



**Implementing the Provisions for Dually Enrolled
Students According to the College and Career
Readiness and College Completion Act of 2013**



**Maryland State Department of Education
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MARYLAND STATE DEPARTMENT OF EDUCATION

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INTRODUCTION

The College and Career Readiness and College Completion Act of 2013 (CCR-CCA or the Act) Senate Bill 740, established a number of requirements designed to increase college readiness and degree completion in Maryland. The Act includes several specific higher education initiatives including:

- Dually enrolled students,
- Transfer Agreements,
- Reverse Transfer Agreements,
- Associate’s Degree Incentives,
- Near Completer Incentives, and
- New Degree Pathways.

This document provides information to assist in implementing the provisions of the CCR-CCA pertaining to dually enrolled students. Under the Act, “dually enrolled student” means a student who is dually enrolled in a secondary school in the State and an institution of higher education in the State - Education Article, § 18-14A-01.(a)(2)(I)(II). (Please note that while the term “dual enrollment” is not defined in the Act, it has been used to refer to dually enrolled students throughout this document). With a rapidly changing economy and a focus on increasing the percent of young adults with postsecondary degrees, dual enrollment programs offer many advantages from improved persistence in college to the increased likelihood of degree completion.

This report contains four sections designed to assist administrators and educators in local school systems and community colleges as they further implement the Act. The first section offers recommended components to include in a dual enrollment agreement or memorandum of understanding (MOU). The second section, Appendix A, provides a sample agreement based on the contents of several local agreements that are currently in use. The next section, Appendix B, is an analysis of local agreements between Maryland’s community colleges and public school systems developed in response to the Act. The final section, Appendix C, provides answers to frequently asked questions. This document will be made available on the Maryland State Department of Education’s website at: www.marylandpublicschools.org/

Please refer questions regarding dual enrollment to:

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**Components of a Memorandum of Understanding (MOU) for Dually Enrolled Students at
Maryland’s Public Community Colleges
Under the College and Career Readiness and College Completion Act of 2013 (CCR-CCA)**

This document is intended to provide guidance regarding the components of a dual enrollment MOU under the CCR-CCA. The components offer ideas to assist administrators in developing a clear and comprehensive MOU. Note that sections of the Act are cited whenever there is a statutory requirement mentioned. A sample agreement is attached in Appendix A for purposes of providing an example.

MOU Component	Describe and Explain the Process and Information Used to Create this MOU
Introduction	1. Describe the parties involved and the purpose for the agreement. For example, this agreement is entered into (or revised) on (DATE) by the (COMMUNITY COLLEGE) and the (BOARD OF EDUCATION). Hereafter referred to as “the College” and “the Board.” The purpose of this agreement is to fulfill the requirements of the College and Career Readiness and College Completion Act (CCR-CCA) of 2013, hereafter referred to as “the Act”. The intent is to allow dually enrolled public school students who meet mutually agreed on enrollment requirements to access college courses at public institutions of higher education (IHEs). Education Article, § 18-14A-04. (A) (B) (D)
Terms of the Agreement	2. Describe the period of enforcement for the MOU. For example, the term of this MOU commences as of the date of full execution of this agreement and will be reviewed and revised on an annual basis from the date of execution, unless an alternative time frame is requested by either party.
Notification to Students	3. Describe how students will be notified of the opportunity to dually enroll and any enrollment requirements. a) The Board is responsible for making all high school students who meet mutually agreed on enrollment requirements aware of the opportunity to dually enroll. Education Article, § 18-14A-05. Explain how students will be informed of the opportunity to dually enroll. Will information be shared through mailings, websites, posters, brochures, presentations, and/or social media? b) Describe any enrollment requirements (e.g., minimum GPA, test scores, year in high school, course prerequisites if any, is attending a college orientation session required?). c) Identify those responsible for communicating information about the CCR-CCA? Are there points of contact identified for each school and for the school system? Are school counselors and admissions officers informed and able to convey information to students who want to dually enroll? Who will communicate with parents/guardians regarding dually enrolled students? d) What are the College’s roles and responsibilities with regard to providing information to students who want to become dually enrolled?
Admission and Registration, and Eligibility Requirements	4. Describe the admission and registration requirements for students to dually enroll. a) Under the Act, the Board shall pay a prescribed amount for up to a maximum of four courses Education Article, § 18-14A-04. (B) (1) – (3) which is detailed in the MOU. If the agreement between a public school and public IHE where the school agrees to pay for more than four courses, than the school will pay an agreed upon amount for each course in excess of

<p>Admission and Registration, and Eligibility Requirements (Continued)</p>	<p>four. Education Article, § 18-14A-04(D)</p> <p>b) Specify the costs for dually enrolled students, including any college fees other than tuition and terms for payment. Note that the Board shall waive the fee (meaning tuition) for students who are eligible for Free and Reduced Meals (FARMS). Education Article, § 18-14A-04. (C) (3) Students who are FARMS-eligible may be charged fees other than tuition.</p> <p>c) Indicate how the College will invoice the Board for tuition and fees.</p> <p>d) The Board may charge dually enrolled students a lesser tuition than what is prescribed in the Act if an existing agreement was in effect before July 1, 2013. Education Article, § 18-14A-04. (A) (3) Indicate whether an existing agreement is in effect and its terms.</p> <p>e) Describe how parents/guardians or students are to pay tuition and fees and to whom. Explain how tuition will be paid for students who are FARMS eligible and how they will pay fees.</p>
<p>Grading and Completion of Courses</p>	<p>5. Describe how grading will occur for courses completed by dually enrolled students and how course withdrawals will be handled.</p> <p>a) At what intervals will the College provide progress reports or grades to the Board for all dually enrolled students?</p> <p>b) How will parents be notified of students' grades and attendance?</p> <p>c) How does the Family Education Rights and Privacy Act (FERPA) impact the sharing of students' records? Outline how records will be secured and transferred among institutions, students, and their families.</p> <p>d) What are the refund policies for withdrawing from a course? How are refunds handled?</p>
<p>Data Collection and Reporting</p>	<p>6. Collect and report data required under the Act.</p> <p>The Longitudinal Data Center must annually report data to the Governor and General Assembly. Data must be disaggregated by local school system regarding the number of students who are dually enrolled under Title 18, Section 14A and the number and course name of the courses in which a student dually enrolls at the high school and IHE. 24-703.1.(1) (2)</p> <p>a) Who is responsible for collecting and reporting data to meet local and state requirements?</p> <p>b) How are grades reported on college and high school transcripts and local school system (LSS) record cards? If a grade for a college course appears as high school credit on a student's transcript, will it count as college credit?</p> <p>c) Will the college course be weighted in the student's high school GPA?</p>
<p>Eligible Courses</p>	<p>7. Provide a list of courses that are available to dually enrolled students including any prerequisites.</p> <p>a) Identify the names and numbers for each course.</p> <p>b) Specify whether the course meets a high school graduation requirement or is part of a Career and Technology Education (CTE) completer program.</p> <p>c) Indicate whether students are eligible to enroll in college courses where there is an equivalent course available at the high school (i.e., AP English and English 101).</p>
<p>Clauses and Signatures</p>	<p>8. Include any clauses required by the College's or the Board's attorneys and secure signatures.</p> <p>a) Is an indemnification clause needed in the MOU?</p> <p>b) Is a non-discrimination statement needed in the MOU?</p> <p>c) Under what conditions will the MOU be updated? (e.g. personnel changes)</p>

	<p>d) Whose signatures are needed on the MOU (president, superintendent, attorneys)?</p> <p>e) Under what conditions can the MOU be terminated?</p>
<i>Additional Reporting</i>	<p>9. By December 31, 2017, MHEC, the MD State Board of Education, USM, Morgan State University, St. Mary’s College, and MACC must report to the Governor and General Assembly on the academic, enrollment, and financial impacts of being a dually enrolled student including: information disaggregated by LEA and public IHE, and obstacles to expanded participation in dual enrollment. 24-801 Section 6</p> <p>College and school system administrators may want to begin collecting this information in order to be able to provide it when requested.</p>

MEMORANDUM OF UNDERSTANDING
DUAL ENROLLMENT
Between
(NAME OF) COLLEGE
and
THE BOARD OF EDUCATION OF (NAME OF PUBLIC SCHOOL SYSTEM)

Introduction

This document creates a Memorandum of Understanding (MOU) between the COLLEGE and the BOARD of Education. The purpose of this MOU is to enable the BOARD and the COLLEGE to work collaboratively in awarding dual enrollment credit for public school students at the COLLEGE and to allow students to take college courses as dually enrolled students. The expectation of both the BOARD and the COLLEGE is that dual enrollment will develop learners who are prepared for both college and careers. This Memorandum of Understanding is entered into as of DATE.

A “dually enrolled student” means a student who is dually enrolled in a secondary school in the State and an institution of higher education in the State . The credits earned at the COLLEGE may also count as credit on the high school transcript and may even satisfy high school graduation requirements if agreed to in advance of the student’s enrollment. The BOARD and the COLLEGE agree that dual enrollment programs prepare students for success in college by completing rigorous college-level course(s) while in high school.

The cooperative program established by this MOU will be governed by the policies and procedures of the BOARD and the COLLEGE, as well as applicable state and federal laws.

