DUAL CREDIT IS FOR YOU

HIGH SCHOOL DUAL CREDIT HANDBOOK

UNIVERSITY OF SOUTH DAKOTA

usd.edu/dual-credit | 605-658-6200
WHAT IS DUAL CREDIT?

Dual credit is an opportunity for high school students to enroll in college courses and earn credits toward their high school diploma while starting on a college degree.

Through a program approved by the South Dakota Legislature, dual credit coursework is available to high school students in grades 11-12 at the rate of $48.33* per credit hour. That compares to about $200 per credit at the state’s four technical institutes and $300 per credit at the state’s public universities. Students are responsible for the $48.33* per credit hour cost and any required textbooks or related course materials.

Students are able to choose general education courses from a variety of disciplines available in on-campus or online formats.

Source: sdmylife.com/prepping-for-college/dual-credit

*Tuition rates are subject to change. The Board of Regents generally make tuition determinations at its April meeting.

WHY DUAL CREDIT?

Students who participate in the dual credit program can begin college with a portion of general education requirements already complete. They can more easily add a second major, add minors, consider study abroad programs, participate in undergraduate research, take advantage of internship opportunities and have extra time to serve in student organizations and leadership roles on campus. Plus, students who successfully completed dual credit courses with USD are eligible to receive USD’s South Dakota Dual Credit Scholarship.

BENEFITS OF DUAL CREDIT:

- **SAVE** money on college tuition at $48.33/credit hour.
- **ACCELERATE** time to degree completion by getting a jump start on their college education.
- **EXPOSURE** to various career tracks.
- **BUILD** confidence by easing the transition to college.
- **EXPERIENCE** greater flexibility in scheduling and time to accomplish higher education goals.
- **POSITION** students for college scholarship opportunities.

HOME SCHOOL STUDENTS

Students receiving education opportunities through alternative education are eligible to participate if the sponsoring parent has signed an MOU (memorandum of understanding) with SDDOE. Students can qualify for the program by meeting any of the criteria in the Admissions Eligibility section, excluding class rank. See usd.edu/dual-credit for more details.

ADMISSIONS ELIGIBILITY FOR DUAL CREDIT

Before completing the application, ensure you are eligible for dual credit coursework. The admission requirements are as follows:

1. 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 graduating class; or
   - Earn an ACT composite score of 24 reflective of the 70th percentile (or equivalent SAT score of 1180)

2. 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 graduating class; or
   - Earn an ACT composite score of 21 reflective of the 50th percentile (or equivalent SAT score of 1080)

3. High School junior/senior eligible to enroll in a high school in South Dakota who meets all of the following Undergraduate admissions requirements:
   - ACT composite score of 21 (or equivalent SAT score of 1170), and
   - Successful completion of coursework Requirements:
     - Four Years of English
     - Three years of advanced mathematics
     - Three years of laboratory science
     - Three years of social studies
     - One year of fine arts

4. High School junior or senior eligible to enroll in a high school in South Dakota who meet the benchmark scores on one of the assessments listed below:
   - Smarter Balanced - Score Level 3 on the English Language Arts & Mathematics 11th Grade Assessments
   - PreACT Exam Score of 24
   - ACUPLACER (QAS - Score of 255 AND Writing Score of 263)

5. Home School students can qualify for dual credit by meeting any of the criteria listed above, excluding class rank.

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.

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WHAT CLASSES ARE AVAILABLE?

Students are able to choose from a wide array of online and on-campus general education courses in Vermillion or Sioux Falls. These courses can be applied toward an undergraduate degree at any of the six South Dakota Board of Regents institutions, all of which require a common general education curriculum. Though the curriculum is common across the state, some major, minor, and pre-professional programs require specific general education courses. (See the pathways section for more information). Students who plan to participate in a university Honors Program may also have specific general education requirements. When selecting dual credit courses, it is always best to consult with your high school counselor, USD Admission Counselor, and/or the USD Dual Credit Advisor.

COURSE SPECIFIC REQUIREMENTS

In addition to the basic admission requirements, students taking an introductory math or English course must also have successfully completed a placement exam, such as the ACT or ACCUPLACER exam. Students are required to have a minimum of 18 on ACT English to place into English 101. See the math placement chart on page 5 for placement into college algebra and other math courses.

