

A. Purpose

To establish a regulation to implement the Frederick County Public Schools (FCPS) dual enrollment program.

B. Background

The College and Career Readiness and College Completion Act of 2013 and the Blueprint for Maryland's Future Act of 2021 establish a dual enrollment program that allows eligible high school students the opportunity to earn college credit while enrolled in high school in accordance with the procedures below.

C. Definitions

None.

D. Procedures

1. **Student Eligibility.** A student is eligible to participate in the dually enrolled program, provided the student:
 - a. Is currently enrolled in FCPS;
 - b. Has an overall unweighted cumulative grade point average (GPA) of 2.0; and
 - c. Meets admission criteria established in section D(2).
2. **Admissions.** The high school student seeking admission to courses offered through the dual enrollment program must:
 - a. 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;
 - b. Complete the public institution of higher education (PIHE) application for admission to the PIHE;
 - c. Meet the prerequisites for the course(s);
 - d. Submit a current high school transcript;
 - e. Complete diagnostic assessment or have appropriate scores on SAT, ACT or MCAP assessments that indicate readiness for college level work as determined by the PIHE; and
 - f. Follow the PIHE procedure for special admission and meet specific conditions in order to enroll in credit courses if the high school student is under the age of sixteen (16).

3. **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.
4. **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.
5. **Tuition.** Students will not be charged tuition for dual enrollment programs developed through a partnership Memorandum of Understanding (MOU) with a PIHE. This does not include summer school courses.
6. **Accountability, Monitoring and Reporting for System and School Improvement.** Each high school team will monitor access to dual enrollment courses, and will implement strategies to promote access for underrepresented student groups. FCPS will include advanced placement metrics in Key Performance Indicator (KPI) reporting.

E. Related Information

1. **Board Policy**
 - a. [Policy 405, Graduation](#)
2. **FCPS Regulations**
 - a. [Regulation 500-24, Academic Standards for Participation in Extracurricular Activities in High School](#)
3. **FCPS Resources**
 - a. FCPS [Dual Enrollment Participation Form](#)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Curriculum, Instruction, and Innovation; System Accountability & School Administration
Adoption Dates	03/19/14
Review Dates	2016
Revision Dates	10/21/16, 09/06/23