

DUAL ENROLLMENT HANDBOOK



TABLE OF CONTENTS

INTRODUCTION	3
ADVANTAGES OF DUAL ENROLLMENT COURSES	3
DUAL ENROLLMENT EXPECTATIONS	4
DUAL ENROLLMENT GRADE REQUIREMENT	4
GRADES	4
LATE WORK	5
EXAMINATIONS	5
ATTENDANCE POLICY	5
CHEATING/ PLAGIARISM POLICY	5
CONSEQUENCES FOR VIOLATIONS OF CHEATING/PLAGIARISM POLICY	5
OTHER DISCIPLINE ISSUES	6
DUAL ENROLLMENT ADMISSIONS CRITERIA	6
PASSPORT	7
UNIFORM CERTIFICATE OF GENERAL STUDIES SCIENCE	7
ASSOCIATE OF ARTS AND SCIENCES DEGREE IN GENERAL STUDIES	8
THE A. LINWOOD HOLTON GOVERNOR’S SCHOOL OF SOUTHWEST VIRGINIA	9-14
UNIVERSITY OF PIKEVILLE	14
VIRGINIA TECH	14
ACKNOWLEDGEMENT FORM	16

Introduction

Buchanan County Public Schools (BCPS) has developed a pathway to allow students to receive high school credit and college credit for specific courses through a partnership with Southwest Virginia Community College (SWCC), A. Linwood Holton Governors School (ALH), Virginia Tech, and the University of Pikeville. Dual enrollment program opportunities include the Passport, Uniform Certificate of General Studies (UCGS), and Associate Degree.

The Passport satisfies 16 credits of general education requirements that will transfer to Virginia's public and participating private institutions. The UCGS program satisfies 32 credits of general education requirements and the Associate Degree satisfies 62 credits of general education requirements.

Advantages of Dual Enrollment Courses

- Promotion of College and Career Readiness: Dual enrollment courses provide high school students the opportunity to jump-start their college careers by enrolling in classes that allow them to earn college credits, or in some cases an associate degree, while completing high school credits. According to the U.S. Department of Education, college credits earned prior to high school graduation reduce the average time-to-degree and increase the likelihood of graduation.
- College-level instruction during regular school hours.
- Acceleration of a student's college career with quality, affordable education close to home.
- Enrichment opportunities for outstanding high school students both in academic course work and in career and technical education.
- Opportunities to enter college with credits applicable to a degree program.
- Exposure to the rigor of college work as well as college faculty expectations.
- Access to college resources, facilities and services such as advising, career counseling and mentoring.

Eligibility for dual enrollment courses, the Passport, Uniform Certificate of General Studies (UCGS), and Associate Degree programs is determined by Southwest Virginia Community College, A. Linwood Holton, Virginia Tech, and Buchanan County Public Schools. Students who are interested in taking dual enrollment classes must apply for admission to Southwest Virginia Community College and A. Linwood Holton. The eligibility for core/transferrable and elective/CTE dual enrollment courses is dependent upon the students' cumulative grade point average (GPA).

Dual enrollment tuition is paid for by Southwest Virginia Community College and Buchanan County Public Schools. Tuition for the University of Pikeville, and Virginia Tech is based on a percentage of the tuition. Students are expected to make a C or higher in each dual enrollment course. If a student earns a D or F in any dual enrollment courses, the student may not be able to take additional dual enrollment courses.

Academic dual enrollment classes are usually limited to juniors or seniors who meet the admissions requirement of the local college. In Virginia high schools, these courses are typically offered in the disciplines of mathematics, science, English, social studies, and career and technical education. The courses offered as dual enrollment follow a community college course outline, include the same content as campus-based courses, and use standard college books and resources. Although dual enrollment students are also high school students, they are expected to

adhere to the syllabi, attendance policies, and any additional policies of the college instructor to remain in good academic standing and continue in the program.

Course offerings are subject to teacher certification and availability. If BCPS is unable to offer a course, the parent/guardian may assume the financial responsibility for the student to take the course directly through SWCC or another institution but the student will not receive high school credit.

