



ADVANCED SOUTHERN CREDIT DUAL CREDIT PROGRAM

2026-2027

Instructor Handbook

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THE ADVANCED SOUTHERN CREDIT (ASC) PROGRAM

Welcome to the Raider Family

Dear Educators,

Thank you for selecting Southern Oregon University's Advanced Southern Credit program for your dual credit journey.

We are thrilled to have you join us as an instructor through this esteemed program, in partnership with the Office of Youth Programs within the Department of Outreach & Engagement at Southern Oregon University.

This document aims to provide essential information to address any questions you might have about the program, guide you through necessary procedures, and outline the resources and responsibilities you will have as part of this Oregon state-accredited dual credit initiative.

We are committed to supporting you and your students throughout the entire process. Whether it's course proposal submission, class registration, or grades and reporting, we serve as your comprehensive support hub for all dual credit needs.

Our dedicated staff is eager to assist you via phone, email, or in person on the SOU campus. Don't hesitate to reach out for support.

As the longest-running dual credit program in Oregon, we are proud to have you as part of our team. Thank you once again for choosing the ASC program!

Sincerely,

Miranda Stiles

Associate Director of Outreach & Engagement
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Understanding Advanced Southern Credit

The Advanced Southern Credit (ASC) Program is a renowned dual credit initiative with a rich history spanning over four decades. This program is a collaborative effort between Southern Oregon University (SOU) and numerous high schools across Oregon and California.

Program Overview

ASC is a state-accredited dual credit program that provides high school students the opportunity to earn college credits by enrolling in rigorous academic courses offered at their own schools. This dual credit experience enhances students' university admission prospects and scholarship opportunities while also helping reduce both the time and financial burden of college by accumulating credits before they officially start their university journey.

The ASC program aligns with both institutional and state educational goals by fostering communication and a collegial environment between high school and university educators. It enhances student access to higher education opportunities and allows high school students to earn college credits while still in high school.

Collaborate Teaching

SOU partners with qualified high school teachers, who act as affiliate adjuncts, to deliver courses that mirror the university's catalog offerings. This arrangement enables students to earn identical college credits at a fraction of the cost compared to degree seeking, full-time SOU students.

Credits earned through ASC are recognized as SOU credits and recorded on a transcript by the university's Registrar's office. These credits are transferable to other public universities in Oregon and most private colleges and universities across the United States. Students planning to attend a specific post-secondary institution should verify how ASC credits will be accepted and applied towards their degree requirements.

History

The ASC Program was started at SOU over 40 years ago, initially piloted at two local high schools. The lasting success of this program is a testament to the university's commitment to expanding educational partnerships. The mission of the ASC program is to cultivate and strengthen meaningful educational collaborations with high schools, thereby enhancing access to post-secondary education.

Dual Credit Structure

The ASC program allows qualified high school teachers to offer cataloged 100 and 200 level SOU courses on their high school campus for university credit. In dual credit courses, the high school teacher acts as a proxy faculty member for the college or university when teaching the course. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution. The ASC program is designed for high school students who are ready for college-level coursework. The program aligns with state standards for dual credit, requiring university and departmental approval for both instructors and syllabuses. The ASC tuition rate is one-quarter of the degree-seeking, resident, undergraduate tuition rate, and the college credits are transcribed identically to those taken on the University campus.

Program Benefits

Participating students, high schools, and SOU all reap benefits from the ASC program:

- *College Preparedness:* Students can start their university education in high school without needing to travel to a university campus. Dual credit courses help students become familiar with university coursework and academic requirements. Having early college credits on a transcript is a strong indicator of academic readiness and a predictor of success at the collegiate level.

- *Curriculum Development:* High schools benefit from the program through support in offering an enriched curriculum. The collaboration between high school and university faculty fosters a community of support and shared knowledge, with annual workshops and collegial events for ASC instructors. High school teachers also receive a small rebate of ASC tuition, which is used to enhance the student experience, such as by purchasing materials, equipment, textbooks, technology, or funding professional development.
- *High School and University Partnerships:* The ASC program enables SOU to build meaningful relationships with educational partners by connecting and facilitating communication and exchanges between high schools and the university. This partnership enhances student access to post-secondary pathways and benefits high school students by exposing them to college-level coursework and academic expectations.

