

Open Campus Dual Enrollment Student Packet

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 transcribed college credit upon successful completion of the college course(s).

Dual Credit

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

College Credit

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

Dual Credit

High school students may earn both high school and transcribed 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.

Dual Enrollment Packet contents:

- Definitions
- Dual Enrollment – Open Campus Application
- Dual Enrollment Attendance Waiver
- Dual Credit Definition and Approved Courses
- Dual Credit Intent Form
- Dual Credit Application

Admission Requirements:

Eligible students seeking admission to courses offered through the dual enrollment program must:

- Complete a PIHE Dual Enrollment Application;
- Complete the PIHE 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 PIHE; and
- Provide confirmation and information regarding eligibility for Free and Reduced Meal

Paperwork required:

- _____ College and Career Readiness PIHE Dual Enrollment Application
- _____ Dual Enrollment Attendance Waiver Application
- _____ Dual Credit Intent Form
- _____ Dual Credit Application (if requesting high school credit for college course)
- _____ Proof of enrollment from the college/public institution of higher education
- _____ Proof of payment from the college/PIHE

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 transcribed 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 transcribed 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.

**College and Career Readiness
Public Institution of Higher Education (PIHE)
Open Campus Dual Enrollment Application Form**

Effective July 1, 2013, as defined by Maryland Senate Bill 740, tuition for students who are dually enrolled in a secondary school in the state of Maryland and an institution of higher education will be subsidized and, in some instances, completely paid for by the local education agency (K-12 school system). Fees and other charges from the institution of higher education are the responsibility of the student/parents. Students seeking dual enrollment status must meet the following eligibility requirements:

- High school junior or senior status
- Unweighted, cumulative GPA of 2.0
- Currently enrolled in FCPS

Student Name: _____ FCPS Student ID# _____
High School: _____ Grade: _____
PIHE: _____ PIHE ID# _____ (if known)

Student Responsibilities (Please initial):

- _____ Ensure that all information to be completed by student and parent/guardian is complete and correct.
- _____ Complete the PIHE application for admission.
- _____ Ensure that all diagnostic assessments/ placement tests and paperwork (application, current transcript) required by the PIHE are completed by the established deadlines.
- _____ Upon course completion, provide your school counselor with a grade report for the course taken.
- _____ Payment of all fees and costs of textbooks and materials for the enrolled class.
- _____ Awareness of the PIHE policies and procedures, including payment due dates, code of conduct, emergency closings, etc.
- _____ Notifying the PIHE and FCPS if a course is dropped.
- _____ Monitoring PIHE email account for notifications.
- _____ Understand that per FCPS Regulation 400-32, "It is an expectation that students will pay all outstanding financial obligations by the end of the school year." Any outstanding tuition due to the PIHE would be considered a financial obligation and may result in the denial of transcripts, participation in commencement activities and/or any end-of year activities.
- _____ Accepting responsibility for 90% of the discounted tuition rate (75% of the normal tuition charge) for classes taken at a PIHE. For instance, if the normal tuition rate is \$400, then the student would be responsible for \$270 (90% of \$300). Students who qualify for Free and Reduced Meals will have their tuition waived. *FCC will discount all credit-bearing courses but other institutions may only discount the first four courses.
- _____ Understand that I must enroll in credit-bearing courses to qualify for tuition at a discounted rate or a tuition waiver. I am aware that I must pay the full tuition costs for a developmental course (course number below 100 indicates a developmental course).

This form must be completed and presented to the PIHE Registrar or Office of Student Accounts prior to each semester payment deadline. Be sure to keep a copy for your records.