If a student has not taken the ACT or does not have an ACT score meeting their course's requirements, they do have the option of placing into the course by taking the ACCUPLACER exam. The ACCUPLACER exam is an $20 placement exam that can be taken at the University of South Dakota or at the student's home school with an approved proctor. For questions regarding the ACCUPLACER exam, or to schedule an exam, please contact usdtest@usd.edu

Enrollment in certain courses are subject to students meeting course prerequisites. Course prerequisites can be found at the following URL under the specific course: usd.edu/dual-credit

PREREQUISITE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 106L: Chemistry Survey &amp; Lab</td>
<td>CHEM 106L</td>
</tr>
<tr>
<td>CHEM 107L: Organic &amp; Biochemistry Survey &amp; Lab</td>
<td>CHEM 106L</td>
</tr>
<tr>
<td>ENGL 201: Composition II</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>ENGL 205: Business Writing</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>ENGL 210: Intro to Literature</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>ENGL 283: Creative Writing</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>MATH 115: Precalculus</td>
<td>Placement or MATH 114</td>
</tr>
<tr>
<td>MATH 121: Survey of Calculus</td>
<td>Placement or MATH 114/115</td>
</tr>
<tr>
<td>MATH 123: Calculus I</td>
<td>Placement or MATH 115</td>
</tr>
<tr>
<td>MATH 125: Calculus II</td>
<td>MATH 123</td>
</tr>
<tr>
<td>SPAN 102: Introductory Spanish II</td>
<td>SPAN 101</td>
</tr>
<tr>
<td>STAT 281: Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>PHGY 200L: Human Anatomy/Physiology I &amp; Lab</td>
<td>C or better in CHEM 106</td>
</tr>
<tr>
<td>PHGY 200L: Human Anatomy/Physiology I &amp; Lab</td>
<td>C or better in PHGY 220</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>If you want to take</th>
<th>ACT English Subscore</th>
<th>SAT EWR Score</th>
<th>Smarter Balanced</th>
<th>ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>18-36</td>
<td>490+</td>
<td>2583+</td>
<td>Writing 263+</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>If you want to take</th>
<th>High School GPA (HSGPA)</th>
<th>Math Index (MI)</th>
<th>ACCUPLACER Score (only if no HS GPA)</th>
<th>Smarter Balanced Score</th>
<th>Challenge Index (CI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 103 or MATH 114</td>
<td>3.05 c HSGPA &lt; 3.5</td>
<td>NI 1150 or higher</td>
<td>QAS 250-400 or AAF 200-249</td>
<td>262 or higher</td>
<td>CI 1150 or higher</td>
</tr>
<tr>
<td>MATH 115 or MATH 120 or MATH 123/123L or STAT 281</td>
<td>HSGPA is 3.35 or higher</td>
<td>NI 1100 or higher</td>
<td>AAF 200-249 or ACCUPLACER SD Calculus 1-15</td>
<td>N/A</td>
<td>CI 1100 or higher</td>
</tr>
<tr>
<td>MATH 123 w/123L</td>
<td>HSGPA is 3.35 or higher AND ACCUPLACER SD Calculus 16 or higher</td>
<td>NI 1100 or higher AND ACCUPLACER SD Calculus 16 or higher</td>
<td>AAF 200-249 AND ACCUPLACER SD Calculus 16 or higher</td>
<td>N/A</td>
<td>CI 1100 or higher AND ACCUPLACER SD Calculus 16 or higher</td>
</tr>
</tbody>
</table>

*ACT is converted to equivalent ACT for MI calculation. **AAF (Advanced Alg. and Functions) ACCUPLACER Math score

Dual credit students are permitted to take the ACCUPLACER once per term.

The use of the ACCUPLACER exam is subject to the following:

- Students are permitted to take the ACCUPLACER once per term.
- Some testing options may require additional service fees.
- 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 scores may vary by campus.
 Based on the student’s desired area of study, USD has identified several career pathways to guide students in selecting the appropriate dual credit coursework. Each pathway identifies career examples and the suggested general education courses to fit the career pathway. Students are also encouraged to utilize SDmyLife resources, ASVAB and ACT results to better determine interest and aptitude.

**CAREER PATHWAYS**

- Government, Law, Public Administration & Social Services
- Education
- Media & Communication
- Business & Entrepreneurship
- Health & Wellness
- Fine Arts & Art Education
- STEM (Science, Technology, Engineering & Mathematics)
- Degree Exploration

Visit our online tuition and costs page to learn how to pay for a degree in four years at usd.edu/home/admissions-and-aid/tuition-and-costs.