Approval Process & Establishing a Dual Credit Partnership

The ASC program is structured through a formal agreement between SOU and participating school districts. Before students can earn college credit, a course alignment proposal must be submitted by the aligned high school instructor and receive approval from SOU's faculty, academic leadership, and Youth Programs. As part of the approval process, faculty liaisons assess the qualifications of the high school teachers. Once the proposal is approved, the ASC instructor is provided with an approval email, a copy of this instructor handbook, and is recognized as an affiliate adjunct of the corresponding University department. This enables them to deliver course content at the high school level. ASC instructors must agree to adhere to the program partnership standards to offer college credit for their courses.

Instructor Qualification Requirements

ASC instructors are high school employees who must qualify for appointment as affiliate adjunct instructors within the aligned academic school or department at SOU. Both state and national dual credit accreditation agencies mandate that institutions primarily use credentials to determine minimal faculty qualifications. Typically, this means the teacher should possess a master's degree (such as M.A., M.S., M.Ed., M.A.T., etc.). However, concurrent enrollment in a graduate program, with clear evidence of progress toward completion, may substitute for an advanced degree, allowing for conditional approval by the University's academic school or department.

Furthermore, instructors should have completed relevant coursework related to the subject they are teaching, either during their undergraduate or graduate studies. While credentials are the primary means of identifying qualified instructors, other factors like equivalent experience and specific subject licensure may also be considered. In rare cases, the academic school or department, with University Provost approval, may grant conditional approval to a course proposal from a teacher with exceptional teaching and professional experience. This conditional approval is probationary, lasting only for one approval cycle (three years), and must be renewed for subsequent years.

Post-Approval Procedures

Once course alignment is approved, the Associate Director of Outreach & Engagement provides orientation to the approved instructors and serves as the liaison between high school and university faculty. Additionally, ASC course proposals require re-approval by the aligning SOU faculty, academic leadership, and Youth Programs every third school year to ensure continued alignment and compliance with state and program standards.

Instructor Responsibilities & Resources

Instructors participating in the ASC program are expected to adhere to the following guidelines to ensure the successful delivery of college credit courses:

Program Standards and Course Approval

- **Compliance with Program Standards:** Instructors must agree to abide by program standards to offer college

credit for their classes.

- Course Proposal and Approval: Submit an initial course proposal for approval and resubmit course materials for continued approval every third school year or following significant content changes.

Documentation and Communication

- Documentation: Return all requested signed documents and familiarize yourself with this handbook and any other relevant materials.
- Communication with SOU Faculty: Maintain responsiveness to communications, invitations, and requests from your aligned University faculty or academic leadership.

Professional Development and Event Participation

- Workshop and Event Attendance: Attend annual oversight workshops and collegial interchange events hosted by your aligning SOU school or department. Instructors aligned with multiple departments may alternate attending events each year.

Student and Parent Communication

- Informing Students and Parents: Accurately communicate information about the dual credit opportunity. Share registration flyers and relevant information with students and families in a timely manner.
- Assisting with Registration: Aid students with registration processes and connect them and their families with SOU Youth Programs for support. Direct students needing financial resources to appropriate school resources.

Class Roster and Grading

- Roster Verification: Check class rosters routinely before and after registration deadlines and report inaccuracies to Youth Programs in a timely manner.
- Workday Platform: Utilize SOU's student platform, Workday, to verify roster accuracy pre- and post-registration and submit grades at determined intervals throughout the academic year.
- Reporting Errors: Report students registered in error or those registered for sequential credits without passing previous sections (if a grade of C- or better is required for the consecutive section).

Classroom Expectations and Standards

- College-Level Expectations: Set and uphold college-level expectations in your classroom. Familiarize yourself with the [Dual Credit Standards](#) set by the Oregon Department of Education (ODE) and the Higher Education Coordinating Commission (HECC).
- Grade Monitoring: Encourage students to monitor their grades and inform them about the University withdrawal deadlines.

Academic Integrity and Reporting

- Academic Dishonesty Reporting: Report any academic dishonesty or loss of good standing due to unethical behavior, which may affect a student's eligibility for ASC credit.
- Instructor Absences: Notify Youth Programs of any leave requiring a substitute for more than two weeks promptly, allowing for substitute approval processes.

