

## High School Dual Credit Program – Fall 2017

### South Dakota Board of Regents

*Black Hills State University – Dakota State University – Northern State University*

*South Dakota School of Mines & Technology – South Dakota State University – University of South Dakota*

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Thank you for your interest in the High School Dual Credit Program through the South Dakota Board of Regents (SD BOR) in partnership with the SD Department of Education. Each of the six South Dakota Public Institutions of Higher Education offers a variety of courses meeting the SD BOR system general education requirements. High school juniors and seniors attending a public high school within South Dakota may be eligible to participate in this program and receive both high school and college credit at a reduced rate of \$48.33 per credit. A new application must be submitted for each semester in which you wish to participate.

#### **Admission Requirements (Applicants must Meet One of the Four Requirements Below):**

- 1. High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:**
  - a. earn an ACT composite score of 24 reflective of the 70% percentile; or
  - b. rank in upper one-third of their graduating class; or
  - c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;
- 2. High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:**
  - a. earn an ACT composite score of 21 reflective of the 50% percentile; or
  - b. rank in the upper one-half of their graduating class; or
  - c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;
- 3. High School junior or senior eligible to enroll in a high school in South Dakota who meets all of the following Undergraduate admissions requirements:**
  - a. ACT score of 18 (or 21 for USD & SDSM&T); and
  - b. Successful completion of coursework Requirements
    - Four Years of English
    - Three years of advanced mathematics
    - Three years of laboratory science
    - Three years of social studies
    - One year of fine arts
- 4. Take one of the assessments below and meet the required score(s):**
  - a. 10<sup>th</sup> Grade ACT Aspire Summative Assessment – (Score 434 or higher)
  - b. Accuplacer (Sentence Skills – Score 86 or higher AND Elementary Algebra – Score 76 or higher)

**The following items must be submitted by email, fax, or mail to the appropriate Campus Point of Contact, which are provided on Page 4 of the application form.**

- High School Dual Credit Program Application (p. 2 & 3)
- High School Transcript
- ACT/SAT Score Report (if taken)\*

\*Registration for Math will require placement via Math Index Score, Accuplacer, or Smarter Balanced. Registration for English will require placement via ACT/SAT Subscore, Accuplacer, or Smarter Balanced. See BOR AAC Guideline 7.6.

#### **Application Period and Deadline:**

Applications for Fall 2017 will start being accepted on April 17, 2016.

**Applications must be received on campus BEFORE the Close of Business on the first day of the semester in which you are enrolling.** (Fall 2017 Semester: August 21, 2017\*). Applications received on campus after this date will not be considered. Please note that students registering near the deadline may encounter some difficulties related to class availability, course materials, etc. It is in the best interest of students to apply early, as an indication of interest does not guarantee future enrollment.

\*The BOR System Academic Calendar specifying this date can be found at the following link: <https://www.sdbor.edu/administrative-offices/academics/academic-calendar/Pages/default.aspx>

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Legal Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last – First – Middle XXX-XX-XXXX

Preferred First Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Use of Social Security Number (SSN) - Privacy Information: We are requesting your SSN for administrative record accuracy and reporting. Disclosure of your SSN is voluntary and if you decline to provide it to us this action will not affect your admissions eligibility. However, we request this information from you in order to meet our federal obligation to report student employment, Hope and Lifetime Scholarship tax information, and federal financial aid. The SSN is confidential information under the Federal Educational Rights to Privacy Act and we will not release it without your consent. Having your SSN on record will enable the University to keep accurate information and to report it promptly.