Terms of the Agreement

The term of this agreement shall be for a one year period, commencing on the date this MOU is entered into and ending on DATE, unless terminated earlier as provided in this agreement. Thereafter, this agreement shall be automatically renewed for successive periods of one (1) year each. The Parties agree that any renewal of the agreement must be executed ninety (90) days prior to the expiration of any school year.

Responsibilities of the Parties

The PUBLIC SCHOOL SYSTEM agrees to the following:

1. The PUBLIC SCHOOL SYSTEM will make all high school students who are eligible aware of the opportunity to dually enroll under this agreement; and
2. The PUBLIC SCHOOL SYSTEM will pay the tuition for the dual enrollment course as outlined in the Tuition and Fee Section of this document and in Attachment II;
3. The PUBLIC SCHOOL SYSTEM will record the course on the student’s high school transcript;
4. The PUBLIC SCHOOL SYSTEM will ensure that parents/guardians of dual enrollment students have signed papers acknowledging the different requirements for obtaining information about their child’s progress in dual enrollment courses versus high school courses;
5. The PUBLIC SCHOOL SYSTEM will approve the applications as detailed in Attachment I;
6. The PUBLIC SCHOOL SYSTEM will determine which dually enrolled students are FARMS-eligible;

7. The PUBLIC SCHOOL SYSTEM and the COLLEGE will maintain a common unique identifier for the purpose of tracking students;
8. The PUBLIC SCHOOL SYSTEM and the COLLEGE will coordinate parent information about the programs;
9. The COLLEGE and the PUBLIC SCHOOL SYSTEM will cooperate in providing joint marketing materials and efforts to promote dual enrollment.
10. Both parties will cooperate to gather, report, and share assessment data each semester, including:
 - a) The number of students who are dually enrolled under this agreement from each high school; and
 - b) The number and course name of the courses in which each student dually enrolls; and
 - c) Grades earned in dually enrolled courses; and
 - d) Graduation and completion information at the conclusion of both high school and college.

The COLLEGE will:

1. Enroll qualified PUBLIC SCHOOL SYSTEM students in courses as outlined in Attachment I;
2. Maintain a list of all dually enrolled students;
3. Invoice the PUBLIC SCHOOL SYSTEM at agreed upon intervals;
4. Charge tuition and fees as outlined in the next section of this document and in Attachment II;
5. Provide the PUBLIC SCHOOL SYSTEM with official grades for all courses the PUBLIC SCHOOL SYSTEM students take under the terms of this agreement.
6. The COLLEGE will offer general dual enrollment courses in the high schools based on the availability of qualified faculty members to teach the courses in the time frames requested by the PUBLIC SCHOOL SYSTEM.

Tuition and Fee Structure

1. The COLLEGE will charge the PUBLIC SCHOOL SYSTEM X% of the per credit tuition charges published in the current College Catalog.
2. Determine how fees, such as those listed, will be charged to students:
 - a) Application
 - b) Registration per semester
 - c) Instructional Services
 - d) These are only examples – identify any other fees that need to be paid. If FARMS-eligible students receive any assistance with paying fees, describe those in the agreement.

Dual Enrollment Advisory Committee

Implementation of the dual enrollment MOU will be overseen by a Dual Enrollment Advisory Committee, co-chaired by the TITLE OF PERSON for the COLLEGE and the TITLE OF PERSON for the PUBLIC SCHOOL SYSTEM. The Advisory Committee will meet at least quarterly and will be responsible for setting performance standards and metrics for Dual Enrollment. Membership will include:

COLLEGE Membership
(LIST OF MEMBERS)

PUBLIC SCHOOL SYSTEM Membership
(LIST OF MEMBERS)

Family Education Rights and Privacy Act (FERPA)

The COLLEGE and the LOCAL BOARD adhere to the policies and procedures as defined by the Family Education Rights and Privacy Act (FERPA) as well as requests made under the Public Information Act and those made through official requests by a government agency.

Curriculum

- A. Implementation of the dual enrollment MOU will follow the parameters outlined in the Dual Enrollment Matrix (See Attachment II). Deviations from the terms of Attachment II must be approved by both the TITLE OF PERSON for the COLLEGE and TITLE OF PERSON for the PUBLIC SCHOOL SYSTEM.
- B. The COLLEGE shall retain full and complete authority over its curriculum offered for dual enrollment, as well as its policies and procedures.
- C. The COLLEGE will offer dual enrollment courses, indicate by which of the following modalities:
 1. traditional,
 2. hybrid, and/or
 3. on-line.
 4. Identify any conditions for enrollment, such as earning a specific GPA.
- D. This Agreement and its attachments constitute the entire agreement between the parties. With the exception of Attachment I (Dual Enrollment Procedures), Attachment II (Dual Enrollment Matrix), Attachment III (Dual Enrollment Course Crosswalk), and Attachment IV (Placement Scores Required for College-Level Courses), no change or addition shall be binding upon the parties until reduced to writing and signed by the President of the COLLEGE and the TITLE OF THE PERSON for the PUBLIC SCHOOL SYSTEM.
- E. This Agreement, when fully executed, shall supersede any and all prior or contemporaneous agreements, either oral or in writing, with respect to the subject matter thereof. Attachments I through IV may be modified as a result of the annual review of the agreement by the Dual Enrollment Advisory Committee. When signed by both the TITLE OF PERSON for the COLLEGE and the TITLE OF PERSON for the PUBLIC SCHOOL SYSTEM, the modified attachments supersede any prior provisions in Attachments I through IV.
- F. The TITLE OF PERSON for the COLLEGE and the TITLE OF PERSON for the PUBLIC SCHOOL SYSTEM shall each designate one individual to be the point of contact for any and all requests and course approvals for dual enrollment offerings. At the PUBLIC SCHOOL SYSTEM, the individual is the TITLE OF PERSON; at the COLLEGE, the individual is the TITLE OF PERSON. Jointly, these designees will determine which courses are available for dual enrollment and will develop a crosswalk (See Attachment III) for the dual enrollment courses. Only courses that are considered to fulfill core or electives in the high school curriculum are eligible for high school graduation requirements and will be included in both the high school and college GPA. All dual enrollment courses will be included on both the college and high school transcript. When the two designees agree to include a course on the crosswalk that course may be offered for high

school credit without any additional approvals. The TITLE OF PERSON for the COLLEGE and the TITLE OF PERSON for the PUBLIC SCHOOL SYSTEM will review and sign Attachment III every six months.

Indemnification (Example only – please add specific language)

- A. The BOARD, shall indemnify and hold harmless, up to the amount of its statutory limits, the COLLEGE, its officers, employees and agents from and against any and all claims, damages, judgments, actions and causes of action, including but not limited to the costs, expenses and suits, arising by reason of the negligent acts or omissions of the Board, its officers or employees. The COLLEGE agrees to give the Board written notice of all such claims, damages, judgments, actions costs, expenses and legal fees within 30 days after the COLLEGE has notice thereof.

- B. The COLLEGE will indemnify and hold harmless the BOARD, their officers, employees and agents from any and all losses, claims, liabilities, damages, costs and expenses (including reasonable attorney’s fees) which arise out of the acts or omissions of the COLLEGE, its agents, or employees in connection with this MOU or by any breach or default in the performance of the obligations of the COLLEGE hereunder.

Termination

This MOU may be terminated upon the occurrence of any of the following events:

- 1. Mutual agreement of the parties.
- 2. Either party upon the other party’s breach of any of the terms and conditions of this MOU, and the breaching party’s failure to cure such default to the satisfaction of the other party within seventy-two (72) hours from the time that notice of the default is given.
- 3. Either party with 30 days advanced written notice of the intent to terminate at the conclusion of the course(s).

Students enrolled in a course at the time of termination shall be permitted to complete the course under the terms and conditions set forth in this MOU. A student may elect to take additional coursework provided by the COLLEGE at his or her sole expense after the MOU is terminated.

Nondiscrimination

The COLLEGE and the BOARD agree to make no distinction among the participant, students or employees who are covered by the MOU on the basis of age, sex, sexual orientation, race, color, religious belief, national origin, marital status, status as a qualified individual with a disability or handicap or as a disabled veteran.

Governing Law

This Memorandum of Understanding shall be governed by, and construed in accordance with the laws of the State of Maryland.

**In Witness Whereof the Parties Have Signed and Sealed This
MOU as of the Date Written Below:**

SIGNATURE OF THE SUPERINTENDENT

SIGNATURE OF THE COLLEGE PRESIDENT

NAME
TITLE
AFFILIATION

NAME
TITLE
AFFILIATION

Date _____

Date _____

BOARD Approved for Substantive Content

NAME
TITLE
AFFILIATION

Signature: _____

Date: _____

BOARD Approved for Legal Sufficiency (IF REQUIRED)

NAME
General Counsel
Office of General Counsel

Signature: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
DUAL ENROLLMENT
Between
THE COMMUNITY COLLEGE
And
THE PUBLIC SCHOOL SYSTEM

Attachment I - Dual Enrollment Procedures

This document details the joint processes for students to be dually enrolled in the PUBLIC SCHOOL SYSTEM and the COLLEGE.

