

Iowa Valley Community College District

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# Dual Credit Student Manual

## Policies & Procedure 2024-2025



## Introduction

Welcome to Iowa Valley Community College! The purpose of this manual is to familiarize you with the policies and procedures at IVCCD. The idea for this manual came from previous dual credit students and their suggestions to improve the process and our communication with you. We recognize that for some of you this is your first dual credit course, while others may have previous experience. We hope this manual will serve as a reference, providing helpful information to make your experience at IVCCD very positive.

We encourage you to particularly focus on the FAQs and Campus Resources sections. Many of your questions may be answered there but, if not, please be sure to seek out the answers you need. Your success is our goal!

## IVCCD Vision

We will serve our communities as an essential catalyst for educational and economic vitality.

## IVCCD Mission Statement

Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, and partnering to address diverse community needs in a inclusive and respectful environment.

2

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## Dual Credit: Earn College Credit While in High School

Students may earn college credit while in high school, saving the cost of tuition and saving time by getting ahead in college credits. The classes are FREE to students - the high school pays the tuition and fees. Taking college classes while in high school allows students to explore an academic or career field, as well as, get an idea of what college coursework entails.

Senior Year Plus is an Iowa program, created by the state, to allow high school students to get college credit while in high school.

Planning ahead as a high school freshman, will allow the optimum scheduling options. In some cases students can earn up to a full year or more of college credit while in high school at a cost and time savings to the student. Most students enter concurrent enrollment classes by their Junior year in high school.

There are three ways students may earn college credit: Concurrent, CLEP (College-Level Examination Program), and AP (Advanced Placement). To earn college credit while still in high school, contact your high school guidance counselor for more information.

### Dual Credit Options

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#### 1. Concurrent Courses

##### Concurrent Enrollment Program (CEP)

**Definition** - CEP courses are located at the high school and are taught by qualified high school instructors (CEP Adjuncts). Course opportunities are available when enough high school students enroll to constitute a class.

**Dual credit** - Students earn both college credit and high school credit.

**Cost** - The high school pays the tuition and fees per course.

**Reminder:** Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.

**Class Schedule** - Check with your guidance counselor for a list of classes.

**Course Enrollment** - If interested contact your high school guidance counselor to enroll. You will submit an application at the Dual Enrollment tab at:

<https://mcc.iavalley.edu/admissions/enrollment-checklist/apply-now/> or  
<https://ecc.iavalley.edu/admissions/enrollment-checklist/apply-now/>.

*Some courses do have a cut score requirement (see Dual Credit Registration Process).*

**Books** - Textbook(s) vary depending on course.

## **Online Courses**

**Definition** - Online courses are accessed through the Canvas/Online Learning System.

**Dual credit** - Students earn both college credit and high school credit.

**Cost** - The high school pays the tuition and fees per course.

**Reminder:** Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.

**Class Schedule** - Check with your high school guidance counselor to request a list of approved online course options.

**Course Enrollment** - If interested contact your high school guidance counselor to enroll. You will submit an application at the Dual Enrollment tab at:

<https://mcc.iavalley.edu/admissions/enrollment-checklist/apply-now/> or  
<https://ecc.iavalley.edu/admissions/enrollment-checklist/apply-now/>.

*Some courses do have a cut score requirement (see Dual Credit Registration Process).*

**Books** - book(s) vary depending on course. Check with your high school to know how they are handling the required books.

## **Career Academies**

**Definition** - High school students enroll in college courses within the career and technical field. Career Academies are beneficial to students who are interested in the vocational field and want to begin college coursework while in high school. Courses are offered in blocks of time. Some career academies are offered at other local high schools, sponsored by the college. Current fields of study offered include:

### **Ellsworth location:**

- Agriculture/Swine Management
- Business and Information Technology
- Health Occupations
- Paraeducator

### **Grinnell location:**

- Agriculture Business
- Animal Science
- Automotive Technology
- Business Administration
- Health Occupations
- Gunsmith Tech
- Paraeducator

### **Marshalltown location:**

- Broadcasting/Mass Media Studies
- Business Administration
- Computer Network Management
- Construction
- Culinary Certificate
- Education
- Electro-Mechanical Systems Tech
- Health Occupations
- Advanced Manufacturing\
- Paraeducator
- Tool and Die
- Utility Technician
- Welding

**Dual Credit** - Students earn both college credit and high school credit.

**Cost** - The high school pays the tuition, books and fees per course.

**Reminder.** Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.

**Class Schedule** - Check with your high school guidance counselor for a brochure with a list of specific classes and a timeline of when they are offered.

