

# **FREED-HARDEMAN UNIVERSITY**

## **DUAL ENROLLMENT HANDBOOK**

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**TEACHING HOW TO LIVE AND HOW TO MAKE A LIVING**

**2024-2025**

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## WELCOME TO FHU DUAL ENROLLMENT

We are thankful that you have chosen FHU to assist you with your dual enrollment (DE) goals. Your selection to the FHU DE Program proves that you are ready to meet the challenge of university coursework. This handbook outlines the policies and procedures of our program. We are here to assist you, so please do not hesitate to contact us with any questions or concerns.

## OUR MISSION

The mission of Freed-Hardeman University is to help students develop their God-given talents for His glory by empowering them with an education that integrates Christian faith, scholarship, and service. Our Dual Enrollment Program provides affordable access to high school juniors and seniors who are interested in preparing for their post-secondary educational goals.



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## THE PURPOSE OF DUAL ENROLLMENT

Admission into the FHU Dual Enrollment Program allows qualified high school students to enroll in university courses. We currently offer DE classes at our main campus, at on-site partner schools, and online. Upon successful completion of each course, students receive both college and high school credit. Dual enrollment at FHU also provides students access to campus events and resources such as the library, myFHU, tutoring, and student email.

Students enrolled in the FHU Dual Enrollment Program are considered college students. Accordingly, they are subject to all of the rules and policies set out by Freed-Hardeman University. Each DE student can expect to be held to rigorous standards that are crucial to academic success.

FHU's dual enrollment courses are college-level coursework that may address theories and concepts that are challenging to students. However, these topics will be addressed from a Biblically-based worldview and by Christian faculty who seek to help students learn the skills and knowledge needed to be successful "in the world" while not being "of the world."

### Benefits of Dual Enrollment

DE helps students prepare for the rigors of university life. It can strengthen and enhance academic and social skills that are needed for successful completion of university-level courses. DE can also provide students more flexibility as a traditional undergraduate and be an accelerated pathway to a college degree.

### Eligibility

To be eligible for general admission, a student must:

- Be a junior or senior in high school or a homeschool program **AND**
- Have a cumulative GPA of 3.000 with an ACT composite of 21 **OR**
- Have a cumulative GPA of 3.500 without an ACT score

We also accept equivalent CLT scores. There are additional prerequisites for math classes. See page 18 of this handbook for more information on the prerequisites for college algebra, introductory statistics, and precalculus.



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Upon acceptance, all DE students are required to complete a privacy release form and a payment agreement. The privacy release form prohibits FHU from releasing non-directory information about students without their consent. A student signature is required. The payment form needs to be signed by both student and parent to acknowledge the need for tuition payments and financial liability. These forms can be accessed at [FHU DE Required Forms](#).



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## RESOURCES FOR DUAL ENROLLMENT

### Tutoring

Tutoring and supplemental instruction opportunities are available free of charge for all dual enrollment students. On-campus tutoring is located in the Hope Barber Shull Academic Resource Center. Appointments can also be delivered through video conferencing. Tutors can assist you in writing, math, and science. You can set up an appointment by contacting Dr. Chris Gann at [cgann@fhu.edu](mailto:cgann@fhu.edu) or 731-989-6061.

### Office of Student Accessibility

The Office of Student Accessibility is committed to creating an accessible learning environment. This is done through a reasonable accommodation process. Reasonable accommodations can include alternative testing spaces, extended time on tests, note-taking assistance, and other academic accommodations as necessary. Accommodations are provided on a case-by-case basis.

The review process does take time. Disability documentation should be provided to the instructor no later than the third class meeting of the semester.

To learn more about our services or to discuss available options, please contact Missie Ellis by email at [mellis@fhu.edu](mailto:mellis@fhu.edu) or by phone at 731-989-6029.

### The Loden-Daniel Library

As a dual enrollment student, you have access to both on-campus and online resources. The Loden-Daniel Library is located within the Hope Barber Shull Academic Resource Center. It provides a scholarly environment for students who are focused on academic excellence. The first floor is a central gathering location with seating areas and a coffee shop, while the second and third floors offer study areas for individual students as well as groups. Students are welcome to bring food and drink into the library. Consideration should be given to keeping communal spaces clean.

