



Thomas More Dual Credit – High School Partnerships

Key objectives for new partnerships and/or new counselors:

- ❑ Identify the high school official responsible for coordinating the dual-credit program (e.g. a school counselor or college and career coach).
 - This contact will be added to the TMU Dual-Credit Program’s email distribution list for regular program and student updates.
- ❑ Additional items:
 - High school will determine what class(es) they will permit students to take (e.g. online classes, campus, and/or credentialing a high school instructor).
 - High school will determine what semester(s) they want to offer determined courses.
 - Each high school partner/contact will be given access to a Google Drive file for shared maintenance of dual credit rosters, student grades, and high school transcripts.
 - See: [Sample Google Drive](#)
 - MOU agreements for the next academic year are emailed each March.

What are some differentiating factors about Thomas More’s Dual Credit Program?

- Communication! Not only are we the private school representative on CPE’s Dual Credit Advisory Board and share updates from the state level, but we provide regular updates to your schools, district, and credentialed faculty so that everyone is in the know.
 - Similar practices are followed for students and their parents.
- We have the ability to provide grade updates, upon request, for how a student is doing in their course(s) each semester.
- If your teachers are qualified and teaching the course, we trust you to manage that at your school – we won’t place limitations on how many students or how many sections.
- We collect information about students’ academic interest on their application so that we can help meet students where they are and provide counselors with the knowledge to make sure students are selecting meaningful dual credit courses.
- We have built a crosswalk that helps to understand how Thomas More courses can transfer across common institutions across the state. We’re happy to include other DC provider courses in our databank to benefit your school.
- See the benefits section (below) for students and high school faculty.

Where can students and parents learn more about the Dual Credit Program?

- Access our virtual information session anytime on the ThomasMoreKY YouTube page!
 - Link: <https://www.youtube.com/watch?v=b3D7RUQyg-A>
- We will be at each of Thomas More Admissions’ fall, spring, and summer preview days.
- In partnership with NKU and Gateway, we will be holding one joint (rotating location) information session each spring for all parents and students.
- We are happy to come to your high school for any parent nights or college fairs, upon request.



What are the requirements to get into Thomas More's Dual Credit program?

- Students must be a sophomore*, junior or senior.
 - *Sophomores can only participate in classes at their high school.
 - *Sophomores can participate in classes offered online or on campus, but additional materials are required – *for more information please contact the Dual-Credit office.*
- Students must have an unweighted 3.0+ GPA.
 - Some exceptions may apply for students with GPAs between 2.5 and 2.99.
- Students must meet any course prerequisites (e.g. math/science courses usually have a prerequisite).
- A printable [start to finish application guide for students](#) is available.

What courses do we offer?

- Students have the option to take classes on our campuses, online, or at their high school with a high school-credentialed instructor.
 - We advise [general education](#) courses as those are the most widely-transferable.
 - We also suggest students explore [Dual Credit Pathways](#). These are for students looking to explore possible TMU majors. Most pathways are designed to allow students to earn around 12 credit hours (or one semester) towards that degree at TMU.
- For courses at your high school, we would credential your eligible instructor(s).
- For online or on-campus options, students can take anything if they meet the prerequisites.
 - There are online options explicitly for DC students that we will share each semester.

What does your credentialing process look like for high school teachers?

- If you have a high school teacher who wants to see if they have the credentials to teach a dual-credit course, they may complete an application at: [HS Teacher Credentialing Application](#)
 - Supplemental credentialing guides are available by each TMU college to help faculty see what credentials are needed and what courses they can teach within each department.
 - We will keep a record of all applicants' evaluations on file.
 - If faculty are in doubt about their credentials, please have faculty apply so we can get an official review from the department.
 - We provide mandatory faculty development each year in two parts:
 - Online Canvas Orientation
 - Two-hour professional development every August (usually in person)
 - High school credentialed faculty receive some benefits from Thomas More for teaching in our program. *See below for more information.*

What do students need to do to apply and register?

- New students:
 - Complete an online application: <https://www.thomasmore.edu/dualcredit>
 - Indicate interest and course selections to their counselor.
- Returning students:
 - Indicate interest and course selections to their counselor.
- High schools, counselor, or college coach:



- Fill out your school's Google Drive roster for each semester.
- Submit transcripts (and any test scores needed) for new students.