Section 1: Eligibility Criteria

The PUBLIC SCHOOL SYSTEM students must meet the following requirements in order to be eligible for dual enrollment at the COLLEGE:

1. Be XX years of age on the first day of the semester in which the course is offered.
2. Demonstrate, via placement test, college readiness in math, English and/or Reading. Results of Accuplacer, Compass, ACT and SAT may be used to determine readiness for college-level work. Minimum scores for college readiness are listed in Attachment D.
3. Maintain a X.X high school cumulative GPA.

Section 2: Description

In the event that a PUBLIC SCHOOL SYSTEM student wishes to be enrolled in a course at the COLLEGE, the following process will be followed:

1. The student must take a placement test. The student may take Accuplacer, Compass, SAT or ACT. The PUBLIC SCHOOL SYSTEM will administer Accuplacer in the spring for the following fall to all potential dually enrolled students. Students who fail to meet the cut scores may take a test prep course in the summer which will include a retest. A fall administration of Accuplacer will be available to any student who meets the eligibility criteria for community college entrance. SAT and ACT administration through the PUBLIC SCHOOL SYSTEM will follow current schedules.
2. The student must complete an application for dual enrollment at the high school to verify qualifications/criteria for dual enrollment are met for each semester.
3. The student must secure the approval of the counselor to allow the course to be considered for dual credit.
4. Seniors taking a dual credit course in the spring of senior year will not have the course grade applied to the calculation of valedictorian or salutatorian status.
5. The counselor or registrar must verify enrollment of students. Information such as qualifying placement score, student ID number, titles and course numbers for dual credit course(s) will be uploaded into a school system database. The PUBLIC SCHOOL SYSTEM will send a file of potential applicants to COLLEGE that will designate them in the COLLEGE registration database. (Consult with legal counsel on the process regarding the sharing FARMS data).
6. The student must apply online to the COLLEGE.
7. The student must register for a course.

8. Tuition at the rates designated in the MOU will be paid by the PUBLIC SCHOOL SYSTEM for both FARMS and non-FARMS students.
9. Identify any other fees that need to be paid besides tuition and who is responsible for payment.

Section 3: Process Flow

1. The student takes the placement test.
2. A student who meets the GPA, age requirement and placement test completes the request for dual enrollment and submits the request to the principal and/or counselor for signature.
3. The school counselor verifies the enrollment in high school, the placement test score, and records the request in the dual enrollment database.
4. The counselor approves dual credit designation.
5. The school uploads the information into a database.
6. FARMS status is verified.
7. The PUBLIC SCHOOL SYSTEM transmits the data to the COLLEGE.
8. The student will participate in the COLLEGE hybrid orientation.
9. The student registers for a course or courses.
10. The COLLEGE provides a list of students and their courses within the first three weeks of school.
11. Upon completion of the course, COLLEGE will provide a list of course completers with final grade and an invoice at the end of the semester (session).
12. The PUBLIC SCHOOL SYSTEM uploads the list and pays the tuition invoice as detailed in Section 4 below.
13. The PUBLIC SCHOOL SYSTEM will pay the invoice within 30 days of receipt.
14. The PUBLIC SCHOOL SYSTEM will record the course on the student transcript. If the course is part of the approved graduation credit agreement (Attachment C), the course will count toward graduation credit and be included in the student's GPA as a weighted grade. If the course is not part of the approved graduation credit matrix, the course will appear on the high school transcript but will not be counted as a graduation requirement or be calculated as part of the cumulative GPA. If the student fails to attend the course, the college transcript will indicate Q.
15. The PUBLIC SCHOOL SYSTEM will include the grade on the transcript, including a withdrawal, an incomplete or a failure.
16. The PUBLIC SCHOOL SYSTEM reserves the right to not approve future dual enrollment courses in the event a student withdraws, fails the course, or receives a Q grade for non-attendance.
17. Until official grades are received by the PUBLIC SCHOOL SYSTEM, students may use unofficial grades as evidence of successful completion of a course.

Section 4: Billing

The COLLEGE will invoice the PUBLIC SCHOOL SYSTEM for the tuition. Identify how fees will be billed in addition to tuition or any other information regarding billing arrangements.

Section 5: Eligible Courses

1. The PUBLIC SCHOOL SYSTEM and the COLLEGE will maintain a current list of approved dual enrollment courses (see Attachment III). This will include courses that are aligned to Advanced Placement courses;
2. Students will be eligible to enroll in and take online courses, when they have earned six credits and maintained a X.X GPA. Students may not participate in the Weekender program.

In Witness Whereof the Parties Have Signed and Sealed This

MOU as of the Date Written Below:

PUBLIC SCHOOL SYSTEM

COMMUNITY COLLEGE

NAME
TITLE
AFFILIATION

NAME
TITLE
AFFILIATION

Date _____

Date _____

MEMORANDUM OF UNDERSTANDING

DUAL ENROLLMENT
Between
THE COMMUNITY COLLEGE
and the
NAME OF PUBLIC SCHOOL SYSTEM

Attachment II: Example of a Dual Enrollment Matrix

NOTE: Example Only – Each Community College and Local School System determines requirements

Issue/Criteria	Dual Enrollment-General/College course @ HS; College Course @ College
Minimum age at on first day of semester in which course is taken	TBD by local agreement
Minimal Grade level	TBD by local agreement
Cumulative High School Credit GPA	X.X
Principal Approval	yes; counselor may also approve
College Admission Application	yes
College-level placement scores or appropriate SAT/ACT scores	See current catalog for required scores in lieu of Accuplacer
Accuplacer Reading/Writing Cut Scores	Same as any college student
Accuplacer Math Cut Scores	Same as any college student
How to administer the Accuplacer	Through the public school system
Michigan Test for ESL Placement accepted?	yes
Requirements	Dual Enrollment-General/College course @ HS; College Course @ College
Maximum college courses/semester	TBD by local agreement
Adhere to college and board policies	yes
Required to attend college orientation	yes
Parental permission, including grade release and sharing of records	yes
Unique institutional identifier (for both schools)	yes

Fees and Other Costs	Dual Enrollment-General/College course @ HS; College Course @ COLLEGE
Application	100% of fee in Current Catalog
Registration	100% of fee in Current Catalog
Instructional Services	100% of fee in Current Catalog
Who Pays Fees?	Student if Non-FARMS; the public school system if FARMS
Proportion of tuition due?	X% of tuition published in current College Catalog

Who pays for tuition?	The Public School System
Who pays for books?	Student if Non-FARMS; determine how FARMS eligible students pay
Course location	The Public School System or College
Contact hours met	varies
The Public School System Teacher in classroom	Decide
College Instructor in classroom	Decide
Student transportation	Student responsible for transportation if course offered is at college
Processes/Management	Dual Enrollment-General/College course taken at the high school; College Course taken at the COLLEGE
The College's Central contact	Title
The Public School System's Central contact	TITLE
Communication with parents	INSERT CONTENT
Participant recruitment	The Public School System and the College
Participant selection mechanism	Typically the Principal or School Counselor, with reference to Test Scores and other criteria in this document
Course selection	Central Contacts from the College and the Public School System
Course approval	Based on articulations
Advisory Committee	The Public School System/College Dual Enrollment Advisory Committee

**In Witness Whereof the Parties Have Signed and Sealed This
MOU as of the Date Written Below:**

THE PUBLIC SCHOOL SYSTEM

THE COMMUNITY COLLEGE

NAME

TITLE

AFFILIATION

Date _____

NAME

TITLE

AFFILIATION

Date _____

MEMORANDUM OF UNDERSTANDING
DUAL ENROLLMENT
 Between
 THE COMMUNITY COLLEGE
 And
 THE PUBLIC SCHOOL SYSTEM

Attachment III: Example of a Crosswalk of Courses for Dual Enrollment Credit

NOTE: Example Only – Each Community College and Local School System determines eligible college courses. This is a “snapshot” of some of the courses listed in one of the local agreements.

COLLEGE Course	THE PUBLIC SCHOOL SYSTEM Course	YES = will meet graduation requirement for THE PUBLIC SCHOOL SYSTEM Elective only=credit will be offered only as an elective
ACC 1010	Principles of Accounting	ELECTIVE ONLY
ART 1010	Fine Art Credit	YES
ART 1570	Introduction to Computer Graphics	ELECTIVE ONLY
BIO 1010	Biology	YES
BIO 2010	Microbiology	YES
BIO 2050	Human Anatomy and Physiology	YES
EGL 1010	English 12	YES
HLE 2130	Health	ELECTIVE ONLY
HST 1310	World History	YES
MAT 1350	Algebra 2/Trigonometry	YES
MAT 1360	Trigonometry/Analysis	YES
MAT 1370	Pre-Calculus	YES
MAT 1140	Statistics	YES
MAT 1190	Probability/Statistics	YES

COLLEGE Course	THE PUBLIC SCHOOL SYSTEM Course	YES = will meet graduation requirement for THE PUBLIC SCHOOL SYSTEM Elective only=credit will be offered only as an elective
PSY 1010	Psychology	ELECTIVE ONLY
SOC 1010	Sociology	ELECTIVE ONLY

In Witness Whereof the Parties Have Signed and Sealed This MOU as of the Date Written Below:

THE PUBLIC SCHOOL SYSTEM

THE COLLEGE

 NAME
 TITLE
 AFFILIATION

 NAME
 TITLE
 AFFILIATION

Date _____

Date _____

MEMORANDUM OF UNDERSTANDING
 DUAL ENROLLMENT
 between
 THE COLLEGE
 and
 THE PUBLIC SCHOOL SYSTEM

Attachment IV: Example form for Placement Scores that may be Required for College-Level Courses

NOTE: Examples Only – When completed, this form will provide helpful information for students wanting to dually enroll. Add or delete information as appropriate.

