

**PURDUE POLYTECHNIC**

**STATEWIDE**

**DUAL CREDIT INFORMATION PACKET**

**CONTENTS:**

- .Letter to Parents and Students
- .Frequently Asked Questions
- .Calendar



Dear Parents and Students,

Thank you for your interest in the Dual Credit program at the Purdue Polytechnic Statewide location. Taking a Dual Credit course through Purdue University can provide lasting benefits, both in high school and in college. In high school, taking Dual Credit courses can help your son/daughter to complete requirements for the Academic Honors Diploma. Once in college, having Dual Credits on a college transcript can help your son/daughter to earn a college degree in less time, and with a significant cost reduction. Even if your son/daughter is not planning to go to college right away after high school, the Dual Credits that were earned have already created a college transcript. *Please note: participation in a Purdue Dual Credit course begins a student's academic record at Purdue University, and grades earned will be factored into a student's Purdue GPA.*

Acceptance to the Dual Credit program does not guarantee acceptance to Purdue University as a degree-seeking student. Participation in a Purdue Dual Credit course begins a student's academic record at Purdue University, and grades earned will be factored into a student's Purdue GPA. It doesn't require a commitment to Purdue University following high school.

**Cost Benefit-**Dual credit courses through Purdue University are \$25 per credit hour. Most of the dual credit courses Purdue University offers are 3 or 4 credit hours. Dual Credit students receive a significant cost savings over that of General Purdue Students. General Purdue students pay \$700 to \$1,000 for a 3-credit hour class, whereas a Dual Credit student pays \$75 for a comparable course. Students receiving free or reduced lunch are exempted fees for Dual Credit.

Below you will find step-by-step instructions on how to participate in the Dual Credit program at Purdue Polytechnic Statewide.

Check with your high school guidance counselor to find out if your high school is participating in the Dual Credit program at the Purdue Polytechnic Statewide location, and if you are eligible to apply.

To be eligible, you must meet all of the following criteria, prior to application:

- *Completion of one year of high school Biology with a grade of C or above*
- *Completion of one year of high school Chemistry or Integrated Chemistry-Physics or Physics with a grade of C or above*
- *No Ds in academic subjects in high school; no Fs in any high school subjects*
- *Minimum high school GPA of 2.50 on a 4.00 scale*
- *Meet holistic admissions criteria for Purdue University*

**Step 1:** Complete and submit the online application. Go to <https://www.admissions.purdue.edu/apply/apply.php> , click on "Dual Credit Application", and follow the prompts to apply for a Dual Credit course, at one of the Purdue Polytechnic Statewide locations: Anderson, Columbus, Kokomo, or South Bend. Create a unique Login ID and PIN, write it down, so you can access your application later. ***No late submissions will be accepted.*** Under "Application Questions", list the course(s) you are applying for in the application. Use the Purdue course numbers, found at this link <http://www.admissions.purdue.edu/transferecredit/dualcreditstudents.php#Courses> And check with your guidance counselor.

**Step 2:** Request a copy of your Official High School Transcript to be sent to the Purdue University Office of Admissions in West Lafayette, by your guidance counselor.

**Step 3:** After you have applied, the Office of Admissions will review your application. Only students who meet enrollment criteria will be admitted to the Dual Credit program at Purdue University. If you are admitted, you will receive a letter via USPS to your home address. You must follow the instructions inside to create your Purdue

Career Account (you'll need this to pay your bill), this is different from the Login ID in Step 4. Make sure you remember your Purdue Career Account login and password! You can then access the myPurdue portal, at <https://mypurdue.purdue.edu>.

If you did not meet the enrollment criteria, you will not be admitted to the Dual Credit program at Purdue University. You can check your online application to see the status of your application. No letters are sent via USPS to students who are not admitted to the Dual Credit program.

Once admitted to the Dual Credit program, the Office of the Registrar at Purdue University will register you and a tuition bill will be generated, and sent to your Purdue email account.

**Step 4:** Log in to myPurdue, at <https://mypurdue.purdue.edu>, using your Career Account login and password (created in Step 4). You and your parent/guardian can follow the instructions to complete payment. **Payment is required as specified in the email to avoid cancellation of your classes.**

If you have decided to drop your high school Dual Credit course, it is your responsibility to contact the Purdue Polytechnic Statewide location and your guidance counselor immediately. Send an email to the Purdue Student Services Coordinator at the location and include all of the following information: Your Full Name, Your PUID, Purdue course, Date of Request, Email and Telephone Contact Information for your high school Guidance Counselor. You are responsible for any applicable percentage of payment for your Purdue course.

If you would like to apply to the Purdue Polytechnic-Statewide as a full-time degree-seeking student, follow the instructions on the Office of Admissions website, at <https://www.admissions.purdue.edu/apply/apply.php> and click on "Common Application", then choose the location that you want to attend.

**Questions?** If you have any questions contact:

*Susan D. Kotterman, Director of Operations Purdue Polytechnic Statewide, [skott@purdue.edu](mailto:skott@purdue.edu)*

*Dave Riegle, Student Services Coordinator at Purdue Polytechnic Anderson, [riegled@purdue.edu](mailto:riegled@purdue.edu)*

*Whitney Ramer, Student Services Coordinator at Purdue Polytechnic Columbus, [wramer@purdue.edu](mailto:wramer@purdue.edu)*

*Christopher Anthony, Student Services Coordinator at Purdue Polytechnic Kokomo, [anthony1@purdue.edu](mailto:anthony1@purdue.edu)*

*Lori Butchko, Student Services Coordinator at Purdue Polytechnic, South Bend, [lbutchko@purdue.edu](mailto:lbutchko@purdue.edu)*

**Please note: participation in a Purdue Dual Credit course begins your academic record at Purdue University, and grades earned will be factored into your Purdue GPA.**

**In Summary: items to apply for the Dual Credit courses:**

1. Complete and submit the online application--# 1 above
2. Submit an Official High School Transcript--#2 above
3. Create your Career Account once you are accepted--#4 above
4. Pay your fees!--#5 above

You can also find this information on our website, at: [www.purdue.edu/dualcredit](http://www.purdue.edu/dualcredit)

Sincerely,

*Dr. Candiss Vibbert, Associate Provost*  
[dualcredit@purdue.edu](mailto:dualcredit@purdue.edu)

**PURDUE UNIVERSITY DUAL CREDIT ACADEMIC CALENDAR**  
**Fall 2020, Spring 2021, Fall 2021, and Spring 2022**

TSW Dual Credit Calendar		
Entry Term	App Available	Deadline for Completion
Fall 2020	August 1, 2019	May 29, 2020
Spring 2021	August 1, 2019	November 1, 2020
Fall 2021	August 1, 2020	May 28, 2021
Spring 2022	August 1, 2020	November 1, 2021

First Semester Exams are scheduled as mutually agreed upon by the high school and the Purdue faculty member

Deadline for Payment 1st day of Purdue semester

Deadline for Students to be Admitted and  
 Deadline to Drop a Course with 100% Refund: End of the 1st week of class

Deadline to Drop a Course with 80% Refund: End of the 2nd week of class

Deadline to Drop a Course with 60% Refund  
 and Grade of W: End of the 3<sup>rd</sup> week of class

Deadline to Drop a Course with 40% Refund  
 and Grade of W: End of the 4<sup>th</sup> week of class

Students who drop on or after this date will  
 Receive a 0% Refund: After the 4<sup>th</sup> week

Second Semester Exams are scheduled as mutually agreed upon by the high school and the Purdue faculty member

Final Course Grade Submitted to the Purdue  
 Registrar for Posting on the Official Transcript: End of the Purdue semester