DUAL CREDIT PROGRAM

The University of Pikeville Dual Credit Program allows qualified students to earn both high school and college credit at the same time. The program provides the opportunity for high caliber students to pursue extra challenges and to earn college credit, which can transfer to other colleges and universities.

Student Requirements

Students must meet the following requirements and submit the appropriate forms in order to enroll in the Dual Credit program:

ACT scores:

- 18 or above ACT composite
- Student must meet the required ACT sub score for courses with ACT prerequisites

Guidance Counselor Recommendation Form

Application for Admission (FERPA information on back) signed by parent and student

High School Transcript

Faculty Qualifications

All faculty teaching University of Pikeville Dual Credit courses must have a master’s degree from an accredited institution with at least 18 graduate hours in the field. Faculty must submit an application for employment, official transcripts, current vitae, and two letters of recommendation. The University will determine qualification of faculty.

High schools may offer one or more Dual Credit courses, providing faculty meet qualifications and are approved by the University and prerequisites have been met for students enrolled. No program may exceed 29 credit hours.

Fees
The University of Pikeville’s Dual Credit Program is **TUITION FREE for off campus courses.**

Students are responsible for paying the following:

- Price of textbook (varies per course; with approval from university department chairs, textbooks used at the high school may be acceptable). Textbooks may be ordered at the University of Pikeville campus bookstore and delivered to your school upon receipt.
- $25 Registration Fee each semester (TO BE PAID TO THE HIGH SCHOOL/UNIVERSITY WILL BILL THE SCHOOL INSTEAD OF INDIVIDUAL STUDENTS)
- Tuition for on campus courses is $100 per credit hour.

**Academic & Grading Policies**

Faculty members will prepare a syllabus for each course taught that clearly states the course requirements and methods of evaluation. Syllabi for the courses will be distributed to students at the beginning of each semester.

Students will receive both a college grade and a high school grade for each dual credit course. It is the responsibility of the faculty to record grades and enter them into the University of Pikeville Database. Students will be able to check grades via WebAdvisor.

**Failing Grades**

A failing (F) grade will lead to dismissal from the Dual Credit program. Students may not enroll for subsequent course work once a failing grade has been earned. Courses may not be repeated for credit in the dual credit program.

**Drop/Withdrawal**

No student may drop a Dual Credit Course without the approval of the appropriate Guidance Counselor. A Drop/Withdrawal form must be completed for each course with signatures from the student, guidance counselor, and Dual Credit Coordinator. For withdrawal up to the end of the fifth week of classes during a regular semester, a grade of “W” is given. A student withdrawing after these dates receives a grade of “WF” or “WP” according to the judgment of the instructor. Students may withdraw from a regular class up to 5:00 p.m. on the last day of classes as noted on
the Academic Calendar. When a student does not officially withdraw from a class or from the College, a grade of “F” is incurred.

**Academic Honesty**

University of Pikeville is an academic community, and like all other communities, it can function properly only if its members adhere to clearly established goals and values. Essential is the commitment to the principles of truth and academic honesty. In order to articulate fully its commitment to academic honesty and to protect members of its community from the results of dishonest conduct, the University of Pikeville has adopted the following policies to deal with cases of academic dishonesty.

Academic dishonesty includes, but is not limited to, the following acts:

(a) Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
(b) Plagiarism: the deliberate or accidental taking of another’s ideas, work, or words as one’s own without properly documenting or crediting the original source in any academic exercise.
(c) Fabrication: the deliberate falsification or invention of any information or citation in an academic exercise.
(d) Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another violate any provision of this policy.

If an act of academic dishonesty is determined to have occurred, sanctions will be imposed depending on the perceived intent and extent of the offense.

Possible sanctions may include, but are not limited to, the following:

(a) Giving a warning;
(b) Reducing the grade for the academic exercise;
(c) Giving an “F” or zero for the academic exercise;
(d) Giving a failing grade in the course with the inability to withdraw;
(e) Reporting the matter to the Vice President for Academic Affairs/Dean of the College for further possible action.

**WebAdvisor**
All Dual Credit students will be given a user name and password by the University of Pikeville Information Technology center. Students may use this information to log on to UPIKE email, and WebAdvisor. WebAdvisor may be used to:

- Check grades
- View unofficial University of Pikeville Transcripts
- Request official transcripts
- View UPIKE schedule

**Student ID Cards**

All Dual Credit students will be given an UPIKE Identification Card. This ID permits free admission into sporting events, discounts at the bookstore, use of the Allara Library on campus, and other privileges enjoyed by UPIKE students.

**Scholarship Opportunity**

Students who attend The University of Pikeville after graduation from high school and have met the following criteria will be eligible for a $2000 addition to their awarded academic scholarships:

- Student has completed 5 or more Dual Credit hours at University of Pikeville.
- Student has maintained at least a 3.0 grade point average in all dual credit courses.

The Dual Credit Supplemental Scholarship can be renewed for four years but cannot be added to athletic or other supplemental scholarships. Student must maintain a 2.5 cumulative grade point average at The University of Pikeville in order for a scholarship to be renewed.

*For questions or further information, contact Teresa Lockhart at (606) 218-5306 or teresalockhart@upike.edu*