Dual Credit Handbook
Be Great. Start Here.

South Dakota State University
Dual credit is an opportunity for high school students to enroll in college courses at South Dakota State University and earn credits toward their high school diploma while starting on their requirements for a degree from SDSU.

Students are able to choose from a number of on-campus and online general education courses.

Dual credit courses are offered by South Dakota State University’s world renowned faculty members and follow SDSU’s processes for admissions, registration, billing and grade reporting.

Dual credit coursework is available to qualified high school students in grades 11-12 at the rate of $48.33 per credit, plus any required textbooks or related course materials. That compares to about $300 per credit for non-high school students currently attending SDSU.

High School Dual Credit Website
BENEFITS.

Accelerate your SDSU education.

Lower tuition cost.

Simplify the transition from high school.

Students bringing in substantial credits may complete their degree in a condensed timeframe or may benefit in other ways as well. Students may find that with college credits already completed, their schedules will allow them to explore a variety of opportunities to enhance their college experience and academic career.

Dual credit students can more easily:

• add a second major
• add minors
• participate in a study abroad program
• participate in undergraduate research
• complete an internship
• serve in a leadership role in student clubs/organizations
• complete an Experiential Learning Certificate

These options can provide students with a well-rounded educational experience and a valuable advantage in succeeding in their future career.

**A large number of incoming credits does not in itself guarantee a shorter path to a degree!**

DO I QUALIFY?

High school juniors and seniors within South Dakota are eligible to participate in the dual credit program if they meet any of the following requirements:

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 34 reflective of the 75% 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.

OR

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.

OR

3. HIGH SCHOOL JUNIOR OR SENIOR ELIGIBLE TO ENROLL IN A HIGH SCHOOL IN SOUTH DAKOTA MEETING UNDERGRADUATE ADMISSIONS REQUIREMENTS:
   a. ACT score of 18 (or 21 for USD & SDSMT); 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

OR

4. TAKE ONE OF THE ASSESSMENTS BELOW AND MEET THE REQUIRED SCORE(S):
   a. 10th Grade ACT Aspire Summative Assessment – (Score 434 or Higher)
   b. Accuplacer (Sentence Skills – Score 86 or higher AND Elementary Algebra – Score 76 or higher)

** Home-schooled students must meet ACT requirements or #4 requirements

COURSE REQUIREMENTS:

Students wishing to take Math or English courses must meet the ACT requirements or successfully complete a placement exam. Refer to the links below for placement tables:

- English Placement
- Math Placement

If a student has not taken the ACT, the College Board Accuplacer is then used to determine their placement into Engl 101 or Math 102. Please visit the Academic Testing Center’s website at sdstate.edu/testing-center/placement for more information about the Accuplacer or to schedule an appointment to take the exam.
DEFINITIONS.

Types of college credit

Elective Credits are college credits applied to graduation and account for any courses 100-level and above that do not meet a specific (general education, major, college, etc.) graduation requirement.

Major or Program Credits are the college courses that are required of the particular major or program the student intends to complete. These courses typically fall within the major or field of study, with the number of credits required determined by that major or program.

System General Education Requirements (SGRs) are courses approved by the South Dakota Board of Regents (SD BOR) to impart common knowledge and intellectual concepts to students and to develop in them the skills and attitudes that an organization’s faculty believe every educated person should possess. All students completing an undergraduate degree through a SD BOR institution must successfully complete coursework to fulfill the identified general education goals in written communication, oral communication, social sciences, humanities and arts, diversity, mathematics and natural sciences. Click here to view the list of SGRs.

What typically fulfills the requirements for an undergraduate degree at South Dakota State University?

Most undergraduate programs require a student to complete a minimum of 120 credits at the 100 course level or above. Some programs (i.e., Engineering) require a minimum of 130 credits. Students will complete approximately 30 credits in system general education and institutional graduation requirements. Many academic programs require at least 63 credits in major or program requirements. Please note that this number varies by academic program; careful understanding and planning of major or program requirements is necessary. Programs vary greatly in the amount of elective coursework with an average of about 27 credits; this provides students an opportunity to explore other fields of study and interests and to add a minor or even a second major. The chart illustrates how credits are typically distributed within an undergraduate degree.