Test	Score Necessary to be Considered College-Ready and Enroll in College-Level, Credit-Bearing Courses	Additional Considerations
Reading		
Accuplacer Reading	(ENTER SCORES IN THIS	
SAT Critical Reading	COLUMN)	
ACT Reading		
Compass Reading		
PARCC English 11 Assessment		
Writing		
Accuplacer Sentence Structure		
SAT Writing		
ACT English		
Compass English		
PARCC English 11 Assessment		
Math		
Accuplacer College-Level Math		
SAT Mathematics		
ACT Mathematics		
Compass Intermediate Algebra		
PARCC Algebra II Assessment		

In Witness Whereof the Parties Have Signed and Sealed This MOU as of the Date Written Below:

THE PUBLIC SCHOOL SYSTEM

THE COMMUNITY COLLEGE

 NAME DATE
 TITLE
 AFFILIATION

 NAME DATE
 TITLE
 AFFILIATION

APPENDIX B
Analysis of Local Agreements under the College and Career Readiness
and College Completion Act of 2013

Please note: The analysis below is based on highlights from the agreements between Maryland's community colleges and public school systems under the CCR-CCA of 2013. If you have any questions regarding specific agreements, please contact the person noted for each school entry below.

Allegany County - Kim Green, kim.green@acps.k12.md.us or 301-759-2053	
Contact: Chief Academic Officer	Allegany County Public Schools (ACPS) and Allegany College of Maryland (ACM) had an existing agreement prior to July 1, 2013 that remains in force. ACM provides a 50% reduction in tuition costs to ACPS students. For example, 50% tuition for 2014-15 is \$160.50. Tuition paid by the student or parent to ACPS is \$100, with the Board of Education paying the balance. The Board of Education will also pay the cost of the placement fee, registration fee and other assessed fees for ACM for the 2014-15 school year only. Next year, parents will be charged a percentage of the fees. The amount has not been determined yet. Frostburg State University (FSU) is providing a 25% discount on tuition. FSU doesn't charge a placement fee or registration fee. At the end of the junior year, a student with satisfactory credits, the HSA graduation requirements met, and a minimum GPA of 3.0 may enroll in the Dual Enrollment Program which takes place during the regular school year and within regularly scheduled ACPS school hours. Students must take and place the college placement test before they will be enrolled in college courses. ACM will accept a score of 550 or higher on the SAT in lieu of the placement test.
Anne Arundel – Deborah Albert, ddalbert@aacps.org or (410) 222-5383	
Contact: Coordinator of Career and Technology Education	This agreement between Anne Arundel County Public Schools (AACPS) and Anne Arundel Community College (AACC) explains the responsibilities of both parties as joint sponsors of the Early College Access Programs (ECAPs) which include AACC Gifted and Talented, Dual Credit, and Jump Start Programs. Courses for dual credit must be approved in advance by the Assistant Superintendent for Curriculum and Instruction or his/her designee. The list of approved dual credit courses is reviewed annually in consultation with the College. Students in ECAP programs must maintain a 2.0 GPA and complete the Accuplacer assessment or a nationally recognized standardized test (ACT or SAT). Every ECAP student is assigned an academic advisor by the College. AACPS pays the college 50% of the standing in-county tuition rate for each course, plus an administrative fee of \$25 per participant per semester. AACC also collects the fees and tuition due from ECAP student's parent/guardian. AACPS pays tuition for students eligible for Free and Reduced Meals.
Baltimore City – Michael Thomas, mdthomas@bcps.k12.md.us or 410-642-3839	
Contact: Director, Office of Learning to Work	This agreement between Baltimore City Public Schools (BCPS) and Baltimore City Community College (BCCC) outlines the respective responsibilities related to enrolling and billing dually enrolled students under the CCR-CCA. BCCC will invoice BCPS each semester for the number of students dually enrolled, invoice and collect all other eligible fees. Students must attend a public high school in Baltimore City, have a minimum GPA of 2.5, have passed at least three of the required high school assessments, complete BCCC's application and meet the testing requirements to enroll in credit bearing courses. BCCC will provide BCPS with a report at the end

	of each semester including: a list of students enrolled in the program, the high school they attend, the name/course number that each student is enrolled , and the final grade given to the student from each class.
Baltimore County - Timothy Hayden, thayden@bcps.org or 410-887-0291 or 410-887-0292	
Contact: Supervisor, Office of School Counseling Services	This agreement between Baltimore County Public Schools (BCPS) and the Community College of Baltimore County (CCBC) outlines the requirements related to enrolling students under the CCR-CCA. CCBC will invoice BCPS for applicable tuition. College 4 Free is an early college access program for eligible BCPS juniors and seniors offered by the CCBC and BCPS. A student can take up to four classes tuition free and only pay for applicable fees, books, and supplies. Students can earn credits toward a CCBC associate’s degree or transfer to another college of their choice. A student must have an overall grade point average of 2.5, demonstrate mature behavior, and must enroll in credit-bearing CCBC General Education or Career Program courses. CCBC required fees, books, and supplies are applicable. Students eligible for FARMS do not pay CCBC fees. Students apply by talking with a BCPS professional school counselor to determine eligibility, complete the CCBC Application of Admission, submit the Dual Enrollment Certification Form to a BCPS professional school counselor for written approval, submit the Dual Enrollment Consent Form to the CCBC Admissions Office, meet with a CCBC academic advisor to discuss assessment and placement testing, and register for credit bearing courses. For further information go to http://www.ccbcmd.edu/admissions/college4free.html .
Calvert County – Molly Gearhart, gearhartmo@calvertnet.k12.md.us or 410-535-7246	
Contact: Supervisor of Student Services	The agreement between Calvert County Public Schools (CCPS) and the College of Southern Maryland (CSM) indicates that the College will serve as the billing agent for the purpose of collecting funds for dually enrolled students. It describes how invoices will be handled and actions that will occur for failure to pay by the due date and how refunds will be handled for students who withdraw. CCPS will provide to CSM a list of dually enrolled students, the names and addresses of their parents or guardians, the number of courses the student is taking, and their eligibility status for FARMS. CCPS will pay the College directly for tuition for students who are FARMS eligible. CSM will invoice the parents of dually enrolled student s for their portion of tuition.
Caroline County - Sandra B. Tilghman, sandy_tilghman@mail.cl.k12.md.us or 410-479-1460	
Contact: Coordinator of College and Career Readiness	The agreement between Caroline County Public Schools (CCPS) and Chesapeake College (CC) establishes the standards for students enrolled in high school courses with the five support counties of the college (Caroline, Dorchester, Kent, Talbot, and Queen Anne’s). Students are responsible for all applicable fees, textbooks, and other costs. Tuition will follow the payment plan outlined in the Act. Each local board of education for the five school systems and Chesapeake College will jointly develop the system for invoicing and payment of tuition costs and append those to the agreement. High school juniors and seniors who are 16 years of age or older by the third week of the semester are eligible to participate. Students must have an overall GPA of 2.5; participate in a minimum of four consecutive semesters from their start date as a dual enrollment student; and maintain a minimum cumulative GPA of 2.0 in Chesapeake College courses. Students must also: be certified by an official of the home high school as meeting all of the student eligibility requirements; complete the College’s application form for admission;

