



College in High School Handbook

**Academic Year
2024-2025**

The College in High School Program

Seton Hill University is working together with High Schools to offer eligible students the opportunity to earn college credits while in high school through the College in High School Dual Credit (CHS) program.

Students can register from participating schools or school districts for one or more of the approved courses through their high school and, upon successful completion of the course, receive college credit from Seton Hill University.

College in High School Dual Credit provides students with the opportunity to get a head start toward their college degree while still in high school. The program helps students make a smooth and successful transition to college by giving them a preview of college-level academic work.

Tuition for each 3-4 credit course will be \$230, paid to Seton Hill University. One credit courses are \$80. Note: No tuition is required for lab science courses when they are co-requisites to the lecture course.

This handbook contains information about how high schools can apply to participate in the CHS Program.

Student Eligibility

Standard Eligibility:

Students who meet all of the following criteria are qualified to participate in the Dual Credit Program:

1. The student is a **high school junior or senior**.
2. The student will be on track to fulfill graduation requirements by the end of his/her senior year based upon credits earned and required courses completed/scheduled.
3. The student has demonstrated proficiency in reading, writing, and mathematics as determined by School/District assessment.
4. The student has demonstrated ability and readiness for college-level coursework in the intended area of study as determined by the School/District.
5. The student has the recommendation of the High School Principal, or his/her designated High School Liaison

Note: Seton Hill University has the final approval of all potential CHS students.

In order to remain in the College in High School Dual Credit program, the School/District may require a student to maintain a grade point average of 3.0 and maintain a minimum grade of C (2.0) in each College in High School Dual Credit course in which they are enrolled.

Alternative Eligibility (not typical):

Students who do not meet the above criteria may be permitted to enroll in College in High School Dual Credit courses if they meet all the following alternative criteria (A or B) and receive approval from **both Seton Hill University and the High School Principal**.

- A. The student is a sophomore in an advanced studies or gifted education program with a cumulative grade point average of 3.8 or better and,
 1. The student will be on track to fulfill graduation requirements by the end of his/her senior year based upon credits earned and required courses completed/scheduled.
 2. The student has demonstrated advanced proficiency in reading, writing, and mathematics as determined by School/District assessment.

3. The student has demonstrated advanced ability and readiness for college-level coursework in the intended area of study as determined by the School/District.

OR

Students who do not meet the above criteria may be permitted to enroll in College in High School Dual Credit courses if they meet all the following alternative criteria and receive approval from **both Seton Hill University and the High School Principal**.

- B. The student has demonstrated exceptional ability in the Studio Arts, World Languages, or Math content areas and has the explicit recommendation of the High School Principal and,
 1. The student will be on track to fulfill graduation requirements by the end of his/her senior year based upon credits earned and required courses completed/scheduled.
 2. The student has demonstrated advanced proficiency in reading, writing, and mathematics as determined by School/District assessment.
 3. The student has demonstrated advanced ability and readiness for college-level coursework in the intended area of study as determined by the School/District.

Instructor Eligibility

Instructors who teach in the College in High School Dual Credit program are considered adjunct faculty members of the University, so equivalent criteria for hiring university adjunct instructors are followed.

1. The preference is that the adjunct instructors have either a Master's or Doctoral degree and teaching experience.
2. Teachers who do not have a Master's degree must have a Bachelor's degree, particular certifications, and/or expertise AND are known to be successful and highly effective. This must be stated in a written Letter of Endorsement by the Principal, Assistant Principal, or Director of Curriculum and Instruction.

The Course Approval Process

A. Requests for existing High School Courses to be approved as equivalent to existing Seton Hill University Courses.

1. An initial contact is made between the high school hosting the potential College in High School Dual Credit program (CHS) and Kathryn Rother, Associate Dean, Academic Affairs. Contact the office by email at krother@setonhill.edu.
2. The High School Administrator appoints a CHS Liaison to serve as the primary contact between the High School and the University. The liaison could be a principal, assistant principal, curriculum/instructional leader, guidance counselor, or teacher.
3. The CHS liaison can consider offering any existing course in the Seton Hill University catalog. These courses are generally at the 100-level but may be higher. Check the course description by visiting our website: www.setonhill.edu and click on the link to the Catalog or by reviewing the current College in High School Catalog.
4. The high school sends a Course Request Form, an Instructor Request Form, a course syllabus (following the SHU syllabus template) in a Word or Google Document format, student assessment instruments (one of which must be the final exam, capstone paper, presentation, or project), the resume or curriculum vitae

of the faculty member who will be teaching the CHS course, graduate and undergraduate transcripts (unofficial ones are acceptable), and an Employee Information Form electronically to krother@setonhill.edu.

