

Dual Enrollment

# STUDENT HANDBOOK



**MOTLOW STATE**  
DUAL ENROLLMENT

# CONTACT

---

## Debbie Allison

*High School Programs Specialist*  
dallison@mscc.edu  
931.393.1793

## Sally Pack

*High School Representative for Cannon, DeKalb, Rutherford, Van Buren, Warren, and White Counties*  
Director of Dual Enrollment  
931.668.7010 ext. 2133  
spack@mscc.edu

## Lisa Campbell

*High School Representative for Coffee County Central High School, Coffee County Virtual Academy, Bedford County, and Homeschool and Online Public and Private Schools*  
High School Program Coordinator  
931.393.1823  
lcampbell@mscc.edu

## Marla Rudd

*High School Representative for Tullahoma High School, Tullahoma Virtual Academy, Lincoln County HS, Lincoln Central Virtual Academy, Fayetteville City HS, Moore County HS, Franklin County HS, Huntland HS, and Winchester Christian Academy*  
High School Program Coordinator  
931.433.9340  
mrudd@mscc.edu

## Technical Operations Help Desk

For technical operations issues, go to [support.mscc.edu/support/home](https://support.mscc.edu/support/home), email [support@mscc.edu](mailto:support@mscc.edu), or call 931.393.1510

# TABLE OF CONTENTS

---

Welcome to Motlow .....	4
Advantages of Dual Enrollment.....	4
Program Overview .....	4
Planning for Dual Enrollment .....	5
Participating Dual Enrollment Partners .....	6
Eligibility Requirements.....	7
Application Process.....	7
Dual Enrollment Grant Deadlines.....	7
Prepare for Your Classes.....	8
Dual Enrollment Fees/Financial Assistance .....	8
Dual Enrollment Attendance Regulations .....	10
Courses Available to Dual Enrollment Students.....	10
Accessing Online Classes.....	11
Where will My College Credits Transfer .....	11
Class Cancellations/Inclement Weather.....	11
Grades and Grading Policies .....	12
Course Withdrawal Procedure.....	12
Grade Appeals .....	13
Official Transcript Request .....	13
Title IX Reporting.....	14
Transitioning to Full Time at Motlow.....	14



## Welcome to Motlow

Congratulations on starting your college education. Motlow State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to our constituencies. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; and promoting diversity and cultural awareness. Motlow is passionate about inspiring lifelong learning and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

## Advantages of Dual Enrollment

- Jump-start your college experience and accelerate your college education
- Earn college credits with affordable tuition, save tuition dollars with the Dual Enrollment Grant
- Transition seamlessly from high school to college
- Broaden opportunities for academic challenge and expanded course selection
- Have access to collegiate education without interrupting normal high school activities
- Earn an Associate Degree before graduating high school

## Program Overview

Motlow is proud to partner with area school systems to provide an opportunity for academically talented students to earn college credit while still in high school. Dual enrollment helps you remain engaged in high school and helps prepare you for college-level curriculum. Courses are mainly offered at the high school campus during the regular school day and follow the high school calendar as closely as possible. Additionally, in some school systems, including Homeschool associations, you are able to take classes on Motlow's campuses or online with the prior approval of your high school administration. Successful course completion allows you to earn high school credit and college credit for the same course.

Appropriate policies must be in place at the local board of education for the College to enter into an agreement with area high schools to offer Dual Enrollment courses. The decision to enter into such an agreement is made by the high school principal and the College's administration. Dual Enrollment is authorized under the State Department of Education Chapter 0520-1-3, Rule 0520-1-2-06.

Dual enrollment courses are taught by instructors who meet SACSCOC credentialing and are a full-time Motlow faculty member, an adjunct instructor, or a high school teacher who meets criteria to teach as an adjunct instructor.