The library maintains hardcopy and online resources for students including various periodicals, microfilms, and an expansive reference collection. Visit [FHU Library](#) to learn more. For more assistance, please contact Wade Osburn at [wosburn@fhu.edu](mailto:wosburn@fhu.edu) or 731-989-6936.

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## FHU Bookstore

The FHU Bookstore has an on-campus location as well as a website. Textbooks and other course materials are available the first week of August for the fall semester and the first week of January for the spring semester. On the main page of the FHU Bookstore website, there is a textbook lookup feature. Students need to use their term (Fall/Spring), department (ex. ENG/PSY/HIS), course identifier (ex. 101/210/222) and section number (ex. 01/04/14) to find the correct textbook. You can access the website at [FHU Bookstore](#).

Students can also use their course syllabus to find their textbook needs, but the bookstore website has that information available before the semester begins. Students can also use their course syllabus to find their textbook needs, but the bookstore website has that information available before the semester begins.

**Some online courses may have electronic books which have access codes that are built into the Canvas course, and students will be automatically charged two days after the drop/add deadline. If your course has an electronic textbook, you will not need to purchase an additional hard copy textbook.**





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## THE DUAL ENROLLMENT OFFICE

The Dual Enrollment office (ARC 306) is located on the third floor of the Hope Barber Shull Academic Resource Center. There is a parking lot located on Cason Street across from the library entrance. There is additional parking below the Cason Street lot which can be accessed from S. Washington Avenue.

### Mailing Address

158 E. Main Street

Henderson, TN 38340

**Phone:** 731-989-6225

**FAX:** 731-989-6650

**EMAIL:** [cgann@fhu.edu](mailto:cgann@fhu.edu)





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## PAYING FOR DUAL ENROLLMENT COURSES

### Tuition

Dual enrollment students are not eligible for loans or other forms of financial aid and do not fill out a FAFSA application. Out-of-state tuition is \$315 per course, regardless of credit hours.

FHU does not mail out billing statements. You can review your billing information in your [Colleague Self Service](#) account and pay your bill online or through the mail. Tuition must be paid in full before a student can register for a subsequent semester.

### Payment Options

A balance owed on your student account may be paid using any of the following options:

- Go to [Colleague Self Service](#) and click on Student Finance. To see itemized charges, select the appropriate semester. Then, select Make a Payment.

OR

- Mailing a check to:

Freed-Hardeman University

Student Accounts

158 East Main Street

Henderson, TN 38340

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## REGISTERING FOR CLASSES

The FHU Dual Enrollment office will coordinate with your school and develop a list of courses that will be available at your school. Our online classes are also open to DE students. Each semester, we will have an orientation meeting at your school that includes registration for the following term. At this meeting, you will complete the forms necessary for registration and receive information about books and other important course materials.

If you are a homeschool student, you will be contacted by email and/or phone to complete your registration. You will also receive an email with required documents that you can print, complete, and then scan back to the Dual Enrollment office.

Traditional DE students can take up to 12 hours per semester if approved by your school counselor and FHU advisor. On average, traditional DE students take two courses (6 hours) per semester.

The Dual Enrollment office is also open for face-to-face advising. Please make an appointment by contacting either Dr. Chris Gann or Hailey Malone.

Homeschool/Private Partner Schools	cgann@fhu.edu	731-989-6225
Private Partner Schools	hmalone@fhu.edu	731-989-6439

### Dropping/Adding Classes

At the beginning of each semester, there is a drop/add deadline. It is usually about a week after classes start. During this time you are allowed to drop courses or add courses to your schedule. If you drop a course by this deadline, you will not be financially responsible for tuition related to that course. Adding a course will increase your financial responsibility by \$315 per course.

### Withdrawing from Classes

Withdrawing from a class is not the same as dropping a class. The withdraw passing deadline is usually the week following midterms. If you choose to withdraw from a course after the drop/add deadline but before the withdraw passing deadline, you

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will receive a W grade for that course. This W grade will not be averaged into your GPA, so it will not lower your GPA. However, you will still be financially liable for the tuition related to that course.

Please contact your school counselor and the Dual Enrollment coordinator if you have more questions.

