



Book	Policy Manual
Section	200 Pupils
Title	Dual Enrollment
Code	241
Status	Active
Adopted	July 17, 2017
Last Revised	July 15, 2019

Purpose

The purpose of this policy is to delineate the requirements for dual enrollment within the Susquehanna Township School District in accordance with the applicable provisions of the Public School Code, as amended.

Definition

Dual enrollment, referred to as “concurrent enrollment” in the School Code, is an effort by the Commonwealth to encourage a broader range of students to experience postsecondary coursework and its increased academic rigor, while still in the supportive environment of their local high school. The intent is to increase the number of students that go on to postsecondary education and to decrease the need for remedial coursework at postsecondary institutions. It is a locally administered program that allows a secondary student to concurrently enroll in postsecondary courses and to receive both secondary and postsecondary credit for that coursework.

Authority

The Pennsylvania Public School Code permits a school district to enter into agreements with one or more Institutions of Higher Education (IHE) approved to operate in Pennsylvania in order to allow its students to attend those IHEs, while enrolled in the school district, and receive credits toward completion of courses at the school district and the IHE (24 P.S. § 15-1525 Agreements with Institutions of Higher Education). Community colleges, members of the Pennsylvania State System of Higher Education, state-related universities and private, nonprofit four-year colleges and universities are all eligible partners.[\[1\]](#)

In Pennsylvania, dual enrollment is for the capable, not just the exceptional student. A successful local dual enrollment program will increase the rigor of the high school experience for students as well as invite a broader range of students to think of themselves as “college material.” Dual enrollment will help to introduce more students to the advantages of postsecondary education and will help students have a more successful transition into the culture and expectations that are present in postsecondary institutions.

Students seeking a dual enrollment shall comply with the policies, procedures, and rules of the district.

Delegation of Responsibility

The Susquehanna Township School District grants the senior high school the authority to approve students to attend a college or university. This requires the building principal to review and to approve all guidelines for admission.

Units of Credit at the High School Level

Credits received from a dual enrollment program will be recorded as acceptable credits and will be reported accordingly on the student's high school transcript. Students will receive one (1) credit at the high school for each course in the dual enrollment program that is completed satisfactorily.

Credits at the Postsecondary Level

The decision to award credits to a student on a college transcript rests with the postsecondary institution. Transfer of credits from one (1) entity to another will be determined by the receiving school. Requests for transcript records shall be made directly to the postsecondary institution by the student.

Guidelines

Eligibility for Participation

To provide the student with the greatest opportunity for success in this transition, the student should have the following to receive the recommendation of the building principal:

1. Students shall submit to the building principal a written request for approval of each proposed course and the number of credits sought.
2. The course must be approved by the building principal and/or be relevant to established academic standards.[3]
3. The student must have passed all courses and have the appropriate units of credit for his/her grade level.
4. The student must have a cumulative grade point average of 3.0 or better.
5. The student must meet district attendance criteria.[4]
6. The student must meet all the requirements for the dual enrollment program at the college or university for which s/he is seeking admission.
7. The student must meet the prerequisites for the course to be taken.
8. The student must have recommendations from at least three (3) teachers.
9. The student must have the recommendation of the counselor and the building principal.
10. The request must be reviewed by the Superintendent and/or designee.
11. Exceptions may be granted at the discretion of the Superintendent.

Requirements and Regulations

In order to establish parameters for the student to earn a Susquehanna Township High School diploma, the following requirements and regulations are established:[5]

1. The student and her/his family shall be responsible for all costs and arrangements with the institution (tuition, textbooks, fees, etc.) unless such items are paid by a grant and/or government funding.
2. The student will be responsible for her/his own transportation to and from the postsecondary institution.

3. Written request from the parent/guardian of the student must be made to the building principal, who will make the determination as to whether or not the proposed course of study will also satisfy the district's graduation requirements. The principal will make a recommendation to the Superintendent or designee, who will make the final decision.
4. Counselor-parent-principal interview must take place. (moved from Eligibility section)
5. The student shall be responsible for having a college transcript sent to the building principal prior to receiving a high school graduation diploma. The college transcript will be attached to the high school transcript as an indication of courses completed and grades earned.
6. The grades earned at the institution shall be included in the calculation of Susquehanna Township High School grade point average or class rank. College courses shall receive advanced placement weighting (effective beginning the 2017-2018 school year).[6]
7. The student must earn corresponding credits in required courses that meet the graduation requirements of Susquehanna Township High School to qualify for a diploma.
8. The student may participate in the Susquehanna Township High School commencement ceremony.
9. The student may participate in Susquehanna Township High School activities with permission of the high school principal and the athletic director (in the event the student wishes to participate in any P.I.A.A. sports in accordance with P.I.A.A. guidelines).[7][8][9]
10. Dually-enrolled students are expected to be present at all classes on a regular, daily basis. Dually-enrolled students who fail to regularly attend their course(s) may be excluded from further participation by written notice from the Superintendent.

Discipline

Dually-enrolled students shall be subject to all rules and regulations of the district, including student discipline policies, to which all other district enrollees are subject. Teachers, principals and administrators shall have the same authority of the comportment of dually-enrolled students as they have over all other enrollees.[10]

Legal

1. 24 P.S. 1525

2. Pol. 124

3. Pol. 102

4. Pol. 204

5. Pol. 217

6. Pol. 214

7. Pol. 122

8. Pol. 123

9. Pol. 231

10. Pol. 218

24 P.S. 502

22 PA Code 4.12

24 P.S. 1601-B-1615-B

24 P.S. 1901 et seq

22 PA Code 4.24

22 PA Code 11.5

22 PA Code 11.8