



DUAL ENROLLMENT PROCEDURE (INS-P019)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for registration of students who are enrolled in a college class while attending high school.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Dual enrollment – The enrollment of a high school student in one or more specified courses(s) for which the student will be awarded both high school and college credit.

5.0 PROCEDURE:

- 5.1 Student/parent notifies the school that student is enrolling in a college class for dual enrollment.
- 5.2 Student/parent works with the counselor to determine impact on graduation requirements and meeting enrollment requirements of the college.
- 5.3 Student/parent is responsible for registration, enrollment, payment, etc. with the college institution.
- 5.4 Students wanting to take more than two college courses per semester need approval from the principal/counselor.
- 5.5 Student will be enrolled in five classes during the day, to include both high school and college classes.
- 5.6 Student/parent agrees to release grade information from the college to CMCSS.
- 5.7 Letter grades are translated into numerical grades using the CMCSS Grade Conversion Chart ([INS-G005](#)).
- 5.8 Dual enrollment courses receive an additional 4 points on the semester average.
- ~~5.9~~ Each 3/4-hour college semester class converts to one semester of high school credit. Students who pass a 1 or 2 hour college course receive a Pass grade noted on the transcript.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Dual Enrollment Administrative Policy ([INS-A031](#))
- 6.2 CMCSS Grade Conversion Chart ([INS-G005](#))



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None identified.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/11/08		Initial Release
11/28/12	A	Add Grade conversion chart as a guide.
5/26/15	B	Corrected 5.8. Dual enrollment courses are NOT weighted.
12/3/19	C	Removed references to joint enrollment throughout.
3/3/22	D	5.9 - Removed Pass/Fail

***** End of Procedure *****