

GET A JUMP ON YOUR COLLEGE CAREER!

Your Guide to Dual Enrollment



Start Earning College Credit in High School

Alabama State University's Dual Enrollment/Dual Credit Program allows qualified high school junior and senior students the opportunity to earn transferable college credits while in high school.

ASU

**ALABAMA STATE
UNIVERSITY**



The purpose of this manual is to provide students and parents, faculty, administrators and counselors with details about dual enrollment at Alabama State University. This manual includes information for individual dual enrollment students who take courses on the campus of ASU, online and for dual enrollment students who may take courses at area public and private high schools.

**ALL STUDENTS AND INSTRUCTORS INVOLVED IN DUAL ENROLLMENT
ARE RESPONSIBLE FOR BEING FAMILIAR WITH THE PROVISIONS IN THIS HANDBOOK.**

Alabama State University Mission

Alabama State University is a comprehensive diverse student-centered public HBCU committed to global excellence in teaching, research and service.

The University fulfills its mission by:

- Fostering critical thought
- Encouraging artistic creativity
- Developing professional competence
- Promoting responsible citizenship in its students
- Adding to the academic and experiential bodies of knowledge
- Enhancing the quality of life through research and discovery
- Cultivating global citizenship through thoughtful (meaningful, purposeful conscientious, intentional) and engaging public service

Dual Enrollment Program

»» Mission

The mission of Alabama State University's Dual Enrollment Program is to enhance academic readiness, promote lifelong learning and develop scholarship for Alabama high school students by providing them with opportunities to take college courses during their junior and senior years of high school.

»» Purpose

Dual enrollment allows high school students to earn college credits while still being enrolled in high school. Dual enrollment also provides students with the opportunity to build academic confidence. Any eligible student may obtain dual enrollment credit at Alabama State University. However, dual credit (students earn both high school and college credit simultaneously) is restricted to high schools that have a signed agreement with Alabama State University.

»» Goals

The goals of Alabama State University's Dual Enrollment Program are to (1) provide Alabama high school students with an opportunity to earn college credit while completing high school graduation requirements, (2) build academic confidence through interaction with college professors and (3) provide a college-like experience for students to promote interest in attending college.

Dual Enrollment Policy Statement

The purpose of this policy is to outline the admissions policy and process for high school students seeking dual enrollment status. Additionally, this policy will ensure that the institution is in compliance with all areas of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Dual Enrollment Policy. As required by the Alabama Administrative Code Rule NO. 290-3-1-02, Alabama State University offers dual enrollment and dual credit programs for high school and college credit. Whereby, high school students may enroll in postsecondary institutions in order to dually earn credits for a diploma/degree at both the high school and at Alabama State University.

Admission Requirements

- Eligible high school juniors and seniors enrolled in school systems that have an active dual enrollment agreement with ASU, are eligible to participate in the dual enrollment/dual credit program.
- Juniors who apply to participate in the dual enrollment program at Alabama State University must have a cumulative grade point average of 3.0 and have earned an 18 on the ACT, a 940 on the SAT, or agree to take one of the standardized tests by the end of the semester in which they are enrolling. The student must earn the required test score to remain in the program for the subsequent semester.
- Seniors who apply to participate in the dual enrollment program at Alabama State University must have a cumulative grade point average of a 3.0 and have earned an 18 on the ACT or 940 on the SAT, or agree to take one of the standardized tests by the end of the semester in which they are enrolling.
- If taking Math 136 or 137, applicants must have an ACT/SAT Mathematics sub-score of 16 or greater or SAT sub-score of 450.
- If taking English 131, applicants must have an ACT/SAT English subscore of 16 or greater or SAT subscore of 450.
- Students who have not taken the ACT/SAT are allowed to take general education courses that do not require ACT/SAT placement scores.
- No remedial courses will be offered.
- Students must meet the minimum dual enrollment admissions criteria and must provide a letter of recommendation from the principal or guidance counselor, and parental permission. All students must attend a Dual Enrollment Orientation prior to the first day of class.
- Students must complete the Dual Enrollment Application or the Dual Enrollment Intent to Return

When may students apply?

