



## Montgomery Public Schools Academic Dual Enrollment for Dual Credit (DE/DC) Guidance Packet 2021-2022 School Year

Montgomery Public Schools (MPS) maintains academic DE/DC partnerships with the following postsecondary institutions:

[Alabama State University](#), [Auburn University \(Auburn First\)](#),  
[Auburn University at Montgomery](#), [Faulkner University](#),  
[South University](#), [Trenholm State Community College](#),  
[Troy University \(ACCELERATE\)](#), and [the University of Alabama Early College](#)

### **General Information**

- Dual Enrollment (DE) occurs when a student is enrolled in a college-level course while still in high school. **College credit is earned and recorded on college transcript only.**
- Dual Enrollment for Dual Credit (DE/DC) courses allow students to earn both high school and college credit at the same time. **These credits are recorded on both high school and college transcripts.**
- Any MPS high school student who is interested in participating in academic DE/DC courses must consult with his/her high school counselor and must have prior, written approval from his/her principal before enrolling in dual credit courses.
- **Any student athlete who is interested in participating in academic DE/DC coursework must meet and consult with his/her high school counselor and athletic director to review related NCAA requirements.**

### **Student Eligibility/Qualifications**

- Students eligible to apply and enroll in this program must be able to meet the entrance requirements established by the institutions of higher education, have a “B” average in completed high school courses, and have written approval of the principal and the superintendent.
- This program is open to all students in grades 10, 11, and 12. In accordance with Chapter 290-080-090.17 of the Administrative Code, exceptions may be made by the participating postsecondary institution for gifted and talented students enrolled in grades below grade 10 upon the recommendation of the high school principal and the superintendent.
- **Students who meet the criteria for initial admission for a DE/DC program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.** 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. 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 grade point average requirements. (ALSDE May 2019)

- Failing a DE/DC course will cause the student to not receive college credit as well as equivalent high school credit. Course grade information received from the university will be recorded on high school and college transcripts.
- Placement in a high school level credit course will be guaranteed only for students withdrawing from a DE/DC course within four weeks of the start of the semester. Students who miss high school coursework as a result of DE/DC participation will be required to complete any missed assignments. It is the **responsibility of the student/parent to make sure proper postsecondary withdrawal procedures have been followed and proper documentation is given to the high school counselor**. Withdrawing after four weeks from the start of the semester may result in a loss of credit for that course. Course grade information received from the postsecondary institution will be recorded on the student's high school transcript.
- **Note: Any student who withdraws from a DE/DC course prior to the end of the academic term must provide official withdrawal documentation to his/her high school counselor to ensure that his/her schedule is adjusted and graduation requirements are met.**

#### DE/DC Courses

- Eligible MPS students may participate in up to 4 approved DE/DC courses per academic school year (August – July). No more than 2 DE/DC courses may be taken during a semester.
- Student high school DE/DC course replacement/selection will be based on approved MPS DE/DC course list.
- Dual enrollment for dual credit courses offered by the postsecondary institution shall be of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject-matter. Course curricula will not be modified. (ALSDE Updated May 2019)
- Courses may be offered after normal high school hours during the week day, on weekends, or in the summer. (MPS Policy Manual Feb. 2019) High school students may enroll in courses offered during the normal school day on or off the high school campus only with prior permission of the principal, the superintendent, and the applicable postsecondary institution president.
- Courses at the postsecondary institution may not conflict with the student's regular high school schedule.
- Upon completion of DE/DC courses, students must provide the high school with the final course grade. Evidence: official copy of student college/postsecondary transcript **or** official grade report from college/postsecondary.

#### DE/DC Weighted Courses

- Grading in Advanced Placement (AP)/Dual Enrollment courses taken for dual credit is the same as in all other courses. Grades, however, are to be weighted for purposes of honor roll, eligibility for honor clubs, rank in class, and GPA. That is, for example, A is to be one (1) point higher than a regular A; B is to be weighted as A; C is to be weighted as B; D is to be weighted as C; "Fs" are not to be weighted. A student who is enrolled in an AP or Dual Enrollment course must complete the entire scope and sequence of the course to fulfill requirements for graduation.

