Ozark City Schools

Dual Enrollment Policies

Updated July 2026

Dual Enrollment Programs

Dual Enrollment Overview

A student who enrolls in a dual enrollment course becomes a dual enrolled student - meaning they are now a student at two separate schools. Enrolling in a college or university for college-level courses is a privilege and will require motivation, participation, and responsibility. Students should be good representatives of Carroll High School and demonstrate commitment to the courses for which they enroll. The colleges and universities that offer dual enrollment work with the high school to ensure that students are academically eligible to enroll, but once a student is enrolled, the high school and college operate as separate entities. A student's college transcript will start as soon as they enroll in a dual enrollment course, and the grades earned in dual enrollment classes will carry with them to the collegiate level should he/she continue a college or university education after high school.

- **Student Privacy**
  - Under FERPA (Federal Educational Rights and Privacy Acts), students become "eligible students" when the student turns 18 and/or when the student enrolls in a postsecondary educational program. An "eligible student" means that all the educational privacy rights at the school or postsecondary institution transfer to the student. (20 U.S.C. § 1232g(d))
    - Parents/legal guardians with students who are enrolled at Carroll High School have access to their Carroll High School records until the age of 18 as long as they are enrolled at Carroll High School.
    - Parents/legal guardians and/or Carroll High School officials do not have access to student records or information from the postsecondary institution the student is attending. The student is considered under law an eligible student and responsible for his/her own records. A form may be filed that allows a parent access to records through the CTE school counseling office; however, this does not mean that professors are required to communicate with a parent regarding a student's progress or grades. The professor is only responsible for communicating with the student. Records requests for most universities or colleges must be requested through the records office at the attending institution.
  - Students who are enrolled in AP/Dual credit courses that are combined can receive contact from the parent.

- **Collegiate Expectations**
  - Students are expected to adhere to all college and university guidelines while on campus as well as through online course enrollment requirements. This includes, but is not limited to:
    - Adhering to deadlines for registration, dropping/adding courses, and exams.
    - Following university/college and course attendance policies
    - Participating in class as required by the professor
    - Posted speed limits and traffic requirements (including parking decals)

- Students are responsible for utilizing the institution's resources and offices to ensure compliance (for example: obtaining a parking permit). The school is not able to access resources on the student's behalf.
- Different institutions will have different policies as to what they cover for dual enrollment students. It is the responsibility of the student to ensure all funds are paid in accordance with the policy of the enrolled institution.

- **Transportation**
  - By enrolling in dual enrollment courses, parents/guardians and students are agreeing that students are allowed to check themselves in and out of the school to take those courses. The school does not accept any liability or risk to students who commute to other institutions off-campus and/or is not able to monitor student transition to and from the postsecondary institution a student is attending.
  - Students are required to transport themselves (or have access to a consistent ride as approved by parents/guardians) to and from dual enrollment classes and must sign in and out through the front office as documentation of checking in and out for the day.
    - Students who have issues with attendance and/or issues with transportation to and from dual enrollment classes may be prevented from taking future dual enrollment classes. A meeting will be held between the parents and students to discuss when there are issues and make decisions about future enrollment plans.
  - Ozark City Schools is not liable for students who drive themselves and/or ride with anyone else to and from any local institution. Students and Parents/Guardians assume responsibility for any risk associated with commuting off-campus. Ozark City Schools does not monitor student transportation to and from campus.
  - Students are discouraged from riding with other students. Students should be mindful of Alabama licensing and passenger requirements as outlined by the Alabama Law Enforcement Agency.

- **Student Eligibility**

  Students must meet the following criteria to be considered for dual enrollment courses:
  - Students must meet all eligibility requirements set forth by the college.
  - Students must be free of any official, school-issued truancy notices.
  - Students must submit all eligibility paperwork in a timely manner to be able to register for dual enrollment classes.
- Students must have a 2.5 GPA or higher.
  - Some CTE courses and/or programs may allow a lower GPA with admin and college approval
  - Students wishing to take three or more dual enrollment classes must have a 3.00 GPA and must have a meeting with an administrator and counselor to approve a course load higher than two classes.

