

DUAL CREDIT HANDBOOK

Information for Students and Parents





Dear Parents and Students,

Lone Star College is proud to offer the Dual Credit Program to all students in grades 9-12 . Dual Credit courses allow a high school student to earn college credit and high school credit concurrently. This handbook is designed to guide and inform you as you navigate the dual credit enrollment process.

We are excited to offer you this unique opportunity and hope that the information and instructions contained in this handbook make it easy for you to understand.

Please take the time to read the detailed instructions carefully. If you have any additional questions, please contact your respective LSC campus for additional information and requirements.

Sincerely,

Reginald G. Peters
Senior Manager of
Dual Credit and Early College High Schools



★ LSC-CYFAIR

ISDs:
Cypress-Fairbanks ISD *

Private Schools:
Brenham Christian Academy ‡
① The Connection School of Houston
② Calvin Nelms Charter School
③ Central Christian Academy
④ Texas Christian School

★ LSC-KINGWOOD

ISDs:
Cleveland ISD
Humble ISD *
New Caney ISD *
Splendora ISD *
Tarkington ISD

Private Schools:
⑤ Christian Life Center Academy

★ LSC-MONTGOMERY

ISDs:
Conroe ISD *
Huntsville ISD
Magnolia ISD *
Montgomery ISD
New Waverly ISD
Willis ISD *

Private Schools:
⑥ Raven Charter School
⑦ Calvary Baptist School
⑧ Esprit International School

★ LSC-NORTH HARRIS

ISDs:
Aldine ISD *
Houston ISD
Spring ISD *

★ LSC-TOMBALL

ISDs:
Klein ISD *
Royal ISD
Tomball ISD *
Waller ISD

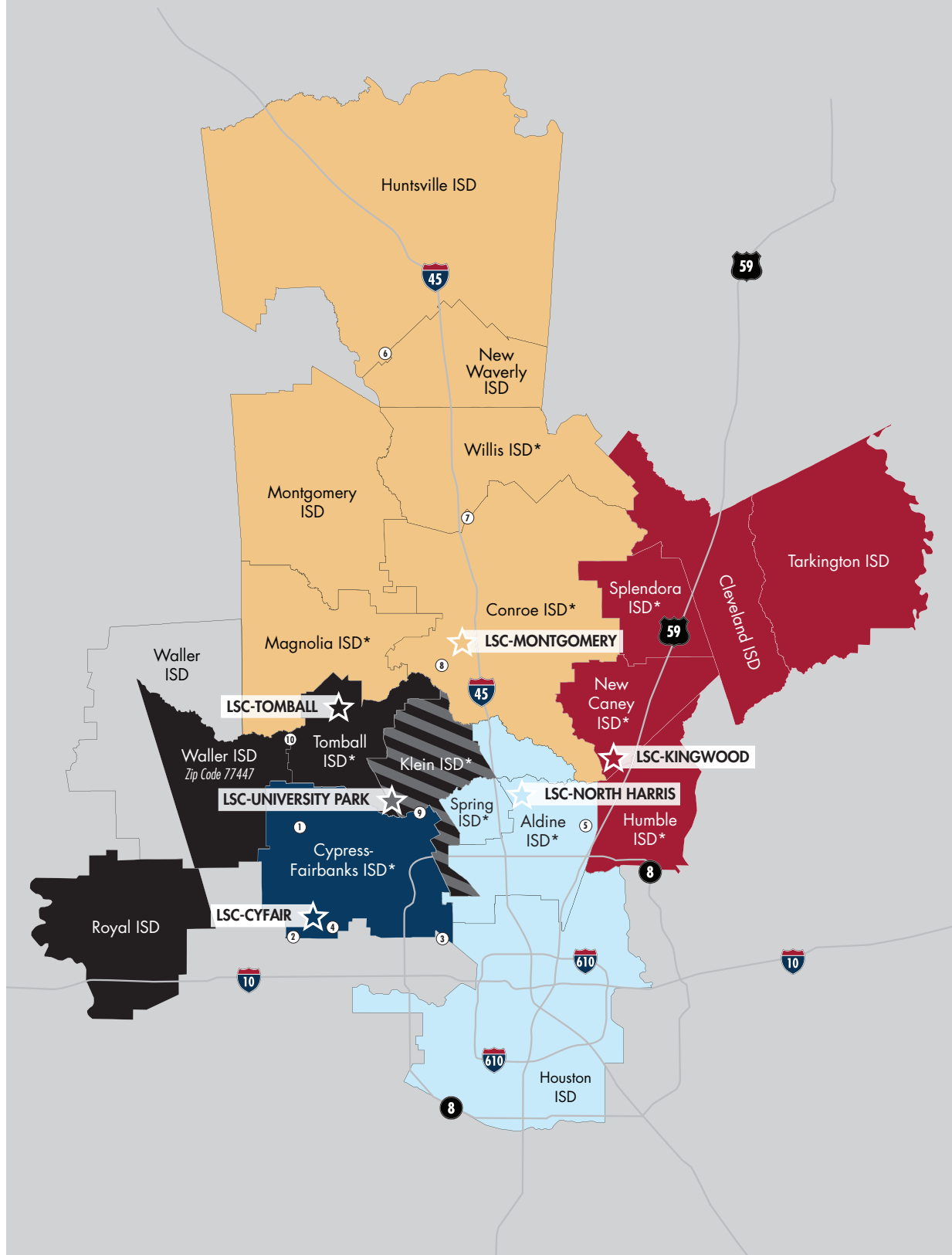
Private Schools:
The Banff School
⑨ Rosehill Christian School
⑩

★ LSC-UNIVERSITY PARK

ISDs:
Klein ISD *

Private Schools:
School of Science and Technology
High School – San Antonio ‡
Harmony Public Schools ‡

DUAL CREDIT AGREEMENTS WITH



* In-District ISD within the Lone Star College service area
‡ School is located outside the boundaries of this map