### Course Transferability

- It is very important for high school students who are planning to earn college credit through dual enrollment to consider the transferability of credits to the postsecondary institution that they plan to attend after high school. **Students/Parents are strongly encouraged to confirm earned credit transferability with the college that they plan to attend after graduation from high school prior to dual enrollment registration.** STARS Transfer Guide System: [http://stars.troy.edu/how\\_to\\_use\\_stars.html](http://stars.troy.edu/how_to_use_stars.html)

### Transportation

- Transportation is the responsibility of the parent or guardian of the student unless otherwise assumed by the LEA. If not assumed by the LEA, all costs associated with student transportation, including automobile insurance, traffic tickets, etc., would accrue to the student. The postsecondary institution or MPS assumes no responsibility or liability for students during the times they are commuting to the DE or DE/DC site. [Reference: Ala. Code 290-3-1-.02(11) MPS Policy 7.7]

### Tuition, Textbooks, and Other Fees

- Tuition, textbooks, and other applicable fees for all academic dual enrollment courses are the responsibility of the students and/or their parents. A student who participates in the academic DE/DC program will be required to pay regular tuition as required by the postsecondary institution unless awarded an MPS DE/DC scholarship or other scholarship.
- All questions about tuition should be directed to the postsecondary institution. Course tuition varies by institution.
- Ask your high school counselor about scholarship opportunities.

### Getting Started

- Schedule a meeting with high school counselor to discuss eligibility and establish college/course options from MPS approved course replacement/selection list.
- Contact postsecondary representative and review application/enrollment guidance/deadlines for postsecondary institutions through which course(s) may be taken.
- Complete the MPS academic DE/DC approval form and submit to high school counselor for consideration and principal approval prior to registering for any DE/DC course(s). **Courses taken through postsecondary institutions may not conflict with the student's regular high school schedule.**
- Upon receiving MPS approval, consult with postsecondary institution representative to successfully complete application/enrollment/registration process. Complete and submit DE/DC scholarship and student driver forms as needed.
- Provide high school counselor with proof of college course enrollment (e.g. college course schedule) no later than 7 days after enrolling in college course(s).

**Course Information**

Below is a listing of approved MPS academic DE/DC replacement courses.  
*(Courses subject to change and space availability.)*

General Education Courses 2021-2022 MPS Academic DE/DC Approved Course List				
<b>Alabama High School Graduation Requirement</b>	<b>Equivalent College Courses: ENGLISH LANGUAGE ARTS</b>			
<b>English 11 1 Credit</b>	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>ENG 131 <u>Eng. Comp. I</u></b>	<b>ENGL 1100 <u>Eng. Comp. I</u></b>	<b>ENGL 1010 <u>Eng. Comp. I</u></b>	<b>EH 1301 <u>Eng. Comp. I</u> (A grade of C or higher is required to pass this course.)</b>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<b>ENG1100 <u>Comp. I</u></b>	<b>ENG 0101 <u>Eng. Comp. I</u></b>	<b>ENG 1101 <u>Eng. Comp. I</u></b>	<b>EN 101 <u>Eng. Comp. I</u></b>
<b>English 12 1 Credit</b>	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>ENG 131 <u>Eng. Comp. I</u> <b>OR</b> ENG 132 <u>Eng. Comp. II</u></b>	<b>ENGL 1100 <u>Eng. Comp. I</u> <b>OR</b> ENGL 1120 <u>Eng. Comp. II</u></b>	<b>ENGL 1010 <u>Eng. Comp. I</u> <b>OR</b> ENGL 1020 <u>Eng. Comp. II</u></b>	<b>EH 1301 <u>Eng. Comp. I</u> <b>OR</b> EH 1302 <u>Eng. Comp. II</u> (A grade of C or higher is required to pass these courses.)</b>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<b>ENG1100 <u>Comp. I</u> <b>OR</b> ENG1200 <u>Comp. II</u></b>	<b>ENG 0101 <u>Eng. Comp. I</u> <b>OR</b> ENG 102 <u>Eng. Comp. II</u></b>	<b>ENG 1101 <u>Eng. Comp. I</u> <b>OR</b> ENG 1102 <u>Eng. Comp. II</u></b>	<b>EN 101 <u>Eng. Comp. I</u> <b>OR</b> EN 102 <u>Eng. Comp. II</u></b>

- All prerequisite courses must be completed prior to participation in DE/DC courses.
- Please be aware there may be additional postsecondary requirements/prerequisites per school.