## Planning for Dual Enrollment

- 1. Meet with your high school counselor.** It is vitally important to meet with a high school counselor to plan out your approach to Dual Enrollment courses. While Dual Enrollment students are able to take in-person courses at either the high school or a Motlow Campus, and also online courses, different high schools have different requirements and allowances for different types of classes. Your counselor will be the point of contact to help plan your time as a Dual Enrollment student.
- 2. Apply to Motlow as a Dual Enrollment student.** Once we receive your application and have it processed, we have to wait on your most recent high school transcript to ensure that you are still on track and meeting the Dual Enrollment requirements. At this point, you will need to meet with your coordinator and guidance counselor, and they will determine which classes would be the most beneficial for you to take. You will then be registered by your Motlow Dual Enrollment coordinator.
- 3. Decide which pathway you will pursue** by looking at the list of Academic Programs we offer ([motlow.edu/academics/programs/](https://motlow.edu/academics/programs/)). If you meet the academic requirements, you are welcome to choose any program you'd like; if you are unsure which to select, we will be happy to help you make an informed choice. Class scheduling may be a little different from what you are used to, but we must get creative to ensure program requirements are met. You may end up taking classes online and in the evening, as well as during the school day.



4. Review Student Support Services to determine if you want to use them. As a dual enrollment student at Motlow, you have access to resources that may support your opportunity of success in your classes. Counseling services are free to Motlow students. You can talk to a Motlow counselor if you are concerned about your mental health. You can attend workshops or events on campus or online developed through Motlow Counseling Services that are about mental health. If you are in crisis while on campus, you can talk with a Motlow counselor to help you find resources you need. Motlow Counseling Services can also refer you to your guidance counselor, a home school liaison or a community mental health provider for therapy services if needed. If you have a disability or have a high school IEP (Individualized Education Plan) or 504 plan and want to have college accommodations for your Motlow classes, you can apply for college accommodations through your MyMotlow account under the Student tab.

## Participating Dual Enrollment Partners

### CANNON COUNTY

Cannon County HS

### WARREN COUNTY

FC Boyd Christian  
Covenant Academy  
Warren County HS

### BEDFORD COUNTY

Cascade HS  
Community HS  
Shelbyville HS

### VAN BUREN COUNTY

Van Buren County HS

### DEKALB COUNTY

Dekalb County HS

### WHITE COUNTY

White County HS

### MOORE COUNTY

Moore County HS

### COFFEE COUNTY

Coffee County  
Central HS  
Tullahoma HS  
Coffee Co. Virtual  
Academy  
Tullahoma Virtual  
Academy

### FRANKLIN COUNTY

Franklin County HS  
Huntland HS  
Winchester Christian  
Academy

### LINCOLN COUNTY

Lincoln County HS  
Fayetteville City HS  
Lincoln Central Academy

### GRUNDY COUNTY

Grundy County HS

### RUTHERFORD COUNTY

Holloway HS  
LaVergne HS  
Oakland HS  
Rutherford County  
Virtual HS  
Blackman HS  
Eagleville HS  
Rockvale HS  
Riverdale HS  
Siegel HS

## Eligibility Requirements

Motlow requires a cumulative GPA of 3.0 or higher and a 3.0 or higher in your high school classes in the subject you want to take at Motlow. For example, if you want to take English, Psychology, Sociology, Speech, etc. as Dual Enrollment classes, you must have an overall GPA of 3.0 or higher and a 3.0 or higher in your high school English classes. To be eligible to take a college-level math class, you must have an overall GPA of 3.0 or higher and a 3.0 or higher in your high school English AND Math classes. To take Mechatronics classes, you must have an overall GPA of 2.5 or higher. If, for some reason, you don't meet the GPA requirement but still want to take classes, Motlow can take eligible ACT scores. If you want to take an English, Speech, Psychology, etc. you must have a sub score of 18 in English and a 19 in Reading. To take a college-level math or science class, you must have the sub scores just mentioned, plus a 19 in math. Some of the high schools Motlow works with have stricter eligibility requirements to enroll in Dual Enrollment classes and we honor those as well. Please check with your high school counselor first to make sure you qualify.

