

# DUAL ENROLLMENT AGREEMENT - MADISON CITY SCHOOLS

Student will be enrolled in MADISON CITY SCHOOLS and enrolled in one or more courses at one of the following partnering institutions: Calhoun Community College, UAH, Drake State, Auburn First, UA Early College, and UNA Early College. College course grades are included in the MADISON CITY GPA.

Students who enroll in Dual Enrollment courses are responsible for verifying the high school credit and applicable GPA calculation that will be received for the course. STUDENTS MUST VERIFY THAT THE COURSE REQUESTED IS ON THE APPROVED DUAL ENROLLMENT LIST. If the course is NOT on the list, credit may NOT be awarded.

\*Upon successful completion of the course, high school counselors will ensure the credit is reflected on both the high school and college transcript (per SDE).

**Dual Enrollment Requirements:**

1. Meet minimum GPA requirements of the college/institution below:
2. Meet minimum ACT or placement test score requirements for placement in course (set by college/institution)
3. Must be able to pay tuition for college courses requested (typically one course = 3.0 credits)
4. Must provide own transportation for on-campus courses
5. Completion of this dual enrollment program agreement

Student Name: \_\_\_\_\_ Grade Level:  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>

Student GPA: \_\_\_\_\_ Student ACT Subtest Scores (if known): Math: \_\_\_\_\_ English: \_\_\_\_\_

**Dual Enrollment Partner College/University (if known):**

- |   |   |   |  |  |   |
|---|---|---|--|--|---|
| <input type="checkbox"/> Calhoun<br>(min 2.5 GPA) | <input type="checkbox"/> UAH<br>(min 2.9 GPA) | <input type="checkbox"/> Drake St.<br>(min 2.5 GPA) | <input type="checkbox"/> Auburn First *<br>(min 3.5 GPA) | <input type="checkbox"/> UA Early College *<br>(min 3.0 GPA) | <input type="checkbox"/> UNA Early College<br>(min 3.0 GPA) |
|---|---|---|--|--|---|

**Course(s) planning to take (if known):**

**Are you planning to use this course to meet a HS graduation requirement? If so, which requirement?**

_____	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	<input type="checkbox"/> No <input type="checkbox"/> Yes: _____
_____	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	<input type="checkbox"/> No <input type="checkbox"/> Yes: _____
_____	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	<input type="checkbox"/> No <input type="checkbox"/> Yes: _____
_____	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	<input type="checkbox"/> No <input type="checkbox"/> Yes: _____

**\*SENIORS MAY NOT ENROLL IN AUBURN FIRST OR UA EARLY COLLEGE DURING THE SPRING SEMESTER**

Students will select Dual Enrollment placeholder blocks during course selection for the block(s) in which they hope to take their dual enrollment course(s) - example: "Dual Enrollment Fall 3<sup>rd</sup>" and "Dual Enrollment Fall 4<sup>th</sup>." If courses at the college or university do not fall within the times reserved by the placeholder(s), course requests and/or schedules may be altered to accommodate actual course times. Contact your school counselor with questions.

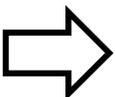
I give permission for my student to participate in Dual Enrollment. I have read and understand the above information. I understand that my student must provide his/her own transportation for in-person courses. By signing below, I give permission for my student to transport him/herself to and from the high school and/or the college/university for dual enrollment purposes. I understand that a student drops a dual enrollment course during the semester, he/she will be placed into BJHS courses to complete his/her schedule.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*This agreement should be completed and turned in with your 2025-2026 course selection forms. Course requests must be completed and submitted to the counseling office no later than March 7, 2025*

**Deadline to submit dual enrollment forms: Fall Courses - May 1<sup>st</sup> Spring Courses - Dec 1<sup>st</sup>**



## **DUAL ENROLLMENT ROLES & RESPONSIBILITIES**

### **STUDENTS & PARENTS**

- Determine the course(s) in which you plan to dual enroll for the upcoming semester
- Verify eligibility for courses (Minimum GPA, prerequisites, placement exams, ability to pay tuition, etc.)
- Contact DE Institution with specific questions regarding course options
- Verify:
  - The course's high school GPA level
  - Whether the course(s) will transfer to destination institution
  - Whether you plan to use the course(s) to meet high school graduation requirements
- Communicate your DE plan to your BJHS Counselor through **BJHS DE Program Agreement** form
- Follow the DE institution's steps for enrollment
- Submit required ACT Scores, AP Scores, or Placement Test scores to DE Institution
- Submit all forms required of a counselor to the BJHS counselor **by the deadline determined for each semester**
- Notify BJHS counselor of any changes to DE plan (class drops, class changes, etc.)

### **DUAL ENROLLMENT PARTNER INSTITUTIONS**

- Answer questions and provide guidance related to course options, programs, prerequisites, and student eligibility
- Provide information related to tuition
- Enroll students in selected courses
- Communicate regarding course enrollments, online student accounts, tuition, fees, parking, etc.
- Deliver transcripts with grades for enrolled BJHS students to BJHS upon completion of semester

### **BJHS COUNSELORS**

- Provide students and parents with general information about dual enrollment and processes for enrollment
- Process and submit DE paperwork **received by the semester's deadline**
  - Verify whether a student's desired course is approved for Madison City students
  - Verify whether a student's dual enrollment plan aligns with graduation progress
- Submit student's unofficial high school transcript to DE institution
- Address scheduling conflicts between dual enrollment blocks and BJHS courses
- After receiving grades from the DE institution, work with high school registrar to assign DE credit on students' high school transcript