A large number of incoming credits does not in itself guarantee a shorter path to a degree!

The curricular requirements of many programs are linked to the requirements and standards of professional accreditation. How (and whether) a student’s credits apply to degree requirements will determine the student’s time to degree. Although credits from this dual credit program will count at SDSU (transfer of credits outside the SDBOR; including Technical Institutes are subject to established transfer polices), those credits may not help to fulfill the particular requirements for a specific degree. For example, though a student may earn a substantial number of credits in a foreign language by satisfactory completion of the language placement test (and though satisfactory testing and the resulting credits in a foreign language certainly represent an admirable level of academic achievement), those credits will not significantly advance progress toward a degree if the student’s program does not require 1) foreign language proficiency and/or 2) elective course work.

Distribution of Credits within an Undergraduate Degree

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>System General Education</th>
<th>Major or Program Requirements</th>
<th>Elective Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>21%</td>
<td>50%</td>
<td>29%</td>
<td>21%</td>
</tr>
</tbody>
</table>

*These are approximate values and may differ slightly between programs.*
**OPTION 1: Agricultural & Natural Sciences**

Majors in this option offer a wide range of degree programs aimed at preparing graduates to meet the many challenges of feeding and sustaining a rapidly growing global population.

Examples of careers in this option include:
- soil conservationalist
- wildlife biologist
- dairy product development specialist
- biotechnologist
- livestock nutritionist
- forensic scientist
- applied research and product development specialist
- drug discovery
- patient attorney
- medical doctor
- chemist
- industrial chemist
- chemical information management specialist
- quality control/quality assurance specialist
- environmental specialist
- environmental health

The list of majors in this option can be viewed below. Find advising guidelines [here](#).

**COURSE LIST**

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<td>MATH 102 College Algebra</td>
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<td>Social Sciences</td>
<td>HDFS 210 Lifespan Development</td>
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<tr>
<td>Biological Sciences</td>
<td>BIOL 101/101L Biology Survey I and Lab; or BIOL 102/102L Advanced Biology I</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>CHEM 112/112L General Chemistry I and Lab; or CHEM 106/106L Chemistry Survey and Lab; or CHEM 102/102L Chemistry Survey</td>
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<td>Social Sciences</td>
<td>POLS 100 American Government; and PSYC 101 General Psychology; or SOC 100 Introduction to Sociology; or HDFS 210 Lifespan Development</td>
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**SUGGESTED GENERAL EDUCATION COURSES**

- SGR Goal 1: Written Communication
- SGR Goal 2: Oral Communication
- SGR Goal 3: Social Sciences
- SGR Goal 4: Humanities and Arts/Diversity
- SGR Goal 5: Mathematics
- SGR Goal 6: Natural Sciences
- Did You Know? South Dakota State University is the only land-grant institution to offer a bachelor of science in pharmacy.

**OPTION 2: Education, Social Sciences & Management**

Graduates in the Education, Social Sciences and Management transform the lives of people around the world every day. They work in diverse work settings which span business, education, government, and non-profit or community agencies.

Examples of careers in this option include:
- an elevator who provides leadership and instruction in our schools
- a wellness professional who works with individuals with great health practices for people of all ages
- a professional counselor supporting the development of others
- a financial advisor working with financial services to clients
- a public health specialist working within public health agencies
- a parole officer, police officer
- a social worker working with individuals and families
- a social advocate working in non-profit
- a historic interpreter, park manager, human resource director

The list of majors in this option can be viewed below. Find advising guidelines [here](#).