**GOVERNMENT, LAW, PUBLIC ADMINISTRATION & SOCIAL SERVICES**


**Jobs:** anthropologist, archaeologist, researcher, education program specialist, ethnographer, grant writer, disaster specialist, global impact advisor, law enforcement officer, fundraising specialist, campaign director, psychologist, counselor, genealogist, historian, professor, journalist, nonprofit administrator, social worker, project manager, research analyst, technical writer, lawyer, legislator, judge, CEO, volunteer coordinator, economic development officer, diversity specialist, victim advocate, museum curator, human resources specialist, consultant, forensic scientist, addiction counselor

**Recommended General Education Coursework:**

**Written Communication**
ENGL 101: Composition I
ENGL 201: Composition II

**Oral Communication**
CMST 101: Foundations of Communication
MATH 100: Quantitative Literacy* or
MATH 104: Finite Mathematics*

**Natural Sciences**
BIOL/CHEM/ESCI/PHYS 104/104L: Introduction to Natural Sciences

**Humanities**
FIN 411: Cultural Anthropology
PSYCH 101: General Psychology
SOC 100: Introduction to Social Sciences

**Oral Communication**
CMST 101: Foundations of Communication
MATH 100: Quantitative Literacy* or
MATH 104: Finite Mathematics*

**Fine Arts**
AHUM 210: Cultural Anthropology

**Humanities**
Student Choice

**Recommended General Education Coursework:**

**Written Communication**
ENGL 101: Composition I
ENGL 201: Composition II

**Oral Communication**
CMST 101: Foundations of Communication

**Natural Sciences**
BIOL/CHEM/ESCI/PHYS 104/104L: Introduction to Natural Sciences

**Humanities**
Student Choice

*Registration into English and/or Math courses will require placement via ACT/Math Index, ACCUPLACER and/or Smarter Balanced Assessment.

**EDUCATION**

**Majors:** Elementary Education*, Elementary Education & Early Childhood*, Elementary Education & Special Education, Secondary Education with preferred content area, Psychology, Communication Science & Disorders

**Jobs:** high school teacher, elementary teacher, ESL teacher, special education teacher or administrator, family services professional, reading specialist, school counselor, school librarian, resource and referral specialist, school psychologist, curriculum designer or administrator, school administrator, parent educator, preschool teacher, early childhood specialist, speech/language therapist, audiology therapist, developmental psychologist

**Recommended General Education Coursework:**

**Written Communication**
ENGL 210: Introduction to Literature
ENGL 201: Composition II

**Oral Communication**
CMST 101: Foundations of Communication

**Social Sciences**
PSYC 101: General Psychology

**Fine Arts**
Student Choice

**Humanities**
Student Choice

**Mathematics**
Student Choice (only if NOT teaching in the math or natural science area)

**Natural Sciences**
BDL/CHEMS/EPSY/PHYS 104/104L: Foundations course for Educator* or
Student Choice (only if NOT teaching in the math or natural science area)

**MEDIA & COMMUNICATIONS**

**Majors:** Art, Communication Studies, Sport Marketing & Media, Media & Journalism, Marketing*

**Jobs:** graphic designer, digital designer, web designer, print production manager, professor, journalist, medical/technical illustrator, communications officer, event planner, fund-raising specialist, insurance underwriter, non-profit marketing coordinator, public relations specialist, real estate agent, retail manager, speech writer, travel agent, journalist, news writer, blogger, media relations specialist, athletic director

**Recommended General Education Coursework:**

**Written Communication**
ENGL 101: Composition I
ENGL 201: Composition II

**Oral Communication**
CMST 101: Foundations of Communication

**Social Sciences**
PSYC 101: General Psychology

**Fine Arts**
Student Choice

**Humanities**
Student Choice

**Mathematics**
Student Choice

**Recommended General Education Coursework:**

**Written Communication**
ENGL 101: Composition I
ENGL 201: Composition II

**Oral Communication**
CMST 101: Foundations of Communication

**Social Sciences**
PSYC 101: General Psychology

**Fine Arts**
Student Choice

**Humanities**
Student Choice

**Mathematics**
MATH 114: College Algebra

**Natural Sciences**
Student Choice

*Registration into English and/or Math courses will require placement via ACT/Math Index, ACCUPLACER and/or Smarter Balanced Assessment.

