

Board of Education Policy 3.7500
Administrative Procedure

Dual Enrollment

Students in the Catawba County School System have the opportunity as high school students to dual enroll in college level courses at post-secondary schools and earn both high school and college credit. Dual (or concurrent enrollment) may serve many purposes for students and these can include:

1. Enabling students to further their IDEP's as part of the Academically Gifted program.
2. Promoting gradual transition to college level work.
3. Increasing the potential course selection and enrichment opportunities for students.
4. Giving students a jump start on earning college credit.

Guidelines for facilitating dual enrollment must comply with the operating procedures set forth in the **COOPERATIVE PROGRAMS IN NORTH CAROLINA COMMUNITY COLLEGES FOR HIGH SCHOOL STUDENTS** issued by the North Carolina Community College System and the North Carolina Department of Public Instruction as well as local administrative procedures. Following are system procedures for facilitating dual enrollment:

- Students must complete a *High School Student Requesting Permission for Dual Enrollment – Dual Enrollment Form* and a separate CVCC (or other post-secondary school) *Application for Admission*.
- Generally, the course(s) to be taken at community colleges should be courses not offered by the high school.
- Only post-secondary *curriculum** courses may be taken as dual enrollment courses. Continuing education courses are not eligible for dual enrollment.
- The high school principal/designee must certify that the student is taking at least 50% of his/her courses at the high school (2 courses). These courses may include courses taught via the Information Highway.
- Courses taken through dual enrollment may be taken at any time during the school day or evening as long as the student's schedule can successfully meet the 50% high school attendance requirement.
- Students must remain off the high school campus during the school day except for their high school courses.
- As far as the high school, dual enrollment course work can only count as *elective credit* toward high school graduation.
- College curriculum courses taken for dual enrollment will be included in high school GPA but will not be weighted. (Exception: Pass/fail grades will not be included in calculation of high school GPA.)

*Leading to a college degree or certificate

- One unit of high school credit is awarded for each dual enrollment course taken on a college campus, if the course is a minimum of 3 semester hours of college credit.
- Auditing a dual enrollment class during the school day is not permitted.
- Information Highway courses taken on the high school campus will carry one unit of credit per high school block course.
- ASSET testing will be used as a screen for dual enrollment (and Information Highway) courses taught through CVCC. Students who receive an *unsatisfactory* score will be allowed to re-test after graduation in the event they wish to apply for admission to CVCC.
- Guidelines for counselors working with students on potential dual enrollment are:
 1. Inform students and parents of the dual enrollment option.
 2. Work with students to update their graduation plan as needed, keeping in mind the 50%-high-school-course-enrollment requirement.
 3. Strive to maintain awareness of current articulation agreements between various senior institutions and community colleges.
 4. Stress with the students the importance of keeping up with the current transfer policy between community colleges and senior institutions to which the student might transfer the dual enrollment credit. Further, emphasize the importance of students obtaining in writing the college's/university's agreement to accept the dual enrollment credit.
 5. Inform students and parents of procedures regarding GPA, ASSET testing, weight, and potential high school credit as it pertains to dual enrollment and Information Highway, and have them sign the *Student-Parent Dual Enrollment Contract* (See page 3.)
 6. Be certain students and parents understand that dual enrollment students are responsible for the purchase of textbooks. (Textbooks are provided for students who enroll in Information Highway courses offered as part of the high school curriculum.)

Superintendent: _____ Date: _____

Program Director: _____ Date: _____

Catawba County Schools
Student-Parent
Dual Enrollment Contract

My parent/guardian and I understand that as a student requesting to take a dual enrollment course, I am making a commitment to:

- Attend classes as scheduled by the institution
- Meet all attendance requirements of the institution and my high school
- Follow the college/university's guidelines
- Be in class on time
- Adhere to my home school's policies with regard to my presence on the high school campus as that relates to the dual enrollment course

In addition, my parent/guardian and I understand that:

- Auditing a dual enrollment class during the school day is not permitted
- Dual enrollment for high school credit is not permitted for courses involving less than 3 semester hours
- One unit of high school credit is awarded for each dual enrollment course taken on a college campus, if the course is a minimum of 3 semester hours of college credit
- All dual enrollment courses, which count toward high school credit, will be included in my GPA
- Dual enrollment courses receive no weight in determining GPA
- I will not be allowed to drop the dual enrollment course after my high school's semester has begun
- It is my responsibility to insure that my high school counselor receives a copy of my college transcript in order for high school credit to be granted
- I must purchase all textbooks for dual enrollment classes

Further, I understand:

- Policies on transferring dual enrollment credits to another college

Dual Enrollment Course: _____

College: _____

If this course is in addition to four credits taken during the school day, do you want to count this course for high school credit? Circle: Yes No

Student's Name (Print): _____

Student's Signature: _____ Date: _____

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature _____ Date: _____