- Students must have a C (70) or better in all dual-enrolled courses to maintain eligibility. Continuous eligibility will be determined as specified in the institution's continuous eligibility process; at a minimum, students who earn a D (69) or lower in a college/university course will be on dual enrollment academic probation for a minimum of one semester.
    - Students under academic probation will not be allowed to register for any dual enrollment course at any university a minimum of one semester following dual enrollment probation.
        - If a student does not meet this requirement in the spring semester, they will be ineligible in both the summer and fall semesters.

- **High School Support**
    - Counselors at the Career Center are equipped to help students enroll in a college-level course through dual enrollment. They can help students navigate the application process and registration process as well as complete eligibility paperwork.
    - High school staff cannot contact professors or the college or university on the student's behalf to request information or technical assistance.
    - High school staff do not have access to passwords or usernames and are not able to request that information from the college or university.
    - The colleges or universities will not advise the high school faculty on courses needed and/or credit requirements. Students should seek help from an academic advisor through the university to ensure that program or certificate requirements are met.

- **Accommodations Under the Americans with Disabilities Act (ADA)**
    - Students who have a IEP, 504, and/or IELP, will need to coordinate with the college or university to discuss compliance for each student. Students may have to resubmit paperwork submitted to the high school to determine collegiate eligibility and/or accommodations. Carroll High School cannot share documents submitted on behalf of the student with the institution since the student is considered an eligible student under FERPA. If students need access to records, they must reach out to his/her case manager and/or school counselor for any needed documents. Please note that collegiate procedures and accommodations will differ from high school accommodations.
        - **Wallace Community College:**
            - It is the policy of Wallace Community College to provide reasonable accommodations for environmental and program accessibility for individuals with a disability as defined in Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). To that end, the Disability Support Services department serves as the central campus resource for students with disabilities. Working in partnership with students, faculty, and staff members, the goal of Disability Support Services is to provide a physically and educationally accessible College environment that ensures that an individual is viewed on the basis of ability, not disability.

Ryan Spry, Director, Student and Campus Services
Cunningham Hall, Room 403, Dothan Campus
334-556-2587
rspry@wallace.edu
Mondays-Thursdays – 7:30-4:30; Friday – 7:30-2:00

- **Enterprise State Community College:**
  - It is the policy of Enterprise State Community College to provide reasonable accommodations for environmental and program accessibility for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Anyone who desires information about accessibility or services should contact the College Coordinator of ADA. For persons using a TTY, the Alabama Relay Center is available by calling 1-800-548-2546. If special accommodations are required, contact Dava Leverette at 334-347-2623. The ADA Office is located in Boll Weevil Central at the Enterprise State Community College campus.

- **Student Expectations**
  - Students are responsible for maintaining their grades and reaching out to professors and/or college or university staff as issues arise.
  - If a student is having issues in a course, they should reach out to the professor as soon as possible and work out a time during their office hours to discuss those concerns.
  - To ensure student safety and accountability*, if a student does not have class on a particular day/time, they should not be on campus at that time unless they are assigned to an ACCESS lab class for an online course or for the days they do not have class.
    - Students must have permission to be on campus on days they do not have class and should remain there for the <u>entire</u> duration of time they would normally be off campus. They should still check in and out through the front office.
      - For example, if a student plans to be on campus for a meeting with a teacher during planning, the student should remain there for the entire duration of their time on campus and ensure that they sign in and out (when necessary).

    * This is a safety policy designed to ensure that all students on campus are accounted for should there be an emergency situation.
  - Students are responsible for attending to any issues with courses (online or in-person) in a timely manner.
  - Students are responsible for ensuring that credits taken at a dual enrollment institution during the school year will not affect scholarship opportunities at the universities/colleges that the student is planning to attend.
    - Some scholarships are reserved for freshmen and due to the number of credit hours a student takes, they may not be classified as a freshman his/her first year of college since the credits may transfer with them.

- Students are responsible for establishing a process for transferring credits to another college or university as well as ensuring that the credits will transfer. The high school faculty does not transfer students' credits from a dual enrollment program.
- School email, learning management systems (Blackboard, Canvas, etc.) should be checked regularly for announcements, memos, or emails from the college or university. Carroll High School faculty are not aware of most announcements or events that come from the institution.