**BUSINESS & ENTREPRENEURSHIP**

**Majors:** Business Administration, Accounting, Economics, Finance, Management, International Studies, Marketing, Health Services Administration, Human Resource Management, Business Analytics, Supply Chain Management

**Jobs:** accountant, auditor, mergers & acquisitions analyst, forensic accountant, investment broker, real estate agent, city planner, data analyst, financial advisor, hedge fund administrator, insurance underwriter, market researcher, mortgage underwriter, supply chain analyst, title examiner, sales manager, public relations manager, social media coordinator, human resource specialist, actuary, health care administrator

**Recommended General Education Coursework:**

**Written Communication**
ENGL 101: Composition I
ENGL 201: Composition II

**Oral Communication**
CMST 101: Foundations of Communication

**Social Sciences**
PSYC 101: General Psychology

**Fine Arts**
Student Choice

**Humanities**
Student Choice

**Mathematics**
MATH 114: College Algebra

**Natural Sciences**
MATH 123 Calculus I

*Registration into English and/or Math courses will require placement via ACT/Math Index, ACCUPLACER and/or Smarter Balanced Assessment.
**HEALTH & WELLNESS**

**Majors:** Kinesiology & Sport Management; Social Work; Nursing; Health Sciences; Health Services Administration; Psychology; Addiction Studies; Communication Sciences & Disorders; Dental Hygiene

**Jobs:** sport psychologist, exercise specialist, dietitian, healthcare administrator, speech/language pathologist, nurse, social worker, dental hygienist, athletic trainer, coach, occupational therapist, nurse practitioner, health psychologist, audiologist, nursing home administrator, health care administrator, health care consultant, addiction counselor, athletic director

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**FINE ARTS & ARTS EDUCATION**

**Recommended General Education Coursework:**

**written Communication**
- ENGL 101: Composition I
- ENGL 201: Composition II or ENGL 205: Business Writing
- CMST 101: Foundations of Communication

**oral Communication**
- PSYC 101: General Psychology
- SOC 100: Introduction to Sociology

**social Sciences**
- MATH 103: Quantitative Literacy
- MATH 104: Finite Mathematics
- MATH 116: College Algebra

**fine Arts**
- MATH 104: Finite Mathematics
- MATH 116: College Algebra *Students planning to pursue programs such as medical school, physician’s assistant, physical therapy, nursing, optometry, veterinary medicine, or dentistry should take the natural sciences on campus.

**humanities**
- ENGL 201: Composition II or ENGL 205: Business Writing
- CMST 101: Foundations of Communication
- MATH 114: College Algebra

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**Health Services Administration**

**Student Choice**
- MATH 114: College Algebra
- MATH 121: Survey of Calculus
- MATH 123: Calculus I

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**Health Services Administration**

**Student Choice**
- MATH 114: College Algebra
- MATH 121: Survey of Calculus
- MATH 123: Calculus I

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**Majors:** Art; Art History; Art Education; Music Education; Musical Arts; Music Performance; Theatre

**Jobs:** illustrator, artist, art therapist, screen printing director, animator, studio artist, art teacher; textile designer, art director/creative director, museum curator, jewellery designer, painter, photographer, theatre director, actor, film maker, community arts program manager

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**STEM (SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS)**

**Majors:** Chemistry, Biology, Earth Sciences, Mathematics, Physics, Computer Science, Sustainability, Medical Laboratory Science, Medical Biology, Psychology

**Science Jobs:** chemist, agronomist, forester, geneticist, teacher, college professor, grant writer, ecologist, biotechnical researcher, biotechnical analyst, forensic scientist, geologist, food scientist, patent attorney, climate specialist, land use planner, natural resource specialist, environmental policy analyst, geophysicist, cytogenetist, molecular biologist, astronaut, astrophysicist, pathologist, quality assurance specialist, safety officer

**Medical Practice:** physician, physician assistant, chiropractor, physical therapist, dentist, optometrist, pharmacist, veterinarian

**Technology Jobs:** computer programmer, application developer, JAVA developer; network security specialist, network systems administrator, information technologist, video game developer

**Engineering Jobs:** CAD/DAC designer, usability specialist, civil engineer

**Mathematics Jobs:** operations analyst, actuary, intelligence analyst

**Recommended General Education Coursework:**

**written Communication**
- ENGL 101: Composition I

**oral Communication**
- CMST 101: Foundations of Communication

**Mathematics**
- MATH 114: College Algebra
- MATH 115: Precalculus
- MATH 123: Calculus I

**Natural Sciences**
- STAT 281: Introduction to Statistics
- BIOL 151/L and 153/L
- CHEM 112/L and 114/L or CHEM 116/L

**Psychology**
- PSYC 101: General Psychology

**Social Sciences**
- PSYC 101: General Psychology

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**FREQUENTLY ASKED QUESTIONS**

**How do I apply?**

1. **Online Application:** You can start the application process online. Visit the University of South Dakota Office of Admissions website to find the application for dual credit.