Course Title(s) of PIHE course:

Course: _____ Course #: _____ # Credits: _____ Semester: _____
 Course: _____ Course #: _____ # Credits: _____ Semester: _____
 Course: _____ Course #: _____ # Credits: _____ Semester: _____

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

| | |
|----------------------------------|-------------|
| School Approval Required: | |
| FCPS Staff Signature: _____ | Date: _____ |
| Printed / Signature | |

Courses previously taken at a PIHE:

PIHE: _____ Course: _____ Semester/Year: _____
 PIHE: _____ Course: _____ Semester/Year: _____
 PIHE: _____ Course: _____ Semester/Year: _____
 PIHE: _____ Course: _____ Semester/Year: _____

Students who meet the eligibility requirements and qualify for free and reduced meals will have the tuition waived if they are enrolled in and attending class on the campus of the PIHE (charges for fees and books are not waived)

Income Eligibility Guidelines
 (Effective July 1, 2014 through June 30, 2015)

| Household Size | Free Meals | | | Reduced-Price Meals | | |
|---|------------|---------|-------|---------------------|---------|-------|
| | Year | Month | Week | Year | Month | Week |
| 1 | \$15,171 | \$1,265 | \$292 | \$21,590 | \$1,800 | \$416 |
| 2 | 20,449 | 1,705 | 394 | 29,101 | 2,426 | 560 |
| 3 | 25,727 | 2,144 | 495 | 36,612 | 3,051 | 705 |
| 4 | 31,005 | 2,584 | 597 | 44,123 | 3,677 | 849 |
| 5 | 36,283 | 3,024 | 698 | 51,634 | 4,303 | 993 |
| 6 | 41,561 | 3,464 | 800 | 59,145 | 4,929 | 1,138 |
| 7 | 46,839 | 3,904 | 901 | 66,656 | 5,555 | 1,282 |
| 8 | 52,117 | 4,344 | 1,003 | 74,167 | 6,181 | 1,427 |
| For each additional family member add . . . | \$5,278 | \$440 | \$102 | \$7,511 | \$626 | \$145 |

My child is eligible for Free and Reduced Meals

| | |
|--|----------------------------|
| FARM Status Verified by School Staff: | _____ |
| | Printed Name/Initials/Date |

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)

I give my permission for the Public Institution of Higher Education to provide grade reports to my/ my child’s high school counselor

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____
 Printed Name / Signature

This form must be completed and presented to the PIHE Registrar or Office of Student Accounts prior to each semester payment deadline. Be sure to keep a copy for your records.

Board of Education of Frederick County
Dual Enrollment Attendance Waiver
Application / Contract

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

Student Name: _____ FCPS Student ID# _____
High School: _____ Grade: _____
College/University: _____
School Year: _____ Semester: High School Based
 Open Campus

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.
- Transcribed 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.

| FCC Courses Approved for Dual Credit | |
|---|-------------------------------------|
| BI101 | General Biology |
| CH101 | General Chemistry |
| EN101 | English Composition |
| EN102 | English Composition and Literature |
| HI202 | History of the United States |
| MA111 | Pre-Calculus |
| MA130 | College Algebra |
| MA131 | Trigonometry with Analytic Geometry |
| MA206 | Elementary Statistics |
| MA210 | Calculus 1 |
| MA211 | Calculus 2 |
| MA212 | Calculus 3 |
| PS101 | General Psychology |
| SO101 | Introduction to Sociology |

If you enroll in a course not included in the chart above or at another college/university and would like to earn dual credit, you must submit a written request to the appropriate FCPS Curriculum Specialist. Please complete the Request for Dual Credit form and send it to the appropriate Specialist.

Dual Credit Intent Form

Student Name: _____ FCPS Student ID#: _____
High School: _____ Grade: _____
School Counselor: _____
College/University: _____
College course title: _____ Course #: _____
FCPS course title: _____ Course #: _____
School Year: _____ Semester: _____

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

If you intend to apply for Dual Credit, please review the information about Dual Credit prior to signing and submitting this form.

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 pinnacle 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

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

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

Explanation:

- *** High school credit will only be granted if the grade earned in the college course is a C or better.
- ***It is the responsibility of the student to ensure that prospective colleges accept credits earned through dual enrollment.
- ***FCPS courses that meet graduation requirements are the only courses eligible for dual credit.