

DUAL CREDIT

IS
FOR

Now

UNIVERSITY OF SOUTH DAKOTA
HIGH SCHOOL DUAL CREDIT
HANDBOOK



UNIVERSITY OF
SOUTH DAKOTA



2023-2024

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:
 - a. Earn a cumulative GPA of at least 3.50 on a 4.0 scale; or
 - b. Rank in upper one-third of graduating class; or
 - c. 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:
 - a. Earn a cumulative GPA of at least 3.25 on a 4.0 scale; or
 - b. Rank in the upper one-half of graduating class; or
 - c. 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:
 - a. ACT composite score of 21 (or equivalent SAT score of 970); and
 - b. 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:
 - a. Smarter Balanced - Score Level 3 on the English Language Arts & Mathematics 11th Grade Assessments
 - b. PreACT Exam Score of 24
 - c. ACCUPLACER (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.

TABLE OF CONTENTS

What is Dual Credit?.....	2
Benefits of Dual Credit.....	3
Admissions Requirements.....	3
General Education Core Requirements.....	4-5
Career Pathways.....	6-9
Government, Law, Social Services.....	6
Education.....	7
Media & Communications.....	7
Business & Entrepreneurship.....	7
Health & Wellness.....	8
Fine Arts & Education.....	8
STEM.....	9
Major Exploration.....	9
Getting Started.....	10-11
How to Pay Your Bill.....	12
Advising.....	13
Academic Policies.....	14-15
Testing & Proctor Information.....	14
Resources.....	16
Technology Requirements.....	17
USD Campus.....	18
How to Register.....	19



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 a \$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

Course	Prerequisite
▲ CHEM 106/L: Chemistry Survey & Lab	
▲ CHEM 107/L: Organic & Biochemistry Survey & Lab	CHEM 106/L
▲ ENGL 201: Composition II	ENGL 101
▲ ENGL 205: Business Writing	ENGL 101
▲ ENGL 210: Intro to Literature	ENGL 101
▲ ENGL 283: Creative Writing	ENGL 101
▲ MATH 115: Precalculus	Placement or MATH 114
▲ MATH 121: Survey of Calculus	Placement or MATH 114, 115
▲ MATH 123: Calculus I	Placement or MATH 115
▲ MATH 125: Calculus II	MATH 123
▲ SPAN 102: Introductory Spanish II	SPAN 101
▲ STAT 281: Introduction to Statistics	
▲ PHGY 220/L: Human Anatomy/ Physiology I & Lab	C or better in CHEM 106
▲ PHGY 230/L: Human Anatomy/ Physiology I & Lab	C or better in PHGY 220

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.

If you want to take:	ACT English Subscore	SAT EWR Score	Smarter Balanced	ACCUPLACER
ENGL 101	18-36	490+	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) $MI = 250 \times HS\ GPA + 17 \times$ MATH ACT*	ACCUPLACER Score (only if no HS GPA)	Smarter Balanced Score	Challenge Index (CI) $CI = 290 \times HS\ GPA + AAF^{**} + 20$ If student does not reach AAF domain, no challenge index
MATH 103 or MATH 114	$3.03 \leq HSGPA < 3.55$	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

*SAT 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 cost of the ACCUPLACER exam is \$20. 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 access may vary by campus

CAREER PATHWAYS

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.

- » 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

Majors: Political Science, History, English, Anthropology, Social Work, Philosophy, Psychology, Health Sciences, Health Services Administration[^], Sociology, Criminal Justice, Sustainability, Women, Gender & Sexuality Studies, Communication Studies, Nursing, Addiction Studies, Human Resource Management, International Studies, Native American Studies

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

[^]Health Services Administration students have unique required Mathematics courses of MATH 114 College Algebra and MATH 121 Survey of Calculus or MATH 123 Calculus I.

Recommended General Education Coursework:

Written Communication	ENGL 101: Composition I ENGL 201: Composition II ENGL 210: Introduction to Literature
Oral Communication	CMST 101: Foundations of Communication
Mathematics	MATH 103: Quantitative Literacy* or MATH 104: Finite Mathematics* or MATH 114: College Algebra*
Natural Sciences	Student Choice
Social Sciences	ANTH 210: Cultural Anthropology POLS 100: American Government PSYC 101: General Psychology SOC 100: Introduction to Sociology MCOM 151: Introduction to Mass Communications CJUS 201: Introduction to Criminal Justice
Fine Arts	Student Choice
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* or Secondary 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 child specialist, speech/language therapist, audiology therapist, developmental psychologist

Recommended General Education Coursework:

Written Communication	ENGL 101: Composition I ENGL 210: Introduction to Literature ENGL 201: Composition II or ENGL 283: Creative Writing
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	BIOL/CHEM/ESCI/PHYS 104/104L: Foundations course for Educators* Student Choice (only if NOT teaching in the 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

[^]Marketing students have unique required Mathematics courses of MATH 114 College Algebra and MATH 121 Survey of Calculus or MATH 123 Calculus I.