### Permanent Mailing Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (555-555-5555) \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (555-555-5555) \_\_\_\_\_

### Educational Data

High School Attending: _____		School	City	State
High School Mailing Address: _____		Mailing Address	City	State Zip
Anticipated High School Graduation Date/Year: _____		Month:	Year:	
Have you taken the ACT test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tested (MM/YY): _____	Composite Score: _____	
	ACT Subscores:	English _____	Mathematics _____	Reading _____ Science _____
Have you taken the SAT test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tested (MM/YY): _____	Composite Score: _____	
Have you taken the Smarter Balanced Assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mathematics Score: _____	Were your assessment scores sent to a SDBOR Institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		ELA Score: _____		

### Course Information

Institution(s) applying to:  BHSU  DSU  NSU  SDSM&T  SDSU  USD

Have you previously enrolled in courses through any of the SDBOR Universities?  Yes  No  
 If yes, when (Term/Year) \_\_\_\_\_ SDBOR Student ID Number: \_\_\_\_\_

Have you previously enrolled in courses through any other post-secondary institutions?  Yes  No  
 If yes, where? \_\_\_\_\_

Location of class(es) you are registering for (Select all that apply.):  On-campus  Online  University Center (Select Location Below)  
 Pierre  Sioux Falls  Rapid City

Subject	Course Number	Section Number	Course Title	Credit Hours	Days/Times Course Meets

\*Please note: Students are limited to enrollment in no more than 9 credit hours during a given academic term. Exemptions may be granted after approval by the Campus Dual Credit Contact.

\*Registration in English and Math courses will require placement via ACT/SAT, Accuplacer, Smarter Balanced, or Math Index Score.

The following information is optional. The information is used in compliance with the Title VI of the Civil Rights Act of 1964. Your responses in no way affect your admission.		
<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Choose One</b>	<input type="checkbox"/> Non-Hispanic or Non-Latino	<input type="checkbox"/> Hispanic or Latino
<b>Choose all that apply</b>	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White

**Expectations & Guidelines for Dual Credit Enrollment:**

1. Courses offered have college-level content and subject matter and college-level expectations and standards. Students will be graded accordingly.
2. All courses will become part of and remain on the student’s permanent record. Students will need to disclose in college applications that they have taken college/dual credit coursework. It is the responsibility of the student to contact his/her prospective post-secondary institution and to provide necessary information so the institution may determine if the dual enrollment credits that have been earned are transferable. While all credits earned will be recognized by Regental universities, the institutions cannot guarantee transferability of credits outside of the system.
3. Students will have access to university services such as library, e-mail, and WebAdvisor.
4. Students must be aware of the published add/drop with refund and withdraw dates.
5. Before dropping or withdrawing from a dual credit course, students must consult with their high school counselor to determine the best plan to be followed. Once this step has been completed, the student must contact the Dual Credit contact at the university offering the course to complete the drop or withdrawal process. Students who stop attending class without processing an official withdrawal will stay on the course roll and be assigned an “F” for the course. Under BOR Policy 2:10.1, students are limited to 6 withdrawals in their undergraduate career, which includes HSDC courses. Further withdrawals will be assigned a failed grade. Under [SDCL 13-28-37](#), students who fail a course through the High School Dual Credit Program are no longer eligible to participate, absent a showing of good cause. BOR also requires students to have a GPA of 2.0 or higher in dual credit coursework to remain eligible for the program. Student who either fail a course or drop below a 2.0 GPA in dual credit courses, who seek to re-enroll in future dual credit opportunities through this program should contact the designated institutional representative.
6. Students will be held accountable for academic dishonesty, plagiarism, and/or cheating as outlined by the University’s Student Code.
7. Students must act on their own behalf. Parents, high school officials and others are not permitted to enroll, drop, or add classes on behalf of the student. Students are covered under the Family Education Rights and Privacy Act (FERPA) which prohibits SDBOR institutions from disclosing student information to parents and/or guardians. However, parents may gain access to student records and information by either 1.) the student submitting a signed FERPA waiver giving consent, or 2.) submitting a copy of the parent(s)’ tax return showing that the student is a tax dependent of the parent(s). More information on FERPA can be found on page 4 of the application.
8. Students are responsible for tuition/fees and materials associated with dual credit courses.

