

Stockbridge High School Dual Enrollment Process

The steps for finalizing dual enrollment vary based upon the post-secondary institution you plan on attending. Once the student has obtained a dual enrollment qualifying test score and course approval from the principal, these guidelines will be used to award credit:

1. Application and admission to the post-secondary institution is the responsibility of the student. If a student does not have qualifying SAT or PSAT scores for college course placement purposes, the student must take/pass the required college placement exam(s) prior to college course registration.
2. The student must provide his or her own transportation to their class.
3. The student is responsible for the initial cost their books. A reimbursement process is in place for students who successfully complete their class at the end of the semester, as long as the maximum amount covered hasn't been reached.
4. The student is responsible to ensure the post-secondary institution reports the grade and credit to the high school in a timely fashion. Dual enrollment classes will count toward graduation credit but will NOT be calculated in a student's grade point average. Grading for all dual enrollment classes will be on a pass "P", no credit "NC" basis.
5. Tuition of the course(s) will be paid by the school district upon receiving a bill from the post-secondary institution itemizing the charges for a student's participation in a particular course(s) up to a certain amount. **ALL STUDENTS MUST REPAY THE SCHOOL FOR A COURSE TAKEN FOR POST-SECONDARY CREDIT IF NOT SUCCESSFULLY COMPLETED!**
6. Credit may be used for both high school and college purposes this is up to the student to designate what type of credit they wish to earn. Students must be aware of the caps on dual enrollment now in place. **Students may take up to 10 total courses.**
 - a. Grade 9 – not more than two each year for the first three years they participate and four in their fourth year of participation.
 - b. Grade 10 – not more than two courses the first year and not more than four courses during the second and third academic years.
 - c. Grade 11 or 12 – not more than six courses during either of those academic years (though for a maximum of 10 courses between both years).

I have reviewed the information above as well as the guidance office dual enrollment facts linked [HERE](#) and give my son/daughter permission to participate in this program.

Parent Signature/Date

Student Signature/Date