COMMUNITY COLLEGE SERVICE AREAS

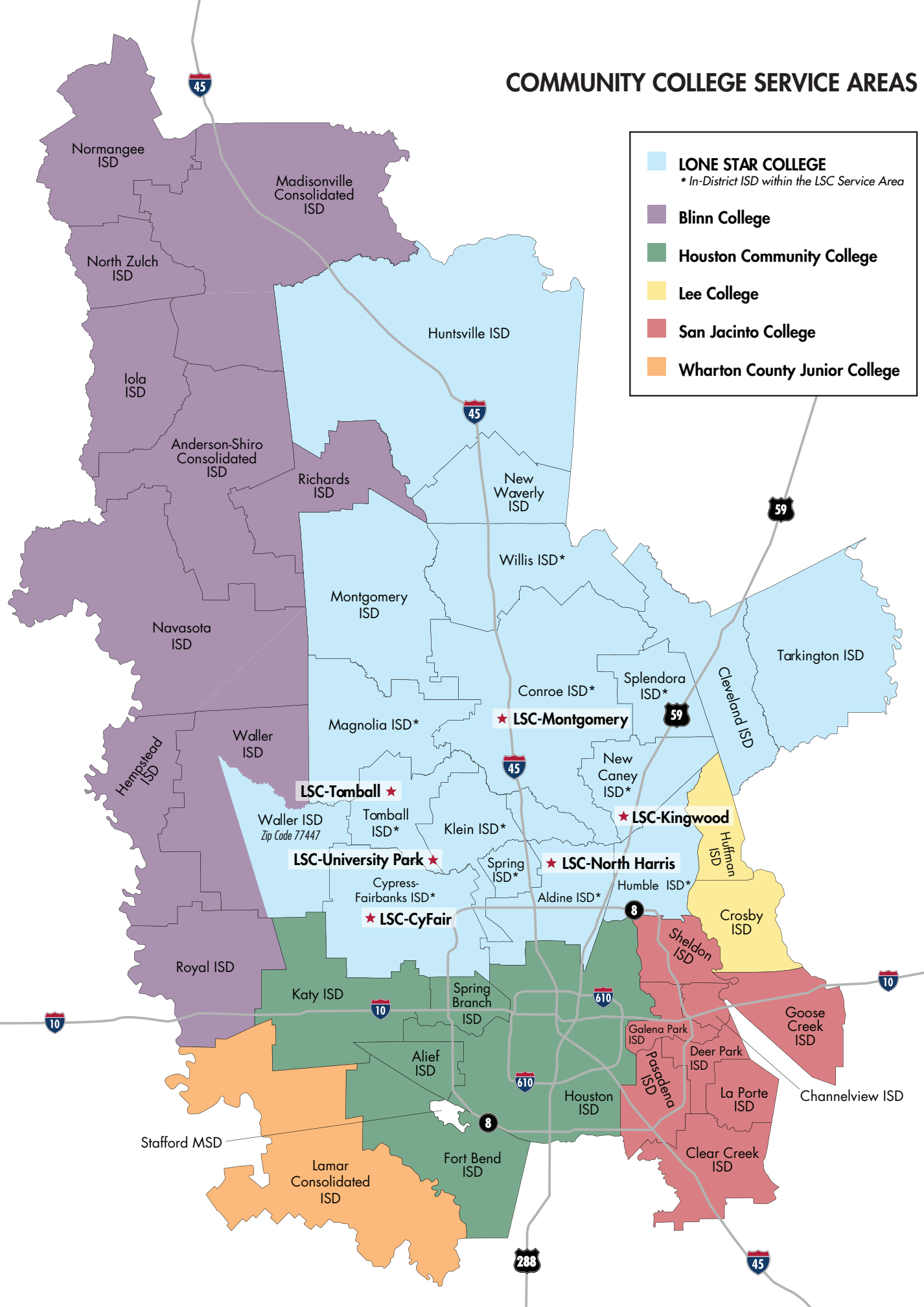


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WHAT IS DUAL CREDIT?

Dual Credit is an opportunity for high school students to earn high school and college credit simultaneously. Students demonstrating college readiness through a college placement exam can earn college and high school credits in the same course by attending classes at their high school, on a Lone Star College campus, and/or online. Dual credit teachers are regularly employed faculty members of LSC or high school instructors verified by LSC to meet the same requirements as faculty teaching the same course on campus.

What are the benefits of taking dual credit courses?

- Transfer many dual credit courses to Texas public colleges and universities, private institutions, and some out-of-state colleges and universities.
- Save money on college tuition – dual credit students receive a 100% tuition waiver. The tuition waiver does not cover fees and textbooks.
 1. Tuition: the price you pay for classes by credit hours
 2. Fees: are charged to all students and provide services such as libraries, laboratories, learning centers and computer labs
- Accelerate time to degree completion by getting a head start in college – dual credit students can earn up to a year or more of college credit.
- Build confidence by easing the transition to college.
- Access the Lone Star College student support services – library, career services, computer labs, and tutoring.

Where do the credits transfer?

Academic dual credit courses (linked to Texas college common course numbers) are transferable to all Texas public colleges/universities and to some private and out-of-state institutions. Credit is awarded at the discretion of the receiving university, so it is important for students to confirm which credits will be accepted and applied toward a degree program at their university/college of choice.

Credit may or may not be accepted by private or out-of-state institutions. It is the student's responsibility to ask the registrar's office at the intended university if the college accepts Lone Star College college-level credit in transfer.

How does Advanced Technical Credit, Dual Credit and Advanced Placement differ with regard to awarding college credit?

Dual credit is awarded to students when they earn a passing grade in a college course. The college credit is reflected on the transcript from the college with which the district has established a Memorandum of Understanding (MOU). It is up to any other accepting college/university to determine whether dual credit coursework will be honored.

Credit for test scores on Advanced Placement (AP) exams is awarded to students at the discretion of the receiving institution based on test scores of 3 or higher. It is up to the accepting college/university to determine how the AP credit will be awarded.

Advanced Technical Credit (ATC) allows students to earn credit towards a degree plan at their chosen college that offers the equivalent to the Career and Technical Education (CTE) course taken in high school. A student must complete the CTE sequence of courses or complete the articulated credit course during their junior or senior year. Credit is awarded when the student passes the course with a score of 80 or higher, request ATC credit within 15 months from the day of their high school graduation and complete prerequisites for any college course they are requesting for ATC credit.

Opportunities for Earning College Credit at LSC in High School

Choose one or more ways to earn college credit at LSC and get a head start on college at a great value!

