



Dual Credit Student Handbook



Kaskaskia College
27210 College Road
Centralia, Illinois 62801
(618) 545-3000
www.kaskaskia.edu

Contents

WELCOME.....	3
BRIEF OVERVIEW OF DUAL CREDIT COURSES.....	4
KASKASKIA COLLEGE AT A GLANCE	5
DUAL CREDIT INTRODUCTION	6
BENEFITS TO ENROLLING IN DUAL CREDIT CLASSES	7
DUAL CREDIT DELIVERY SYSTEMS.....	9
REGISTRATION PROCEDURES.....	10
ACADEMIC INFORMATION AND REGULATIONS	11
ACADEMIC INTEGRITY CODE	14
RESOURCES FOR DUAL CREDIT STUDENTS.....	16
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT	16
TUTORING	17

Welcome!

Congratulations on deciding to take dual credit courses while in high school, in partnership with Kaskaskia College. We are excited about helping you get a jump start on your college education. We hope this handbook will be helpful in addressing any questions you might have during the term of your college class. We are here to support our students. Please contact Kelsey Tate at 618-545-3174 or dualcredit@kaskaskia.edu if you have questions or concerns.

BRIEF OVERVIEW OF DUAL CREDIT COURSES OFFERED IN PARTNERSHIP BY HIGH SCHOOLS AND COMMUNITY COLLEGES

In Illinois, **dual credit programs** between high schools and their community colleges take many forms:

1. Community college courses taught by qualified high school teachers during the high school day for dual credit (high school and community college credit).
2. Community college courses offered just for high school students during the normal school day at either the high school or at the community college and taught by either a qualified high school or community college instructor for dual credit.
3. High school students attend their community college during the school day for dual credit.
4. High school students attend their community college outside of the school day and with high school permission earn dual credit.

The **incentives for offering dual credit** programs may be obvious:

1. College courses enrich the academic experience for able high school students.
2. High schools and community colleges maximize their resources to better utilize and to save high school students and their family's time and money toward a college degree.
3. Expanded partnerships between high schools and community colleges ensure a seamless transition for high school students to post-secondary education.
4. The quality of dual credit courses is exceptionally high as teams of high school and community college faculty work to keep them challenging and to ensure fair assessment of student learning. High school dual credit courses and their learning outcomes should mirror the learning outcomes of courses taught at Kaskaskia College.

KASKASKIA COLLEGE AT A GLANCE

MISSION STATEMENT

Kaskaskia College is committed to life-long student learning and to providing quality comprehensive education.

VISION STATEMENT

Kaskaskia College aspires to be recognized as a community-integrated leader dedicated to providing the highest levels of academic programming and workforce development, and known as an institution with students, faculty, and staff who value and treat all individuals equitably, and foster a sense of belonging for all partners.

CORE VALUES

Learning - Providing quality, student-focused instructional programming in a supportive environment as part of the lifelong learning process.

Respect - Having genuine regard for others and showing consideration for the diversity of others to foster an environment of teamwork and excellence.

Excellence - Maintaining high standards in all endeavors with a commitment to continuous improvement and innovation.

Access - Providing programs and services that are affordable, convenient, flexible in delivery modes and locations, and available to all.

Diversity - Practicing actions that are welcoming, inclusive, equitable, safe, and respectful.

Integrity - Being honest and truthful; maintaining fair and consistent communication; and being transparent and accountable to all internal and external stakeholders.

Community - Engaging, partnering, and collaborating with the community to serve the public good.

INSTITUTIONAL GOALS

Goal 1.

Align Teaching and Learning Opportunities with District Needs

We will establish Kaskaskia College as the college of first choice in our service area.

Goal 2.

Strengthen and Evolve Programs that Support Student Success

We will foster an environment where all students are valued and can access resources that support their educational goals.

Goal 3.

Cultivate a Workplace Culture of Growth and Diversity

We will promote an inclusive workplace where employees' unique talents, skills, and perspectives are valued and leveraged.

Goal 4.

Foster Purposeful Community Engagement and Service

We will engage in partnerships for learning and service throughout the region to promote the public good.

Goal 5.

Ensure Operational Effectiveness

We will be a solution-focused institution that will maintain sufficient resources, structures, and processes to fulfill its mission and respond to future challenges and opportunities.