I acknowledge that federal law permits institutions of higher education to disclose academic, enrollment, and financial aid information about me to staff who need to know such information to carry out their administrative tasks. I understand and acknowledge that the institutions that comprise the South Dakota system of higher education are also permitted to share such academic, enrollment and financial aid information, either within or outside the South Dakota system of higher education, when I transfer between institutions or when I enroll in coursework from more than one institution during a term. By participating in this dual credit program, I will be deemed to have consented to the disclosure of academic information, including, but not limited to, academic standing, progress, and grades, both within the system and to my high school.

With my signature below I verify that all information on this application is complete and accurate to the best of my knowledge. If admitted, I agree to observe the rules and regulations of the South Dakota Board of Regents system and the respective Universities.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Official:**

With my signature below, I verify that all student information on this application is complete and accurate to the best of my knowledge. I verify that I have read and understand the enrollment requirements for the High School Dual Credit Program, and that the student meets these requirements. I verify that the student’s high school has signed an MOU with the Dept. of Education.

**School Official Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Official Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_



REQUEST, AUTHORIZATION and CONSENT to the
RELEASE of EDUCATIONAL RECORDS
by BLACK HILLS STATE UNIVERSITY

The undersigned student hereby requests, authorizes and consents to the release of certain educational records (health and counseling records excepted) regarding the undersigned by Black Hills State University (BHSU). The specific educational records, as maintained by BHSU, to be released are as follows: (circle all that apply)

- 1. Financial Aid Records;
2. Financial Records (excluding Financial Aid information);
3. Academic Performance Records (including Grades);
4. Disciplinary Records (Student Conduct System);
5. Housing Records (including related Disciplinary Records);
6. Resume and Related Materials/Records (limited to employment-related purposes);
7. Electronic Images (such as but not limited to pictures);
8. Electronic Records (such as but not limited to tracking and use logs);
9. All of the above
10. Other as Specified: \_\_\_\_\_;

These records and reports are hereby requested by the undersigned student, who is 18 years old or older, to be released to:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Unless otherwise stipulated by the undersigned student, this release is continuing in effect; i.e. all records, currently within the possession of BHSU and which continue to come into possession during the undersigned's existence at BHSU will be released to the above-described person. Please use Item 10 above "Other Specified" for a single use release.

The educational records designated are to be disclosed for the following reasons and purposes:

\_\_\_\_\_

This authorization is limited to the release of the specific records indicated above to the specific person or entity specified herein. I understand that I have the right not to consent to this release of records. It is understood that if there are any charges for furnishing said information, the same will be borne by the undersigned.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

Student ID or Last 4 Digits of SSN: [grid]

Print Name: \_\_\_\_\_

Date of Birth: [grid] M M D D Y Y Y Y

X \_\_\_\_\_

NOTICE: All South Dakota schools of higher education controlled by the Board of Regents define the following information as publically available directory information: student's name, grade level or academic status (undergraduate, graduate or professional school), graduation date, diploma or degree, major field of study, and dates of attendance. To prevent the disclosure of a student's directory information, the eligible student must fill out the Directory Information Opt-Out Form and return it to the Registrar's Office (Woodburn Hall 104) by the 10th day of classes of the first semester during which the student is enrolled.

Please return completed form to BHSU Student Financial Services, Fax (605) 642-6913
1200 University Street, Unit 9670, Spearfish, SD 57799-9670

I hereby cancel this Request, Authorization and Consent to the Release of Educational Records
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ X \_\_\_\_\_

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#### Campus Points of Contact

##### Black Hills State University

Elizabeth Mundorf  
Dual Credit & Rising Scholar Coordinator  
[Elizabeth.Mundorf@bhsu.edu](mailto:Elizabeth.Mundorf@bhsu.edu)  
**Phone:** 605-642-6214  
**Fax:** 605-642-6254  
**Address:**  
Black Hills State University Admissions  
1200 University St. Unit 9502  
Spearfish, SD 57799

##### Black Hills State University – Rapid City

Jacob Hamik  
Admissions Coordinator  
[Jacob.Hamik@bhsu.edu](mailto:Jacob.Hamik@bhsu.edu)  
**Phone:** 605-718-4194  
**Fax:** 605-718-4021  
**Address:**  
BHSU- Rapid City  
Attn: Jacob Hamik  
PO Box 250  
Rapid City, SD 57709

