


DUAL ENROLLMENT

at FRANCIS MARION



FRANCIS MARION
UNIVERSITY

DUAL ENROLLMENT AT FMU

- 
- The background of the page is a photograph of a campus. In the foreground, there is a large, ornate black clock tower with a white face and Roman numerals, standing on a brick base. A paved path leads from the clock tower towards a large, modern building in the background. The building has a sign that reads "FREDERICK S. DICKERSON COLLEGE OF ARTS AND SCIENCES". The sky is blue with white clouds, and there are green trees and bushes in the background. A large red circular overlay is positioned in the bottom right corner, containing a table of contents.
- | | |
|----|----------------------------|
| 4 | Dual Enrollment Overview |
| 5 | Policies |
| 6 | Grading System |
| 7 | Transferability of Courses |
| 8 | The Continuum |
| 9 | FAQs |
| 10 | Tips for Success |
| | Resources at FMU |

DUAL ENROLLMENT OVERVIEW

Francis Marion University's (FMU) Dual Enrollment program allows qualified high school juniors and seniors to take college-level courses while still in high school, earning both college and high school credit when they successfully complete those courses. The students are “dually” enrolled in a high school and a college course.

Dual enrollment allows students to accelerate their academic career. This can have many benefits, but it is not for everyone. College work is more rigorous than high school work and students should be prepared for the added academic challenge.

The Dual Enrollment Program offers general education courses that apply to most majors as well as specific courses required for students planning to study business, education, and health sciences.

REQUIREMENTS:

To enter FMU's dual enrollment program, the University requires students to be juniors or seniors in high school and have a minimum high school GPA of 3.0. Students should also obtain permission from their high school to enroll in dual enrollment courses through FMU. As required by state law, students are also required to verify their citizenship and U.S. residency before enrolling. Only students from school districts, individual schools or educational associations who contract with FMU for dual enrollment instruction are eligible to enroll.

BENEFITS OF DUAL ENROLLMENT

Students in FMU's dual enrollment program receive a number of benefits, including, but not limited to, the following:

- ▶ Receives both high school and college credit for courses that are successfully completed.
- ▶ Gains experience and confidence in their ability to perform college-level academic work.
- ▶ Improves research and study skills that will be needed in college.
- ▶ Receives an opportunity to explore academic interests and offerings beyond standard high school curriculum.
- ▶ Gains access to University resources such as the Writing Center, Tutoring Center, and Rogers Library.
- ▶ Earns course credit transferable to undergraduate degree programs.

POLICIES

Once accepted and enrolled in courses at FMU, students are college students and must adhere to the policies found in the current year's FMU Catalog which can be found online at www.fmarion.edu/catalogs. Dual enrollment students are expected to follow all University policies including policies for dropping, adding, or withdrawing from courses. Select policies are outlined below.

CLASS ATTENDANCE POLICY

It is the responsibility of the student to attend all scheduled meetings of the courses in which he/she is enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during regular semesters, a grade of F or W will normally be assigned, unless absences have been excused for cause by the instructor.

Individual instructors may choose alternative requirements for attendance. It is the responsibility of the instructor to inform students, at the beginning of each course, of all attendance policies. The instructor, at his/her discretion, may utilize a warning for excessive absences or compulsory attendance. Attendance policies will be outlined in the class syllabus. It is the responsibility of a student to make up work missed because of absence from announced tests and laboratory sessions. However, announced tests and laboratory sessions may be made up only at the discretion of the instructor.

COURSE WITHDRAWAL

A student is expected to follow the course schedule for which he/she registers. However, prior to the withdrawal date a student may initiate withdrawal from a course. Withdrawals requested prior to the withdrawal date will have a recorded grade of W. After the withdrawal date, a student may not initiate withdrawal from a course. Withdrawal dates will be November 10 in fall semesters and April 10 in spring semesters. In the event that November 10 or April 10 fall on a Saturday or Sunday, the withdrawal date will be the Monday immediately following that date. FMU must receive written permission from the student's high school before a withdrawal can be completed.

A faculty member may withdraw a student from his/her course at any time during a semester prior to the submission of senior or final grades, and the grade recorded will be W. Reasons for withdrawal may include, but not be limited to, course policy or Honor Code violations. Students withdrawn from a course for an Honor Code violation may be assigned a grade of F in accordance with individual course policies.