DUAL CREDIT INTRODUCTION

Dual credit is a partnership between Kaskaskia College and the participating district high schools in Bond, Clinton, Fayette, Marion, and Washington Counties. This program provides the opportunity for high school students to get a head start on their college education prior to high school graduation. Courses are typically taught at the high school by a qualified high school instructor who meets the requirements set forth by the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC). Dual credit refers to a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school. Dual credit courses include both academic core courses as well as technical education courses.

BENEFITS TO ENROLLING IN DUAL CREDIT CLASSES

- Kaskaskia College waives all tuition and fees for dual credit courses. This tuition waiver provides an overall reduction in college expenses for the family.
- Allows for taking a course in a familiar environment while experiencing the rigor of college coursework.
- Accelerate progress toward degree completion and graduate college early.
- Reduce course load and relieve some of the pressure and stress in the first year of college.
- Having some college courses completed can give you an advantage when applying for jobs.
- Having college credit can give you an advantage when enlisting in the military.

This handbook is a guide for high school students, school district administrators and dual credit faculty as they engage in the dual credit program through Kaskaskia College. The Kaskaskia College Catalog should be consulted for questions, as well as the Kaskaskia College website. The catalog can be found at <https://www.kaskaskia.edu/academics/college-catalog/> and the college homepage is <https://www.kaskaskia.edu/>. The dual credit webpage is located at <https://www.kaskaskia.edu/academics/college-for-high-school-students/dual-credit/>.

Concurrent enrollment refers to the process by which an eligible high school student enrolls in college-level academic or technical courses while still enrolled in high school and receives college credit without receiving high school credit for these courses.

High school students residing in the KC service area may be eligible to earn dual credit toward high school graduation for successfully completing certain KC courses. Dual credit courses can be offered at the high school campus during regular high school hours, via Internet or ITV, or at any of the KC education centers. High school students may enroll in dual credit courses after the following have been completed:

1. Permission from their parent/guardian and high school counselor;
2. Submitted an official high school transcript as needed for proof of pre-requisite coursework completion;
3. Completed all KC admissions requirements and prerequisites for courses they wish to take and provide any required placement tests prior to enrollment OR submitted acceptable exemption scores on the ACT or SAT;
4. Satisfy any current financial account balances with Kaskaskia College.

The KC Dual Credit program is approved to offer fifty-percent of a certificate or degree on 17 high school campuses.

High school students taking KC courses will conduct themselves as college students as expected in a collegiate classroom environment.

How does Dual Credit work?

Students begin by consulting their high school counselor to determine if dual credit courses are available and if the student is eligible for enrollment. Students must demonstrate college readiness through standardized test results and achieve the appropriate scores for dual credit admission in specific courses (i.e., Math, English, Etc.). Students must meet all KC admission requirements and the prerequisites for each course.

What Subjects Are Available?

Only courses contained within the KC general education curriculum, career technical education courses, and foreign language courses may be used for dual credit. Courses approved for dual credit for high school students must be applicable to a KC certificate or degree.

Dual Credit Liaisons

Dual credit liaisons are school district counselors that serve as the contact person for dual credit program at the high school campus. This individual might be responsible for handling course scheduling, computer lab scheduling for online courses, troubleshooting, communication with staff, faculty, administrators, students and parents, scheduling placement exams, or working together with KC staff to deliver dual credit.

KC Partner School Districts

Kaskaskia College partner district schools include: Bond County High School, Carlyle High School, Central Community High School, Centralia High School, Christ Our Rock Lutheran High School, Mater Dei High School, Mulberry Grove High School, Nashville High School, Odin High School, Okaw Area Vocational Center, Okawville High School, Patoka High School, Salem High School, Sandoval High School, South Central High School, Vandalia High School, Wesclin High School.

DUAL CREDIT DELIVERY SYSTEMS

College Campus- A high school student may earn both high school and college credit for a course taught on the college campus. The high school student will attend class with college students. High school counselors work with KC dual credit staff to enroll students in class times that fit within the school day or KC provides college courses at night through the other various options such as Jump Start or the KC Now Program.

