COLLEGE COURSE SUBSTITUTION

Please refer to North Dakota Century Code for guidance: https://ndlegis.gov/cencode/t15-1c25.pdf

This is **not applicable** to the Dual Credit courses that are offered through the district-established partnerships. See the list of approved courses in the handbook: Dual Credit Courses.

When a student is interested in taking courses from a postsecondary institution during their high school experience, and utilizing that course work to meet high school requirements or full-time enrollment, they need to follow some key steps:

To be eligible for consideration:

- On-track for graduation
- Minimum of a 3.0 GPA
- In good standing at the current institution

1. The student must complete an application prior to enrollment that includes:
    - Name
    - Grade Level
    - High School
    - High School requirement
    - Postsecondary Institution
    - Course substitution request
    - Syllabus for the course from the Institution
    - Application of course: substitution for high school requirements or applicable to full-time enrollment

2. The student will receive approval or denial to:
    a. utilize the course to meet the high school requirement
    b. utilize the course to meet full-time high school enrollment requirements
        - students must take 4 classes on-site per semester to be considered full time

3. The district team will require the FERPA agreement be signed to allow communication between the university and the high school to ensure that students are making progress.