	<p>complete the Accuplacer exam; meet the prerequisites for the course(s) to be taken; and present a completed Dual Enrollment Certification Form for each semester in attendance, with the authorizing signatures of both a parent and an official of the home high school, at the time of registration. Grades of “C” or better allow the student to receive the designated high school credit, if applicable. First-time dual enrollment students are required to participate in either an in-person or online orientation (online only if approved by a designated college official) – those who miss orientation are deregistered with notification to the principal and parent. Students are expected to follow the college schedule and attend when public schools are closed. Students fall under the authority of the <i>Chesapeake College Student Code of Conduct</i> – complaints are handled by the College’s Vice President for Student Success and Enrollment Services – with the student’s parents and principal notified of the complaint and process for resolving it.</p>
Carroll County - Judy Klinger, jakling@carrollk12.org or 410-751-3125	
<p>Contact: Supervisor of School Counseling</p>	<p>The agreement between Carroll County Public Schools (CCPS) and Carroll Community College (CCC) requires students to be enrolled in at least the equivalent of a one-credit CCPS course while dually enrolled; have an overall, unweighted GPA of at least 3.0; attain junior status on the start date of the semester of dual enrollment; be enrolled in at least one qualifying College course; be enrolled in a total of four courses; have completed Service Learning requirements; and maintain a 94% attendance rate during the nine weeks preceding the application for the Dual Enrollment Program. Eligible students must complete college placement tests; complete a dual enrollment certification form; complete the College’s application for admission; meet course prerequisites; and attend an advisement session with a College admissions counselor to register for a course. Students may take courses from general education or the career completer courses of CCPS state-approved programs offered at the College. Summer courses and developmental education courses are not eligible for the dual enrollment program. The College acts as the billing agent for CCPS. Tuition and fees are charged according to the CCR-CCA of 2013.</p>
Cecil County - Jeffrey Lawson, jlawson@ccps.org or Joanna K. Seiberling, jkseiberling@ccps.org, 410-996-5455	
<p>Contact: Coordinator of Guidance Services</p>	<p>Cecil County Public Schools (CCPS) and Cecil College (CC) had an existing agreement prior to July 1, 2013 that remains in force. Students request a waiver from CCPS to participate in coursework taken at CC. The College provides a 50% reduction in tuition cost (through the College Bound Scholarship Program) to all CCPS students with a 2.5 or higher GPA. Remaining tuition and fees are paid by the student/family directly to CC. A form has been developed to indicate GPA and FARMs status. CCPS has numerous early college access opportunities for students. Programs include college credit taught through courses offered on both CC’s campus and CCPS’s campuses and STEM and Digital Arts dual enrollment opportunities.</p>
Charles County – Alicia Jones, aajones@ccboe.com or 301-934-7334	
<p>Contact: Supervising School Counselor</p>	<p>The agreement between Charles County Public Schools (CCPS) and the College of Southern Maryland (CSM) indicates that the program often completes the full academic day of secondary school students and/or provides the opportunity to study subject matter not otherwise available through the traditional secondary school curriculum. Students must complete their sophomore year before simultaneously enrolling in both CCPS high school and the CSM in either the fall semester, spring semester or both. Courses may earn college credits and, if approved by CCPS, may satisfy high school graduation requirements. Students can be enrolled in college credit courses taught at the CSM or in the student’s local high school. In order to be dually enrolled, a student must be enrolled in at least one CCPS course, one College course, and be enrolled in at least four total courses. Each participant is assigned a college advisor to coordinate their</p>

	educational plan and monitor student progress. For the 2013-14 school year, the College agreed to charge tuition to CCPS an amount equal to 50% of the standard in-county tuition rate, while reserving the right to increase the tuition up to 75% with written notification prior to May 1 st . CSM serves as CCPS's billing agent for tuition and fees owed by students and their parents for courses approved by CCPS in advance of registration.
Dorchester County – Zulieikia Jarmon-Horsey, horseyz@dcpsmd.org or 410-901-6940	
Contact: Coordinator Of School Counselors	<p>The agreement between Chesapeake College (CC) and Dorchester County Public Schools (DCPS) establishes the standards for students enrolled in high school courses. Students are responsible for all applicable fees, textbooks, and other costs. High school juniors and seniors who are 16 years of age or older by the third week of the semester are eligible to participate. Students must have an overall GPA of 2.5; participate in a minimum of four consecutive semesters from their start date as a dual enrollment student; and maintain a minimum cumulative GPA of 2.0 in Chesapeake College courses. Students must also: be certified by an official of the home high school as meeting all of the student eligibility requirements; complete the College's application form for admission; complete the Accuplacer exam; meet the prerequisites for the course(s) to be taken; and present a completed Dual Enrollment Certification Form for each semester in attendance, with the authorizing signatures of both a parent and an official of the home high school, at the time of registration. Dorchester Public Schools also has an agreement with the University of Maryland Eastern Shore.</p> <p>Dual Enrollment Program Overview</p> <p>Dual Enrollment offers qualified high school students the opportunity to complete college level courses while still attending high school. Courses completed as a dual enrollment student will appear on both the high school and University of Maryland Eastern Shore transcripts. Students must complete an application.</p> <p>Advantages to Dual Enrollment Student include:</p> <ul style="list-style-type: none"> • Students can take course FREE (<i>depending on qualification guidelines</i>) • Students earn high school and college credit at the same time • Opportunity to get a head start on their college education • Creates a smooth transition into a college classroom setting <p>Admission Criteria:</p> <ul style="list-style-type: none"> • Student must be a high school junior or senior • Student must possess a cumulative GPA of 2.5 or higher • Student must have approval from their parent/school counselor/administration.
Frederick County - Larkin Hohnke, larkin.hohnke@fcps.org or 301-644-5000	
Contact: Director of High Schools	<p>The agreement between Frederick County Public Schools (FCPS) and Frederick Community College (FCC) contains the roles and responsibilities for each of both parties including awarding of credit, tuition responsibilities, fee waivers, and billing. Students must have an overall unweighted GPA of 2.0 to participate and students must meet FCC application requirements. They must complete diagnostic assessments or have the appropriate scores on SAT, ACT, or PARCC. Upon successful completion of the course, the student will receive college credit. The grade will be forwarded to the high school where credit will be awarded as appropriate. For each dually enrolled student, FCPS will pay up to a maximum of four FCC courses. For the first four courses, FCC will charge 75% of tuition or 5% of per pupil foundation amount. FCPS will charge students 90% of the 75% amount. For students taking five or more courses, FCC will charge 90% of the tuition or 5% of per foundation pupil. FCPS will charge 100% of the 90% amount. FCPS will waive the tuition costs for students eligible for FARMs.</p>

Garrett County – Michelle Harman, michelle.harman@garrettcountyschols.org or 301-334-8911	
Contact: Supervisor of College and Career Readiness	The agreement between Garrett College (GC) and Garrett County Public Schools (GCPS) permits junior and seniors to participate in dual enrollment. For dually enrolled high school students, the College will waive 50% of the tuition and will use the County Scholarship Program (CSP) funds for the remaining balance.
Harford County - Joseph Schmidt, Joseph.schmitz@hcps.org or 410-588-5228	
Contact: Executive Director of Middle and High School Performance	The agreement between Harford Community College (HCC) and Harford County Public Schools (HCPS) indicates that HCPS will alert students to the opportunity to dually enroll and identify those students who want to participate. Students must request a waiver for part-time attendance to permit their enrollment in courses at the College. Once the waiver is approved, HCPS provides the student with verification to present to the College indicating the student is approved to be dually enrolled. The verification also indicates whether a student is eligible for free and reduced meals (FARMs). HCC collects agreed-upon payments for the charges to students for tuition and fees. Each semester, both parties agree to gather and report: the number of students who are dually enrolled from each high school; the number and course name of the courses in which each student is dually enrolled; and the grades earned in dually enrolled courses.
Howard County - Lisa Boarman, Lisa_Boarman@hcpss.org or 410-313-6748	
Contact: Coordinator, School Counseling and Related Services	<p>The agreement between Howard County Public School System (HCPSS) and Howard Community College (HCC) was amended based on the enactment of the CCR-CCA. HCPSS will approve for participation in the dual enrollment program, students who have: demonstrated their academic readiness by maintaining a 2.0 high school GPA; met HCC requirements for college level courses in State approved programs of study; and paid all assessed tuition for prior dual enrollment courses. Student attendance may be considered by HCPSS before granting approval for students to participate. Except for students who are eligible for FARMs, the College will collect the authorized charges which are less than 75% of the cost of tuition for the first four dually enrolled courses. However, for FY 2014 the College agreed to charge students an amount equal to 50% of the standard in-county tuition rate and all applicable fees for the first four courses as well as for any course in excess of four. The College will also charge \$25 per course for dually enrolled students taking their first four college courses. For students who are FARMs eligible, HCPSS will pay 50% of the cost of tuition. The College will charge students all other applicable college fees.</p> <p><u>Career and Technology Education:</u></p> <p>A specific agreement exists under the CCR-CCA for Hotel and Restaurant Management Academy/Culinary and Hospitality Dually Enrolled Students. Students must request an application to permit their enrollment in HMGT 101 and, if approved, will receive the verification to present to the College that indicates the student is approved to be dually enrolled and whether the student is eligible for FARMs. HCPSS faculty will teach this course, however, the College must approve the curriculum for the course. Tuition for FY 2014 is similar to that listed above, however, students eligible for FARMs may be considered for scholarship funding to assist with the cost of books, fees, and other costs associated with attendance. Every student will be assigned an academic advisor by the college who will work with the secondary school counselor</p>