Curriculum and Program Feedback

- Curriculum Changes Notification: Inform Youth Programs of curriculum or schedule changes affecting content delivery as outlined in your proposal.
- University-Level Changes: SOU departments will notify instructors of any curricular changes and the steps to maintain alignment. Instructors will have at least one school year to implement changes without needing immediate resubmission of course documentation.
- Program Feedback: Collaborate with Youth Programs to provide feedback and evaluations. Encourage students to complete the anonymous, end-of-term evaluations that are distributed digitally by the University.
- Entry and Success Barriers: Provide feedback on entry and success barriers experienced by ASC students to both Youth Programs and your high school.

By adhering to these guidelines, instructors contribute to a robust and effective dual credit program, supporting students' academic success and alignment with university standards.

Substitutes

If an ASC-approved instructor, who is currently providing credit for their aligned class, needs to take an extended leave—such as medical, maternity or paternity, strike, or family emergency leave—that exceeds two consecutive weeks of course delivery, it is imperative to immediately notify Youth Programs. Any long-term substitute teachers must complete an approval process to ensure they are eligible to continue offering dual credit.

Oversight Engagement & Events

State standards for dual credit programs mandate annual collegial interactions or oversight workshops for aligned affiliate adjuncts, which are organized by the aligning departments or faculty. Approved affiliate adjuncts must be proactive in responding to any communications, invitations, or requests from their aligned department. ASC instructors are expected to attend at least one event each year during which they offer credit for their aligned class, with a minimum required attendance of one event per three-year approval cycle.

Newly-approved ASC affiliate instructors must participate in all annual collegial interaction or oversight opportunities hosted by their aligned department or division during their initial year of approval. For ASC instructors aligned with multiple departments, they may alternate their annual attendance among the events of their aligned departments. Compliance with this standard will be a factor in reviewing renewal proposals for continued approval.

ASC instructors who are unable to attend their aligning department's annual oversight event must coordinate with Youth Programs to arrange an alternative meeting, classroom visit, or another collegial interaction opportunity to fulfill their annual oversight obligation.

Some of the ASC tuition collected from your classroom, which is rebated to your school under our Memorandum of Understanding (MOU), is designated to support attendance at these events as professional development opportunities. Additionally, certain SOU departments may offer to cover the costs of substitute instructors or provide a travel stipend for instructors traveling from outside the region. These provisions are offered at the discretion of the aligning department.

Guidelines for ASC Students

We expect all high school students who enroll in the ASC courses to following the guidelines outlined below:

Eligibility and Enrollment

- **High School Standing:** ASC students must be high school students in good standing, meeting the academic qualifications for course entry. Current enrollment in the aligned course with the approved teacher is required.
- **Age Consideration:** It is encouraged that students under the age of 16 should consult their school counselor before registering for ASC credit.

Academic Preparation and Registration

- **Academic Advisement:** It is crucial for ASC students to consult with affiliate adjunct instructors and high school counselors to ensure they are academically prepared for the rigor of SOU coursework. They must be aware that once a grade is recorded for dual credit, it becomes part of their permanent college academic record.
- **Grade Requirement:** Students must achieve a final grade of C- or higher in the first section of ASC coursework to register for subsequent sections (if a C- grade or higher is required for the second section).

Grading and Standards

- **Grading Consistency:** Dual credit classes adhere to state standards, ensuring grading and assessment methods are consistent with on-campus sections. High school students should seek necessary accommodations through their high school, as ASC instructors cannot alter curriculum or grading standards for dual credit coursework.

Registration and Credit Limits

- **Registration Process:** Students must complete and submit the online registration form by the deadline. They may register for up to 20 SOU credits per term, the maximum for a full-time non-admitted undergraduate at SOU. Appeals for exceeding this credit limit can be made to Youth Programs.

Access to Facilities and Further Opportunities

- **Access Limitations:** ASC students, who do not pay full student fees, have limited access to campus facilities and services. They should utilize resources and supports provided through their high school.
- **Early Entry Program:** Students wishing to attend on-campus classes not available at their high school can apply to the Early Entry program through SOU Youth Programs.
- **Future Matriculation:** ASC students interested in attending SOU post-graduation should contact the SOU Admissions office for guidance.

