

2025-2026



# Dual Credit Program Student Handbook

2025-26 Academic Year

# Congratulations!

You've made a really smart decision to earn college credit with Grace College during high school.

We're excited to welcome you to Grace College!

## WHAT THE GRACE DUAL CREDIT PROGRAM CAN DO FOR YOU:

- ♦ Earn accredited, transferable COLLEGE CREDIT during high school
- ♦ Receive a discounted rate per credit hour--AFFORDABLE
- ♦ Finish your college degree in four years – or less – SAVE MONEY
- ♦ Gain college experience before you go to college
- ♦ Explore a potential major
- ♦ Gain confidence: learn how college works
- ♦ Take advanced courses that are not offered at the high school level

## TO LEARN MORE

Contact Beth Bessinger, MSW  
*Grace College Dual Credit Program Coordinator*  
574-372-5100 ext. 6196

## Grace College

1 Lancer Way  
Winona Lake, IN 46590  
574-372-5100 ext 6196

## **Introduction**

Grace College and Theological Seminary is a private, not-for-profit Christian, liberal arts institution of higher education. It is an evangelical Christian community that offers students a unique experience characterized by educational excellence and Christian character development. For undergraduate students, the Grace experience focuses on character development, competence in learning and doing, and service to God and others. For graduate students, the Grace experience extends that mission further into life-changing and spiritually transforming preparation for service through ministry, counseling, and professional careers.

Grace offers degree programs in a wide variety of fields through its six schools.

## **Attendance and Participation**

Each student is required to participate faithfully in every course for which he/she is enrolled. However, this college requirement is implemented by each faculty member. Attendance is necessary and required.

Students are responsible for attendance and must contact the Instructor in advance of any possible absence so that assignments are kept according to the class schedule. Students are expected to be in class on time.

In the event that the student experiences unforeseen circumstances that may prohibit faithful participation in the course, he/she should notify the instructor immediately, and the instructor will contact the dual credit coordinator.

Participation in class discussions is very important and students are expected to participate.

## **Late Assignments**

Learners are expected to complete reading and all assignments on time in correlation with the classroom schedule. Students will lose a percentage points for every day an assignment is posted/submitted after the assigned due date. No points will be awarded for assignments posted/submitted beyond the 4<sup>th</sup> day following the assignment due date.

## **Academic Integrity**

Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standards for scholarship and behavior, and Christian morality. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, and submitting substantial portions of the same work for more than one course without prior consent from the instructor. Infractions of the Academic Integrity Policy will result in proportional consequences, which include, but are not limited to, failure of the assignment, course grade reduction, and failure of the course.

## **Writing Lab**

Free writing assistance is available on the first floor of the Morgan Library-Learning Center. The writing tutors are there to help you succeed! They can assist you in the organization of papers, sentence and paragraph structure, grammar, punctuation, spelling, documentation of research, and building your knowledge and confidence in writing. Writing tutors are available for appointments ([writinglab@grace.edu](mailto:writinglab@grace.edu)) or during walk-in hours. See <http://www.grace.edu/resources/academic-assistance> for hours.

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## GRACE COLLEGE DUAL CREDIT PROGRAM BENEFITS

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### DO I GET A STUDENT ID (LANCER CARD)?

Yes! Official IDs (Lancer Cards) are issued FREE to new Grace students. The Lancer Card has a variety of features ranging from game access for students to discounts at various off-campus vendors, with plans underway to add many more features. You must be currently enrolled. Lancer Cards are issued at the Morgan Library service desk and will have your student ID number on the card. Monday through Thursday, from 8:30 a.m. to 11:00 p.m. and Friday 8:30 a.m. to 6:00 p.m., Saturday 11:00 a.m. to 6:00 p.m., and Sunday 2:00 p.m. to 6:00 p.m. There is a \$15 replacement fee for any card that is lost, stolen, or damaged within four years.

### WHAT OTHER BENEFITS DO STUDENTS IN THE PROGRAM RECEIVE?

- **Campus Store**—The Grace College Campus Store is located in the GRC, and is where you can purchase your Grace College apparel as well as pick up needed books for classes.
- **Morgan Library**—Located next to Alpha Dining Hall, Morgan Library is open to Dual Credit students all throughout the year for research or studying. The Learning Center is also located in at Morgan Library, which offers free tutoring and various other services.
- **The Manahan Orthopaedic Capital Center (MOCC)**—The MOCC is located across the road from the Morgan Library. The MOCC is home to our Men's and Women's Basketball programs, Women's Volleyball, multiple state of the art classrooms, chapel services, Grace College Alumni Office, Athletic Office, and Grace College Athletic Hall of Fame. As dual credit students, you are considered students of Grace College

and with your student ID can enjoy any Grace College home athletic event for free.

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## GENERAL INFORMATION

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### **AM I A GRACE STUDENT?**

You are officially admitted as a conditional, non-degree student at Grace. When you attend college after high school graduation, you will be a beginning freshman. Credit earned through the Grace Dual Credit Program does not make you a transfer student. If you plan to attend Grace after high school graduation, we will need to collect a little more information, including your SAT or ACT test scores and you will need to fill out an official Grace College application.