Dual Enrollment Expectations

Dual Enrollment Grade Requirement

- Students must pass their current course prior to moving on to the next dual enrollment course.
- Students who earn a D in a course (equivalent to 1 nine week marking period for high school) will be placed on **probation** and will be required to attend a meeting with school counselor, instructor, parent/guardian, and administrator to discuss corrective measures. During this conference, it will be explained that some dual enrollment courses are prerequisites to other classes.
- If the student receives another grade of "D" through the course of that content area, the student may no longer be permitted to continue in that content area.
- A grade of F in a prerequisite course (ex. ENG 111, MTH 163, etc.), will prevent a student from finishing the sequence of courses in that content area. If a student receives an "F", it will result in removal from that course. Students who are removed from any core DE Course (Math, English, Science, History) will be placed in a non-DE course.
- Should a student fail a course (final average), the student will not be permitted to continue in dual enrollment in that content area.
- Failure to earn 64 credits will result in the student not earning an Associate Degree.

Grades

- Dual enrollment instructors report grades to high school counselors simultaneously with SWCC.
- Students are graded on a 10-point scale. *
 - A: 90-100
 - B: 80-89
 - C: 70-79
 - D 60-69
 - F Below 59

***The grade that will be assigned at the college will be the grade earned and will not include any weight given to dual enrollment classes. The dual enrollment classes are weighted 10% for your high school grade provided that you earn a passing grade.**

Late Work

Students will be provided information regarding late work from each dual enrollment instructor and should consult the course syllabus. Students who are absent are responsible for obtaining

their missed assignments. Please note that although students are enrolled in high school, SWCC, ALH, UPIKE and VT dual enrollment course requirements take precedence over high school procedures when a student is enrolled in a college course.

Examinations

Students are expected to take their examinations at the regularly scheduled times. There is no exemption policy for dual enrollment courses.

Attendance Policy

Dual enrollment students must adhere to college attendance policy. Absences in excess of 20% of the scheduled class meetings may result in dismissal from the course. This amounts to 9 days, per 9 weeks.

Students who miss more than 9 days may not receive dual enrollment credit and may receive a failing grade. Dual enrollment teachers are required to meet with the student and provide written notice to parents/guardians when a student has missed 5 days of instruction.

Students who are absent for school related activities will be excused. However, they must follow the instructor's policy for completing missed assignments.

Homebound

Dual enrollment for homebound students will be determined on a case by case basis. The student, parent, teacher, counselor, principal, head nurse, and secondary supervisor will meet to determine the best instructional path for the student.

Cheating/Plagiarism Policy

Cheating is defined as:

- The intentional giving or receiving of help on any written assignments or examinations without the permission of the instructor.
- Looking at another's test paper or other material (notes, paper, text, electronic submissions) with the intent to gain or give unfair academic advantage without the permission of the instructor.
- Talking or signaling to another while taking a quiz or exam with the intent to gain or give unfair academic advantage.
- Collaborating with another in preparing written assignments without the permission of the instructor.
- Unauthorized use of electronic devices on assignments to obtain answers or copy/share assignments.

Plagiarism is defined as:

- Copying another's paper and handing it in as one's own, including electronically.
- Intentionally footnoting an incorrect source.
- Using passages or ideas of another as one's own work without giving proper credit.
- Cutting and pasting information from a website onto your paper.
- Using generative AI tools in a way and for activities that the instructor does not explicitly allow use. When AI is allowed by the

instructor, students are expected to properly attribute (cite) the source of any AI-generated material for those activities.

Consequences for violations of Cheating/Plagiarism Policy

Students who cheat or plagiarize will be subjected to the following consequences:

- 1st offense: Teacher/parent conference, zero on the assignment; incident referral
- 2nd offense: Discipline referral, removal from the Dual Enrollment course (this applies even if it is a different course than the 1st offense)
- 3rd offense: Discipline referral, removal from the Dual Enrollment Program.

Other Discipline Issues

Every student in the Dual Enrollment Program is expected to be responsible, trustworthy, and of good character. They are expected to meet the highest academic standards by being a model of success.

Students who continue to violate school policies including the use of profanity, continually disrupting class, and engaging in inappropriate behavior will be disciplined as follows:

- 1st offense: Instructor should make a phone call to parent/guardian (Depending on the violation as outlined in the Student Handbook).
- 2nd offense: Office referral/Conference with the Principal, Parent/Guardian, and Teacher, ISS/OSS (Depending on the violation)
- 3rd offense: Removal from the Dual Enrollment Course.
- 4th offense: Removal from the Dual Enrollment Program.

It should be noted that a student who is suspended out of school is prohibited from attending classes at BCPS, SWCC, and/or AHL while serving the suspension term. BCPS reserves the right to remove a student from a program for repeated disciplinary infractions. Please refer to the BCPS Student Handbook for additional discipline policies.

