Dual Enrollment provides high school students the opportunity to:

- Find Their Passion
- Earn College Credit
- Gain College Experience
- Reduce the Need for Remedial Courses

Under the College and Career Readiness and College Completion Act of 2013, Maryland’s public high school students can take advantage of reduced tuition by enrolling in credit-bearing courses in public colleges and universities.
Dual Enrollment
Enrollment of current FCPS high school students in credit bearing college courses offered by FCC, a Public Institution of Higher Education (PIHE).

Open Campus
High school students complete a college course on the college campus or through the college’s on-line program. The course may be during or outside of the school day. Courses are taught by FCC faculty.

High School Based
Frederick County Public Schools (FCPS), in partnership with Frederick Community College (FCC), provide students the opportunity to enroll in college courses that are taught at their high school*. Students gain exposure to the academic challenges of college while remaining in their supportive high school environment. The courses are taught by specially credentialed FCPS teachers under the supervision of FCC faculty.

College Credit
High school students earn transcripted college credit upon successful completion of the college course(s).

Dual Credit
High school students may earn both high school and transcripted college credit for a college course that meets the curriculum requirements of the approved high school course.

College Credit
High school students earn transcripted college credit upon successful completion of the college course(s).

Dual Credit
High school students may earn both high school and transcripted college credit for a college course that meets the curriculum requirements of the approved high school course.
Congratulations on your decision to enroll in a college course!

You have taken the first step in discovering the skills necessary to successfully achieve your college and career goals. Enrolling in a college course will provide you with the exposure to experiences and information necessary for making informed decisions when selecting a college or career. Frederick County Public School students are provided multiple opportunities to earn college credit through partnerships with local institutions of higher education.

Please review the attached documents to ensure that you meet the requirements necessary to enroll in a college course, have a clear understanding of dual enrollment and are aware of all expectations and paperwork you are responsible for completing. If you have questions, please contact your transition education coordinator or school counselor.

Admission Requirements:
Eligible students seeking admission to courses offered through the dual enrollment program must:
- Complete the FCPS College and Career Readiness Dual Enrollment Application;
- Complete the college application for admission;
- Meet the prerequisites for the course(s);
- Submit a current high school transcript;
- Complete diagnostic assessment or have appropriate scores on SAT, ACT or PARCC assessments that indicate readiness for college level work as determined by the Public Institution of Higher Education (PIHE);
  - A grade of B or higher in Algebra 2 or subsequent math courses taken during the junior year indicates readiness for college level mathematics; and
- Provide confirmation regarding eligibility for Free and Reduced Meal

Paperwork required:
- College and Career Readiness Dual Enrollment Application
- Dual Enrollment Attendance Waiver Application
- Dual Credit Intent Form
- Dual Credit Application (if requesting dual credit for course not included on approved list)
- Proof of enrollment from the college/PIHE
- Proof of payment from the college/PIHE

2/2016
Definitions

College & Career Readiness
College- and career-readiness includes mastery of rigorous content knowledge and the abilities to apply that knowledge through higher-order skills to demonstrate success in college and careers. This includes the ability to think critically and solve problems, communicate effectively, work collaboratively, and be self-directed in the learning process.
A student who is college and career ready should:

• Be prepared to succeed in credit-bearing postsecondary introductory general education courses or in an industry certification program without needing remediation;
• Be competent in learning, thinking, communication, technology, and interpersonal skills;
• Have identified potential career goal(s) and understand the steps to achieve them;
• Be skilled enough in communication to seek assistance as needed, including student financial assistance.

College and Career Readiness and College Completion Act of 2013 (CCR-CCA)
A law that establishes a dual enrollment program that allows eligible high school students the opportunity to earn college credit while enrolled in high school. Courses taken at a public institution will be offered at a discounted tuition rate. Students who are eligible for Free and Reduced Meal prices will have their tuition waived.

Public Institution of Higher Education (PIHE)
As outlined in the CCR-CCA, the discounted tuition rates apply to courses taken at public institutions of higher education. Private institutions are not covered under the law.

Dual Enrollment Eligibility
Frederick County Public School (FCPS) students are eligible for dual enrollment if they meet the following requirements:

• Currently enrolled in an FCPS high school
• Designated as junior or senior status
• Unweighted cumulative grade point average of 2.0 or better

Dual Enrollment – High School Based Program:
Frederick County Public Schools (FCPS), in partnership with Frederick Community College (FCC), provide students the opportunity to enroll in college courses that are taught at their high school. Students gain exposure to the academic challenges of college while remaining in their supportive high school environment. The courses are taught by qualified, college trained FCPS teachers.

Dual Enrollment - Open Campus:
FCPS high school students complete a college course on the college campus or through the college's virtual program. The course may be during or outside of the school day. Courses are taught by FCC faculty.

Dual Credit:
High school students may earn both high school and transcripted college credit for a college course that meets the curriculum requirements of the approved FCPS high school course. The course, credit and grade will be reflected on the student's high school transcript as well as the transcript provided by the college.