**General Education Courses  
2021-2022 MPS Academic DE/DC Approved Course List**

Alabama High School Graduation Requirement	Equivalent College Courses: MATHEMATICS			
<b>4<sup>th</sup> Math 1 Credit</b>	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>MAT 137</b> <u>Pre-Cal. Alg.</u>	<b>MATH 1000</b> <u>College Alg.</u> <b>MATH 1120</b> <u>Pre-Cal. Alg.</u> <b>MATH 1130</b> <u>Pre-Cal. Trig.</u> <b>MATH 1150</b> <u>Pre-Cal. Alg.</u> <u>&amp; Trig.</u> <b>MATH 1610</b> <u>Calculus</u>	<b>MATH 1100</b> <u>Finite Math</u> <b>MATH 1120</b> <u>Pre-Cal. Alg.</u> <b>MATH 1150</b> <u>Pre-Cal. Alg.</u> <u>&amp; Trig.</u> <b>MATH 1610</b> <u>Calculus I</u>	<b>MH 1338</b> <u>Finite Math</u> <b>MH 1340</b> <u>Pre-Cal. Alg.</u>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<b>MAT 2000</b> <u>Pre-Calculus</u> <b>MAT 2058</b> <u>Statistics</u> <b>MAT 2101</b> <u>Calculus I</u> <b>MAT 2102</b> <u>Calculus II</u>	<b>MTH 110</b> <u>Finite Math</u> <b>MTH 112</b> <u>Pre-Cal. Alg.</u>	<b>MTH 1110</b> <u>Finite Math</u> <b>MTH 1112</b> <u>Pre-Cal. Alg.</u> <b>MTH 1114</b> <u>Pre-Cal. Trig.</u> <b>MTH 1125</b> <u>Calculus I</u> <b>MTH 1126</b> <u>Calculus II</u> <b>MTH 2227</b> <u>Calculus III</u> <b>STAT 2210</b> <u>Elem. Stats.</u>	<b>MATH 110</b> <u>Finite Math</u> <b>MATH 112</b> <u>Pre-Cal. Alg.</u> <b>MATH 113</b> <u>Pre-Cal. Trig.</u> <b>MATH 115</b> <u>Pre-Cal. Alg.</u> <u>&amp; Trig.</u> <b>MATH 121</b> <u>Calculus –</u> <u>Business Majors</u> <b>MATH 125</b> <u>Calculus I</u> <b>MATH 126</b> <u>Calculus II</u> <b>MATH 227</b> <u>Calculus III</u>

- All prerequisite courses must be completed prior to participation in DE/DC courses.
- Please be aware there may be additional postsecondary requirements/prerequisites per school.
- **Pre-Cal must be passed before taking Cal I.**
- **Cal I must be passed before taking Cal. II.**
- **Cal II must be passed before taking Cal. III.**

**General Education Courses  
2021-2022 MPS Academic DE/DC Approved Course List**

Alabama High School Graduation Requirement	Equivalent College Courses: SCIENCE			
Science 3 and/or Science 4 1 Credit	Alabama State University	Auburn University Auburn First	Auburn University at Montgomery	Faulkner University
	N/A	<b>BIOL 1020</b> <u>Princ. of Bio.</u> <b>GEOL 1100</b> <u>Dynamic Earth</u>	<b>BIOL 1010/1011</b> <u>Princ. of Bio. I</u> <b>BIOL 2100/2111</b> <u>Human Anatomy &amp; Physiology</u> <b>BIOL 2110/2111</b> <u>Human Anatomy &amp; Physiology II</u> <b>BIOL 2010/2011</b> <u>Gen. Microbiology</u> <b>CHEM 1100/1101</b> <u>College Chem. I</u> <b>CHEM 1200/1201</b> <u>College Chem. II</u> <b>PSCI 1300/1301</b> <u>Earth Science</u> <b>PSCI 1100/1101</b> <u>Intro. To Phys. Science</u> <b>PHYS 2100/2101</b> <u>Gen. Physics with Cal. I</u> <b>PHYS 2200/2201</b> <u>Gen. Physics with Cal. II</u>	<b>BIO 1301/1101</b> <u>Princ. of Bio. I</u> <b>BIO 1302/1102</b> <u>Princ. of Bio. II</u> <b>BIO 1319/1119</b> <u>Environ. Sci.</u> <b>BIO 2393/2193</b> <u>Human Anatomy &amp; Physiology I</u> <b>BIO 2394/2194</b> <u>Human Anatomy &amp; Physiology II</u> <b>CHM 3111/1111</b> <u>Gen. Chem. I</u> <b>CHM 1312/1112</b> <u>Gen Chem. II</u> <b>PHY 1304/1104</b> <u>Princ. of Phys. Science I</u> <b>PHY 1305/1105</b> <u>Princ. of Phys. Science II</u> <b>PHY 1371/1171</b> <u>Gen. Physics I</u> <b>PHY 1372/1172</b> <u>Gen. Physics II</u> <b>PHY 2311/2111</b> <u>Univ. Physics I</u> <b>PHY 2312/2112</b> <u>Univ. Physics II</u>
	South University	Trenholm State Community College	Troy University ACCELERATE	University of Alabama Early College
	<b>BIO1011/1012</b> <u>Anatomy &amp; Physiology I &amp; lab</u> <b>BIO1013/1014</b> <u>Anatomy &amp; Physiology II &amp; lab</u>	<b>BIO 101</b> <u>Intro. To Bio. I</u> <b>BIO 102</b> <u>Intro. To Bio. II</u> <b>BIO 103</b> <u>Princ. of Bio. I</u> <b>BIO 104</b> <u>Princ. of Bio. II</u>	<b>BIO 1100/L100</b> <u>Intro. to Bio. I</u> <b>BIO 1101/L101</b> <u>Intro. to Bio. II</u> <b>BIO 3347/L347</b> <u>Human Anatomy &amp; Physiology</u> <b>BIO 3348/L348</b>	<b>AY 101/102</b> <u>Intro.to Astron.</u> <b>BSC 108</b> <u>Intro to Bio – Cellular</u> <u>Non Major</u> <b>BSC 109</b>