Program	Articulated Credit	Dual Credit	Advanced Placement
Description	Receive college credit for taking high school technical courses at community colleges participating in the Advanced Technical Credit (ATC) Program	College-level courses taken to receive college and high school credit at the same time	College-level courses offered in high school designed by committees of college faculty members and AP teachers
Instructor	Course taught by high school teachers approved through ATC teacher requirements	Course taught by college faculty or college-approved high school instructors meeting the same standards and requirements of regularly employed college faculty	Course taught by high school-approved teachers meeting AP course evaluation and professional development requirements
Exam	Rarely	Approved College Placement exam*	College Board exam
Costs	None	No tuition, however, students must pay fees and textbooks	Payment for College Board exam
Courses	Workforce courses	Academic & Workforce courses	Academic
Credit	Apply for credit with an advisor	Credit automatically applied to college transcript	Apply for credit with an advisor
Criteria to Receive Credit	80 or above in articulated course Complete 6 credit hours of non-developmental courses at LSC (dual credit hours satisfy requirement) Must request credits within 15 months after high school graduation	Student receives credit and a grade reflective of their class performance	Complete 6 credit hours of non-developmental courses at LSC (dual credit hours satisfy requirement) Passing score on exam, typically a 3 or higher
Transferability	Applicable to Associate of Applied Science (AAS) and degree articulations to select programs and universities	Most academic courses will transfer to any public Texas college or university when a student earns a "C" or better	Acceptance of credit depends on the institution and exam grade
Academic Benefit	Earn Performance Acknowledgments on high school diploma and transcript with grade equivalent of 3.0 or higher or earning recognized certification or license	Earn Performance Acknowledgments on high school diploma and transcript with grade equivalent of 3.0 or higher	Earn Performance Acknowledgments on high school diploma and transcript with a score of 3 or higher on College Board advanced placement examination
Employment Benefit	Skills applicable to work National or State Certification in some instances (ex. CNA, EMT-basic, Welding, Microsoft)	Some skills applicable to work	Some skills applicable to work

*Scores must meet Dual Credit Eligibility and/or Texas Success Initiative standards. See your high school counselor for details.

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For more information call 281.290.1808, email LSCDualCredit@LoneStar.edu or visit LoneStar.edu/dualcredit

What Dual Credit Courses are offered?

Academic Courses

Academic courses are those typically required of students who intend to transfer from LSC and pursue a traditional baccalaureate degree at a four-year institution. Some of the more popular academic courses are American history, English composition, American government, economics, psychology, sociology, and anatomy & physiology. All of these courses satisfy core curriculum requirements at LSC and will transfer to any public college or university in the state of Texas as core curriculum. College algebra, art appreciation, speech, introductory biology, and introductory chemistry may also be taught as dual credit and transfer as core curriculum hours. Science lab courses can only be taught as dual credit when the high school lab meets the requirements of the college curriculum.

Workforce Courses

Workforce courses are those intended primarily to prepare students with entry-level job skills. Some of them, however, will also transfer toward four-year degrees. LSC has a number of strong workforce programs that could be offered as dual credit, including business technology, accounting, welding, computer science, digital communication, drafting, law enforcement, health sciences, science-related technologies and a host of others. Please visit LoneStar.edu/dualcredit-course-offerings for a comprehensive list of approved dual credit courses.

How many Dual Credit classes can students take per year?

We recommend that students take no more than a total of six (6) credit hours (two dual credit courses) per semester.



HOW DO I QUALIFY FOR DUAL CREDIT COURSES?

What is the TSI Assessment?

The Texas Success Initiative (TSI) is a state-legislated program designed to improve student success in college. Based on performance, a student may either be enrolled in a college-level course that matches skill level or be placed in the appropriate developmental course or intervention to improve skills and prepare for success in college-level courses.

There are two components of the program:

1. An assessment to diagnose students' basic skills in reading, mathematics, and writing; and
2. Developmental instruction to strengthen academic skills that need improvement.

How does the TSI Assessment Work?

You will need to take three sections of the TSI Assessment: mathematics, reading and writing. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the writing assessment, you will be asked to write an essay in addition to multiple choice items on sentence skills.

The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

What are qualifying TSI Assessment scores?

Assessment	Reading	Writing	Math
TSI Assessment	351	5 or 4/363	350

Freshmen entering higher education Fall 2017 (first class day)

Assessment	Reading	Writing	Math
TSI Assessment	351	5 or 4/340	350

Taking the TSI Assessment

Pre-Assessment Activity

The pre-assessment activity is required to complete the TSI Assessment and can be done online (log into myLoneStar.edu) or in-person through a test preparation session. Once the pre-assessment is completed, students can take their TSI Assessment. Students who are TSI Exempt are not required to complete the pre-assessment activity unless they are choosing to take the TSI Assessment.

Students must receive qualifying test scores on the TSI assessment to be eligible for Dual Credit. Students can schedule to take the TSI Assessment at their high school campus or a Lone Star College campus. Testing dates will be provided by each campus. At a minimum, to be eligible for any dual credit classes, students must meet qualifying scores in both reading and writing. For courses with math prerequisites, students must meet the specified score on the math portion of the TSI assessment. Students may re-test at Lone Star College on any portion of the TSI assessment in which they did not meet the qualifying score.

Can I be Exempt from Taking the TSI?

Not all students need to take the TSI Assessment; there are several ways to be exempt. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions. A student is exempt from TSI requirements in all areas only if the student meets one of the following test conditions. Students may not combine scores from different administrations of the same test.

- ACT:
A student must achieve a minimum composite of 23 with:
 1. A minimum of 19, on both English and Math sections; and
 2. Scores must not be older than three years
- SAT:
 1. A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW);
 2. A minimum score of 530 on the Mathematics section;
 3. Combined score is not required
- STAAR End of Course Exams (EOC):
 1. A minimum of 2000+ (Level II) on the ***English III (3)** (will satisfy both reading and writing TSI requirement);
 2. A minimum of 4000+ (Level II) on the ***Algebra II (2)** (will satisfy the math TSI requirement)

** If you think you qualify for this exemption, please check with your high school counselor to see if you were administered the English III or the Algebra II STAAR EOC exam. A number of Texas school districts are opting NOT to offer these exams.*

How Can I Prepare for the TSI?

