Mercer County High School
Dual Credit Contract

Mercer County High School is committed to providing a safe, supportive environment to meet the individual needs of all students and encourage postsecondary options for students who meet or exceed postsecondary benchmarks. Dual credit offerings at MCSHS allow students to choose college level courses with the support and guidance of high school proctors and facilitators while experiencing, learning, and earning credit in a college course. Students can enroll in a college course and earn credit that counts for both the high school diploma/graduation requirements and college credit credential attainment.

Dual credit courses are college courses. The college courses have college expectations, requirements, deadlines, and attendance which varies from high school expectations, requirements, deadlines, and attendance. High school activities, conferences, deadlines, etc., are NOT excuses to be absent from the college course or to miss deadlines. The college professor and the college course syllabus provide information on the proper way to address these types of issues which may arise and conflict with high school. Students should expect the college course requires extra hours of work, various methods of learning, and intentional reading to seek out details, processes, and proper procedures from the course and all materials provided. College courses and materials are individualized by the college professor and provided to the student through the professor, the online college platform, and the college email.

It is imperative for students to access and **continuously** check college and high school email accounts; along with responding in a timely manner. In the past, students have accessed the college platform (Blackboard or Canvas) believing they have accessed all of the course information, but never checked the college email and found out later that they missed information related to the college course because it was shared **ONLY** through the college email account. Processes and procedures may be cumbersome and seem overwhelming; students may spend more than thirty minutes or more, reading and reviewing their email and online platform, to complete enrollment and log-in procedures. This is part of understanding how college processes differ and navigate through the college application, enroll in the college course, confirm name is on the college roster, log in to the college accounts, obtain college identification number, username, email address, and password.

College courses, with preparation and research, can save money and time in pursuit of a college degree. The instruction, curriculum, and pace of the course is set by the college and the college professor has the final say. Students must be aware that they are a student with MCSHS and a student enrolled in college. Grades earned in the college course will count toward high school and college GPA; and the GPA will affect the students' overall GPA that calculates toward KEES money.

For a dual credit student to qualify for a KHEAA Dual Credit Scholarship or Work Ready scholarship, a student must:

- be enrolled in the 11th or 12th grade
- complete the KHEAA scholarship on *myKHEAA* account www.kheaa.com by setting preferences for the scholarship prior to the deadline, **Fall** - September 30; **Spring** - February 28
- students in 10th grade can receive a work ready scholarship

College courses are **NOT free**! Dual Credit Scholarship pays tuition for **one** dual credit course, **each school year** during the 11th and 12th grade. Work Ready Scholarship pays tuition for **two** approved career and technical education courses in a program area **each school year**.

College courses on the list fulfill general education requirements for degrees and credential attainment. However, college programs and degree requirements vary by college. **Students are advised to contact the colleges they intend to enroll in to confirm if the course(s) will transfer toward the degree they plan to pursue.**

KHEAA SCHOLARSHIP: DUAL CREDIT

Area Colleges Participating in the DUAL CREDIT Scholarship Program With MCSHS			
MURRAY STATE	EKU	Campbellsville University	BCTC

FREE COLLEGE TUITION

The Kentucky General Assembly allocated funding for Dual Credit scholarships; these are administered by the Kentucky Higher Education Assistance Authority (KHEAA).

- **WHO?** ***11th*** and ***12th*** grade students attending KY public high schools
- **WHAT?** Eligible dual credit courses include general education courses ***and*** CTE courses in a state-approved pathway leading to an industry recognized certificate.
- **WHERE?** Students may take courses at ***MCSHS***, ***Trailblazer***, or at a participating postsecondary ***institution***
- **WHEN?** Don't miss out on this scholarship opportunity to get started on your college education ***NOW***! The fee to take additional dual credit courses at participating postsecondary institutions is $99 for the 2026-27 school year.

Book expenses and other service fees could apply depending on the institution.

KHEAA SCHOLARSHIP: WORK READY

Area Colleges Participating in the WORK READY Scholarship Program With MCSHS			
MURRAY STATE	EKU	CU Campbellsville University	BCTC

FREE COLLEGE TUITION

The Kentucky General Assembly allocated funding for Work Ready scholarships; these are administered by the Kentucky Higher Education Assistance Authority (KHEAA).

- **WHO?** ***9th*** **-** ***12th*** grade students attending KY public high schools ***and*** enrolled in an approved Career and Technical (CTE) dual credit course at an eligible institution.
- **WHAT?** Approved dual credit courses are ***limited*** to Career and Technical Education coursework that is in a career pathway approved by the Kentucky Department of Education as leading to an industry-recognized credential.
- **WHERE?** Students may take courses at ***MCSHS***, ***Trailblazer***, or at a participating postsecondary ***institution***
- **WHEN?** Don't miss out on this scholarship opportunity to get started on your college education ***NOW***! The fee to take additional dual credit courses at participating postsecondary institutions is $99 for the 2026-27 school year.