	to coordinate their educational plan and monitor student progress. HCC will offer an orientation program to all dually enrolled students to become acquainted with College policies and procedures.
Kent County - Kelley Moore or Tracey Williams, twilliams@kent.k12.md.us or 410-778-4540	
<p>Contact: Ms. Moore - School Counselor</p> <p>Mrs. Williams, Principal</p>	<p>The agreement between Chesapeake College (CC) and Kent County Public Schools (KCPS) establishes the standards for students enrolled in high school courses with the five support counties of the college (Caroline, Dorchester, Kent, Talbot, and QA). Students are responsible for all applicable fees, textbooks, and other costs. Tuition will follow the payment plan outlined in the law. Each local board of education for the five school systems and Chesapeake College will jointly develop the system for invoicing and payment of tuition costs and append those to the agreement. High school juniors and seniors who are 16 years of age or older by the third week of the semester are eligible to participate. Students must have an overall GPA of 2.5; participate in a minimum of four consecutive semesters from their start date as a dual enrollment student; and maintain a minimum cumulative GPA of 2.0 in Chesapeake College courses. Students must also: be certified by an official of the home high school as meeting all of the student eligibility requirements; complete the College’s application form for admission; complete the Accuplacer exam; meet the prerequisites for the course(s) to be taken; and present a completed Dual Enrollment Certification Form for each semester in attendance, with the authorizing signatures of both a parent and an official of the home high school, at the time of registration. Grades of “C” or better allow the student to receive the designated high school credit, if applicable. First-time dual enrollment students are required to participate in either an in-person or online orientation (online only if approved by a designated college official) – those who miss orientation are deregistered with notification to the principal and parent. Students are expected to follow the college schedule and attend when public schools are closed. Students fall under the authority of the <i>Chesapeake College Student Code of Conduct</i> – complaints are handled by the College’s Vice President for Student Success and Enrollment Services – with the student’s parents and principal notified of the complaint and process for resolving it.</p>
Montgomery County - Genevieve Floyd, Genevieve L Floyd@mcpsmd.org or 240-453-2490	
<p>Contact: Supervisor of Career and Postsecondary Partnerships</p>	<p>The agreement between Montgomery County Public Schools (MCPS) and the Montgomery College (MC) appoints MC as the billing agent for the purpose of billing parents/guardians for the college tuition and fees for each course according to the formula in the CCR-CCA, and pays an administrative fee of \$20 per each student billed on behalf of MCPS by MC and approved to dually enroll. MC invoices MCPS for the cost of courses for students eligible for Free and Reduced Meals. Students must meet the following requirements: complete their sophomore year; develop a plan for college and school attendance; maintain an overall 3.0 GPA at the end of their sophomore year or a 2.75 at the end of their junior year; meet the assessment levels for college enrollment; meet prerequisites for courses; and secure the approval of a parent/guardian, high school counselor and principal. Continued eligibility to be dually enrolled at MC is contingent upon achieving a minimum grade of “C” or better; for those who withdraw from a course – eligibility will be reviewed; approval of an MC academic coordinator; all financial obligations are met. Students are limited to enrolling in up to two courses, and up to seven credits, each fall semester and spring semester. MCPS will determine course categories and approve courses to be offered to MCPS students in coordination with MC. College courses will enrich the high school</p>

	curriculum and will not compete with current school offerings. College courses must be college-level credit-bearing courses, and be an extension of the current high school program of study.
Prince George's County – Shawn Joseph, college.careerready@pgcps.org or 301-952-6000	
Contact: Deputy Superintendent for Teaching and Learning	The agreement between Prince George's County Public Schools (PGCPS) and Prince George's Community College (PGCC) is the most detailed memorandum of understanding (MOU) that was reviewed. It is a 23 page document that outlines the roles and responsibilities of each party; dual enrollment procedures; eligibility criteria for students to be dually enrolled; a list of courses accepted for dual enrollment; placement scores required for college level courses; and the tuition and fee structure. PGC charges 50% of the per credit tuition for courses. PGCCPS pays the cost of textbooks for all FARMS-eligible students. There is a Dual Enrollment Advisory Committee that oversees the implementation of the dual enrollment MOU co-chaired by the Chief Academic Officer of PGCC and the Deputy Superintendent for Teaching and Learning of PGCPS. Extensive information is available by clicking on this link to Prince George's Community College .
Queen Anne's County – Tina Thomas, tina.thomas@qacps.org or 410-758-2403 Extension 157	
Contact: Supervisor of Instruction	The agreement between Chesapeake College (CC) and Queen Anne's County Public Schools (QACPS) establishes the standards for students enrolled in high school courses with the five support counties of the college (Caroline, Dorchester, Kent, Talbot, and QA). Students are responsible for all applicable fees, textbooks, and other costs. Tuition will follow the payment plan outlined in the law. Each local board of education for the five school systems and Chesapeake College will jointly develop the system for invoicing and payment of tuition costs and append those to the agreement. High school juniors and seniors who are 16 years of age or older by the third week of the semester are eligible to participate. Students must have an overall GPA of 2.5; participate in a minimum of four consecutive semesters from their start date as a dual enrollment student; and maintain a minimum cumulative GPA of 2.0 in Chesapeake College courses. Students must also: be certified by an official of the home high school as meeting all of the student eligibility requirements; complete the College's application form for admission; complete the Accuplacer exam; meet the prerequisites for the course(s) to be taken; and present a completed Dual Enrollment Certification Form for each semester in attendance, with the authorizing signatures of both a parent and an official of the home high school, at the time of registration. Grades of "C" or better allow the student to receive the designated high school credit, if applicable. First-time dual enrollment students are required to participate in either an in-person or online orientation (online only if approved by a designated college official) – those who miss orientation are deregistered with notification to the principal and parent. Students are expected to follow the college schedule and attend when public schools are closed. Students fall under the authority of the <i>Chesapeake College Student Code of Conduct</i> – complaints are handled by the College's Vice President for Student Success and Enrollment Services – with the student's parents and principal notified of the complaint and process for resolving it.
St. Mary's County - Jeffery A. Maher, jamaher@smcps.org or 301-475-5511 Extension 32133	
Contact: Executive Director of Teaching, Learning, and	The agreement between St. Mary's County Public Schools (SMCPS) and the College of Southern Maryland (CSM) was not submitted, but the following criteria were sent: In order for students to be eligible to receive college credit as soon as they apply to the college, a minimum final grade of B is required. To receive credit, students must: Complete a College of Southern Maryland admissions application (no fee required), complete a Tech Prep application, request that the high

Professional Development	school send an official copy of the high school transcript upon completion of the articulated courses, and apply within two years of high school graduation. Contact the school counselor or call the college Admissions Office at 1-301-884-8131 , extension 7530, or 1-800-933-9177 , extension 7530.
Somerset County – David Elebesh, delebash@somerset.k12.md.us or 410-651-1616	
Contact: Principal, J.M. Tawes Career and Technical Center	<p>This agreement between Somerset County Public Schools (SCPS) and Wor-Wic Community College allows high school juniors who have earned at least 16 high school credits and seniors to participate in the Dual Enrollment Program provided that the student:</p> <ol style="list-style-type: none"> 1. Completed all service learning requirements and has successfully met HSA requirements; 2. Completes a Wor-Wic Dual Enrollment Certification Form including parent permission and authorization by a high school principal or designee as meeting the student eligibility requirements; 3. Completes the Wor-Wic Application for Admission; 4. Completes Wor-Wic’s diagnostic assessment or submits evidence of appropriate scores on ACT, SAT or PARCC assessment; 5. Meets the prerequisite requirements for the college course(s) to be taken; 6. Submits a high school transcript; and 7. Completes a registration form with an approved advisor from Wor-Wic. <p>Courses may be selected from either the general education component or the career (major) component of a state-approved program at Wor-Wic. Developmental education and summer courses are not eligible under this program. Grade reports will be forwarded at the conclusion of each semester and one official transcript will be forwarded directly to the school annually. In order to ensure that a high school course requirement is fulfilled by a college class, advanced approval must be received from SCPS. The public schools agree to pay 100% of 75% tuition rate charged by the college and all associated fees assessed by the college.</p>
Talbot County – Thomas Callahan, tcallahan@tcps.k12.md.us or 410-822-4180	
Contact: Curriculum Coordinator	<p>The agreement between Chesapeake College (CC) and Talbot County Public Schools (TCPS) establishes the standards for students enrolled in high school courses with the five support counties of the college (Caroline, Dorchester, Kent, Talbot, and QA). Students are responsible for all applicable fees, textbooks, and other costs. Tuition will follow the payment plan outlined in the law. Each local board of education for the five school systems and Chesapeake College will jointly develop the system for invoicing and payment of tuition costs and append those to the agreement. High school juniors and seniors who are 16 years of age or older by the third week of the semester are eligible to participate. Students must have an overall GPA of 2.5; participate in a minimum of four consecutive semesters from their start date as a dual enrollment student; and maintain a minimum cumulative GPA of 2.0 in Chesapeake College courses. Students must also: be certified by an official of the home high school as meeting all of the student eligibility requirements; complete the College’s application form for admission; complete the Accuplacer exam; meet the prerequisites for the course(s) to be taken; and present a completed Dual Enrollment Certification Form for each semester in attendance, with the authorizing signatures of both a parent and an official of the home high school, at the time of registration. Grades of “C” or better allow the student to receive the designated high school credit, if applicable. First-time dual enrollment students are required to participate in either an in-person or online orientation (online only if approved by a designated college official) – those who miss orientation are deregistered with notification to the principal and parent. Students are expected to follow the</p>