Students can prepare for assessment tests by reviewing relevant subjects (i.e. reading, writing and math) for the exam. View more information about Test Preparation classes at Lone Star College for the ACT, SAT, TSIA or GED tests.

Students can attend test preparation workshops at any Lone Star College campus. Each workshop is approximately three hours long and provides an overview of placement tests, sample questions and problems, as well as a study plan to help tackle the test.

Visit each campus website to view their Test Review Sessions.

Additional test preparation can be found at www.tsipracticetest.com.



HOW MUCH DOES DUAL CREDIT COST?

LSC Dual Credit vs. College Credit Cost Comparison:

Credit Hours	Dual Credit	College Credit Only	Savings
1	\$32	\$96	\$64
2	\$52	\$160	\$108
3	\$72	\$224	\$152

How do I register and pay for Dual Credit courses?

Once students have completed the admissions process, they can then register for the classes they wish to take using the course name, catalog number, and class number for the classes. For example, English 1301 is the course name and number for English Composition I. Each course section has a unique four- or five-digit class number. High school counselors will be given the class numbers for the dual credit courses at their sites. Lone Star College will work with the high schools to provide registration information. Lone Star College waives tuition costs for all dual credit classes but students will be expected to pay fees at the time of registration. Fees are determined by the number of credit hours taken and any applicable lab fees. The typical fees for a 3 credit-hour course with no lab taken on a high school campus is \$72. There are additional fees for classes taken at a Lone Star campus or for online dual credit classes or for classes with lab fees.

Textbooks for most dual credit classes taken on a high school campus are provided to the students free of charge. There will likely be costs for textbooks for courses taken on an LSC campus or via LSC online.

Step 1

Explore opportunities for earning college credit in high school.

- Talk to the high school counselor to inquire if your student's high school has a dual credit agreement with Lone Star College;
- Discuss classes eligible for your student's high school graduation plan for dual credit and obtain the counselor's approval before completing the college admission application;
- Inquire about details on eligibility rules in University Interscholastic League (UIL) competition and dual credit participation; and
- Ask about dual credit application deadlines.

Step 2

Find out how to qualify for dual credit.

The high school student must:

- See a high school counselor for approval;
- Complete college admissions application;
- Meet minimum college readiness test scores in reading, writing, and/or math and meet any prerequisites for the course(s) you want to take for dual credit; and
- Meet state legislature requirements.

Step 3

Learn about the approved college placement tests.

- Check with the high school counselor regarding college placement tests and score requirements.
- Get copies of college placement score reports of examinations the student has already completed.
- ACT, SAT, Texas Success Initiative Assessment (TSIA), and PLAN/ACT Aspire scores may be presented for dual credit eligibility.

Step 4

Check the costs.

- LSC waives 100% of the tuition for dual credit students.
- You will just pay for fees and textbooks.
- Initial TSIA (college readiness assessment) test fee is waived for dual credit students.

Step 5

Submit the dual credit application and choose courses.

- Complete the Admissions application at [LoneStar.edu/admissions-application](https://lonestar.edu/admissions-application).
- Visit with high school counselor to complete course selections on the Dual Credit/Exceptional Admission Course Approval Form located at [LoneStar.edu/dualcredit](https://lonestar.edu/dualcredit); and discuss minimum college readiness test score requirements.
- Locate a Dual Credit Advisor at [LoneStar.edu/dualcredit](https://lonestar.edu/dualcredit) to request additional information by email regarding student privacy rights and confidentiality in the Family Educational Rights and Privacy Act (FERPA).
- Submit placement test scores or complete pre-assessment activity (PAA) and take approved assessment test as recommended by high school counselor or Dual Credit Advisor for the courses you are attempting to take for Dual Credit.
- Meningitis Vaccination is required for courses taken physically on a LSC campus. For more information visit [LoneStar.edu/meningitis](https://lonestar.edu/meningitis).

Step 6

Register and pay for classes and textbooks.

- Dual Credit Advisors register students for courses approved on the Dual Credit/Exceptional Admission Course Approval Form located at [LoneStar.edu/dualcredit](https://lonestar.edu/dualcredit).
- Pay for classes online at [my.LoneStar.edu](https://my.lonestar.edu) or in person at your Lone Star College campus at the Bursar/Cashier Office. Textbooks may be purchased at the LSC campus bookstore, and many are available from online retailers.

Step 7

Tips for student success and transferring courses:

- Encourage your student to maintain a grade of C or better to continue in the program and check final grades at the end of each semester at [my.LoneStar.edu](https://my.lonestar.edu);
- Talk to a Dual Credit Advisor to learn how dual credit courses transfer to the university;
- Request a copy of your official LSC transcript to send to colleges and universities; and
- Keep a notebook with a copy of the syllabus for each dual credit course completed.

Step 8

Enjoy all the benefits of getting a head start in college.

- Studies show Dual Credit increases the likelihood that a student will complete high school, as well as enroll in and persist in college.
- Decreases cost of tuition and fees for students by completing up to a year or more of college credit.
- Many classes transfer to public colleges or universities in Texas, and may be accepted by out-of-state and private colleges.
- Accelerating time to degree completion allows new graduates to enter the workforce sooner and begin to earn wages which benefits themselves and the economy.
- Access to LSC student resources, such as Library, Tutoring, Career Exploration, and much more.

WHAT IS ACADEMIC INTEGRITY?

What it Means & How You Can Make a Difference

Academic integrity can be defined as supporting and engaging in actions that promote fair and accurate evaluation of all material prepared for and related to college work while respecting and crediting the unique efforts of others. Lone Star College (LSC) requires its students to uphold and practice academic integrity even in the face of temptation to engage in dishonest acts. LSC supports the free exchange of ideas, personal growth, creativity, and innovation while preserving individual rights and responsibilities to achieve success based on each person's unique effort and initiative.

The core values of learning: honesty, respect, fairness, and accountability in learning activities form the basis of academic integrity.

To abide by academic integrity principles, LSC students are required to perform their own work on all class/lab/clinical projects, papers and tests unless a professor specifically allows collaboration with other students. If students combine their own thoughts with material written by other authors in projects, credit must be given to the creator of that outside material using a format designated by their professor. Students must show their work including but not limited to keeping notes, photocopies of source material, rough drafts, and lab results.