## **Attendance Policy**

Students must attend at least 75 percent of all scheduled class meetings in order to receive academic credit for completing a class. Students who do not complete 75 percent of all scheduled class meetings will be dropped from that class and receive a grade of "WA." Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25 percent of all scheduled class meetings. Absences due to late registration or change of class prior to the drop/add period will be included in the above percentage.

In extreme situations, students may appeal their grade of "WA" with an Academic Petition Form to the associate vice president for instruction. This must be done within five school days following the dismissal from class. The student should continue to attend the class until the appeal has been decided.

Faculty within a college may establish additional attendance requirements. Attendance requirements adopted by a college must at least require 75 percent attendance as outlined in this policy; however, college attendance requirements may be greater. College attendance requirements, if adopted, must treat excused and unexcused absences consistent with the definitions found in this policy. If adopted, attendance requirements by a college shall be consistently implemented by all faculty teaching courses within the college. Attendance requirements adopted by a college are subject to approval by the vice president for academics.

A faculty member may also establish attendance requirements for a specific class taught by him/her. Class attendance requirements established by a faculty member must at least require 75 percent attendance as outlined in this policy and must at least require attendance consistent with any college requirements. Class attendance requirements adopted by faculty must treat excused and unexcused absences consistent with the definitions found in this policy. Class attendance requirements adopted by faculty are subject to approval by the department chair, the graduate director, the dean, and/or the vice president for academics.

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The University's attendance policy, as well as any additional attendance requirements adopted by the college or a faculty member, shall be stated in the syllabus distributed to all students enrolled by the second meeting of that class.

Absences for officially approved school business, sponsored trips, athletic contests, illness, required military training or service (less than 30 days), or a death in the student's immediate family are excusable and will not be penalized, provided they are explained within one week of the student's return to class. These absences, and all excused or unexcused absences, will count toward the 75 percent class attendance explained in the section above regarding undergraduate class attendance. Sponsors should provide a written notice to each student for presentation to the instructor, and one copy should be sent by the sponsor to the Office of Academics.

A faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. Final exams must be taken. A student may not be penalized for missing an examination when the student has a clearly demonstrated excused absence. In the case of military service, a copy of military orders should be presented to the instructor as soon as they are available and preferably before the leave takes place.

Penalties for absences that do not meet the excused absence criteria, as stated above, and for tardiness shall be left to the discretion of the faculty member but must adhere to individual college parameters. Faculty members may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.

Periodically, the provost may determine that absences for officially approved school business, sponsored trips, or athletic contests are exempt from counting toward the 75 percent class attendance requirement as it pertains to undergraduate class attendance. These absences may be athletic, co-curricular, or academic in nature. Exempt status may be assigned when the provost has determined the University and/or a group has no or very limited control over the required activity.

The provost will notify faculty in writing via email of such exemptions, and the names of the students receiving the exemption shall be included.



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In addition, exempt absences will also be considered excused absences. As outlined in the excused absences section, a faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an exempt-excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. A student may not be penalized for missing an examination when the student has clearly demonstrated an exempt-excused absence. Final exams must be taken.

The student attendance policy for Digital Learning Environment-based courses is the same as traditional courses. The timing of assignments and activities will be scheduled in a manner that is equivalent to traditional courses. Attendance will be monitored through the timely completion of these assignments and activities. Failure to complete assignments or participate in class activities within the corresponding time period will result in an absence. The instructor will follow the same policy for reporting absences in DLE-based courses as they do in traditional courses.

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## **YOUR GRADES AND THE GRADING SYSTEM**

Students enrolled in DE courses will receive both a high school grade and an FHU grade for each course they take. Grades can be accessed through my.fhu.edu and Canvas. It is important to check your grades and stay on top of assignments. DE courses are a part of your college transcript.

A midterm grade report will be available halfway through the semester. Please check the FHU Academic Calendar for the exact date. This report will help you assess your academic standing and focus on areas that may need improvement.

### **FHU Grading System**

FHU does not have a one-size-fits-all grading system. Instructors set their own point system. If a course has several sections taught by different instructors, the grading system may be set by the department chair to ensure there is continuity among instructors.