5. The approval process consists of reviewing faculty credentials and course content, objectives, assessments, and materials to ensure that they are equivalent and aligned to the corresponding Seton Hill course and are on a first-year college level. Occasionally syllabi are returned with suggested revisions or when additional information is needed to complete the review. Sufficient time must be allotted for the process to be completed before the intended academic year in which the high school will be offering the course (usually by July 1).
6. The instructors' credentials are reviewed for equivalency to the university criteria for hiring adjunct instructors.
7. After review and approval, the high school liaison and faculty member are notified of course acceptance or denial.

Ongoing Course Review

For approved CHS courses, the high school must submit to Seton Hill University every three (3) years or as requested:

- a. An updated instructor's resume or curriculum vitae,
- b. An updated syllabus (in the updated SHU syllabus template) that reflects new/current resource materials (textbooks, supplemental readings, online resources, etc.) and,
- c. Samples of student products and assessments.

The Registration Process

1. After the course is confirmed, the high school is sent registration materials. Registration for CHS courses is done online through the University Griffin Gate portal. Students submit the payment online by NOVEMBER 18, 2024, for Fall semester and Year-long courses and by MARCH 17, 2025, for Spring semester courses.
2. No retroactive course enrollments will be permitted once course registration for the relevant term has closed. Please refer to the CHS Academic calendar for specific dates. (Appendix 1).
3. Students may enroll for a maximum of 12 post-secondary credits through College in High School Dual Credit per academic semester. (24 per academic year)

NOTE: All CHS adjunct faculty will have access to Seton Hill's grade management system and will be expected to post grades electronically no later than the posted deadlines. Please refer to the CHS Academic calendar for specific dates. (Appendix 1).

NOTE: On the rare occasion when a school/district cannot comply with the dates listed above, please contact the Office of the Associate Dean, Academic Affairs to discuss possible extensions.

Academic Policies

Grades

CHS students receive both a high school and Seton Hill grade for the course. The Seton Hill University grade is based only on performance on the approved examinations and assignments and is recorded on the official Seton Hill University transcript. **CHS instructors must establish their grading scale in keeping with the University's policy.** (It is possible that students may receive a grade for their high school report card that is different from their Seton Hill grade.) The grading procedure should be clearly explained on the course syllabus. CHS instructors must record letter grades (not percentages) electronically to the University's web portal after the last day of classes but no later than the posted deadlines. Please refer to the CHS Academic calendar for specific dates. (Appendix 1).

The following grading scale and quality points will be assigned per credit:

Grade	Scale	Quality Points	Description
A	93-100%	4.00	Indicates the student has demonstrated superior aptitude and initiative in the course and produced work of excellence and distinction characterized by practical application, originality, creativity, insight, and understanding.
A-	90-92%	3.67	
B+	87-89%	3.33	Indicates the student has demonstrated very good aptitude and given evidence of marked achievement in accuracy, practical application, originality, creativity, insight, and understanding.
B	83-86%	3.00	
B-	80-82%	2.67	
C+	77-79%	2.33	Indicates the student has demonstrated minimal aptitude and achievement toward accuracy, practical application, originality, creativity, insight, and understanding.
C	73-76%	2.00	
C-	70-72%	1.67	
D+	67-69%	1.33	Indicates work which, while unsatisfactory in some respects, is acceptable enough on an overall basis to receive University credits.
D	63-66%	1.00	
D-	60-62%	0.67	
F	0-59%	0.00	Indicates failure in the course. No credit is awarded.

Grade Changes

In circumstances where a change to a student's grade is necessary, this must be done by the faculty member in consultation with the SHU Registrar, whose approval is required. For fall semester courses, this must be done no later than February 27; for spring semester courses, by June 30; and for summer term courses, by September 30.

Academic Status

When high school students enroll at Seton Hill University through the College in High School program, they are considered non-degree seeking students.