	college schedule and attend when public schools are closed. Students fall under the authority of the <i>Chesapeake College Student Code of Conduct</i> – complaints are handled by the College’s Vice President for Student Success and Enrollment Services – with the student’s parents and principal notified of the complaint and process for resolving it.
Washington County – A. George Phillips, phillgeo@wcps.k12.md.us or 301-766-2954	
Contact: Chief Academic Officer	Students who are approved by Washington County Public Schools (WCPS) to participate in the Early College Program (ECP) must demonstrate their academic readiness for specific courses in the traditional program by maintaining a 2.5 HS GPA, earning A’s and B’s in their prior high school classes in the discipline area they wish to enroll in college courses, achieved a passing score on all HSAs, fulfilled their service-learning requirement, as well as achieve an acceptable score on all Hagerstown Community College (HCC) placement tests. For the first 4 courses taken 75% of the standard in-county tuition rate will be charged to WCPS and 90% of the standard in-county tuition rate for courses beyond the first four. WCPS may charge 90% of the amount that it reimburses HCC for the first 4 courses and 100% for courses beyond the first 4 courses. Fees may not be charged to students who qualify for free or reduced priced meals. ECP participants may apply for financial assistance for the College’s student financial aid office.
Wicomico County – Kim Miles, kmiles@wcboe.org or 410-677-4584	
Contact: Director of Secondary Education	This agreement between Board of Education for Wicomico County and Wor-Wic Community College allows high school juniors and seniors at least 16 years of age to participate in the Dual Enrollment Program provided that the student has an overall weighted GPA of at least 2.75 and meets all full-time student enrollment criteria in the WCBOE High School Course Catalogue. Students must complete the Wor-Wic Dual Enrollment Certification Form including parent permission, status of credits on the high school transcript and authorization by a high school principal. The student will also complete the Wor-Wic Application for Admission, a diagnostic assessment or appropriate scores on the ACT, SAT, or PARCC assessment; meet the college’s pre-requisites; submit a high school transcript; complete a registration form with an approved advisor from Wor-Wic; and complete requirements in the WCBOE High School Course Catalogue for dual enrollment and alternative credit. Courses may be selected from the College’s course offerings from either the general education component or the career (major) component of a state-approved program. Developmental education courses are not eligible under the dual enrollment program. Except for students who are FARMs-eligible, Wor-Wic will bill parents or guardians for the tuition for courses and the associated fees according to the formula in the CCR-CCA. Wor-Wic will bill WCBOE for tuition for students who are FARMs-eligible. WCBOE will submit to Wor-Wic each semester a list of dually enrolled students, the names and addresses of their parents or guardians, the number of courses in which each student is enrolled, identifying each student who receives FARMs.

Worcester County - John Quinn, jquinn@wcboe.org or 410-632-5023	
<p>Contact: Chief Academic Officer/ Assistant Superintendent of Instruction</p>	<p>Worcester County Public Schools (WCPS) entered into a formal dual enrollment agreement with Wor-Wic Community College in July 2013, whereas a student must be a senior or a junior who has earned at least 16 high school credits; be on track for graduation; be at least 16 years of age by the beginning of the college semester; possess a cumulative grade point average of 2.5 on a 4.0 scale; be enrolled in a public high school in Worcester County; present evidence of admission to the college/university; have scored as College Ready on the PARCC assessment, successfully passed the Accuplacer exam or achieved SAT scores of 550 or better in Critical Reading and Mathematics or a 21 or better on ACT sub-scores; have successfully completed Algebra II; take four major subjects during the senior year; have written request from a parent or guardian; be certified by an official of the high school as meeting all of the eligibility requirements outlined above; and be approved by the Chief Academic Officer / Assistant Superintendent of Schools.</p> <p>Tuition and fees, as stipulated by Senate Bill (SB) 740, are the following: Parents or guardians agree to pay the 90% of the 75% tuition rate charged by the college and, for more than four credits, 100% of the 75% tuition rate charged by the college or provide documentation of eligibility for participation in the Free and Reduced Meal program. All parents or guardians agree to pay all fees assessed by the college. WCPS has also recently entered into an agreement with University of Maryland Eastern Shore that aligns to the above stated criteria and tuition scale.</p>

Frequently Asked Questions about the Dual Enrollment Provisions of the College and Career Readiness and College Completion Act of 2013

1. ***What is Dual Enrollment?*** There is no general definition of the term “dual enrollment” in Maryland statute or regulation. In general, dual enrollment occurs when students enroll in credit-bearing college courses while still in high school. Colleges may sponsor structured programs in partnership with high schools and/or high school students may enroll of their own volition and attend afternoon, evening or weekend classes on campus. Dual enrollment programs can be located on college or high school campuses and can be taught by college instructors or specially credentialed high school instructors who are supervised by college faculty and meet the requisite qualifications to teach.
2. ***What is the definition of “dually enrolled students” in the College and Career Readiness and College Completion Act (CCR-CCA) of 2013 (here after referred to as “the law”)?***

The term “dually enrolled students” means a student who is dually enrolled in a **public** secondary school in the state and a **public** institution of higher education (IHE) in the state. Education Article, § 18-14A-01. (a)(2) (Found in the section about the Early College Access Grant).

3. ***Under what conditions are local school systems and institutions of higher education each allowed to count high school students who are dually enrolled in credit-bearing college courses in their Full Time Equivalent (FTE) calculations?***

If a student is registered in a public school system grades 9 through 12 and enrolled “full-time” in a public institution of higher education, and receives both high school and college credit for the college courses completed, the LEA and the IHE may each count that student as a full FTE for State-aid purposes. [See COMAR 13A.02.06.03 \(A\) \(9\)](#). If the high school student is enrolled in a credit-bearing course at a public institution of higher education, the student will be included in the institution’s FTE calculation like any other student enrolled in a credit-bearing course.

4. ***Under the law, how will tuition be paid for students who attend college while enrolled in a public high school in Maryland?***

As of Fall, 2013: A public institution of higher education may not charge tuition to a dually enrolled student - Education Article, § 18-14A-04. (The law is silent on fees, such as books, activity fees, etc.). Public institutions of higher education can charge applicable and reasonable fees for all dually enrolled students, including those who receive Free and Reduced Price Meals (FARMs).

Tuition Scale: Local Boards of Education shall pay the tuition costs for up to a maximum of four college courses while students are enrolled in a public secondary school in the state as follows:

- **Category 1: First 4 courses** – Public Senior IHEs (PSIHEs) charge 75% of tuition. Community colleges charge the lesser of 75% of tuition or 5% of the target per pupil foundation amount.
- **Category 2: For each course in excess of 4 that a Local Board of Education agrees to pay for:** – PSIHEs charge 90% of tuition, Community colleges charge the lesser of 90% of tuition or 5% of the target per pupil foundation amount.

- **Category 3: For Agreements prior to July 1, 2013:** If lesser than categories 1 or 2, then the agreement is the basis for tuition. Education Article, § 18-14A-04.(3)

Local Boards may recoup costs from students as follows:

- First 4 courses - Boards may charge students tuition not to exceed 90% of the amount paid for tuition
- 5 or more courses – Boards may charge students tuition not to exceed 100% of the amount paid for tuition
- Boards must waive tuition for students who are eligible for Free and Reduced Price Meals (FARMS) for a maximum of four courses or up to the number of courses for which the Board agrees to pay.

Note: If an agreement exists between a public school and a public IHE where the school agrees to pay for more than 4 courses, the public school shall pay for the number under the agreement. 18-14A.04. Students are encouraged to contact the college admissions office or their school counselor to seek further information regarding eligible courses and costs for tuition and fees.

5. *Can local school systems establish requirements in local agreements that students must meet in order to dually enroll?*

Yes, where agreements exist, high school students must meet mutually agreed on enrollment requirements between the school system and the institution of higher education. Students who dually enroll in one of the public senior IHEs (i.e., Morgan State University, St. Maryland's College of Maryland, and institutions in the University of System of Maryland) must meet established admission requirements for the institution.

6. *Are local boards of education required to make students aware of the dual enrollment program?*

Yes, local boards of education shall make all high school students who meet mutually agreed on enrollment requirements aware of the opportunity to dually enroll. Education Article, § 18-14A-05. Students who meet the requirements must be allowed to dually enroll.

7. *How will parents and guardians be informed of the dual enrollment program?*

Local boards of education must provide information to students about the opportunity to dually enroll. Education Article, § 18-14A-05.

8. *Under the law, are there any age requirements for students who want to dually enroll in credit-bearing college courses?*

No. Public institutions of higher education are permitted to accept students who have completed seventh grade and who have obtained a certain score on a nationally accepted college entrance examination. See Education Article, § 15-101 (b). Some public IHEs have established their own minimum age requirements for students who want to take credit-bearing courses through early college or dual enrollment, so students should contact the admissions office before submitting an application. Where agreements exist, high school students must meet mutually agreed on enrollment requirements between the school system and the IHE.

9. Does there have to be an agreement signed by the administrators of the local school system and college(s) before students can dually enroll under the law?

No, however most community colleges have established agreements with local school systems. For public senior IHEs, students must present a letter from their school indicating that they are eligible for dual enrollment. Students who wish to dually enroll in a public senior IHE must meet the established admission requirements for the institution.

10. Under the law, are there any limitations to the number of courses that dually enrolled students take?

The law requires the local school system to pay for up to a maximum of four courses. Education Article, § 18-14A-04(B)(1) However, if there is an agreement between a local school and a public IHE in which the local school system agrees to pay for more than four courses at a public IHE for a dually enrolled student, the local school system shall pay for the number of courses under the agreement. Education Article, § 18-14A-04(D)

11. Under the law, can local school systems require students who want to participate in dual enrollment to take the Accuplacer or other college placement exams?

