



# The Dual Credit Program of Mohawk Valley Community College

## Mohawk Valley Dual Credit Participating High Schools include:

Adirondack High School

Brookfield High School

Camden High School

Cazenovia High School

Clinton High School

Holland Patent High School

Madison High School

Madison-Oneida BOCES

Morrisville-Eaton High School

New Hartford High School

New York Mills High School

Notre Dame High School

Oneida-Herkimer-Madison BOCES

Oneida High School

Oriskany High School

Proctor High School

Remsen High School

Rome Free Academy

Sauquoit High School

Stockbridge Valley High School

Vernon-Verona-Sherrill High School

Waterville High School

Westmoreland High School

Whitesboro High School



A photograph of two young men walking on a paved path in a park-like setting. The man on the left is wearing a blue jacket over a white t-shirt, khaki shorts, and sunglasses, and is holding a small yellow object. The man on the right is wearing an orange Under Armour t-shirt, khaki shorts, and blue sneakers, and is holding a green frisbee. The background features green trees, white blossoms, and a grassy area.

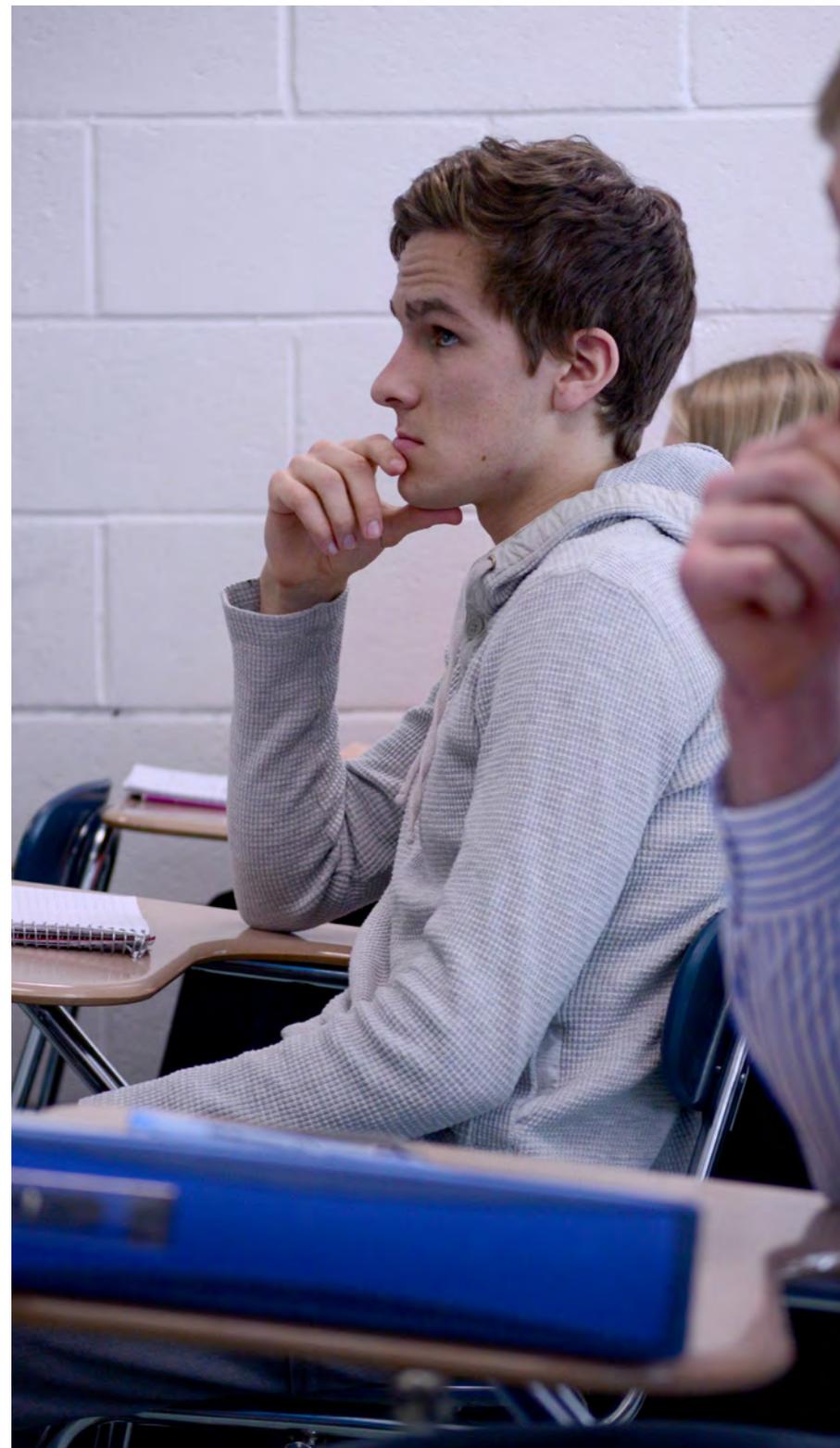
## Welcome to Mohawk Valley Community College's Dual Credit Program