Transferring Credit

CHS course credits are recorded on a standard Seton Hill University transcript, which can be sent to any college the student attends after high school. In order to apply to have this credit transferred, a student requests their Seton

Hill transcript to be sent through the National Student Clearinghouse (NSC) using this website - <https://www.setonhill.edu/offices/registrar/transcript-requests/>. There is a fee for each transcript.

Since Seton Hill does not govern the transfer credit policies of other institutions, the University cannot guarantee that CHS credit will transfer successfully. However, experience shows that almost all former CHS credits are approved as either elective credits toward graduation or advanced standing as recognition of advanced study.

Withdrawals

Withdrawal is a formal academic procedure. When a student withdraws on or before November 15 for fall-only courses or April 1 for year-long or spring-only courses, their course grade becomes a “W”, which cannot affect a college grade point average. Any withdrawal after those dates will be an “F”.

The following restrictions are placed on the withdrawal process:

- Tuition is not refunded if a student withdraws from a course after the end of the registration period.
- Only the CHS teacher can approve withdrawal from a course. Therefore, the CHS teacher must notify the Associate Dean, Academic Affairs by email at krother@setonhill.edu regarding any withdrawal.
- Teachers may not withdraw a student from a CHS course by putting a “W” on the final grade roster.

FERPA

The University is committed to providing an academically vigorous, safe, and secure environment for all individuals, which includes protecting the rights and the privacy of all students. The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C §1232g, is a federal law that sets forth the rights and protections that every student is entitled to.

FERPA expressly states that rights are transferred from the parent to the student when a student (1) reaches the age of 18, or (2) enrolls in a postsecondary institution, regardless of the student’s age. If a student is dually enrolled in high school and the University, the two schools may exchange information pertaining to that student. Parents still retain the rights under FERPA at the high school if the student is a minor. In this case, parents may inspect and review records sent by the University to the high school. The University also permits direct disclosure of student information to parents in select circumstances.

To view the University’s Student Educational Records Privacy (FERPA) Policy, please visit this website: <https://setonhill.policytech.com/dotNet/documents/?docid=885&public=true>

Tuition

Tuition is paid online in accordance with the posted deadlines. Please refer to the CHS Academic calendar for specific dates. (Appendix I).

Tuition is announced annually by the University in January for the next academic year.

Tuition Scholarship

Seton Hill offers limited scholarships to students with financial need. Eligibility for financial need are detailed in the CHS Scholarship Application form.

Applications may be requested by contacting Connie Beckel, Coordinator of College in High School at beckel@setonhill.edu. Awards are determined by the CHS Scholarship Committee, and provide partial financial assistance. The student is responsible for the cost of tuition not covered by this scholarship. Students may apply for a CHS scholarship for no more than **two** CHS courses in any academic year.

Appendix 1: College in High School Academic Calendar 2024-2025

Fall Semester 2024

July 31 (W)	New and Review Course Requests for Fall only and Year-long courses due
September 25 (W)	CHS Fall Semester Online Registration opens (Fall only and Year-long courses)
October 11(F)	Tuition Scholarship applications due
October 31 (Th)	CHS Fall Semester Online Registration closes
November 4 (M)	Verification Requests sent to high schools
November 15 (F)	Verifications due from high schools
November 18 (M)	Deadline for Fall only Semester and Year-long course tuition payments.
December 13 (F)	Remove from enrollment if no tuition payment is made
December 20 (F)	New and Review Course Requests for Spring courses due
January 2 (Th)	CHS Grade Portal opens
January 24 (F)	All Fall semester grades are due

Spring Semester 2025

January 20 (M)	CHS Spring only Semester Online Registration opens
February 3 (M)	Tuition Scholarship applications due
February 24 (M)	CHS Spring only Semester Online Registration closes
March 17 (M)	Verification Requests sent to high schools
March 17 (M)	Deadline for Spring only semester tuition payments
March 24 (M)	Diocese/District/School Agreements sent
April 1 (T)	Verifications due from high schools
April 30 (W)	Remove from enrollment if no tuition payment is made
May 14 (W)	CHS Grade Portal opens
June 16 (M)	All Year-long and Spring Semester grades are due
July 1 (T)	New Course Requests for Fall only and Year-long courses due
July 31 (Th)	New and Review Course Requests for Fall only and Year-long courses due