**What are the benefits of dual credit?**

You can earn college credits while still in high school, saving you time and money. Dual credit courses are often equivalent to college courses, allowing you to start college with advanced standing.

**Who is eligible for dual credit?**

Any high school student who has completed a course in **English or Mathematics** and meets the **ACCUPLACER** placement criteria is eligible to enroll in dual credit courses. Eligibility is based on your **ACCUPLACER** scores, which determine your placement level in college courses.

**What if I need to take a placement exam?**

If you do not meet the eligibility requirements based on your ACCUPLACER scores, you may need to take the ACCUPLACER exam to determine your placement level in college courses. The exam assesses your skills in English and Math, and your scores will be used to determine your eligibility for dual credit.

**How do I register for dual credit?**

You can register for dual credit courses through the University of South Dakota Office of Admissions. Follow the instructions provided on their website to register and pay for your courses.

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**HOW TO APPLY**

Choose one of the following applications to apply for dual credit:

1. **Online Application:** Visit the University of South Dakota Office of Admissions website to find the application for dual credit. More information and both applications may be found online at usd.edu/dual-credit.

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

A registration confirmation email will be sent for each course you register for. Once the confirmation email is received, you can start on the steps outlined below.

1. **SET UP YOUR USD EMAIL ACCOUNT & DUO**
   1. Go to apps.usd.edu/accounts/pickup and follow the steps. In step 1 be sure to choose USD Student. All official USD communication will be sent to your USD email account and/or in the myUSD.Portal.
   2. You can use your USD email username and password to log into myUSDPortal: my.usd.edu. The portal is a centralized communication portal for USD news, information, announcements, etc.
   3. After completing the above steps correctly, you should have immediate access to USD email.
   4. Install Duo Multi-Factor Authentication to add another layer of protection to your account. This is required by USD. Go to usd.edu/duo to get started.

**QUESTIONS?**

With questions regarding logging in, call the USD Service Desk at 605-658-6000 or email ServiceDesk@usd.edu.

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**EASY AS 1 - 2 - 3**

2. **LOG INTO YOUR ONLINE COURSE THROUGH THE DESIRE2LEARN (D2L) ENVIRONMENT**

   **Please note, it may take 2-3 days before you can log into the D2L website while our systems update your new student information. You will gain access to your online course(s) on the first day of class. You may be able to access your course(s) prior to the official start date in order to familiarize yourself with the layout.**

   1. Login to the myUSD Portal my.usd.edu using your USD username and password from step 1.
   2. Click on the Home tab and under the “Quick-Links” section click on the Desire2Learn link. Enter your email and password.
   3. Once you’ve logged into D2L, use the “My Home” to navigate through each of the courses. To access a course, just click on its name.

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3. **ORDER TEXTBOOKS AND MATERIALS FOR YOUR CLASSES**

In the myUSD Portal, on the Campus tab, scroll down to Student Life & Activities and click on the Bookstore link.

The quickest and easiest way to order books is through the usd.edu/textbooks book order site. By using this link, the required textbooks for all of your registered courses will automatically be displayed, thus eliminating the need to search for them. Under the “student links and activities” section, click the bookstore link.

Be prepared to include your name, mailing address (no PO box), daytime phone, credit card number and expiration date, as well as your course name, number and section (i.e., Principles of Earth Science (ESCI 101), Sec. U820). All mail-in orders are shipped UPS three-day select. Standard shipping and handling fees will be applied to orders.
HOW TO PAY YOUR BILL

Students will be responsible for the tuition costs of $48.33 per credit hour and the cost of course textbooks.

PAYING FOR DUAL CREDIT COURSES

1. Billing Invoices – SDePay Electronic Bill and Payment System is the official means of delivering tuition bills to all students at the University of South Dakota and the South Dakota Public University System. All enrolled students will have an eBill posted to their SDePay account. Paper bills are not mailed.

   Students will receive a notice in their university-assigned email account when their eBill is ready to be viewed on SDePay. The eBill details the amount due (tuition, fees and other miscellaneous charges) as well as electronically applied financial aid payments and personal payments.