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**CAREERS**

- Historic interpreter, park manager, human resource director
- Public health specialist working within public health agencies
- Financial advisor working with financial services to clients
- Social worker working with individuals and families
- Social advocate working in non-profit
- Healthcare professional who works with patients and families
- Aesthetician who works within the beauty industry
- Paralegal who works within the legal profession
- Social work professional who works with individuals and families
- Public health specialist working within public health agencies

**EXPLORE MAJORS AND CAREERS**

Find the right program for you. With nearly 200 program offerings, South Dakota State University is the perfect place for you to pursue your education.
OPTION 3: Engineering, Technology & Math

Ready for a rewarding career in science, technology, engineering or mathematics? We prepare our students for the future through rigorous, practical education focused on problem-solving in one of America’s top STEM education programs.

Students can also enhance their degree with many options for real-life work experience right here in Brookings, or nearby engineering and manufacturing companies who are eager to hire our students and graduates.

Examples of careers in this option include:
- Civil Engineer
- Electrical Engineer
- Nuclear Engineer
- Transportation Engineer

SUGGESTED GENERAL EDUCATION COURSES

If the student is considering a major in this option, the following general education courses are suggested.

The list of majors in this option can be viewed below. Find advising guidesheets here.

OPTION 4: Health Sciences

The Health Science option provides undergraduate programs in Athletic Training, Nutrition & Dietetics, Exercise Sciences, Health Education, and Physical Education. The integration of academic programs which focus on nutrition, health, exercise, and human performance, provide students and faculty with unique opportunities to collaborate and to promote interaction among students in different majors with a common focus on promoting health through proper nutrition and physical activity.

Examples of careers in this option include:
- Athletic Trainer
- Dietitian
- Exercise Lab Technician
- Nurse
- Pharmacist

The list of majors in this option can be viewed below. Find advising guidesheets here.

OPTION 5: Humanities, Fine Arts & Design

Students in the majors in this option will be provided the intellectual fabric and foundation for transforming student passion and creativity into a lifetime of discovery and opportunities for success. Students thrive in an atmosphere of engaged teaching and learning, interdisciplinary research, and partnerships in meaningful service.

Examples of careers in this option include:
- Photographer
- Graphic Designer
- Publisher
- Architect
- Stage Manager

The list of majors in this option can be viewed below. Find advising guidesheets here.

Student Choice

If the student is considering a major in this option, the following general education courses are suggested.

Note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.

The list of majors in this option can be viewed below. Find advising guidesheets here.

Diversity

If your course is using First Day Access, you will be billed directly through SDSU billing. You will also receive an email with access information. Please note that First Day Access information should be available within 30 days of the start of the course.
COLLEGE CONTACTS.

College of Agriculture & Biological Sciences
Mary Christensen

College of Arts & Sciences
Jessica Lewis

College of Education & Human Sciences
Carla Anderson

College of Nursing
Meghan Peterson

College of Pharmacy & Allied Health Professions
Nathan Bylander

Exploratory Studies
Ashley Kirchner

Van D. and Barbara B. Fishback Honors College
Asha Hertler

Dr. Rebecca Bott-Knutson

Jerome J. Lohr College of Engineering
Matthew Badura

Hanna Holmquist

Payment Information

Payment can be made through WebAdvisor. Students can log into their account and select students; under financial information, select SDePay/view account/pay here. Full payment must be paid by the due date for the Fall and Spring semesters. Summer payments are due on June 10th. Bills will not be mailed. SDePay Information can provide additional information about course payment options. The billing may not reflect the reduced tuition rate immediately; students should submit payment for $48.33 per credit hour only along with any billing for First Day Access Books, if applicable.

Questions regarding the bill and payment options can be directed to the Cashier’s Office at 605-688-6116.

SDSTATE.EDU/CASHIERS/BILLING
How Do I APPLY?

• To apply at South Dakota State University, the following items should be submitted by email, fax or mail to Tracia Hogue, SWH Box 510, Brookings, SD 57007, Tracia.Hogue@sdstate.edu, fax: 605-688-5977:
  • Application Form
  • High School Transcript
  • ACT/SAT Score Report (if taken)*

• For the fall and spring terms, students may enroll in available courses until the close of business on the first day of each term.

