



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 15-PGED-001
DATE August 26, 2015

EDUCATION

SUBJECT: Graduation Requirements and Policy - Dual Enrollment

Reference: DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014

1. PURPOSE. This Procedural Guide:

a. Establishes proper guidance and assigns responsibilities concerning the implementation of dual enrollment at Department of Defense Education Activity (DoDEA) high schools in order to:

(1) Engage students in quality college and career pathways and course-taking in order to promote successful post-secondary student outcomes.

(2) Foster college-and-career-going cultures within DoDEA schools by encouraging students to engage in and successfully complete college-level coursework.

(3) Meet the unique academic needs of individual students by authorizing post-secondary courses in the junior and senior high school year.

b. Provides procedural guidance authorized by Administrative Instruction 2000.1, High School Graduation Requirements and Policy.

c. Provides guidance to DoDEA officials and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable by law.

2. APPLICABILITY. This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and the Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and the Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area

Directors”); and all DoDEA District Superintendents, School Administrators, Teachers, and Support Staff.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that Procedural Guide, Dual Enrollment:

- a. Adheres to DoDEA Administrative Instruction 2000.1, High School Graduation Requirements and Policy.
- b. Promotes equitable access to rigorous post-secondary educational opportunities.
- c. Bolsters enrollment in relevant rigorous post-secondary courses that prepare students for successful college and career pathways.
- d. Advances students’ post-secondary educational and career success.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Linda L. Curtis
Principal Deputy Director and
Associate Director of Academics

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ENCLOSURE 1

RESPONSIBILITIES

1. DODEA HEADQUARTERS.

a. Shall ensure this policy is reviewed, updated and distributed, as appropriate, on a biennial basis.

b. Shall ensure that DoDEA areas report on student participation and outcomes and that the data accurately identifies the post-secondary institution to which students are enrolled, reflects the number of courses completed by prospective students and includes the final grade for any DoDEA course substituted by the post-secondary education course grade of C or better following the accredited post-secondary grading scale.

2. AREA DIRECTOR.

Shall ensure that DoDEA districts report on student participation and outcomes and that the data accurately identifies the post-secondary institution to which the student is enrolled, reflects the number of courses completed by prospective students and includes the final grade for any DoDEA course substituted by the post-secondary education course grade. A grade of 'C' or better according to the college or university grading scale must be earned to substitute a DoDEA course.

3. DISTRICT SUPERINTENDENT.

a. Shall ensure that the policy is consistently implemented in all secondary schools with enrolled eleventh and twelfth grade students.

b. Shall ensure that accurate data is provided to DoDEA Headquarters for the report on student participation and outcomes.

4. HIGH SCHOOL PRINCIPAL.

a. Shall review a student's request for enrollment in an accredited post-secondary institution for a course prior to the beginning of the course. The principal may not delegate this authority.

b. Shall require students' courses for enrollment be aligned with his or her four-to six-year academic/post-secondary plan.

c. Shall provide the Superintendent with a report of student participation and outcomes of the prior school year by June 30 of each year.

d. Shall ensure that the post-secondary course requested as a substitute for a DoDEA course is eligible to be included and aligned to DoDEA content and curriculum.

e. Shall complete and file in the student academic record all official documents to ensure all aspects of the policy are addressed prior to the execution of concurrence via signatures.

f. Shall ensure that students are aware of the dual enrollment procedural guide and promote access to dual enrollment opportunities. All students taking courses for dual enrollment are encouraged to work with a college advisor as well as with their high school counselor to develop a post-secondary educational plan rather than enrolling in a random selection of college courses.

5. PARENT/SPONSOR.

a. Shall complete the Parent/Sponsor sections of Attachment 1, Consent/Approval DoDEA Dual Enrollment and submit it to the high school principal for approval prior to the semester (fall/spring) in order to substitute a credit for graduation.

b. Shall ensure the post-secondary institution is an accredited college or university recognized by the United States Department of Education.

c. Shall complete the admission and enrollment of the student into an accredited college or university.

d. Shall pay for all tuition and class materials for their student to enroll in college and university courses whether the credit is/is not used as a substitute for DoDEA graduation requirements.

e. Shall provide transportation of the student to/from the college or university.

f. Shall submit an official transcript for dual credit consideration within 60 days of the end-date of the semester in which the course was taken.

