

# High School Dual Enrollment Student Handbook



Dual Enrollment Office Contact:  
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Gallatin, TN 37066  
Phone: 615-230-3742  
Email: [Dualenrollment@volstate.edu](mailto:Dualenrollment@volstate.edu)

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## Welcome to Vol State

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to our constituencies. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural awareness, and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

The College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty, who are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program.

## Program Overview

Volunteer State Community College is proud to partner with area school systems to provide an opportunity for academically talented students to earn college credit while still in high school. Dual enrollment helps students remain engaged in high school and helps prepare them for college-level curriculum. Courses are mainly offered at the high school campus during the regular school day and follow the high school calendar as closely as possible. Additionally, students in some school systems, including home-school associations, are able to take classes on Vol State's campuses or online with the

prior approval of their high school administration. Successful course completion allows the student to earn high school credit and college credit for the same course.

Appropriate policies must be in place at the local board of education for the college to enter into an agreement with area high schools to offer dual enrollment courses. The decision to enter into such an agreement is made by the high school principal and the college’s administration. Dual enrollment is authorized under the State Department of Education Chapter 0520-1-3, Rule 0520-1-2-06.

## Participating Dual Enrollment Partners

### **Clay County**

Clay County High School

### **Dickson County**

Creek Wood High School

### **Jackson County**

Jackson County High School

### **Macon County**

Macon County High School  
Red Boiling Springs School

### **Overton County**

Livingston Academy

### **Pickett County**

Pickett County High School

### **Putnam County**

Cookeville High School

Monterey High School

Upperman High School

### **Robertson County**

Christian Community High School

Dayspring Academy

East Robertson High School

Greenbrier High School

Jo Byrns High School

Springfield High School

White House Heritage School

### **Smith County**

Gordonsville High School

Smith County High School

### **Sumner County**

Beech High School

Gallatin High School

Hendersonville Christian

Hendersonville High School

Highland Academy

Merrol Hyde Magnet School

Pope John Paul II High School

Portland High School

Station Camp High School

Westmoreland High School

White House High School

### **Trousdale County**

Trousdale County High School

### **Wilson County**

Green Hill High School

Mt. Juliet High School

Watertown High School

Wilson Central High School

### **Various Homeschool Academies**

## Eligibility Requirements

New students interested in dual enrollment must meet the following criteria:

- ✓ Junior or Senior in High School
- ✓ College-level test scores. *Note: ACT and ACCUPLACER exams are the only acceptable placement tests*
- ✓ Have permission from the high school administration
- ✓ Have permission from parents/guardian
- ✓ Complete an application for admissions to VSCC
- ✓ Satisfy all admission requirements prior to registering for classes.

Placement Test	English/Writing	Reading	Math
ACT	18	19	19
ACCUPLACER	250	250	250

*Note: If a student has not taken the ACT or needs to take a challenge test, they must complete the ACCUPLACER exam by the testing deadline.*

Fall testing deadline: **06/13** with results due to college no later than 6/30

Spring testing deadline: **12/14** with results due to college no later than 12/30

## Testing Preparation

To put themselves in the best possible position to earn the scores necessary to qualify for Dual Enrollment courses, students should spend at least a few hours preparing and reviewing prior to testing. Free online preparation for the ACT and ACCUPLACER tests is available at the following links:

### **ACT**

1. <https://academy.act.org/>
2. <https://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>

### **ACCUPLACER**

1. <https://accuplacerpractice.collegeboard.org>
2. <https://www.accuplacerpracticetest.com>
  - Be sure to select the “Next Generation” version of the ACCUPLACER.
  - For the Math test, select “Quantitative Reasoning, Algebra, and Statistics”.

## Online Application Process

1. New dual enrollment students who have not previously been admitted to the dual enrollment program must fill out a VSCC online application. Refer to the How to Apply Guide for assistance. **(See Appendix A)**
2. Students will receive the required Dual Enrollment Forms through email within 24 hours of application submission

3. Student must meet with their high school counselor to turn in the signed Dual Enrollment paperwork.
4. Student should complete the TSAC Dual Enrollment Grant application online. (Must be done each academic year). Refer to the How to Apply Guide for assistance. (See Appendix A)

\*\*Students who have previously completed Dual Enrollment courses with another college/university will be required to provide an official transcript from that institution for certification of grants.\*\*

## Planning for Dual Enrollment

It is vitally important that you would together with your High School Counselor to plan out your approach to dual enrollment courses. While Dual Enrollment students are able to take in-person courses at either the High School or a Volunteer State Campus, and also online courses, different high schools have different requirement and allowances for different types of classes. Your counselor will be the point of contact to help plan your time as a dual enrollment student.

