



Responsible: Department of Student Accounting; Department of Curriculum & Instruction

PURPOSE

This administrative procedure describes the protocols for students 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), Sierra Nevada College (SNC), Western Nevada College (WNC), Great Basin College (GBC) or University of Nevada, Reno (UNR) and receive both high school and college credit (referred to as "dual credit").
 - a. Approval for credit at other secondary institutions has not been approved by the WCSD Board of Trustees. Appeals may be made, in advance, to the Department of Student Accounting.
2. The process for receiving high school credit for a college course is governed by Nevada state law. *See NRS 389.160.*
 - 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 students (grades 9 -12).
 - d. 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 both the college/university and the District to be offered as credit toward graduation from high school.
 - iii. Only high school credit is earned if the course does not carry college credit such as remedial courses like Math 096.
 - e. Many Courses offered through Truckee Meadows Community College (TMCC), Sierra Nevada College (SNC), Western Nevada College (WNC), Great Basin College (GBC) or University of Nevada, Reno (UNR) are available for Dual Credit. The Office of Academics will determine which courses will be awarded academic credit.
 - f. 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.

- i. To add academic courses, contact the Senior Director, Department of Student Accounting. The Senior Director will then meet with the Director of Curriculum and Instruction to determine if the course meets Nevada Standards.
 - g. 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 the Senior Director, Department of Student Accounting.
 - h. Only the courses on the list below 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.
- 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 the Senior Director, Department of Student Accounting, 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.
- 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;
 - 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; and
 - 3. if the course will fit into the student's plan for graduation.
 - 4. The final determination rests with the college or university.

- b. The student's Assistant Principal will:
 - i. sign the form which has been approved by the counselor if required by college or university
 - ii. give original to the student's counselor;
 - iii. counselor faxes original copy to the college admissions office; and,
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).
6. Community Service courses are not available for Dual Credit.
7. A Dual Credit course counts toward the academic load requirement. The academic load will still be 6 or 7 courses for grades 9-11 per semester and 4 or 5 courses per semester for grade 12. The academic load is the amount of classes it takes to fill a schedule in the 330 minute school day.
8. 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 eleventh week of the high school semester.
 - b. 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 3, 4, or 5-credit college course.
 1. If the course is an Advanced Dual Credit (ADC) course, a weighted bump of .050 for Advanced Dual Credit (ADC) is added (see below); or
 2. If the course is an Honors course, a weighted bump of .025 is added.
 3. If the course is an N/A course, no weight is added.
 - ii. One-half high school credit will be awarded for each 1 or 2 credit college course.
 1. If the course is Physical Education (PE), no weight will be added.
 2. If the course is an honors course, a weighted bump of .025 is added.
 - iii. The student may only take a maximum 3 courses per semester if in grades 9-11 and 2 courses if in grade 12 as part of the academic load for dual credit (or $\frac{1}{2}$ of the academic load).

- c. The grade a student earns in a Dual Credit course will be figured into the student's total high school grade point average (GPA).
 - d. Honors credit may be assigned to all Truckee Meadows Community College (TMCC), Sierra Nevada College (SNC), Western Nevada College (WNC), Great Basin College (GBC) or University of Nevada, Reno (UNR) Dual Credit courses with the exception of Physical Education. An honors course will receive the Honors (H) designation and .025 weight per semester. An Honors dual credit course would repeat an Honors course with the same title and vice versa. Courses which receive honors credit may not also receive Advanced Dual Credit.
 - e. To determine if the course is Advanced Dual Credit (ADC) or Honors (H) (except PE) please reference the dual credit list. Each course is marked with the weighting associated with the course.
 - f. For students enrolled in a High School Signature Academy there may be Advanced Dual Credit (ADC) courses that are offered in collaboration with local colleges and universities to complete the academic program for students. This is contingent upon approval from the Director of Curriculum and Instruction and the Director of Career & Technical Education/Signature Academies. High school students pay regular college tuition, books, and fees for most Dual Credit courses.
 - g. For students who have maxed out Advanced Placement credits in World Language and Mathematics at their home high school, a counselor or administrator may apply for an exception to add additional Advanced Dual Credit (ADC) credits through the Department of Student Accounting.
9. 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 Assistant Principal;
 - 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 Truckee Meadows Community College (TMCC), Sierra Nevada College (SNC), Western Nevada College (WNC), Great Basin College (GBC) or University of Nevada, Reno (UNR) institutional policies and procedures;
 - g. Inform the high school if he/she drops the college class during the semester (college classes dropped anytime within the semester will receive a NM. 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 NM. The NM 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.
10. 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 (CR-credit)

8401	SNC Dual Credit 3-5 CR(Honors-.025 weight)
8402	SNC Dual Credit 1-2 CR (Honors-.025 weight) (Except PE)
8404	TMCC Dual Credit 3-5 CR (Honors-.025 weight)
8405	TMCC Dual Credit 1-2 CR (Honors-.025 weight) (Except PE)
8407	UNR Dual Credit 3-5 CR (Honors-.025 weight)
8408	UNR Dual Credit 1-2 CR (Honors-.025 weight) (Except PE)
8414	WNC Dual Credit 1-2 CR (Honors-.025 weight) (Except PE)
8415	WNC Dual Credit 3-5 CR (Honors-.025 weight)
8420	SNC Dual Credit 3-5 CR (ADC-.050 weight)
8421	TMCC Dual Credit 3-5 CR (ADC-.050 weight)
8422	UNR Dual Credit 3-5 CR (ADC-.050 weight)
8423	WNC Dual Credit 3-5 CR (ADC-.050 weight)
8428	GBC Dual Credit 3-5 CR (H - .025 weight)
8429	GBC Dual Credit 1-2 CR (H - .025 weight) (Except PE)
8430	GBC Dual Credit 305 CR (ADC – .050 weight)

- 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;

- d. In "school name" field on the transcript, input which college the student attended for the Dual Credit course.

11. Appeals may be made to the Senior Director, Department of Student Accounting.

IMPLEMENTATION GUIDELINES & 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.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
3/2013	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: converted to Administrative Procedure
06/25/2014	3.0	Revised
9/10/2014	4.0	Revised: Added ADC course numbers
3/4/2015	5.0	Revised: Clarified weight is per semester
3/6/2015	6.0	Revised: Clarified the number of college course credits by course number
7/9/2015	7.0	Revised: Clarified the academic load requirement
5/31/2016	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.
2/21/2019	9.0	Revised: amends Advance Dual Credit provisions