

## ● Admission Eligibility for Dual Credit

Before registering for your class, ensure you are eligible. The admission requirements are as follows:

- High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:
  - earn a cumulative GPA of at least 3.50 on a 4.0 scale; or
  - rank in upper one-third of their graduating class; or
  - earn an ACT composite score of 24 reflective of the 70% percentile
- High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:
  - earn a cumulative GPA of at least 3.25 on a 4.0 scale; or
  - rank in the upper one-half of their graduating class; or
  - earn an ACT composite score of 21 reflective of the 50% percentile

**Note:** If a student doesn't meet the general dual credit eligibility for juniors or seniors, there are alternative ways to potentially qualify for dual credit. Please contact us for details.

## ● How to Apply

Choose one of the following applications to apply for dual credit. More information and both applications may be found online at [usd.edu/admissions/dual-credit](http://usd.edu/admissions/dual-credit).

**Online Application:** Are you new to dual credit or did you take a break from dual credit courses this past semester? This is the application for you!

**Continuing Registration:** Did you complete at least one dual credit course this past semester? Then this is the application for you!

**Note:** Students are only eligible for dual credit for five semesters starting fall of the student's junior year of high school.

## ● English Placement

The English placement procedure at USD helps place you in the highest-level English course based on your English ACT subscore, SAT reading and writing scores or Smarter Balanced English score. If you do not have any valid scores in these areas, you will need to take a placement test (ACCUPLACER). If you are a first-time student and you do not have valid ACT or Smarter Balanced scores, students will be required to take the Accuplacer exam. When test scores are unavailable, the testing fee will be waived.

| If you want to take: | ACT English Subscore | Smarter Balanced | ACCUPLACER Next Generation |
|----------------------|----------------------|------------------|----------------------------|
| ENGL 101             | 18-36                | 2583+            | Writing 263+               |

## ● Math Placement

Registration into a math course will require placement via ACT/Math index, ACCUPLACER, Smarter Balanced Assessment and/or valid high school GPA. If you do not meet the score requirements listed below, you will either need to complete the ACCUPLACER or complete a remedial course prior to the coursework listed below. Remedial courses are not available to take through dual credit.

| If you want to take:                              | High School GPA (HSGPA)  | Math Index (MI)<br>MI = 250 x HS GPA + 17 x MATH ACT*    | ACCUPLACER Score<br>(only if no HS GPA)         | Smarter Balanced Score | Challenge Index (CI)<br>CI = 290 x HS GPA + AAF** +20<br>If student does not reach AAF domain, no challenge index |
|---|--|--|---|------------------------|---|
| MATH 103 or MATH 114                              | 3.03 ≤ HSGPA < 3.55  | MI 1150 or higher  | QAS 255-300 or AAF 200-249                      | 2628 or higher         | CI 1150 or higher   |
| MATH 115 or MATH 120 or MATH 121/121L or STAT 281 | HSGPA is 3.55 or higher  | MI 1300 or higher  | AAF 250-300 or Accuplacer SDCalculus 1-15       | N/A                    | CI 1300 or higher   |
| MATH 123 w/123L                                   | HSGPA is 3.55 or higher AND Accuplacer SDCalculus 16 or higher | MI 1300 or higher AND Accuplacer SDCalculus 16 or higher | AAF 250+ AND Accuplacer SDCalculus 16 or higher | N/A                    | CI 1300 or higher AND Accuplacer SDCalculus 16 or higher  |
| MATH 123  | HSGPA is 3.55 or higher AND Accuplacer SDCalculus 19 or higher | MI 1300 or higher AND Accuplacer SDCalculus 19 or higher | AAF 250+ AND Accuplacer SDCalculus 19 or higher | N/A                    | CI 1300 or higher AND Accuplacer SDCalculus 19 or higher  |