##### Capital University Center

Laura Hayden-Moreland  
Academic Program Coordinator  
[Laura.HaydenMoreland@sdstate.edu](mailto:Laura.HaydenMoreland@sdstate.edu)  
**Phone:** 605-773-3024  
**Fax:** 605-773-3020  
**Address:**  
Capital University Center  
Attn: Laura Hayden Moreland  
925 E Sioux Avenue  
Pierre, South Dakota 57501

##### Dakota State University

Amy Crissinger  
Associate VP of Enrollment  
Management/Marketing  
[Amy.Crissinger@dsu.edu](mailto:Amy.Crissinger@dsu.edu)  
**Phone:** 605-256-5696  
**Fax:** 605-256-5020  
**Address:**  
DSU Office of Admissions  
820 N Washington Avenue  
Madison, SD 57042

##### Northern State University

Tiffany Dykman  
Program Assistant  
[online@northern.edu](mailto:online@northern.edu)  
**Phone:** 605-626-2568  
**Fax:** 605-626-2542  
**Address:**  
Northern State University  
Online & Continuing Education  
1200 S Jay Street  
Aberdeen SD 57401

##### South Dakota School of Mines & Technology

Geneve Sigler  
Program Assistant  
[Geneve.Sigler@sdsmt.edu](mailto:Geneve.Sigler@sdsmt.edu)  
**Phone:** 605-394-5209  
**Fax:** 605-394-1979  
**Address:**  
SD Mines Admissions Office  
501 E St Joseph St  
Rapid City, SD 57701

##### South Dakota State University

Tracia Hogue  
Student Services Facilitator  
[Tracia.Hogue@sdstate.edu](mailto:Tracia.Hogue@sdstate.edu)  
**Phone:** 605-688-4154  
**Fax:** 605-688-6540  
**Address:**  
Continuing and Distance Education  
Attn: Tracia Hogue  
South Dakota State University  
Box 2115, SBL 119L  
Brookings, SD 57007

##### The University of South Dakota

Andrew Nilges  
Continuing & Distance Education  
[dualcredit@usd.edu](mailto:dualcredit@usd.edu)  
**Phone:** 605-658-6132  
**Fax:** 605-677-6118  
**Address:**  
The University of South Dakota  
Division of Continuing and Distance  
Education  
Attn: Dual Credit Program  
414 E. Clark Street  
Vermillion, SD 57069

##### University Center – Sioux Falls

Jennifer Schelske  
Student Services Coordinator  
[jennifer.schelske@SDUniversityCenter.org](mailto:jennifer.schelske@SDUniversityCenter.org)  
**Phone:** 605-367-8465  
**Fax:** 605-367-5643  
**Address:**  
University Center  
Attn: Jennifer Schelske  
4801 N. Career Avenue  
Sioux Falls, SD 57107

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#### Confidentiality of Student Records

The South Dakota Board of Regents and Universities take the protection of students and their records seriously. To this end, the Regents have established a policy that requires all institutions to observe the federal regulations as specified in the Family Education Rights and Privacy Act (FERPA) as amended. Further, each institution is required to adopt and to publish annually procedures that enact this requirement. The procedures for each Regental institution can be found at the following links:

**Black Hills State University:** <http://www.bhsu.edu/Academics/RegistrationRecords/StudentPrivacyFERPA/tabid/9784/Default.aspx>

**Dakota State University:** <http://dsu.edu/assets/uploads/policies/01-43-00.pdf>

**Northern State University:** <http://www.northern.edu/academics/registrar/Pages/privacy.aspx>

**South Dakota School of Mines & Technology:** <http://www.sdsmt.edu/Academics/Registrar/FERPA/FERPA-Information/>

**South Dakota State University:** <https://www.sdstate.edu/campus/records/ferpa.cfm>

**The University of South Dakota:** <http://www.usd.edu/registrar/student-records-policy.cfm>