2. How to pay your Bill – Go to usd.edu/home/admissions-aid/tuition-and-costs/billing-and-payment and follow the steps to pay your bill. eCheck payment is from a checking or savings account of a U.S. Bank and is a free service. Credit or debit cards (American Express, MasterCard, Visa and Discover cards are accepted) may be used and are subject to a 2.75 percent service fee payable to the host provider of SDePay. If you are paying by personal check or money order, please write the student ID on the memo line and mail (along with a copy of the eBill) payment to:

   University of South Dakota – Business Office
   414 East Clark Street, Vermillion, SD 57069

3. Billing Questions – Contact the Business Office at 605-658-3650 or email businessoffice@usd.edu

ADVISING

Dual credit courses contain college-level coursework and the courses are rigorous and will require extra time and dedication to study. Successful candidates should make above average grades, be highly motivated and possess good study habits. As evidence of our dedication to student success, USD employs a dedicated Dual Credit Advisor, who can be reached by email advising@usd.edu or dualcredit@usd.edu or by phone at 605-658-3600.

TRACKING STUDENT PROGRESS

It is the goal of the University of South Dakota to continually increase student success. In order to assist all students in achieving this goal, the Board of Regents has implemented a new early alert and feedback system called Coyote Connections. In instances where a student is not progressing successfully in a course, the instructor will raise a flag alerting the student and the dual credit advisor. The dual credit advisor will notify the contact person at the high school to inform them of the issue. It is then the responsibility of the contact person to work with the student to progress or withdraw from the course.

WITHDRAWAL POLICY

The South Dakota Board of Regents policy allows students a maximum of six withdrawals (W) grades over their undergraduate academic career. Students should be aware that withdrawals may have a negative long-term impact on future dual credit enrollment and their college careers. If a student withdraws from additional courses, over the allowed six, a failing grade will be assigned. Exclusions to the policy include drops prior to Fall 2015, withdrawals or dropping all courses from the university, transfer course or concurrent lab course.

There is a withdrawal deadline each semester. Go to usd.edu/Academics/Academic-Calendars to view USD’s academic calendars.

DROPPING A COURSE OR COURSES

Students who wish to drop any or all of their dual credit courses must have their drop form submitted by the dual credit point of contact at the high school directly to dualcredit@usd.edu. Students should use the drop form provided by the South Dakota Board of Regents. To acquire the drop form, visit usd.edu/dual-credit or contact dualcredit@usd.edu. Please note the drop periods can be found online at usd.edu/Academics/Academic-Calendars.

Any student who earns a W or F in a HSDC course will not be allowed to progress in concurrent enrollment. 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.

GOOD ACADEMIC STANDING

If a student’s BOR cumulative GPA falls below a 2.0 in any given term, the student will be placed on suspension from HSDC for the following Fall/Spring term. 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.

Any student who earns a W or F in a HSDC course will be denied further HSDC enrollment unless they have a 2.5 BOR cumulative GPA or show good cause when petitioning with the Eligibility Exemption Form. For more information, please contact USD’s Dual Credit Advisor at dualcredit@usd.edu.

GRADE REPORTING

The contact person at each high school will receive a grade report for each of their students upon completion of the semester. Grades will be mailed directly to the contact person unless requested otherwise. If a contact person wishes to receive a grade update at any other time, they will need to obtain it through the student via D2L.
ACADEMIC INTEGRITY PHILOSOPHY

As students, faculty and staff of the University of South Dakota, we strive to maintain integrity in word, work and conduct. We agree to represent all work honestly, to abide by the professional standards of each discipline, and to foster an academic environment that embraces diversity and inclusion. (Approved by USD Faculty Senate, December 2013)

DEFICIENCY GRADES

If a student receives a D or F grade at the midterm period, it indicates that the instructor is concerned about the student’s progress in the course – generally that they are earning below a C in the course. In such cases, students should contact their instructor and discuss ways to improve in the course and consult the Academic and Career Planning Center regarding study skills tips.

EARLY ALERT WARNING

The early alert warning is a simple alert sent to students who are at risk of not meeting the minimum academic grade requirements for one or more classes. This warning typically occurs around five weeks after the beginning of the semester.