	<b>BIO1020-</b> <u>Biology I</u> <b>BIO1021</b> Biology II <b>BIO2015</b> <u>Human Patho.</u> <b>BIO2070/2073</b> <u>Microbiology &amp;</u> <u>Lab</u> <b>CHM1010</b> <u>Gen. Chem.</u>	<b>BIO 201</b> <u>Human Anatomy</u> <u>&amp; Physiology I</u> <b>BIO 202</b> <u>Human Anatomy</u> <u>&amp; Physiology II</u>	<u>Human Anatomy</u> <u>&amp; Physiology II</u> <b>BIO 3372/L372</b> <u>General</u> <u>Microbiology</u> <b>CHM 1115/L115</b> <u>Intro. to Inorganic</u> <u>Chemistry</u> <b>CHM 1142/L142</b> <u>College Chem. I</u> <b>CHM 1143/L143</b> <u>College Chem. II</u> <b>SCI 2234/L234</b> <u>Physical Science</u> <b>SCI 2233/L233</b> <u>Physical Science II</u> <b>PHY 2252/L252</b> <u>Gen. Physics I –</u> <u>Trig-Based</u> <b>PHY 2253/L253</b> <u>Gen. Physics II –</u> <u>Trig-Based</u> <b>PHY 2262/L262</b> <u>Gen. Physics with</u> <u>Cal I</u> <b>PHY 2263/263</b> <u>Gen. Physics with</u> <u>Cal II</u>	<u>Intro to Bio –</u> <u>Human</u> <u>Non Major</u> <b>BSC 114:115</b> <u>Prin. of Bio. I</u> <b>BSC 116:117</b> <u>Prin. of Bio. II</u> <b>CH 100</b> <u>Gen. Chem I.</u> <b>CH 101</b> <u>Gen. Chem.</u> <b>CH 102</b> <u>Gen. Chem.</u> <b>CH 104</b> <u>Intro. Chem.</u> <b>CH 105</b> <u>Intro. Organic</u> <u>Chem.</u> <b>GEO 101</b> <u>Dynamic Earth</u> <b>GEO 102</b> <u>Earth through</u> <u>Time</u> <b>GEO 103</b> <u>Intro Ocean.</u> <b>GEO 104</b> <u>Hazardous Earth</u> <b>GY 101</b> <u>Atmos. Proc &amp;</u> <u>Patterns</u> <b>GY 102</b> <u>Earth Surface</u> <u>Proc.</u> <b>PH 101</b> <u>Gen Physics I</u> <b>PH 102</b> <u>Gen Physics II</u> <b>PH 105</b> <u>Gen. Physics</u> <u>w/Cal I</u>
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- All prerequisite courses as designated by the enrolling college must be completed prior to participation in DE/DC courses.
- Please be aware there may be additional postsecondary requirements/prerequisites per school.
- **Note: There are additional fees associated with science courses with labs.**