### **DO I HAVE A STUDENT ID NUMBER?**

Yes—your ID number will be printed on all personal letters sent to you from Grace College.

### **WHAT IS THIS “FERPA” I KEEP HEARING ABOUT?**

Once you are enrolled in Grace classes, all of your records are protected by the Family Education Rights and Privacy Act (FERPA). All rights formerly given to parents under FERPA transfer to the student. This means that if you need information or assistance from a Grace department such as the Office of Information and Technology, the Business Office, or the Registrar, you will need to make the call, not your parent or guardian. This law, in working to protect your privacy, might appear to be a roadblock to family members, but it can work as a catalyst for parents/guardians and students to communicate about things like grades and bills.

### **WHERE IS THE CAMPUS BOOKSTORE?**

The Grace bookstore is located in the Gordon Recreation Center (GRC), 100 Publishers Dr., Winona Lake, IN. The campus store has a selection of Grace apparel and accessories and an assortment of other Grace items. There is also a relaxing lounge area outside the store in the lobby of the GRC. For more information and store hours, please call (574) 267-2006 or email [bookstore@grace.edu](mailto:bookstore@grace.edu).

### **HOW DO I GET MY BOOKS?**

Your school should provide you with your textbooks. If you need to buy your books, you can contact the campus bookstore or order the books online.

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## **TUITION**

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### **WHAT IS THE COST FOR STUDENTS TAKING CLASSES AT THEIR HIGH SCHOOL?**

The cost for a dual credit course with Grace College is \$25 per credit hour. Most dual credit courses are 3 credit hours, so the total cost is \$75. There are a few courses that are 4 credit hours, so the total cost is \$100.

### **IS THERE ANY FINANCIAL ASSISTANCE?**

If you qualify for free lunch, there is financial assistance available. You will need to send Grace a letter from your school which states that you qualify for the free lunch program.

### **WHEN WILL I GET A BILL?**

You will get your bill the week following the application deadline during the semester you are taking the course (fall or spring). Payment must be received by the due date listed on the dual credit handout, or you will be withdrawn from the college course and will not receive college credit.

### **HOW DO I PAY?**

Students apply to a dual credit course by applying online. After filling out the application, the student will be registered for the college course(s). Bills will be sent out the week following the application deadline. To pay the bill,

1. Call the Office of Student Accounts (574.372.5100, ext. 6075) to pay over the phone with a credit card,
2. Email the Office of Student Accounts ([studentaccounts@grace.edu](mailto:studentaccounts@grace.edu)) to pay with a credit card, or
3. Mail a check to Grace College Student Accounts (1 Lancer Way, Winona Lake, IN 46590). Please be sure to indicate the student's name in the memo line of the check and indicate that the payment is for a dual credit course(s).

### **ARE THERE PAYMENT PLANS?**

No, there are no payment plans for dual credit courses.

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## **DROPPING A COURSE**

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### **HOW DO I DROP A DUAL CREDIT PROGRAM COURSE?**

You *must* contact the dual credit coordinator and let that person know that you are dropping the course. Email [bessinea@grace.edu](mailto:bessinea@grace.edu). State your name, school, and course.

### **WHAT IS THE DEADLINE FOR DROPPING A DUAL CREDIT COURSE AT MY HIGH SCHOOL?**

You have 8 weeks to drop a dual credit course.

### **HOW DOES DROPPING A CLASS REFLECT ON MY TRANSCRIPT?**

If you drop a course within the first 8 weeks, the course will be removed from your transcript. If you drop a course but do not communicate this to Grace College, then the course will reflect an F on your transcript. This cannot be removed. It is your



responsibility to communicate to Grace College that you plan to drop the course for dual credit.

#### **DOES DROPPING A CLASS HAVE ANY IMPACT AT ALL?**

No, not if you communicate this to Grace College within the first 8 weeks. If you drop a course but do not communicate this to Grace College, then the course will reflect an F on your transcript. This cannot be removed. It is your responsibility to communicate to Grace College that you plan to drop the course for dual credit.

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### **REFUND OF FEES**

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#### **WILL I GET A REFUND IF I DROP THE COURSE?**

Yes, if you drop a course in the first 8 weeks of the course.

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### **COLLEGE CREDIT**

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#### **WHAT IS THE DIFFERENCE BETWEEN HIGH SCHOOL AND COLLEGE CREDIT?**

Most college courses will transfer to other colleges and count toward your final number of credits for a degree (usually 60 credits for an associate degree and 120 credits for a bachelor's degree).

#### **HOW DO I GET MY CREDIT TRANSFERRED TO ANOTHER COLLEGE?**

When you need a transcript, go to [www.getmytranscript.org](http://www.getmytranscript.org). Select "Grace College and Theological Seminary". A major credit card is required. You have the option to receive a transcript by mail or have an electronic PDF mailed to you. Please note that transcripts will not be issued for past or present students who have an unpaid balance with Grace College.