## Application Process

Complete the Dual Enrollment application at [prodssb.mscc.edu/prod\\_ssb/bwskalog.P\\_displinnon](http://prodssb.mscc.edu/prod_ssb/bwskalog.P_displinnon).

Provide transcript and complete the consent form in MYMOTLOW, [sso.mscc.edu](http://sso.mscc.edu).

## Dual Enrollment Grant Deadlines

**Fall: September 15 / Spring: February 1 / Summer: May 15**

Review the Tennessee Dual Enrollment Grant Rules and Procedures:  
<https://www.collegefortn.org/dualenrollment/>

Complete the online Tennessee Dual Enrollment Grant Application:  
[cliplink.tsac.tn.gov/studentsignon/](http://cliplink.tsac.tn.gov/studentsignon/)



## Prepare for Your Classes

Learn how to login to your MYMOTLOW and Motlow email accounts: [support.msc.edu/support/home](http://support.msc.edu/support/home).

Print a copy of your schedule of classes prior to the start of the semester to ensure you are enrolled in the right classes, at the right locations.

## Dual Enrollment Fees/Financial Assistance

If tuition is owed, the deadline to pay in the fall is October 15; the deadline to pay in the spring is March 15; the deadline to pay for summer is June 15. If you are expecting monies from either the Middle College Scholarship or Dual Enrollment Grant, please do not make your payment until you see that you have received a credit on your account.

You are able to view and pay your student balance by logging into MYMOTLOW. Once you have logged in, click on the Student tab, then Student Account. You will then see the option to view your Account Detail and pay online. You may also come to any of the Motlow locations to pay or call and make a payment over the telephone. The telephone number to the Motlow Business Office is 1-800-654-4877, ext. 1532.

Dual enrollment students are not eligible to receive Federal (Title IV) Aid. Therefore, it is not necessary to complete the FAFSA. However, the Tennessee Dual Enrollment Grant and the Middle College Scholarship make the program more affordable.

The Dual Enrollment Grant must be submitted every year. Once you begin classes, a collegiate GPA of 2.0 must be maintained to continue grant eligibility. Unfortunately, if the GPA drops below a 2.0, you are unable to regain the grant. If you choose to continue to take classes even though the grant is lost, tuition must be paid out of pocket. If you lose the grant due to a GPA below 2.0 and your GPA again gets above a 2.0, you are still not eligible to be awarded monies from the Dual Enrollment Grant.

The Dual Enrollment Grant pays tuition in entirety for five classes. For classes six through ten, students are awarded \$100 per credit hour, per class.



After you have taken ten classes, monies from the Dual Enrollment Grant will have been exhausted.

Tennessee state employees and their dependents are eligible for certain fee waivers and/or discounts for tuition at TBR and other state institutions. Forms must be turned in every semester before classes begin.

You are responsible for cost of course textbooks and course material. The cost of books varies by course. Some courses may have a DEI (eBooks) fee automatically added to the your billing account. You have the option to purchase a hardcopy of the book through the Motlow Bookstore. Note: If the instructor decides not to use the eBook, it is your responsibility to opt-out of the DEI material. Check with your instructor to determine if you need to purchase the book for a course you are enrolled in.

More information about Tennessee Dual Enrollment Grant eligibility and participation requirements may be viewed at <https://www.collegefortn.org/dualenrollment/>.

The Middle College Scholarship is established and funded from proceeds of the state lottery and awarded to high school Juniors and Seniors enrolled full-time at an eligible postsecondary institution, and who are working toward completing their Associate Degree while still in high school. You can be awarded \$2,000 per semester. Like the Dual Enrollment Grant, the Middle College Scholarship must be completed every year and cannot be retained once it is lost. The deadline to apply each year is September 1 and a 3.0 GPA is required to maintain eligibility. If you don't receive the Middle College Scholarship the fall semester of your junior year, you are not eligible thereafter.