GRADING SYSTEM

FMU uses a letter-based grading system instead of a numerical system. Numerical grades are reported to the high school for inclusion on the high school transcript, but the college transcript will only include letter grades as outlined below.

A (Distinction) — A grade of A indicates achievement of distinction and carries four quality points (4.0) per semester hour.

B+ — A grade of B+ carries three and a half quality points (3.5) per semester hour.

B (Above average) — A grade of B indicates above-average achievement and carries three quality points (3.0) per semester hour.

C+ — A grade of C+ carries two and a half quality points (2.5) per semester hour.

C (Average) — A grade of C indicates average achievement and carries two quality points (2.0) per semester hour.

D+ — A grade of D+ carries one and a half quality points (1.5) per semester hour.

D (Below average) — A grade of D indicates below average achievement but acceptable credit toward graduation and carries one quality point (1.0) per semester hour.

F (No Credit) — A grade of F indicates unsatisfactory achievement or withdrawal from the course after completion of one-third of the course without passing grades. Semester hours are included as work taken in computation of grade point average. No quality points or credits are earned.

IN (Incomplete) — IN is given to a student who for an acceptable reason is allowed to postpone beyond the end of the semester or term the completion of some part of a course requirement. Approval by the department chair or academic school or college dean is required. The designation of IN is not computed in the grade point average. If the IN is not replaced by a permanent grade by the end of the next semester or summer term in which the IN was given, the designation of IN will automatically become a grade of F. The grade of IN may not serve as a prerequisite for sequenced courses.

W (Withdrew) — W indicates that a course was dropped with permission prior to completion of one-third of the course or that a course was dropped with a passing grade after completion of one-third of the course. It is not included as semester hours taken in computation of grade point average.

S (Satisfactory) — S indicates average or better than average achievement in certain courses which are graded on an S-U (Satisfactory-Unsatisfactory) basis only. Such courses are not included in computation of grade point average.

U (Unsatisfactory) — U indicates unsatisfactory achievement in certain courses graded on an S-U (Satisfactory-Unsatisfactory) basis only. No credit is earned.

GRADE POINT AVERAGE

Grade points are computed by multiplying the number of semester hour credits per course by the grade earned. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of net hours taken. In the calculation of grade point average, the semester hours for the first repetition of a course will not count in computing net semester hours, but in subsequent repetitions, semester hours will be included in computing net semester hours taken. For a repeated course, the higher grade of the first two course grades earned plus the grades on all other repetitions will determine the number of quality points earned. Other institutions may recalculate a student's grade point average and include all grades in that calculation. All grades will appear on the student's FMU transcript. A student with a low grade point average is advised to repeat courses for which a grade of D or F was earned.

GRADE CHANGES

If a mistake was made in calculating or recording a term grade, the instructor of the course may change the grade. A change of grade may occur only within one calendar year from the receipt of the grade.

A faculty member seeking to change a student's term grade because of a mistake must request the change on the appropriate form, which may be obtained from the Office of the Registrar.

The department chairperson or dean shall approve or disapprove change-of-grade requests. If approved, the requests will be sent to the Registrar with instructions to make the necessary corrections on the official record.

TRANSCRIPTS

At the end of the semester, official transcripts will be sent to the student's high school. Students will be able to view their final grade by accessing the Patriot Portal. In addition, numerical grades will be reported to the high school for inclusion on the high school transcript. Official grades are reported as letters by FMU and carry the quality points associated with them per the grading system.

TRANSFERRING CREDITS

Credits for dual enrollment courses offered through Francis Marion University will count towards any undergraduate degree at FMU. They will also transfer to most other higher education institutions. Students can check the South Carolina Transfer and Articulation Center website (sctrac.org) to determine how transfer credits can be applied.

REPEATING COURSES

Students may enroll in a course for a maximum of three times. Enrollments resulting in a grade of W are included in this total. The grade earned during the second enrollment in a course will replace the original grade when calculating the student's grade point average, as long as the grade earned during the second enrollment is higher than the original grade. All grades earned after the second enrollment in a course will be included in the calculation of grade point average. A student may not repeat for credit a 100- or 200-level language course for a higher grade once he/she has received credit for another course at a higher level in the same language. Once a student has completed, either successfully or unsuccessfully, a course at FMU, he/she may not repeat that course at another institution for transfer credit to FMU. However, a student may be permitted to repeat for additional credit a course he/she took for credit ten or more years previously.