High School Campus- A high school student earns both high school and college credit for a course taught in the high school facility, with a ICCB and HLC qualified high school instructor (Transfer Course: Master's Degree in content or a Master's Degree with 18 credit hours in content; CTE: 2,000 hours of work experience (not teaching experience) and appropriate recognizable credentials, depending on the specific field). The instructor must meet all qualifications for faculty teaching each respective course on the college campus and be approved by the appropriate KC department, Dean, and Vice President of Instructional Services.

Online course- An online course is completed entirely via the internet. Dual credit students may earn both high school and college credit.

- A high school student may enroll in an online course integrated with college students and participate independently at home.
- A high school student may enroll in an online course composed of only high school students that is designated for dual credit.
- The high school may arrange for a group of students to meet in a computer lab and participate in an online course within a high school, with a liaison present.
- Students are encouraged to participate in an online orientation to access the Canvas Learning Management System.

Interactive Video Course- Students will participate in a class taught in an interactive classroom at the high school campus. The instructor will be a KC faculty member who is teaching from a KC site or a dual credit high school instructor teaching from another high school.

Registration Procedures

Admissions Process

- College representatives will come to your school in August and January to register you for classes.
- High school classes that meet for the first semester only and full year will register in August. Classes that meet second semester only will register in January.

Benefits of Dual Credit

- Courses are free and provide an overall reduction in college expenses for the family.
- Taking a course in a familiar environment while experiencing the rigor of college coursework.
- Accelerate progress toward degree completion and graduate college early.
- Reduce course load and relieve some of the pressure and stress in the first year of college.
- Having some college courses completed can give you an advantage when applying for jobs.
- Having college credit can give you an advantage when enlisting in the military.

Eligibility

Some courses require prerequisites that must be met prior to the student enrolling in the course. Your high school counselor will be able to provide detailed information regarding classes at your school where prerequisites may apply.

Withdrawing/dropping courses

Students have the privilege of dropping classes without the class becoming part of their permanent academic record. Students can drop through their high school before September 10 of the fall term or February 10 of the spring term.

Students withdrawing after the drop deadlines of the term will have a “W” recorded on their transcripts. A “W” does not have an impact on overall GPA (grade point average) but can have an impact on financial aid eligibility in the long term if a student accumulates many withdrawals over time. Students have until December 10 in the fall term and May 10 in the spring term to withdraw. After this date, the student will receive the grade they earn in the class.

Each student is responsible for initiating the drop or withdrawal request by speaking with his or her classroom instructor or high school guidance counselor. A student having enrolled in a class remains enrolled in the class until the student initiates a drop or withdrawal.

Final Exams

Students enrolled in dual credit courses are required to complete final exams and are not exempt based on high school guidelines.

FERPA

The Family Educational Rights and Privacy Act of 1974, also known as FERPA, is a federal law that protects the privacy of student education records. The law applies to all schools receiving funds under the United States Department of Education. The College retains the right to exercise discretion in determining the release of directory information. Under FERPA a student's right to review his or her records supersedes the right of the parent when the student becomes 18 or is enrolled in a post-secondary course.

Transferability

- College credits transfer to most state (Institutions that participate in the Illinois Articulation Initiative) and out-of-state colleges and universities; however, it is strongly recommended that students work with each specific school they are interested in attending upon graduation.
- To transfer credits to another college/university, students should request an official copy of their KC transcript to be sent upon completion of their senior year. Request can be made online through myKC or on the website at www.kaskaskia.edu.

Academic Information and Regulations

1. Grading Requirements for Nursing Program. A grade of "C" or better must be earned in a practical nursing course for a student to complete the course successfully.
2. Students must also earn a grade of "C" or better in English 101 to enter English 102 and most dual credit mathematics courses require a prerequisite course with a "C" or better.
3. Course Repeats. A student may repeat a course only one time in an attempt to improve a "D," or "F" grade for a given course. The student has the option of petitioning the Dean of Enrollment for permission to repeat the course an additional time.

In instances where a student repeats a given course, the higher grade received by the student will count in the computation of the student's overall grade-point average. In cases where a "W," or "I" is received as a result of a student repeating a course, the previous grade in that course will not be marked out and will continue to be used in the overall grade-point average.