Recommended General Education Coursework:

Written Communication	ENGL 101: Composition I ENGL 201: Composition II or ENGL 283: Creative Writing or ENGL 205: Business Writing
Oral Communication	ENGL 210: Introduction to Literature
Social Sciences	CMST 101: Foundations of Communication
Fine Arts	Student Choice
Humanities	MCOM 151: Intro to Mass Communication
Mathematics	MATH 103: Quantitative Literacy* or MATH 104: Finite Mathematics* or MATH 114: College Algebra*
Natural Sciences	Student Choice

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 205: Business Writing
Oral Communication	CMST 101: Foundations of Communication
Social Sciences	ECON 201: Principles of Microeconomics ECON 202: Principles of Macroeconomics
Fine Arts	Student Choice
Humanities	Student Choice
Mathematics	MATH 114 College Algebra* and MATH 121 Survey of Calculus* or MATH 123 Calculus I*
Natural Sciences	Student Choice



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, dietician, 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

Recommended General Education Coursework:

Written Communication	ENGL 101: Composition I ENGL 201: Composition II or ENGL 205: Business Writing
Oral Communication	CMST 101: Foundations of Communication
Social Sciences	PSYC 101: General Psychology SOC 100: Introduction to Sociology
Fine Arts	Student Choice
Humanities	Student Choice
Mathematics	MATH 103: Quantitative Literacy* or MATH 104: Finite Mathematics* or MATH 114: College Algebra*
Natural Sciences	Speak to USD's Dual Credit Academic Advisor before enrolling in a Science course.

**Students planning to pursue programs such as medical school, physician's assistant, physical therapy, chiropractic or dental should take the natural sciences on campus. Biology coursework: BIOL 151/L and 153/L. Chemistry coursework: CHEM 112/L and 114/L or CHEM 116/L.

*PHIL 220 Introduction to Ethics [SGR #4] is a prerequisite course for students planning to pursue a degree in nursing.

*ENGL 205 Business Writing [SGR #1] is a prerequisite course for students planning to pursue a degree in kinesiology and sport management.

*Health Services Administration students have unique required Mathematics courses of MATH 114 College Algebra and MATH 121 Survey of Calculus or MATH 123 Calculus I.

FINE ARTS & ARTS EDUCATION

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, jewelry designer, painter, photographer, theatre director, actor, filmmaker, community arts program manager

Recommended General Education Coursework:

Written Communication	ENGL 101: Composition I ENGL 201: Composition II or ENGL 283: Creative Writing
Oral Communication	CMST 101: Foundations of Communication
Social Sciences	Student Choice
Fine Arts	ARTH 211: History of World Art I ARTH 212: History of World Art II GFA 101: Introduction to Fine Arts MUS 100: Music Appreciation Classical MUS 100: Music Appreciation Jazz MUS 100: Music Appreciation Rock & Roll THEA 100: Introduction to Theatre THEA 201: Film Appreciation
Humanities	Student Choice
Mathematics	Student Choice
Natural Sciences	Student Choice

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, cytogeneticist, 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: CADD/CAM designer, usability specialist, civil engineer

Mathematics Jobs: operations analyst, actuary, intelligence analyst

Recommended General Education Coursework:

Written Communication	ENGL 101: Composition I ENGL 201: Composition II or ENGL 205: Business Writing ENGL 210: Introduction to Literature
Oral Communication	CMST 101: Foundations of Communication
Mathematics	MATH 114: College Algebra MATH 115: Precalculus* MATH 123: Calculus I* STAT 281: Introduction to Statistics
Natural Sciences	Speak to USD's Dual Credit Academic Advisor before enrolling in a Science course.
Social Sciences	PSYC 101: General Psychology SOC 100: Introduction to Sociology
Fine Arts	Student Choice
Humanities	Student Choice

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!

DEGREE EXPLORATION

The following courses will assist students to learn about themselves and the world of work, explore possible majors and careers and develop an effective strategy to realize their goals.

Coursework:

CMST 101: Foundations of Communication
ANTH 210: Cultural Anthropology
CJUS 201: Introduction to Criminal Justice
POLS 100: American Government
MCOM 151: Introduction to Mass Communications
PSYC 101: General Psychology
SOC 100: Introduction to Sociology
MATH 115: Precalculus*
MATH 123: Calculus I*
ENGL 210: Introduction to Literature
ENGL 283: Creative Writing

*Registration into English and/or Math courses will require placement via ACT/Math Index, ACCUPLACER and/ or Smarter Balanced Assessment. See page 5 for details.

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 myUSD.Portal: 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.

PREPARING FOR DUAL CREDIT COURSES

Once a student has been accepted and registered for a dual credit course, a registration confirmation email will be sent to the student and high school counselor confirming successful registration. This email includes information essential for logging into the course, ordering books and paying tuition costs.

LOGGING IN

Students will use a learning management system called Desire2Learn (D2L) to access course materials, receive and submit assignments and participate in online discussions with classmates and their instructor.

In order to access the course, students must be registered for the course and have a username and password. Self-Service is a student registration system which provides course listings, grades and program evaluation information for USD faculty, students and their advisors.

Online students need to be familiar with four online resources available through the portal (my.usd.edu).