Credit Earning and Conduct

- **Dual Credit:** ASC students earn credits from both high school and the university. They are expected to adhere to the student conduct policies of both institutions.

Course Registration Process for Students

Students register for their classes through the online Workday Student portal. The portal link is provided to ASC affiliate adjunct instructors via a registration instructions flyer, as well as listed on the main ASC webpage. ASC instructors are responsible for sharing this flyer with their students and their families when the registration period for class credit begins.

Instructor Responsibilities

ASC instructors must ensure their students meet the necessary academic standards and prerequisites before registering for courses. To register for the next available credit section of a class, students should have completed prerequisite coursework at their high school with a final grade of C- or better.

Students are required to complete and submit their online course registration by the specified deadlines outlined below:

2026-2027 ASC Registration Dates			
High School Semester	<i>Fall Semester</i>	<i>Spring Semester</i>	
SOU Term/Quarter	Fall Term	Winter Term	Spring Term
Registration Opens	September 16	January 13	March 1
Registration Closes & Payment Due	October 14	February 17	April 21
Latest drop day for full refund, no grade penalty. No refunds after this date.	October 23	February 24	April 28
Latest drop date for “W” on transcript – “Withdrawn” on transcript, no effect on GPA & no refund	December 1	March 8	May 31

Payment is due at the time of registration unless a scholarship is being received. Payments are made through the Workday Student platform. Students will be asked if they qualify for a scholarship during the initial application process.

For any inquiries regarding waivers, scholarships, or payments, students should contact Youth Programs for guidance and assistance with their registration process.

Credits with a Purpose

We encourage all dual credit seeking students to research how the credits they earn in while in high school may transfer to their intended post-secondary institution. Resources such as [Oregon's Core Transfer Map](#), [Common Course Numbering](#) and their intended institution's transfer articulation resources can help students better understand the transferability of the dual credit courses.

Transferring ASC Courses

All courses offered in this program are recognized as standard SOU courses, maintaining consistency in numbering, titles, descriptions, and credit hours.

University Credit for ASC Courses

- Immediate Credit Award: ASC courses are granted university credit by SOU, an accredited institution through the [Northwest Commission on Colleges and Universities \(NWCCU\)](#). These credits are recorded on transcripts in the same manner as those of fully enrolled SOU students.
- Transfer Credits: When applying to other institutions, ASC credits are regarded as transfer credits. Each college or university has its own policies regarding the transfer of credits, which will dictate how ASC credits are applied.

Acceptance by Oregon Public Universities

- Statewide Acceptance: All public universities in Oregon accept SOU credits awarded for ASC courses. Many universities provide transfer articulation resources on their websites, which detail how these credits will be applied towards their programs.

Considerations for Other Institutions

- Private and Out-of-State Institutions: Some private, out-of-state, and elite institutions may view dual credit favorably in the admissions process, but might not accept credit earned simultaneously as high school and college credit. It is advisable for students who plan to attend such colleges or universities to contact the admissions office of the specific school to inquire about their current policies on credit transfers.
- Documentation Requests: Some colleges and universities may request documentation of the curriculum and syllabi from dual credit programs to articulate these credits. For such documentation, students should contact the SOU Youth Programs office.

Accessing Transcripts

- Transcript Access: Students have the ability to access their unofficial ASC transcripts online. Additionally, they can order official ASC transcripts to be sent to other institutions and scholarship entities as required, once grades have been posted.

Course Withdrawal Guidelines

Advising on Course Registration

ASC depends on its affiliated adjunct instructors to guide their students thoughtfully. Students should be advised against enrolling for SOU credit unless they are academically prepared to handle the coursework's demands. It is crucial to remind students that once a grade is recorded for dual credits, it becomes a permanent part of their college academic record.

Dropping or Withdrawing from Classes

Students have the option to drop or withdraw from an ASC class by the specified deadlines each term. Withdrawing from ASC credits can safeguard a student's college GPA if they find themselves struggling to meet their initial expectations for success in the course. Students must contact Youth Programs via email or phone to withdraw from their credits.

Incomplete Classes

If a student does not complete the class at the high school level and fails to withdraw from their credits, the ASC instructor should notify us of this situation when entering grades. An "NC" (no credit) grade should be recorded for the student in such cases.

Refund Eligibility

Refunds are available only if the Youth Programs office is notified by the deadlines outlined on the instruction form.

