



Dual Enrollment Approval Protocol

Six weeks prior to the registration deadline for the desired course, the student must:

1. Initiate a consultation with their guidance counselor. The student must bring the course description from the institution's course catalog with him/her to the consultation. The counselor will review the request against the student's course of study and progress toward completion of graduation requirements and will determine whether or not the district already offers the course. The counselor will then forward the request for dual enrollment to the student's grade level administrator and the course content area supervisor.
2. The team then analyzes the request by examining the following criteria: the quality and educational relevance of the college course requested, educational appropriateness to the student's course of study, and compatibility with the student's progress toward graduation and ensure the district does not already offer the course.
3. If the request meets the benchmarks of the above criteria, the student will provide documentation to the team to verify the accreditation of the college or university where the desired course is offered. The documentation will include but is not limited to a syllabus, course requirements, text, and other resources related to the course.
4. Based on the above steps and documentation, the team will approve or disapprove the student's request for the desired course before the registration deadline for the course.
5. If the request is approved, signatures from the individuals listed on the attached Dual Enrollment Form will be obtained.
6. The decision of the team is final. There is no appeal.

In addition:

- A 3-credit college course translates into a 1-credit high school course.
- The district will not provide transportation.
- The district will not fund any costs associated with the approved course, such as but not limited to tuition, fees, books, and materials.
- The student is fully responsible for his/her academic success in the course and understands the district will not provide progress reports.
- There is no guarantee the college credits will transfer to the student's college of choice
- All online tests must be taken at the home school and arranged through students' guidance counselor.



Dual Enrollment Approval Form

_____, who attends _____ High School,
(Student name) (Name of school)

has been approved to take _____ for dual enrollment from
(Course title)

_____. This form verifies that dual enrollment protocol was
(College/University)

followed, and the student named above has met the requirements for dual enrollment. In addition, the parents agree to the following:

- The approved course, credit, grade, and indicated quality points will appear in the student's transcript.

CCP_____ Honors_____ Acc. Honors_____ AP_____

- The district will not fund any costs associated with the approved course nor provide transportation.
- The student assumes full responsibility for his/her academic success in the course and understands the district will not provide progress reports.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Principal Signature: _____ Date: _____