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## GRADES

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### HOW ARE MY GRADES RECORDED IF I PARTICIPATE IN GRACE DUAL CREDIT PROGRAM COURSES AT MY HIGH SCHOOL?

Your grades are recorded at the end of each semester for semester-based courses and in the spring for yearlong courses.

### WHAT IF I DO POORLY IN MY CLASS?

Keep in mind that this is a college-level course. There is a higher-level of work involved. It takes effort and commitment to do well in the course. If you do poorly, talk with the instructor and see what he/she recommends as far as continuing the course or dropping the course for college credit.

### WHAT IS THE BASIS FOR MY GRADES?

The grading scale used in the course is the same grading course used on campus.

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## COMPUTER ACCOUNTS

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### HOW DO I ACTIVATE MY COMPUTER ACCOUNT?

Each student will receive a user name and password. Use this information to access the library or Moodle, the learning management system.

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## SERVICES FOR STUDENTS WITH DISABILITIES

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### WHERE DO I GET ASSISTANCE AS A STUDENT WITH DISABILITIES?

Your instructor or guidance counselor can give you information for this assistance at your school.

**ARE THE REQUIREMENTS FOR MEETING SPECIAL ACCESS NEEDS THE SAME ON THE GRACE CAMPUS AS THEY ARE IN HIGH SCHOOL?**

Yes

**WHAT IS ACADEMIC MISCONDUCT?**

Academic misconduct is cheating, plagiarizing, or any attempt in creating an unfair academic advantage on any assignment, project, quiz, or test.

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**IMPORTANT CONTACT INFORMATION**

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**GRACE DUAL CREDIT PROGRAM OFFICE:** (574) 372-5100 EXT. 6196.

**EMAIL:** DUALCREDIT@GRACE.EDU

**PHYSICAL ADDRESS:** 1 LANCER WAY, WINONA LAKE, IN 46590

**MAILING ADDRESS:** 1 LANCER WAY, WINONA LAKE, IN 46590

**REGISTRAR'S OFFICE:** (574)-372-5100 EXTENSION: 6414

**ONLINE TRANSCRIPT REQUEST:** [www.getmytranscript.org](http://www.getmytranscript.org)

**FINANCIAL AID OFFICE:** (574)-372-5100 EXTENSION: 6162

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**CAMPUS CLASSROOM SURVIVAL SKILLS**

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**WHAT IS A SYLLABUS?**

A syllabus is an outline of how the course operates as well as what assignments are due and when they are due.

**WHAT ABOUT TURNING IN YOUR CLASS WORK LATE?**

Depending on the course, an instructor will take off points for late work.

**WHAT IF I HAVE TO MISS A CLASS?**

Let your instructor know as soon as possible. Make sure to get all notes and assignments that will be due for the next class.

**WHAT IF I'M LATE FOR CLASS?**

When you arrive at class do not distract the other students, but instead wait until after class to ask the instructor what you that day.

**ARE THERE ANY GOOD EXCUSES FOR ABSENCES AND LATENESS?**

Yes, If you are sick or have a family emergency missing class is understandable; however, sleeping in is not a good excuse for being late.

**ARE THERE ANY REALLY STUPID QUESTIONS?**

No! All of our instructors are here to help you; so, if you have questions, ASK them please.

# MAP

## GRACE COLLEGE Campus Map www.grace.edu



- |                                       |                                       |                               |  |
|---------------------------------------|---------------------------------------|-------------------------------|--|
| 1. Lamp Post Residence Hall           | 8. Dr. Dane A. Miller Science Complex | 15. Indiana Residence Hall    | 20. William M. Center for Seminary and Graduate Counseling |
| 2. CE National                        | 9. The Lodge Residence Hall           | Financial Aid                 | 21. Mount Memorial Hall                                    |
| 3. East Hall/Engineering              | 10. Beta Residence Hall               | Registrar/Business Office     | Office of Admissions                                       |
| 4. Menahan Orthopaedic Capital Center | 11. Beta Intramural Field             | Student Affairs               | Post Office  |
| 5. Alpha Residence Hall               | 12. Encompass Residence Hall          | 17. Gamma C and Kauffman Hall | 22. Lancer Lofts Residence Hall                            |
| Alpha Dining Commons                  | 13. Kent Residence Hall               | 18. Physical Plant            | 23. Westminster Residence Hall                             |
| 6. Morgan Library                     | 14. Omega Residence Hall              | 19. Gordon Recreation Center  | Subconnection  |
| Living Center                         | 15. McClain Hall                      | Campus Store                  | Westby Grille  |
| 7. Philanthra Hall                    | Campus Safety                         | Health and Counseling Center  | 24. Winona Heritage Room                                   |
| Jazzman's Cafe and Bakery             | Office of the President               | Office of Marketing           | 25. Miller Athletic Complex                                |
| Office of Information Technology      | Office of Advancement                 | Veteran's Lounge              | 26. Boyer Residence Hall                                   |