



# Battle Mountain High School

425 Weaver Ave.

Battle Mountain, NV 89820

775-635-5436

775-635-5459 fax

## BMHS Dual Credit Contract

Dual credit courses, taken through Great Basin College, offer students the opportunity to earn both high school and college credit in the same class. Juniors and Seniors are eligible to take these classes, with approval from the Principal or Counselor. Classes must be at the 100 level or above in order to be eligible for dual credit. No remedial classes will be accepted as dual credit but may be used as elective credit at the high school. Students will only be allowed to replace one full core credit with dual credit classes per subject. Exceptions will be made for those who are pursuing degrees.

Classes are offered two ways: interactively at the GBC Battle Mountain campus or via the internet. Internet classes can be accessed at home, at the high school or at the GBC Campus. Seniors have the option to take dual credit classes interactively at the GBC Campus or via the internet. Juniors may only take classes on the internet and must stay on the high school campus. In order for Juniors or Seniors to leave campus for any reason pertaining to dual credit classes, a signed permission form must be on file. Students who fail a dual credit class may not be allowed off campus for classes the following semester.

In order to be counted as dual credit, college classes must be taken during the high school calendar year and listed on their high school schedule. Under special circumstances, courses not on the student's BMHS schedule may be considered for placement on the high school transcript. Students will be credited with .5 credit on their high school transcript for each dual credit class they successfully complete.

### Registration

Students must register for dual credit courses both at BMHS and at GBC. In order to register for classes at GBC, students must first apply for admission at GBC and complete the high school packet of forms. Students will only need to apply for admission and complete the high school packet once; however, the High School Permission form will need to be completed each semester. Students will need to show proof of class registration and payment and complete the Dual Credit Contract before any dual credit classes will be listed on their high school schedule.

## Attendance

Students must check in daily for all classes with the Dual Credit Coordinator. Students who do not check in will be marked absent. Juniors are required to remain at the high school for all dual credit classes for the first semester. Second semester, with permission, they may enroll in classes offered interactively at the GBC Battle Mountain campus. They must be at the high school on the days their class is not in session. They will not be allowed to take online classes off campus during the regular school day. Seniors are allowed to take interactive classes off campus, but must have Senior Release period immediately before or after the class, so no high school class time is missed. Online classes may be taken off campus as well. Both Juniors and Seniors are still responsible for their attendance in 7<sup>th</sup> period monitor/intervention classes.

Attendance is required and monitored for all interactive classes taken at GBC. GBC's attendance policy states that instructors can withdraw students from the class or give an incomplete if there are three or more absences. Lack of participation in online classes may also result in the student being withdrawn.

## Grades

Dual credit grades will be put on a student's high school transcript if they are one of the five required classes for Seniors or one of the six required classes for Juniors. All college transcripts submitted for high school grades must be **OFFICIAL**. If a transcript is not turned in by the end of the high school semester, an "F" will be issued as a grade for the course at the high school until an official transcript has been received. Grades in college classes will also be considered for eligibility and affect GPA at the high school. Grades/progress will be checked every three weeks on high school eligibility days by the Dual Credit Coordinator. Students will be required to show proof of their current grade either by print out that shows the students name and the date and time or by logging in to their class and showing the grade to the person checking eligibility.

GBC posts letter grades on transcripts. In order to convert those grades to the high school grading scale, the following conversion scale will be used. GBC does not give an A+.

A ~ 95%  
A- ~ 90%  
B+ ~ 89%  
B ~ 85%  
B- ~ 80%  
C+ ~ 79%  
C ~ 75%  
C- ~ 70%  
D+ ~ 69%  
D ~ 65%  
D- ~ 60%  
F+ ~ 59%  
F ~ 55%  
F- ~ 50%

### Dropping a Class

Students wishing to drop a class must meet with the principal or GBC coordinator prior to withdrawing. Any failed or dropped classes will be made up at BMHS if it is one of the required 5 or 6 classes. Students dropping a class after the fourth week of class will be enrolled in Alternative Ed. All classes must be formally withdrawn from at the GBC campus or through MyGBC. GBC policy states that classes must be withdrawn from before 60% of the course has elapsed or students will be assigned a failing grade. **Failure to withdraw from a class will result in an “F” on college and high school transcripts.**

### Books

BMHS will provide the required books for dual credit classes and can be checked out from the library. Books remain the property of the high school and students will be held responsible for any damaged or lost books. Students that return books with damage will be charged 10% of the cost of the book. Student who do not return books or return books that are so damaged they are not considered usable, will not be able to check out books for other classes until the book is returned or paid for. Books will not be checked out to students who have not turned in or paid for books from the previous semester. BMHS will not provide software or suggested materials.

It is the student's responsibility to know what books are needed. Students must submit a book request form to the BMHS Dual Credit Coordinator in order to have their books ordered. Book requests are due a minimum of two weeks prior to the start of class or immediately upon registration if less than two weeks from the start of class and will not be ordered without a completed form. Books will not be order after the first week of class. Students in classes requiring access codes will need to purchase their own access codes and submit the receipts to the Dual Credit Coordinator or Librarian within 30 days of purchase in order to be reimbursed. Students need to report any changes in enrollment or book needs immediately in order to ensure the correct books are ordered. There is no guarantee that books requested less than one week before the start of class will be here before classes begin. Book lists can be found at [gbcnv.edu](http://gbcnv.edu). Students will need to know the class name and section number, ex: Class name ENG 101 and section number 1010.

**Please sign and date below**

I understand that the opportunity to enroll in dual credit classes is a privilege, not a right and all enrollment must be approved. I have received a copy of the Dual Credit Contract and agree to adhere to its guidelines. Failure to follow the guidelines may result in ineligibility to enroll in dual credit classes for future semesters.

I understand that attendance is my responsibility, both at the high school and in my college classes and that I am required to check in each day.

I understand that in order to be counted as dual credit, college classes must be listed on my high school schedule. The grade received in any GBC class taken to fulfill BMHS enrollment requirements will be posted on my high school transcript.

I understand that if I do not provide a transcript to the high school by the end of the high school semester an “F” will be issued until an **OFFICIAL** transcript is provided.

|                           |                   |
|---------------------------|-------------------|
| _____                     | _____             |
| Printed Student Name      | Student Signature |
| _____                     | _____             |
| Parent/Guardian Signature | Date              |

## Dual Credit Off Campus Permission Slip

I give permission for my child, \_\_\_\_\_, to leave the school grounds during the 2015-2016 school years for Dual Credit classes. Some of the activities that may require students to leave campus are:

- Tutoring sessions
- Advising/registration
- Proctored exams
- To turn in assignments

Please check all of the boxes that apply.

\_\_\_\_\_ My child may drive him/herself to the activities.

\_\_\_\_\_ My child may ride with another student.

\_\_\_\_\_ My child may drive and carry passengers.

\_\_\_\_\_ My child may leave the school grounds via school transportation.

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date Signed