**Course Enrollment** - If interested contact your high school guidance counselor to enroll. You will submit an application at the Dual Enrollment tab at:

<https://mcc.iavalley.edu/admissions/enrollment-checklist/apply-now/> or  
<https://ecc.iavalley.edu/admissions/enrollment-checklist/apply-now/>.

*Some courses do have a cut score requirement (see Dual Credit Registration Process).*

**Books** - The required course textbook(s) will be available per high school policy. The books for career academy courses are the property of your school district and should be returned at the end of the class. Some materials that are consumed during the course may need to be purchased by the student

## 2. CLEP (College-Level Examination Program) Credit

**Definition** - CLEP Tests are designed to provide able students an opportunity to secure college credit through testing. Through this program, students are able to shorten the time required to earn a degree, lighten the academic load, and receive credit for previously attained knowledge and save money.

**Credit** - IVCCD administers the CLEP exam. Students, who receive a qualifying score, earn college credit. A student who is very proficient within an academic area, for example Spanish, should consider the CLEP.

*For information on CLEP tests at ECC, please contact Craig Juilfs at (641) 648-8518 or [craig.juilfs@iavalley.edu](mailto:craig.juilfs@iavalley.edu). For information on CLEP tests at MCC, please contact Allie Osmundson at (641) 844-5702 or [allie.osmundson@iavalley.edu](mailto:allie.osmundson@iavalley.edu).*

## 3. AP (Advanced Placement) Credit

**Definition** - Designed for high school students who have demonstrated competence by achieving at a high level in college preparatory courses. AP courses are offered by the high schools and provide an in-depth study that is accelerated above and beyond the work typically done in “regular” high school courses.

**Credit** - *To receive ECC or MCC college credit, students must pass an Advanced Placement test after completing the course.* The tests are administered at the high school, with results forwarded to one or more colleges as selected by the student. Depending on the test score, a student may or may not receive college credit for the AP course.

**Cost** - The student must pay for the cost of the AP exam, administered at the high school.

**Course Enrollment** - Since the classes are a part of the regular high school curriculum, students must register during their regular high school registration. Contact your high school guidance counselor for more information.

## **Dual Credit Registration Process**

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### **Senior Year Plus: Student Eligibility Criteria**

Students planning to enroll in career and technical education (CTE) courses delivered via concurrent enrollment are now exempt from Iowa Code section 261E.3(1)e – the requirement that students demonstrate proficiency on various Iowa Assessments in reading, math, and science. With the passage of the bill, students do not need to demonstrate proficiency in reading, math, and science to concurrently enroll in **career and technical courses**, but they must continue to demonstrate proficiency to be eligible to enroll in other concurrent enrollment courses. All students must continue to meet any expectations set by the community college (e.g., placement exam cut scores, prerequisites) to be eligible for concurrent.

### **Registration Process for IVCCD Courses**

Once a student has met the state proficiency requirements, the high school counselor will submit the High School Student Application/Registration form to the ECC or MCC Admission's Office. Certain courses, such as math and English, have test score requirements/pre-requisites. ACT, ACCUPLACER Next Gen are accepted to meet those requirements.

Prior to the term, dual credit students receive a dual credit letter to confirm their registration and policies/procedures. The high school counselor receives multiple lists to confirm ongoing dual credit registrations.

