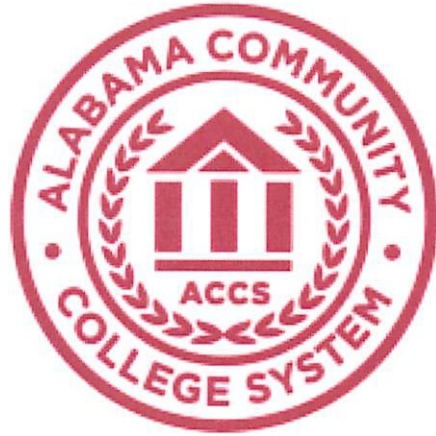


ALABAMA COMMUNITY COLLEGE SYSTEM



DUAL ENROLLMENT

BEST PRACTICES HANDBOOK

June, 2020

FOREWARD

The Best Practices Handbook is disseminated for the purpose of assisting those personnel in the Alabama Community College System who are responsible for preparing for and implementing Dual Enrollment. It is offered as suggestions, unless otherwise noted as policy, as outlined in Memorandum #2015-WFD-086, Dual Enrollment Scholarship Eligibility List.

Position titles used in the samples (e.g. dean, division chair) may vary among colleges; titles are designated by the respective president.

This Handbook was prepared by ACCS staff with valuable input from the Dual Enrollment for Dual Credit Task Force consisting of: Dr. Cynthia Anthony, Dr. Kemba Chambers, Mr. Olivier Charles, Mr. Barry May, Ms. Natalie English, and Ms. Tara Brown.

Please contact the Alabama Community College System's Workforce Division if you have questions or concerns regarding the Dual Enrollment scholarships. Any other questions should be directed to the System's Division of Student Success.

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MISSION, PURPOSE, GOALS, AND FUNDING AND TIMELINES

Mission: The Dual Enrollment for Dual Credit Program substantiates the mission of the college by enhancing the availability of higher education at convenient instructional sites. Working in partnership with area high schools, the college offers educational programs and services that provide flexibility for administrators, while enabling students to achieve their potential and to seek continued higher education.

Purpose: Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the college campuses or at the student's high school, earning college and high school credit simultaneously.

Goals: The goals of the Dual Enrollment for Dual Credit Program are to: (a) provide students with greater options in meeting rigorous educational and career objectives; (b) enable students who attend high schools that have limited curriculum offerings and/or are geographically isolated to experience equal learning opportunities; and (c) provide flexibility for administrators.

Funding and Timelines: Career and Technical Education Dual Enrollment (CTEDE) Scholarship funds are contingent upon allocations by the Alabama Legislature. Program administrators should keep in mind that the first semester of enrollment typically has higher costs because of the materials and supplies required for some Career and Technical Education (CTE) Programs. Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the Fall semester; November 15 for enrollment in the Spring semester; and March 1 for enrollment in the Summer semester.

Efforts should be made to enroll high school Dual Enrollment students in the Spring of each year prior to the Fall semester. Last minute enrollment of Dual Enrollment students for each semester should be limited and only completed in emergency situations. Should CTEDE Scholarship funds be considered for late enrollees, the college is responsible for ensuring that funds are available for enrollment of students with consideration given to the CTE "highest priority programs" only.

Students must be enrolled in those programs listed on the Dual Enrollment Funding List.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. What does Dual Enrollment for Dual Credit mean?

Eligible 10th, 11th, and 12th grade high school students may enroll in a course, which provides both college and high school credit. Serious consideration and counseling should be provided for 10th grade students to ensure they have the social maturity and academic readiness for college-level work.

2. Who are eligible students?

Students must be in the 10th, 11th, or 12th grades.

3. What GPA is required for Dual Enrollment?

Students must have a minimum cumulative (unweighted) grade point average (GPA) of 2.5 on a 4.0 scale.

4. What courses are offered for Dual Enrollment credit?

A list of academic and CTE courses and their descriptions are provided by each college. "Special Topics" courses are not eligible for CTEDE Scholarship funding. Refer to the Alabama Community College System website for CTEDE Eligible Programs for more information.