**General Education Courses  
2021-2022 MPS Academic DE/DC Approved Course List**

<b>Alabama High School Graduation Requirement</b>	<b>Equivalent College Courses: SOCIAL STUDIES</b>			
<b>United States History I</b> 1 credit	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>HIS 251</b>		<b>HIST 2010</b>	<b>HY 1301</b>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<b>HIS 1101</b>	<b>HIS 201</b>	<b>HIS 1111</b>	<b>HY 103</b>
<b>United States History II</b> 1 credit	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>HIS 252</b>		<b>HIST 2020</b>	<b>HY 1302</b>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<b>HIS 1102</b>	<b>HIS 202</b>	<b>HIS 1112</b>	<b>HY 104</b>
<b>United States Government</b> .5 credit <i><u>*DEDC students must contact the high school for Civics exam information. Passing the Civics exam is a state graduation requirement.</u></i>	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>POS 207</b> <u>American Gov.</u>	<b>POLI 1090</b> <u>American Gov.</u> <b>ECON 2020</b> <u>Microecon.</u>	<b>POLS 2020</b> <u>American National Gov.</u> <b>ECON 2020</b> <u>Princ. of Macroecon.</u> <b>ECON 2010</b> <u>Princ. of Microecon.</u>	<b>PS 2308</b> <u>American Constitutional Gov.</u> <b>BA 2303</b> <u>Macroecon.</u> <b>BA 2304</b> <u>Microecon.</u>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<b>POL2076</b> <u>American Gov.</u> <b>ECO2071</b> <u>Princ. of Microecon.</u> <b>ECO2072</b> <u>Princ. of Macroecon.</u>	<b>N/A</b>	<b>POL 2241</b> <u>American National Gov.</u> <b>ECO 2251</b> <u>Princ. of Macroecon.</u> <b>ECO 2252</b> <u>Princ. of Microecon.</u>	<b>PSC 101</b> <u>Intro. To Amer. Politics</u> <b>EC 110</b> <u>Princ. of Microecon.</u> <b>EC 111</b> <u>Princ. of Macroecon.</u>
<b>Economics</b> .5 credit				

- All prerequisite courses must be completed prior to participation in DE/DC courses.
- Please be aware there may be additional postsecondary requirements/prerequisites per school.



**General Education Courses  
2021-2022 MPS Academic DE/DC Approved Course List**

<b>Alabama High School Graduation Requirement</b>	<b>Equivalent College Courses: Foreign Language/Art</b>			
<b>1 Credit</b>	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<b>ART 131</b> <u>Art. Apprec.</u> <b>MUS 121</b> <u>Music Apprec.</u>	<b>FLSP 1010</b> <u>Elem. Sp. I</u> <b>FLSP 1020</b> <u>Elem. Sp. II</u>	<b>SPAN 1010</b> <u>Intro. Sp. I</u> <b>SPAN 1020</b> <u>Intro. Sp. II</u>	<b>SP 1301</b> <u>Sp. I</u> <b>SP 1302</b> <u>Sp. II</u> <b>FR 1311</b> <u>Fr. I</u> <b>FR 1312</b> <u>Fr. II</u>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<u>N/A</u>	<b>ART 100</b> <u>Art Apprec.</u> <b>MUS 101</b> <u>Music Apprec.</u>	<b>SPN 1141</b> <u>Intro. Sp. I</u> <b>SPN 1142</b> <u>Intro. Sp. II</u> <b>SPN 2241</b> <b>FRN 1101</b> <u>Intro. Fr. I</u> <b>FRN 1102</b> <u>Intro. Fr. II</u>	<b>ARH 151</b> <u>Intro to Visual Arts</u> <b>SP 101</b> <u>Intro. Sp. I</u> <b>SP 102</b> <u>Intro. Sp. II</u> <b>FR 101</b> <u>Elem. Fr. I</u> <b>FR 102</b> <u>Elem. Fr. II</u>

- All prerequisite courses must be completed prior to participation in DE/DC courses.
- Please be aware there may be additional postsecondary requirements/prerequisites per school.