### **IVCCD Test Score Requirement Process**

1. Submit test scores required for desired course. For example, a student who wants to register for English Composition 1 needs to achieve a minimum writing score on one of the following assessments: 250 ACCUPLACER, 60 COMPASS, 18 ACT, or 15 PLAN (see chart on next page).
2. If the Admissions Office does not have a student's test scores on file, the registration form will not be processed until those scores have been received. The high school guidance office needs to send the scores to Admissions or, if the student has not tested, schedule to take necessary portions of the COMPASS at the College.
3. If the student does not meet the minimum standards for ACT or PLAN scores, they can re-test with the COMPASS test or take a challenge test in the area of interest. Challenge test requires a 70% pass rate for enrollment. In rare situations, at the point where the student does not meet the challenge test requirements; the counselor may submit an Acceptance of Responsibility in

Regard to Academic Course Placement Form to the Registrar with reasoning why the student should be able to take the course.

*\*This requirement is not applicable at ECC.*

### **Counselor Information**

- Please look closely at weekly updates of student enrollment.
- Remember, if you drop a student in a course that meets on your campus, you must notify ECC or MCC to have the course dropped from the ECC or MCC transcripts as well.
- In order to be fair when registering students for the Career Academy courses, limited registration per high school may be stated. Registration for the program for the next full academic year will begin on April 1st.
- As per the ADA, any student taking courses at ECC and MCC are eligible for reasonable accommodations, per an IEP or 504 Plan.
  - For more information contact:
    - ECC: Molly Hippen, TRIO Coordinator/Student Success Specialist at [Molly.Hippen@iavalley.edu](mailto:Molly.Hippen@iavalley.edu).
    - MCC: Martha Schwandt, Learning Services Specialist at [Martha.Schwandt@iavalley.edu](mailto:Martha.Schwandt@iavalley.edu).

## Iowa Valley Community College District Cut-off Scores

WRITING				
ACCUPLACER	COMPASS	ACT (English)	PLAN	Course Recommendations
200-236	0-37	0-13	N/A	ENG080 College Prep Writing I and 8DV113 Strategies for Academic Success or 8DV108 The College Experience
237-249	38-59	13-17	N/A	ENG081 College Prep Writing II
≥250	60-89	18-27	≥15	ENG106 Composition I, ENG111* Technical Writing, or ADM157 Business English
	90-99	28-36	N/A	Consider CLEP Testing
READING				
ACCUPLACER	COMPASS	ACT (Reading)		Course Recommendations
200-236	0-56	0-18*		RDG038 College Prep Reading I and ENG006 Vocabulary or ENG002 Spelling
237-249	57-79	0-18*		RDG038 College Prep Reading II
≥250	80-99	19-36		Any Transfer Level Course
				* Requires student to take the ACCUPLACER test to determine correct placement.
MATH				
ACCUPLACER	COMPASS	ACT (Math)	PLAN	Course Recommendations
Pre-Algebra				
200-219	0-39	0-11	N/A	MAT006 Math Refresher or MAT040 Basic Math
220-249	40-100	12-14	N/A	MAT062 Pre-Algebra (Consider "Challenge Test" for Elementary Algebra) or MAT074 College Preparatory Math 1
Algebra				
220-249	0-40	12-14	N/A	MAT062 Pre-Algebra (Consider "Challenge Test" for Elementary Algebra)
any score	0-40	12-14	N/A	MAT074 College Preparatory Math 1
250-264	41-54	15-19	N/A	MAT082 Elementary Algebra (Consider "Challenge Test" for Math for Liberal Arts), MAT076 College Prep Statistics, or MAT077 College Preparatory Math 2
≥265	55-100	20-25	≥19	MAT110 Math for Liberal Arts, MAT121 College Algebra, MAT168 Statistics, MAT140 Finite Math/BUS230 Quant. Methods for Business, or MAT781 Applied Math I
College Algebra				
250-264	0-24	15-19	N/A	MAT082 Elementary Algebra (Consider "Challenge Test" for Math for Liberal Arts), MAT076 College Prep Statistics, or MAT077 College Preparatory Math 2
≥265	25-50	20-25	≥19	MAT110 Math for Liberal Arts, MAT117 Math for Elementary Teachers, or MAT168 Statistics
	25-50	20-25	≥19	MAT121 College Algebra, MAT140 Finite Math/BUS230 Quant. Methods for Business, or MAT781 Applied Math I
	51-100	25-27	≥19	MAT128 Pre-Calculus or MAT186 Business Calculus
Trigonometry				
	0-50	25-27	≥19	MAT128 Pre-Calculus
	College Algebra	Trigonometry		
	60-100	AND 51-100		MAT210 Calculus*
*COMPASS College Algebra Score of 60-100 AND Trigonometry Score of 51-100 OR ACT Math Score ≥28 for MAT210				
*This is not a pre-requisite for the course. Only a guideline				



## Frequently Asked Questions\*

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### 1. What services are available to me?

