

Appendix E: Beaufort County School District Dual Enrollment Program
Pre-Registration Form

BCSD STUDENT AND PARENT AGREEMENT

The BCSD Dual Enrollment program is open to students in the BCSD who meet the admission/ eligibility criteria and agree to the BCSD guidelines and terms of agreement upon enrollment as outlined below.

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the Technical College of the Lowcountry (TCL). These agreements provide that three-semester hour college courses transfer as one unit of credit.

To be eligible to enroll in TCL’s academic, college transfer, dual enrollment/credit courses, students must meet all criteria listed below:

- a. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.
- b. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.
- c. **Eligibility will be based on multiple measures:**

English 1 must be completed with a B average or higher.

Students currently taking English 1 must provide a grade report reflecting a grade of B or above.

Algebra 2 must be completed with a B average or higher. (*NOTE: ALG2 only required for mathematics or physical science courses*)

- d. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry to include TCL instructor approval for 9th grade applicants. *NOTE: BCSD freshmen students must meet the 90 percentile PSAT requirement in order to participate, per district guidelines.*
- e. Be recommended by the school counselor and approved by the high school principal.
- f. Receive consent of the student’s parent/legal guardian to participate in the BCSD Dual Enrollment Program.

To be eligible to enroll in TCL’s Career & Technical Education (CTE) related Certificate Dual Enrollment Programs:

- a) Students admitted to TCL’s technical certificate program are encouraged to be enrolled in one or more BCSD high school Career & Technical related pathways if available at their feeder high school.
- b) An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

- c) Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry. (*NOTE: Per district guidelines, BCSD freshmen students must meet the 90 percentile PSAT requirement to participate*).
- d) Be recommended by the school counselor and approved by the high school principal.
- e) Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.
- f) Students shall hold a minimum GPA of 2.5 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript. If TCL technical certificate courses are also listed under college transfer courses, then students must satisfy additional multiple measures to meet pre-requisites.

Please select the appropriate program:

- o Technical College of the Lowcountry - TCL

BCSD Guidelines and Terms of Agreement

BCSD students who qualify and participate in the Dual Enrollment Program will do so with the full understanding of the expectations and requirements of "Dual Enrollment" opportunity, both financially and academically, by agreeing to the following:

1. The student and parent/guardian will be responsible for all fees charged beyond the initial fees paid by the Beaufort County School District at the time of the registration.
 - a. If a student desires to **retake** any course regardless of the grade, it will be at the student and parent expense.
 - b. Prior to withdrawing from a course, the student must meet with their school counselor. Students who swap or drop a dual enrollment course at TCL must do so **prior** to the midterm date for each semester. After meeting with the school counselor, the student will email the instructor and copy the school counselor. The student/parent will be responsible for all tuition and fees for courses dropped after the swap/drop date.
 - c. *The student is responsible for maintaining active enrollment in at least **two** TCL courses per semester to maintain "lottery" and "dual fee waiver" eligibility.*
 - d. *If the student drops or withdraws from a class leaving only **one** active class, the student/parent is responsible for all tuition and fees for **both** classes (including textbooks) that were originally paid by the school district at the time of registration. Any new fees generated by a reversal of SC Lottery funds caused by the drop or withdrawal, is the student/parent responsibility.*
2. Textbooks and other required school fees will be provided by the Beaufort County School District at no charge. If the student does not return the textbook at the end of the course or chooses to keep the book, the student will be charged the full cost of a new replacement textbook. The student is also required to repay textbook fees if the course is dropped, and the textbook is not returned.

3. Grading: students who drop a dual enrollment course should do so prior to the published date of each semester’s mid-term. A grade of W (not WP or WF), awarded to students that drop **prior to** the published mid-term date will be interpreted and recorded on the BCSD transcript as a WP. A grade of W, awarded to students that drop **after** the published mid-term date, will be interpreted and recorded on the BCSD transcript as a WF (50).

4. By entering the Dual Enrollment Program, students understand and agree that **all** course grades will be posted both on their high school transcript and their college transcript. **This includes failing grades, or any grades given under a W, WP, WF, or I designation.** Grades will be entered on their high school transcript noting that they are part of dual enrollment and will receive “**IB/AP/Cambridge**” weight in GPA calculation.

5. If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester.** After one semester, the principal or designee will review the student’s academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program. Upon receipt of the student’s final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F). The school counselor will notify the dual enrollment coordinator at the Technical College of the Lowcountry and/or the University of South Carolina Beaufort when a student has been disenrolled from the program. If a student is approved to re-enroll in the program, he/she will only be allowed to enroll in only two courses.

6. The legal parent/guardian of the Dual Enrollment student is **NOT** allowed any information or notification concerning tardiness or absences from college classes due to Federal and State of South Carolina Family Education Right to Privacy Act (FERPA) laws unless a Waiver Form has been signed by the student granting the parents access to his/her records. Dual Enrollment students are treated and have the same high expectations as any other college student on the TCL Campus.

By signing, I acknowledge that I have read the Dual Enrollment Procedures Guide, fully understand and agree to the terms of participation in the Dual Enrollment Program as outlined above:

Student’s Signature _____	Date _____
Parent/Guardian’s Signature _____	Date _____
School Counselor’s Signature _____	Date _____
Principal’s Signature _____	Date _____

Include a signed copy of this agreement to:

Student/Parent

Student’s A9