College Credit:
High school students earn transcripted college credit upon successful completion of the college course(s). The course and credit will appear on the transcript provided by the college. The course and credit will not appear on the high school transcript.
FCPS College and Career Readiness
Dual Enrollment Application Form

Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)

___ Ensure that all required forms are complete, correct and signed by student and parent/guardian.

___ Complete the college (PIHE) application for admission.

___ Complete this Dual Enrollment Application Form. **Open Campus Students:** All information must be verified and signed by the high school counseling office prior to submission to the college’s Office of Student Accounts.

___ Ensure that all diagnostic assessments/placement tests and paperwork (application, current transcript) required by PIHE are completed by the established deadlines

___ Pay tuition and fees and purchase required materials associated with the class. Students who do not pay or make payment arrangements by semester deadlines will be removed from class rosters.

___ Read and adhere to PIHE policies, procedures and code of conduct.

___ Provide your school counselor with a final grade report upon course completion.

___ Notify PIHE and FCPS if you drop a course. **Students who drop a course after the drop date will be invoiced by FCPS for any portion of tuition paid by FCPS.**

___ Monitor PIHE email account for notifications.

___ Pay full tuition rate for courses taken during the summer and developmental courses.

___ Ensure that you understand the eligibility implications associated with dual enrollment.

___ Complete and submit the appropriate paperwork each semester you choose to apply for dual enrollment. Forms cannot be submitted for the discounted tuition rate after the last day of the semester.

☐ My child is eligible for Free and Reduced Meals. (Students who meet the federal eligibility requirements for free and reduced meals will have the tuition waived. Charges for open-campus fees and books are not waived.

☐ I give my permission for the PIHE to provide grade reports to my/ my child’s high school counselor.

☐ I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to FCPS for considering this application and sharing the information provided herein with the necessary departments of ____________________ _for the purpose of registration in the dual enrollment program.

(Public Institution of Higher Education)

Student Signature: _________________________________________________ Date: _________________________

Parent/Guardian: __________________________________________________ Date: _________________________

Printed / Signature

*Completed applications for **High School Based Dual Enrollment** must be turned in to the counseling office.

*Completed applications for **Open Campus Dual Enrollment** must be presented to the college Registrar or Office of Student Accounts.

Be sure to keep a copy for your records.
### Course Title(s) of PIHE course(s) student intends to take:

<table>
<thead>
<tr>
<th>Course:</th>
<th>Course #</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Courses numbered below 100 are developmental courses which require a student to pay full tuition.

### Students seeking dual enrollment status must meet the following eligibility requirements:

- Currently enrolled in FCPS
- High school junior or senior status
- Unweighted, cumulative GPA of 2.0
- Enrolling in a credit-bearing college course during the academic year.
  (Summer courses do not qualify for tuition reduction)

**This signature certifies that all eligibility requirements are met and the student is approved for Dual Enrollment.**

<table>
<thead>
<tr>
<th>FCPS Staff Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed / Signature</td>
<td></td>
</tr>
</tbody>
</table>

Students who meet the federal eligibility requirements and qualify for Free and Reduced Meals will have the tuition waived. Charges for open-campus fees and books are not waived.
Free and Reduced Meal status must be verified **prior** to the student submitting this form to FCC.

**FARM Status Verified by School Staff:**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Printed Name / Initials / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4/2016
The Dual Enrollment Attendance Waiver is required for all students enrolled in a college course(s) during their normal school day.

Student Name:  
High School:  
College/University:  
School Year:  Semester:  

The Dual Enrollment Attendance Waiver serves as a temporary attendance waiver which provides for the release of students from the direct school supervision for a portion of the school day since they are enrolled in a college course(s).

We hereby make application for a temporary attendance waiver for dual enrollment purposes and agree to the following regulations: *Please initial each statement that applies.

☐ Open Campus Dual enrollment
  ___ The student shall provide transportation to and from the college.
  ___ The student shall leave the building at _____ a.m. / p.m. each day.
  ___ The student shall return to the building at _____ a.m. / p.m. each day.
  ___ Parents/guardians assume responsibility for the student upon release from school.

☐ High School Based
  ___ The student may leave the building at _____ a.m. / p.m. on non-class days.
  ___ The student may return to the building at ____ a.m. / p.m. on non-class days.
  ___ Parents/guardians assume responsibility for the student upon release from school.

__________________________________________________________  
Signature of Student / Date  
Printed Name of Parent  

__________________________________________________________  
Signature of Parent / Date

__________________________________________________________  
Printed Name of Staff Member  
Signature of Staff Member / Date

__________________________________________________________  
Printed Name of Principal  
Signature of Principal / Date
Dual Credit

Dual enrollment is an opportunity for high school students to enroll in a college course and simultaneously earn high school and college credit.