**General Education Courses  
2021-2022 MPS Academic DE/DC Approved Course List**

<b>Alabama High School Graduation Requirement</b>	<b>Equivalent College Courses: Electives</b>			
1 Credit	<b>Alabama State University</b>	<b>Auburn University Auburn First</b>	<b>Auburn University at Montgomery</b>	<b>Faulkner University</b>
	<u>N/A</u>	<b>PSYC 2010</b> <u>Intro. to Psych.</u> <b>SOCI 1000</b> <u>Sociology</u> <u>Global</u> <u>Perspectives</u>	<b>PSYC 2110</b> <u>Intro Psych.</u> <b>SOCI 2000</b> <u>Intro Soc.</u>	<b>PY 1310</b> <u>Intro. to Psych.</u> <b>SY 2328</b> <u>Intro. to Soc.</u>
	<b>South University</b>	<b>Trenholm State Community College</b>	<b>Troy University ACCELERATE</b>	<b>University of Alabama Early College</b>
	<u>N/A</u>	<u>N/A</u>	<b>PSY 2200</b> <u>Intro. to Psych.</u> <b>SOC 2275</b> <u>Intro. to Soc.</u>	<b>PY 101</b> <u>Intro. to Psych.</u> <b>SOC 101</b> <u>Intro. to Soc.</u>

- All prerequisite courses must be completed prior to participation in DEDC courses.
- Please be aware there may be additional postsecondary requirements/prerequisites per school.

**Policy & Forms**

Montgomery County Board of Education

Instructional Program

Policy Manual  
February 26, 2019

Adopted

7.7 Dual Enrollment The Alabama State Board of Education has authorized each local board of education, the State Department of Education, and the Department of Postsecondary Education to establish a program whereby high school students may enroll in postsecondary institutions in order to dually earn credits for a diploma/degree at both the high school and participating postsecondary levels. Courses may be offered after normal high school hours during the week day, on weekends, or in the summer. High school students may enroll in courses offered during the normal school day on or off the high school campus only with prior permission of the principal, the superintendent, and the applicable postsecondary institution president. If courses are offered off the high school campus during the school day, board of education policies shall address parent permission and travel.

Students eligible to apply and enroll in this program must be able to meet the entrance requirements established by the institutions of higher education, have a "B" average in completed high school courses, and have written approval of the principal and the superintendent.

This program is open to all students in grades 10, 11, and 12. In accordance with Chapter 290-080-090.17 of the Administrative Code, exceptions may be made by the participating postsecondary institution for gifted and talented students enrolled in grades below grade 10 upon the recommendation of the high school principal and the superintendent. The Montgomery County Board of Education permits dual enrollment/dual credit under the rules of the Alabama Department of Education and Southern Association of Colleges and Schools and in conformance with appropriate policies and procedures of Montgomery Public Schools.

Transportation is the responsibility of the parent or guardian of the student unless otherwise assumed by the LEA. If not assumed by the LEA, all costs associated with student transportation, including automobile insurance, traffic tickets, etc., would accrue to the student. The postsecondary institution or MPS assumes no responsibility or liability for students during the times they are commuting to the DE or DE/DC site. [Reference: Ala. Admin. Code 290-3-1-.02(11)]



**Montgomery Public Schools (MPS)**

**Academic Dual Enrollment for Dual Credit (DE/DC) Approval Form**

Complete form for the entire 2021-2022 academic school year (August – July).

(Circle all that apply) Semester: Fall Spring Summer Term: 1 2 3 4 5

Student name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
 Parent name \_\_\_\_\_ Parent phone \_\_\_\_\_  
 Parent email \_\_\_\_\_ Student email \_\_\_\_\_

**Postsecondary Institution - Circle all that apply.**

Alabama State Univ.	Auburn Univ.	Auburn Univ. at Montgomery	Faulkner Univ.
South Univ.	Trenholm State Comm. Coll.	Troy Univ.	Univ. of Alabama

**My signature indicates that I have read, understand, and agree to the conditions in the MPS Academic DE/DC Guidance Packet.**

Student \_\_\_\_\_ Parent \_\_\_\_\_  
Postsecondary (DE/DC) Course (Circle Sem/Term) Alabama H S Grad. Req. Replaced

**Sem: Fall Spr Sum/Term: 1 2 3 4 5**

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**Sem: Fall Spr Sum/Term: 1 2 3 4 5**

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**Sem: Fall Spr Sum/Term: 1 2 3 4 5**

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**Sem: Fall Spr Sum/Term: 1 2 3 4 5**

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**Authorized Signatures**

I hereby agree that the above student has a "B" average in completed high school courses and has met all other enrollment criteria for Dual Enrollment and is granted permission to enroll in the course(s) listed above at the Dual Enrollment provider indicated above.