• Multiple terms are offered during the summer session at each Regional institution, and students may enroll in available courses until the close of business on the first day of each respective term.

*Registration in English and math courses will require placement via ACT/SAT and/or Accuplacer.

SYSTEM SPECIFICATIONS

Below are the suggested minimum specifications for student laptop systems and netbooks, as well as a list of approved mobile devices, as determined by the Office of Information Technology. Please note that while SDSU strongly encourages students to meet these minimum specifications, there is not a requirement per se.

NOTEBOOK
PROCESSOR: 2.5 GHZ DUAL-CORE
MEMORY: 4 GB
HARD DRIVE: 160 GB
OPERATING SYSTEM: WINDOWS 7 FOR PCS, OS X 10.6.8 SNOW LEOPARD FOR MACS
ETHERNET NETWORK CARD
802.11 A/B/G/N WIRELESS
DVD/CD-RW DRIVE
MINIMUM OF 2 USB PORTS

NETBOOK
PROCESSOR: INTEL ATOM N270 (1.60 GHZ)
MEMORY: 2 GB
OPERATING SYSTEM: WINDOWS 7

SOFTWARE
SDSU WILL PROVIDE THE REQUIRED ANTIVIRUS SOFTWARE WHEN YOU COME IN THE FALL, SO THERE IS NO NEED TO PURCHASE ANY SEPARATELY.

THE UNIVERSITY BOOKSTORE OFFERS TREMENDOUS DISCOUNTED PRICING FOR BOTH MICROSOFT OFFICE AND ADOBE PRODUCTS, SO STOP IN!

SUPPORTED MOBILE DEVICES:
IOS
BLACKBERRY
ANDROID
WINDOWS

For a complete list of requirements, please click here.
WEBADVISOR SERVICES
Students will be able to perform the following registration services on WebAdvisor:
• Search and register for classes
• See your class schedule
• Check your address
• Add and drop a class or classes
• Access enrollment verification
• View financial aid by term
• Update direct deposit for student refunds
• View account and pay your bill
• Complete attendance confirmation

HOW TO USE WEBADVISOR
Go to http://webadvisor.sdstate.edu.

FIRST TIME LOGGING IN
Click on “What’s My User ID and Reset My Password” on the lower right corner of the main menu page of WebAdvisor. Follow the prompts to access your user ID and to have a temporary password e-mailed to you.

FORGOT USER ID OR PASSWORD
Visit https://loginhelp.sdstate.edu/ to access your user ID and/or reset your password on all your accounts.

ONLINE COURSES: DESIRE2LEARN (D2L)
D2L is the course management system utilized by SDSU and all South Dakota Public Universities. All instructors have the ability to utilize D2L to provide supplemental material, grades, discussions, etc. for SDSU courses. Fully online courses will be completed through D2L.

HOW TO USE D2L
Go to http://d2l.sdstate.edu.

FIRST TIME LOGGING IN
Utilize your established WebAdvisor username and password or click “Forgot your password?” and follow the prompts.

FORGOT USER ID OR PASSWORD
Visit https://loginhelp.sdstate.edu/ to access your user ID and/or reset your password on all your accounts.

ACCESS D2L TUTORIALS
Students enrolled in courses through SDSU have access to a number of video tutorials and student guides providing an overview of the D2L system. Login to D2L, locate “search for courses” and enter SDSU Student D2L 101. You now have access to SDSU Student D2L 101 from “My Home” within D2L. Take some time to view these tutorials prior to the first day of class. Knowing how to navigate and utilize the tools within D2L will get your online learning experience started on the right foot.
DID YOU KNOW?