- Dual Credit can only be applied when students meet eligibility requirements for Dual Enrollment.
- Students must enroll in a college course that meets the curriculum requirements of an approved FCPS high school course.
- When a student requests Dual Credit and successfully passes the college course, the grade will appear on the high school transcript, will count toward the student’s high school credits necessary to earn a high school diploma and included on the high school transcript.
- Transcripted college credit is recorded on the transcript from the postsecondary institution and will be noted on the high school transcript.
- The college course taken for Dual Credit replaces the required high school course.
- Enrollment in a college course for Dual Credit requires approval from the high school principal and the appropriate FCPS curriculum specialist.
- Enrollment in a college course for college credit only required approval from the school principal but does not require approval of the curriculum specialist.
- A partnership between FCC and FCPS has facilitated the pre-approval of some FCPS courses for Dual Credit.
- If you are enrolling in one of the courses in the chart below, you are not required to submit a Request for Dual Credit form.

<table>
<thead>
<tr>
<th>FCC Course</th>
<th>FCPS Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101 English Composition</td>
<td>Math 212 Calculus III</td>
</tr>
<tr>
<td>English 102 English Composition &amp; Literature</td>
<td>BU 103 Introduction to Business</td>
</tr>
<tr>
<td>History 202 History of the United States</td>
<td>ACCT101 Principles of Accounting</td>
</tr>
<tr>
<td>Psychology 101</td>
<td>ACCT 102 Principles of Accounting II</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>School based with Financial Literacy Module</td>
</tr>
<tr>
<td>Biology 101</td>
<td>CIS 101 Introduction to Computers &amp; Information Processing</td>
</tr>
<tr>
<td>Chemistry 101</td>
<td>Open Campus without Financial Literacy Module</td>
</tr>
<tr>
<td>Math 130 College Algebra</td>
<td>CIS 190 Cisco Networking Fundamentals</td>
</tr>
<tr>
<td>Math 207 Elementary Statistics and Probability</td>
<td>CIS 191 Cisco Networking Router Technologies</td>
</tr>
<tr>
<td>Math 111 PreCalculus</td>
<td>CIS 192 Cisco Advanced Routing &amp; Switching Technologies</td>
</tr>
<tr>
<td>Math 131 Trigonometry with Analytic Geometry</td>
<td>CIS 193 Cisco Project-Based Learning</td>
</tr>
<tr>
<td>Math 206 Elementary Statistics</td>
<td>CIS 170 Computer Network Security</td>
</tr>
<tr>
<td>Math 210 Calculus I</td>
<td>CMM 152 Digital Studio Production</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Math 211 Calculus II</td>
<td>Latin 202</td>
</tr>
</tbody>
</table>
**Dual Credit Intent Form**

Student Name: ____________________________  FCPS Student ID#: ________
High School: ______________________________  Grade: __________________
School Counselor: _________________________
College/University: ________________________
School Year: __________  Semester: __________

<table>
<thead>
<tr>
<th>College Course Title:</th>
<th>Course #</th>
<th>FCPS Course Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I am NOT applying for Dual Credit (high school and college credit) for the course listed above.

☐ I am applying for Dual Credit (high school and college credit) for the course listed above.

Initial each of the statements to indicate you have read them and understand them.

☐ I understand that enrolling in a college course for Dual Credit means that the grade I earn will be printed on my high school transcript and will be included in the calculation of my GPA.

☐ I understand that an Application for Dual Credit must be approved by the school principal.

☐ I agree to grant the college permission to send grade reports to my school counselor.

☐ I understand that my grades for the college course will not be accessible via TAC, but I will have access to monitor my grades through my college account.

______________________________  ______________________________
Signature of Student/Date        Printed Name of Parent

______________________________
Signature of Parent/Date

______________________________  ______________________________
Printed Name of School Counselor  Signature of School Counselor/Date
Application for Dual Credit

**This form is ONLY REQUIRED for those courses not included on the list of approved courses.**
See your school counselor for additional information.

Student Name: ____________________________ (Please Print)

High School: ____________________________ (Please Print)

Title/Number of high school course: ____________________________ / (Please Print)

Title/Number of college course: ____________________________ / (Please Print)

Purpose for taking course/requesting high school credit: (Please Print)

________________________________________________________________________

________________________________________________________________________

***A copy of the course description as printed in the college course catalogue must be attached to this request.

Signature of Student/Date ____________________________ Printed Name of Parent ____________________________

Phone: ____________________________ Signature of parent/guardian/Date ____________________________

Printed Name of Principal ____________________________ Signature of Principal/Date ____________________________

To be completed by FCPS Curriculum Specialist

Curriculum Specialist: Please send a completed copy back to the school and one to Lisa Bostic.

FCPS Curriculum Specialist/ Subject Area:

Title/number of high school course: ____________________________

Title/number of college course: ____________________________

☐ I approve the application for dual credit for the course listed above

☐ I do not approve the application for dual credit for the course listed above

☐ This course qualifies for a weighted grade.

__________________________ Signature of Curriculum Specialist

***It is the responsibility of the student to ensure that prospective colleges accept credits earned through dual enrollment.