- **Transcript Information**
  - If a student takes a course at a university or college during the regular school year, that grade will go on his/her high school transcript as well as his/her college transcript, regardless of passing or failing the course.
  - **Students who drop a course are responsible for notifying the CTE counselor within three days of the course being dropped.**
    - Students who drop or withdraw a course will be required to enroll in an alternative or online elective course and may have to report to ACCESS lab for the remainder of the semester. This option may not be possible, depending on how late it is in the semester. **Failure to notify the CTE counselor and/or failure to find an alternative course will result in a 59 on the transcript due to no grade.**
    - **Seniors should be especially mindful of courses taken during the spring semester of their senior year that may affect graduation if dual enrollment classes are not passed.**
  - Summer courses and Night-Time Courses
    - Students who take a summer course or night-time courses to replace a credit-bearing high school course for the upcoming school year (English, history, science, or social studies only) will have that grade entered onto the high school transcript.
      - If a student fails or drops a summer course, that grade will not be entered on the transcript, and the student will need to take the course during the upcoming school year. The tuition will not be covered for retaking a course a second time.
      - Students who take a summer dual enrollment course and do not perform as well as they would like (making a 70, for example) may retake the high school course counterpart as an alternative. The college grade will remain on the college transcript but will not be entered on the high school transcript. This is for summer/night courses only.
    - Students who take summer or night-time elective courses or choose not to have a course replace his/her core class for the upcoming school year will not have those grades entered onto the transcript for the high school. For example, a student who takes English 101 the summer prior to their 11th grade year but still plans to take English 11 during his/her 11th grade year will not receive the dual enrollment credit for the course.
    - All courses taken at the collegiate level remain on the collegiate transcript, regardless of whether or not they are entered onto the high school transcript.

** There may be special circumstances where summer courses may be included on a high school transcript. Any override to this policy will be discussed by the dual enrollment team and administration to come to an agreement on a case-by-case basis. An example would be CTE classes to meet graduation requirements.

- **Classes on CHS's Campus**
  - Students taking classes on Carroll's campus are not required to come on days they do not have classes, provided they can drive OR have a note on file indicating that the student has a ride to and from campus.
    - Students must sign out prior to leaving campus.
    - Students who do not drive must have a letter on file from the parent indicating that they are leaving campus daily.
    - Students must leave daily unless there are extenuating circumstances and must report to the Career Center when they do not leave campus)
  - Students who cannot drive and do not have a note on file must report to the Career Center during the assigned class time.
  - Students **<u>may not</u>** walk off campus to nearby locations (Steagall Park, Dairy King, etc.)
  - Students taking an online Dual Enrollment course will be enrolled in an on-campus computer lab course to allow them class time to complete online assignments. Attendance is mandatory. The only exceptions would be for students who are enrolled full-time in dual enrollment, co-op, and/or athletic classes and accepted to the Elevate program, or other circumstances, as determined by administration.

- **Scheduling**
  - Schedule changes for an upcoming semester will not be made in PowerSchool until grades are received from the university or college and/or the student submits a schedule that shows the course the student is registered for as well as the dates and times the student is taking the course.
    - Grade Example: If a student takes a course in the summer that shows on the schedule for the fall semester, the schedule will not be changed to have that course removed until the official grade is received from the university or college.
    - Schedule Example: If a student is taking a course in the fall semester and registers over the summer, a schedule must be submitted to the CTE counselor for the dual class to be added to the student's schedule.
  - If students wish to take a course at dual enrollment that is offered the same time as a course on the Carroll High School campus, the student must find an alternate time for the Wallace course or choose which course he/she wants to take.
    - Students may not be simultaneously enrolled in a Wallace course and an on-campus Carroll High School course.
      - For example, if a student wanted to take Basketweaving on the Carroll High School campus and English dual enrollment (only on M W) and both are offered

at 8 am, the student would need to choose which course to take. Students would not be able to attend class on T, TH, and F on Carroll High's campus and then attend dual enrollment on M W.

    - There may be circumstances, such as JROTC leadership classes, band, and sports, where students may participate on days they do not have classes due to the extracurricular nature of these classes.

