



Responsible: Department of Student Accounting and Department of Curriculum and Instruction

PURPOSE

This Administrative Procedure describes the protocol for a student to earn Dual Credit in the Washoe County School District (District).

PROCEDURE

1. District students may enroll in a course at Truckee Meadows Community College (TMCC), Western Nevada College (WNC), Great Basin College (GBC), University of Nevada, Reno (UNR) or University of Nevada, Las Vegas (UNLV) and receive both high school and college credit.
 - a. Approval for credit at other post-secondary institutions has not been approved by the Board of Trustees. Appeals may be made, IN ADVANCE, to the Department of Student Accounting.
 - b. If the course the student wishes to take is not offered by one of the institutions above, the student may request to take the course at another college or university. The request will be approved as long as the course is not secular in nature or does not deal with sexual content.
2. The process for receiving high school credit for a college course is governed by Nevada state law.
 - a. The process for acceptance varies with each college or university. Students must check with the college or university for entry and registration requirements.
 - b. Participating students with disabilities who are seeking accommodations must contact each college/university for details.
 - c. Dual Credit courses are available to high school. College/Community College courses may be taken for:
 - i. College credit only (not Dual Credit) when the course has not been approved or is not applicable to graduation from high school;
 - ii. Dual Credit may be earned when the course has been approved for credit at the college/university, the District, and the Nevada State Board of Education to be offered as credit toward graduation from high school.

- d. Academic credit refers to those courses which have been approved to meet core course requirements. Those courses are approved by the Office of Academics, the Board of Trustees, and the State Board of Education. Only the approved courses may be used for academic credit. To add academic courses, contact the Director of Curriculum and Instruction.
 - e. Elective courses are courses that have not been approved to be offered as academic credit but have been approved to be offered as elective credit by the Board of Trustees and the State Board of Education. To add elective courses, contact Curriculum and Instruction.
 - f. Only the courses on the list of approved Dual Credit courses may be used for Dual Credit. No course may be taken (elective or academic credit) and applied to the high school transcript unless the course is on the list of approved courses. Students wishing to take a course not on the list must contact the student's school counselor who will seek approval for the student to take the course from Curriculum and Instruction.
3. Courses Offered
- a. A Dual Credit course may be applied for either elective or academic high school credit.
 - i. See approved Dual Credit course list or contact Curriculum and Instruction for the list of approved courses.
 - ii. The course must be designated on the list as approved for academic credit for the student to earn academic credit.
 - iii. Only courses on the list may be taken for either academic or elective credit.
 - iv. Students wishing to take a course not on the list must contact the student's school counselor who will seek approval for the student to take the course from Student Accounting.
4. Application Process
- a. Students choosing to take any college course, for college, Dual Credit, or high school credit, must:
 - i. Obtain the application from the student's school counselor; and
 - ii. Upon completing the application, meet with the counselor to determine:

- 1) If the course requested meets the guidelines for the type of credit the student wishes to earn;
 - 2) If the student meets the university/college requirements for entry into the course;
 - 3) If the course will fit into the student's plan for graduation;
and
 - 4) The final determination rests with the college or university.
- b. The student's Counselor will:
- i. Sign the form which has been approved by the counselor if required by college or university;
 - ii. The counselor will provide a copy to the school registrar for scanning into the student's record.
5. The student then enrolls at the college or university. Dual Credit will not be awarded retroactively (with the exception of Rise Academy for Adult Education).

A Dual Credit course counts toward the academic load requirement. The academic load will still be six to eight courses for high school students per semester and four to six courses per semester for grade 12 if the student has an exemption. Seniors who do not have an exemption must have the same academic load as a student in grades 9-11. The academic load is the amount of classes it takes to fill a schedule in the entire school day.

6. Grading and Credit

- a. Dual Credit grades will apply to the student's high school transcript unless the student withdraws from the course prior to the college's final drop date. This will vary by college.
 - i. Students in grades 9 – 11 must still be in a full academic load. Seniors with an exception can have a reduced load.
- b. Dual Credit will not be awarded after the last day of school in June in which the student earns a minimum of a Standard Diploma.
- c. The amount of high school credit earned is designated by the amount of credit listed on the list of approved courses.
 - i. One high school credit will be awarded for each three, four, or five-credit college course.

- ii. One-half high school credit will be awarded for each one or two credit college course.
 - d. The grade a student earns in a Dual Credit course will be figured into the student's total high school grade point average (GPA).
 - e. After July 1, 2022, a weighted bump of 0.050 is added to all Dual Credit courses per course.
 - f. Dual Credit courses will not repeat any courses in the high school course master unless an exception is provided by the Director of Student Accounting prior to enrollment in the course.
7. It is the student's responsibility to:
- a. Request, complete, and submit the appropriate form prior to enrolling in a college class;
 - b. Provide proof of enrollment to his/her Counselor;
 - c. Meet all college pre-requisites for the Dual Credit course;
 - d. Abide by all District policies, procedures, and dates for testing;
 - e. Ensure that the school day is not disrupted by enrollment at the college;
 - f. Abide by all college or university institutional policies and procedures;
 - g. Inform the high school if he/she drops the college class during the semester. Students who wish to drop a Dual Credit course which is part of the academic load requirement must consult with his/her counselor to ensure that the academic load requirement is met;
 - h. Request a copy of the college transcript at the end of the semester and present it to the high school registrar before the end of the third week of the next high school semester (Students who do not provide a transcript by this date will receive a F. The F will be changed when the transcript is provided);
 - i. Provide his/her own transportation; and
 - j. Determine if Dual Credit earned through this program will transfer to another institution of higher education.
8. It is the high school's responsibility to:
- a. Approve or disapprove a student's request for Dual Credit;

- b. Indicate on the student's schedule that he/she is enrolled in a Dual Credit course; enter correct course number for Dual Credit.
 - c. After receiving the grade from the college, enter the grade on the student transcript, and change the course title to the actual title of the college course; scan the college transcript into the student's record and
 - d. In "school name" field on the transcript, input which college the student attended for the Dual Credit course.
9. Appeals may be made to Student Accounting.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
 - i. NRS 389.160, Credit toward graduation from high school for courses taken at community college or university.

REVISION HISTORY

Date	Revision	Modification
03/2013	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: Converted to Administrative Procedure
06/25/2014	3.0	Revised
09/10/2014	4.0	Revised: Added ADC course numbers
03/04/2015	5.0	Revised: Clarified weight is per semester
03/06/2015	6.0	Revised: Clarified the number of college course credits by course number
07/09/2015	7.0	Revised: Clarified the academic load requirement
05/31/2016	8.0	Revised: Added GBC and GBC Course Numbers and included honors weight to 9b 1-2 credit courses to reconcile differences in 7d and 9b.

		Added a chart to show which courses receive which weighting.
02/21/2019	9.0	Revised: Amends Advance Dual Credit provisions
06/12/2019	10.0	Revised: Removed course numbers
07/26/2021	11.0	Revised: To reflect changes from the 2021 legislative session.
09/13/2022	12.0	Revised: Removed the repeating of World Language classes.
6/14/2024	13.0	Revised: Updated language and GPA bump changes