

# Tennessee State University



## *SMART Dual Enrollment Online Student Handbook*

Fall 2020

## TABLE OF CONTENTS

Welcome to Tennessee State University.....	3
Dual Enrollment Partnership .....	4
TSU Vision, Mission, & Core Values.....	5
Textbooks.....	6
Campus Safety, Computer Access & TSU Grading System.....	6-7
Academic Conduct.....	7
Transcript & TSAC Grant Awards.....	8
Payment, Class Changes & Withdrawing.....	8-9
DEG Grant Overview & Q/A.....	10-11
Course Offerings.....	11-13
Glossary of Terms.....	14-19

Hello Tennessee State University Tiger Student!

Welcome and Congratulations on your acceptance into Tennessee State University's SMART Dual Enrollment Program!

You will have the opportunity to earn both high school and college credit hours simultaneously. It is our hope that you will have a rewarding experience at TSU.

The SMART Dual Enrollment Online Student Handbook will provide you with valuable information about policies, procedures, expectations, requirements and benefits.

We are pleased you have decided to participate and look forward to working with you. Please understand failing a class is not an option per Dr. Smith. Success is the key to your college destination.

Should you have any questions or concerns, call the SMART Dual Enrollment Center at (615) 963-6929.

**Best wishes for a successful SMART Dual Enrollment experience!**

## **SMART Dual Enrollment Partnership**

### **What is Dual Enrollment?**

The TSU SMART Dual Enrollment Program allows high school students to take college classes before they graduate. Classes can be taken online, onsite or hybrid at a student's high school. It's a great way for you to get a head start on earning college credit, saving money on tuition, housing expenses, meal plans and to have a taste of what it's like to be a TSU Tiger!

### **Who is a part of the Dual Enrollment Process?**

Tennessee State University (TSU)  
Participating High School Officials & Students  
Tennessee Higher Education Commission (THEC)  
Tennessee Student Assistance Corporation (TSAC)  
Tennessee State University Board Members

### **What are the requirements to participate in TSU SMART Dual Enrollment?**

- a junior or senior in high school
- produce a minimum 2.50 high school GPA
- submit an application for admission
- submit a high school transcript
- submit an ACT score of 19 or higher or an SAT score of 900 or higher
- submit a The \$25 application fee will be waived

### **Extra benefits of Dual Enrollment**

TSU Student ID  
Access to Campus Library  
Access to Academic Support Tutorial Services

### **Call or email us:**

#### Physical Address

SMART Dual Enrollment Center  
Avon Williams Campus, Suite B400  
330 10th Avenue North  
Nashville, TN 37203  
Phone: 615-963-6929  
Email Address: [mnelso11@tnstate.edu](mailto:mnelso11@tnstate.edu)

### Mailing Address

Tennessee State University  
Avon Williams Campus, Suite B400  
ATTN: SMART Dual Enrollment Center  
330 10th Avenue North  
Nashville, TN 37203

### **Important Websites**

TSU website: [www.tnstate.edu](http://www.tnstate.edu)  
TSAC Dual Enrollment Grant App: [www.tn.gov/collegepays](http://www.tn.gov/collegepays)  
SMART Dual Enrollment: [www.tnstate.edu/DualEnrollment](http://www.tnstate.edu/DualEnrollment)

### **TSU Dual Enrollment Team**

Dr. Johnnie C. Smith, Executive Director of Dual Enrollment Partnerships  
Ms. Montana Nelson, Assistant to the Executive Director  
Dr. Donna Y. Ashford, High School Liaison Director  
Dr. Teresita Hunt, High School Consultant

### **TSU Mission Statement**

Building on its heritage, TSU will be the Premier Comprehensive urban institution that inspires students to innovatively transform Our City, State and World.

### **TSU Vision Statement**

TSU will be recognized as the best at preparing students as scholars and leaders who excel in the Global Society through innovative learning, excellent research experience and world-class services.

### **TSU Core Values**

Tennessee State University maintains the following core values: Learning Every day; Making Excellence a Habit; Thinking Beyond the Obvious; Working Relentlessly and Serving Everyone We Encounter.

### **Dual Enrollment Policy**

Tennessee State University (TSU) offers high school juniors and seniors the opportunity to earn university credit by taking online courses. This program allows students to complete entry level college courses and have them count for both high school and college credit. Interested students must complete the Tennessee State University admissions process and apply for the TSAC Dual Enrollment grant

prior to enrolling. The ACCUPLACER test can be used to determine eligibility for the dual enrollment program if necessary.

### **Application Fee**

The admissions fee is waived.