For more information about the Middle College Scholarship, including eligibility requirements, visit <https://www.collegefortn.org/middle-college/>.



## Dual Enrollment Attendance Regulations

Attendance at classes and other official appointments is required. Your schedule is considered an agreement and constitutes a series of obligated appointments.

Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences should be provided to the respective instructor. You must inform instructors in advance of planned absences. You are expected to complete all assignments regardless of schedule changes.

On occasion there may be other school activities (pep rallies, assemblies, etc.) that interfere with scheduled Dual Enrollment class meetings. As a Dual Enrollment student, if you miss class due to an event hosted at your high school (i.e., sporting event, presentations, etc.), you must notify your professor ahead of time and follow those specific instructions that are documented in their respective course syllabus. You are also required to present documentation of these events from your high school principal, counselor, or other school administration.

## Courses Available to Dual Enrollment Students

Dual Enrollment students may take any class for which they meet the prerequisites and/or eligibility requirements in any method of instruction (high school campus, any Motlow State campus, or online). For a complete list of available general education courses, please [click here](#) to visit the catalog.

- Textbook/supplies and/or access codes are in addition to tuition/fees amount and vary depending on the course(s) being taken.
- Motlow has partnered with Follett Bookstore to provide the Digital Engagement Initiative (DEI) program. Students enrolled in specific courses are charged an ebook fee for the online book and online homework. See [motlow.edu/academics/digital-engagement-initiative](https://motlow.edu/academics/digital-engagement-initiative) for more information.
- Grades are assigned using the Motlow grading scale per-course syllabus. Final grades (A, B, C, D, F, or W) are distributed to the high school counseling office.
- Students must maintain a cumulative 2.0 GPA to continue eligibility with the Dual Enrollment Grant each semester.

## Accessing Online Classes

To login to D2L, post to a discussion, submit an assignment, take a quiz, create ePortfolio presentations, and customize the calendar, go here: <https://elearn.msc.edu/d2l/le/discovery/view/>

## Where will My College Credits Transfer?

Students are encouraged to view the Course Equivalency Tables, located on the Motlow State website at [Motlow.edu/academics/bachelors](http://Motlow.edu/academics/bachelors), for a listing of guides detailing which courses will transfer to specific institutions. Please note that equivalencies are subject to change as course content and offerings are revised at senior institutions. Your course evaluations are based on the equivalencies in effect when your official transcript is evaluated. (For new students, this occurs after you are admitted to a specific institution. For returning students, your transcripts are evaluated upon receipt.) Please review your institution of choice for a complete Transfer Credit Policy in the Undergraduate Catalog for further information.

## Class Cancellations/Inclement Weather

If an instructor is ill or has an emergency and cannot meet class, they will notify both their division office and the high school contact as quickly as possible. If the high school closes due to inclement weather, Dual Enrollment classes do not meet. The high school contact should inform the instructor of how closings due to inclement weather are communicated. Instructors may then check with the high school contact to determine if you may be available for a makeup class. If not, additional assignments may be made to make up for the missed instructional time.

If the class is a hybrid or online, you will continue with your online schedule unless otherwise instructed. Communicate with your instructor if you have scheduling questions. If the high school has a delayed-opening schedule, the school's contact should provide this information to the instructor. If not, the instructor should contact the school office to determine the schedule for the day. If the high school makes changes to the academic calendar during a term (i.e. make-up days added due to excessive closings for inclement weather), please note that the college course will end on the stated date.



## Grades and Grading Policies

Taking college courses for Dual Enrollment credit creates a permanent college transcript that can affect your future educational opportunities, such as admission to impacted programs, scholarships, and eligibility for financial aid. College faculty will not have any special grading system for Dual Enrollment students. High school grading scales are based on percentage. The college grading scale is not.