The Dual Credit Program provides the opportunity for high school students to earn Mohawk Valley Community College credits by taking classes that are offered right at their high schools. Courses on a variety of subjects are offered and may include foreign language classes, government and economics, advanced mathematics, psychology and sociology, and computer classes, among others.

## Dual Credit Advantages

There are many advantages to taking college classes right at your high school:

- Since the classes cover the same content as those that are offered on the college campus, they help you to become more familiar with college requirements, to form realistic expectations of college-level work, and to learn what it takes to achieve success in college.
- You will enjoy a head start when you eventually enter college as a full-time student because it is likely that you will be able to transfer your MVCC college credits to your college of choice (depending upon your College's requirements). By starting your full-time college career with credits already earned, you will have more confidence in your ability to cope with the rigors of college work, more freedom of choice, less pressure to take on a heavy load of coursework, and, by extension, a more stress-free college experience.
- In the past, students frequently studied material in college that they had already encountered in high school classes. Dual Credit courses will allow you to avoid the repetition of basic instruction and make space in your college schedule for higher level, more intensive study of selected subjects.
- By acquiring college credits while in high school, you may also be able to finish college earlier. Alternatively you may choose to round out your college schedule by taking on a dual major, studying abroad or participating in internship opportunities.
- Taking college courses while in high school also helps you to gain admission to the college of your choice because your achievement will demonstrate that you are a serious student who has already proven a readiness for college-level work. In fact, many selective colleges are now seeking students who have earned college credit while in high school. Some colleges consider it a criterion for admission.
- You will save money by reducing future college costs because Mohawk Valley Community College courses are offered in the high school at no cost to students.
- Dual Credit courses also offer a more viable option to Advanced Placement (AP) since transfer of AP credits is dependent on the final test score. Great variations exist in college admissions' policies with regard to the level of AP score accepted for credit.
- Because you will be a registered student at MVCC, you will have access to the college campus, including complete library privileges and exposure to a wealth of cultural events, such as plays, lectures, movies and exhibits.
- Finally, and most importantly, as a Dual Credit student, you will be more likely to remain a college student and eventually graduate from college than your high school peers who enter college without having participated in Dual Credit courses. Recent studies have shown that students who take classes through dual credit programs are more likely to enroll in college full-time, to stay in college, and to earn more college credits. Dual Credit participants also have significantly higher grade point averages in college than their peers who did not take Dual Credit courses.



## Eligibility for Dual Credit Courses

High school juniors and seniors are eligible to participate in the Dual Credit Program if they are recommended by their high school guidance counselors. Students who wish to participate should maintain a “B” grade point average, defined as an 80% or better, and should have excellent high school attendance. Students should discuss their desire to take Dual Credit courses with their counselors, who will determine their readiness for college-level work and, if recommended, assist with scheduling.