Yes.

a. Are there any readiness requirements for students who want to be dually enrolled?

Where agreements exist, high school students must meet mutually agreed on enrollment requirements between the school system and the public institution of higher education. Students who dually enroll in one of the public senior IHEs must meet established admission requirements for the institution.

b. Who is deciding which assessments will be used to determine whether a student is college-ready? Assessments are being identified by a broadly representative subcommittee, comprised of both K-12 and higher education members, led by the Division of Curriculum, Assessment, and Accountability at the Maryland State Department of Education (MSDE).

c. What happens with students who need developmental education prior to enrolling in credit-bearing courses? Students can either enroll in developmental courses provided by the local school system or pay for taking them at a community college. Students will not receive the tuition reductions under the law for enrolling in developmental courses.

12. What recourse do local school systems and parents have to recover costs paid to the college when a dual enrollment student drops a course during drop/add periods?

This decision is governed by the IHE's tuition refund policies. Representatives of local school systems and IHEs should communicate the policy to dually enrolled students and include it in the local agreement where one exists.

13. Is there any reduction in the tuition when high school teachers serve as adjunct college faculty members and are teaching dual enrollment courses in the high school instead of on the college campus?

The law does not address tuition reductions when high school teachers serve as college adjunct faculty.

14. Under the law, are local boards of education required to pay tuition for students who are dually enrolled in private institutions of higher education?

No, Education Article, § 18-14A-04 directs local boards to pay tuition to public institutions of higher education for dually enrolled students and governs how local boards must make those payments. However, the law does not prohibit local boards from agreeing to pay tuition to private institutions for dual enrollment programs if the board so chooses.

15. Are dually enrolled students able to apply for grants, scholarships, and loans?

Although there is a Dual Enrollment Grant Program (see Education Article, § 18-14A-01 – 14A-04) for Maryland residents who are dually enrolled and who demonstrate financial need, this grant program is not currently funded.

Dually enrolled students may be eligible for the Part-time Grant. See Education Article, § 18-1401 – 1402. This grant is for Maryland residents who attend college part-time and demonstrate financial need. Institutions may use up to 10% of their [part-time grant funds for dually enrolled students](#).

High school students who are enrolled in credit-bearing college courses are not eligible to apply for federal student loans or generally for state scholarships.

16. How are dually enrolled students who reside out of the service area of the community college or out-of-county charged tuition?

Students who are not attending the community college that services their local area high school are charged the lesser of 75% of the out-of-county tuition charge or 5% of the per pupil foundation amount. The lesser charge is likely to be the 5% of the per pupil foundation amount. Students living outside the state of Maryland do not qualify for this program.

17. If students do not meet the criteria to be dually enrolled under the law, can colleges still enroll them?

Yes. However, the college is allowed to charge the student full tuition and fees.

18. Under the law, will the local board pay for both credit bearing and non-credit bearing college courses for students who are dually enrolled?

The purpose of the law is to foster college completion. Requiring that students enroll in credit-bearing college courses helps students get an early start toward either an associate's or bachelor's degree by accumulating college credit while still in high school. Thus the intent of the statute is that LEAs need only to pay for credit-bearing courses.

19. Does the law apply to dually enrolled private secondary school students or homeschool students?

No, the law indicates that local school systems must pay for courses taken by dually enrolled students who are enrolled in a public secondary school in the State. Education Article, § 18-14A-04.

20. Does the law apply when a student takes summer college classes?

Students taking summer college classes are not eligible for the tuition reductions under the law.

21. Does the law apply when a student takes college classes during the winter term break/mini-mester?

Yes, since the winter term occurs during the regular school year, the law applies.

22. Must the courses a dual enrolled student takes at an IHE be only those courses that meet graduation credit requirements?

No, limiting access in the dual enrollment program to only those courses satisfying high school graduation requirements is contrary to the intent of the legislature.

23. What is the process for approving online college courses that will count toward fulfilling students' high school credit requirements?

If the LEA chooses to use a Maryland online college course for high school credit, the LEA should:

- a. Review content for alignment to high school content standards, and
- b. Ensure that the course is accessible for students with disabilities.

If the course is deemed appropriate for use by other LEAs, please send the name of the school, the course name and number to valerie.emrich@maryland.gov.

If the online college course is part of an approved CTE program of study, LEAs should submit an amended proposal for approval by the Division of Career and College Readiness.

24. It is often assumed that college admissions officers look more favorably on high school students' transcripts if they enroll in honors, AP, or IB courses that result in a weighted grade point average (GPA). Most college courses do not provide weighted grades. What are the advantages to dually enrolling in credit-bearing college courses while in high school?

College admissions officers look at students' potential capacity to perform college level work. Taking and passing one or more credit-bearing college courses while still in high school is one way to demonstrate students' readiness for college-level work and to give them a head-start on college completion. Dual enrollment courses are actual college courses—rather than college-like or college level—and usually result in students' progress being recorded on an actual college transcript from a postsecondary institution.

25. How are the grades for dual enrollment courses reflected in a student's high school grade point average?

The local school system is responsible for determining how students' grades are calculated.

26. How can dually enrolled students complete their high school mathematics requirements?

Each student should seek guidance on which high school and college courses are most appropriate based on their postsecondary education plans and career goals. Beginning with students entering the 9th grade class of the 2014—2015 school year, **each student shall enroll in a mathematics course in each year of high school** that the student attends, up to a maximum of 4 years of attendance, unless in the 5th or 6th year a mathematics course is needed to meet a graduation requirement. COMAR 13A.03.02.03.A Students must complete **three credits** in mathematics to graduate from high school, including one with instruction in algebra aligned with the Maryland High School Assessment for algebra or one or more credits in subsequent mathematics courses for which Algebra I is a prerequisite, and one with instruction in geometry aligned with the content standards for geometry. COMAR 13A.03.02.03.B(3)

In December 2009, the University System of Maryland (USM) Board of Regents changed the USM undergraduate admissions policy to require an additional year of high school mathematics. A total of **four high school math courses are required for admission** beginning with student applicants who entered ninth grade in fall 2011. The coursework must include Algebra I, Geometry, and Algebra II. Students who have completed Algebra II before their final year of high school are required to complete course(s) that include "nontrivial" algebra during the last year of high school enrollment. "Non-trivial algebra" is intended to mean that the level of mathematical concepts and problems in the course are at least as sophisticated as those relating to problems in standard Algebra II classes. Examples of such courses during the high school senior year, in addition to Algebra II itself, are trigonometry, pre-calculus, calculus, statistics and college algebra. An important feature of any such course is that it utilizes algebra in a substantive way, so the student does not lose the algebraic and numerical skills achieved in earlier courses.

27. Who at the state level is responsible for assisting local public school systems and two- and four-year colleges with implementation of the dual enrollment provisions under the law?

For questions regarding dual enrollment, please contact Dr. Lynne Gilli, Program Manager for the Career and Technology Education Instructional Branch at the Maryland State Department of Education at 410.767.0518 or by email at lynne.gilli@maryland.gov

For questions that should be directed to the Maryland Higher Education Commission, please contact Dr. Jennifer Vest Frank, Acting Assistant Secretary at 410.767.3041 or by email at jennifer.frank@maryland.gov

Glossary of Terms

The following definitions address the most frequently used forms of early college credit:

- a. **Dually enrolled student:** means a student who is dually enrolled in a secondary school in the state and an institution of higher education in the state (CCR-CCA definition).
- b. **Dual credit:** High school students earn both high school and college credits simultaneously for passing the same credit-bearing course.
- c. **Articulated credit:** High school students earn college credit for a high school course that has been determined to be comparable to a credit-bearing college course. Credit is typically awarded retroactively after the student matriculates or enrolls in one or more courses at the partnering college.
- d. **Transcribed credit:** High school students earn college credit and receive a transcript and a grade upon completing the course. Some colleges require students to pay an admission fee and/or course fee in order to receive the transcript.
- e. **College in the High School:** Dual enrollment partnerships where college courses are taught in the high school, often by high school teachers. Students gain exposure to the academic challenges of college while remaining in their supportive high school environments, earning transcribed college credit at the time they successfully pass the course.
- f. **Concurrent enrollment:** College courses for which students only receive college credit and are ineligible for credit from their high school.
- g. **Middle College High Schools** are secondary schools, located on college campuses across the nation where students can earn college credit. They provide a rigorous academic program within a supportive learning environment to a student population that has been historically under-served or underrepresented in colleges. (see www.mcnc.us/about/faq).
- h. **Early College High Schools** are schools with all the characteristics of Middle Colleges –Early Colleges also have a defined and structured program that enables the high school students to earn both their high school diplomas and their Associates Degree in 4 to 5 years (see www.earlycolleges.org/overview.html)
- i. **Advanced Placement (AP)** is a program in the [United States](#) and [Canada](#) created by the [College Board](#) offering college-level [curriculum](#) and examinations to high school students. American colleges often grant placement and [course credit](#) to students who obtain high scores above a certain number on the examinations (see www.collegeboard.org).
- j. **The International Baccalaureate (IB) Diploma** is awarded to students who complete a demanding two-year curriculum leading to final examinations that may qualify students for early college credit (see www.ibo.org).