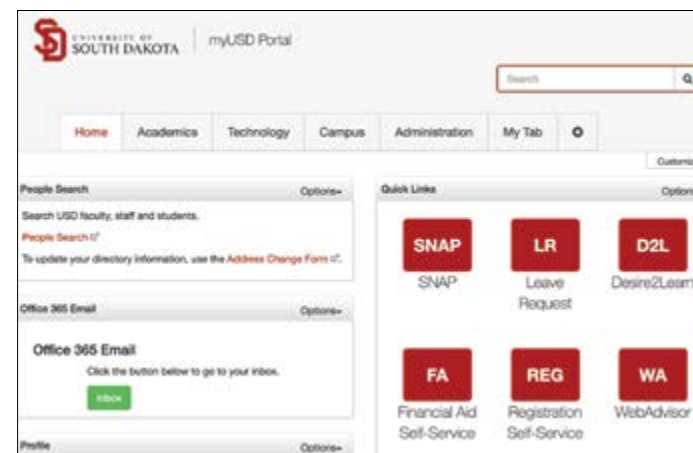
- » USD email account
- » DUO
- » D2L
- » Bookstore

EASY AS 1 - 2 - 3

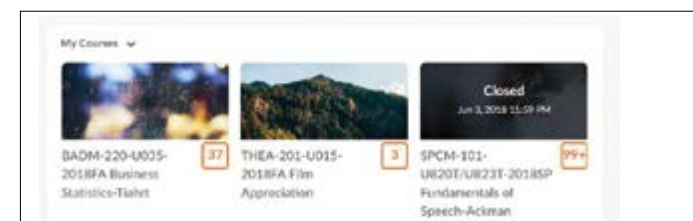
2 LOG INTO YOUR ONLINE COURSE THROUGH THE DESIRE2LEARN (D2L) ENVIRONMENT

**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.



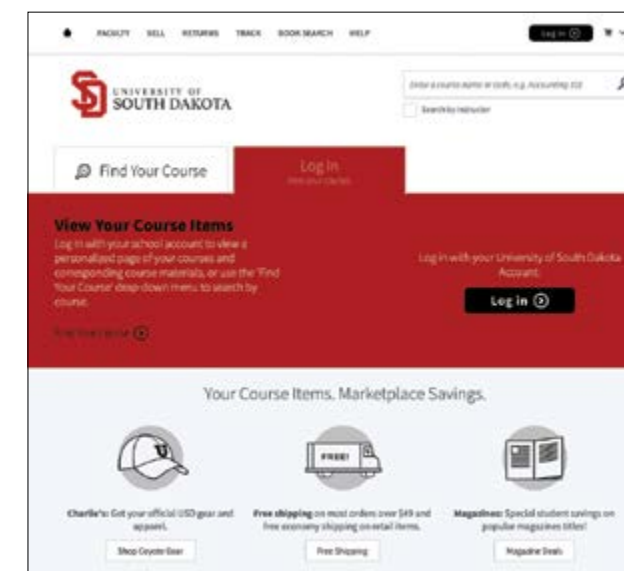
2. Click on the Home tab and under the "Quick-Links" section click on the Desire2Learn link. Enter your email and password.



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.

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 boxes), daytime phone, credit card number and expiration date, as well as your course name, number and section (i.e., Principles of Earth Science I, 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-and-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.



“My experiences with dual credit have been amazing. All of my professors have been great and have really been able to help me understand the material. Taking dual credit classes is definitely helping me prepare for college.”



– Caden Ellingson
Tea Area High School



IMPORTANT

Authorized Payer: Students can add their parents/guardians as authorized payers by clicking the “Authorized Payer” link in SDePay. Authorized Payers may log in from the [South Dakota Public Universities Authorized Payer login page](#).

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 withdrawal (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.

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.

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.

Dual credit class(es) would need to be dropped by the Add/Drop deadline to receive a refund.

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.

ACADEMIC POLICIES

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 and ethical 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 courses – 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 2:9. Please see the Grievance Process for details—refer to Board of Regents Policy 3.4: sdbor.edu/policy/documents/3-4.pdf.

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.



Deviating from the grievance process—e.g., contacting any entities or departments not directly referenced below, or those outside of the University of South Dakota—will only delay the resolution of grievances.

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 take reasonable exception to the data or views offered in 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 and 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 Ernetta L. Fox, director of disability services (Room 119 Service Center) at 605-677-6389 or disabilityservices@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





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.



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.

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

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



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.



"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





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.



Muenster University Center

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.

HOW TO REGISTER

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.

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.

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:

Number of USD Credit Hours	Amount Awarded
1-6	\$600 total (\$150 per year)
7-12	\$1,100 total (\$275 per year)
13+	\$1,600 total (\$400 per year)

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



UNIVERSITY OF
SOUTH DAKOTA

OFFICE OF ADMISSIONS

414 E. Clark Street
Vermillion, SD 57069
605-658-6200
dualcredit@usd.edu
usd.edu/dual-credit



This document is available in alternative formats upon request. For assistance, call Disability Services at USD at 605-658-3745 or email disabilityservices@usd.edu.

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