

Dear Student:

You have elected to take a dual enrollment class(es) for the upcoming semester. Please indicate if the class(es) in which you are enrolled will be taken for high school credit, college credit, or both.

Each college or university has its own policy as to accepting credit. Some colleges may not accept credit at the college level if it is granted at the high school level (this is rare but a possibility).

If you indicate that you would like high school credit, .5 credit will be awarded for any qualifying dual enrollment course. This credit will then be part of your transcript and the grade received for the course will be figured into your GPA. All dual enrollment courses are computed on the 5.0 grading scale. Once indicated that you would like this as part of your official high school credits, a student cannot change their mind. An official transcript from the college will need to be forwarded to the school in order for credit to be given. Upon request of an eligible student, his or her high school record and transcript shall also include evidence of successful completion and postsecondary credits granted for a course taken for postsecondary credit (no high school credit or grades given) – indicating that the credits were earned at an eligible postsecondary institution and identify that postsecondary institution.

Please fill out and return to me. If you have any questions, please do not hesitate to contact the school.

Thank you,

Janice Brandel,
Ugly Community School Counselor

I am taking the following college courses through dual enrollment at _____

Course #1 _____ Course #2 _____ Course #3 _____

Semester 1 _____ Semester 2 _____

I am requesting that I receive:

_____ College credit only

_____ High School credit only

_____ Both College and High School credit

_____ Information included on high school transcript as dual enrollment courses taken (no high school credit or grade given)