ACADEMIC DISHONESTY

No credit can be given for a dishonest assignment. At the discretion of the instructor, a student found to have engaged in any form of academic dishonesty may be:

- Given a zero on the assignment
- Allowed to rewrite and resubmit assignment for credit
- Assigned a reduced grade for the course
- Dropped from the course
- Failed in the course

This action is subject to the Academic Appeals process outlined in South Dakota Board of Regents Policy 3:9. Please see the Grievance Process for details—refer to Board of Regents Policy 3:4 sdbor.edu/policy/documents/3-4.pdf.

INSTRUCTOR INITIATED DROP

The instructor of a course may drop a student for non-attendance or non-participation, provided that the student is in violation of the official attendance or participation policy for the course. Instructor-initiated drops are at the instructor’s discretion.

FREEDOM OF LEARNING STATEMENT

Under Board of Regents and university policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to learn the content of any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the department of the course in question to initiate a review of the evaluation.

GRIEVANCE PROCESSES

For information on the academic grievance process, please refer to South Dakota Board of Regents Policy 2:9 sdbor.edu/policy/documents/2-9.pdf.

This policy governs academic disputes involving students. Such disputes most commonly arise as a result of student dissatisfaction with assigned grades, but students may also invoke the standards and procedures provided under this policy to challenge academic responses to instances involving alleged student academic misconduct or to challenge other decisions, justified on academic grounds, that affect their participation in or completion of university academic programs.

Additional information about the academic grievance process, including appeal forms, can be found on the student resources web page usd.edu/academics/usd-online.

For information on the grievance process, please refer to Board of Regents Policy 3:4 sdbor.edu/policy/documents/3-4.pdf.

DISABILITY SERVICES

Any student who feels he/she may need academic accommodations or access accommodations based on the impact of a documented disability should contact the register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact Erinetta L. Fox, director of disability services (Room 119 Service Center) at 605-677-6389 or disabilitiesvis@usd.edu, or visit usd.edu/disability-services

OPPORTUNITY FOR ALL

The University of South Dakota is committed to creating and supporting opportunities for all students. At USD we strive to address the unique needs of every student while creating a welcoming community for everyone.

“...The Dual Credit courses that USD offers made my life easier. They let me get a little taste of college. I recommend taking a dual credit course in high school, so you can get a heads up of what to look forward to in college and at a cheaper price!"— Alycia Howard Mitchell High School

TESTING & PROCTOR INFORMATION

Many courses require students to take assessments in the presence of a proctor, in a professional setting, not in a private home. If your course requires this, it will be clearly stated in the syllabus.

VERMILLION: University of South Dakota Campus
- To schedule a test, call (605) 658-6143
- Testing hours: usd.edu/Testing-Center

PROCTORS can be a professional testing center, librarian, full-time instructor at a university or college, superintendent, principal, vice principal, full-time high school teacher, or high school guidance counselor. For students in the armed forces, education officers or an officer of higher rank are also permissible. If a student has multiple proctors (it is encouraged to have a backup proctor approved) they must fill out one form for each proctor.

You MUST complete a proctor form if you opt not to use USD’s testing center. This needs to be done once per semester. The form can be obtained at the testing center website: usd.edu/academic-support. Please return the form to the USD Testing Center, per the instructions at the top of the form.

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University of South Dakota Office of Admissions

How to Apply: usd.edu/dual-credit
RESOURCES

LIBRARY SERVICES
General library resources can be accessed via the University Libraries’ website: usd.edu/academics/libraries.

University Libraries also provides direct support to instructors and students involved in USD off-campus courses, through Distance Education Services. This includes assistance with areas of library instruction, reference, and document delivery. Reference service can be provided by phone, fax, email or U.S. mail. Material can be requested using the library request for materials form or the Distance Education interlibrary loan web page: usd.edu/academics/libraries. Students can also access library information via the myUSD Portal, on the academics tab.

ONLINE WRITING CENTER
The USD Writing Center provides free assistance for distance students. It can help with all aspects of writing, from brainstorming ideas for a paper to final stages of proofreading and editing, from academic essays and reports to non-traditional writing assignments and creative writing.

Distance students can submit assignments in the Online Writing Center Dropbox in D2L and get feedback that way, or they can make a Skype appointment and talk live with a consultant about their writing. For more information, please visit usd.edu/Student-Life/Student-Resources-and-Wellness/Academic-Support-and-Resources.

STUDY GUIDE & STRATEGIES
This site provides a wealth of information about time management, effective study habits, thinking critically, problem solving and more: studygs.net.