When a student repeats a course, all grades appear on the transcript. Grades of CO and W are not used in the calculation of grade point average but may affect a student's eligibility for financial assistance. Students should consult with Financial Assistance and their advisors before making a decision to repeat a course. Appeals to this policy must be made to the Provost in writing before registration in the class.

NOTES

Federal and State Declarations of Emergency or other events may require the revision of university policies or procedures, as described in the catalog and other university documents. Any such changes must be approved by the president of the university and recorded by the university registrar. They will also be reflected in the electronic copy of the Catalog on the university website.

Such declarations of emergency may also result in the University imposing processes and procedures that may include, but not be limited to, closures, mode of content delivery, and/or public health and safety protocols.

TRANSFERABILITY OF COURSES

Students should consult with the college or university they plan to attend to understand the manner in which a course will transfer to the new institution before enrolling in the course. Most courses offered will transfer to any public state institution, but the manner in which the course transfers may vary. For example, the same course may meet the requirements for a specific major at one institution, but may transfer only as a general education requirement, or an elective credit, at another.

Students should also determine what grade must be earned in the course in order for it to be accepted as a transfer credit. (Typically, a grade of "C" or higher will transfer.)

The South Carolina Transfer and Articulation Center (SC TRAC) is a great resource for students. Students are encouraged to check course information and transferability on the SC TRAC website, www.sctrac.org.



THE CONTINUUM

Some FMU dual enrollment courses will be offered at The Continuum in Lake City, a regional center for education and training in innovative and technical skills and workforce development. Students enrolled in courses at The Continuum will be required to have a Continuum ID, parking pass (if driving), and adhere to the procedures of The Continuum.

ID PHOTO

IDs for students taking courses at The Continuum are required and are used for entry into the building, for use of the resources throughout the Continuum, and for security and identification purposes.

PARKING PASS

Any student who brings a vehicle to The Continuum must register the vehicle and pay for a Continuum parking hangtag. Vehicle registration may be made online at www.thelccontinuum.org/student-resources.

PRINTING

Students will be able to print at The Continuum using the Continuum Student ID. Students will receive \$5.00 worth of free printing each semester.

STUDENT ACCESS

Students taking courses at The Continuum will have access to a library which contains individual and group

study areas as well as computer and internet access. The student breakroom contains food and beverage vending, a refrigerator and microwave, and seating for students. Computers in the Computer Lab may be used as long as a class is not in session. Classrooms should not be occupied by students unless class is in session. The library, atrium seating areas, or outside plaza seating areas are available to be used for individual or group studying.

Students should keep their Continuum ID with them at all times as it grants building access and should not let anyone else use their student ID.

Free wifi access is available.

Phones are located in the parking lot.

For any questions related to The Continuum, please visit The Continuum Administration Office in Room 101.

How many courses may a student take each semester?

Students are eligible to take up to four dual enrollment courses each semester.

Are dual enrollment course grades included in the eligibility determination of state scholarships?

Yes. Final grades on all college courses taken as dual credit in high school are included in the initial LIFE Scholarship calculation once the student enrolls in college upon high school graduation. Final grades on all college courses taken in high school are included in LIFE Scholarship GPA calculations to retain the scholarship after enrolling in college.

Does the dual enrollment application need to be completed each semester?

Students do not have to complete a new application if courses are taken in consecutive semesters. If a semester is skipped, the student has to reapply. Students are required to provide an updated high school transcript and school permission for each academic year.

When are dual enrollment courses offered?

Dual enrollment courses are offered in the Fall and Spring semesters.

Where are dual enrollment courses offered?

Dual enrollment courses are offered at The Continuum, in-person at partnering high schools, and online. Students should check the course schedule for each semester to determine where each course is offered.

How do you register for courses?

To register for courses, students should contact their high school guidance office. Dual credit (course counting as a high school credit) is awarded by the high school, so it is imperative that the student gain permission from the high school to enroll in a course. Once the application and all supporting documents are received, the student's application will be reviewed. Once accepted, the high school will request courses for the student. Students are not allowed to register for courses without their high school's permission.

