Welcome to Angelo State University! We are happy to have you as a dual credit instructor. This guide will help you as you begin the program and as you continue through your courses. If you have any questions, please do not hesitate to contact us!
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Technology Account Access
Most technology services at ASU are accessible with your Technology Access Account. With this account, you will be able to access RamPort, our online portal where you can view your course rosters, enter grades, and check your Angelo State email account (used both on and off campus).

If you attended a Dual Credit In-Service Training, you were provided with your username and password. These are your credentials used to login to RamPort.

After receiving your username and temporary password, you are encouraged to go to set up change your password and set up security questions by visiting the ASU MyPassword website.

You will be able to set-up security questions which can be used in resetting your password if you do not remember it.

If you do not know your username and/or password, or if you have any questions logging in at any time, please contact the IT Service Center at 325-942-2911 (please have your Campus ID number (CID) available). If you do not know your CID, please contact the Dual Credit Office at dualcredit@angelo.edu.

**Important Dates**
All ASU dual credit courses must abide by the deadlines and dates according to Angelo State University’s Academic Calendar. Please make sure to schedule your syllabi accordingly; students should be informed of all deadlines and term dates.

**Uploading your CV and Syllabi**
The Texas legislature has passed House Bill 2504, which includes a mandate that all course syllabi and faculty vitae will be posted on our university website in an easily, accessible location. The online system at ASU requires that your vita and syllabus be in an Adobe PDF format, and uploaded through a link in Blackboard.

Please refer to Dual Credit Syllabus and CV Information website for guidance in developing and uploading your CV and syllabus.

**Viewing and Signing your Course Roster**
All students will be registered for their dual credit courses through information provided to ASU by the high school counselor. To ensure your roster is correct, please your check your course roster as soon as you are notified by ASU and notify us of any discrepancies. We will need to fix discrepancies ASAP.

Following the 12th class day, you will receive an email from ASU asking you to certify your rosters in Ramport. Please follow the instructions on our website to certify your roster. You MUST ensure that all students in your class are on this list as it is reported to the State of Texas. If any students need to be added or dropped, please notify your high school counselor immediately.

**Students Dropping Class**
Once a student is enrolled in an ASU dual credit course, they will have two options to drop the course:

1. **Clean Drop:** This can be done on the first day they are registered for the course until the end of business hours on Census Day (12th Class Day). (Please see ASU’s University Calendar for exact date). This course will not show up on the student’s official transcript.
2. **Drop with a “W”:** Beginning the day after Census Day (12th Class Day), students will be able to drop a course with a “W” until a specific date designated for the semester.
(Please see ASU’s University Calendar for exact date). The ASU Dual Credit program will send you reminders about approaching deadlines for dropping courses. This course will show on the student’s official transcript.

If a student chooses to drop a course, a Drop Request Form must be initialed, signed, and submitted back to the ASU Dual Credit Office by the respective deadlines for the term. Once the form is received, the requested drop will be processed.

**Dual Credit Dropped Courses Not Including in “Six Drop Rule”**

In Texas, the “6 Drop Rule” prohibits dropping more than six classes after the Census Date. Dual credit courses are not included in the six drop rule.

**Inputting Final Grades**

All instructors will submit their students’ final grades for each course and section in Ramport. An email reminder will be sent through the dual credit listserv reminder instructors of deadlines. Please refer to the ASU University Calendar for the exact date. Grades not submitted by the deadline will be left blank and instructors must fill out a Grade Change Request Form for every student in the course. This is not advisable.

Follow the instructions for posting final grades.

Please reference the ASU Operating Policy for Grading Procedures for more information.

**Incomplete Grades**

Instructors may opt to assign a grade of Incomplete (“I”) to a student. The grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. Instructions should follow the procedures for Grade Change Requests for changing a grade from I to the final determined grade.

Follow the instructions for inputting an incomplete grade.

**Grade Change Requests**

A Grade Change Request form must be submitted to change a student’s final submitted grade in Ramport. This may be used when a grade was reported an error, a grade was not reported, or a grade of I was assigned.

**Services for Students with Disabilities/ADA Accommodations**

Students can be approved for accommodations for an ASU dual credit course upon request through our Student Affairs Office. Instructions can be found on the ASU Dual Credit Website for High School Counselors: see link titled, ADA Accommodations.
Lab Safety Training Requirements
Dual credit instructors teaching an ASU laboratory dual credit course are required to show proof of your students completing a lab safety training course every semester. Please refer to our Dual Credit Lab Safety Training webpage for more information and a link to the verification form for each semester. The form will allow you to provide information about your training and to upload assignment and objective assessment information.

Instructors may not conduct a laboratory until all students have successfully completed training. Please wait to submit your verification form until all students have been added to your class. This form must be submitted by the 12th class day of the semester. You will be required to upload your training information as well as a roster showing names of the students completing the training. Your training should address the objectives outlined on the resource page.

If you do not currently have a training program, you can utilize ASU’s template for lab safety training and modify as necessary. If you would like to post your training in ASU’s Blackboard system along with an online quiz, you may contact the ASU eLearning Office at elearning@angelo.edu or (325) 486-6263 for assistance.