[https://mykc.kaskaskia.edu/DocumentCenter/Faculty/Gradebook Directions.pdf](https://mykc.kaskaskia.edu/DocumentCenter/Faculty/Gradebook%20Directions.pdf)

Appeal of Course Grade

KC is committed to ensuring student grade appeals are handled fairly, effectively and in a timely manner. Therefore, grade appeals shall be handled in accordance with establish policy and procedures.

Students are responsible for reading the Grade Appeal policy and procedures and for complying with all procedures and established deadlines. Students may not use this appeal process for final grades assigned for academic dishonesty and academic integrity violations.

To read the procedure, see page 56 of the College Catalog or contact the Registrar at jeldred@kaskaskia.edu or 618-545-3044

Grade Appeal Procedures

The purpose of the grade appeal procedure is to allow students to appeal a final course grade under the following circumstances. An appeal will be limited to review of the process by which the grade was reached and not the judgement of the faculty member. The student has grounds for appealing a final grade if:

- A. A mathematical error in calculation of the grade or clerical error in recording of the grade remains uncorrected.
- B. A substantial departure from accepted academic norms occurred, demonstrating that the person responsible did not actually exercise professional judgement.
- C. A grade assignment was based on factors unrelated to academic performance or quality of work in the course.
- D. A grade assignment for a particular student was the result of requirements that were more demanding than those applied to other students in the same course.
- E. A grade assignment was a result of a substantial departure from the faculty member's criteria established in the course syllabus or the assignment sheet.

Before initiating a formal grade appeal, a student who believes that a semester grade was improperly assigned must contact the faculty member no later than ten (10) days from the date the final grade was due.

The student must meet with the instructor to review the criteria and calculations used to assign the final course grade. The goal of the meeting should be to reach a mutual understanding and correct any errors.

If the conference does not result in a mutually agreeable resolution, or if the faculty member is unavailable, the student must request an informal review of the grade in writing to the instructor's dean no later than ten (10) days from meeting with the faculty member or from learning of the faculty member's unavailability, if the student wishes to continue the process.

If the grading issue is still not resolved after informally meeting with the instructor or dean, then the student may request a formal review of the grade in writing no later than thirty (30) days from the date the grade is due.

The student must submit a request for a Formal Grade Appeal utilizing the Student Grade Appeal Request Form. The form must be received by the Registrar no later than thirty (30) days from the date the grade is due.

The student must indicate that he or she has attempted an informal resolution prior to proceeding to the request for Formal Grade Appeal or be directed to complete the informal resolution phase before the Student Grade Appeal Request Form will be accepted.

The student must describe specifically and completely the grounds for appealing the final grade and provide supporting documents with the Student Grade Appeal Request Form. The student must include relevant graded materials supporting the request for Formal Grade Appeal.

A determination is made by the Registrar of whether there are grounds for a final grade appeal to go forward.

Grade Appeal Committee Hearing Review is convened:

1. To provide due process for the student and faculty in consideration of the grade appeal;
2. To include a fair and unbiased fact-finding meeting;
3. To determine if the grounds for the grade appeal are supported by facts and documentation.
4. To determine if a recommendation for reevaluation of the student's grade is warranted; and
5. To submit the committee's recommendations to Vice President of Instructional Services.

A Grade Appeal Committee will be convened by the Registrar within thirty (30) days of receipt of a Student Grade Appeal Request form.

During the hearing, the student and faculty member will have the opportunity to provide documentation concerning the grade appeal.

The committee will review the evidence and documentation provided, determine if grounds for an appeal have been established and then discuss the appeal. At the conclusion of the discussion, the committee will make a recommendation to deny or uphold the grade appeal within five (5) days of the hearing.

The Vice President of Instructional Services will make the final determination on whether to accept the recommendation from the Grade Appeal Committee to either allow a grade to be reevaluated or to uphold the student's grade.

ACADEMIC INTEGRITY CODE

Code of Conduct Violations – Academic Integrity

A. Cheating

The improper use of any information or material, which shall be used to determine academic credit. Examples include but are not limited to the following:

1. Copying from another student's test or homework paper
2. Allowing another student to copy from a test or homework assignment
3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes, including those stored in electronic devices
4. Collaborating during a test with any other person by giving them or receiving information without authority
5. Having another individual write or plan a paper, including those purchased from research paper services
6. Submitting the same paper/project in more than one class

B. Plagiarism

The attempt to present the work of another, as it may relate to written or oral work, computer-based work, mode of creative expression (i.e., music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

Examples include:

1. Quoting using another person's actual words without quotation marks or documentation
2. Using another person's idea, opinion, or theory without documentation, even if it is completely paraphrased in one's own words
3. Drawing upon facts, statistics, or other illustration materials without documentation – unless the information is common knowledge

C. Misrepresentation

Any act or omission with the intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade, lying or misrepresenting facts when confronted with allegations of academic dishonesty.