Lone Star College upholds the core values of learning: honesty, respect, fairness, and accountability. The college promotes the importance of personal and academic honesty. The college embraces the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the college.

The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief student services officer and can include, but are not limited to:

1. Having additional class requirements imposed
2. Receiving a grade of zero or "F" for an exam or assignment
3. Receiving a grade of "F" for the course
4. Being withdrawn from the course or program
5. Being expelled from Lone Star College

Professors should clearly document how the student's actions violated the academic integrity policy, how a grade was calculated, and the actions taken.

Copyright Policy

The Lone Star College System is bound by the Digital Millennium Copyright Act. The Digital Millennium Copyright Act has specific requirements which must be met in the notification before the claim of infringement can be considered. These 'Elements of Notification' are listed below. For more information visit [LoneStar.edu/copyright-policy](https://www.lonestar.edu/copyright-policy).

The Elements of Notification

Quoted from Public Law 105-304 (U.S. Code, Title 17, Chapter 5, Section 512): (A) To be effective under this subsection, a notification of claimed infringement must be a written communication provided to the designated agent of a service provider that includes substantially the following:

1. A physical or electronic signature of a person authorized to act on behalf of the owner ...
2. Identification of the copyrighted work claimed to have been infringed ...
3. Identification of the material that is claimed to be infringing ... and information reasonably sufficient to permit the service provider to locate the material.

4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address ...
5. A statement that the complaining party has a good faith belief that the use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
6. A statement that the information in the notification is accurate, and, under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

WHAT ARE THE GRADING POLICIES?

Grading

LSC uses a grading system in which students are assigned a letter grade of A, B, C, D or F reflecting the student's performance in a course.

Grade Points

The student's high school grade for the course will be reported on his/her high school report card. The college grade will be recorded on the student's official Lone Star College transcript.

Different grading scales at LSC and at the ISD require that grades be converted between the two institutions.

- The following table demonstrates a SAMPLE conversion from the Dual Credit grade assigned by LSC and the semester grade recorded by an ISD.

DUAL CREDIT GRADE POINT POLICY				
*Dual Credit Grade Range ISD	LSC Letter Grade Reported	ISD Grade Conversion	LSC Grade Points	ISD Grade Point System
90-100	A	95	4	5.75
80-89	B	85	3	4.75
75-79	C	77	2	3.95
70-74	D	72	1	3.45
Below 70	F	65	0	0

**This table is to be used as an example and does not reflect ANY specific ISD. Please check your local school for their Dual Credit Grade Point Policy*

What happens if a student earns a D or an F in a Dual Credit class?

If a student earns a D in a dual credit course he/she may receive high school credit but will not receive college credit. A grade of D does not transfer to another institution. This would result in the student needing to retake the college course to transfer the credit earned.

If a student earns an F in a dual credit course, he/she will not receive high school or college credit for the course. Students earning a dual credit grade below C will no longer be eligible to continue in the dual credit program.

How do Dual Credit classes impact athletic eligibility?

According to UIL rules, dual credit courses are eligible for UIL exemptions, but due to the limited number of grades issued in these college courses, students may not have the opportunity to become UIL eligible after a failing mid-term grade.

How many grades are issued in a Dual Credit Course?

Dual credit courses are actual college courses and therefore follow the traditional college requirements for grades issued to students. As a result, students should expect a midterm grade and a final grade. It is at the discretion of the dual credit instructor to issue additional grades to students.

ACADEMIC RESOURCES

Students enrolled in the Dual Credit Program have access to Lone Star College library resources.

Students can log into the library databases one of two ways:

- Login using their LSC username and password or the barcode on the back of the LSC student/ID/library card.
- Request a virtual LSC library card online at [LoneStar.edu/library/card](https://lonestar.edu/library/card).

Services

Librarians are available at all locations and virtually through our online chat system: [LoneStar.edu/library](https://lonestar.edu/library).

Librarians can help students:

- Find articles, books, audio and more
- Access databases off-campus
- Evaluate resources
- Prevent plagiarism
- Cite sources

Tools

The following tools are designed to assist students with research and academic papers which can be accessed 24/7 from home.

- [Citation Help](https://lonestar.edu/library/citation-help) - assist students in formatting citations in APA, MLA and other formats.
[LoneStar.edu/library/citation-help](https://lonestar.edu/library/citation-help)
- [Online Research Guide](https://lonestar.edu/library/research-help) - research guides provide resources to get students started on databases, e-books and website. The library's Research Portal offers guides for all major subject areas and some specialized subject guides.
[LoneStar.edu/library/research-help](https://lonestar.edu/library/research-help)
- [Research Databases](https://lonestar.edu/library/article-databases) - find articles, e-books, videos, music and images by subject.
[LoneStar.edu/library/article-databases](https://lonestar.edu/library/article-databases)

Additional Resources

[The Learning Center](https://lonestar.edu/learning-centers) - offers free tutoring and writing support in a variety of subjects for students enrolled in courses at LSC.

[LoneStar.edu/learning-centers](https://lonestar.edu/learning-centers)

[Microsoft Office 365](https://lonestar.edu/service-now.com/sp?id=sc_cat_item&sys_id=1e5d5f8cdbe1e6009b325bc0cf961996#) - in order to help students be successful, LSC provides Office 365 to every student enrolled at Lone Star College, free of charge. With Office 365 on their personal device(s), students will have access to the latest version of Word, Excel, PowerPoint, OneNote and more!

[LoneStar.service-now.com/sp?id=sc_cat_item&sys_id=1e5d5f8cdbe1e6009b325bc0cf961996#](https://lonestar.edu/service-now.com/sp?id=sc_cat_item&sys_id=1e5d5f8cdbe1e6009b325bc0cf961996#)

[The Virtual Learning Assistance Center](https://lonestar.edu/vlac) - a collection of resources for online students with online course components.

[VLAC.LoneStar.edu](https://lonestar.edu/vlac)

HOW DO I WITHDRAW/DROP A DUAL CREDIT COURSE?

If a student chooses to withdraw from a college course, he or she must complete and submit an official college Withdrawal Form at LSC prior to the college's last official date for withdrawal. The high school counselor can assist the student in withdrawing from the college side of a dual credit course. Failure to do so could result in the student receiving an "F" on his/her official LSC transcript. The student will also need to work with the high school counselor to enroll in the appropriate high school course.