5. Do Dual Enrollment students earn credit toward their high school credit requirements?

Typically, students must complete three semester credit hours at the postsecondary level to equal one credit (Carnegie unit) at the high school level in the same or related subject. Each participating local education agency/school system (LEA) has the final authority on equivalencies.

6. What paperwork is required of the student by the college to enroll in Dual Enrollment courses?

- *Application for Admission to college*
- *Photo ID (Alabama driver license or state-issued identification card)*
- *High school transcript documenting the required grade level and grade point average*
- *Statement of Eligibility for Dual Enrollment for Dual Credit Students form (with required signature of principal or CTE representative and counselor)*
- *Interview with CTE Instructor or Program Advisory Committee (highly suggested)*

7. What are the costs associated with Dual Enrollment courses?

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and may be dropped from course rolls. The appropriate LEA and/or other secondary educational entity will be notified. Some colleges may require tuition and fees be paid before the first day of class.

8. Is financial aid available for Dual Enrollment courses?

Academic Dual Enrollment

While high school students are not eligible for Pell grants, students may apply for scholarship funds provided by the college or other entities, if allowable.

Career and Technical Education Dual Enrollment

Students wishing to enroll in Career and Technical Education Dual Enrollment programs may apply for assistance through the ACCS Career and Technical Education Dual Enrollment (CTEDE) Scholarship which provides funding for tuition and fees. If enough funding is available and at the discretion of the college, the CTEDE Scholarship may also cover the costs of textbooks, materials, and supplies as required in the syllabus of each course. Colleges may choose to maximize the CTEDE Scholarship funds by providing textbooks, tool kits, personal protective equipment, and other associated materials and supplies for student checkout. CTEDE Scholarship funds may also be used to cover costs of specific academic course(s) that are required in the eligible CTE program of study, but must be taken concurrently with the CTE course(s).

Other scholarships may be available through the local school systems. Students should contact their college counselors for other opportunities that may be available.

9. Do high school students have to travel to the college to take Dual Enrollment classes?

If a high school teacher meets the credentialing requirements of the college and is employed as an adjunct instructor by the college, the course may be taught by the high school teacher. With permission from parents and their principals, students may travel, on their own, to college campuses to take classes. Due to the discipline required, it is suggested that students taking an online course should be recommended by the high school counselor. Dual Enrollment students are encouraged to take summer classes to shorten their time toward a career and technical education certificate or degree.

10. Who do I contact at the college regarding Dual Enrollment?

Contact the Instructional/CTE Dean or the Dual Enrollment representative at each college for further information.

11. May a dually enrolled student enroll in a preparatory Math or English course, if the preparatory course is being taken with the college-level credit course being taught as a co-requisite?

The dual enrollment procedure indicates that only college-credit courses may be taken. Therefore, students are not allowed to take preparatory courses, while participating in the dual enrollment program (even when they are being offered as co-requisites). The Dual Enrollment procedure states, "Developmental courses (those numbered below 100) are not offered through dual enrollment

DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

The participating LEA and the college will develop a Dual Enrollment for Dual Credit Agreement (Appendix III) that includes, but is not limited, to the following:

- Approval of the particular course to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the college and the participating LEA.
- Three semester credit hours at the postsecondary level will typically equal one credit (Carnegie unit) at the high school level in the same or related subject (Appendix I).
- Identification of and provision for quality control indicators.
- Student Eligibility

An agreement must be on file in the college president's office before class proposal forms will be accepted.

STUDENT ELIGIBILITY

A high school student is eligible for Dual Enrollment for Dual Credit if he or she meets all of the following criteria:

1. Students must meet the entrance requirements of the college as stipulated in ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Student.
2. Students must be in grade 10, 11, or 12.
3. Students must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Transcripts must be provided as documentation of the student's cumulative grade point average.
4. Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
5. Students registering for any college-level English or math courses must be placed into the courses using the current ACCS-approved placement guidelines. Students who do not register for college-level English or Math courses are not required to take any Math or English placement test, regardless of their grade levels.
 - Students must meet all applicable pre-requisites prior to enrolling in courses.
 - Developmental courses (those numbered below 100) are not offered through dual enrollment.