AP Exams & Dual Credit

Advanced Placement (AP)

Advanced Placement (AP) is a program sponsored by the College Board that offers courses recognized as equivalent to college-level studies. Upon completing a high school course designated as "AP," students have the option to take the College Board's proctored, multi-hour AP examination. Achieving a high score on this exam may allow students to receive college credit, depending on the policies of individual colleges or universities. The decision to require students enrolled in AP classes to take the corresponding AP exam in the spring is typically made by the instructor and the high school.

ASC Dual Credit

The ASC program provides students with the opportunity to earn transcribed credit based on the grade they achieve throughout the entire AP course, rather than relying solely on the outcome of the year-end test. This credit is awarded regardless of participation in the AP exam, unless it is mandated by their teacher as part of the course requirements. Once earned, ASC credits are permanently recorded on the student's transcript and can be transferred to the institution of their choice, independent of their AP exam participation or score.

Combining AP and ASC Opportunities

Registering for ASC credit and participating in the AP exam are not mutually exclusive options. Many students choose to pursue both ASC credit and the AP exam. Youth Programs encourage students to conduct thorough research to make an informed decision about which combination of opportunities will best align with their future educational goals.

Course Schedules

SOU follows a fall, winter, and spring academic term system, while many high schools operate on a semester system. Most year-long classes at high schools correspond to two terms of SOU credit. Consequently, students need to register and pay twice during the school year. It's important to ensure that only students who have successfully completed the previous section of aligned coursework with a grade of C- or better should register for the second section of credit available for the class. ASC students must register at the beginning of their coursework. Additionally, students need to complete their registration and payment before they receive their final grade for the aligned coursework. There is some flexibility for initial year alignment approved after the school year begins, but it should revert to the standard alignment in subsequent years.

Tuition Waiver Programs & Other Scholarships

We understand that some students may not have the financial means to pay for the SOU credits despite the

substantially reduced tuition rate of \$60.00 per credit (or \$240.00 per four-credit course). A student who meets one or more of the following criteria is eligible for a 30 percent tuition reduction:

- All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP);
- Foster children that are under the legal responsibility of a foster care agency or court
- Children who meet the definition of homeless, runaway, or migrant;
- Families who receive Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR);
- The household income falls at or below the limits shown on chart (below) for the 2026-27 academic year. Household income is considered to be any taxable income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child's personal income. Do not count foster payments as income.

INCOME ELIGIBILITY GUIDELINES											
Effective from July 1, 2026 to June 30, 2027											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS =		185%			FREE MEALS =	130%			
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	15,960	29,526	2,461	1,231	1,136	568	20,748	1,729	865	798	399
2	21,640	40,034	3,337	1,669	1,540	770	28,132	2,345	1,173	1,082	541
3	27,320	50,542	4,212	2,106	1,944	972	35,516	2,960	1,480	1,366	683
4	33,000	61,050	5,088	2,544	2,349	1,175	42,900	3,575	1,788	1,650	825
5	38,680	71,558	5,964	2,982	2,753	1,377	50,284	4,191	2,096	1,934	967
6	44,360	82,066	6,839	3,420	3,157	1,579	57,668	4,806	2,403	2,218	1,109
7	50,040	92,574	7,715	3,858	3,561	1,781	65,052	5,421	2,711	2,502	1,251
8	55,720	103,082	8,591	4,296	3,965	1,983	72,436	6,037	3,019	2,786	1,393
For each additional family member, add	5,680	10,508	876	438	405	203	7,384	616	308	284	142

Income Eligibility Guidelines Chart for 2026-2027

The 30 percent tuition reduction will be applied to all the courses that they have registered for that term. For example, if a student registers for two, 4-credit courses, their bill will be reduced to \$336.00 (from \$480.00). Please note: the tuition reduction does not apply to schools or districts that pay for the student's courses, or outside full-pay scholarship programs.

Our office will work with our partner schools to implement access to district funded scholarship programs through our registration payment page to keep the registration process streamlined for students whose credits are being covered by their schools.

Understanding FERPA

[Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law designed to protect the privacy of student education records. This law grants students certain rights concerning their educational records, irrespective of their age. FERPA outlines specific guidelines for when and who can access a student's records. These records encompass not only files kept in offices or computerized systems but also include student exam scores and other academic work.

