

COLLEGE OF SAINT MARY DUAL CREDIT PROGRAM

PROGRAM OVERVIEW: “College in High School”

1. **The Dual Credit Program** involves courses that are offered at a regional high school and are taught by a high school faculty member to male and female students. Students earn high school and college credits.
2. **Early College Start** refers to female high school students who come onto the CSM campus to take college courses. Students would personally have to negotiate high school credit for these courses.

TO QUALIFY FOR DUAL CREDIT:

1. Courses must match those already offered at CSM or be acceptable as “experimental courses” as judged by the program faculty and approved by the Vice President for Academic Affairs;
2. Courses must be delivered at a collegiate level. CSM faculty must agree that the syllabi, course outcomes and assessment are comparable to similar courses offered on the CSM campus.
3. Courses must be taught by High School faculty, who will have adjunct status with CSM:
 - a. with the appropriate credentials and expertise (Master’s degree in the field, or a Master’s with at least 18 credits in the field) and
 - b. who are willing to collaborate with a CSM faculty member in the development and delivery of the course.

Note: For year-long courses, the number of credits (3/6) would depend on the equivalency with the college courses offered at CSM.

STUDENT QUALIFICATIONS:

1. Gender:
 - a. Male & female for courses taught at high schools.
 - b. Female only for courses taught exclusively or primarily on the CSM campus.
2. At least 16 years of age
3. Junior or Senior status
4. Minimum cumulative GPA of 3.0

Exceptional students not meeting the above qualifications may petition for acceptance to the CSM Associate Dean for Academic Affairs.

APPLICATION & REGISTRATION:

1. There are now two ways students may register for CSM Dual Credit courses:
 - a. Students may begin the application process online at _____. After contact information is provided, CSM will mail the registration form to the student’s home.
 - b. The Dual Credit Application and Registration Form may be provided to the high school instructor or designated representative.
2. Registration for a course will be done prior to the first day of class:
 - a. Students complete the registration form.
 - b. The Guidance Counselor or designated representative will verify eligibility of students, sign the form and return the form to the student.
 - c. A parent or guardian will sign the form.

- d. The student or parent/guardian will mail the form to the Dual Enrollment Coordinator at CSM with their payment of \$75 per credit (\$225 for a 3-credit course), in the form of check or credit card authorization.
- e. The student will receive online login information from CSM.

FINANCES:

- Application fee: none
- Tuition: \$75/credit (\$225 for a 3-credit course) due with the Dual Credit Application and Registration Form before the first day of the class meeting.
- The refund policy mirrors the college policy, which may be found at http://www.csm.edu/Future_Students/Student_Accounts/Refund_Policy/.
- There is no additional fee for students to transfer CSM credits earned. (A transcript fee is charged to send transcripts to another institution).
- The high school is responsible for providing collegiate level textbooks approved by the CSM faculty liaison.
- CSM offers a rebate to the school based on the number of students enrolled in each dual credit course. The rebate will be processed after final grades are received by CSM. The following scale will be used:
 - 5 or fewer students - \$30/student rebate
 - 6-10 students - \$40/student rebate
 - 11-15 students - \$50/student rebate
 - 16 or more - \$60/student rebate

GRADES:

1. The Dual Credit Coordinator will email the instructor a final class list.
2. The instructor will return the final class list with grades to the Dual Credit Coordinator within one week following the end of the semester.
3. The Dual Credit Coordinator will give final grades to the Registrar.
4. The CSM Registrar's office will mail grade reports to the students. The students' login information may also be used to review their grades online.

LIBRARY PRIVILEGES: High school students' login will give them access to online library resources. Additionally, students are eligible to access to all library holdings and inter-library loan. To access and check out on-campus library resources, students will be given a bar code to use with their high school ID card the first time they visit the Library.

COURSES: CSM will work with your school to provide dual credit courses in any discipline in which CSM offers courses and in which you have qualified teachers. See qualifications above. Female high school students may take courses on campus for which they meet course requirements.

FOR MORE INFORMATION OR TO DISCUSS COURSES WE CAN OFFER AT YOUR SCHOOL CONTACT:

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