High School students whose school has an active dual enrollment agreement with ASU may apply to the program beginning the spring of their junior year.

Class Scheduling

It is important to begin the enrollment process early in order to be ready for the start of the college academic semester. Late applicants will not be accepted. Students who enroll in classes at ASU must adhere to the academic calendar established for on-campus enrollment. This

includes the dates for adding, dropping or withdrawing from a class.

How much is each course?

Each dual enrollment course is \$300. This fee must be paid within 30 days of the first day of classes. Payment should be made via Hornets Web using your CWID# (campuswide identification number). The dual enrollment fees are not eligible for tuition waivers for Alabama State University employees.

What is dual enrollment?

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines Dual Enrollment as courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. This would include such coursework offered at the high school, on the institution’s campus, or via distance education. This also includes programs and courses that may be offered under different names such as “early college,” “dual credit,” or “concurrent enrollment.” The academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery.

Students meeting Alabama State University’s admissions criteria may enroll in three to six credit hours per semester and up to 24 credit hours over a two-year or four-semester period. Alabama State University’s dual enrollment courses may count toward satisfying high school courses and are transferrable to other postsecondary institution.

Dual Enrollment Admission Policy

Alabama State University may offer admission to public and private high school juniors and seniors and home school students studying at the high school junior and senior levels, provided they are college ready according to the established dual enrollment admission policy. Because admitting freshmen and sophomores is considered exceptional, the collegeready status of each prospective freshman and sophomore student will be considered on a case-by-case basis. Formal approval by the Director of Admissions or the Enrollment Management Committee is required for admitting applicants who do not meet the established admission

Dual Enrollment Committee

Carl Pettis, Ph.D.

Interim Provost and Vice President for Academic Affairs

Tanjula Petty, Ed.D.

Interim Assistant Provost for Academic Affairs

David Haywood, Ph.D.

Vice-President for Student Affairs

Rolundus Rice, Ph.D.

Assistant Vice-President for Student Affairs and Enrollment

Freddie Williams, Jr.

Director of Admissions and Recruitment

Gwendolyn Moore

Associate Director of Admissions

Jacqueline Trimble, Ph.D.

Department Chair of Languages and Literature

Marie McNear

Registrar

Khadine Sherman

Director of Student Accounts

Franisia Spearman

Dual Enrollment Coordinator

What is Dual Enrollment?

Courses taught to high school students for which the students receive both high school credit and college credit

How much is each course?

\$300

When may students apply?

In the spring of their junior year

requirements. Exceptions will be considered on a case-by-case basis. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

What are the delivery options of dual enrollment?

The mode of delivery would include such coursework offered at the high school, on the institution's campus or via distance education. This also includes programs and courses that may be offered under different names such as "early college," "dual credit," or "concurrent enrollment." The academic rigor of such coursework matches the quality of other institutional coursework, regardless of location or mode of delivery.

Students enrolled in Alabama State University's Dual Enrollment classes may enroll as an onsite student where students take classes on campus, via distance learning wherein the professor delivers instruction via Blackboard, or as a high school site student, where an ASU instructor reports to the high school to teach the course. The delivery method is determined by the signed agreement between the high school and Alabama State University.

Which courses may students enroll in?

Students may enroll in three to six credit hours per semester (one or two courses), up to 24 credit hours over a two-year or four-semester period. To enroll in six credit hours (two courses) per semester, a student must have a 3.25 GPA. All other students may enroll in only three credit hours (one course) per semester.

Course schedules will be made available to guidance counselors during the registration/application period. These courses are subject to change each semester. Most of the courses available will be general distribution or college core courses (i.e., English composition, public speaking, psychology, introductory college math, biology, history, etc.); however, students will have opportunities to take more specialized courses such as physics, chemistry, or business as departments are able to offer them.