Key Points for ASC Parents

It is crucial for parents of ASC students to understand that we are unable to provide information about their student's academic records at ASC. ASC students are responsible for managing their status as non-admitted students at SOU and must independently handle all tasks related to ASC enrollment. This includes registering for

courses, ordering transcripts, and requesting to drop or withdraw from classes.

Responsibilities for Affiliate Adjunct Faculty

At the conclusion of each term or semester, grades for ASC students must be entered into the SOU Workday Student system. Once affiliate adjunct faculty are approved by the University to teach ASC courses, they will receive a FERPA Statement of Understanding form to sign, acknowledging their commitment to maintaining the confidentiality of student records. The form will need to be completed and returned signed to Youth Programs, prior to grades being entered the first term. While faculty will have access only to their own students' information, it is imperative to recognize and uphold the privacy laws that govern student information.

Hannon Library Use

ASC Instructors and students are invited to visit the university's Hannon Library's online archive. Digital access includes research, such as peer-reviewed journal articles. Field trips and in-person visitations to the Hannon Library are also available through the ASC program.

Entering Grades

Affiliate adjunct faculty are responsible for entering final grades for students into the Workday Student platform, at designated times throughout the academic year. These times generally align with SOU's academic terms. Detailed step-by-step instructions will be emailed to ASC instructors ahead of the grading deadlines.

Determining Final Grades

The final grade for each course is determined based on the grading criteria established by the university during the alignment process. It is important that the final grade recorded in SOU's gradebooks matches the grade entered for the same class in the high school gradebooks (see *Grade Point Averages* section if two gradebooks are needed).

No Credit (NC) Grades

An NC or No Credit grade should be used if the student has not come to class for a long time (e.g., only took the first exam) but is still on the roster at the end of the quarter, or if a student mistakenly enrolled in the course and was not removed before the withdrawal date.

Grade Point Averages

ASC students earning college credits are accumulating points toward a separate college GPA. Grade point average (GPA) is computed by dividing grade points earned by the number of credits attempted. Only grades earned through SOU will be reflected in a student's cumulative institutional GPA.

ASC students obtain dual high school and college credit. ASC grades are recorded on a standard A-F scale and should be commensurate with the grade entered for that same class in the high school gradebooks. Oregon Public Universities do not use a proficiency-based grading system. If an ASC partner high school uses a proficiency-based grading system, the high school instructor will be required to maintain a separate grade book for ASC enrolled students and to enter the letter grades into the SOU database.

The University uses letter grades and the four-point maximum grading scale. "A" is the highest possible grade. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades. For purposes of calculating grade points and averages, the plus (+) is equal to the grade point +0.3 and the minus (-) to the grade point -0.3 (e.g., a grade of B+ is equivalent to 3.3, and B- is equivalent to 2.7).

Grade Grade Points

A	4.0 (Exceptional accomplishment)	C	2.0 (Average)
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0 (Superior)	D	1.0 (Inferior)
B-	2.7	D-	0.7
C+	2.3	F	0.0 (Failure)

Other grades are:

- I: Incomplete. When the quality of work is satisfactory but the course has not been completed for reasons acceptable to the instructor, a report of I is made. Unless the I grade is changed by the instructor, it automatically changes to an F at the end of the next regular term. Spring term I grades will change to an F at the end of the subsequent Fall term unless changed by the instructor. To avoid delay in degree conferral, all incomplete grades must be completed within 60 days from grade posting in final term. Changes made after 60 days will move a student's conferral term and date to the term in which the change is entered.
- M: Missing. Instructor has not yet entered a grade. No credit or grade points.
- P: Pass (equal to C- or above).
- NP: No pass.
- WD: Withdrawn. Appears on the transcript when the student withdraws from a course after the fourth week and by Monday of the week prior to finals. A WD is not counted when determining grade point average.
- NC: No credit. Used if the student has not come to class for a long time (e.g., only took the first exam) but is still on the roster at the end of the quarter, or if a student mistakenly enrolled in the course and was not removed before the withdrawal date.

University Academic Code of Conduct & Standards

Expectations for ASC Students

High school students participating in the ASC Program are required to adhere to the academic code of conduct established by their high school, as well as the academic standards set forth by the University. To qualify for ASC credits, students must maintain in good standing with their high school.