How do I add a Dual Credit Course?

Students may not add a course after the class has met once.

What is the process for dropping or withdrawing from a Dual Credit class?

Prior to the first day of the college semester, a student must inform his/her counselor. No Dual Credit Drop Form is required from the student before the term begins. After the term begins, a student must complete a Lone Star College drop form so that the withdrawal from the Dual Credit course can be properly processed. Failure to complete a drop form could result in an F on a student's college transcript.

What are the consequences of dropping a Dual Credit course at the beginning of the semester?

For high school Dual Credit courses, changes and/or drops can occur only within the first ten days of the semester. Courses dropped before the Official Day of Record will not be reflected on the student's college transcript. After the Official Day, a grade will be reflected on the student's college transcript.

What are the consequences of dropping a Dual Credit course after the first ten days of a semester and prior to the drop date?

The student will receive a W on his/her college transcript. A **W** has no academic consequences; however, if a student has more than the 6 allowed Ws in his/her college career, a student's admission to college and/or financial aid could be affected.

What are the consequences of dropping a Dual Credit course after the official drop date?

Withdrawals after the official drop-date will result in a student receiving an **F** on the student's college transcript.



WHAT ARE THE DUAL CREDIT GUIDELINES?

Absences

LSC does not recognize excused or unexcused absences; an absence is an absence. School-sponsored trips will be considered absences by LSC.

Advising

Lone Star College Connection Advisors are available in person on a weekly basis in the College and Career Resource Room to help students plan their educational goals and select classes to take.

Attendance

Attending and participating is vital for your success. Be sure to complete homework, prepare for class, attend, and participate. Talk with your instructor about any problems or challenges you run into. College students are expected to abide by the faculty member's attendance policy as stated in the course syllabus. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work. Attendance in hybrid or other classes is required.

Code of Conduct

Students in dual courses must also follow their Independent School District Student Code of Conduct and are subject to their ISD discipline. If a dual credit student commits an infraction that leads to an Alternative Education Placement or suspension, these absences will count against those allowed by LSC. The student is responsible for discussing the situation with the instructor to determine whether or not arrangements can be made to continue in the class or whether the student will need to drop the dual credit class.

Grade Reports

Grade reports and progress reports are not issued during the semester for dual credit courses and it is the student's responsibility to monitor his/her grades throughout the semester and to consult with instructors in determining academic status.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs privacy of and access to personally identifiable student records. Instructors will only communicate with the student about their grade status and not the parent. Parents should communicate with their student about academic progress.

Policy

Regulations and procedures concerning behavior, attendance and academic dishonesty will be strictly adhered to by LSC (Refer to the LSC Student Handbook).

Standards

Students who participate in dual credit courses are considered college students. In all matters related to the dual credit course, students are held to the standards, expectations and regulations of Lone Star College. Students must follow the syllabus, work independently, and behave appropriately. It is the responsibility of college students to complete assignments without reminders. It is also the responsibility of the student, not the parents, to communicate directly with the college instructor when experiencing academic difficulty.

STEPS TO ENROLL IN DUAL CREDIT

- 1 Talk to your high school counselor for approval before proceeding!
- 2 Apply for Admission to Lone Star College at [LoneStar.edu/admissions](https://www.lonestar.edu/admissions).
- 3 Review TSI requirements for dual credit students.
- 4 If not TSI exempt, complete the TSIA pre-assessment activity through your *myLoneStar* new student checklist. This is a state requirement that must be completed before being allowed to take the TSI assessment.
- 5 Take the TSI Assessment and meet with a college counselor or college connections advisor to review TSI scores. Retest as necessary.
- 6 Students attending classes on a Lone Star College campus are required to provide documentation regarding their bacterial meningitis vaccination. The State of Texas requires that students attending classes at a public college or university must have a current bacterial meningitis vaccination (not older than 5 years). Lone Star College partners with Magnus Health to submit documentation of bacterial meningitis records for approval. There are also procedures in place for those students who have a medical reason that prevents them from obtaining the vaccination or a conscientious objection to obtaining the vaccination. Details about bacterial meningitis and requirements may be found at [LoneStar.edu/meningitis](https://www.lonestar.edu/ meningitis).
- 7 Submit both dual credit registration form and applicable payment by deadline (each semester).



SAMPLE DUAL CREDIT SCHEDULE FOR GRADES 11-12

GRADE 11:			
Semester	Class Title	Course Number	Credit Hours
Fall	English III - A	ENGL 1301	3
	U.S. History to 1877	HIST 1301	3
Spring	English III - B	ENGL 1302	3
	U.S. History since 1877	HIST 1302	3
TOTAL HOURS EARNED			12

GRADE 12:			
Semester	Class Title	Course Number	Credit Hours
Fall	English IV - A	ENGL 2322	3
	Federal Government	GOVT 2305	3
Spring	English IV - B	ENGL 2323	3
	Economics	ECON 2301	3
TOTAL HOURS EARNED			12

*Students should consult with their high school counselor and College Connections Advisor to determine whether elective credits such as PSYC 2301, ARTS 1301 are required for the student's four-year degree plan in college. Each four-year university should have a degree plan with core courses required and specific degree courses required for a bachelor's degree. The university's transfer guide should be helpful in determining which elective courses will transfer toward a specific four-year degree. Community colleges in Texas use the Texas Common Course Numbering System (TCCNS) for their courses but four-year universities typically do not. The university's transfer guide should help in determining which TCCNS courses match up with their college courses.

Students planning to pursue an AA, AS, AAT or AAS degree at Lone Star College can consult the degree requirements in the Lone Star College catalog: LoneStar.edu/programs.