As a high school student you have access to all campus resources and student services, including athletics and student activities. See the Resources section for more detailed information.

### 2. How do I obtain my course textbook(s)?

Course textbooks will be available to the student per individual high school policy and are the property of your school district. **See your high school counselor for information.**

### 3. How do I contact my instructor?

Each instructor is available to answer student questions. They will often provide office hours, email and phone number in a course syllabus or post them on their office door. Appointments are also made, either in person, or via Zoom.

### 4. What about transportation to the college?

Students are responsible, unless the high school has other arrangements.

### 5. How do I check my grades?

To access grades; go to the district website: ECC - <http://ecc.iavalley.edu> and click on "Paw Pass" or MCC - <http://mcc.iavalley.edu> and click on "Paw Pass". Click on the "Student Information System" link. Enter your ID number (ID number is located on student photo ID card) and the Password is your initials in upper case, date of birth (8-digit format without spaces or dashes), and end with #. Click "login" and then select the "Student" tab. Be sure to "logout" when finished. More information about your Iowa Valley Online account is available in the resources section.

### 6. Is my grade permanent?

Yes! It is very important to remember that these classes are dual credit: students receive high school and college credit. You are starting/adding to a college transcript. **Take each class seriously, remembering that your grade(s) will be permanently recorded on an official college transcript that follows throughout your college endeavors.**

### 7. Do you offer Internet classes?

Internet classes are available as a course option for concurrent enrollment students.

### 8. May high school freshmen and sophomores take college credit classes?

Yes, in some cases, but permission is needed from the high school as well as the appropriate placement testing score if applicable. All dual credit registrations must be processed through the high school guidance counselor.

### 9. Is there a limit to the number of credits I may earn in one year?

No

### 10. What about summer classes?

Summer classes are available to high school students. Students are responsible for all costs during the summer terms, unless the course is offered through the Iowa Summer College Credit Program. Once you have submitted the online application and contact an advisor for registration indicate "Self-pay" as the *Type of Class*.

### 11. What if I need to withdraw from a course?

To make changes to the class schedule, students must go through their high school counselor. Students who simply stop attending classes and do not officially withdraw are still enrolled for the course. If withdrawal is necessary, try to do so early in the semester so that your school may be eligible for a tuition refund.

### 12. What if a student drops or fails a class?

Each student must follow the individual procedures of his/her school.

### 13. How do I transfer credits to colleges other than ECC, MCC, or Iowa Valley Grinnell?

Students must complete a transcript request on the website: <https://mcc.iavalley.edu/i-am/current-student/transcript-information/> there is a \$7 minimal processing fee for transcripts. The high school does not pay this fee. Access [www.TransferInIowa.org](http://www.TransferInIowa.org) to learn how IVCCD credit will apply toward a degree at Iowa State University, the University of Iowa, or the University of Northern Iowa they should check the university's website for information on transferring credit.

For vocational credits, such as those awarded for participating in the Career Academies, a total of 16 credits can be transferred as electives to Iowa State University, the University of Iowa, or the University of Northern Iowa.

### 14. What if I want to continue full-time after graduation as an ECC or MCC student?

We hope you'll choose to continue your education with us! Each student must complete the admissions process in order to be accepted after high school. The three requirements include:

- a. Complete an Application for Admission
- b. Send official high school transcripts
- c. Submit ACT or Compass test scores

#### **Where do I access the Catalog or Student Handbook?**

Both resources are available online, through the dual credit website at ECC: <http://ecc.iavalley.edu> and MCC: <http://mcc.iavalley.edu>. Click on the "admissions" tab and look under the "High School Counselors" link. All materials can be found there.