What is required to remain in good standing in the program?

The dual enrollment program at Alabama State University requires that each student meet academic expectations of receiving a "C" or better in each course attempted. Students who earn less than a "C" will have one semester to obtain course forgiveness. If a grade of "C" or better is not earned after repeating the course, the dual enrolled student may not enroll the following semester.

In order for a student to remain enrolled in the Alabama State University Dual Enrollment Program, he/she must:

- Maintain a 2.0 GPA for all attempted Alabama State University courses;
- Remain in good financial and judicial standing with Alabama State University;
- Have taken the required ACT/SAT exam if not previously taken; and
- Submit a signed and completed Intent to Return form by the deadline.

Dual enrolled students will have access to Hornets Web and are responsible for monitoring their grades and assignments on Black Board via the student portal.

Curriculum and Instruction

Dual enrollment courses shall be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the ASU Master Course File.

Attendance Policy

Dual enrolled students are expected to attend all lectures, seminars, laboratories and field work for each registered class, including the first class session in order to verify registration with instructors and to complete all work assigned for the course. Failure to observe this policy may seriously jeopardize a student's academic standing.

A student is permitted one (1) unexcused absence for each credit hour generated by the class. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or an assignment of a grade of "F."

Course Enrollment and Withdrawal Policy

- ① Students must complete all enrollment application processes for the dual enrollment/credit program. The processes include completing both college and high school required documents. It is important to begin the enrollment process early in order to be ready for the start of the college academic semester. Late applicants will not be accepted.
- ② Students who enroll in dual enrollment/credit classes at ASU must adhere to the academic calendar established for on-campus enrollment. This includes the dates for adding dropping or withdrawing from a class. Dual enrolled students who withdraw from a course may not enroll in the following semester. Limited, documented exceptions for continuation after withdrawal may be granted by the University.
- ③ Advisement holds will be placed on the dual enrolled student's account to ensure that they are enrolled in the proper course.

Dual enrolled students will adhere to the ASU official withdrawal policy if he/she wishes to withdraw from a class. There is no refund for students who attend, and then withdraw from a dual enrolled class.

Student Applicant

The student is responsible for researching the Dual Enrollment Program at Alabama State University and seeking an application packet from his/her counselor. The student must meet all dual enrollment qualifications and submit the completed application, with all supporting documents, by the stated deadline. Additionally, the student is responsible for attaining all required signatures and charges for the course as outlined in the agreement.

Parent/Guardian

The parent/guardian is responsible for approving the student to participate in the dual enrollment program at Alabama State University. Once the student communicates to the parent/guardian the cost associated with the dual enrollment course, the parent/guardian and student must ensure that the payment of \$300 per course is submitted within 30 days of the first day of courses.

Guidance Counselor

The guidance/counselor is responsible for collecting all completed applications and submitting them to the Dual Enrollment Liaison at Alabama State University. The guidance counselor may also be asked to submit a letter of recommendation on behalf of the student that must be included in the application packet. The guidance counselor also serves as the liaison between the University and the high school.

Principal

The principal at each participating school is responsible for maintaining the dual enrollment agreement between the school and Alabama State University. The principal shall also be responsible for providing signatures in the absence of the guidance counselor.

ASU Admissions Office

The admissions officer is responsible for processing the completed applications and providing communication with the student within 10 days of the deadline date. The admissions office will provide both the high school counselor and the university registrar with the complete listing of accepted dual enrollment students for the given semester.

ASU Dual Enrollment Advisor

The role of the Dual Enrollment Advisor is to advise and register students for the correct classes selected by the student. This will be done during orientation or the school enrollment meeting. The Dual Enrollment Advisor will ensure that each student is properly set up in Blackboard each semester.

Student (Dual Enrolled)

The dual enrolled student will abide by the rules, regulations, and policies as outlined in ASUs student handbook, The Pilot. The student will be governed by the General Undergraduate Catalog for ASU. A pdf version of both handbooks can be downloaded from the ASU website by typing in the name of the handbook in the search box located at the top right corner of the web page.

