



Montgomery Public Schools Academic Dual Enrollment for Dual Credit (DEDC) 2022-2023 School Year Guidance

[Alabama State University](#), [Auburn University \(Auburn First\)](#),
[Auburn University at Montgomery](#), [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 (DEDC) courses allow students to earn both high school and college credit at the same time. **Earned credits are recorded on both high school and college transcripts.**

Any MPS high school student who is interested in participating in academic DEDC courses must consult with his/her high school counselor, and receive prior written approval from his/her principal before enrolling in dual credit courses. Dual enrollment for dual credit replacement courses must be selected from the approved MPS Academic DEDC Approved Course Replacement List (beginning on page 5 of the guidance document).

Any student athlete who is interested in participating in academic DEDC 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 have a "B" average in completed high school courses, have written approval of the principal and the superintendent, and meet the entrance requirements established by postsecondary institutions. Letters of recommendation will not be issued from MPS in lieu of students' meeting postsecondary entrance requirements.

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 DEDC program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college

courses and maintain a “B” average in completed high school 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.

Failing a DEDC course will cause the student to not receive college credit and equivalent high school credit, which may result in not graduating on time. Course grade information received from the postsecondary institution 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 DEDC course within four weeks of the start of the FIRST semester. Students who miss high school coursework as a result of DEDC 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 FIRST semester may result in a loss of credit for that course.

Note: Students who withdraw from a DEDC course before the end of the academic term must provide official withdrawal documentation to their high school counselors to ensure that their schedules are adjusted. There is no guarantee that a student will be placed in a credit bearing course after withdrawing from a DEDC course. Withdrawals affect graduation eligibility. It is the responsibility of the student and parent to ensure that high school graduation requirements are met.

DEDC Courses

Eligible MPS students may participate in up to 2 approved DEDC courses per academic school year (August – July). No more than 1 DEDC course may be taken during a semester with the exception of the summer semester. Term courses must be taken in the same semester.

Student high school DEDC course **replacement** will be based on the MPS Academic DEDC Approved Course Replacement List (beginning on page 5 of guidance document).

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 at postsecondary institutions may not conflict with the student’s regular high school schedule. Students may take either asynchronous online courses or face-to-face courses on postsecondary campuses at the end or outside of their scheduled school day pending no other school related or extracurricular activity scheduling conflicts.

Upon completion of DEDC 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.

DEDC 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

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 DEDC 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 DEDC program will be required to pay regular tuition as required by the postsecondary institution unless awarded an MPS DEDC scholarship or other scholarship.

MPS scholarship funds cover tuition only. \$428.00 max. for 1 course/\$856.00 max. per academic school year for up to 2 courses. It is the responsibility of students and parents to cover the cost of course withdrawal and any other fees or charges incurred.

All questions about tuition should be directed to the postsecondary institution. Course tuition varies by institution. Approved scholarship funds cover tuition only. \$ 428.00 maximum for 1 course/\$856.00 maximum per academic school year (August – July) for up to two courses. **Ask your high school counselor about scholarship opportunities.**

Quick Steps

1. Schedule a meeting with high school counselor to discuss eligibility and establish college/course options from the MPS Academic DEDC Approved Course Replacement List (beginning on page 5 of guidance document)
2. Research and review postsecondary options, application process, enrollment procedures, available courses and various deadlines for both MPS and the postsecondary institution of choice.
3. Complete the postsecondary enrollment process.
4. Complete and submit the MPS academic DEDC approval and scholarship forms to the high school counselor for consideration and principal approval prior to registering for any DEDC course(s). Copies of signed approval and scholarship forms will be given back to students within 7 working days.
5. Students are to provide copies of their approval and scholarship form to their postsecondary dual enrollment contact. Their postsecondary contact will work with them to complete the enrollment/registration process adhering to MPS scheduling guidelines. (Complete and submit DEDC scholarship and student driver form as needed.) Students will not receive high school credit or scholarship funding for ANY COURSE taken that is not on the approval form.
6. Students will provide the high school counselor with proof of college course enrollment (e.g. college course schedule) no later than 7 working days after enrolling to ensure that DEDC courses are reflected on student schedules.
7. Steps 1 and 4-6 should be completed each fall, spring, or summer semester/ term.

