



DALLAS INTERNATIONAL UNIVERSITY

Dual Enrollment Handbook



Dear Students and Parents,

Welcome to Dallas International University's Dual Enrollment Program!

We are honored to offer your students in grades 10-12 an opportunity to earn high school and college credit concurrently. Students who participate in the program will expedite their future college or work careers by gaining an early start into higher education.

This handbook is designed to help you navigate the Dual Enrollment process. After reading the instructions and details it contains, please contact me with any further questions or to get your Dual Enrollment process started. I look forward to working with you as you join the ranks of students at DIU!

Sarah Hurlin

Dual Enrollment Liaison

dual-enrollment@diu.edu

(972) 708-7340 ext. 2403

Dallas International University

Dallas International University (DIU) invites high schoolers to take college courses for dual credit. For each course, students earn credit toward their high school degree and receive credit on a college transcript. Our Dual Enrollment courses count toward satisfying General Education requirements at DIU, but as a SACSCOC (<https://sacscoc.org>) accredited school, our courses are fully transferrable to other colleges and universities. DIU provides Dual Enrollment courses for homeschooled students as well as students that attend a partnering high school.

Eligibility

Homeschooled students must either demonstrate a 2.75 GPA or higher on a high school transcript, or include a letter of attestation from a parent or guardian that asserts the student is capable of undergraduate-level courses and agrees for DIU to include the course on the student's permanent college transcript. Students attending a high school must attend one of DIU's partnering schools and must demonstrate a 2.75 GPA or higher. Other general admissions requirements are found on the Dual Enrollment Admissions page at <https://diu.edu/cis/dual-enrollment/>.

Dual Enrollment admissions requirements include:

1. Completed application form
2. Written statement of purpose
3. Either:
 - a. Official copy of a high school transcript showing completion of sophomore year with a cumulative GPA of at least 2.75, OR
 - b. (homeschool only) A written attestation from the student's parent or legal guardian which describes their belief that the student will be successful in undergraduate-level coursework
4. Where appropriate for non-native speakers of English, evidence of satisfactory performance on a DIU-recommended examination of English proficiency (e.g. TOEFL, IELTS)
5. (on campus only) Evidence of bacterial meningitis vaccination or approved waiver

Bacterial Meningitis

Texas law requires that students under the age of 22 years when beginning or resuming studies at DIU after an absence must provide to the school proof of having been vaccinated against bacterial meningitis sometime in the past five years, but at least 10 days before beginning classes. Acceptable proof of vaccination:

1. The signature or stamp of a physician or health practitioner on a form which shows the month, day, and year the vaccination or booster dose was administered or
2. An official immunization record generated from a state or local health authority or
3. An official record received from school officials, including a record from another state.

Under Texas law you have the right to decline the vaccination, but you must provide one of the following:

1. A waiver, signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that, in the physician's opinion, the required vaccination for bacterial meningitis would be injurious to your health and well-being, or
2. A signed affidavit stating that you decline the required vaccination for bacterial meningitis for reasons of conscience, including a religious belief. You must request the affidavit form from the Texas Department of State Health Services website and submit it in its original form (photocopies will not be accepted).

DIU students who are exempt from Bacterial Meningitis Vaccination: Students enrolled in only Distance Education classes at DIU (online or synchronous learning classes).

Application process

Students must fill out the **[inquiry form](http://www.diu.edu/cis/dual-enrollment)** (www.diu.edu/cis/dual-enrollment) to begin the application process and the Dual Enrollment Liaison will be in contact shortly to provide the applicant with the remaining steps of the application and to help the applicant with any questions.

Course registration

Online registration opens March 1 for the upcoming May-Extended, Summer Term, Fall Term, and September 1 for the upcoming Spring Term. A student must be admitted to DIU in order to register for classes. Students are encouraged to meet with their advisor for assistance in selecting courses each term.