ASU Instructor

The ASU instructor will be responsible for delivering the course in a manner that is fair and consistent with the University catalog.

Registrar

The ASU registrar will be responsible for posting and generating grade reports for each student at the end of each course.

Textbook/Supplies

Tuition, textbooks and other applicable fees are the responsibility of the student.

Financial Aid

According to federal guidelines, dual enrolled students are not eligible for financial aid administered by the University.

Dual Enrollment vs. Dual Credit

■ Dual credit student

A dual credit student is a student who is enrolled in a postsecondary institution while enrolled in high school. The student receives both high school and postsecondary credit for coursework regardless of the course location (high school campus, postsecondary campus, or online).

■ Dual enrolled student

A dual enrolled student is a student who is enrolled in a postsecondary institution while enrolled in high school. The student receives postsecondary credit for coursework.

Student Resources

■ Library and Learning Resources

Dual enrollment students will have full access to the Levi Watkins Learning Center Library located on the campus and access via the website of Alabama State University. If materials are provided by the high school, a university faculty instructor or designated staff member will determine if the resources are appropriate for the courses offered.

■ Disability Services

High school students with a disability wishing to participate in dual enrollment or dual credit must follow the postsecondary procedures for the Americans with Disabilities Act (ADA). ASU requires students with a disability to contact the Office of Disability Services and give adequate notice of need.

■ Academic and Student Support Services

Academic support services will be provided to all dual enrollment students. Additionally, students will have access to tutoring and support services offered by the Academic Center of Educational Success (A.C.E.S). These support services may be offered on campus or online.

Who can I contact about dual enrollment?

For information not addressed in this manual, please contact Fran Spearman in the Office of Admissions at fspearman@alasu.edu or **334-229-4633**.



Student Handbook “The Pilot”
www.alasu.edu/current-students/handbook-policies



Campus Catalog
www.alasu.edu



Academic Calendar
www.alasu.edu/events/academic-calendar



Exclusions

Students participating in dual enrollment continue to be high school students and are not eligible to participate in college organizations and activities unless they directly relate to specific courses taken by the student (e.g., art, music, drama activities).

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. However, although the rights under FERPA have now transferred to the student a school may disclose information from an “eligible student’s” education records to the parents of the student, without the student’s consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent’s status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. However, if the student is not a dependent, then the student must provide consent for the school to disclose the information to the parents.

Alabama State University complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. A student may request, in writing, access to his or her educational record, and such access will be granted within a reasonable time, but in no instance later than 30 days.

IT'S A
GREAT TIME
TO BE A



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DUAL ENROLLMENT APPLICATION PACKET

Application Requirements

- ① Complete Application Packets **MUST** be received by the following deadlines:
 - For Summer and Fall admission | **May 1**
 - For Spring and Summer admission | **October 1**
- ② A completed Application Packet **MUST** include:
 - A completed application for **EACH** semester
 - A signed endorsement clause to be completed by a core teacher
 - Official high school transcript
 - Official test scores (ACT and/or SAT)
 - Counselor and/or principal recommendation
- ③ All applicants must have earned a 3.0 GPA on a 4.0 scale at time of application
- ④ Senior applicants must have earned an 18 or 1060 on the ACT/SAT, respectively
- ⑤ Junior applicants must agree to take the ACT/SAT by the end of the admit term if they have not already tested and earned an 18 or 1060 on the ACT/SAT, respectively
- ⑥ All applicants must be in good academic and behavioral standing with their current high school



Questions? Scan here, visit our website at www.alasu.edu/DualEnrollment or call the ASU Office of Admissions at 334-229-4291 or 800-253-5037.

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DUAL ENROLLMENT APPLICATION

Please print neatly and clearly.