\*SAT is converted to equivalent ACT for MI calculation \*\*AAF (Advanced Alg. and Functions) Accuplacer Math score  
Students are permitted to take the Accuplacer 2 times (students pays fee for each attempt; if no valid HS GPA - no charge for first attempt)  
Accuplacer domains: QAS: Quantitative Reasoning, Algebra & Statistics; AAF: Advanced Algebra and Functions  
Test Scores and HS GPA must be no more than 5 years old to be used for placement  
ALEKS and Accuplacer access may vary by campus

## ● How to Check Grades

1. Instructors will add assignment, quiz and test scores in D2L for the students to track their progress during the semester. In D2L, select your course > Assessments > Grades. Faculty are also asked to raise alerts on students with whom they have concerns throughout the semester:

- a. Early alert after four weeks
- b. Midterm deficiency after eight weeks
- c. Alert for withdrawal after 10 weeks

If instructors flag students during these alert periods, the USD dual credit advisor will notify those students and their high school counselors.

2. To view final grades, students should log into the MyUSD portal and click the red button, REG Registration Self-Service. Next, click View Registration Information (you may be asked to log in again). Then in the upper left-hand corner, click the four-square icon > Banner > Student Links > My Academic Information > Grades - Final.

3. School counselors will receive a copy of the students' final, official grades in the mail.

## ● Add/Drop Form

The add/drop form is for dual credit students who are currently enrolled at a Regental institution. Completed forms to add, drop and/or withdraw from courses should be reviewed by Claire Rizzio, USD's dual credit advisor, who will help you submit your forms to the appropriate campus office. Contact Claire at [Claire.Rizzio@usd.edu](mailto:Claire.Rizzio@usd.edu) or at 605-658-6132. Specific deadlines for adding, dropping and/or withdrawing from courses can be found online on USD's academic calendar.

## ● Continuing Eligibility

**1. Students must meet satisfactory academic progress in all HSDC or concurrent coursework credit to maintain eligibility in the program.**

- a. A student with a cumulative grade point average of 2.0 or better is considered to be in good academic standing.
- b. If a student's cumulative grade point average for all earned credit in HSDC or concurrent credit coursework falls below 2.0, the student will be placed on suspension and unable to register for or remain enrolled in any HSDC or concurrent credit coursework for the following term (reflecting Fall and Spring semesters only).
- c. Students who fall below a 2.0 GPA who did not receive a W or F may petition for readmittance by using the HSDC Academic Suspension Waiver.

**2. Any student who fails or withdraws (to earn a W, or if a student earned an "F" grade) from any HSDC course shall be denied further enrollment unless one of the following criteria are met:**

- a. Have a minimum, cumulative GPA of 2.5 in all prior HSDC coursework. OR
- b. Petition for re-enrollment by showing "good cause" when submitting an Eligibility Exemption Form. Contact Claire Rizzio, USD's dual credit advisor, at [Claire.Rizzio@usd.edu](mailto:Claire.Rizzio@usd.edu) or at 605-658-6132 with questions and for more information.  
[This form allows students to show good cause when one experienced extenuating circumstances beyond their control that contributed to their GPA. These circumstances may include, but are not limited to: illness, injury, an illness or death in the family, or unusual academic circumstances. The HSDC Academic Suspension Waiver Form can be downloaded from [usd.edu/dual-credit](http://usd.edu/dual-credit) and also gives students the option to pay the full rate of \$145 to continue taking BOR HSDC courses during the one-semester suspension.]

Visit [link.usd.edu/dual-credit-guidelines](http://link.usd.edu/dual-credit-guidelines) for more detailed information. All of the provided information is subject to change to be in accordance with the SDBOR policies for dual credit.

USD is proud to offer the South Dakota Dual Credit Scholarship to South Dakota students who successfully completed HSDC courses with USD. This scholarship is awarded not just for one year, but for up to four years as a Coyote.

Learn more at [usd.edu/dualcreditscholarship](http://usd.edu/dualcreditscholarship).

605-658-6200 | [dualcredit@usd.edu](mailto:dualcredit@usd.edu) | [usd.edu/dual-credit](http://usd.edu/dual-credit)