MPS Academic DEDC Approved Course Replacement List

General Education Courses				
Equivalent College Courses: ENGLISH LANGUAGE ARTS				
Alabama High School Graduation Requirement	<ul style="list-style-type: none"> All prerequisite courses must be completed prior to participation in DEDC courses Postsecondary schools may have additional postsecondary requirements/prerequisites 			
English 11 1 Credit	Alabama State University ENG 131 <u>Eng. Comp.I</u>	Auburn University Auburn First ENGL 1100 <u>Eng. Comp I</u>	Auburn University at Montgomery ENGL 1010 <u>Eng. Comp.I</u>	South University ENG1100 <u>Comp I</u>
	Trenholm State Community College ENG 0101 <u>Eng. Comp.I</u>	Troy University ACCELERATE ENG 1101 <u>Eng. Comp.I</u>	University of Alabama Early College EN 101 <u>Eng. Comp.I</u>	
English 12 1 Credit	Alabama State University ENG 131 <u>Eng. Comp.I</u> OR ENG 132 <u>Eng. Comp.II</u>	Auburn University Auburn First ENGL 1100 <u>Eng. Comp I</u> OR ENGL 1120 <u>Eng. Comp.II</u>	Auburn University at Montgomery ENGL 1010 <u>Eng. Comp.I</u> OR ENGL 1020 <u>Eng. Comp.II</u>	South University ENG1100 <u>Comp.I</u> OR ENG1200 <u>Comp II</u>
	Trenholm State Community College ENG 0101 <u>Eng. Comp.I</u> OR ENG 102 <u>Eng. Comp.II</u>	Troy University ACCELERATE ENG 1101 <u>Eng. Comp.I</u> OR ENG 1102 <u>Eng. Comp.II</u>	University of Alabama Early College EN 101 <u>Eng. Comp I</u> OR EN 102 <u>Eng. Comp.II</u>	

General Education Courses				
Equivalent College Courses: MATHEMATICS				
Alabama High School Graduation Requirement	<ul style="list-style-type: none"> • All prerequisite courses must be completed prior to participation in DEDC courses • Postsecondary schools may have additional postsecondary requirements/prerequisites 			
4th Math 1 Credit <u>Pre-Cal must be passed before taking Cal I.</u>	Alabama State University MAT 137 <u>Pre-Cal. Alg.</u>	Auburn University Auburn First MATH 1000 <u>College Alg.</u> MATH 1120 <u>Pre-Cal. Alg.</u> MATH 1150 <u>Pre-Cal. Alg. & Trig.</u> MATH 1610 <u>Calculus</u>	Auburn University at Montgomery MATH 1100 <u>Finite Math</u> MATH 1120 <u>Pre-Cal. Alg.</u> MATH 1150 <u>Pre-Cal. Alg. & Trig.</u> MATH 1610 <u>Calculus I</u>	South University MAT 2000 <u>Pre-Cal. Alg.</u> MAT 2101 <u>Calculus I</u>
	Trenholm State Community College MTH 110 <u>Finite Math</u> MTH 112 <u>Pre-Cal. Alg.</u>	Troy University ACCELERATE MTH 1110 <u>Finite Math</u> MTH 1112 <u>Pre-Cal. Alg.</u> MTH 1125 <u>Calculus I</u>	University of Alabama Early College MATH 110 <u>Finite Math</u> MATH 112 <u>Pre-Cal. Alg.</u> MATH 115 <u>Pre-Cal. Alg. & Trig.</u> MATH 125 <u>Calculus I</u>	