CONTINUOUS ELIGIBILITY

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program as specified in the ACCS Procedure for Dual Enrollment for Dual Credit for High School Students, Section 2, will remain in continuous eligibility as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the Summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

COST OF ENROLLMENT

Colleges should publish a schedule of tuition, fees and other costs associated with Dual Enrollment, including deadlines of required payment.

Scholarship opportunities

Academic Courses: Scholarship applications are typically accepted during the Spring term each year and are due as designated by the individual college. The application may be accessed at the college website, if applicable.

Career and Technical Education Courses: Students entering a CTE program may apply for a CTEDE Scholarship through the high school counselor who submits the appropriate documentation to the college. The scholarship will cover Spring, Summer, and Fall terms (see Appendix IV for form), if the funds are available.

RESPONSIBILITIES

College Functions

College Personnel:

1. The Dean of Instruction is the point of contact for the college in the establishment of class sites. The Dean will determine if a valid agreement exists between the college and the LEA or high school. If not, an agreement will be drafted between the two parties.
2. The Dean will communicate with the appropriate division chair regarding instructor qualification, classes to be offered, textbooks, and class evaluations and adherence to faculty compensation.
3. The Dean will be responsible for adherence to USDOE, ACHE, SACSCOC and ACCS requirements, to include "Substantive Change" submissions for offsite locations, new programs, etc., as well as ensuring course contact hours are properly met.
4. The Dean or appointed representative will be the contact for Dual Enrollment information, including:
 - Scheduling of classes requested by the high school to include non-traditional schedules
 - o Early morning
 - o Evening
 - o Weekends
 - Answering questions and concerns from counselors, students, and parents
 - Collecting applications for the Career and Technical Education Dual Enrollment Scholarships
 - Updating the high school counselor of student schedules each term
 - Reporting attendance and grades for CTE Dual Enrollment students

High School Functions

Unless otherwise designated, the high school counselor will serve as the high school point of contact.

1. The Counselor will distribute information to eligible high school students.
2. The Counselor will collect and submit forms to the college contact for processing.
3. The Counselor will advise the college contact of academic and CTE classes requested to be offered at the high school each semester.
4. The Counselor will submit the appropriate secondary course number that crosswalks with the postsecondary course number.

Student Responsibilities

Students are expected to:

1. Comply with all college policies.
2. Comply with the syllabus requirements of each course.
3. Complete and submit all coursework on time.
4. Attend all class meetings, arrive on time, and stay in class for the entire scheduled time.
5. Notify the instructor (in advance if possible) if they are going to be out of class

CTE students who fail a course will not be allowed to continue in the CTEDE program.

COURSE DEVELOPMENT AND POLICIES

General Guidelines

- High schools interested in offering a Dual Enrollment for Dual Credit class on their campus should contact the college Dean of Instruction. The point of contact at the high school should complete and submit a course proposal form (Appendix VI) for the upcoming academic year by May 1. Submission of a request does not guarantee approval.
- Courses offered are traditional college level academic or CTE courses in accordance with accreditation standards (Appendix I). Courses numbered below 100, physical education courses, and CTE "Special Topics" classes are not eligible for Dual Enrollment for Dual Credit. Students may not audit courses.
- Minimum enrollment for a Dual Enrollment for Dual Credit class is determined by the college. If a proposed class does not meet the minimum enrollment, the class may proceed if the instructor and college agree to compensation that is prorated based on student enrollment. The college reserves the right to cancel courses when the minimum enrollment requirements are not met.
- Certain courses offered on the high school campus will require a site visit by the division chairperson or faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course. All science classes will require lab evaluation through a site visit.

Course Content

- Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instructions and/or the prescribed course syllabus while meeting all course objectives. The division chair must approve modifications to the course syllabus.
- Course content will be monitored by site visits. The appropriate division chair or a faculty mentor will visit each class to observe instruction and review evaluation instruments.