SDSU offers the JACKRABBIT GUARANTEE.
The Jackrabbit Guarantee is a scholarship program promising at least $1,000 per year for four years to every first-time freshman who scores a 24 or higher on the ACT (or 1090 on the SAT) and attends the Brookings campus.

JACKS E-MAIL

Each SDSU student is issued an SDSU Jacks e-mail account. E-mail messages sent to Jacks e-mail addresses constitute an official means of communication. It is the student’s responsibility and obligation to access official University e-mail messages in a timely manner.

TO ACTIVATE YOUR JACK’S E-MAIL ACCOUNT:
- Go to https://mystate.sdstate.edu
- Click on “Activate Jacks Email”
- Your password is the same as your MyState password.
- Follow all of the instructions to retrieve your Jacks e-mail address and activate your Jacks e-mail.

NOTE: Your MyState and Jacks email passwords are the same.

Please check your Jacks e-mail account (http://jacksemail.sdstate.edu) regularly because it is used for many administrative and financial notices.

FORWARDING EMAILS
To forward your email to another account, go to Settings and search for “forward”. Click on Forwarding, type in the email address you would like your mail forwarded to and click Save.

MyState

SERVICES
- University Announcements
- Student Organization Information
- Campus Calendar
- Activities Calendar
- Student Life News
- Collegian Headlines
- Scholarship Application
- Career Information

HOW TO ACCESS MYSTATE
Go to http://mystate.sdstate.edu.

FIRST TIME LOGGING IN
Click on “Sign In” in the top right corner. Your login name is the same as your WebAdvisor User ID. Your initial password is the $ followed by your 7 digit student ID number. Follow the instructions for your password.

FORGOT USER ID OR PASSWORD
Visit https://loginhelp.sdstate.edu to access your user ID and/or reset your password on all your accounts.
FOCUS 2
Did you know that 50 to 70 percent of college students change their majors at least once, and most will change majors at least 3 times before they graduate? Also, at least 50 percent of entering college students are undecided about their major? They are not alone! We’re here to help with FOCUS 2.

FOCUS 2 is a free online tool that will empower you to make informed decisions about your major, education and career. You may access it 24/7 and use it on an ongoing basis while at SDSU.

All information can be saved “as you go” for quick and easy retrieval, and all results can be printed and/or combined in a personal portfolio. We also invite you to meet with one of our trained career coaches to discuss your results and career planning.

Get Started
1. Go to: https://www.FocusCareer2.com/Portal/Login.
2. First time users, please register to create your own personal account.
   *Returning users, enter username and password
3. ACCESS CODE: jacks
4. Questions regarding FOCUS 2? SDSU’s support desk is ready to help. Technical trouble? Having problems accessing your accounts? Contact us. Online tutoring is just a few clicks away. Smarthinking provides online tutoring services to students enrolled in SDSU online courses. Smarthinking tutoring is available to students enrolled in SDSU online courses through D2L. Free tutoring is available in a wide-range of subjects including, but not limited to: Business, Computer & Technology, Mathematics & Statistics, Reading, Science, Spanish, Writing.

The following links are provided as courtesy to students enrolled in SDSU online courses through D2L.

FOCUS 2
• Are you Ready to be an Online Learner? Keys to Online Success
• Time Management for Distance Learners
• Stress Management for Distance Learners
• How to Ace a Discussion Post
• Mastering Online Group Work
• Netiquette Guidelines for the Online Classroom
• Overcoming procrastination: Tips for Distance Learners

SMARTHINKING
Online tutoring is just a few clicks away. Smarthinking provides online tutoring services to students enrolled in SDSU online courses. Smarthinking tutoring is available to students enrolled in SDSU online courses through D2L. Free tutoring is available in a wide-range of subjects including, but not limited to: Business, Computer & Technology, Mathematics & Statistics, Reading, Science, Spanish, Writing.

A detailed list of the topics can be found via Smartthinking.com.

Smarthinking should be accessible through your SDSU online course. If you do not see Smarthinking in your course content, please reach out to your course instructor and/or Continuing and Distance Education.

