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## **DUAL/JOINT ENROLLMENT PROCEDURE (INS-P019)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for registration of students who are enrolled in a college class while attending high school.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Principals

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 Dual enrollment – The enrollment of a high school student in one or more specified courses(s) for which the student will be awarded both high school and college credit.
- 4.2 Joint enrollment - The enrollment of a high school student in one or more courses(s) for which the student will earn only college credit.
- 4.3 CMCSS: Clarksville-Montgomery County School System

### **5.0 PROCEDURE:**

- 5.1 Student/parent notifies the school that student is enrolling in a college class for dual/joint enrollment.
- 5.2 Student/parent works with the counselor to determine impact on graduation requirements and meeting enrollment requirements of the college.
- 5.3 Student/parent is responsible for registration, enrollment, payment, etc. with the college institution.
- 5.4 Students wanting to take more than two college courses per semester need approval from the principal/counselor.
- 5.5 Student will be enrolled in five classes during the day, to include both high school and college classes.
- 5.6 Student/parent agrees to release grade information from the college to CMCSS.
- 5.7 Letter grades are translated into numerical grades using the CMCSS conversion chart.
- 5.8 Dual enrollment courses are weighted as honors courses.
- 5.9 Each 3-4 hours college semester class converts to one-half high school credit.



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### **6.0 ASSOCIATED DOCUMENTS:**

6.1 \_\_\_\_\_

### **7.0 RECORD RETENTION TABLE:**

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
|-----------------------|----------------|------------------|--------------------|-------------------|

None identified.

### **8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 3/11/08      |             | Initial Release                 |

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of Procedure \*\*\***