### **Textbooks, Course Materials & Technology Devices**

Tennessee State University will issue free OER eBooks and required computer devices to each student during the first week of classes. Required books and technology devices will be distributed by a TSU representative and collected at the end of the semester accordingly. If dual enrolled students do not return the eBook by a specified deadline date, a fee will be placed on their TSU account.

### **Equity and Inclusion**

The Office of Equity and Inclusion (OEI) coordinates and supports civil rights compliance for the University. OEI supports a living, learning, and working environment free from discrimination and harassment, where all members of the TSU community feel welcomed and valued.

### **Commitment to Safety**

The mission of the TSU Police Department is to protect Students, Faculty, Staff and the Property owned, leased, or operated by the university. If you are on campus and have an emergency, please contact the TSU Police Department at (615) 963-5171 or 5171 using campus phones. A trained and certified TSU police dispatcher will contact the necessary emergency services to assist you.

### **Connecting Students to the Community**

The Center for Service Learning & Civic Engagement connects students, faculty, staff, administrators, and community partners in developing service activities that are mutually beneficial to all. Service activities may be strictly volunteer community service, civic engagement activities, or service-learning.

### **TSU Computer Network Account**

In order for students to access the myTSU account, it is necessary to set up a username/password. Once setup, students may access course activity, grades, and eLEARN software. All official TSU emails and correspondence will be sent to your myTSU account, and the myTSU account uses the same username/password combination to access the network.

## The TSU Grading System

Grades	Credits	Explanation
A	4.00	Excellent
B	3.00	Good
C	2.00	Average
D	1.00	Poor
F	0.0	Failure
S	0.0	Represents satisfactory performance in a non-credit course
U	0.0	Unsatisfactory performance in a non-credit course

### Class Attendance Policy

Although TSU courses are online, students are required to log in on a weekly basis with their professor and complete assignments accordingly.

### The Syllabus

Dual enrolled students should pay close attention to the syllabus that will be posted online at the beginning of each course. This document is the contract between the student and the instructor, and it provides all of the information about the class. The syllabi typically includes: course overview, the grading scale, assignment instructions, assignment due dates and other related and helpful information for success.

### Academic and Classroom Conduct

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class and possible disciplinary sanctions through the institution.

### **Grade Progress/Reporting**

Dual enrolled students will receive grades to show their progress. In addition, dual enrolled students' mid-term grade and final grade will be posted on their account. Final grades will be submitted through the institution's grade posting process and then to the high school counselor(s) for high school grade posting at the end of each semester.

### **Requesting an Official Transcript**

The TSU Records Office will issue official transcripts of a student's academic record at the University upon written request of the student. Typically, transcripts will be issued within 1-2 business days of the receipt of the request. Any student who has a financial obligation to the University will NOT have a transcript released.

### **Requesting an Unofficial Transcript**

Go to your myTSU account online  
Select Student  
Click Student Records  
Click Academic Transcript & Print

### **TSAC Dual Enrollment Grant Awards**

Below are the award amounts for the dual enrollment grant set by the State of Tennessee.

Award 1	1 <sup>st</sup> Class	\$500.00 paid by TSAC Grant
Award 2	2 <sup>nd</sup> Class	\$500.00 paid by TSAC Grant
Award 3	3 <sup>rd</sup> Class	\$200.00 paid by TSAC Grant
Award 4	4 <sup>th</sup> Class	\$0 paid by TSAC Grant

### **Grant Tuition Payment Deadlines**

Students who are enrolled in classes 5-8, may use grant funds in the amount of \$300 and pay the remaining balance. Any additional courses will then come from the HOPE Lottery Scholarship.

Students must complete Dual Enrollment Grant online applications prior to the deadline dates. Fall Semester, September 15<sup>th</sup>; Spring Semester, February 1<sup>st</sup>; and Summer Semester, May 15<sup>th</sup>.

Students must submit a completed Dual Enrollment Consent Form for the academic year. This form is required each year the student enrolls.



Students must complete and submit the required online Dual Enrollment Grant application each semester. As long as both of these items are completed, students will be allowed to pay any remaining tuition balances after the Dual Enrollment Grant has been applied to their accounts.

### **To pay the TSU Dual Enrollment Balance**

1. Go to [www.tsu.edu](http://www.tsu.edu), Bursars Office
2. Login into myTSU (Username and Password)
3. Go to Student, click Student Account
4. Select Account Detail/Confirm Enrollment
5. Select Pay Now Balance or Installment

### **Class Changes**

If there is a scheduling change regarding your Dual Enrollment coursework, you should notify your High School Counselor to ensure the course has been approved by the school for eligibility and graduation purposes.