Methods of Evaluation

- Dual Enrollment for Dual Credit instructors will adhere to the course syllabus regarding student evaluation. A sufficient number of evaluations should be determined and administered during a semester.
- Depending upon course content, the following may be appropriate for evaluation of student competence in the course: quizzes, exams, essays, research projects, portfolios, oral presentations, journals, labs, and homework.
- The instructor should follow the college/department policy regarding grading procedures.
- Grades awarded for Dual Enrollment for Dual Credit students should be aligned with grades awarded in the traditional college setting. Dual Enrollment for Dual Credit instructors should work closely with their assigned college mentor concerning expected outcomes and difficulty level of evaluation instruments.

STUDENT INFORMATION

Attendance

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students will follow the college schedule of classes to include holidays and breaks unless agreements have been made between the college and high schools that dictate otherwise.
- Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor.
- Attendance for CTE students whose tuition is paid by the CTEDE Scholarship funds will be reported as required to the high school point of contact.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide an opportunity for makeup work.
- In cases of excessive absences, the student should withdraw from the course before the last date to withdraw, as published in the College's Academic Calendar.
- Although System Colleges are designated as "nonattendance taking," students should follow their college's and/or program's attendance policy.

Progression

Scholarships are available for up to two (2) classes per student, per semester, during the high school academic year (Fall and Spring semesters). It is recommended students take two (2) classes per semester, during the high school academic year (Fall and Spring semesters; during the summer term, students may take up to four (4) classes.

Students in CTE programs who require academic courses to graduate, and whose placement scores are sufficient, may also take academic courses for Dual Enrollment credit. Payment of tuition, fees, and textbooks for select academic courses are covered by their CTEDE Scholarship. For example, if a student taking ILT 106-Concepts of Direct Current places in ENG 101-English Composition I, that student may also take the English class for dual credit during the same semester as the ILT class, with both classes covered by the scholarship. The CTEDE scholarship will cover the required English, math and science course in the eligible CTE program of study.

Students who receive the CTEDE Scholarship are required to earn a grade of "C" or better in each course to continue in the program.

Holidays

The college should provide a list of the holidays and other days that the college will be closed, to include Spring Break.

The high school should provide a list of the same to the college.

Contact Information

- The college should provide students with list of key contacts at the college.
- The college should maintain a contact list for the high school counselors at each high school.

APPENDIX I: DUAL ENROLLMENT FOR DUAL CREDIT PROGRAM COURSE EQUIVALENCIES

The Alabama State Department of Education (ALSDE) has determined the high school equivalencies of ACCS courses that are offered through dual enrollment for dual credit. Each year, the ALSDE issues a memo listing the equivalencies.

The ALSDE course equivalency memo can be found at the following website:
<https://www.alsde.edu/sec/isvcs/Pages/dualenrollment-all.aspx>

(SAMPLE) TECHNICAL COURSE DESCRIPTIONS

Air Conditioning/Refrigeration

ACR 111 Principles of Refrigeration – This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

ACR112 HVACR Service Procedures – This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerant. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**APPENDIX II: DUAL ENROLLMENT FOR
DUAL CREDIT AGREEMENT (SAMPLE)**

This Agreement is entered into by and between _____ hereinafter referred to as the "College," and _____ the Local Educational Agency hereinafter referred to as the "LEA." The purpose of this Agreement is to establish a Dual Enrollment for Dual Credit program, which enables eligible high school students to enroll in college-level courses through the College to dually earn credits for a high school diploma and/or a postsecondary educational credential.

The parties hereto believe that this Agreement will provide essential enhanced learning opportunities for qualified students during and after normal high school class hours through the effective use of the College programs and resources. At no time will the College or the LEA apply unethical pressure upon students or educational personnel to participate in Dual Enrollment for Dual Credit courses or programs.

The College and the LEA do hereby agree as follows:

STUDENT ELIGIBILITY

- A. Students must satisfy the requirements prescribed in ACCS Board of Trustees Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
- B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
- C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- D. Students must have written approval of the appropriate principal or counselor and career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework.

ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations on or off the College campus(es). Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not eligible for this program. Students requiring developmental co-requisite courses along with college English and Math courses (ex: ENG 101/ENG 099, MTH 100/MTH 099) to meet program requirements are not eligible to receive the CTEDE funds for these courses. Students may not audit courses under the terms of this agreement.