Course Assessment Requirements
As a dual credit instructor, you may be required to participate in course assessment. The university’s student learning outcomes assessment program is based on best practices and uses measures that are collected at the student level and can be analyzed for trends and needed course or curriculum improvements. This process facilitates continuous quality improvement of ASU’s academic programs. Dual credit courses requiring assessment will follow the same protocol as courses delivered on the ASU campus.

If you are required to participate in a course assessment, the Director of Assessment will notify you. Training documents and videos as well as the assessment packages to be used can be found in the Blackboard Organization (see the Blackboard Organization for Instructors section in this handbook).

Textbook Policies
ASU does not provide textbooks for dual credit courses nor do we have restrictions regarding which book must be used. It is at the discretion of the high school and dual credit instructor to determine which course materials should be utilized and how those will be supplied to the students. You are welcome to contact an ASU academic department for feedback or guidance on selecting a textbook or course materials.

Grade Grievances
The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation, discrimination, equal treatment, or reasonable accommodation when a documented student
need is present in accordance with the Americans with Disabilities Act of 1990 (ADA) guidelines, the faculty member’s grade determination is final.

Students may formally appeal their final grade to the High School Principal. Please refer to OP 10.03 Grade Grievance for more information.

**Probation and Suspension for Dual Credit Students**

**Dual Credit Academic Probation**
Students are placed on academic probation at the end of any term when a cumulative grade point average of at least 2.00 is not attained in college-level courses. Students are not subject to academic probation until a minimum of six semester hours of ASU dual credit courses has been attempted. Students on academic probation will be allowed to enroll in the next term, but may not register for more than 6 hours of dual credit courses in that term.

Dual credit students who enroll while they are classified as being on academic probation may continue to enroll in succeeding terms, providing they achieve at least a 2.00 GPA each term, even though their cumulative GPA is still below 2.00.

**Dual Credit Academic Suspension**
Dual credit students who enroll in dual credit courses while on academic probation will be suspended from the succeeding long-term if they fail to achieve at least a 2.00 GPA in dual credit courses for that term. Students who are placed on academic suspension at the conclusion of the spring term are not eligible for enrollment in dual credit courses the following fall semester. Students who are placed on academic suspension at the conclusion of the fall term are not eligible for enrollment in dual credit courses during the following spring semester.

**Student Teaching and Dual Credit**
As a dual credit instructor, you are allowed to have a student teacher in the dual credit course. As the instructor of record, you must ensure that the curriculum being taught meets the requirements of the college course, that rigor is maintained, and that the student teacher is being actively supervised. The instructor of record must determine the grade that will be assigned and submit that grade to ASU.

**Available Resources**

**Blackboard for Course Delivery**
Blackboard Learn helps faculty manage content, personalize courses, foster collaboration, and connect with learners. Students can access content 24/7 on their mobile devices or computers making it easier than ever to manage their course loads. Dual credit instructors are able to use blackboard to post class materials, deliver quizzes, etc. Visit the ASU E-learning website to learn more.
Blackboard Organization for Instructors
A Blackboard organization is available for instructors where information about assessment and syllabi and vita development is posted. Additional trainings will also become available as they are developed.

To access the organization:
1. Log into Blackboard with your username and password.
2. Go to the My Organizations area beneath the pictures.
3. Click on Angelo State Dual Credit Program.

If you do not see this information when you log in, please contact our office at dualcredit@angelo.edu to ensure you have been granted the necessary accesses.

Library
The Porter Henderson Library services include Online LibGuides. These are lists of high-quality, online and print research materials. They are curated by librarians and are arranged by subject and by course. Students can find them online, 24/7, on RamPort. Instructors may also access the library resources:
1. Sign in to your RamPort account with your ASU username and password
2. Select Academics on the left, and then click on the Library Icon at the top.

![Figure 1: Ramport Library Services](image)

Writing Center
The ASU Writing Center is available for dual credit students to utilize. So that our writing center is able to assist the students properly, please have students include their ASU CIDs (Student ID number) on all documents submitted to the Writing Center. The students should have received emails with their CID and it is also visible on your class rosters.

In order not to overload the Writing Center, we also ask that you notify the Writing Center if you intend to direct students to upload their papers for review several days in advance. This will allow these areas to better accommodate your students with staffing and review of course information. ASU Writing Center: 325-486-6173

Student Advising Services
Students may contact the ASU Center for Academic Excellence for advising assistance. Advisors can help students determine which courses should be taken in preparation for transferring courses to another institution or using their dual credit courses towards a degree at ASU.
Student Handbook (Behavior, Reporting Assault, and Student Grievances)

A University, like any community, must have regulations and/or standards by which its members abide, and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the Code of Student Conduct contained within are intended to serve these purposes in the interest of all segments of Angelo State University.

Angelo State University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules, and/or policies set forth in this Student Handbook, the Undergraduate Catalog, as well as the Texas Education Code.

ASU Dual Credit Contact Information

Should you ever have any questions regarding our dual credit program, please do not hesitate to contact us. Staff contact information is available at our website.

Dual Credit Office
dualcredit@angelo.edu
(325) 486-6400 or 6803
Hardeman Student Services Center, Rm 101B
ASU Station #11014, San Angelo, Texas 76909