Dual Enrollment Admissions Criteria

- Elective/CTE Courses – Minimum 2.0 Cumulative GPA.
- Core/Transferable Courses - Minimum 3.0 Cumulative GPA; Successful completion of Algebra II and or a Minimum score of 400 on Algebra I or Algebra II SOL

Students who meet the Elective/CTE Courses criteria may be eligible to take CTE dual enrollment courses to earn a career studies certificate, when available.

Course Requirements	GCHS Course Name	Credits	Semester	SVCC Course #
College Composition I – 3 credits	English 11DE – 1 credit	3 total	1 semester	ENG 111
History Approved Transfer Course – 3 credits	VA/US History DE 1 credit	3 total	1 semester	HIS 121
Science with Lab Approved Transfer Course 4 credits	Advance Biology DE 1 credit	4 total	1 semester	BIO 101

Social Science Approved Courses 3 credits	Government DE 1 credit	3 total	1 semester	PLS 135
Math Approved Transfer Course – 3 credits	Pre-Calculus DE 1 credit	3 total	1 semester	MTH 161

Students who meet the Core/Transferable Courses may be eligible to take core/transferable courses towards earning the uniform certificate or an associate degree.

PASSPORT – 16 Dual Enrollment Credits
UNIFORM CERTIFICATE OF GENERAL STUDIES –
32 Dual Enrollment Credits

Course Requirements	GCHS Course Name	Credits	Semester	SVCC Course #
College Success Skills – 1 credit	Taken w/ BIO 101	1 total	1 semester	SDV 100
College Composition I & II – 6 credits	English 11DE – 1 credit	6 combine d	1 semester	ENG 111 & ENG 112
History Approved Transfer Course – 6 credits	VA/US History DE 1 credit	6 combine d	1 semester	HIS 121 & HIS 122
Science with Lab Approved Transfer Course 4 credits	Advance Biology DE 1 credit	4 total	1 semester	BIO 101
Social Science Approved Courses 3 credits	Government DE 1 credit	3 total	1 semester	PLS 135
Humanities Approved Courses – 6 credits	1 credit	6 combine d	1 semester	TTBD
Math Approved Transfer Course – 6 credits	Pre-Calculus DE 1 credit	6 combine d	1 semester	MTH 161 & MTH 162

ASSOCIATE OF ARTS AND SCIENCES DEGREE IN GENERAL STUDIES
64 Dual Enrollment Credits

Degree Course Requirement	BCPS Course Name	Credits	Semester	SVCC Course #
College Success Skills – 1 credit		1 total	1 semester	SDV 100
Intro to Computer Applications & Concepts 3 credits	CIS DE – 1 credit	3 total	1 semester	ITE 152
College Composition I & II – 6 credits	English 12 DE - 1 credit	6 combined	1 semester	ENG 111 & ENG 112
History Approved Transfer Course – 6 credits	VA/US History DE 1 credit	6 combined	1 semester	HIS 121 & HIS 122
Science with Lab Approved Transfer Course 8 credits	Biology DE 1 credit	8 combined	2 semesters	BIO 101 & BIO 102
Literature Approved Courses – 6 credits	Literature DE - 1 credit	6 combined	1 semester	ENG 245 & ENG 258
Social Science Approved Courses 6 credits	Government DE - 1 credit	6 combined	1 semester	PLS 135 & PLS 136
Humanities Approved Courses – 6 credits	1 credit	6 combined	1 semester	TBD
Math Approved Transfer Course – 6 credits	Pre-Calculus DE 1 credit	6 combined	1 semester	MTH 161 & MTH 162
General Education Course - 4 Credits	Calculus DE 1 credit	4 total	1 semester	MTH 263
General Education Course - 6 Credits	Psychology DE - 1 credit	6 combined	1 semester	PSY 200 & PSY 230
General Education Course - 6 Credits	1 credit	6 combined	1 semester	TBD

BCPS Courses used as Prerequisite:

ASSOCIATE DEGREE FOUR-YEAR PLAN			
9th Grade Course	10th Grade Courses	11th Grade Courses	12th Grade Courses

• English 9 • World History I • Algebra II • Biology CP • PE 9 • Economics and Personal Finance • 2 Electives (Foreign Language)	• English 10 • World History II • Geometry • Earth Science • PE 10 • Business Management • CIS • 1 Elective (Foreign Language)	• English 11 DE • VA/US History DE • Pre-Calculus DE • Chemistry (Non-DE) • Speech DE • Psychology DE • 2 Electives (Foreign Language if not completed)	• English 12 DE • Literature • VA/US Government DE • Sociology DE • Calculus DE • Biology DE • 1 Elective (Foreign Language if not completed)
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A. Linwood Holton Governor's School