See Appendix I for a detailed list of recommended courses and course equivalencies mutually agreed upon and available under the program.

FACULTY

Faculty Qualifications and Requirements

Dual Enrollment for Dual Credit instructors shall be faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervision, and evaluation. A high school teacher employed to teach Dual Enrollment for Dual Credit courses will be designated as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies' requirements must be on file at the College. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate accrediting agencies.

Faculty Compensation

The college shall be responsible for the compensation (examples include but are not limited to salaries, stipends or supplements) of faculty in accordance with ACCS and institutional policy. New consortia arrangements and/or contractual agreements whereby the institution pays the secondary system or high school to provide the instruction for Dual Enrollment for Dual Credit classes are prohibited as they may (1) lessen the institution's ability to exercise control and supervision of the instructor and (2) increase the complexity of compliance with accreditation standards related to educational programs. (Current agreements of this type may be phased out and brought into compliance with the new requirement at the end of the current agreements.) Faculty may not receive dual compensation for instructional time.

CREDIT AWARDED

Semester credit hours at the postsecondary level for high school courses specifically named as a requirement for graduation as outlined in AAC Rule 290-3-1-.02(8)(a) are determined according to

guidelines established by the SDE. Partial/full credit agreements shall be developed by the local board of education and participating postsecondary institutions for courses that are excluded from the SDE guidelines for assigning credit. The *Dual Enrollment- High School Graduation Requirement Equivalency List* developed by the SDE identifies dual enrollment courses taken through the ACCS that may satisfy one or more Alabama High School Diploma graduation requirements.

TRANSCRIPTS

Courses approved for dual credit shall be posted on both the College and LEA transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement on the College transcript indicating dual enrollment credit. It shall be the responsibility of the College to report grades (in numerical format) to LEA officials. Dual Enrollment credit is transcribed conditionally until the student completes high school graduation requirements. Students must submit an official high school transcript upon graduation to finalize the awarding of college credit for dual enrollment courses.

STUDENT ISSUES AND INFORMATION

Adherence to College Policies and Requirements. The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student Code of Conduct. The College reserves the right to refuse re-admission to any student who violates College policies.

Provisions for Disability Services and Accommodations. Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified". Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation of his or her disability to the appropriate College official. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical

demands of the course. Some accommodations available at the high school may not be provided by the College.

Transportation responsibility. Transportation is the responsibility of the parent/guardian of such student unless otherwise negotiated between the College and the LEA.

Communication to parents and students. The College will provide information to parents and students regarding the educational and economic benefits of the Dual Enrollment for Dual Credit program, requirements for participation, and enrollment procedures. The College will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

FINANCIAL ARRANGEMENTS

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources.

Students who fail to pay tuition and fees by the end of the College drop/add period will not be considered enrolled and will be automatically dropped from course rolls. The LEA will be notified of such action.

OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES

The College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local College policy. Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the LEA.

TERMS OF AGREEMENT

The terms of this Agreement shall be effective for the current academic year for which it is signed. Thereafter, this Agreement shall be reviewed annually and should be renewed for successive 12-month periods upon agreement of both parties. Either party may request a change or termination of the agreement, which must be submitted in writing at least 90 days prior to such change or termination.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of _____, 20__.

President

Superintendent/Chief Administrative Officer

**APPENDIX III: APPLICATION FOR ADMISSION FOR
DUAL ENROLLMENT FOR DUAL CREDIT**

(See Following Page)



Application for Admission for Dual Enrollment for Dual Credit

This application is for accelerated credit and/or dual enrollment purposes. Once you have graduated from high school, you must complete the regular College Application for Admission to be admitted as a college student.

Inset College Logo Here

For Office Use Only:

Student # _____ Photo ID? Yes No Staff _____ Date _____

Which college location will you attend (college name and campus location)? _____

What term will you enroll? Fall Spring Summer Year _____ Program of Study _____

Social Security Number _____ Name _____
Last First Middle

If applicable, please provide other names under which transcripts from other institutions are listed _____

Address _____ County _____
Street City/State Zip Code

Home Phone _____ Cell Phone _____

Email _____ Alternate Email _____

High School You Attend _____ City/State _____ Anticipated Year of Graduation _____

Emergency Contact Person _____ Emergency Phone Number _____

Have you lived in the State of Alabama for the past 12 months? Yes No Are you a U.S. Citizen? Yes No

Self-identification of information regarding sex, ethnicity, and race is optional. If you choose to self-identify, the information will be used only for federal/state reporting and will not affect the admission decision in any way.