## Choosing Courses

Dual Credit students generally take classes that are readily transferable to most colleges and universities, such as general education courses and introductory courses. Coursework should be selected carefully in consultation with guidance counselors. Careful advisement includes consideration of a student’s intended college major and the specific college the student plans to attend, if known.

Dual Credit students are admitted as part-time students and therefore take a maximum of 11 credits per semester. Exceptions are rarely granted and should be approved by MVCC’s Vice President for Learning and Academic Affairs.

Note that many Mohawk Valley Community College courses have prerequisites, foundational courses which must be completed before you may register for a course. Your guidance counselor and teacher are aware of all course prerequisites and can help you to be sure you have fulfilled the correct requirements. You may also refer to the MVCC College Catalog for the complete list of MVCC courses and their prerequisites.

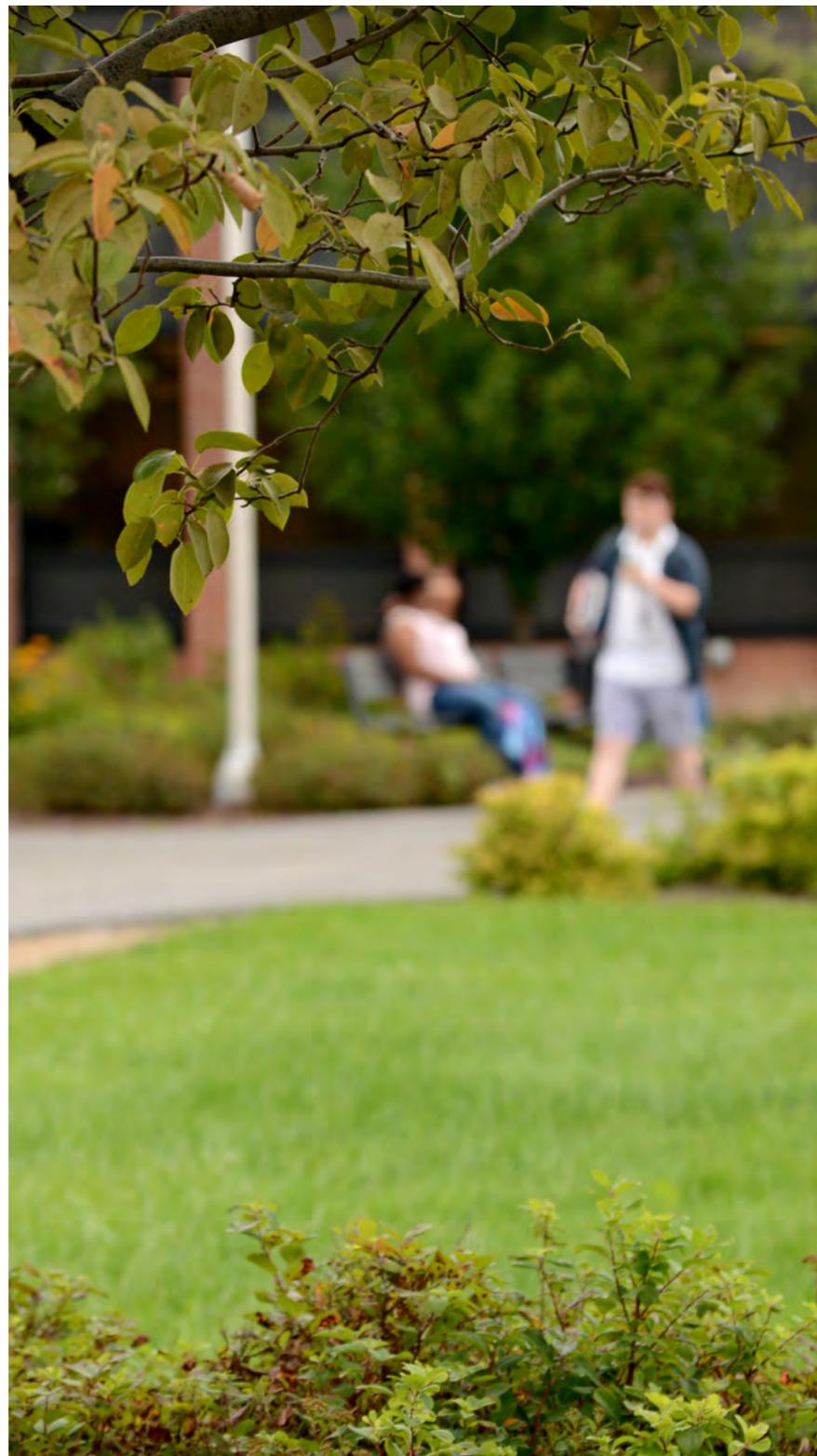
Students who wish to take an English or math course must take the MVCC placement test to determine their readiness for the course. Students pursuing English will complete a writing sample that is scored by MVCC English faculty members. Students pursuing coursework in mathematics will take the math portion of the Accuplacer placement exam and will be placed according to their performance.