ENCLOSURE 2

PROCEDURES

1. Dual Enrollment.

a. Access.

(1) DoDEA high schools shall publicly inform their constituents of dual enrollment opportunities and processes via their high school course selection catalog or Web site.

(2) Dual enrollment shall not exceed two college-level courses per student, per school year.

(3) All DoDEA eleventh and twelfth grade students enrolled at least half-time are eligible to apply for dual enrollment.

(4) All financial obligations associated with the enrollment, articulation, and successful completion of a college-level course is the sole responsibility of the student/parent/sponsor and will not be shared by DoDEA.

b. Course Quality.

(1) The post-secondary institution must be accredited by an agency recognized by the United States Department of Education.

(2) The course content, rigor and instruction must meet the same standards and adopt the same learning outcomes and assignments as those developed for a course taught to traditional students at the post-secondary institution, including the administration of any departmental exams applicable to the course, use of substantially the same book and syllabus as used at the college level and the same course grading standards.

(3) In order to be accepted for dual enrollment, the college courses must be credit-bearing and may not be intended for remediation of a course previously taken at a DoDEA school or other school system.

(4) Courses offered for dual credit must be in the approved undergraduate course inventory of the post-secondary institution.

(5) The course must be at a higher level than taught by the high school and be transferable to a post-secondary program.

c. Dual Credit.

(1) An eleventh or twelfth grade student who successfully completes an approved course may simultaneously earn both college credit and high school credit.

(2) Students must earn a minimum grade of 'C' or better according to the college or university grading scale to substitute a DoDEA course.

(3) Cumulative total of dual credit earned while enrolled in a DoDEA school shall not exceed four (4) college level courses.

(4) College credit to high school calculation is three (3) college semester hours to earn one (1) high school credit; Four (4) college semester hours to earn one and one quarter (1.25) credits; Four (4) to eight (8) college quarter hours to earn one (1) high school credit.

(5) The dual credit will be evaluated and documented on the DoDEA transcript, reflecting institution name and course title within 10 days of receipt of official transcript and principal approval.

(6) Courses taken for dual credit will not be weighted and will not be calculated in student grade point average.

(7) DoDEA will not change the course title and/or letter grade on a transcript coming from a non-DoDEA school.

(8) If the post-secondary institution uses numerical grades, DoDEA will use the post-secondary institution's grading scale to convert the numerical grades to letter grades.

(9) Specific courses required for graduation will be accepted for dual credit if equivalent coursework has been satisfactorily completed at a preapproved post-secondary institution and is identified as a core requirement course within one of the following content areas: English/language arts, mathematics, social studies, science, world language, fine arts, and career technical education.

(10) Dual credit will not be approved for elective course requirements necessary to receive the DoDEA high school diploma.

d. Evaluation.

(1) Dual enrollment programs will be evaluated on a biennial basis at the school, district, area and Headquarters levels.

(2) Evaluation will analyze:

(a) Dual enrollment by post-secondary institutions.

- (b) Annual participation rate.
 - (c) Annual participation rate by gender/ethnicity.
 - (d) Student performance (grades).
- (3) Post-secondary enrollment rate by graduating cohort (also disaggregate by ethnicity and gender).

Cancelled

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

College	College and/or University
DoDEA	Department of Defense Education Activity
DDESS/DoDDS-Cuba	Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba
DoDDS-E	Department of Defense Dependents Schools, Europe
DoDDS-P/DDESS-Guam	Department of Defense Dependents Schools, Pacific, and the Domestic Dependent Elementary and Secondary Schools, Guam

Cancelled

GLOSSARY

PART II. DEFINITIONS

accredited college. A post-secondary institution accredited by an agency recognized by the United States Department of Education. The goal of accreditation is to ensure that education provided meets acceptable levels of quality.

college credits. For a student to earn high school credit after completing a course at an accredited college or university, the course must be approved by the local high school principal prior to beginning the course.

dual enrollment. Dual enrollment is defined as any opportunity for secondary students to attain college credit by an accredited college or university through instructional deliveries used in colleges and universities across the U.S. including installations on U.S. military bases.

dual credit. Course credit earned by an eleventh or twelfth grade student who successfully completes a preapproved college course with a grade of C (using a 4.0 grading scale) and simultaneously earns both college and high school credit that may be applied toward receipt of the high school diploma.

