

Dual Enrollment for Sparkman High School Students

To Get Started:

1. **Make sure you qualify.** A student must meet the following requirements to be eligible to dual enroll:

- ☐ Must have completed all required courses for grades 9 & 10 ☐ Must have a 3.0 GPA ☐ Must be able to pay tuition
☐ Must provide your own transportation. Students are required to leave campus when scheduled for dual enrollment blocks

2. **Apply to the college where you plan to take classes.** Approved colleges: [Calhoun](#), [Drake State](#), [UAH](#), [Auburn](#), [UA](#), [UNA](#), and [JSU](#).
3. **Speak with an advisor at the college** and choose the classes you want to take. Discuss the registration process, courses that will help you in your post-secondary plans, and tuition. Refer to the [High School Equivalency list](#) if you would like to use the college course to replace a high school credit. *STUDENTS MUST VERIFY THAT THE COURSE REQUESTED IS ON THE HIGH SCHOOL EQUIVALENCY LIST. If the course is NOT on the list, high school credit may NOT be awarded.* Submit required ACT, AP, or Placement Test scores to college.
4. **After meeting with the college advisor, submit ALL required paperwork to your Sparkman Counselor**
 - a. [Madison County Course Approval Form](#): This must be fully completed and turned in before the semester deadlines (below chart). Your counselor will sign, then obtain the principal's and superintendent's signature for approval. Students must be approved by MCSS in order for high school credit to be awarded
 - b. College Approval Form: Each college has their own system for obtaining counselor approval. If the college where you are enrolling requires a course approval form with your counselor's signature, you must fully complete the form and turn it in to the SHS counselor before the semester deadlines.
Examples: [Calhoun Course Approval Form](#), [UAH Course Approval Form](#)
 - c. Your counselor will submit the college approval form and send unofficial transcript
 - d. Counselor checks the courses you plan to take will meet the requirements for high school graduation
5. **Submit proof of enrollment** via email to your Sparkman counselor to show that you are successfully enrolled in your class(es). This can be an email from the college, a screenshot, or a picture. If there are adjustments that need to be made to your Sparkman schedule as a result of the course(s) you will be taking at the college, discuss this with your counselor at this time.

Deadlines

Students must have submitted all required paperwork prior to the deadline below in order to be considered or approved for dual enrollment classes.

Fall 2025 - Due May 21, 2025

Spring 2026 - Due December 10, 2025

Summer 2026 - Due May 1, 2026 *College credit only; students cannot take core classes for high school credit during the summer term

Fall 2026 - Due May 8, 2026

Sparkman High School Dual Enrollment – Student/Parent Responsibility Agreement 2025-2026

Course Eligibility and Guidelines:

- Students may not take core classes during the summer to replace core high school credits. Students are allowed to dual enroll in the summer for elective or college credit only
- Seniors may not dual enroll in any course that will serve as a graduation requirement in their final semester. Some postsecondary institutions cannot return grades in time to calculate GPAs or guarantee that ALSDE graduation requirements have been met prior to graduation. Seniors are allowed to dual enroll in the spring semester for elective or college credit only
- ALSDE determines which college courses are approved to replace Alabama high school classes. Please see the equivalency list [here](#)

Transcripts & Grading:

- "Courses approved for dual credit shall be posted on both secondary and postsecondary transcripts. It shall be the responsibility of the postsecondary institution to report grades (in numerical format) to secondary officials. Courses only approved for college credit should not be posted to secondary transcripts." (Alabama State Department of Education Guidelines for Dual Enrollment/Dual Credit Updated May 2019, pg. 5)
- Per MCSS policy, ten points will be added to the grade from the postsecondary institution when the credit is posted to the high school transcript upon successful completion of the college course and receipt of the transcript from the postsecondary institution. It is NOT the responsibility of the counselor to contact the postsecondary institution regarding grades
- Students assume the risk that the attending college might not return grades in time to calculate GPAs or guarantee ALSDE graduation requirements. Counselors are not responsible for obtaining college grades nor uploading college grades into PowerSchool

Student Responsibilities:

- Students are responsible for submitting all SHS and college paperwork to counselor for signature by the required deadlines
- Students are responsible for paying tuition and fees at approved college
- All remote coursework will be completed off campus
- Students must provide their own transportation off campus
- Students will be expected to exercise academic integrity in all coursework
- The Student Handbook, including the Code of Conduct, applies to all MCSS students, both traditional and remote

Early Release / Off-Blocks:

- If your SHS schedule allows, students who enroll in a postsecondary institution are provided off-blocks. **SHS scheduling is prioritized.** Students who are dually enrolled could possibly have up to 2 blocks off per semester.
- 1 college class=1 off-block / 2 college classes=2 off-blocks
- Off-blocks are scheduled at the beginning of the schedule (1st and/or 2nd block) or at the end of the schedule (3rd and/or 4th block)
- Students are **not** allowed to remain on SHS campus when scheduled for a dual enrollment off-block
- It is the responsibility of the dual enrolled student and parent(s) to provide transportation off campus
- The MCSS is not responsible or liable for the above named person during the hours he/she is not scheduled to be on campus. All remote coursework will be completed off campus

Student Name (Print): _____ Student Grade: _____ Date: _____

Student Signature: _____

Parent Signature: _____

Date: _____



Madison County School System Dual Enrollment Form

Dual Enrollment affords a student the opportunity to enroll in a postsecondary institution while attending high school for the purpose of earning credits toward a high school diploma and/or a post-secondary degree. A student must meet the following requirements to be eligible for participation.

- ☐ Must have completed all required courses for grades 9 and 10.
- ☐ Must have a "B" average in completed high school courses.
- ☐ Must be able to pay tuition.
- ☐ Must provide own transportation.

Student Name: _____ High School _____

Student Grade Level: _____ Student GPA: _____ Student ACT: _____

College/University: _____

Approved DE Course (College Course Name & Prefix)	High School Course Replaced	HS Credit (0.5 or 1.0)	Semester

RELEASE OF RECORDS

I authorize _____ (List name of Community College/University) to release my academic record each term to my high school. This release is counter signed by my parent or legal guardian if I am less than 18 years of age. This release shall remain in effect until I provide written notice to discontinue the release. I understand that I am subject to the Federal Education Rights and Privacy Act of 1974 (FERPA).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Authorized Signature

I hereby agree that the above student has an overall B average and has met all other enrollment criteria for Dual Enrollment and is granted permission to enroll in the courses listed above:

Counselor's Signature: _____ Date: _____

Principal's Signature (Or Designee) _____ Date: _____

Superintendent Signature (or Designee) _____ Date: _____