Placement testing is a fair and consistent method to ensure that students are not put at risk by enrolling them in courses for which they do not have sufficient foundational knowledge. MVCC adheres specifically to Accuplacer guidelines so that students are given every opportunity to be successful.

Placement testing is arranged by your high school guidance office and often occurs during regular high school testing sessions, such as final exam periods, or just prior to the beginning of instruction. Your guidance counselor or instructor will provide information about upcoming test sessions.

## Registering for Dual Credit Courses

You will register about two weeks after the start of high school classes, right in your high school. Registering for your course(s) is simple. You will complete an online form in your high school classroom. The Director of Dual Credit or the Dual Credit Project Coordinator will provide registration instructions and answer any questions that counselors, instructors and students may have. On the day of registration, please be sure to bring your social security number.



## Earning High School and College Credits Simultaneously

The courses included in the Dual Credit Program provide students high school credits that meet New York State and local high school requirements, as well as college credits that meet Mohawk Valley Community College requirements. Therefore, your high school grade and the credit earned will be displayed on your high school transcript, while your college grade and the credit earned will be displayed on your MVCC college transcript. Most of the classes offered in the Dual Credit Program are worth three college credits, while a few are worth four credits. Your teacher or counselor will advise you regarding the number of credits your course(s) carries.

## Obtaining Your College Grade

After the conclusion of your class, your teacher will submit your college grade to the MVCC Registrar's Office, where the grade will be recorded. To obtain your college grade, you may submit a web-based form or call the Registrar's Office to request a transcript. Transcript request forms may be found at [www.mvcc.edu/registrar/transcripts](http://www.mvcc.edu/registrar/transcripts). MVCC will issue one official transcript per student at no charge. Each additional transcript is \$10. Transcripts may be faxed at a cost of \$15, but faxed transcripts are not considered official.

## Dropping Classes

If you wish to drop a class after you have already registered, you should inform your teacher and guidance counselor as soon as you have made your decision. The counselor or instructor will send written notification to the Director of Dual Credit, who will officially cancel your registration.

The deadline for dropping Dual Credit classes is identical to the deadline for dropping on-campus classes and occurs in November for fall semester classes and April for spring semester classes. For exact dates for your semester of study, consult the MVCC website at [www.mvcc.edu](http://www.mvcc.edu).

As with on-campus students, if you do not officially drop a class using this procedure and you fail to perform well in the class, the failing grade will appear on your college transcript.

## Transferring Dual Credit Program Credits to My College

Most colleges accept the credit earned through the Dual Credit Program provided that the student has achieved a grade of "C" or better for the course. While Dual Credit students have experienced a very high transfer rate, each institution has its own policies on awarding transfer credit; therefore, students should consult their college Registrar to ascertain whether credits will be accepted.



