

Bradley County Schools

Dual Enrollment Criteria

1. The student must be classified as a junior or senior; have a 3.0 G.P.A. and an ACT Composite score of 19, an attendance rate of 95% in the previous semester and a good discipline report.
Administrative discretion may be utilized on a case basis in order to determine eligibility when needed.
2. The student must also have a 19 on the ACT English, Math and Reading subtests for Lee University and an 18 on the ACT English subtest with a 19 on Math and Reading subtests at Cleveland State.
3. The student must be on track to graduate with their class.
4. The student must provide their own transportation if the class is taken away from the home campus.
5. The classes that will be recommended for Dual Enrollment will be classes that are academically based and a minimum of 3 hours academic credit.
6. Students must be on the home campus for a minimum of one block in the semester (s) they participate in dual enrollment.
7. In the event a student drops the dual enrollment course they must notify the Counseling Department immediately. Neglecting to do this will result in absences being added to the student attendance record. A college or university grade of “W” will be converted to an “F” at the student's home campus unless there is an official withdrawal prior to the third class session.
8. A student who has failed a core course at their high school may not register for dual enrollment until the failing grade has been brought up to a passing grade.

DUAL ENROLLMENT GRADING POLICY

1. Dual Enrollment grades generated at the home campus are to be submitted to the university/college with **NO** added points for dual enrollment status.
2. If Dual Enrollment grades have been submitted to the university/college with added points for attendance and/or dual enrollment status, they are to be resubmitted with **NO** added points.

This action is imperative to maintain true accuracy at the collegiate level. It would not be fair for a student taking an on-campus dual enrollment class to have the benefit of added points on his college transcript while a student attending class at the university/college level would not receive that benefit. In addition, it is not acceptable to alter the grade that “belongs” to the university/college.

3. Bradley Central and Walker Valley will follow the **merit point system of the Uniform Grading Policy issued by the State Board of Education**, for dual enrollment classes by adding four (4) points to the dual enrollment grade AFTER the grades have been returned to the school from the university/college.
4. The following chart will be used in calculating the point equivalency for the letter grades issued by the university/college:

GRADE FROM LEE UNIVERSITY OR CLEVELAND STATE COMMUNITY COLLEGE	BRADLEY COUNTY SCHOOLS NUMERIC EQUIVALENT
A	96
B	88
C	80
D	70
F	65
W	65

A college or university grade of “W” will be converted to an “F” at the student’s home school unless there is an official withdrawal prior to the third class session.

DUAL ENROLLMENT AGREEMENT

This document is to serve as an agreement of understanding between the Bradley County Schools and its' students and their parents or guardians who request to be a part of the Dual Enrollment Program. These dual enrollment opportunities are in conjunction with Cleveland State Community College and Lee University to afford students the potential to gain college credit when possible.

Prior to Dual Enrollment students and parent/guardian will be expected to assume responsibility for the following:

1. making sure all requirements are met in regard to the suitability of the course for credit,
2. transportation to the class site has been secured, if the class is offered away from the home campus,
3. the effect of dual enrollment on athletic eligibility at both the public school and collegiate levels, if appropriate,
4. the liability for the physical well-being of the student during travel time and class time,
5. any other aspects of the off-campus dual enrollment arrangement that might lead to ramifications not normally encountered by a regular high school student.
6. The Bradley County School System assumes no fiscal responsibility for the requirements of the dual enrollment agreement.

If students and parent/guardian have assumed these responsibilities and have fulfilled the outlined requirements set forth by the respective institution, then Bradley County Schools will award the applicable credit.

Student Eligibility and Appropriateness of the Course for Credit

The student is to work closely with his or her counselor to determine the suitability of a course and the students' ability to manage the course rigor. When it has been determined that the student is eligible and wishes to enroll in a course, the counselor may approve the student for enrollment. An official transcript or other official grade report will be required prior to credit being awarded. A college or university grade of "W" will be converted to an "F" at the student's' home school unless there is an official withdrawal prior to the third class session. A student who has previously received a grade of lower than a "C" in a Dual Enrollment course is no longer eligible for future Dual Enrollment participation.

Transportation

Transportation to and from the college or university campus is the responsibility of the student and their parent/guardian. This holds true whether the student is going from a Bradley County Schools campus, from home, or any other location.

Dual Enrollment and Athletic Eligibility

The responsibility for investigating the effect on athletic eligibility shall fall to the parent/guardian of the student. The regulations of the TSSAA and NCAA should be considered. Personnel at both the high school and collegiate level will be helpful in providing information regarding the regulations; however, because of the unusual nature of Dual Enrollment the student athlete is advised to check with the associations above concerning specific eligibility requirements.

Liability during Travel/Class Time

Because the student will not be under the direct supervision of school personnel during travel and class time, the Bradley County School System will assume no liability for injuries or property damage incurred by the student during dual enrollment activities. The student and the parent/guardian will have the responsibility to make suitable arrangements and precautions to insure the safety and well-being of the student.

Other Ramifications Not Normally Encountered by a Regular High School Student

Because this arrangement is being implemented at the request of the student and their parent/guardian, the Bradley County School System will be relieved of any other liability or legality, not mentioned above, that may arise as a result of this arrangement.

I have read this document and understand my responsibilities as a student in the Dual Enrollment Program.

Student Signature _____ Date _____

Printed Name _____

As the parent/guardian of _____ I understand the responsibilities of the Dual Enrollment Program.

Name _____ Date _____

Printed Name _____