## Dual Enrollment Fees

### Additional Fees

Certain courses have specialized academic fees, which are not covered by the Dual Enrollment Grant and will be the students responsibility to pay. Please refer to your MYVOLSTATE Billing account for an explanation of your fees.

**Payment for tuition and fees must be made by the stated deadline for that term or at the time of registration, whether or not a bill has been received. Failure to do so will result in being dropped from the dual enrollment program.**

### Financial Assistance

Dual enrollment students are not eligible to receive Federal (Title IV) Aid. However, the Tennessee Dual Enrollment Grant, the VSCC GAP Scholarship, Fee Discounts and the Deferred Payment plan make the program more affordable.

### Tennessee Dual Enrollment Grant

Dual enrollment students are eligible for the Tennessee Dual Enrollment Grant. To be eligible for a Dual Enrollment Grant for any semester beyond the first semester of receipt, the student must continue to meet all eligibility requirements for the grant and must achieve a cumulative grade-point average (GPA) of 2.75 for all postsecondary courses attempted while participating in the Tennessee Dual Enrollment Grant program.

## TN Dual Enrollment Grant 2023-2024

- 3 credit-hour course= \$498

Grant-Funded Course Number	Dual Enrollment Grant	Tuition Paid by the Student
1	Up to \$538.65	3-hour course= \$0
2	Up to \$538.65	3-hour course= \$0
3	Up to \$538.65	3-hour course= \$0
4	Up to \$538.65	3-hour course= \$0
5	Up to \$538.65	3-hour course= \$0
6	Up to \$300	3-hour course = \$243 (If a 3- credit course)
7	Up to \$300	3-hour course = \$243 (If a 3- credit course)
8	Up to \$300	3-hour course = \$243 (If a 3- credit course)
9	Up to \$300	3-hour course = \$243 (If a 3- credit course)
10	Up to \$300	3-hour course = \$243 (If a 3- credit course)

\*Chart is based on a 3-credit hour course. Contact the Dual Enrollment Office for a breakdown for a course with more credit hours

- Homeschool students must have a composite score of at least 21 on the ACT to receive funding for the second course.
- In order to keep receiving the grant after the first semester, students must maintain a 2.0 GPA in all college classes taken while receiving the grant.

Tennessee Dual Enrollment Grant eligibility and participation requirements may be viewed at <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html>

### Employee Fee Waivers/Discounts

Tennessee state employees and their dependents are eligible for certain fee waivers and/or discounts for tuition at TBR and other state institutions.

### Deferred Payment Plan

This plan is available to allow students to pay fees in installments. The plan requires a 50% down payment plus the \$25 fee for the deferred payment plan and two additional 25% installment payments. A \$25 late fee will be assessed for late payments to the payment plan.

### Books/Access Codes/Certifications

Students are responsible for cost of course textbooks and course material. The cost of books varies by course. Some courses may have an IncludeEd (eBooks) fee automatically added to the student's billing account. The students have the option to purchase a hardcopy of the book for a discounted rate through Follett. Note: If the instructor decides not to use the eBook, it is the student's responsibility opt-out of the

IncludeEd material. Check with your instructor to determine if you need to purchase the book for a course you are enrolled in.

## School Activities

On occasion there may be other school activities (pep rallies, assemblies, etc.) that interfere with scheduled dual enrollment class meetings. These interruptions should be kept to a minimum as VSCC is obligated to have class for a minimum number of minutes each semester in order to confer credit for the course. Any minutes missed could impact that and if we were to fall below the minimum number of minutes in class we would not be able to award credit. Students will be expected to complete all assignments regardless of schedule changes. To minimize other class interruptions (such as school sales, etc.), instructors may put a sign on the door, "Vol State Class In Progress – Do Not Disturb". When possible, please provide a calendar of events to the instructor with a minimum one week notice.

## Class Cancellations/ Inclement Weather

If an instructor is ill or has an emergency and cannot meet class, he/ she will notify both their division office and the high school contact as quickly as possible.

If the high school closes due to inclement weather, dual enrollment classes do not meet. The high school contact should inform the instructor of how closings due to inclement weather are communicated. Instructors may then check with the high school contact to determine if students may be available for a makeup class. If not, additional assignments may be made to make up for the missed instructional time and will be completed online. If the class is a hybrid or online, you will continue with your online schedule. Communicate with your instructor if you have scheduling questions.

If the high school has a delayed-opening schedule, the school's contact should provide this information to the instructor. If not, the instructor should contact the school office to determine the schedule for the day. If the high school makes changes to the academic calendar during a term (ie. make-up days added due to excessive closings for inclement weather), please note that the college course will end on the stated date.