Course Offerings

Course Title	Credit Hours
IS1309 Foundations of Scripture (Fall)	3
IS1312 History of Christianity (Fall)	3
IS1313 Old Testament Survey (Fall)	
IS1321 Introduction to Ethnopsychology (Fall)	3
IS1331 Principles of Economics (Fall)	
IS1341 Introduction to Writing (Fall)	3
IS1361 Introduction to Statistics (Fall)	3
AC1305 Basic Biblical Hebrew (Fall)	3
IS2331 Introduction to Political and Economic Systems (Fall)	3
IS2341 Logic, Critical Thinking, and Rhetoric (Fall)	3
IS2352 Globalization (Spring)	3
IS1302 Introduction to International Studies (Spring)	3
IS1350 Dynamics of Religious Experience (Spring)	
IS2317 World Religions	
IS1314 New Testament Survey (Spring)	
AC2305 The Art of Hebrew Cantillation (Spring)	3
IS2350 History of the Middle East (Spring)	
WA2381 (Intensive) Arts for a Better Future (May-Extended)	3

Recommended amount of classes

Dual Enrollment students are recommended to take three to six credit hours per semester, or one to two classes. Students who wish to take more than six credit hours in a semester must consult with their academic advisor.

Modality

All of our Dual Enrollment courses are offered in-person and synchronously via Zoom (with the exception of WA2381, which begins and ends online and has a one-week intensive workshop on campus). Synchronous Zoom students participate live during class time with the professor and the on-campus students.

Students who want to attend courses on-campus must either be 16 years old or must already live on the International Linguistics Center, on which DIU is located.

Payment and prices

Tuition is \$100 per credit hour. A three (3) credit course will be \$300 plus student fees specific to Dual Enrollment students.

Payment should be made before class begins in an academic term. Any student who has not made payment arrangements with the Finance Office by the end of the first day of classes will not be allowed to continue attending classes. Payment plans options can be arranged in the Finance Office for an additional fee. For payment plan options or other payment questions, contact the DIU Finance Office.

Course details

Communication expectations

When an applicant is admitted, the student will receive a DIU email address, which the student should check regularly. Students should use this DIU email address to correspond with professors and other students in their classes. Coursework is accessible to students through our learning management system, Canvas, at diu.instructure.com. Here, students will find their syllabus, assignments, submission instructions, and more. Students will receive access once they have been accepted into the university's Dual Enrollment program and have registered for classes. Contact information for professors will be found on the syllabus.

Textbooks

Textbook requirements for each course can be viewed through Campus Café, the course registration system. Once students have been admitted, they will

have access to Campus Café and will be able to login and view the current textbook list. Some courses do not require a textbook purchase. Students are responsible for having their textbooks when classes begin.

GPA and Academic Probation

If after the completion of twelve credit hours, a student's GPA is below 2.0, the student will not be permitted to take any further courses as a Dual Enrollment student. If within a student's first 12 ush at DIU, the student's GPA falls below a 2.0, the student will be formally notified that they must raise their GPA to 2.0 or higher by the completion of 12 ush in order to continue Dual Enrollment courses at DIU.

Grades

GRADE	POINTS	Grade Definition
A	4.00	Excellent academic achievement
A-	3.67	Superior level of academic achievement with potential for excellence
B+	3.33	Very high level of academic achievement with potential for higher
B	3.00	High level academic achievement
B-	2.67	Shows potential for high level or superior level of academic achievement
C+	2.33	Good undergraduate academic achievement
C	2.00	Satisfactory undergraduate level achievement
C-	1.67	Below normal academic progress
D	1.00	Unsatisfactory undergraduate-level achievement; consider retake
F	0.00	Failure—Unacceptable for credit

I	Incomplete
N/A	Not Assigned – Grade in Process
P	Pass
W	Withdrew

Note: A student must have a final grade of “C+” or better to serve as a prerequisite for an undergraduate course.

Grade Changes

After grades have been filed in the Registrar's Office, they may be changed for sufficient reason as determined by the course head up to one year after the due date for the grade. The grade is permanent after this date. See the "Grade Appeals Procedures" section below for information on how to appeal a grade.