General Education Courses Equivalent College Courses: SCIENCE				
Alabama High School Graduation Requirement	<ul style="list-style-type: none"> • All prerequisite courses must be completed prior to participation in DEDC courses • Postsecondary schools may have additional postsecondary requirements/prerequisites • <u>NOTE; There are additional course fees related to science courses with labs</u> 			
3 rd Science and/or 4 th Science 1 Credit	Alabama State University N/A	Auburn University Auburn First <u>BIOL 1020</u> <u>Princ. of Bio.</u> <u>GEOL 1100</u> <u>Dynamic Earth</u>	Auburn University at Montgomery <u>BIOL1010/1011</u> <u>Princ. of Bio. I</u> <u>BIOL2100/2111</u> <u>Human Anatomy & Physiology</u> <u>CHEM1100/1101</u> <u>College Chem.I</u> <u>CHEM1200/1201</u> <u>College Chem.II</u>	South University <u>BIO 1011/1012</u> <u>Anatomy – Physiology I & Lab</u> <u>BIO 1020</u> <u>Bio.I</u> <u>BIO 1021</u> <u>Bio.II</u> <u>CHM 1010</u> <u>Gen. Chem.</u>
	Trenholm State Community College <u>BIO 101</u> <u>Intro.to Bio.I</u> <u>BIO 102</u> <u>Intro.to Bio.II</u> <u>BIO 103</u> <u>Princ.of Bio.I</u> <u>BIO 104</u> <u>Princ.of Bio.II</u> <u>BIO 201</u> <u>Human Anatomy & Physiology I</u> <u>BIO 202</u> <u>Human Anatomy & Physiology II</u>	Troy University ACCELERATE <u>BIO 1100/L100</u> <u>Intro.to Bio.I</u> <u>BIO 1101/L101</u> <u>Intro.to Bio.II</u> <u>BIO 3347/L347</u> <u>Human Anatomy & Physiology</u> <u>Chm 1142/L142</u> <u>College Chem.I</u> <u>CHM 1143/L143</u> <u>College Chem.II</u>	University of Alabama Early College <u>BSC 108</u> <u>Intro.to Bio.</u> <u>Non-Major I – Cellular</u> <u>BSC 109</u> <u>Intro.to Bio.</u> <u>Non-Major II – Human</u> <u>GEO 101</u> <u>Dynamic Earth</u> <u>(on-campus only)</u>	

General Education Courses				
Equivalent College Courses: SOCIAL STUDIES				
Alabama High School Graduation Requirement	<ul style="list-style-type: none"> • All prerequisite courses must be completed prior to participation in DEDC courses • Postsecondary schools may have additional postsecondary requirements/prerequisites 			
U. S. Government .5 Credit Economics .5 Credit <u>DEDC students must contact the high school for Civics exam information. Passing the Civics exam is a state graduation Requirement.</u>	Alabama State University POS 207 <u>American Gov.</u>	Auburn University Auburn First POLI 1090 <u>American Gov.</u> ECON 2020 <u>Microecon.</u>	Auburn University at Montgomery <u>POLS 2020</u> <u>American National Gov.</u> ECON 2010 <u>Princ.of Micoecon</u> ECON 2020 <u>Princ.of Macroecon.</u>	South University POL 2076 <u>American Gov.</u> ECO 2071 <u>Princ.of Microecon.</u> ECO 2072 <u>Princ.of Macroecon.</u>
	Trenholm State Community College N/A	Troy University ACCELERATE POL 2241 <u>American National Gov.</u> ECO 2251 <u>Princ.of Macroecon..</u> ECO 2252 <u>Princ. of Microecon.</u>	University of Alabama Early College PSC 101 <u>Intor.to Amer. Politics</u> EC 110 <u>Princ.of Microecon.</u> EC 111 <u>Princ.of Macroecon.</u>	

General Education Courses				
Equivalent College Courses: FOREIGN LANGUAGE/ARTS				
Alabama High School Graduation Requirement	<ul style="list-style-type: none"> • All prerequisite courses must be completed prior to participation in DEDC courses • Postsecondary schools may have additional postsecondary requirements/prerequisites 			
1 Credit	Alabama State University ART 131 <u>Art Apprec.</u> MUS 121 <u>Music Apprec.</u>	Auburn University Auburn First FLSP 1010 <u>Elem.Sp.I</u> FLSP 1020 <u>Elem.Sp.II</u>	Auburn University at Montgomery SPAN 1010 <u>Intro.Sp.I</u> SPAN 1020 <u>Intro.Sp.II</u>	South University N/A
	Trenholm State Community College ART 100 <u>Art Apprec.</u> MUS 101 <u>Music Apprec.</u>	Troy University ACCELERATE SPN 1141 <u>Intro.Sp.I</u> SPN 1142 <u>Intro.Sp.II</u> FRN 1101 <u>Intro.Fr.I</u> FRN 1102 <u>Intro.Fr.II</u>	University of Alabama Early College ART 151 <u>Intro.to Visual Arts</u> SP 101 <u>Intro.Sp.I</u> SP 102 <u>Intro.Sp.II</u> FR 101 <u>Elem.Fr.I</u> FR 102 <u>Elem.Fr.II</u>	

