

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-94</b>
<b>Subject: COLLEGE AND CAREER READINESS AND COLLEGE COMPLETION</b>	<b>Issued: 3/19/14</b>
<b>Preparing Office: OFFICE OF THE SUPERINTENDENT</b>	<b>Amended: 10/21/16</b>

I. Reference Board of Education Policy 405 *Graduation Requirements*

II. Overview

The College and Career Readiness and College Completion Act of 2013 (“the Act” or “the law”) establishes a dual enrollment program that allows eligible high school students the opportunity to earn college credit while enrolled in high school at a discounted tuition rate in accordance with the procedures below.

III. Procedures

A. Student Eligibility

A student is eligible to participate in the dually enrolled program, provided the student:

1. Is currently enrolled in Frederick County Public Schools (FCPS);
2. Has an overall unweighted cumulative grade point average (GPA) of 2.0; and
3. Meets admission criteria established in paragraph B below.

B. Admission

The high school student\* seeking admission to courses offered through the dual enrollment program must:

1. Complete a dual enrollment application form that is available in all high school counseling offices, including parent/guardian permission and authorization by the high school principal or designee that the student meets the eligibility requirements outlined above and present at time of registration;
2. Complete the public institution of higher education (PIHE) application for admission to the PIHE;
3. Meet the prerequisites for the course(s);
4. Submit a current high school transcript;
5. 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
6. Provide confirmation and information regarding eligibility for Free and Reduced Price Meals (i.e. student self-identifies on the form and FCPS official affirms).

\* Any high school student under the age of 16 must follow the PIHE procedure for special admission and meet specific conditions in order to enroll in credit courses.

### C. Course Eligibility

Dually enrolled students may take college courses for which they have met the prerequisite requirements and for which they have received authorization by both a parent/guardian (if under 18 years of age) and a designated school official. Summer courses and non-credit courses are not eligible for the dual enrollment program.

### D. Awarding Credit

Upon successful completion of the course(s), the student will receive college credit. The grade report will be forwarded directly to the high school at the conclusion of each semester. High school credit may be awarded as appropriate. A grade of "C" or better allows the student to receive designated high school credit, if applicable. The student will sign a waiver allowing the PIHE to forward the grade report to the designated home high school each semester.

### E. Tuition

1. Students are billed by the PIHE 90% of the discounted tuition rate (75% of the normal tuition charge) for the first four courses taken at the PIHE <sup>1</sup>.

Example: If the regular tuition rate is \$400, the student would be responsible for \$270 (90% of \$300)

2. In accordance with the provisions of a joint Memorandum of Understanding with the PIHE, the PIHE acts as the billing agent to collect tuition. The PIHE will bill FCPS at the end of each semester for the portion of tuition that is not billed to students pursuant to the law.

### F. Tuition Waivers for Students Eligible for Free and Reduced Price Meals

In accordance with the law, tuition for students who are eligible for free and reduced price meals is waived for up to four courses taken at the PIHE <sup>1</sup>.

### G. Fees

All students will be responsible for all applicable fees, as well as textbooks and associated costs.

<sup>1</sup> Students taking more than four courses are charged 100% of the discounted rate.

Approved by:

*original signed by*

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Theresa R. Alban  
Superintendent