STUDENT/PARENT ACKNOWLEDGMENT

By enrolling in the Dual Credit program and reading this handbook, I understand the following:

- Public institutions of higher education in the State of Texas are required, by state law, to accept most college-level courses in transfer from another state public institution as core, course of study or elective credit.
- Credits may or may not be accepted by private or out-of-state institutions.
- It is the student's responsibility to ask the admissions/registrar's office at the intended university if the college accepts college-level credit from Lone Star College in transfer.
- Students must follow the syllabus, work independently and behave appropriately.
- It is the responsibility of college students to complete assignments without reminders.
- It is the responsibility of the student, not the parents, to communicate directly with the college instructor when experiencing academic difficulty.
- Students who participate in any dual credit course, whether it is offered on the high school campus or a Lone Star College campus, are considered college students.
- In all matters related to dual credit courses, students are held to the standards, expectations and regulations of Lone Star College.
- Students in dual credit courses must also follow their Independent School District Student Code of Conduct and are subject to school discipline according to their *Student and Parent Handbook*.
- Students are expected to abide by the faculty member's attendance policy as stated in the course syllabus.
 1. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work.
 2. Lone Star College does not recognize excused or unexcused absences; an absence is an absence.
 3. School sponsored trips will be considered absences by Lone Star College.
- If a dual credit student commits an infraction that leads to an Alternative Education Placement or suspension, these absences will count against those allowed by Lone Star College. The student is responsible for discussing the situation with the instructor to determine whether or not arrangements can be made to continue in the class.
- Regulations and procedures concerning behavior, attendance and academic dishonesty will be strictly adhered to by Lone Star College (refer to the *Lone Star College Student Handbook*).
- If a student chooses to withdraw from a college course, he or she must complete and submit an official college Withdrawal Form at Lone Star College prior to the college's last official date for withdrawal. Failure to do so could result in the student receiving an "F" on his/her official transcript. The student will also need to work with the academic counselor to enroll in the appropriate high school course.
- Grade reports and progress reports are not issued during the semester for dual credit courses that are taught on a Lone Star College campus and it is the student's responsibility to monitor their grades throughout the semester.
- *Instructors will only communicate with the student about their grade status and not the parent.*
- The student's high school grade for the course will be reported on his/her high school report card. The college grade will be recorded on the student's official college transcript.
- Different grading scales at Lone Star College and an ISD require that grades be converted between the two institutions. Please check your high school to review the conversion scale.

WHAT IS LIFE AFTER DUAL CREDIT?

What is the University Center?

The two Lone Star College-University Center locations are a partnership between Lone Star College and several four-year universities giving students the opportunity to earn a bachelor's, master's or doctoral degree **close to home** on a Lone Star College campus.

LSC-University Center at The Woodlands and the LSC-University Center at University Park offer a **2+2 transfer agreement**. Students earning a two-year A.A. or A.S. degree (some A.A.S. degrees also apply) from Lone Star College can continue with two years at one of the partner universities to complete a bachelor's degree.

Students who enroll with one of our University Center partners are able to complete a bachelor's, master's or doctoral degree without traveling to the university campuses. Programs are available during the day, evening and on weekends to accommodate busy schedules and provide easier access to upper-level education.

Courses are not only offered over a wide range of disciplines, but include sections for post-baccalaureate study and professional certifications. Scholarships and other student support services are available to students attending either of the LSC-University Center locations.

The partnership between LSC and the universities provides a seamless transfer for Lone Star College students as well as specific pathways to assist students with registration and scheduling.

If you have any additional questions, please visit [LoneStar.edu/University-Center](https://lonestar.edu/university-center).

LSC-University Center at The Woodlands

At the LSC-University Center at The Woodlands, students are able to select from more than 40 programs offered by seven universities operating on site: Ferris State University, Lamar University, National American University, Our Lady of the Lake University-Weekend College, Sam Houston State University, Stephen F. Austin State University and University of St. Thomas.

LSC-University Center at University Park

The LSC-University Center at University Park is designed to provide easy transfer for LSC graduates into advanced degrees and programs offered by four-year university partners on site. The University of Houston-Downtown Northwest offers more than 20 degrees to help advance the educational goals of students after attaining an associate degree at Lone Star College.

If you have additional questions, please email TUC@LoneStar.edu or visit [LoneStar.edu/University-Center](https://lonestar.edu/university-center).

Admission

All students must complete an application for the university they desire to attend. Admission is determined by the requirements set by the university. Many university partners offer benefits to transfer students such as waiver of the application fee, transfer scholarships, tuition discounts and joint admission. Students should inquire at the university about transfer student benefits.

Tuition

Tuition and fees are dependent on the university partner and residency, and are listed on individual program pages. Taking your first two years at LSC saves thousands of dollars. Financial aid is also available to those who qualify.

LONE STAR COLLEGE-UNIVERSITY CENTER AT THE WOODLANDS

COLLEGE	MAJOR	DEGREE	LSC AREA OF STUDY	HIGH SCHOOL ENDORSEMENT	PATHWAY	
Lamar University	Electrical Engineering	B.S.	Engineering, Mathematics & Science	STEM	Engineering - Project Lead the Way	
	Civil Engineering	B.S.				
	Mechanical Engineering	B.S.				
	Industrial Engineering	B.S.				
National American University	Engineering & Manufacturing Management	B.S.	Energy, Manufacturing & Construction	Business & Industry	Manufacturing Technology	
Our Lady of the Lake University	Management	B.B.A.	Business & Professional Services	Business & Industry	Business Administration	
	Multidisciplinary Studies	B.A.	Social Behavioral Sciences & Education	Multi-Disciplinary Studies	Students can choose a wide variety of pathways	
	Psychology (general)	B.A.		Public Service	Psychology & Counseling	
	Psychology (pre-counseling)	B.A.		Public Service	Human Services	
	Sociology	B.A.				
Sam Houston State University	Accounting	B.B.A.	Business & Professional Services	Business & Industry	Banking, Accounting & Finance	
	Applied Arts & Sciences	B.B.A.S.	Arts, Humanities, Communication & Design	Multi-Disciplinary Studies	Students can choose a wide variety of pathways	
	Banking & Finance	B.B.A.	Business & Professional Services	Business & Industry	Banking, Accounting & Finance	
	Business Administration	B.B.A.				
	Criminal Justice	B.A. / B.S.	Social Behavioral Sciences & Education	Public Service	Criminal Justice	
	English	B.A.	Arts, Humanities, Communication & Design	Arts & Humanities	English	
	Family & Consumer Science	B.A. / B.S.	Public Safety & Human/Consumer Services	Business & Industry	Fashion Merchandising, Food Service Management, Food Science & Nutrition, Interior Design	
	Finance	B.B.A.	Business & Professional Services		Banking, Accounting & Finance	
	Healthcare Administration	B.S.	Health Sciences	Public Service	Hospital Administration	
	History	B.A.	Social Behavioral Sciences & Education	Arts & Humanities	History	
	Interdisciplinary Studies	B.S.	Arts, Humanities, Communication & Design	Multi-Disciplinary Studies	Students can choose a wide variety of pathways	
	Management	B.B.A.	Business & Professional Services	Business & Industry	Business Administration	
	Marketing	B.B.A.			Marketing & Journalism	
	Mass Communication, Public Relations & Advertising	B.A.			Arts, Humanities, Communication & Design	
	Nursing	B.S.N. and R.N. to B.S.N	Health Sciences	Public Service	Nursing	
	Political Science	B.A. / B.S.	Social Behavioral Sciences & Education		Pre-Law	
	Psychology	B.S.	Social Behavioral Sciences & Education		Psychology & Counseling	
	Public Health	B.S.	Health Sciences		Students can choose a wide variety of pathways	
	Sociology	B.A.	Social Behavioral Sciences & Education		Human Services	
	Spanish	B.A.	Arts, Humanities, Communication & Design		Arts & Humanities	Languages Other Than English
	Stephen F. Austin State University	Applied Arts & Sciences	B.A.A.S.	Arts, Humanities, Communication & Design	Multi-Disciplinary Studies	Students can choose a wide variety of pathways
		Social Work	B.S.W.	Social Behavioral Sciences & Education	Public Service	Human Services