#### **Direct Link for Student Handbook:**

[http://forms.iavalley.edu/doclib/MCC/Resources/mcc\\_student\\_handbook.pdf](http://forms.iavalley.edu/doclib/MCC/Resources/mcc_student_handbook.pdf)

**Direct Link for College Catalog:** <https://mcc.iavalley.edu/resources-for-students/college-catalogs/>

### **Academic Integrity Procedures:**

Consistent with College policy, cheating, the appearance of cheating, and plagiarism in classes will not be tolerated. For purposes of all classes, cheating includes but is not limited to the use of calculators with programmable text used during exams if the text function is used, using study 19 sheets or other written material during the exams when it is a closed book exam, using another student's answers with or without their knowledge, or supplying answers, and the use or appearance of use of other restricted items. When a student is found cheating on any assignment the penalty will be at the discretion of the instructor's policy, but it could range from awarding zero points for that assignment/exam to failing the course. Further exams taken by that student will be under the direct supervision of the instructor at a time and place designated by the instructor. Violations of the academic integrity policy are subject to Student Code of Conduct processes. For any offense of plagiarism or academic dishonesty in a College course, the instructor shall document such offense for the College academic administrator. Upon sufficient proof of such incident, the student's file will be documented. The instructor, according to the course syllabus, will be free to pursue a failing grade for the assignment, a redone assignment, or some similar action with the student. For any second documented offense (in any College course), the instructor will be notified of earlier documented offenses. A recommendation that the student should receive a failing grade for this course shall be made to the instructor upon sufficient proof of academic dishonesty. For each offense, the student maintains a right of appeal according to the Code of Student Conduct (Per Board Policy 520A)

## **Campus Resources**

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As a dual credit high school student, you have access to all campus resources and student services. Dual credit students receive the same services as all other college students.

### **Student ID card**

Obtain your Student ID at the ECC or MCC Registrar's Office or at the front desk at Iowa Valley Grinnell. The ID card has your student ID number and allows access to many resources, including: library check-out, athletic and students' events, etc.

### **Paw Pass**

The Paw Pass web page contains a list of frequently used links. To access go to [www.iavalley.edu/pawpass.html](http://www.iavalley.edu/pawpass.html).

As a dual credit student, you'll find the following four Paw Pass links to be most relevant:

#### **1.) Student Information System**

Your Iowa Valley online student account provides important information. To log in, enter your ID number (located on your student photo ID card) and password (your date of birth, 8-digit format without spaces or dashes). Click "log in." From this page you are able to access your class schedule, grades, faculty schedules, course schedules, and much more. Be sure to log out when finished.

#### **2.) Canvas/Online Learning System**

All online classes are housed within this system. Access your course content, log in using your ID number as the username; password: First Name initial upper case, the Last Name initial upper case, date of birth in the mmddyyyy format, and end with a #. For example, Sally Student with a date of birth of 4/30/2000 will have a complex password of SS04302000#

#### **3.) Password Reset**

Access this resource if you're having trouble logging in or would like to reset your password.

#### **4.) Helpdesk**

Need assistance? Email the college Helpdesk.  
Email [helpdesk@iavalley.edu](mailto:helpdesk@iavalley.edu).

### **Canvas**

All online and most on-campus courses utilize this system, found within Paw Pass.

## **Support Services: Your success is our goal!**

The key to meeting college demands is being knowledgeable about and using the resources available to you. Both ECC and MCC have a caring and helpful staff within many service areas. Be sure to access

Assistance within the following areas:

- Academic Advising
- Career & Employment Services
- Library Services
- Students with Disabilities
- Success Center/The Hub = FREE tutoring!

## **Athletics**

IVCCD Athletics are a vital and exciting part of the ECC and MCC campus. ECC intercollegiate programs include: football, volleyball, men and women's basketball, cheerleading, wrestling, baseball, softball, and men and women's golf. MCC intercollegiate programs include: men's soccer, volleyball, men and women's cross country, men and women's basketball, dance team, baseball, and softball. Using your Student ID card, you are admitted FREE to athletic events.

Iowa Valley Community College District does not discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, actual or potential family, parental or marital status, or other protected classes. If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5530, [Equity@iavalley.edu](mailto:Equity@iavalley.edu), or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 0604-7204, Telephone: 312-730-1560 Facsimile: 312-730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