Commitment to Academic Integrity

Students are expected to uphold academic integrity and honesty in all work submitted for ASC credit. According to [SOU's Student Code of Conduct](#): "Acts of academic misconduct involve the use or attempted use of any method that enables a student to misrepresent the quality or integrity of his or her academic work and are prohibited". It is imperative that students rely on their own knowledge and resources during evaluations and adhere to all plagiarism standards.

Responsibilities of Faculty and Students

Affiliate faculty are tasked with fostering an environment where students can demonstrate their knowledge for fair evaluation. This includes providing orderly and equitable testing spaces with adequate measures to prevent dishonesty. In turn, students are responsible for independently showcasing their abilities and knowledge during assessments.

Consequences of Code Violations

SOU Youth Programs must be informed if a student is cited for violations of the academic code of conduct, plagiarism, or academic dishonesty at their high school. Such violations may result in the student becoming ineligible to receive the ASC credits they are currently registered for.

By maintaining these standards, we ensure a fair and equitable academic environment for all participants in the ASC Program.

Student Course Evaluations

The ASC Program incorporates anonymous electronic student course evaluations into its end-of-term procedures. These evaluations are designed to assess the course delivery and content, rather than evaluate the instructor. We ask instructors to encourage their students to complete the survey, which will be sent via email to the student.

Equity & Access in Dual Credit

The ASC Program is committed to promoting equity and expanding access to early college credit for underrepresented students. A goal of the program is to offer high-quality, rigorous coursework in high schools to build college confidence and reduce barriers for historically underserved populations pursuing higher education. Eligibility for earning college credits is based on academic criteria and is not affected by immigration status.

Students who are interested in utilizing academic and classroom accommodations in their dual credit courses can contact SOU's Disability Resources department at dr@sou.edu to seek an intake appointment to determine the appropriate level of accommodation needed.

SOU does *not* require students to provide their Social Security numbers when registering for ASC credit. However, the Internal Revenue Service (IRS) mandates that SOU offers families paying for credits the option to report tuition and fee information on their 1098-T tax form to claim tax credits. Students registering for ASC credits without a Social Security number will receive a letter from SOU in December or January. This letter will offer the opportunity to fill out a form to report the number to SOU to receive a 1098-T tax form. The IRS requires SOU to send this letter and mention a penalty for non-compliance. Students whose families do not intend to claim the tax credits can disregard this letter without fear of repercussions.

Pathway Programs for Latino/a/x Students

Latino/a/x students attending Phoenix-Talent School District in Phoenix, Oregon have the opportunity to embark in the Pathways program in the fall of their 8th-grade year. Successful completion of the Pathways (Pirates to Raiders) program leads to automatic admission to SOU, consideration for institutional scholarship funds, and an accelerated path to earning a bachelor's degree. Participants in SOU's Pathways Program also receive additional assistance with ASC tuition, subject to program funding. Pathways students should contact their school's Pathways Coordinator for more information about the dual credit tuition assistance opportunity.

ASC Courses for 2026-2027

The following lists of courses represent the current ASC courses offered at our partner high schools.

ASC classes in the high school sync with one or more terms of credit at SOU by aligning with a university course and its description, content, and learning objectives. ASC credits are transcribed exactly the same as if students took these courses at SOU, so the content being delivered in the ASC high school classroom must match the SOU course credit being offered, and alignment is approved by university faculty in the aligning department. SOU department faculty and academic leadership make the final decision for alignment; however, we encourage schools to reach out to the SOU Youth Programs office if they wish to propose a class that is not currently being offered through ASC.

A 'Z' at the end of a course name, such as WR 121Z, denotes that it is approved for [Common Course Numbering \(CCN\)](#), a statewide transfer initiative through the HECC.

All course descriptions can be found in the University catalog at catalog.sou.edu.