General Education Courses Equivalent College Courses: ELECTIVES				
Alabama High School Graduation Requirement	<ul style="list-style-type: none"> • All prerequisite courses must be completed prior to participation in DEDC courses • Postsecondary schools may have additional postsecondary requirements/prerequisites 			
1 Credit	Alabama State University N/A	Auburn University Auburn First PSYC 2010 <u>Intro.to Psych.</u> SOC 1000 <u>Sociology</u> <u>Global Perspec.</u>	Auburn University at Montgomery PSYC 2110 <u>Intro.Psych.</u> SOC 2000 <u>Intro.Soc.</u>	South University PSY 1001 <u>Gen. Psych.</u> SOC 1001 <u>Intro.to Soc.</u>
	Trenholm State Community College N/A	Troy University ACCELERATE PSY 2200 <u>Intro.to Psych.</u> SOC 2275 <u>Intro.to Soc.</u>	University of Alabama Early College PY 101 <u>Intro.to Psych.</u> SOC 101 <u>Intro.to Soc.</u>	

Policy & Forms

Montgomery County Board of Education

Instructional Program

Policy Manual Adopted February 26, 2019

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 DEDC site. [Reference: Ala. Admin. Code 290-3-1-.02(11)]

Principal's Signature _____ Date: _____



Montgomery Public Schools (MPS)

Academic Dual Enrollment for Dual Credit (DEDC) Student Driver Form

Complete form for the entire 2022-2023 academic school year (August – July).

Student name: _____ Grade: _____ Student email: _____
Parent name: _____ Phone: _____ Parent email: _____

Zoned 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.
South University	Trenholm State Comm. College

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**



**Montgomery Public Schools (MPS)
Academic Dual Enrollment for Dual Credit (DEDC) Approval Form**

Semester/ Term: **Circle One** Fall 2022 Spring 2023 Summer 2023

Student Name: _____ Grade: _____ School: _____

Postsecondary Institution: Circle One

Alabama State University Auburn University Auburn University at Montgomery
 South University Trenholm State Community College Troy University
 University of Alabama

Only one course per semester or two terms per semester

Requested Postsecondary Course	Alabama High School Graduation Course Replaced	<u>Approval Status</u> (Circle One)	
		YES	NO

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 Dual Credit and is granted permission to enroll in the courses listed above at the DEDC provider indicated above.

Principal's Signature _____ Date: _____
 Counselor's Signature _____ Date: _____

MPS Academic DEDC Guidance Packet Agreement and Release of Records

My initials indicate that I have read, understand, and agree to the conditions in the MPS Academic DEDC Guidance. Student _____ Parent _____

I AUTHORIZE _____ (Postsecondary Institution) to release my academic records each semester/ term to my high school and district MPS 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 (DEDC) Scholarship Form

Semester/ Term: **Circle One** Fall 2022 Spring 2023 Summer 2023

Student Name: _____ Grade: _____ School: _____

Parent Name: _____ Parent Phone: _____

Postsecondary Institution: Circle One

Alabama State University Auburn University Auburn University at Montgomery
 South University Trenholm State Community College Troy University
 University of Alabama

Only one course per semester or two term courses per semester

Approved DE/DC Course(s)	Alabama High School Course Replaced

Scholarship Details:

- Tuition scholarships are available for students who are taking academic DEDC 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 1 DEDC course per semester or up to 2 DEDC term/quarter courses per semester. Scholarship funds will not exceed 2 courses per academic school year (August – July)
- Scholarship funds are applicable for academic DEDC courses with prior approval.
- Scholarship funds cover **tuition only**. \$428.00 max. for 1 course/\$856.00 max. per academic school year for up to 2 courses. It is the responsibility of students and parents to cover the cost of course withdrawal and any other fees or charges incurred.
- Scholarship funds for tuition will be paid directly to the postsecondary, not to the student.
- Student must earn a minimum grade of 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 requirement listed in the MPS Academic DEDC Guidance and the scholarship details.
- 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 schools by designated system due dates.

Student/Date _____ Parent/Date _____