When is course registration?

Students register for courses during the semester before they intend to take the course. Students wishing to enroll in courses during the Spring will register in October. Fall registration occurs in April.

Do courses count for both high school and college credit?

Dual credit is awarded by the high school meaning that the high school must give permission for the course to count towards high school graduation requirements. The University awards college credit upon the successful completion of the course.

What materials are required for dual enrollment courses?

Students are required to get their textbooks and any other required materials. This information is sent to students and their high schools prior to the start of the semester and is also available on the Dual Enrollment website, www.fmarion.edu/dualenrollment. Required textbooks and other materials will also be listed on the course syllabus distributed during the first class meeting.

How can grades be assessed?

Students should access the Patriot Portal to view their final grade. At the end of each semester, an official transcript for each student will be sent to the student's high school. In addition, numerical grades will be reported to the high school for inclusion on the high school transcript.

TIPS FOR SUCCESS

FMU wants all students in its dual enrollment program to be successful. Follow the tips below to help make your time as a dual enrollment student successful.

- ▶ Attend class based upon the attendance policy outlined in the course syllabus.
- ▶ Complete all assignments (written and reading) on time.
- ▶ Ask questions of your instructor.
- ▶ Allow time to study for your course(s) and take advantage of study resources available.
- ▶ Accept responsibility for your learning and remember that taking college courses in high school is a privilege and requires self-discipline.
- ▶ Check your FMU email daily. All communication from FMU and your instructors will be sent to your FMU email address.
- ▶ Familiarize yourself with your course syllabus at the beginning of the semester.

ONLINE COURSE TIPS

Some of FMU's dual enrollment courses are available online. Some helpful tips to follow for online courses are below.

- ▶ Give the same attention to an online course as you do to an in-person course. Complete required readings, be prepared for the class, and maintain good communication with your instructor.
- ▶ Practice good time management. Allot enough time to complete assignments. Add important due dates to your calendar and set reminders.
- ▶ Create a workspace to use for your online course. The flexibility an online course gives is a huge benefit of taking a course this way, but it's important to set aside a specific place to work on your course and eliminate as many distractions as possible.
- ▶ Participate in discussions and maintain strong communication with the instructor. It's important to ask questions in an online class, just as it is in an in-person class.

RESOURCES AT FMU

Dual Enrollment students are able to take advantage of support services offered to FMU students.

CAMPUS TECHNOLOGY

STANTON ACADEMIC COMPUTER CENTER
843-661-1335

Campus Technology oversees the computer labs across campus, provides students with an FMU email account, offers a help desk to assist with computer or network issues, and provides wireless hot spots across campus.

COUNSELING AND TESTING

EDUCATION FOUNDATION BUILDING | 843-661-1840

The Counseling and Testing Center offers personal counseling, disability accommodations, and testing services.

LIBRARY SERVICES

ROGERS LIBRARY | 843-661-1300

The library offers a variety of web-based databases and catalogs, over 10 million book volumes, and twenty individual group and study rooms. Wireless internet and a computer lab are provided in the library.

MEDIA SERVICES

CAUTHEN EDUCATIONAL MEDIA CENTER
ROOM 101 | 843-661-1250

The Media Center includes a computer lab and other related resources for students.

TUTORING CENTER

FOUNDERS HALL, ROOM 220 | 843-661-1675

The FMU Tutoring Center provides all students with learning assistance for a variety of subjects, including math, sciences, social sciences, and humanities courses.

The Tutoring Center is staffed by faculty members and trained peer tutors. Students are welcome to meet with tutors to review course content, practice problem-solving skills, and discuss study strategies.

WRITING CENTER

FOUNDERS HALL, ROOM 114C | 843-661-1528

The FMU Writing Center is available to help all students improve their writing abilities and acquire the skills needed to succeed at writing tasks in academic and professional communities. English Department faculty consultants and trained student consultants provide one-on-one assistance on a wide range of writing tasks and projects, including research papers for all disciplines including literary analyses, creative writing, lab reports, resumes, business letters, and more. Students are invited to meet with a consultant at any stage of the writing process for guidance.

Francis Marion University
Dual Enrollment and Continuing Education
dualenrollment@fmarion.edu
www.fmarion.edu/dualenrollment
(843) 374-4215

Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).