### **Course Syllabus**

The syllabus for your course is a document that is vital for success. Please review it as soon as you receive it. A syllabus is basically a contract between you and your teacher. It outlines the procedures, expectations, assignments, dates, and grading scale for your course. It is your responsibility to know what it contains. You are accountable for all of the information laid out in this document. If you are negligent in reading it, you cannot plead ignorance to your instructor. A syllabus is also a document that provides protection for you. Once your course has begun and the syllabus has been distributed, the instructor cannot decide to change information without proper notification.

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## ACADEMIC MISCONDUCT

Academic dishonesty violates the Christian principles and standards of Freed–Hardeman University. The following are examples of intentional academic dishonesty:

- Cheating—using or attempting to use unauthorized materials, information, or study aids in an academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
- Fabrication—falsifying or inventing any material in an academic exercise.
- Facilitating academic dishonesty—helping or attempting to help another to violate academic integrity.
- Plagiarism—adopting or reproducing another person’s words or ideas without acknowledgment.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class. Academic dishonesty at the undergraduate level should be reported to the dean of student services, who may prescribe additional penalties. No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course.

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## Information for Seniors

### Transcript Request

Upon completion of dual enrollment courses, final grades are submitted to the FHU registrar's office and posted to students' transcripts. All students can access an unofficial transcript at [my.fhu.edu](https://my.fhu.edu) using their FHU username and password. Official transcripts must be issued by the registrar's office. If you plan to continue your undergraduate studies at FHU, you do not have to request an official transcript. Your transcript will be available for your academic advisor at your registration event. Students who plan to continue their education at another postsecondary institution will need to request an official transcript be sent there.

To request an official transcript, go to [fhu.edu/academics/registrar/transcript](https://fhu.edu/academics/registrar/transcript) and click on the Parchment button. Follow the instructions on setting up a Parchment account and ordering a transcript. If you experience any issues, please contact the registrar's office at 731-989-6456.

### Graduation Cords

FHU awards dual enrollment honor cords to seniors based on their cumulative GPA and hours taken by mid-term of the semester in which they will graduate. Maroon honor cords are available to dual enrollment students who have achieved a cumulative 3.0 grade point average on at least 12 hours of FHU dual enrollment credit. GPAs are evaluated based on the transcribed value and are not rounded up to earn an honor cord.

Award	FHU GPA at Midterm	FHU Hours at Midterm
Maroon Honor Cord	3.000 +	12 hours +
No cord	2.999 and below	Less than 12 hours



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## GENERAL INFORMATION AND GUIDES

- Student Rights and Responsibilities
- Step-by-Step Guide to DE
- DE Mathematics Prerequisites
- Advice for Success



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# STUDENT RIGHTS AND RESPONSIBILITIES

## Students have the right to:

- Receive a quality education from a dedicated faculty, aided by a supportive staff and a strong administration.
- Learn in an environment that fosters spiritual, intellectual, physical, emotional, and social development.
- Participate in on- and off-campus events that encourage such growth.
- Engage in all activities of the University free from any form of discrimination, including, but not limited to, harassment on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status.
- Enjoy personal privacy, except as described in the policies or procedures of the University and as prescribed by law.
- Have access to the Academic Catalog, Student Handbook, University Calendar, and other relevant program handbooks via the University website ([www.fhu.edu](http://www.fhu.edu)).
- Voice their opinions and concerns regarding the mission, vision, and Aims of the University.
- Express their opinions and concerns about any phase of their college experience to appropriate personnel.
- Have appeals processes in place relating to all aspects of life at the University.
- Be notified regarding changes in University policies or procedures in a timely manner.
- Have access to the University Crime Report, prepared annually by the Director of Campus Safety.

## Students have the responsibility to:

- Be familiar with and accountable to the policies and procedures in the current Academic Catalog, Student Handbook, and other relevant program handbooks.
- Take advantage of the opportunities provided by FHU to develop spiritually, intellectually, physically, emotionally, and socially.
- Respect the property of FHU and acknowledge that violators are responsible for any damage or destruction to the property.
- Respect the rights and property of others, including other students, faculty, staff, and administration.
- Respect the personal privacy of others.
- Recognize that parental permission does not supersede any policies and procedures in the current Academic Catalog, Student Handbook, or other relevant program handbooks.
- Cooperate with faculty and staff members in providing information concerning violations of University policies and procedures.
- Read and review all University mail, including, but not limited to, email, campus mail, and mail disseminated through the residence hall supervisors.
- Recognize that student actions reflect not only on the individuals involved but also on the entire University community.
- Develop Christian character traits, such as trustworthiness, respect, responsibility, and compassion, and encourage such traits in others.