### **Students taking University Online Classes**

Students' course(s) will be assigned and/or decided by your High School Counselor based on your request, the requirements for High School completion and Early Postsecondary Opportunities (EPSOs). All students will be registered into courses by the University's Admissions Office and/or the SMART Dual Enrollment Office.

### **Dropping and Withdrawing from Classes**

If students have questions about withdrawing or dropping a class, the student **MUST** notify their High School Counselor and the counselor will then inform a SMART Dual Enrollment Representative **prior** to dropping the class. Note: There could be financial implications for dropping or withdrawing from any SMART Dual Enrollment class, up to and including the loss of the grant or scholarship, which may leave a student owing a balance for classes not completed and/or receiving an automatic failing grade.

### **Grades and the Grading System**

SMART Dual Enrollment online courses will receive a TSU college grade. A mid-term grade will also be posted halfway through the semester. The mid-term grade helps students to know how they are doing in their classes and where they need to improve. Students can check mid-term and final grades by logging into their myTSU account, clicking on Student, going to Student Records and clicking Mid-term/Final Grades respectively. TSU final grades will be posted in your myTSU

account after the final grades deadline for the semester in which you took your course. Students are encouraged to check grade(s), as your college GPA has a direct effect on your ability to continue to receive your grant. If your GPA drops below the required 2.75, you will lose the TSAC Grant and be unable to gain it back.

### **Dual Enrollment Grant (DEG) Overview**

- Students must register online for the DEG Grant.
- The grant application must be completed each academic year.
- The grant is not need-based; any eligible student can receive it.
- Students must be Tennessee residents for one year prior to enrollment to be eligible.
- Students can receive the grant for a maximum of two courses per semester.
- The grant can only be applied toward lower-division (1000-2000 level) courses.
- The grant can be used during the summer semester.
- In order to keep receiving the grant after the first semester, students must maintain a 2.75 GPA in all college classes taken while receiving the grant.
- No exceptions can be made to the grant deadline established by the state.

### **Q&A Regarding SMART Dual Enrollment Classes**

Are SMART Dual Enrollment online classes harder than high school classes?

Yes. SMART Dual Enrollment online courses are held to the same academic rigor and standards as any other college level courses. The difficulty of the course offered largely depends on the subject of the course and the method or style of instruction.

How much does it cost?

The TSAC grant and the HOPE Scholarship covers expenses – APPLY ONLINE, [www.tn.org/collegepays](http://www.tn.org/collegepays).

What funding is available to Dual Enrollment Students?

For eligible high school juniors and seniors, the State of Tennessee's Dual Enrollment Grant is available. To learn more go to [www.tn.org/collegepays](http://www.tn.org/collegepays).

Do I have to fill out The Free Application for Federal Aid (FAFSA)?

No. Dual Enrollment students are not required to fill out the FAFSA form to receive the grants and scholarships.

Is funding guaranteed?

Yes. The Dual Enrollment Grant is available to all eligible students accepted into the program.

Can I lose my grant or scholarship?

Yes. If a student does not maintain a 2.75 GPA in their Dual Enrollment courses, students the student will lose the grant scholarship.

What if I am taking Dual Enrollment Courses at another institution?

If you are taking Dual Enrollment classes at another institution during the same semester as your Dual Enrollment course, you will need to fill out additional agreement paperwork. Please see your counselor and notify our office to get the paperwork for splitting the grant between two institutions.

What courses can I take?

Online/Onsite/Hybrid. Students may take **any** class for which they have been approved to meet high school requirements and EPSOs.

**Below is a Tentative Listing of SMART Dual Enrollment Course Offerings:**

- AGSC 1200-98. Introduction to Plant Science (3). A one semester introductory course in plant science that exposes students to the principles of crop science, horticulture, and conservation of the renewable natural resources.
- AGSC 1410-98. Introduction to Animal Science (3). A course devoted to the adaptation of the different classes of farm livestock to varying farm conditions and to the relationship of each class to the other in different farm plans. A careful study of the correct types of livestock in relationship to economical production and market demands.
- AGSC 1600-98. Introduction to Biotechnology (3). An introduction to biotechnological principles and technologies is designed for this course. Upon successful completion of this course, students will have broad understanding of the moral, political, economic, ethical and social implications of this technology. They

will have knowledge and skillsets to demonstrate how to use biotechnology as well as to take part in intellectual discussions and make daily decisions related to product choices. Students will be able to understand genetics terminology and concepts; evaluate cellular organelle roles through their structures and functions; comprehend the central dogma of life via macro molecules; develop a foundation for DNA isolation/characterization, transformation, screening, genetic manipulating, and presenting; and evaluate laboratory exercises using routine aseptic culture practices.