Students in Southwest Virginia are often confronted with challenges their peers in other parts of Virginia do not experience. The distance between schools, the rugged terrain, and the harsh winter weather serve as formidable impediments to providing a traditional, single-building Governor's School. Consequently, an innovative solution to these barriers had to be created. The result was Virginia's first "virtual governor's school," the A. Linwood Holton Governor's School, which is named for a former governor of Virginia who grew up in Southwest Virginia.

Using sophisticated distance learning and Internet based telecommunications technologies to deliver an advanced curriculum especially designed for gifted and talented students in their home schools, the A. Linwood Holton Governor's School fills a unique need in a very innovative way. Students from 37 high schools use "state of the art" software to attend classes, listen to lectures, participate in discussions, complete lab activities, etc. - from their school, home, or almost anywhere. Many of their tests are also completed and submitted online. Students enjoy a number of other advantages as well:

- Most of the content for the school's courses is online, as well as available in the textbooks provided, and is accessible to students at any time and place. Many educational tools and a large collection of supplementary material are available on the school's web site and the virtual school link on the HGS home page. The technology used by ALHGS makes it easy for students to communicate with their teachers, collaborate with other students, etc. Teachers can post announcements to students, distribute class notes that may have been missed, provide a quiz which can be taken online and much more.
- Synchronous class sessions are recorded and archived and are available from the virtual school web site. This feature enhances the learning environment by providing students the opportunity to revisit material they need to review, catch up on classes they may have missed, etc.

The A. Linwood Holton Governor's School is part of the Commonwealth of Virginia's Academic Year Governor's School System. For information about all of the member schools in the Academic Year Governor's School System, please visit the web site <http://www.aygs.org>.

To learn more about for operation of the A. Linwood Holton Governor's School, such as governance of the school, membership, and committees, please review the school's Constitution, which is available for download [here](#) [PDF format].

Participating Counties

The A. Linwood Holton Governor's School serves students in eighteen school divisions and thirty-seven high schools primarily in Southwest Virginia including the counties of Bland, Buchanan, Carroll, Dickenson, Grayson, Highland, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe, in addition to the cities of Bristol, Fredericksburg, Galax, and Norton.



2025-2026 Course Schedule

Synchronous Classes

Fall Semester 2025

Block I	8:20 – 9:50 a.m.	General Biology I (BIO 101) *
		General Chemistry I (CHM 111) *
		History of Western Civilization (HIS 101/HIS 102)
		Human Anatomy & Physiology I (BIO 141) *
		Physical Geology (GOL 105) hybrid class: see below
Block II	10:00 – 11:30 a.m.	General Biology I (BIO 101) *
		History of Western Civilization (HIS 101/HIS 102)
		Human Anatomy & Physiology I (BIO 141) *
		Introductory Chemistry (CHM 101)
		Probability & Statistics (MTH 154) *
Block IIIA	11:30 – 12:45 p.m.	General Chemistry I (CHM 111) *
Block IIIB	12:00 – 1:30 p.m.	General Biology I (BIO 101) *
		History of Western Civilization (HIS 101/HIS 102)
		Human Anatomy & Physiology I (BIO 141) *
Block IV	12:45 – 2:00 p.m.	General Chemistry I (CHM 111) *

* Course continues into the spring semester

Spring Semester 2026

Block I	8:20 – 9:50 a.m.	General Biology II (BIO 102) ** General Chemistry II (CHM 112) ** History of Western Civilization (HIS 101/HIS 102) Human Anatomy & Physiology II (BIO 142) ** Historical Geology (GOL 106) hybrid class: see below
Block II	10:00 – 11:30 a.m.	General Biology II (BIO 102) ** History of Western Civilization (HIS 101/HIS 102) Human Anatomy & Physiology II (BIO 142) ** Introductory Chemistry (CHM 101) Probability & Statistics (MTH 245) **
Block IIIA	11:30 – 12:45 p.m.	General Chemistry II (CHM 112) **
Block IIIB	12:00 – 1:30 p.m.	General Biology II (BIO 102) ** History of Western Civilization (HIS 101/HIS 102) Human Anatomy & Physiology II (BIO 142) **
Block IV	12:45 – 2:00 p.m.	General Chemistry II (CHM 112) **

** Course continued from fall semester: with the exception of Probability & Statistics (MTH 154/MTH 245), student must have taken fall semester part I to take spring semester part II.