You will need to check your college transcript to view your college grade. Final grades will be posted on your college transcripts. It is important for you to know the consequences of a letter grade of a C, D, F or W. You will follow Motlow regulations, including drop dates. You will be allowed to drop the class by the established withdrawal deadlines to avoid a letter grade, but if you don't drop the class by the drop deadline you will be given a W (withdrawal). Further, in observance of the Family Educational Rights and Privacy Act, faculty will discuss course work only with the student directly and not with parents or counselors. For more information, visit [motlow.edu/about/policies/confidentiality-of-student-records.html](https://motlow.edu/about/policies/confidentiality-of-student-records.html).

Motlow does not send report cards to students. During the semester, you are highly encouraged to keep in constant communication with your instructor regarding your grades. Final grades will be posted on your MYMOTLOW account in the week following the end of the Motlow term each semester.

## Course Withdrawal Procedure

The Dual Enrollment Office works in conjunction with the high school counselors. Therefore, if you wish to drop a class, please first notify the Dual Enrollment Coordinator. Motlow will then confer with the counselor to ensure that high school graduation requirements won't be compromised. If all parties agree, the coordinator will take care of dropping the class. Please note that dropping a class(es) will result in paying partial or full tuition. For a list of withdrawal dates by semester, please check the Motlow Calendar, [motlow.edu/calendar](https://motlow.edu/calendar).

## Grade Appeals

If you believe an error has been made in the grade assigned for a course, you may appeal your grade. The appeal must be originated within two weeks (ten working days) after the grade has been posted. Grade appeals are allowed only when the course instructor 1) has not used criteria stated in the course syllabus and/or course outline or 2) has made errors in the calculation or recording of a grade. In both cases, you will assume the burden of proof with respect to these issues.

### Steps for Appeal of a Grade:

1. Student meets with course instructor to resolve the grade appeal.
2. If you believe after the meeting with the course instructor that the grade appeal is unresolved, you submit the grade appeal form located in MYMOTLOW within five days of meeting with the course instructor.
3. Academic Affairs office sends the grade appeal form to the appropriate Dean.
4. The Dean has ten working days to respond to the appeal.
5. If you believe circumstances warrant further appeal, you may request a review of the Dean's decision by the Assistant Vice President of Academic Affairs. Said request must be made via email to the Assistant Vice President of Academic Affairs within five business days of the Dean's decision.

## Official Transcript Request

Official transcripts can be sent directly to another education institution or business only by written request from the student. Complete a transcript request, found at [tsorder.studentclearinghouse.org/school/welcome](https://tsorder.studentclearinghouse.org/school/welcome) to have your Motlow academic records sent to another college or university.



## Title IX Reporting

It is the intent of Motlow State Community College that the institution shall fully comply with Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto (45 C.F.R. Parts 83 and 86), and Title VII of the Civil Rights Act of 1964 as amended. The following policy and procedures are adopted by the College to facilitate such compliance. The following person has been designated as the Title IX Coordinator and to handle inquiries regarding non-discrimination policies:

### Barbara Scales

bscales@mscc.edu  
5002 Motlow College Blvd.  
Smyrna, TN 37167  
615-220-7976

Policies can be found at [motlow.edu/about/policies/sexual-discrimination-harassment-misconduct-policies.html](https://motlow.edu/about/policies/sexual-discrimination-harassment-misconduct-policies.html).

## Transitioning to Full Time at Motlow

If you wish to continue taking Motlow courses after high school, you must complete an application as a First-Time Freshman. This includes:

- Completion of the online admissions application
- Submission of an official copy of your final high school transcript

To start the process contact the Office of Admission: [admissions@mscc.edu](mailto:admissions@mscc.edu), visit [motlow.edu/admissions](https://motlow.edu/admissions), or call:

- Admissions: 931.393.1520
- Fayetteville: 931.433.9346
- McMinnville: 931.668.7010 ext.2005
- Moore County: 931.393.1527
- Smyrna: 615.220.7920



# Take



# Flight



**MOTLOW STATE**  
DUAL ENROLLMENT