



**College in High School
Dual Credit
Program**

**Handbook
2023-2024**

The College in High School Program

Seton Hill University is working together with High Schools to offer eligible students the opportunity to earn college credits while in high school through the College in High School Dual Credit (CHS) program.

Students can register from participating school districts for one or more of the approved courses through their high school and, upon successful completion of the course, receive college credit from Seton Hill University.

College in High School Dual Credit provides students with the opportunity to get a head start toward their college degree while still in high school. The program helps students make a smooth and successful transition to college by giving them a preview of college-level academic work.

The cost of CHS is just a fraction of regular college tuition.

This handbook contains information about how high schools can apply to participate in the CHS Program by:

1. Requesting that existing high school courses be approved as College in High School courses,
2. Submitting travel courses for approval.

Student Eligibility

A. Students who meet all of the following criteria are qualified to participate in the Dual Credit Program:

1. The student is a high school junior or senior.
2. The student will be on track to fulfill graduation requirements by the end of their senior year based upon credits earned and required courses completed/scheduled.
3. The student has demonstrated proficiency in reading, writing, and mathematics as determined by School/District assessment.
4. The student has demonstrated ability and readiness for college-level coursework in the intended area of study as determined by the School/District.
5. The student has the recommendation of the High School Principal or their designated High School Liaison.

B. Students who do not meet the criteria under section A may be permitted to enroll in College in High School Dual Credit courses if they meet the following alternative criteria and receive approval from both the University and the High School Principal or their designated High School Liaison.

1. The student is a sophomore with a cumulative grade point average of 3.5 or better and meets the criteria stated in part A (2-5) above.

OR

2. The student has demonstrated exceptional ability in a content area and has the recommendation of the High School Principal or their designated High School Liaison.

- C. In order to remain in the College in High School Dual Credit program, the School/District may require a student to maintain a grade point average of 3.0 and maintain a minimum grade of C (2.0) in each College in High School Dual Credit course in which they are enrolled.

Instructor Eligibility

Instructors who teach in the College in High School Dual Credit program are considered adjunct faculty members of the University, so equivalent criteria for hiring university adjunct instructors are followed.

1. The preference is that the adjunct instructors have either a Master's or Doctoral degree and teaching experience.
2. Teachers who do not have a Master's degree must have a Bachelor's degree, particular certifications, and/or expertise AND are known to be successful and highly effective. This must be stated in writing by the Principal, Assistant Principal, or Director of Curriculum and Instruction.

The Course Approval Process

A. Requests for existing High School Courses to be approved as equivalent to existing Seton Hill University Courses.

1. An initial contact is made between the high school hosting the potential College in High School Dual Credit program (CHS) and Kathryn Rother, Assistant Dean, Academic Affairs. Contact the office by email at krother@setonhill.edu.
2. The High School Administrator appoints a CHS Liaison to serve as the primary contact between the High School and the University. The liaison could be a principal, assistant principal, curriculum/instructional leader, guidance counselor, or teacher.
3. The CHS liaison can consider offering any existing course in the Seton Hill University catalog. These courses are generally at the 100-level but can be higher. Check the course description by visiting our website: www.setonhill.edu and click on the link to the Catalog or by reviewing the current College in High School Catalogue.
4. The high school sends a Course Request Form, an Instructor Request Form, a course syllabus (see template) in a Word or Google Document format, student assessment instruments (one of which must be the final exam or project), the resume or curriculum vitae of the faculty member who will be teaching the CHS course, and an Employee Information Form electronically to krother@setonhill.edu.
5. The approval process consists of reviewing faculty credentials and course content, objectives, assessments, and materials to ensure that they are equivalent to the corresponding Seton Hill course and are on a first-year college level. Occasionally syllabi are returned with suggested revisions or when additional information is needed to complete the review. Sufficient time must be allotted for the process to be completed before the intended academic year in which the high school will be offering the course (usually by July 31).
6. The instructors' credentials are reviewed for equivalency to the university criteria for hiring adjunct instructors.

7. After review and approval, the high school liaison and faculty member are notified of course acceptance or denial.

Ongoing Course Review

For approved CHS courses, the high school must submit to Seton Hill University every three (3) years or as requested:

- a. An updated instructor's resume or curriculum vitae,
- b. An updated syllabus (in the updated SHU syllabus template) that reflects new/current resource materials (textbooks, supplemental readings, online resources, etc.) and,
- c. Samples of student products and assessments.

The Registration Process

1. After the course is confirmed, the high school is sent registration materials. Registration for CHS courses is done online through the University Griffin Gate portal. Students submit the payment online by NOVEMBER 30, 2023, for Fall semester and Year-long courses and by MARCH 18, 2024, for Spring semester courses.
2. No retroactive course registrations will be permitted once a course has ended.
3. Students may enroll for a maximum of 12 post-secondary credits through College in High School Dual Credit per academic semester. (24 per academic year)

NOTE: All CHS adjunct faculty will have access to Seton Hill's grade management system and will be expected to post grades electronically no later than JANUARY 26, 2024, FOR FALL-ONLY and no later than JUNE 17, 2024, FOR SPRING-ONLY AND YEAR-LONG COURSES.