NOTES:

Human Anatomy & Physiology, Biology, Physics, Environmental Science, and Chemistry students commit to attending 1-2 days per semester of lab activities at the Southwest Virginia Higher Education Center (Abingdon, Virginia) or other identified site in the Governor's School's service region. All science classes except Honors Physics and Honors Chemistry are dual enrollment lab sciences.

Physical Geology and Historical Geology are hybrid classes: part synchronous and part asynchronous.

Asynchronous Classes

Fall Semester 2025

Classes paced as if a 90-minute daily class meeting schedule

Advanced Multimedia Applications (ITE 170/ITE 270)

Appalachian History (HIS 205)

College Composition I & II (ENG 111/ENG 112)

Cybersecurity (ITE 105/ITN 101)

Environmental Science Foundations (ENV 121) (see note below)

History of World Civilization (HIS 111/HIS 112)

Life Science (BIO 106) (see note below)

Medical Terminology (HLT 143)

High School Credit Only

Honors Chemistry (see note below)

Honors Physics (see note below)

Latin I

Latin II

Latin III

Spring Semester 2026

Classes paced as if a 90-minute daily class meeting schedule

Advanced Multimedia Applications (ITE 170/ITE 270)

American Literature (ENG 246)

Appalachian History (HIS 205)

Creative Writing (ENG 211)

Cybersecurity (ITE 105/ITN 101)

Environmental Science Applications (ENV 122) (see note below)

History of World Civilization (HIS 111/HIS 112)

Medical Terminology (HLT 143)

High School Credit Only

Honors Chemistry (see note below)

Honors Physics (see note below)

Latin I

Latin II

Latin III

Academic Year: Spans Both Fall & Spring Semesters

Classes paced as if a 50-minute daily class meeting schedule

Advanced Multimedia Applications (ITE 170/ITE 270)

Appalachian Studies: The History and Environment (ENV 121 & HIS 205)

History of World Civilization I & II (HIS 111/HIS 112)

High School Credit Only

Latin I

Latin II

Latin III

NOTE:

Human Anatomy & Physiology, Biology, Physics, Environmental Science, and Chemistry students commit to attending 1-2 days per semester of lab activities at the Southwest Virginia Higher Education Center (Abingdon, Virginia) or other identified site in the Governor's School's service region. All science classes except Honors Physics and Honors Chemistry are dual enrollment lab sciences.

University of Pikeville

Students who complete at least five dual credit hours through UPIKE and receive a B or better in the courses will automatically receive an annual \$3,500.00 scholarship for up to four years if they choose to attend the University of Pikeville for their undergraduate degree.

(Note: These courses may not satisfy the general education requirements that will transfer to Virginia's public and participating private institutions.)

Virginia Tech

e4usa course(s): e4usa Legacy.

Institution Course(s): ENGR 2464: Engineering Fundamentals for Scientists.

Credits: 2 in Interdisciplinary Engineering and Science (IES) Minor for Life Science majors.

Credit pathway: Credit by Examination.

- **Details:** Evaluation consists of:

- A review of e4usa portfolio materials.
- A 1-hour examination (primarily multiple choice with a few short answer questions).

- ***Point of Contact:*** Kayla Cantrell at the Buchanan County Career, Technology and Higher Learning Center

Cost: Free

For more information on Virginia dual enrollment, visit

<https://www.transfervirginia.org/content/passport-policy-and-courses>.

Brian Looney, Chairman
Tommy Blankenship, Vice Chairman
Ray Blankenship
Angelia McClanahan
Jack Compton
Mike Thompson
David Thornbury

Tonya Cox, Clerk

Sherry Fletcher,
Superintendent
sherry.fletcher@bcpsk12.com



Dual Enrollment Handbook Acknowledgement Form

I have received and reviewed with my child the procedures, put forth in the Buchanan County Public Schools Dual Enrollment Handbook, that govern dual enrollment courses taken Buchanan County High Schools, Southwest Virginia Community College, and the A. Linwood Holton Governor's School of Southwest Virginia, University of Pikeville, and Virginia Tech. We understand and agree to adhere to the policies within the handbook.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Contact Number: _____

Email: _____

Courses Students are enrolled in:

Fall: _____

Spring: _____