- ENGL 1010-98. Freshmen English 1 (3). An introduction to the fundamentals of written composition and communication through the study of illustrative essays, as well as an introduction to the reading and critical analysis of essays. Grammar and mechanics, insofar as they are an integral part of developing proficiency in writing, are covered in the course. Those students who do not demonstrate satisfactory performance in the use of grammar and mechanics are required to attend the Writing Center.

- HIMA 1040-98. Medical Terminology (3). This course is a study of the language of medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling. Emphasis on surgical instruments and procedures, diseases, laboratory tests, clinical procedures, and abbreviations for each system. Terms related to cancer medicine, radiology, nuclear medicine, pharmacology, psychiatry, systemic disorders, and autopsy procedures will be included.

- MGMT 1010-98. Introduction to Business (3). The structure of American Business, survey of the fundamental principles of business organizations, exploration of career opportunities and professionalism in business.

- MUSC 1010-98. Music Appreciation (3). Emphasis upon development of listening skills and on a broad repertoire of literature, including both Western and Nonwestern music. History is included to help provide a deeper meaning to the development of the music being studied.

- TELC 2011-98. Teach and Learning with Tech (3). A course designed for students to be competitive in today's workforce regardless of your career or position. Students must have knowledge (digital literacy) and fundamental skills

of coding. Students will have the opportunity to experience the basic concepts of coding and creativity. Students will gain knowledge and skills regarding Apple Swift Playgrounds, iOS Tools, Prototypes of Apps and Learning with Augmented Reality. Note: This is not an official Computer Science Course and cannot be used as or substituted for a Computer Science Course.

- COMP 2630-98 Selected Programming Languages (3) (XCoding Swift).

The purpose of this course is to teach all components of a selected programming language. Some of the languages to be offered are Visual Basic, C, Unix shell programming, Python, and Prolog.

**Tennessee State University is prepared to offer any additional general education courses that are not offered by a Community College, upon approval.**

## Glossary

**Academic Good Standing:** An indication that a student meets or exceeds minimum academic requirements to be enrolled at the University.

**Academic Probation:** An indication of marginal academic performance. A warning that a student is in jeopardy of losing academic good standing.

**Academic year:** Annual period during which a student attends and receives formal instruction at a college or university, from August to May. Summer School from May to August. The academic year may be divided into two full semesters, Xtreme Spring, MayMester and SUNsational.

**Accredited:** Official recognition that a college or university meets the standards of a regional or national association. Although international students are not required to attend an accredited college or university in the United States, employers, other schools, and governments worldwide often only recognize degrees from accredited schools.

**Associate's:** An undergraduate degree awarded by a college or university upon successful completion of a program of study, usually requiring two years of full-time enrollment. An associate's is typically awarded by community colleges; it may be a career or technical degree, or it may be a transfer degree, allowing students to transfer those credits to a four-year bachelor's degree-granting school.

**Bachelor's:** An undergraduate degree awarded by a college or university upon successful completion of a program of study, typically requiring at least four years of full-time study. Common degree types include Bachelor of Arts (B.A.) and Bachelor of Science (B.S.).

**Campus:** The grounds and buildings where a college or university is located.

**Catalog:** An official publication of a college or university giving information about academic programs.

**Course:** A regularly scheduled class on a particular subject. Each college or university offers degree programs that consist of a specific number of required and elective courses for degree completion.

**Credit Hours:** Generally the number of hours a course meets each week determines its worth in credit hours for degree completion.

**Degree:** A diploma or title awarded to students by a college or university after successful completion of a degree program of study.

**Department:** A division of a school, made up of faculty and support staff, that gives instruction in particular field of study.

**Drop:** To withdraw from a course. A college or university typically has a period of time at the beginning of a term during which students can add or drop courses.

**Electives:** Courses that students can choose to take for credit toward completing a degree, but are not required. Student “elects” or chooses to take the course.

**Enroll:** To register or enter a school or course.

**Exempt:** Not required to do something that other students may be required to do. For example, a school may require all students to take a freshman English course, but some students may be exempt based on their high scores on a college entrance exam or completed through their previous high school dual enrollment coursework.

**FAFSA (Free Application for Federal Student Aid):** Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments. International students are not eligible for U.S. government aid, but schools may ask international students to submit a FAFSA to determine financial need.

**Freshman:** A student in the first year of high school or college/university.

**Full-time student:** A student who is enrolled at a college or university and is taking at least the minimum number of credits required by the school for a full course load.

**General Education Courses:** A broad, common foundation of study upon which to develop skills of oral and written communication as well as logical and scientific reasoning. Most General Education courses are taken during the freshman and sophomore years.