## Initiating the Transfer Process

You can initiate the credit-transfer process as soon as you have successfully completed your coursework. First, call your college Registrar or Admissions Office to determine the office to which your official MVCC transcript should be sent. Most colleges review transcripts at admissions offices, advisement offices, registration offices or department offices; however, because colleges do not handle transcript review consistently, it is the student's responsibility to discover the appropriate office for transcript delivery.

Once you know where your transcript should be sent, you should complete a "Transcript Request Form." This form is downloadable from the MVCC website at [www.mvcc.edu](http://www.mvcc.edu). Students should print, complete and sign the form, then return it in person or by mail to the MVCC Registrar's Office, 1101 Sherman Drive, Utica, NY 13501. To ensure confidentiality, the Registrar's Office is not permitted to send transcripts unless an original signature is on the transcript request. Transcript requests are fulfilled within 48 hours from receipt.

## Questions About Course Content by Receiving Institution

Questions about course content can usually be addressed by sending the College a copy of the official course outline. To attain a copy of the course outline, contact the Director of Dual Credit at (315) 731-5780.

## Academic Integrity Policy

The College is committed to a spirit of intellectual inquiry rooted in the ethical behavior of its participants. Unethical acts, which affect the integrity of learning, are not permissible. Engaging in dishonest or unethical behavior will result in disciplinary action taken against the student by the instructor, or other appropriate college official. Following are categories of prohibited behavior in the classroom, studio, laboratory, library, computer labs, internships, online academic sites, or other areas of college learning.\*



**Plagiarism:** The MLA Handbook for Writers of Research Papers defines plagiarism as using “another person’s ideas or expressions in your writing without acknowledging the source...” Common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs (“You can’t judge a book by its cover”), well-known quotations (“We shall overcome”), or common knowledge (“George Washington was the first president of the United States”). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. (5th Edition, pp. 30, 33).

Plagiarism may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, websites, speeches, or the writings of other students. Honesty requires that any work or materials taken from another source for either written or oral use must be acknowledged. Any student who fails to give credit for ideas or materials obtained from another source is guilty of plagiarism. Plagiarism, in any of its forms, whether intentional or unintentional, violates standards of academic integrity. Plagiarism can occur in written, oral, electronic, and/or creative works.

Examples of plagiarism include, but are not limited to:

- Direct quotation of any source material whether published or unpublished without giving proper credit through the use of quotation marks, footnotes and other customary means of identifying sources. This includes complete sentences or paragraphs, or an entire piece of written work.
- Copying another student’s essay or test answers.
- Paraphrasing another person’s ideas, opinions, or theories from books, articles, websites, etc., without identifying and crediting sources and/or “cutting & pasting” from various sources without proper attribution.
- Borrowing/copying facts, statistics, graphs, diagrams, photographs, or other illustrative or visual materials without identifying and crediting sources.
- Submitting papers written by another person or persons.
- Working together on an assignment and then submitting individual copies of the assignment as one’s own individual work without course instructor approval.
- Buying, selling, downloading, or exchanging term papers, examinations, or other written assignments or any part of them.
- Offering false, fabricated, or fictitious sources for papers, reports, or any other assignment.
- Or any other act of plagiarism as defined by faculty within their syllabus.



**Cheating:** Cheating includes, but is not limited to: using unauthorized notes, study aids, or information on an examination, test, assignment etc.; altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's consent; or allowing another person to do one's work and submitting that work under one's own name. Cheating also includes the possession and/or utilization, without authorization, of copies (in whatever form, e.g. hard copy, electronic, pictures, etc.) of tests, answer sheets or other materials, however obtained, that could interfere with fair, accurate testing, as well as retaining, possessing, using or circulating previously given examination materials without authorization.

**Duplicate Submission of the Same Work:** Submitting the same work for more than one course is a violation unless the professor(s) assigning the work gives consent in advance. This includes work first produced in connection with classes at either MVCC or other institutions attended by the student.