graduation requirements. The minimum set of requirements that must be obtained to receive either the standard or honors high school diploma.

resources. Materials that are required for students to successfully complete a course and are the responsibility of the student.

student. A person enrolled and attending a school within DoDEA.

transferability. Courses completed by eleventh and twelfth graders at an accepted post-secondary institution that are aligned to DoDEA's course offerings for graduation credit shall be used as a replacement course up to a maximum of two classes per year. The courses that are substituted will be presented by the student in the form of a transcript. (Note: Post-secondary institutions accept dual enrollment credit as transfer credit, provided measures of quality are ensured. More than 20 states require dual enrollment credits to be treated for transfer credit in the same manner as credits earned at the receiving institution.) DoDEA cannot guarantee that the postsecondary institutions that DoDEA students attend after high school graduation will accept courses the student took via dual enrollment during high school.

tuition and fees. It is the responsibility of the parent to pay all costs associated with DoDEA high school students to enroll and participate in college and university courses.

Attachment 1

CONSENT/ APPROVAL

DoDEA DUAL ENROLLMENT

PART A.

PARENT / SPONSOR INFORMATION

Parent/Sponsor: First Name: _____ Last Name: _____

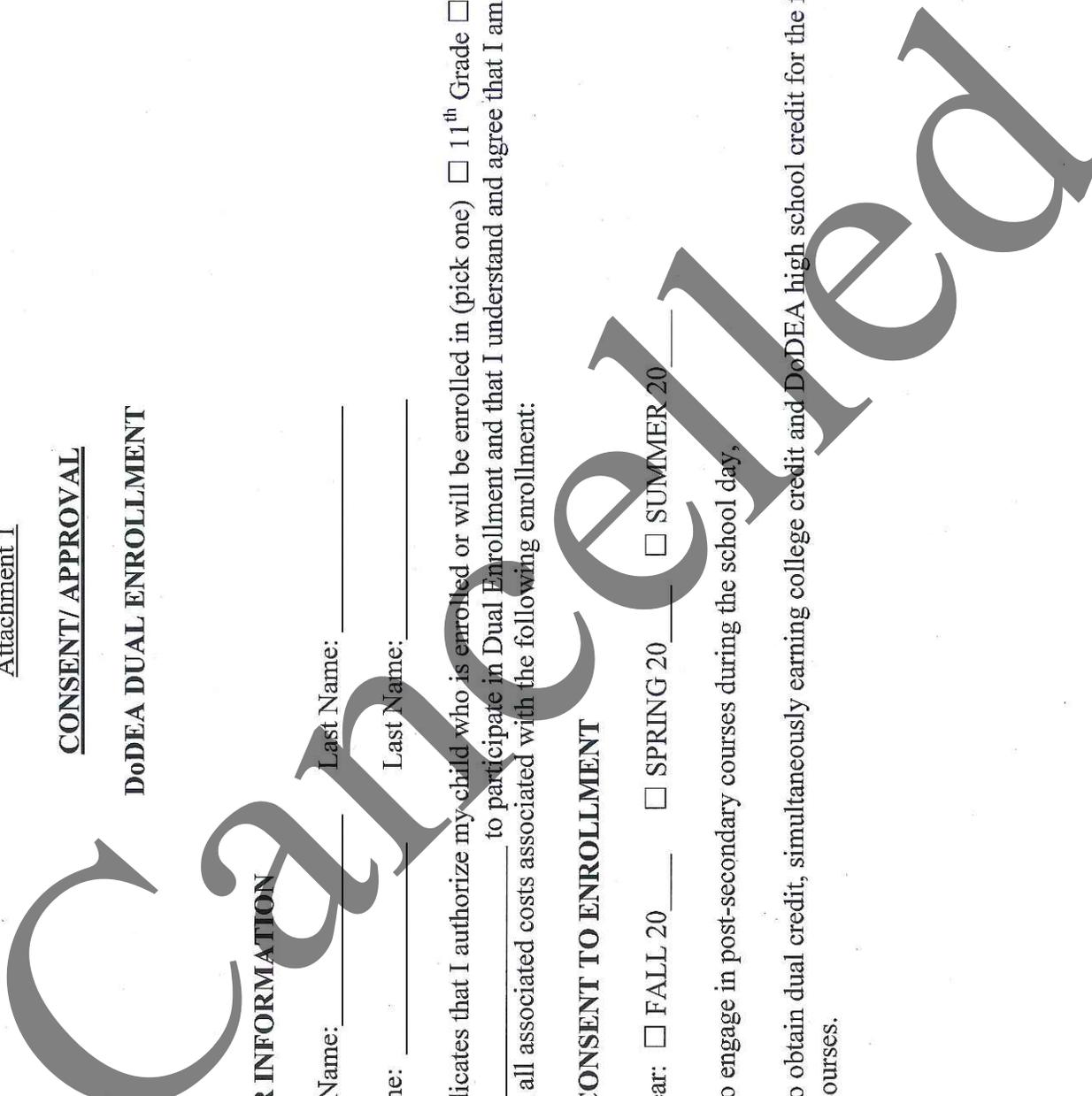
Child Name: First Name: _____ Last Name: _____