## Grades and Grading Policies

Students taking college courses for dual enrollment credit are creating a permanent college transcript that can affect future educational opportunities, such as admission to impacted programs, scholarships, and eligibility for financial aid. College faculty will NOT have any special grading system for dual enrollment students. High school grading scales are based on percentage. The college grading scale is not. Students will need to check their college transcript to view their college grade.



Final grades will be posted on students' College transcripts. It is important for the student to know the consequences of a letter grade of a C, D, F or W. Students will follow VSCC regulations, including drop dates. Students will be allowed to drop the class by the established withdrawal deadlines to avoid a letter grade, but if a student does not drop the class by the drop deadline, the student will be given a W (withdrawal).

Further, in observance of Family Educational Rights and Privacy Act, faculty will discuss course work only with the students directly, and not with parents or counselors. For more information on this visit <https://www.volstate.edu/privacy>.

## Mid-Term Grades

Mid-Term grades will be sent to the high school dual enrollment contact person the 2<sup>nd</sup> week of October or 1<sup>st</sup> week of March.

## Report of Grades

Vol State does not send report cards to students. During the semester, students are highly encouraged to keep a constant communication with their instructor regarding their grades. Final grades will be posted on the student's MYVOLSTATE account. Students must check their grades by logging into their MYVOLSTATE account. Vol State will issue midterm and final grades to the high school each semester, based on VSCC Academic Calendar. Final grades will be sent in the week following the end of the VSCC term.

## Course Withdrawal Procedure

Dual Enrollment students needing to drop a class will follow the same drop/withdrawal process as traditional students. Students must complete a Drop/Add/Withdrawal Form (see Appendix B) and obtain the required signatures from the teacher and high school counselor. After completion, the counselor should email the form to the Dual Enrollment Office. This will ensure that the high school is still aware of the student's intent to drop the class. Students who wish to drop all of their classes can have their drop form signed by you, their High School Counselor. For a list of the withdrawal dates by semester please visit <https://www.volstate.edu/withdrawal-dates>.

## Purge/Reinstatement

If you are dropped from a course for non-payment or other issues but still need to take the classes, students should begin this process of reinstatement as soon as they are made aware they have been purged from their courses. Payment can be made through the Business Office at 615-230-3585 or through the student's online portal. Before being permitted back into classes, Vol State will evaluate if it is in the best interest of the student and it is determined that the student has the ability to be successful in each course. After payment has been made, please notify the Dual Enrollment Office at 615-

230-3742 in order to be reinstated. Students should notify their counselor if they have purged and once they have be reinstated in their classes.

## Grade Appeals

Students may appeal a grade received in a course after the grade has been posted and after they have attempted to reconcile the matter with the instructor of record. In the event that the original instructor is not available to review a grade, the student should contact the appropriate division dean or department chair for the course in question who will seek out an instructor with expertise in the discipline to review the request. The appeal of a posted grade must be initiated during the term immediately following the term in which the grade was posted. (Summer term will not be considered in determining the following term.)

The student shall submit a letter of request and documentation, via the Office of Records and Registration, to the Academic Integrity Committee for a ruling. Students will be notified by the chair of the Academic Integrity Committee via the Office of Records and Registration regarding the decision. A copy of the notification will be retained as part of the student's education record.

If the student or the faculty member wishes to appeal the decision of the Academic Integrity Committee, or the time limitation to submit an appeal has expired, an appeal may be made to the Vice President for Academic Affairs except in cases where the change of grade results in a grade of "W". In these cases, the final appeal is made to the Vice President of Student Services.

## Student Complaint

Any student wishing to file a formal student complaint must complete the Student Complaint Form online at <https://www.volstate.edu/students/complaint-form>. When possible the first course of action should be to address the concern directly with the faculty first though. If this is not possible, then the complaint form would be allowed. All student complaints will be addressed and some complaints may require an investigation into the situation(s) surrounding the complaint. This ensures a fair and reasonable resolution of the complaint and that due process is followed.

The types of student complaints as well as the processes associated with each are outlined in the VSCC Student Handbook <https://www.volstate.edu/studenthandbook>. The online form has been provided for ease of filing a complaint. Once submitted, a staff member from the Office of the Vice President for Student Services will contact the student within two business days.

**\*\*The student complaint form must be completed by the student.\*\***

## Official Transcript Request

Upon completion of Dual Enrollment courses students can request their Official Vol State Transcripts through the Records Office.