LONE STAR COLLEGE-UNIVERSITY CENTER AT UNIVERSITY PARK

COLLEGE	MAJOR	DEGREE	LSC AREA OF STUDY	HIGH SCHOOL ENDORSEMENT	PATHWAY
University of Houston- Northwest Campus	Integrated Communications	B.A.	Arts, Humanities, Communication & Design	Arts & Humanities	Debate, Speech & Theatre
	Retailing & Consumer Science	B.S.	Public Safety & Human/Consumer Services	Business & Industry	Fashion Merchandising
	Supply Chain & Logistics Technology	B.S.	Energy, Manufacturing & Construction		Logistics, Planning & Management Systems
	Organizational Leadership & Supervision	B.S.	Business & Professional Services		Students can choose a wide variety of pathways
	Mechanical Engineering Technology	B.S.	Engineering, Mathematics & Science	STEM	Engineering - Project Lead the Way
	Psychology	B.A. / B.S.	Social Behavioral Sciences & Education	Public Service	Psychology & Counseling
University of Houston- Downtown Northwest	Accounting	B.B.A.	Business & Professional Services	Business & Industry	Banking, Accounting & Finance
	Applied Administration	B.A.A.S.			Students can choose a wide variety of pathways
	Biological & Physical Sciences	B.S.	Engineering, Mathematics & Science	STEM	Science
	Biological & Physical Sciences w/ Teacher Certification	B.S.			
	Corporate Communications	B.A.	Business & Professional Services	Business & Industry	Business Management, Marketing & a wide variety of additional pathways
	Criminal Justice	B.A.A.S., B.S.	Business & Professional Services	Public Service	Criminal Justice
	EC-6 Bilingual Supplemental Certification	B.A.I.S.			Education
	EC-6 Generalist with ESL Supplemental Certification	B.A.I.S.			
	4-8 Generalist with ESL Supplemental Certification	B.A.I.S.			
	Enterprise Information System	B.B.A.	Computer / Digital Technology	Business & Industry	Computer Technology
	Finance	B.B.A.	Business & Professional Services	Business & Industry	Banking, Accounting & Finance
	General Business	B.B.A.			Students can choose a wide variety of pathways
	Interdisciplinary Studies	B.S.	Arts, Humanities, Communication & Design	Multi-Disciplinary Studies	Students can choose a wide variety of pathways
	Management	B.B.A.	Business & Professional Services	Business & Industry	Business Administration
	Marketing	B.B.A.			Marketing
	Mathematics	B.A.	Engineering, Mathematics & Science	STEM	Math
	Mathematics w/ Secondary Level Teacher Certification	B.A.			
	Professional Writing	B.S.	Arts, Humanities, Communication & Design	Arts & Humanities	English & Journalism
	Psychology	B.S.	Social Behavioral Sciences & Education	Public Service	Psychology & Counseling
	Social Work	B.S.W.			Human Services
Supply Chain Management	B.B.A.	Business & Professional Services	Business & Industry	Logistics, Planning & Management Systems	



THE WOODLANDS | UNIVERSITY PARK

Earn Your Bachelor's or Master's Degree, Close to Home!

Students who enroll with one of our partner universities at either University Center location, The Woodlands or University Park, are able to complete a bachelor's or master's degree (or teaching certificate) without traveling to the university campuses.

You Have More Choices for Greater Success!

LSC CAMPUS LOCATIONS



LSC-CYFAIR

9191 Barker Cypress Road | Cypress, TX 77433-1383
281.290.3200

Cypress-Fairbanks ISD, Brenham Christian Academy, The Connection School of Houston, Calvin Nelms Charter School, Central Christian Academy, Texas Christian School



LSC-KINGWOOD

20000 Kingwood Drive | Kingwood, TX 77339-3801
281.312.1600

Cleveland ISD, Humble ISD, New Caney ISD, Splendora ISD, Tarkington ISD, Christian Life Center Academy



LSC-MONTGOMERY

3200 College Park Drive | Conroe, TX 77384-4500
936.273.7000

Conroe ISD, Huntsville ISD, Magnolia ISD, Montgomery ISD, New Waverly ISD, Willis ISD, Raven Charter School, Calvary Baptist School, Esprit International School



LSC-NORTH HARRIS

2700 W.W. Thorne Drive | Houston, TX 77073-3499
281.618.5400

Aldine ISD, Houston ISD, Spring ISD



LSC-TOMBALL

30555 Tomball Parkway | Tomball, TX 77375-4096
281.351.3300

Klein ISD, Royal ISD, Tomball ISD, Waller ISD, The Banff School, Rosehill Christian School



LSC-UNIVERSITY PARK

20515 S.H. 249 | Houston, TX 77070-2607
281.290.2600

Klein ISD, Harmony Public Schools, School of Science and Technology High School-San Antonio