Sex: Male Female Ethnicity: Hispanic or Latino Other What is Your Race? (You may choose one or more of the listed categories.)
 American Indian or Alaskan Native
 Asian
 Black or African-American
 White
 Native Hawaiian or Other Pacific Islander

The College may release directory information without obtaining permission from the student. Examples of directory information include but are not limited to: student's name, address, telephone number, program of study, dates of attendance, and degrees awarded. Do you wish to prohibit the release of your directory information? Yes No

**The College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release it. The College assumes no liability for honoring your instructions that directory information be withheld.*

Have you attended any other college? Yes No If yes, enter all colleges previously attended:

Name(s) of Institution	City/State	Date(s) of Attendance	Degree/Credential Earned	Are you on suspension?

Certification: I certify that the information contained on this application is true and correct to the best of my knowledge. I understand that any false statements or information may result in disapproval of this application or expulsion from the College.

Student Signature _____ Date _____

The College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals shall not be treated differently because of race, creed, religion, color, sex, age, national origin, or disability, and that legitimate and reasonable access to facilities shall be available to all. This principle particularly applies to the admission of students in all programs of the College in their academic pursuits. It is also applicable in extracurricular activities, all student development services, employment of students by the College, and employment of faculty and non-instructional staff. Therefore, the College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act of 1990. The College is an Affirmative Action/Equal Employment and Educational Opportunity Institution. If you require reasonable accommodations under ADA, please let us know.

**APPENDIX IV: STATEMENT OF ELIGIBILITY FOR DUAL
ENROLLMENT FOR DUAL CREDIT STUDENTS**

(See Following Page)



Statement of Eligibility for Dual Enrollment for Dual Credit Students
 Your application to the Dual Enrollment for Dual Credit program will be official only upon receipt of this form, completed and signed by the counselor of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.

Inset College Logo Here

This section is to be completed by the student. The student and parent must also sign the Authorization for Release of Records statement at the bottom of the form.

Type of Dual Enrollment Class(es): Academic Technical Program of Study _____

Social Security Number _____ Name _____
Last First Middle

Address _____ Parent/Legal Guardian (Please Print) _____
Street City/State Zip Code

This section is to be completed by the student's current High School Counselor.

Name of High School _____ Student's Currently Enrolled Grade: 10th 11th 12th

Please list all college class(es) student is approved to take during the semester/term for which student is applying:

FALL SEMESTER YEAR _____	SPRING SEMESTER YEAR _____	SUMMER TERM YEAR _____

Certification: The student has a minimum cumulative GPA of 2.5 (unweighted). I hereby recommend that this student be admitted to the Dual Enrollment for Dual Credit program in the Alabama Community College System.

Name (Print) _____ Title _____ Date _____

Signature _____

Authorization for Release of Records

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, this college shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of this college to release my grades to my high school and/or secondary educational entity. My signature below authorizes the College to release the information noted in this section.

Student's Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

For College Use Only: Verified by _____ Date _____
 Approved by _____ Date _____

**APPENDIX V: DUAL ENROLLMENT FOR DUAL
CREDIT COURSE PROPOSAL FORM (SAMPLE)**

Date _____ High School _____

Contact Person/Title _____

Class(es) Requested: _____

Course #	Course Description:	Carnegie Unit	Semester Offered

Proposed Class Site: _____

Do you have an instructor or instructors who is qualified to teach the course(s) proposed?

Yes No

If yes, please indicate name and contact information.

NAME	CREDENTIALS	CONTACT INFORMATION

For College Use Only:

Proposal Reviewed (Date) _____ Forwarded to Division Chair (Date) _____

Division Chairperson Approval Name _____ Signature _____

Division Chairperson Approval Date _____