- Students may be allowed to arrive at class slightly later and/or leave slightly earlier for dual enrollment classes, provided they are in their scheduled class at CHS a majority of the class time and are maintaining the coursework, as required.
    - Teachers are not responsible for keeping track of work that dual enrollment students miss when attending class.
    - Students who arrive late to take a test or need to leave early on a test day will be responsible for coordinating testing with the teacher. The teacher may require a student to take the test at a later date to ensure equity and fairness.
    - <u>Students may only leave earlier or arrive later on assigned class dates based on the collegiate schedule submitted at the beginning of the term. Students who arrive late on non-scheduled class dates will receive a tardy or unexcused absence in accordance with the OCS attendance policy.</u>

Agreements and Acknowledgment

Student Agreement

- I understand that by enrolling in dual enrollment courses begins my collegiate transcript.
- I understand that if I withdraw from a dual enrollment course and am unable to be enrolled in a high school course, I will receive a 59/F on my high school transcript for that course on my schedule.
- I understand that it is my responsibility to submit all Dual Enrollment paperwork at the time of registration and that I will only be allowed to register for Dual Enrollment courses once I have submitted my completed and approved packet.
- I understand that if I earn below a 70/C in any dual enrollment course, I will not be eligible to register for dual enrollment classes the following semester.
- I understand that I must provide my own transportation to and from the college campus for Dual Enrollment courses.
- I understand that Dual Enrollment courses are equivalent to equal credit for high school equivalent courses for the purpose of scheduling and high school transcripts.
- I understand that the scheduling of high school and Dual Enrollment courses must be completed on an individual basis. The student is responsible for registering with the Dual Enrollment institution and meeting all deadlines and paperwork requirements as well as providing a schedule to the high school through the school counselors or administrators to adjust the school schedule as needed.
- I understand that potential scheduling conflicts between high school and college courses may prevent enrollment in dual enrollment.
- I understand that I cannot be enrolled in a course on the high school campus and on a dual enrollment campus that is scheduled at the same time.
- I understand that if I am pursuing a specific scholarship opportunity from a university or college, it is my responsibility to ensure that the number of collegiate credits I earn will not interfere with my ability to apply, earn, or accept that scholarship.
- I understand that I am responsible for keeping up with my work and expectations in a collegiate course, and that teachers, administrators, and counselors cannot seek out information on my behalf.
- I agree to all guidelines set forth in this document.

Parent Agreement

- I understand that enrolling my student in a Dual Enrollment course begins a college transcript.
- I understand that college students (including dually enrolled students) operate independently of their parents. Therefore, as a parent, I will not have access to grades, progress, or the instructor at the college level.
- I understand that Carroll High School and Carroll High School Career Center do not have access to students' grades in a dual enrollment course until final grades are posted.
- I understand that any tuition, fees, and/or materials associated with the course will be the responsibility of the parent; tuition must be paid by the deadline set forth by the college.

- I understand that I, or my student, will be responsible for providing transportation or ensuring transportation to and from courses taught on the college campus and that Ozark City Schools assumes no risk or liability.
- I understand that if my child meets accommodation requirements under the Americans with Disabilities Act, it is my child's responsibility to share all documentation and paperwork with the institution to seek out needed accommodations. The school cannot provide paperwork to the university on the student's behalf.
- I agree to all guidelines set forth in this document.

School Agreement

- We agree to submit all required documentation and paperwork that we are allowed to send under the Family Educational Rights and Privacy Act in a timely manner.
- We agree to support students and offer guidance as they apply for the university and begin the registration process.
- We agree to allow students to check in and out, as needed, for dual enrollment courses, following all local school and district policies and procedures.

By signing below, I acknowledge all stated procedures regarding Dual Enrollment courses and commit to following the outlined procedures and policies.

College(s) that I plan to attend for Dual Enrollment: _____

Courses that I plan to enroll in:

*Please note, this does not count as a schedule submission. Students must submit a copy of their Wallace Schedule that includes the days, times, and student's name.

Course	Semester (circle one)		
_____	Fall	Spring	Summer
_____	Fall	Spring	Summer
_____	Fall	Spring	Summer
_____	Fall	Spring	Summer
_____	Fall	Spring	Summer
_____	Fall	Spring	Summer

* If taking a summer course, students must meet with guidance for scheduling for the upcoming school year if core credits only are to be added to the transcript to replace academically enrolled courses.

I have read and understand the Dual Enrollment policies and procedures. I know that I am responsible for costs and transportation associated with my enrollment. I further understand that I am responsible for providing the school counseling office with both a copy of the course schedule and final grade. I understand that progress toward earning my high school diploma supersedes my Dual Enrollment obligations.

Student Name (Print): _____ Grade Level: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

CHS Official's Signature: _____ Date: _____