D. Fabrication

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also, the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include:

1. Citing information not taken from the source indicated
2. Listing sources in a Works Cited or reference not used in the academic exercise
3. Inventing data or source information for research or other academic exercises
4. Submitting any academic exercise as one's own (e.g., written, or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources
5. Taking a test for someone else or permitting someone else to take a test for you

E. Collusion

The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been previously approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these policies and rules.

F. Academic Misconduct

The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers
2. Selling or giving away all or part of an un-administered test and/or test answers or any graded work
3. Asking or bribing any other person to obtain a test or any information about a test
4. Misrepresenting the truth, including handing in computer programs, or using computer programs generated by another as one's own work; lying to an instructor to increase a grade, and lying or misrepresenting facts when confronted with an allegation of academic dishonesty

G. Improper Electronic Device Usage

Examples of improper electronic device use include but are not limited to: 1. Unauthorized access, modification, use, creation, or destruction of calculator-stored or computer-stored data and programs 2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material.

Improper online, web, and hybrid course use include:

1. Having or providing unauthorized outside help with completing online quizzes or assignments
2. Obtaining access to confidential test materials or questions before quizzes or assignments

Resources for Dual Credit Students

The Kaskaskia College Library provides traditional library services, as well as access to online databases, eBooks, online reference assistance, and an online library catalog. Additionally, students will have access to tutoring if needed.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT FOR STUDENTS AND EMPLOYEES

Kaskaskia College is an Equal Opportunity Institution.

Kaskaskia College is an equal opportunity/affirmative action employer and administers all its educational and employment programs in conformity with state and federal laws prohibiting discrimination.

Kaskaskia College does not discriminate in admissions, educational programs, or employment against any individual on the basis of sex, race, color, religion, national or ethnic origin, age, disability, sexual orientation, gender identity, veteran status, genetic information or any other protected categories under the law (including, but not limited to the Illinois Human Rights Act, Titles IV, VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, as amended respectively).

Inquiries from students regarding non-discrimination, sexual harassment or misconduct, or affirmative action in employment, admissions and administration should be directed to Kaskaskia College's Vice President of Student Services. Inquiries from staff regarding non-discrimination, sexual harassment or misconduct, or affirmative action in employment, admissions and administration should be directed to Kaskaskia College's Director of Human Resources, who also serves as the Affirmative Action Officer and Title IX Coordinator. The Vice President of Student Services also serves as the Title IX Coordinator.

For additional information regarding Kaskaskia College's policies on harassment, discrimination, and sexual misconduct, please see: Equal Employment Opportunity/Affirmative Action Policy (2.100), Non-harassment Policy (2.101), Sexual Abuse Policy (2.101.5), Sexual Offender Registration Policy (2.06, 5.57), Sexual and Gender-based Misconduct Policy (5.08), Student Code of Conduct Policy (5.52), and Social Media Policy (4.9).

TUTORING

The Tutoring and Learning Center (TLC) provides free tutoring to all Kaskaskia College students. District High School students are eligible for KC free tutoring services in their Dual Credit courses. The TLC is located in L102 directly across from the Academic Center for Excellence (ACE) on the Main Campus. To make an appointment, call 545-3160 or stop by the ACE desk. If students cannot make it to the Main Campus, we also offer online tutoring. All students need is a computer with a camera and microphone. Otherwise, students can stop by one of the Education Centers or the Crisp Center to receive online tutoring from there.

The TLC tutors specialize in writing, English, and Math, but our tutors have been trained to help students with a variety of subjects. Students can schedule a tutoring session for either 20 minutes or 50 minutes. Tutoring hours vary based on need and availability but regularly have day and evening hours Monday through Thursday.

For more information about dual credit, please contact Kelsey Tate at 618-545-3174 or dualcredit@kaskaskia.edu