**Grade:** A score or mark indicating a student's academic performance on an exam, paper, or in a course.

**Grade point average (GPA):** A student's overall academic performance, which is calculated as a numerical average of grades earned in all courses. The GPA is determined after each term, typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

**Community college:** A public, two-year postsecondary institution that offers the associate's degree. Also known as a "junior college".

**Graduate school:** The division of a college or university, or an independent postsecondary institution, which administers graduate studies and awards master's degrees and doctorate degrees.

**Graduate student:** A student who already holds an undergraduate degree and is pursuing advanced studies at a graduate school, leading to a master's or, doctorate degree.

**Grant:** A type of financial aid that consists of an amount of free money given to a student, often by the federal or state government, a company, a school, charity or alumni chapter. A grant does not have to be repaid. "Grant" is also used interchangeably with "Scholarship."

**Humanities:** Academic courses focused on human life and ideas, including history, philosophy, foreign languages, religion, art, music, and literature.

**Independent study:** An academic course that allows students to earn credit for work done outside of the normal classroom setting.

**Institute:** An organization created for a specific purpose, usually for research, that may be located on a college or university's campus.

**Junior:** A student in the third year of high school or college/university.

**Junior college:** A two-year postsecondary institution that offers the associate degree.



**Liberal arts:** Academic studies of subjects in the humanities, social sciences, and the sciences, with a focus on general knowledge, in contrast to a professional or technical emphasis.

**Loan:** A type of financial aid that consists of an amount of money that is given to someone for a period of time, with an agreement that it will be repaid by a certain time.

**Lower Division:** A unit of credit earned during the freshman and sophomore years. Lower division credits will typically begin with a number of “1000” or “2000”. Example: SOCI 2010.

**Major:** The academic area in which one specializes. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen field during their junior and senior years. Prerequisite: A course that must be completed before another may be attempted. Refer to the University Catalog.

**Master's:** A graduate degree awarded by a college or university upon successful completion of an advanced program of study. Common degree types include Master of Arts (M.A.) and Master of Science (M.S.).

**Midterm exam:** An exam given after half of the academic term has passed and that covers all material studied in a particular course.

**Minor:** The academic area in which one places special emphasis as a secondary specialization.

**Non-resident:** A student who does not meet a state's residence requirements. A college or university may have different tuition costs and admissions policies for residents versus nonresidents.

**Orientation:** A college or university's official process of welcoming new, accepted students to campus and providing them with information and policies before classes begin.

**Part-time student:** A student who is enrolled at a college or university but is not taking the minimum number of credits required for a full course load.

**Pass-fail:** A grading system in which students receive either a "pass" or "fail" grade, rather than a specific score or letter grade.

**Placement test:** An exam used to test a student's academic ability so that he or she may be placed in the appropriate courses in that field.

**Portfolio:** A selection of a student's work compiled over a period of time and used for assessing performance or progress within a course.

**Prerequisite:** A required course that must be completed before a student is allowed to enroll in a more advanced courses.

**Prior Learning Assessment:** (PLA) A process used by regulatory bodies, colleges and universities to evaluate skills and knowledge acquired outside the classroom for the purpose of recognizing competence against a given set of standards, competencies, or learning outcomes.

**Probation:** A status or period of time in which students with very low GPAs, or whose academic work is unsatisfactory according to the school, must improve their performance. If they are unable to do so, they may be dismissed from the school.

**Registrar:** The college or university official who is responsible for registering students and keeping their academic records.

**Registration:** The process in which students choose and enroll in courses to be taken during the academic year or in summer sessions.

**Scholarship:** A type of financial aid that consists of an amount of free money given to a student by a school, individual, organization, company, charity, or federal or state government.

**Semesters:** Periods of study that divide the academic year into two equal segments of approximately 15 to 16 weeks each.

**Senior:** A student in the fourth year of high school or college/university.

**Sophomore:** A student in the second year of high school or college/university.

**Term:** Periods of study, which can include semesters or summer sessions.

**Thesis:** A formal piece of writing on a specific subject, which may be required to earn a bachelor's or master's degree.

**Transcript:** An official record of a student's coursework and grades at a high school, college, or university. A high school transcript is usually one of the required components of the college application process.

**Transfer credit:** Credit granted toward a degree on the basis of studies completed at another college or university.

**Tuition:** An amount of money charged by a school per term, per course, or per credit, in exchange for instruction and training. Tuition generally does not include the cost of textbooks, room and board, and other fees.

**Upper Division:** A unit of credit earned during the Junior and Senior years. Courses beginning with “3000” or “4000”.

**CALL THE TSU SMART Dual Enrollment Office at (615) 963-6929.**