Not sure how to utilize the online tutoring services? Smarthinking provides a variety of Student Resources to help you navigate the online tutoring services to get the most out of your experience. Check out the short, information videos with Smarthinking.com.

APPROPRIATE PROCTORS
• Faculty Members
• Retired faculty members
• Professional Educators (superintendent or principal)
• Human resource professionals
• Librarians
• Military Officers
• Pastors

INAPPROPRIATE PROCTORS
• High school students
• College peers
• Relatives
• Co workers
• Neighbors

Proctor Policy.

Students may take examinations off campus as long as security measures for administering the test are strictly maintained before, during and after testing. Off campus examiners should be tested under the same circumstances as their peers on campus to ensure the academic integrity of the examination. The student is responsible for selecting a qualified proctor, which must be approved by the course instructor. Not all online or off-campus courses require exams and quizzes to be proctored, this is determined by the course instructor.
Frequently Asked Questions.

Should I include payment with my application?
No, please do not send payment with your application. Following registration, you will be able to make a payment through WebAdvisor, by eCheck or credit card, or by contacting the cashier’s office at 605-688-6116.

If my high school doesn’t start classes until after the University starts, do I need to participate, even if it’s an online course?
Yes, it’s important that you are ready to take the course on the first day of classes at the University. Even online courses have participation and assignment deadlines that you could potentially miss if you do not log into the course on the first day of class.

Are dual credit courses transferable to other institutions?
Students are encouraged to consult with their postsecondary institution of choice regarding the transferability of the credits they have earned. Courses available through the South Dakota Board of Regents (SDBOR) institutions and centers through this reduced cost program will transfer between each of the six SDBOR institutions, including:

- Black Hills State University
- Dakota State University
- Northern State University
- South Dakota School of Mines & Technology
- South Dakota State University
- University of South Dakota

Course available through South Dakota Technical Institutes may or may not transfer to other postsecondary institutions in South Dakota. Technical Institutes include:

- Lake Area Technical Institute
- Mitchell Technical Institute
- Southeastern Technical Institute
- Western Dakota Technical Institute

If I don’t pay my bill, will I be dropped from my course?
No, you will not be dropped from your course unless you request it. You will be charged a late fee and will be unable to request a transcript from the University.

If I drop a class before the drop/add date, will I receive a refund?
Yes, but it could take up to 3 weeks to receive it by mail. If you have any questions about your refund, please contact the Cashier’s office at 605-688-6116.

If I withdraw from a class, will this affect my future financial aid?
This may depend on the college that you choose but there could be a potential delay in the payment of your financial aid. It’s important that you document your decision to withdraw and discuss it with your high school representative, the instructor of the course, or the point of contact at the course’s institution.

Are dual credit courses calculated into my high school GPA?
Yes, dual credit courses are calculated into your high school GPA.

What is the difference between AP and HSDC?
AP courses are college-level courses usually taught within the high school. It is an alternative option of earning college credit while in high school. Students must take the AP exam following completion of the course and meet the established scores to receive credit.

Is there a limit on the number of credits I can take?
Yes, students can only enroll in up to 10 credits per semester. However, students who have previously completed one or more SDBOR HSDC courses may request a waiver to enroll in 11 or more credit hours. Please contact Tracia Hogue at tracia.hogue@sdstate.edu for the waiver request form.

What if I register for a course and then change my mind?
You must complete the Add/Drop form to be dropped from the course. Please click here for this form.
ACADEMIC POLICIES.

Academic Dishonesty
South Dakota State University has taken a strong and clear stand regarding academic dishonesty. Academic integrity embodies ethical principles to act responsibly and take responsibility for one's actions. Integrity and honor function as forms of a "social contract" where individuals have a duty to follow the rules and norms of academia as well as a duty to encourage others to follow such rules and norms.