NOTE: On the rare occasion when a school/district cannot comply with the dates listed above, please contact the Office of the Associate Dean, Academic Affairs to discuss possible extensions.

Academic Policies

Grades

CHS students receive both a high school and Seton Hill grade for the course. The Seton Hill University grade is based only on performance on the approved examinations and assignments and is recorded on the official Seton Hill University transcript. **CHS instructors must establish their grading scale in keeping with the University's policy.** (It is possible that students may receive a grade for their high school report card that is different from their Seton Hill grade.) The grading procedure should be clearly explained on the course syllabus. CHS instructors must record letter grades (not percentages) electronically to the University's web portal after the last day of classes but no later than JANUARY 26, 2024, FOR FALL-ONLY and no later than JUNE 17, 2024, FOR SPRING-ONLY AND YEAR-LONG COURSES.

The following grading scale and quality points will be assigned per credit:

Grade	Scale	Quality Points	Description
A	93-100%	4.00	Indicates the student has demonstrated superior aptitude and initiative in the course and produced work of excellence and distinction characterized by practical application, originality, creativity, insight, and understanding.
A-	90-92%	3.67	
B+	87-89%	3.33	Indicates the student has demonstrated very good aptitude and given evidence of marked achievement in accuracy, practical application, originality, creativity, insight, and understanding.
B	83-86%	3.00	
B-	80-82%	2.67	
C+	77-79%	2.33	Indicates the student has demonstrated minimal aptitude and achievement toward accuracy, practical application, originality, creativity, insight, and understanding.
C	73-76%	2.00	
C-	70-72%	1.67	
D+	67-69%	1.33	Indicates work which, while unsatisfactory in some respects, is acceptable enough on an overall basis to receive University credits.
D	63-66%	1.00	
D-	60-62%	0.67	
F	0-59%	0.00	Indicates failure in the course. No credit is awarded.

Grade Changes

In circumstances where a change to a student's grade is necessary, this must be done by the faculty member in consultation with the SHU Registrar, whose approval is required. For fall semester courses, this must be done no later than February 27; for spring semester courses, by June 30; and for summer term courses, by September 30.

Academic Status

When students enroll at Seton Hill University through CHS, they are part-time, College in High School, non-degree seeking students.

Transferring Credit

CHS course credits are recorded on a standard Seton Hill University transcript, which can be sent to any college the student attends after high school. In order to apply to have this credit transferred, a student requests their Seton Hill transcript to be sent through the National Student Clearinghouse (NSC) using this website - <https://www.setonhill.edu/offices/registrar/transcript-requests/>.

Transcripts will be available to students who request them from the Registrar's Office as early as one week following course completion. There is a fee for each transcript.

Since Seton Hill does not govern the transfer credit policies of other institutions, the University cannot guarantee that CHS credit will transfer successfully. However, experience shows that almost all former CHS credits are approved as either elective credits toward graduation or advanced standing as recognition of advanced study.

Withdrawals

Withdrawal is a formal academic procedure. When a student withdraws on or before November 15 for fall-only courses or April 1 for year-long or spring-only courses, their course grade becomes a "W", which cannot affect a college grade point average. Any withdrawal after those dates will be an "F".

The following restrictions are placed on the withdrawal process:

- Tuition is not refunded if a student withdraws from a course after the end of the registration period.
- Only the CHS teacher can approve withdrawal from a course. Therefore, the CHS teacher must notify the Associate Dean, Academic Affairs by email at krother@setonhill.edu regarding any withdrawal.
- Teachers may not withdraw a student from a CHS course by putting a “W” on the final grade roster.

Repetition of Courses

A student who receives a grade of C or below may repeat a course, in which case only the higher grade shall be used in computing the grade point average. The student must complete a new registration form and pay the regular CHS tuition to register for the course. Seton Hill replaces the new grade with the previously recorded grade in calculating the student’s grade point average, but both grades will appear on the transcript. We do not govern how other colleges perceive this action.

Tuition

Tuition must be submitted with the online course registration. Tuition is announced annually by the University in January for the next academic year.

Tuition Assistance

Seton Hill offers limited tuition assistance to students with financial need. Students who qualify for financial need are those who are eligible for free & reduced lunch based on Federal Poverty Level income guidelines or have experienced an unexpected loss of income due to unreimbursed medical expenses, unreimbursed disability assistance expenses, or a death in the family.

Applications may be requested by contacting Connie Beckel, Coordinator of College in High School at beckel@setonhill.edu. Applications are considered on a first-come, first-served basis, and provide financial assistance of \$130 per CHS course if approved. The student is responsible for the cost of tuition not covered by this assistance - \$100 per course. Students may apply for tuition assistance for no more than **two** CHS courses in any academic year.