COUNSELING
The Student Counseling Center (SCC) is here to help you overcome challenges, attain your life goals and enhance your personal growth. Thus, on our website you will find information about our services, staff, information about campus resources, how to refer a student and crisis management. There are also links to self-help tools and general health information: usd.edu/student-life/scc.

ONLINE TUTORING
Dual credit students may access free online tutoring. For more information, please visit the USD Portal.

TECHNOLOGY REQUIREMENTS

TECHNOLOGY SUPPORT & REQUIREMENTS
To ensure the effective delivery of USD online courses, minimum hardware and software requirements have been established.

Some online degree programs have additional technology requirements. These will be listed clearly in the course syllabus.

IMPRESS

Students MUST have access to a computer that satisfies hardware and software requirements.

STUDENT TESTIMONIAL
“I had a great experience with USD’s dual credit courses! The professors were so helpful and easy to reach. I would recommend it for everybody!”

– Ella Wittmuss
Vermillion High School

GETTING HELP
If you are experiencing technical issues, such as:
- Your password is not working or you are unable to log into university resources
- Your computer is not working; it is unable to open files, etc.
- You are receiving error messages when accessing your online courses

You should contact the ITS Help Desk and Submit an Online Request: usd.edu/about/departments-offices-and-resources/information-technology-services. This form is available 24 hours a day. Additionally, you can contact the Help Desk at 877-225-0027 or locally at 605-658-6000.

A good internet connection is important to succeed in online courses: using broadband access (DSL, cable, etc.) is recommended over dial-up access. Your online experience will be more favorable and USD resources will be much more responsive.

“"
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/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!

ADDITIONAL MATERIALS
If you are new to dual credit or returning from a break in coursework, the following materials must be submitted in addition to the application:
- Signature Page
- High school transcript

Official test scores may be required for some courses.

EXPERIENCE USD CAMPUS!
SCHEDULE A VISIT TODAY.
Come see for yourself. Take a campus tour and talk with students and faculty. Really get to know us. Check us out online at usd.edu/admissions-and-aid/visit-usd.

How to register

HOW TO REGISTER

CREDIT LIMIT
Students are limited to register for 10 credit hours per semester. A petition to register for additional credits is available online at usd.edu/dual-credit. Dual Credit Forms > Dual Credit Credit Limit Waiver.

Contact dualcredit@usd.edu for more information.

IMPORTANT DEADLINES
The last day to register for dual credit courses is the first day of the semester.

The last day to drop a course with 100 percent refund or with a "W" grade can be found online at usd.edu/academics/academic-calendars.

All important dates relevant to your coursework will be included in the registration confirmation email.

APPLY TO USD
Ready to join USD? Applying is easy. This is what you’ll need:
- Completed application. You can apply online at usd.edu/admissions-and-aid/undergraduate-admissions/how-to-apply
- Official high school transcript sent from your school
- $20 application fee
- Official ACT or SAT scores*

*Test scores are not required for an admission decision when the applicant meets the GPA or class rank requirement. Visit usd.edu/apply for more information.

Once you’re accepted, we’ll contact you with information to help you prepare for your life at USD.

Muenster University Center

SCAN THE QR CODE TO ACCESS OUR DUAL CREDIT RESOURCES WEB PAGE!
USD’S SOUTH DAKOTA DUAL CREDIT SCHOLARSHIP

South Dakota students who meet the following criteria are eligible to receive USD’s dual credit scholarship:

- Earn a “C” or higher in all dual credit courses with USD.
- Enroll at USD as a first-time, full-time student.

Here’s the breakdown of the scholarship tiers:

<table>
<thead>
<tr>
<th>Number of USD Credit Hours</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>$600 total ($150 per year)</td>
</tr>
<tr>
<td>7-12</td>
<td>$1,100 total ($275 per year)</td>
</tr>
<tr>
<td>13+</td>
<td>$1,600 total ($400 per year)</td>
</tr>
</tbody>
</table>

The South Dakota Dual Credit Scholarship will be in addition to other scholarship(s) from USD, excluding premier scholarships. Plus, USD’s dual credit scholarship is awarded for up to four years as a Coyote. Note: Any HSDC course completed with a D, F or W will not be counted toward the credit total considered for the scholarship.

Learn more at usd.edu/academics/dual-credit/dual-credit-scholarship.

“Dual credit courses have helped me immensely! Through dual credits, I’ve been able to complete almost a full year of college all online, while still being a student in high school. I’ve saved a lot of money and time this way, and I definitely recommend taking online classes to any students who are still in high school!”

– Elle Hoops
Huron High School