Grade Reports

Students may view final grades in their web-based student account on Campus Café. DIU does not distribute Grade Reports other than the DIU transcript which is by individual request using the Transcript Request Form located on the DIU website (www.diu.edu/academics/academic-forms).

Attendance policy

Attendance is monitored for enrolled students in all courses. Students must be present for a minimum of 80% of their scheduled classes and may not be absent for more than four consecutive class sessions. Any student in violation of the attendance policy will receive an F as their final course grade. Exceptions can only be granted by petition to the Office of Academic Affairs. Absences in a distance education course due to technological failure are considered on a case-by-case basis by the instructor of record. DIU is required to report attendance policy violations for international students and students with federally funded assistance (students receiving VA benefits). In accordance with Texas state law (TX ED Code § 51.911), students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence. This applies only if the student notifies the instructor in writing no later than the 15th day of the course. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Texas Tax Code § 11.20 may be included. Responsibility for class attendance rests with the student.

Calendar

Dual Enrollment classes will follow the DIU Academic Calendar as found on the DIU website and in the Catalog.

Resources available to Dual Enrollment students

Student Body Association (SBA) Representation and Leadership Development

DIU has an active student body government. The Student Body Association serves to give voice and representation to the student body, to provide channels of communication to DIU faculty and administration, and to integrate all phases of extracurricular life of the student body. The SBA nominates a student representative to the Board of Trustees, Faculty/Staff Forum, Computer Advisory Committee, Library Advisory Committee, and Safety Committee. The SBA sponsors service and fellowship activities each term such as: sports, an ice cream social, nacho bash, Spirit Week and Cultural Fair, talent show, and community outreach events. The SBA assists in orientation activities and other ILC and DIU events. The SBA also sponsors an annual T-shirt design contest. Dual enrollment students are eligible to be part of the SBA student body as voting members but are not eligible for Officer and Representative positions.

Dallas International University Library

DIU has a robust academic library that contains print and electronic resources to aid students and faculty in research and study. Dual Enrollment students are permitted and encouraged to use the library's resources as needed. Library resources include:

1. **Materials Available for Checkout** Many library materials may be checked out for an entire term. Journals may be checked out for three days. Two renewals are allowed provided no one else has reserved the item. A hold or reserve can be requested for materials currently checked out. Some materials, such as reference books or special collections, are designated in-library use only.
2. **Course Reserves** Course reserves are items (generally books or articles) selected by the course professor and designated as required or supplementary reading. The check-out period for these items is typically 2 hours, although 4-hour, 1-day, and 3-day options are available if requested by the professor. Overnight loans must be returned within one hour of library opening. Fines are applied at a rate of \$1.00 per hour. Electronic versions of course reserves are available by contacting the library via email at library@diu.edu.
3. **Library Computers** Computers are available in the Library for research using Internet and subscribed electronic resources. The Library also

provides electrical power and wireless connections for users of personally owned computers. Eight student-only workstations may be used to access networked computer lab accounts.

4. **Study-Space Rental** A limited number of study carrels are available for student rental, with preference given to thesis students. A monthly fee or term fee is charged for exclusive use of a desk. Ask a librarian or email library@diu.edu for more information.
5. **Library Fee** Printers and copiers are available in the library at a per-page charge to cover associated costs.

Writing Center Consultations

The College of International Studies offers writing consultations for any kind of writing assignment related to courses or conference presentations. Consultations can be requested through this [form](http://www.diu.edu/writing) (www.diu.edu/writing).

