Table 1](#))
2. Submit an [online application](#) to Austin Community College
3. Activate ACCeID and online tools
4. Complete the ACC Dual Credit [Online Orientation](#)
5. Complete the ACC High School Programs Early Admission Contract
6. Meet with high school counselor/advisor to review course selections
7. Submit course choices to high school counselor/advisor
8. Register online through ACC Student Self-Service
9. Email your class schedule to your high school counselor/advisor once finished
10. Check for any outstanding balances in Self Service->Financial Information->Pay for classes
11. Submit textbook list to front office

Course Selection and Registration

- Courses should be selected from the list of [ACC Core Curriculum classes](#) and the [Cedars Approved Dual Credit Courses](#)
 - ACC Classes meet for 80 minutes on either Monday/Wednesday or Tuesday/Thursday
- It is the student's responsibility to register for ACC courses
 - All registration is done online through the ACC Student Self-service system
 - Class registration is on a first-come, first-served basis
 - Students who fail to register for courses before the Cedars deadlines listed below will be rescheduled into equivalent high school courses
 - Fall Semester: Planning meetings for fall classes will occur during the third trimester of the school year prior to the fall semester. The Cedars deadline for ACC Fall semester registration is 3 weeks before the first day of Trimester 1
 - Spring Semester: Planning meetings for spring classes will occur during the first trimester of the school year. The Cedars deadline for Spring semester registration is 3 weeks before the first day of Trimester 2
 - Summer Semester: Students wishing to take summer session classes at ACC must meet all eligibility requirements and register for classes prior to the Monday of the last of the Cedars school year.

Payment for courses and course materials

- Tuition and fees are waived for students that live within tax districts partnered with ACC and are enrolled in Core Curriculum classes. Students can receive a waiver for up to 12 courses that fall into ACC's list of Core Curriculum classes, which can be found at:



- Courses not listed in the Core Curriculum will be charged regular admission prices for the course
 - Tuition and fees for students that do not live within a tax district will be covered by CINGHS. See the principal or counselor/advisor to check if this applies to you
 - CINGHS covers the cost for textbooks for all dual credit classes at ACC. These textbooks must be turned back into the CINGHS office upon completion or dropping of the course.
 - **IMPORTANT: DO NOT ASSUME THAT YOU DON'T OWE ANYTHING AFTER REGISTRATION. Once you have registered, check the 'Pay For Classes' section under Financial Information in the ACC Student Self-Service page to check for any outstanding balances. You are responsible for notifying the CINGHS front office of any outstanding fees related to ACC courses in order for them to be paid. If these fees are not paid prior to the deadline (two weeks before the first day of classes) you will be automatically dropped from the course and may lose your spot.**
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Dual Credit Student Expectations and Guidelines

- Students should maintain a passing grade in all high school classes during the trimester in which they plan to register for courses (see above for registration deadlines)
- During the break between ACC's fall and spring semesters, students will be enrolled in the concurrent high school courses for the classes they were taking at ACC. Students will be expected to maintain an 80+ average in these courses for the 3rd six weeks in order to take ACC classes in the spring semester.
- Students should aim to register for courses that meet during the beginning or ending of the school day, to allow open times for high school courses
- If taking multiple classes, students should try to get classes that meet at the same time and different days (MW and TTh)
- Students will be registered for a study hall/Office Aid period for each of the ACC classes that they are registered for. On days where students do not have ACC class, they are expected to be present on Cedars' campus unless given permission by an administrator to be in the library at ACC working on course assignments or attending a professor's office hours to get help.
- Students are expected to check the course syllabus for all ACC courses and the [ACC academic calendar](#) for class days, exams and holidays
- Students should notify Cedars staff as early as possible for courses that they are struggling with, in order to receive support and advice. If a student is not passing before the Add/Drop date for the given semester, they may be advised to drop the course to avoid penalties on official transcripts



Grade Policy (as outlined in [board policy](#))

Grades and credits earned through dual credit classes are converted into high school credits based on the following board-approved conversions:

College Grade	High School Grade Equivalent
A	95
B	85
C	75
D/F	No equivalence

Credit earned through dual credit classes is denoted with a “D” next to the numerical grade on the student’s official high school transcript. High school credit is only awarded for grades of a C or higher in dual credit classes. Though colleges may award credit for grades of a D (60-69), Cedars International Next Generation High School does not award credit for grades less than a 70. Therefore, a student who earns a D in a dual credit class through ACC or another university may earn college credit, as reflected on their college transcript, these courses are not recorded on their high school transcript. This will prevent the student’s GPA and class rank from being altered based on a course that is designed to be more difficult than the high school equivalent.

When calculating the student’s class rank, all dual credit courses will receive a +2 point adjustment, to reflect the additional effort required. Class rank is calculated by the average grade of all core subjects classes, dual credit classes, and electives that align with a graduation plan. This is outlined in detail in the board policy linked above, section 6.8.



Table 1- TSI and Dual Credit Exam Requirements

Exam	Minimum Score Requirement for Math Eligibility	Minimum Score Requirement for Reading & Writing Eligibility	Composite
SAT	530	480	
ACT	19	19	23
PSAT/ NMSQT	510	460	
TSI	Math- 350	Writing- 5 Essay or 4 Essay + 340 Reading- 351	
STAAR	4000+ on Algebra 1 EOC + successful passing of Algebra 2	4000+ on English 2 EOC	