English & Writing

- WR 121Z - Composition I - 4 credits
- WR 122Z - Composition II - 4 credits
- ENG 104Z - Introduction to Literature - 4 credits
- ENG 105Z - Introduction to Literature - 4 credits
- ENG 106Z - Introduction to Poetry – 4 credits
- ENG 208 - Explorations in Literary Genres: American Literature – 4 credits
- ENG 208 - Explorations in Literary Genres: Film as Literature – 4 credits
- ENG 208 - Explorations in Literary Genres: Poetry of Rock – 4 credits
- ENG 209 - Literature in the Modern World - 4 credits

Mathematics

- MTH 111Z - Precalculus I: Functions - 4 credits
- MTH 112Z - Precalculus II: Trigonometry - 4 credits
- STAT 243Z - Elementary Statistics I - 4 credits
- MTH 251Z - Differential Calculus - 4 credits
- MTH 252Z - Integral Calculus - 4 credits
- MTH 253Z - Calculus: Sequence and Series - 4 credits

Science

- BI 101 - General Biology: Cells - 4 credits
- BI 101L - General Biology: Cells Laboratory – 0 credits
- BI 102 - Biology of the Human Organism - 4 credits
- BI 102L - Biology of the Human Organism Laboratory - 0 credits
- BI 103 - General Biology: Populations - 4 credits
- BI 103L - General Biology: Populations Laboratory – 0 credits
- BI 199 - Special Studies: Non-cadaver Human A&P I - 4 credits
- BI 199 - Special Studies: Non-cadaver Human A&P II - 4 credits
- BI 199 - Special Studies: Zoology I - 4 credits
- BI 199 - Special Studies: Zoology II - 4 credits
- CH 221Z - General Chemistry I - 3 credits
- CH 227Z - General Chemistry Laboratory I - 2 credits
- CH 227R - General Chemistry Laboratory I Recitation - 0 credits
- CH 222Z - General Chemistry II - 3 credits
- CH 223Z - General Chemistry III - 3 credits
- CH 104Z - Introduction to Chemistry - 5 credits
- CH 124 - Introduction to Chemistry Lab - 0 credit
- ES 101 - Introduction to Environmental Science: Earth Science - 4 credits
- ES 101L - Introduction to Environmental Science: Earth Science Lab - 0 credits
- ES 102 - Introduction to Environmental Science: Biological Science - 4 credits
- ES 102L - Introduction to Environmental Science: Biological Science Lab - 0 credits
- PH 112 - Astronomy: The Solar System – 4 credits
- PH 113 - Astronomy: The Stars – 4 credits
- PH 201 - General Physics I – 3 credits
- PH 224 - General Physics Laboratory I – 2 credits

Social Studies

- PS 202 - Introduction to American Government and Politics – 4 credits

- PS 199 - Special Studies: Comparative Government and Politics – 4 credits
- HST 110 - World Civilizations – 4 credits
- HST 111 - World Civilizations – 4 credits
- HST 201Z - United States History I – 4 credits
- HST 202Z - United States History II – 4 credits
- HST 203Z - United States History III – 4 credits
- HST 199 - Special Studies: European History I
- HST 199 - Special Studies: European History II
- PSY 201Z - Introduction to Psychology I – 4 credits
- PSY 202Z - Introduction to Psychology II – 4 credits
- PSY 199 - Special Studies: Psychological Literature – 4 credits
- EC 201Z - Principles of Microeconomics – 4 credits
- EC 202Z - Principles of Macroeconomics – 4 credits
- SOAN 107 - Introduction to Human Geography – 4 credits
- SOAN 108 - Global Lands and Livelihoods – 4 credits
- IS 250 - Introduction to International Studies – 4 credits
- CCJ 231 - Introduction to Criminology – 4 credits
- CCJ 251 - Law & Society – 4 credits

Art & Art History

- ART 133 - Introduction to Drawing – 4 credits
- ART 199 - Special Studies: Studio Art I – 4 credits
- ART 199 - Special Studies: Studio Art II – 4 credits

Communications & Digital Cinema

- EMDA 201 - Image and Animation Design – 2 credits
- EMDA 201R - Image and Animation Design – Recitation – 2 credits
- COMM 111Z - Public Speaking – 4 credits
- DCIN 101 - Production Tools: Audio – 2 credits
- DCIN 102 - Production Tools: DSLR Video – 2 credits
- DCIN 103 - Production Tools: Non-Linear Editing – 2 credits

Other Academic Areas

- MUS 100 - Music Fundamentals – 4 credits
- OAL 250 - Foundations in Outdoor Adventure Leadership – 3 credits

Connect with Youth Programs

Youth Programs Office

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