Policies

Drop policies

Once a student has made payment for classes in a term and/or has attended classes in a term, they must complete a Student Change Permit form, under the guidance of their academic advisor. Student Change Permit forms are available from the Registrar and on the DIU website under registrar information. Course changes are time sensitive. The following deadlines apply to all course changes:

Adding Courses or Dropping Courses

Spring/Fall or Year Term: through term day 5 (i.e., the fifth meeting day of that class)

Summer or May EX Term: through term day 4 (i.e., the fourth meeting day of that class)

Withdrawal from Courses

A Student Change Permit form must be used to withdraw from a class. After the drop course date limits, a course will remain on the DIU transcript and be marked as a course withdrawal. A grade of "W" will be recorded on the DIU transcript. This grade does not impact GPA. The time limits for withdrawing from a course are:

Spring/Fall Term: term days 6-30

Summer or May EX Term: term days 5-13

In most cases, a student may not drop a course or withdraw from a course after the aforesaid dates. Under extreme circumstances, the Dean of Academic Affairs may consider a petition to drop a course or withdraw after these dates. If the petition is not approved, the student remains responsible for all coursework requirements. Therefore, students should not discontinue class attendance or class assignments unless they have been notified in writing that the Dean of Academic Affairs has approved the petition to withdraw. DIU reserves the right to withdraw a student for cause in accordance with applicable policies and procedures at any time.

Refund policy

A student may qualify for a refund when a course is dropped or withdrawn from according to the following schedule:

Spring/Fall Term: through term day 5 (100% tuition and fees); term day 10 (75% tuition only); term day 20 (25% tuition only); after term day 20 (0%)

Summer or May EX Term: through term day 4 (100% tuition and fees); term day 8 (75% tuition only); term day 12 (25% tuition only); after term day 12 (0%)

Under extraordinary circumstances, students may bring special requests for refunds to the Dean of Students for consideration.

Academic Freedom and Plagiarism

Faculty members of DIU have freedom to teach, research, and publish, subject to the adequate performance of academic duties and in keeping with their representation of DIU. In the classroom, teachers have freedom in discussing their subjects but are to refrain from introducing matters unrelated to the subject and should not engage in personal criticism of their colleagues. Teachers and students are free as citizens to enter the forum of public debate and to

participate in various gatherings and events but should realize there is always the tacit representation of DIU in whatever they say, write, attend, or sign.

Students, staff, and faculty members are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework and plagiarism. Anyone found guilty of dishonesty in their academic pursuits is subject to penalties that may include dismissal from the University. Contraventions will be handled through the discipline procedure. Plagiarism is the presentation of other's work as your own, without proper citation. In academic contexts, this also includes making your work available to others to use as their own where not academically permissible, such as allowing others to copy or use your work on tests or papers without acknowledging you as the source. All students are required to complete a plagiarism tutorial during orientation to DIU.

Complaints and grievance procedures

Grievance Procedures for Students

If a student has a complaint regarding the staff, faculty, or administration of DIU, the issue should be handled by the following grievance procedure:

1. The student should first approach the person(s) with a view toward explanation or reconciliation.
2. If the student does not feel the concern has been resolved, the complaint should then be presented to the proper center or department chair or supervisor. ([Download the DIU Dispute Filing/Resolution Form](#)). The student must initiate this complaint within ten working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. The center or department has five working days to seek resolution of the complaint.
3. If the student still does not feel the concern has been resolved, then the student has the right to appeal the grievance in writing to the Dean of Students, giving the precise nature of the alleged improper treatment.
4. The Dean of Students has the responsibility to investigate the complaint by interviewing the parties as necessary and gathering appropriate facts and sufficient information to determine validity of the concern. The Dean will then either deny the grievance or complaint or seek redress and will, within ten working days, report the same to the President and to the aggrieved party or complainant.

5. If resolution is not reached through the Dean of Students, either party may request a hearing before a staff committee. The committee will investigate the situation and within 15 working days report its findings to the President, together with a recommendation that no action is taken, that the accused individual be reprimanded verbally or in writing, that dismissal be initiated, or that any other necessary or reasonable action be taken.
6. The decision of the President is final.

Complaints that cannot be addressed through the foregoing procedure are (1) allegations of sexual harassment — handled according to the Sexual Harassment Complaint Procedure and (2) course grade appeals — handled according to the Procedure for Course Grade Appeals.

Grade Appeals Procedures

A student may appeal a final grade following the student grade appeal procedure. The procedure for grade appeals is designed to respect both the prerogative of the professor to assign grades and the rights of the student.

