

FCPS College and Career Readiness Dual Enrollment Participation Form

Student Name: _____ FCPS Student ID# _____
Student email address: _____ High School: _____
Student cell phone: _____ Grade: _____
DE Program: High School Based Open Campus, FCC _____ Semesters: _____
 Open Campus, Other Career Pathways Early College _____ School Counselor: _____

For all FCC Courses & Programs:

FCC Student ID #: _____ (For FCC courses: If you do not have an ID#, you will need to [apply to FCC.](#))

Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)

- _____ Complete Frederick Community College (FCC) or other college application for admission.
- _____ Complete this Dual Enrollment Participation Form, signed by student and parent/guardian each semester/year you participate in dual enrollment.
- _____ Indicate the request for Dual Credit for each course (see Dual Credit Section).
- _____ Pay any tuition and fees required by the participating program (no tuition for FCC programs).
- _____ Attend college class meetings and follow high school policies for attendance for non-meeting days.
- _____ Read and adhere to FCC or other college policies, procedures and code of conduct.
- _____ Notify FCC or other college and FCPS if you drop a course.
- _____ Monitor FCC or other college email account.
- _____ Understand the athletic/extracurricular eligibility implications for dual enrollment (DE courses are included in semester grade calculations for eligibility, but not term grades).
- _____ Work with FCC or other college for accommodations, if needed. *Colleges do not follow FCPS IEPs or 504 plans.* (For FCC, see: <https://www.frederick.edu/student-resources/das.aspx>).
- _____ For schools other than FCC, provide your school counselor with a final grade report.

Dual Credit: (Read and complete this section carefully; it impacts your high school graduation and transcript.)

College courses and grades will appear on the college transcript. Dual Credit means that the student will also receive high school credit for college coursework. If the student elects Dual Credit, the grade appears on both the high school and college transcripts. Dual Credit courses are weighted in the high school GPA

Most 3-4 credit FCC college courses are eligible for Dual Credit. Some college courses align in curriculum with a specific FCPS high school course. When a course aligns with a FCPS course the student has already completed, selecting Dual Credit will mean the course counts as a repeat course for high school GPA calculation.

Although most Dual Enrollment students seek Dual Credit for their college courses, students do not have to elect Dual Credit for the college classes when to participate in Dual Enrollment. *Speak with the high school counselor for questions about Dual Credit.*

You must indicate Dual Credit for each course before the end of the Add/Drop period for the college course. No specific election by the date will default to “yes” for Dual Credit if the course is eligible.

College: FCC Other: _____

Course Title(s) of college course(s) student **intends** to take (please correct or resubmit if schedule is changed):

Course Catalog Number (e.g. ENGL 101):	High School Based (HSB) or at college/ Open Campus (OC):	Dual Credit Election:	Comments about request (optional):
	HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
	HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
	HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
	HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
	HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
	HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)

- _____ Selecting Dual Credit means that the grade will appear on the high school transcript and calculated in the GPA.
- _____ Frederick Community College will send grade reports to the school counselor.
- _____ Check with the school counselor regarding course selection and dual credit.

Parent and Student Permissions:

- I understand that by participating in dual enrollment:
 - My/ my students’ academic progress and attendance will follow college guidelines under FERPA and will not be tracked in the FCPS learning management system (Schoology)
 - I/my student will follow the college’s policies for all instructional technology used in the college classes (e.g. Blackboard, Knewton Alta, etc).
 - For HSB: I/my student am/is not required to be in the school building on days when their FCC class is not in session. I/my student will need to arrange with school administration if they need to be in the high school building on days when their class is not in session.
- For FCC Programs: I give my consent to FCPS to share the my/ my student’s information with the necessary departments of Frederick Community College for the purpose of participation and registration in the dual enrollment program. I give my permission for FCC to provide grade reports to my/ my student’s high school.

Student Signature: _____ Date: _____

Parent/Guardian: _____ / _____ Date: _____
Printed / Signature

For High School Office Use Only: Principal/Designee Approval:

I approve the student listed above for participation in the dual enrollment program for the courses listed above.

Printed Name/Signature: _____ Date: _____

Upon approval, all courses should be entered into eSchool on the student’s schedule.
