

**High School-based Dual Credit Timeline for 2010-11
East Central Region: Anderson, Marion, and Muncie**

Process & Deadlines	Details
<p>SELECTING HS COURSES FOR DUAL CREDIT</p>	<p>High School faculty and administrators check the Crosswalk, Faculty Credentials and Prerequisites to identify possible courses. Some courses on the Dual Credit Crosswalk specify "must be two semesters" others are specified as 2-semester courses by IDOE.</p> <p>http://www.ivytech.edu/dualcredit/pdf/hscrosswalk.pdf</p> <p>https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi</p>
<p>APPLICATION TO TEACH A DUAL CREDIT COURSE</p> <p>DEADLINE for APPLYING TO TEACH A COURSE</p> <p>FALL 2011 5pm, April 1, 2011</p> <p>SPRING 1012 is 5pm, September 1, 2011</p>	<p>High School faculty and administrators submit the following to Dual Credit office:</p> <ul style="list-style-type: none"> a) Dual Credit Instructor Credentials Worksheet with Faculty college transcripts attached b) Dual Credit Instructor Application c) HS Course Syllabus With The DOE Number, DOE Course Title, Course Description, Course Learning Objectives, Course Content, And Assessments <p>Ivy Tech Department chairs evaluate faculty credentials and return the forms to the Dual Credit office. The Dual Credit office notifies the High School faculty and administrators of the approval status. The Dual Credit Office creates a user ID for instructors so they have access to course information on Blackboard. The process of approving the syllabus for each course can take up to 16 weeks. <u>Any course applications submitted after the deadline will be processed for the following semester.</u></p>
<p>STUDENT TESTING FOR PREREQUISITES</p>	<p>Students cannot be registered for any course until prerequisites are met. If students have qualifying PSAT or SAT scores, those scores must be attached to each enrollment form. If they do not have qualifying scores, student may take the COMPASS test in Anderson, Marion, or Muncie. Arrangements may be made to test groups of students at the HS using the ASSET. The dual credit coordinator is the one who administers ASSET and that will be done on a first come basis in APRIL 2011 for FALL 2011 enrollment and NOVEMBER, 2011 for SPRING 2012 enrollment.</p> <p>The dual credit office has no way to get notification automatically when a HS student takes the COMPASS. We rely on the HS counselors and teachers to let us know who has tested on COMPASS. Once we have the STUDENT NAME & DATE OF BIRTH, we can retrieve scores.</p>

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<p>STUDENT ENROLLMENT</p> <hr/> <p>FALL 2011 REGISTRATION begins March 15, 2011.</p> <p>FALL 2010 REGISTRATION CLOSED AUGUST 19, 2011, 5PM.</p> <hr/> <p>SPRING 2012 REGISTRATION begins July 1, 2011</p> <p>SPRING 2012 REGISTRATION CLOSED JANUARY 6, 2012, 5PM</p>	<ul style="list-style-type: none"> • Submit DUAL CREDIT ENROLLMENT FORMS to the dual credit office before the deadline. • Attach a HS transcript with PSAT/SAT/ACT scores as proof of meeting prerequisites. • If students have tested on ASSET or COMPASS, it needs to be noted on the enrollment form.
<p>STAFF DEVELOPMENT</p>	<p>HS faculty members are invited to participate in content specific staff development by the department chairs. New faculty sessions are held on the Thursday before the start of each Fall and Spring semester; HS faculty is encouraged to attend. The Dual Credit Coordinator can provide on-site staff development during the year at the request of the principal.</p>
<p>COURSE DEVELOPMENT</p>	<p>Ivy Tech department chairs determine which faculty person is responsible for each Dual Credit course. That faculty member works with the Distance Learning Coordinator to populate the development section of the course which will be used for all High School sections. If Blackboard is not used, the faculty member submits all documents to the Dual Credit Coordinator so the documents can be scanned and emailed to the High School teacher. Many courses have an established blackboard site.</p>
<p>COURSE MONITORING</p>	<p>Ivy Tech & High School faculty maintain weekly contact to monitor the delivery and quality of dual credit instruction; monitoring includes visits to the secondary class, checking student progress on Blackboard, email and phone contact. School visits are recorded on the Annual Report.</p>
<p>LAST DAY TO WITHDRAW</p> <p>Fall: November 11, 2011 Spring: April 6, 2012</p>	<p>High School faculty members submit withdrawal forms for any students who are unsuccessful in courses. The Dual Credit office withdraws students and sends High School faculty and administrators the list of students who have been withdrawn.</p>
<p>ANNUAL DUAL CREDIT STATUS REPORT DEADLINE MAY 1, 2012</p>	<p>The Annual Dual Credit Status Report is completed for each HS course every spring semester.</p>
<p>STUDENT EVALUATION OF COURSES</p>	<p>High School students complete an anonymous course evaluation. The Dual Credit office compiles results and returns them to the High School and Ivy Tech faculty.</p>
<p>GRADES & STUDENT TRANSCRIPTS</p>	<p>High School faculty submits semester grades to Dual Credit office. The Dual Credit Office posts grades for dual credit courses. High School students obtain their transcript through Campus Connect.</p>