My signature below indicates that I authorize my child who is enrolled or will be enrolled in (pick one) 11th Grade 12th Grade at [name of school] _____ to participate in Dual Enrollment and that I understand and agree that I am financially responsible for any and all associated costs associated with the following enrollment:

PART B: PARENT CONSENT TO ENROLLMENT

During semester and year: FALL 20 _____ SPRING 20 _____ SUMMER 20 _____

- a. to engage in post-secondary courses during the school day,
- b. to obtain dual credit, simultaneously earning college credit and DoDEA high school credit for the following courses.



College or University	Course Title	Course Number	Credit Hours	Course offering:	Credit Type	Request dual credit for the following DoDEA course
<i>Sample</i>			3 college credit hours	In person during school-hours	College Credit Only	
<i>Sample</i>			4 college credit hours	In person after school-hours	Dual Credit (college and DoDEA high school credit)	
1			Choose an item.	Virtually during school-hours	Choose an item.	
2			Choose an item.	Virtually after school-hours	Choose an item.	

PART C: PARENT/SPONSOR ACKNOWLEDGEMENT AND CONSENT TO CHILD AGREEMENT:

I have discussed with my child the following agreement, and I consent to the below:

1. I understand that the courses I am requesting approval to attend meet the same level of rigor as the course taught to traditional students at the post-secondary institutions.
2. I understand that I am responsible for admission to an accredited college where I intend to enroll in coursework.
3. I understand that DoDEA is not responsible for any cost associated with dual enrollment, whether the credit is/is not used as a substitute for DoDEA graduation requirements.
4. I understand that it is my responsibility to register for course(s) within the timeframe mandated by the college or university.
5. I understand that I am responsible for submitting all required documentation to my high school for dual enrollment and / or dual credit.

6. I understand that I need to earn a passing grade of 2.0 or better on a transcript provided by the college or university. I also understand the grade(s) I earn in a dual enrollment class will become a part of my official college academic record. Once I submit the college and/or university transcript, the grade will not be weighted nor calculated into the student grade point average.

Signature of Student

Date

II. PARENT / SPONSOR AGREEMENT

As a parent/sponsor I understand that my duties related to this dual enrollment are to:

1. Ensure my child completes all the admission application requirements to be admitted to an accredited college where s/he is intending to enroll for coursework, and to obtain a letter of admission.
2. Pay for all tuition and class materials for my child to enroll in college and university courses whether the credit is/is not used as a substitute for DoDEA graduation requirements.
3. Ensure my child submits the following documents to the school prior to the semester (fall/spring) of dual enrollment, to include:
 - A copy of his/her admission letter.
 - A copy of his/her college course enrollment.
 - A course description or syllabus for each course for which he/she is applying for dual enrollment.

I further acknowledge that dual enrollment may not be granted by the school until the above three documents have been provided to the school.

Signature of Parent/ Sponsor

Date

PART D: HIGH SCHOOL APPROVAL

- This student meets the criteria for Dual Enrollment and the requested post-secondary institution is recognized by the Department of Education and is acceptable.
- This student does not meet the criteria for Dual Enrollment but is approved for enrichment for college credit where the requested post-secondary institution is recognized by the Department of Education and is acceptable.

Signature of Principal

Date

Cancelled