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## STEP-BY-STEP GUIDE TO DUAL ENROLLMENT

- What are the qualifications for FHU's dual enrollment program? (2 options)
  1. A student must have a cumulative high school GPA of 3.000 or above with an ACT composite score of 21.
  2. A student must have a cumulative high school GPA of 3.500 or higher without an ACT score.
- Where do I apply? What forms do I need?
  1. Go to [FHU DE Application](#) and fill out the online application.
  2. Send your transcripts and ACT scores to FHU. These can be requested from your school counselor or umbrella school.
  3. Once FHU receives your application and transcripts, you will be notified, and the registration process can begin.
- What do classes cost?
  1. All courses cost \$315 regardless of the number of credit hours.
  2. A tuition payment plan can be arranged through financial aid.
  3. Tuition must be paid in full before a student can register for a subsequent semester.
- Where do I purchase course materials?
  1. Books and other course materials can be purchased from our bookstore or online at [fhubookstore.com](#)
  2. Resources should be made available after August 1 for the fall semester and January 1 for the spring semester.
- How do I pay my bill?
  1. Mail: 158 E Main Street, Henderson, TN 38340
  2. Online: [Colleague Self Service](#).

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## DUAL ENROLLMENT MATHEMATICS PREREQUISITES

For mathematics classes offered through our DE partner schools and online AA courses

### **MAT101 - College Algebra**

- Two years of high school algebra (Algebra I and Algebra II)  
**AND**
- At least one of the following:
  - A 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
  - A 21 or higher Math subscore on the ACT
  - A 21 or higher Math subscore on the residual ACT

### **MAT235 - Introductory Statistics**

- Two years of high school algebra (Algebra I and Algebra II) with a 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes  
**AND**
- At least one of the following:
  - A grade of C or better in MAT101 - College Algebra
  - A 21 or higher Math subscore on the ACT
  - A 21 or higher Math subscore on the residual ACT

### **MAT120 - Precalculus**

- Two years of high school algebra (Algebra I and Algebra II) with a 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes  
**AND**
- At least one of the following:
  - A grade of C or better in MAT101 - College Algebra
  - A 24 or higher Math subscore on the ACT
  - A 24 or higher Math subscore on the residual ACT



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# Advice for Success

**Academic success does not happen by chance. Many strategies exist that can help you be more productive and limit stress as you work toward your course goals.**



## Create an Effective Study Environment

- **Choose an appropriate location -classroom, library, home.**
- **Limit distractions. Silence your phone. Tell your friends you are unable to chat.**
- **Avoid eye strain. Study in a well-lit room.**
- **Take care of your back, neck, and wrists by choosing proper seating.**
- **Don't multitask. Focus on your assignment, not a movie or TV show.**

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## Assignment Tips

1. **Check your FHU email daily.** Communicate with your instructor. Ask for help. Alert them if you will be absent.
2. **Read your course syllabus.** Be familiar with course policies and expectations. Note assignment and test due dates.
3. **Stay organized.** This saves time and makes study time more efficient.
4. **Take good notes.** After class, go back over your notes, filling in gaps as needed and organizing them for future review.
5. **Don't procrastinate.** If you begin an assignment early, you will have time to pace yourself or ask for help. Give yourself extra time for difficult tasks.
6. **Set time aside to study.** You are engaged in a university course, not a high school class. Be prepared by reviewing course material and completing homework. Find a study partner. You and your partner can encourage each other and hold one another accountable for assignments.
7. **Use appropriate grammar/language.** Do not use slang, emojis, or terms such as LOL or HaHa in your message boards or writing assignments. Do not act like you are texting a friend.
8. **Take advantage of free tutoring.** You can receive face-to-face, phone, or online tutoring through the Learning Center located in the main library.