**Principal's Signature/Date:** \_\_\_\_\_

**RELEASE OF RECORDS**

I authorize \_\_\_\_\_ (Name of Community College/University) to release my academic record each semester/term to my MPS high school and MPS district personnel. This release is counter signed by my parent or legal guardian if I am less than 18 years of age. This release shall remain in effect until I provide written notice to discontinue the release. I understand that I am subject to the Federal Education Rights and Privacy Act of 1974 (FERPA).

**Student Signature/Date** \_\_\_\_\_ **Parent Signature/Date** \_\_\_\_\_



## Montgomery Public Schools (MPS)

### Academic Dual Enrollment for Dual Credit (DE/DC) Scholarship Form (Title IV)

Complete form for the entire 2021-2022 academic school year (August – July).

**(Circle all that apply) Semester: Fall Spring Summer Term: 1 2 3 4 5**

Student name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent name \_\_\_\_\_ Parent phone \_\_\_\_\_

Parent email \_\_\_\_\_

Student email \_\_\_\_\_

Alabama State Univ.	Auburn Univ.	Auburn Univ. at Montg.	Faulkner Univ.
South Univ.	Trenholm State Comm. Coll.	Troy Univ.	Univ. of Alabama

**Course(s) to be taken:**

Approved DE/DC Course(s)

Alabama High School Grad. Req. Replaced


**Scholarship Details:**

- Tuition scholarships are available for students who are taking academic DE/DC courses through the postsecondary institutions listed above and are NOT receiving scholarship funds from other sources (including the state CTE funding).
- Scholarship funds are available for up to 2 DE/DC courses per semester not to exceed 4 courses per academic school year (August – July).
- Scholarship funds are applicable for academic DE/DC courses with prior approval.
- **Scholarship funds cover tuition only.** \$450.00 maximum for 1 course/\$1,800.00 maximum per academic school year (August – July) for up to 4 courses. Textbooks and any additional fees are the responsibility of the student.
- Scholarship funds for tuition will be paid directly to the postsecondary, not to the student.
- Students **must earn a minimum grade of a “C” in each** completed course. Students who do not maintain good academic standing and complete coursework may be subject to repayment of scholarship funds.
- Scholarships are open to all MPS students who meet the eligibility requirements listed in the MPS Policy Manual, Academic DE/DC Guidance Packet, and the scholarship details listed above.
- Students awarded scholarships must provide proof of postsecondary enrollment before being added to the high school’s scholarship cohort list.
- Scholarship and approval forms must be submitted to high school counselor no later than the school’s identified deadline(s).
- Students receiving scholarships must ensure MPS high school counselor receives DE/DC course grades.

**Your signature below indicates that you have read, understand, and agree with the above stated details.**

Student/Date \_\_\_\_\_ Parent/Date \_\_\_\_\_

## Montgomery Public Schools (MPS)

### Academic Dual Enrollment for Dual Credit (DE/DC) Student Driver Form

Complete form for the entire 2021-2022 academic school year (August – July).

Student name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
 Parent name \_\_\_\_\_ Parent phone \_\_\_\_\_  
 Parent email \_\_\_\_\_ Student email \_\_\_\_\_

**Zone School: (Circle one)**

Booker T. Washington	Brewbaker Technology	George W. Carver	Jefferson Davis
Loveless Academic (LAMP)	Sidney Lanier	Robert E. Lee	Park Crossing

**Destination: (Circle one)**

Alabama State Univ.	Auburn Univ. at Montg.	Faulkner Univ.
South University	Trenholm State Comm. Coll.	

**Reason for Driving:** Transportation between PSI and zone school

\*Driver's license State: \_\_\_\_\_ Number: \_\_\_\_\_

**Vehicle Information**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color of vehicle: \_\_\_\_\_ Tag number: \_\_\_\_\_ State: \_\_\_\_\_

\*Insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

**Terms and Conditions**

1. I agree to drive to the above mentioned destination without making unauthorized stops.
2. I agree to park in the approved spaces at the above mentioned destination.
3. I agree I will not transport any passengers.
4. I understand any violation of these terms and conditions may result in having driving privileges revoked.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Permission and Release**

I, \_\_\_\_\_, give permission for my child to drive to the above mentioned destination and hereby release Montgomery Public Schools from any and all liabilities.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

\*Attach a copy of driver's license and proof of insurance