

Houston County Schools Dual Enrollment Agreement

The Houston County Board of Education authorizes the establishment of a dual enrollment (DE) program which allows students to enroll in post-secondary institutions to earn credits for a high school diploma and/or a post-secondary degree simultaneously. The dual enrollment program is open to all students in accordance with the following requirements.

Dual Enrollment= Earning college & high school credit simultaneously

Eligibility, Requirements, & Responsibilities

- **Be enrolled in grades 10-12** with a 3.0 non-weighted GPA for academic courses and a 2.5 non-weighted GPA for career/ technical courses.
- Earn benchmark scores on the Accuplacer or ACT as required by the postsecondary institution.
- Submit a complete dual enrollment packet before enrolling in any dual enrollment class.
- The student and his/her parent/guardian are responsible for transportation and all costs associated with taking college courses, including tuition, fees, and books. Dates, fees, and tuition are set by the college. If you have questions, please contact the college directly.
- The dual enrollment program is currently valid at Enterprise State Community College and Wallace College. **Other institutions may be approved at the discretion of the superintendent.**

Course Determination

- All dual enrollment courses must be approved, in advance, by the high school counselor, principal, and parent/guardian.
- Dual enrollment courses may be taken online, during summer, evenings, or during the regular school day if approved by the home school.
- Courses selected for dual enrollment must be courses which will satisfy high school requirements (core or elective). The counselor will determine such courses and approve substitutions.
- Courses taken that are not approved as a core or elective will not be entered on a student's high school transcript.
- Please note that sometimes scheduling conflicts between the HS and college may prevent enrollment in DE

Grades and Credits

- The college grades earned through dual enrollment for approved courses will be posted on the high school transcript and will be averaged into the student's overall GPA and final numeric average. Summer course grades will be added to the students recently completed calendar year.
- A student cannot earn more than 12 credits per year to be entered on the high school transcript. The calendar year will be August 1 thru July 31.
- It is the student's responsibility to submit a certified copy of the college grades to the high school counselor in a timely manner for reporting purposes. This will be primarily for students who take courses not associated with our normal dual enrollment process.
- 3 semester hours of college level work will equal one high school credit in the same or related subject. English 101 & 102 are both required for Senior high school English credit.

Signature required on page 2

- **For ranking purposes**, College courses substituted for high school credits will be weighted comparable to advanced level courses offered at the high school. College courses substituted for high school course will have a numeric factor of 1.175 multiplied to determine the final grade. The weighted grade will only appear on the students GPA.
- A student may not earn credit for a course whose content is included in a course for which credit has already been awarded.
- In accordance with ALSDE and Alabama Community College System guidelines, a student who withdraws or fails a dual enrollment class will be required to sit out one semester before enrolling in another dual enrollment course. Summer will not count as the semester required for students to sit out.
- If a student Withdraws/Drops a dual enrollment class, the student will receive a 59/F on their high school transcript. The student may then be placed in an appropriate monitored environment (class) and will use the time for study purposes.
- A student who is in a Career Technical DE class with tuition paid from workforce development funds must complete a minimum of one semester before dropping the class. Dropping any Career Technical DE course requires the approval of the Career Technical administrator.
- Regular attendance will be required for all dual enrollment courses. Prior attendance will be considered for students who request dual enrollment courses. Please note that not all DE classes meet daily.

I will abide by the above guidelines and I have chosen to participate Dual Enrollment classes.

A required Dual Enrollment orientation will be held at HCCA on July 22 and 25 from 8:00-10:00. Wallace ID's will be made and important site log-in information will be explained.

Student _____ Date _____ Parent _____ Date _____

Approval:

Counselor _____ Date _____ Principal _____ Date _____

ACT Benchmark Scores for DE Classes

- DE English- ACT English Section must be 18 or higher
- DE Math 112- ACT Math Section must be 22 or higher
- DE Math 113- ACT Math Section must be 23 or higher
- DE Math 125- ACT Math Section must be 25 or higher

If you have questions or concerns related to any dual enrollment course, call HCCA at (334) 899-3308 or visit our website (hccaeagles.us) and check the dual enrollment tab for a list of courses and other information.