****NOTE: Students can take *2* *FREE* approved Career and Technical Education courses *EACH* year.**

Book expenses and other service fees could apply depending on the institution.*

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EKU, CU Harrodsburg, BCTC, and MSU have specific dates listed on their website related to **enrollment** and **withdrawal**. The college deadlines must be followed by the Dual Credit student. Enrollment may be in up to two college classes per semester. Online or off-campus dual credit courses cannot follow or precede work-based learning.

If a high school student decides to enroll in a college course as dual credit through Mercer County High School, they must follow the guidelines set for dual credit, to help the student be successful, earn college credit, and choose courses that will help in their future college pathway.

Enrollment will be based on a holistic review of the following:
- ACT scores - ENG 18, RDG 20, MATH 22
- Math courses need Math
- High School Cumulative GPA 3.0
- Successful completion of Honors courses or AP courses
- Teacher Recommendation

Successful completion of a dual credit course is needed to enroll in additional dual credit courses
- No withdrawing
- D or F

If a student chooses to withdraw from a college course, they must complete the process prior to the college deadline date or the student will earn the letter grade and not a W. The student, parent, school counselor, and principal must approve withdrawal of a college course and documents must be submitted to the college **before** the deadline set by the college. The student and parent will be responsible for the balance at the college for tuition, textbook, etc..

Withdrawing from a college course means the student did not earn a college or high school credit. As a result, the high school transcript will reflect a W with a 0.0 GPA grade weight.

Mercer County High School Principal/Designee will have final approval and discretion for all dual credit enrollment and withdrawal procedures.

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1. Students must complete the online college application, obtain a college identification number, and any additional college forms required.
    a. Create a contact in your phone for the specific college and add your ID number and Username to the notes section of contacts. (Instead of searching notes or pictures, you click on your contacts and search the college and you have your information saved.)
    b. College ID and college username will be used to create your college account and to request transcripts in the future.
2. Students must read and abide by the college course syllabus.
    a. The syllabus will contain professor's name, contact information, deadlines, grade calculation information, etc.
    b. Contact your professor, FIRST, if you have questions or concerns regarding your college class.
3. Meeting college deadlines is imperative to achieve success in a college course.
4. College and high school schedules may not align, it is probable that you may have assignments due, or class attendance required when high school is not in session.
5. The college course grade will be recorded on the student's high school AND college transcript. High school and college grades are used to calculate cumulative GPA, which are reflected in earning and eligibility of the student's KEES money.
6. Students must check and respond to their Mercer County and college email accounts. High school and college information will be shared to the student's Mercer County email address and the parent's email address listed in Infinite Campus.
7. Dual credit tuition rate is set by state legislation in the month of June.
    a. 2026-27 tuition rate was $99 per credit hour, most college courses are three credit hours & would cost approximately $297.
    b. Dual credit tuition rate is discounted, if students take more than two courses per year and want to self-pay.
8. Dual credit courses are NOT free.
    a. KHEAA Dual Credit Scholarship will pay tuition for one course per year. Students MUST apply for the KHEAA Dual Credit Scholarship in their KHEAA account. Textbooks, course materials, state exams, and online resources are **NOT** paid for by the scholarship.
    b. More information at the student's MyKHEAA account – www.kheaa.com
9. Taking college credit in high school will affect your high school and college GPA, plus financial aid eligibility based on the following federally mandated standards; pass 67% of credit hours attempted and maintain a 2.0 GPA or higher; 3.0 GPA is required for full KEES award, after high school graduation.

As the parent/guardian, I hereby grant approval for my son/daughter to enroll in college course(s) as a college student, while currently enrolled in high school. I understand and agree to pay any fees, textbooks, online resources, state exams, and tuition related to the course(s) that my student enrolls in. I accept full responsibility for all personal matters such as transcript, financial arrangements, etc.

Student Initials	**Parent Initials**	**After reading each statement below, please initial in the box to the left of the statement, signifying you have read and understand the information provided.**
		As the parent/guardian of the student listed above, I give permission for the student to leave Mercer County High School (MCSHS) for the purpose of taking a college course. It is the responsibility of the student to meet the college deadlines, arrive on time, attend college courses and follow the college calendar for specific days of attendance for the entire course and the final exam.
		Student drivers are voluntary. The student is not insured under any school policy for the purpose of driving to and from the college course.
		The student and parent/guardian understand that the high school student is enrolled in a college course and the college schedule, timeline, and deadlines may require attendance that is different than the high school schedule. The high school student is expected to follow all college expectations and guidelines.
		Students are not excused from the college course for any high school functions.
		This form confirms student permission for both **fall** and **spring** semester, if the student enrolls in a college course requiring driving permission for each semester.
		Leaving campus is a privilege, not a right. This right can be revoked by the school principal, at any time if the student does not follow requirements, failing the college course, leaving school early, arriving at school late, etc.
		I have read and understand all of the information listed above and I agree to the statements listed above.

Parent Signature Date Student Signature Date