Undergraduate and graduate students at the University are expected to maintain the highest standards of academic conduct; if violated, the University takes a strong and clear stand regarding academic dishonesty. The consequence of academic dishonesty ranges from disciplinary probation to expulsion.

For additional information on the academic dishonesty and academic appeals process and procedure reference SDSU Policy 2:4, SDSU Policy 3:1 and BOR Policy 3:4.

Withdrawal Policy
A grade of Withdrawal (W) may be assigned only six times during a student’s undergraduate career. If the student drops additional classes, a failing grade will be assigned. This limit will begin with the fall semester of 2015. Withdrawal grades assigned to continuously enrolled students prior to this term will not count against the limit. This limit does not include W grades assigned if a student withdraws from all classes in a given term. The campus chief academic officer may make exceptions to this requirement in those cases where there are unique factors.

SDBOR Dual Credit Guidelines

Freedom of Learning Statement
Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or biased treatment based on sex or sex-related conduct or conduct unrelated to academic standards should contact the department of the course in question to initiate a review of the evaluation.

Confidentiality of Student Records
The South Dakota Board of Regents and Universities take the protection of the student 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 as amended. Further, each institution is required to adopt and to publish annually procedures that enact this requirement. The procedures for SDSU can be found at https://www.sdstate.edu/campus/records/ferpa.cfm.

Student Complaints
To comply with federal regulations, the Higher Learning Commission expects SDSU and affiliated institutions to make available an account of the student complaints it has received, its processing of those complaints, and how that processing comports with the institution’s policies and procedures on the handling of grievances or complaints. (HLC Policy Number: FDCR.A.10.030) Records will be kept with Academic Affairs, Student Affairs, Human Resources and departments responsible for student support and accountability.

The complaint process is subject to the South Dakota Board of Regents policies, and will follow the institutional policies listed below:

Policy 2:4 Student Academic Integrity and Academic Appeals
Policy 4:3 Equal Opportunity, Non-Discrimination, and Affirmative Action
Policy 4:4 Harassment including Sexual Harassment
Policy 4:5 Prevention of Sexual Assault, Domestic Violence, and Stalking
Policy 4:6 Human Rights Complaints

These policies can be found at http://www.sdstate.edu/policies/.

Students with Disabilities
South Dakota State University (SDSU) reaffirms that it is committed to a policy of non-discrimination on the basis of physical or mental disability/impairment in the offering of all benefits, services, educational and employment opportunities. The Coordinator for Disability Services has been designated the SDSU “Responsible Employee” to coordinate institutional compliance with the non-discrimination requirements of the Americans with Disabilities Act (ADA) of 1990. In that capacity, the Coordinator is committed to ensuring that SDSU provides an inclusive learning environment.

The Coordinator will also be responsible for the effective integration of ADA procedures, and Section 504 of the Rehabilitation Act of 1973. The Coordinator serves as the personal contact for students seeking information concerning the protection under the ADA and their respective duties and rights provided therein. The phone number for the Office of Disability Services is 605-688-4504; E-mail: sdsu.disability@sdstate.edu.

Confidentiality of Student Records
The South Dakota Board of Regents and Universities take the protection of the student 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 as amended. Further, each institution is required to adopt and to publish annually procedures that enact this requirement. The procedures for SDSU can be found at https://www.sdstate.edu/campus/records/ferpa.cfm.

SDBOR Dual Credit Guidelines

Freedom of Learning Statement
Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or biased treatment based on sex or sex-related conduct or conduct unrelated to academic standards should contact the department of the course in question to initiate a review of the evaluation.

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SDBOR Dual Credit Guidelines
The future can’t wait to meet you.

MORE INFORMATION
South Dakota State University
Continuing & Distance Education
Brookings, South Dakota 57007
distance@sdstate.edu
www.sdstate.edu/cde

South Dakota State University is an Affirmative Action/Equal Opportunity Employer (Female/Male) and offers all benefits, services, educational and employment opportunities without regard for age, race, color, religion, sex, disability, national origin, or Vietnam Era veterans.