To send an official copy of the VolState transcript, students will need to submit a request. Requests can be made in writing or for a quicker response request can be made thru My VolState via the PRIDE tab.

## Title IX Reporting

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College prohibits sex discrimination, sexual harassment and sexual misconduct on all of its campuses and is committed to taking action to prevent all acts of sexual misconduct and to investigating and adjudicating all reports of sexual misconduct. Sexual misconduct includes dating violence, domestic violence, sexual assault and stalking.

Should you observe or be made aware of a Title IX issue report sexual misconduct to institutional authorities, please contact the College's Title IX Coordinator:

Manager of Employee Relations and Equity

1480 Nashville Pike

Gallatin, TN 37066

615-230-3592

[titleixcoordinator@volstate.edu](mailto:titleixcoordinator@volstate.edu)

## Student Conduct

Students will be expected to adhere to VSCC's student code of conduct in addition to their local high school guidelines. Students will be granted due process and should familiarize themselves with the student handbook found at <https://www.volstate.edu/studenthandbook>.

## Transitioning to Full Time at Vol State

Dual enrollment students wishing to continue taking VSCC courses after high school must formally apply to the College. This includes:

- Completion of the online admissions application
- Submission of an official copy of the final high school transcript

Students should contact the Office of Admission to start the process:

[admissions@volstate.edu](mailto:admissions@volstate.edu) or (615) 230-3688. Or visit

<https://www.volstate.edu/admissions>.

## Appendix A – How To Apply Guide

### Steps for completing the Free Vol State Application

- Go to the Vol State at [www.volstate.edu/apply](http://www.volstate.edu/apply)
- Click “**Apply Here**”
- Click “**First-Time User**” and create an account with a **personal email**
- Verify the account by entering the temporary **PIN** that will be sent to the email provided
- Once logged in, select the correct **Academic Year** and **Term** (i.e. Fall 2023/Spring 2024)
- Complete the information for **each section**
- *Under Academic Information –*  
*Q: What is your academic goal? A: I want to take classes while I’m still in high school*
- **Review** the Application and click **submit**

**Note:** Once you submit your application, be aware that you will receive automated emails from the Vol State admissions system about your high school transcript until it is received from your school. You can disregard those emails.

- **Complete Online Grant application**

## The Dual Enrollment Grant is available online at

<http://www.tn.gov/collegepays/>

*Here are some HINTS to help you complete this application:*

- ✓ Click on TSAC Student Portal.
- ✓ You must create an account with TSAC in order to submit your application. The username for this account is yours to choose. It is not related to your Vol State username. You will use this same account for TN Promise, so please record your username and password for future use.
- ✓ After creating your account, enter User Name (the one that was just created).
- ✓ Enter password that you created.
- ✓ Click “Apply”
- ✓ Choose Dual Enrollment Grant 2023-2024.
- ✓ Read the general requirements and click “I agree”.
- ✓ Complete any Student Information that may be required. ***(The accuracy of your Social Security Number (SSN) is extremely important. If an incorrect SSN is used, you will NOT be awarded the Dual Enrollment Grant.)***
- ✓ Select “Yes” to question about federal drug compliance.
- ✓ **Select VSCC as the college.**

IF YOU HAVE PROBLEMS WITH COMPLETING THE FORM, PLEASE CALL:  
**TSAC HELP DESK AT 1-800-342-1663.**

In order to keep the grant from one semester to the next, you must maintain a 2.0 CUMULATIVE **COLLEGE** GPA. Your High School GPA is not calculated in this process. If your College GPA falls below 2.0, you will not be eligible for the dual enrollment grant at any point in the future.

# Appendix B – Drop/Add/Withdrawal Form



## DROP/ADD/WITHDRAWAL FORM

**Office of Records & Registration**  
 1480 Nashville Pike  
 Gallatin, TN 37066  
 v. 615-230-3466  
 f. 615-230-3645

Check here if withdrawing from all courses.

STUDENT ID \_\_\_\_\_

SEMESTER \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

INSTRUCTIONS: (1) Secure approval. (2) Return form to the Records Office (3) Pay Additional fees in Business Office

D R O P	CRN	Department	Course Number.	Section	Semester Hours	A D D	CRN	Department	Course Number	Section	Semester Hours	

Reason for Drop \_\_\_\_\_

\_\_\_\_\_

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only**

Verified (Withdrawals) :

FA \_\_\_\_\_

DS \_\_\_\_\_

Completed By: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*This form should have the student’s signature, instructor’s approval (this can be attached as an email), and High School Counselor’s signature\*\***

For current semester withdrawal dates please visit <https://www.volstate.edu/advising/withdrawals>