What support does Thomas More provide students and faculty?

- **For students:** dual-credit students are TMU students, which means they have access to all the resources at Thomas More that a traditional student would have.
 - Students and families are required to review the [DC Orientation](#).
- **For faculty:** dual-credit faculty are Thomas More faculty, which means they are considered a part of their academic department at Thomas More.
 - Our faculty orientation helps faculty learn about the Thomas More Dual Credit program, its processes, and resources available.
 - Each new dual credit faculty will be paired with a faculty liaison at Thomas More during their first academic year to help develop their course and ensure that it meets the standards and rigor of Thomas More University.

What benefits does Thomas More provide students and faculty for participating?

- **For students:**
 - Automatic admission into TMU for qualifying students in their senior year.
 - At TMU, students will earn a Gemini Scholarship towards their freshman year which provides up to \$1000 in scholarship towards their freshman year (\$200/successfully completed DC course up to 5)
 - Early access to housing sign up
 - Early access to freshmen registration day sign up
- **For faculty:**
 - Our DC faculty are considered similar to adjunct faculty in that they will be eligible for tuition remission benefits at Thomas More – 1 course each semester at 90% discount. Faculty would pay remaining 10% + course materials.
 - Opportunities to adjunct for the university, as available.

How do students get their Dual Credit transcript if they're attending elsewhere?

- In general, students should not be sending official transcripts to any institution they're applying to until after the end of the spring semester in their senior year. Students will either have incomplete grades or potentially additional credits to take. Official transcripts also cost money. Unofficial transcripts, however, can be provided upon request.
- Students will be notified in their senior year about next steps – whether they're attending TMU or attending another institution. Information is available for students to reference in their Dual Credit orientation. See: [College Planning for Seniors](#)

What is the Thomas More Dual Credit program's timeline (estimated)?

During the fall semester:

- August – deadline to apply for the fall semester
- August – TMU to send "Welcome to the Semester" email to student's TMU emails
- August – TMU and the counselors to finalize the upcoming spring schedule



- August – Q&A Hours to assist any new and returning dual-credit students
- **October 15 – Suggested HS Application Submission Deadline (for spring)**
- October – TMU to create/send mid-term grade report for counselors and notify students who are below a C of their options to improve their grade
- **November 1 – Begin registration for spring**
- November through December – TMU to register students for classes at their high school and students will register for classes on campus through an advisor.
- November through December – TMU to provide each school with their student’s registration guides with the instructions to distribute and review with their students
- December – TMU hosts a counselor & principal breakfast to learn about updates to TMU
- Late Dec/Early January – TMU to create/send final grade report for counselors
- Late Dec/Early January – TMU will verify student’s grades for next semester eligibility, notify those who do not qualify of options to appeal and remove students from the spring as necessary
- December – deadline to apply for the upcoming spring semester

During the spring semester:

- January – TMU to send “Welcome to the Semester” email to student’s TMU emails
- January - Q&A Hours to assist any new and returning dual-credit students
- **February 15 – deadline for TMU and the counselors to finalize the schedule for the next academic year**
- January/February – TMU will host regular parent night sessions online for prospective students and their parents to learn about the SBS program for the next school year
- **March 1 – deadline for prospective high school teachers to submit their application to have their credentials verified for the next school year**
- March – TMU to create/send mid-term grade report for counselors and notify students who are below a C of their options to improve their grade
- **March 15 – Suggested HS Application Submission Deadline (for summer/fall)**
- **April 1 – Begin registration for spring**
- April/May - TMU to register students for classes at their high school and students will register for classes on campus through an advisor.
- April/May – TMU to provide each school with their student’s registration guides with the instructions to distribute and review with their students
- May – TMU to create/send final grade report for counselors
- May – TMU will verify student’s grades for next semester eligibility, notify those who do not qualify of their options to appeal and remove students from the spring as necessary
- **May 1 – deadline for students to apply for the summer semester**
- **May/June – MOU Agreements will be sent out to participating schools/school districts for the upcoming year.**