1. A student who desires to contest a course grade should discuss the matter with the course professor as soon as possible after receiving the grade. A course grade is permanent one calendar year from the date on which it was awarded and may not be appealed or changed after that date. (In most cases a discussion between the student and the professor will suffice, and the matter should not go further.)
2. If, after discussion with the professor, the student's concerns remain unresolved, the student may approach the Center or Department Chair. If the Chair believes the appeal has merit, a meeting will be scheduled to discuss it with the professor and the student.
3. If the matter still remains unresolved, the student may bring the matter to the Dean of Academic Affairs, who will appoint an ad hoc faculty committee composed of three faculty members in the professor's center or department, or in closely allied fields. The committee will examine available written information on the dispute and be available to meet with the student and the professor. It may meet with others as it sees fit.
4. If the faculty committee upholds the professor's grade assignment, the decision is final. If the faculty committee determines that compelling reasons exist to change the grade, it will request the professor to make the change, providing a written explanation of its reasons. If the professor concurs, he or she will make the grade change. If the professor declines,

he or she will provide the faculty committee a written explanation for refusing.

5. The faculty committee, after considering the professor's explanation and upon concluding that it would be unjust to allow the grade to stand, may recommend to the Dean of Academic Affairs that the grade be changed. The Dean will provide the professor a copy of the recommendation and ask him or her to implement the change. If the professor continues to decline, the Dean may then change the grade, notifying the professor and the student of his/her action. Only the Dean of Academic Affairs, upon the written recommendation of the faculty committee, has the authority to effect a change in grade over the objection of the professor who assigned the original grade.
6. In the event the faculty member is no longer available, the Dean of Academic Affairs, upon the written recommendation of the faculty committee, has the authority to affect a grade change.

Disabilities

Students who have disabilities which are covered by the Americans with Disabilities Act (ADA) and who have been properly registered with the Dean of Students are called "qualified students" for the purposes of this policy. It is the responsibility of the student with disabilities to establish in writing at the latest by the time of registration their status with respect to ADA to the satisfaction of the Dean of Students. Upon receipt of appropriate documentation, the Dean of Students will issue to the student a Special Accommodation Letter to present to their instructors. This letter will contain information relative to the special needs of the student. Academics It is also the responsibility of the qualified student to notify each instructor, by the end of the first week of class, that options to standard methods of educational access will be needed. The form of accommodation will be determined by mutual agreement between the Dean of Students and the Dean of Academic Affairs. DIU will work with each qualified student to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities. While the integrity of academic standards must be upheld, the emphasis is on the attainment of learning outcomes in a subject or discipline.

FERPA

Release and Disclosure of Student Records (FERPA): In accordance with the

terms of the Family Educational Rights and Privacy Act of 1974 (FERPA), DIU shall not disclose any personally identifiable information from a student education record to a third party without prior written consent of the student, except to the extent that Federal law authorizes disclosure without consent. Some of the information contained within a student record is considered public information and may be released in printed, electronic, or other form without prior consent of the student. Public information includes the following: the student's name, local address, telephone and e-mail listing, major field of study, classification (e.g., MA, BA, Certificate, or Dual Enrollment), enrollment status (e.g., graduate, undergraduate, part-time, full-time), dates of attendance, expected graduate date, thesis title, degrees, honors and awards received, and a photograph of the student. The student may request that public information be withheld from public disclosure by informing the Registrar in writing. FERPA protection is not retroactive. Parents or guardians of students who have documented proof that the student is a legal dependent may obtain non-directory information at the discretion of the institution. Signed consent from the student may be required.

Miscellaneous

Accreditation and transferability of credits

Dallas International University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Dallas International University. Transfer of credits earned at DIU through Dual Enrollment or standard undergraduate status to another institution is at the discretion of the receiving institution. Questions about the transfer of credits should be directed to the Office of Academic Affairs at the receiving institution.

Contact information for further questions

Further questions? Contact Dual Enrollment Liaison Sarah Hurlin at dual-enrollment@diu.edu or (972)708-7340 ext. 2403.