**Collusion:** Collusion includes cooperation that results in the work or ideas of others being presented as one's own (e.g. rather than as a group effort). However, ordinary consultation of faculty, library staff, tutors, or others is legitimate unless the instructor has imposed stricter limits for a particular assignment.

**False Information and Lying:** This includes consciously furnishing false information to other students, faculty members, and their representatives, advisors, administrators or representatives of the college with the intent to mislead. Instances would include but are not limited to misrepresenting activity outside of the classroom (reports on field work, internships, etc.), activity within the classroom (falsifying data, research, etc.) and/or improperly seeking special consideration or privilege (e.g. for postponement of an examination or assignment deadline, etc.).

**Falsifying Academic Documentation and Forgery:** This includes any attempt to forge or alter academic documentation (including transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, drop/add forms, withdrawal forms, and medical certification of absence) or to falsify other writing in academic matters (e.g. any documentation provided to instructors) concerning oneself or others.

**Theft, Abuse and Destruction of Academic Property:** This comprises unauthorized removal, retention, mutilation or destruction of common property of the College that deprives others of equal access to these materials. Such property includes, but is not limited to; library materials, laboratory materials, computers, and computer software. This includes also sequestering library materials for the use of an individual or group; a willful or repeated failure to respond to recall notices from the library; and the removal or attempt to remove library materials from the library without authorization. The theft, mutilation or destruction of another student's academic work, including books, notes, compute programs, papers, reports, laboratory experiments, etc. also falls under this type of violation. This also covers the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials.

**Unauthorized Use of Information Technologies:** In the context of the completion of a course and/or assignments (contained within a course), the unauthorized use of computers or the college's computer network (e.g., the unauthorized use of software, access codes, computing accounts, email and files or other electronic devices (calculators, personal digital assistants, pagers, etc.) is prohibited.\*\*



**Aiding and Abetting Academic Dishonesty:** This includes intentionally: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used to commit any of the proscribed acts noted above; or (b) providing false information in connection with any inquiry regarding academic integrity.

**Bribery:** Offering or giving any article of value or service to an instructor in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class.

**Consequences:** Academic dishonesty may result in penalties including, but not limited to; lower grades, failing grades, expulsion from the class or expulsion from the College.

\*Adapted from Canisius College's Code of Academic Integrity. Adapted and reprinted with the permission of Canisius College.

\*\*MVCC complies with Federal regulations regarding nondiscrimination and equal opportunities for persons with disabilities. Portions of this policy will be waived to meet those regulations as stated in Section 504 of the Rehabilitation Act of 1973.



## **Additional College Information**

Official College policies are outlined in detail in the MVCC College Catalog and MVCC Student Handbook.

## **Questions about Dual Credit?**

### **Please contact:**

Shane McGovern  
Director of Dual Credit  
Center for Language and Learning Design  
MVCC  
1101 Sherman Drive  
Utica, NY 13501  
(315) 731-5780  
smcgovern@mvcc.edu

OR

Jennifer Boulanger, Ed.D.  
Dean  
Center for Language and Learning Design  
MVCC  
1101 Sherman Drive  
Utica, NY 13501  
(315) 792-5308  
jboulanger@mvcc.edu

A group of four students are sitting on a red patterned blanket on a green lawn. In the background, there is a brick building with windows and a paved walkway. The students are engaged in conversation and appear to be enjoying their time outdoors. One student is wearing a black t-shirt with 'CITY PARK' on it, another is wearing a white t-shirt with 'HIGH ON LIFE' on it, and a third is wearing a white t-shirt. A fourth student is wearing a yellow t-shirt. They are all smiling and looking towards each other.

“The credits that I earned during high school made my course load much more manageable. The courses prepared me for college in many ways. I felt like they gave me a head start in college.”

-Rome Free Academy Dual Credit Graduate