Type of Application: New Renewal If renewal, ASU ID# _____

Application Term: Fall 20_____ Spring 20_____ Summer 20_____

Applicant Information

Social Security Number _____ - _____ - _____ Date of Birth _____

Name _____
First Middle Last Suffix

Address _____
Street Number Street Name Apt. #

City State ZIP County

This is a new address for a renewal application.

Email _____

Home Phone _____ Cell Phone _____ Text opt in?

Race/Ethnicity: American Indian African American Asian Caucasian
 Hispanic/Latino Pacific Islander Two or More Races Other

Citizenship: U.S. Citizen Permanent Resident Gender: Female Male

High School Name _____

High School Address _____
Street Number Street Name

City State ZIP County

Current Grade: 10th 11th 12th Graduation Year _____ Current CGPA (4.0) _____

Have you taken the ACT? Yes No Composite ACT _____ Date selected to take ACT _____
(Required for Juniors)

Have you taken the SAT? Yes No Composite SAT _____

Anticipated Dual Enrollment Credit Hours? 3 hours 6 hours

Only students with a 3.25 GPA, an 18 ACT and 940 SAT will be permitted to enroll for 6 credit hours. All other students must enroll for 3 credit hours.

Previously earned ASU Dual Enrollment Credit Hours? Yes No

I certify that I comply with the provisions of the United States Military Selective Service ACT (50U.S. App. 453) by having registered with the Selective Service Board, or that I am not yet 18 years of age and I will register when required by the law to register, or that I am not required to register (Required by State of Alabama Legislative Act 91-584.). I further agree to assume responsibility for payment of tuition and fees, where applicable, as adopted by the Alabama State Board of Education. I hereby attest that the information given above is accurate and complete to the best of my knowledge. I understand that submission of false or misrepresented information or the withholding of information requested in this application subjects me to refusal of enrollment, to dismissal, or to suspension as a student at Alabama State University. I do hereby release and absolve Alabama State University and its instructors or agents of any liability that might occur as a result of accidental injury during my tenure as a student. It is the policy of the Alabama State Board of Education and Alabama State University, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, disability or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. I must provide my official high school transcript to the ASU admissions office to validate my application. Furthermore, I agree to allow Alabama State University to release my grade report to be my high school guidance counselor and my parent and/or guardian per the home address listed on my application.

Student Applicant's Signature

Date

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Parent/Guardian's Email

Date

DUAL ENROLLMENT ENDORSEMENT CLAUSE

How would you rate the student's academic ability, motivation, organization and independence?

ACADEMIC ABILITY	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
MOTIVATION	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
ORGANIZATION	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
INDEPENDENCE	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

I hereby recommend and request dual enrollment for _____ a student enrolled at _____ High School who is currently classified as a sophomore junior senior. He/she meets all dual enrollment eligibility requirements as identified by Alabama State University for the upcoming enrollment period.

Core Teacher's Printed Name

Course Taught

Grade Level

Core Teacher's Signature

Date



DUAL ENROLLMENT PROGRAM INTENT TO RETURN

Please update your student information

Name _____
Last First Middle Initial

Address _____
Street Number Street Name Apt. #

_____ City State ZIP County

Email _____ Phone _____

School _____ Student ID # _____

ACT Scores: Composite _____ English _____ Math _____ Science _____ Reading _____

SAT Scores: Total _____ Math _____ Evidence Based Reading _____

Have you taken the SAT? Yes No Composite SAT _____

Grade Level: 11th (Junior) 12th (Senior) Current Cumulative GPA _____

CURRENT DUAL ENROLLMENT COURSE(S)

Name of Course(s)	Time	Days	Location

Will you return to Alabama State University next semester for dual enrollment? Yes No

If yes, please complete the bottom portion and return to your guidance counselor. If not, please state why.



Questions about Dual Enrollment?

Scan here, visit our website
at www.alasu.edu/DualEnrollment
or call the ASU Office of Admissions
at 334-229-4291 or 800-253-5037 .

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