



Dual Enrollment/Dual Credit Policy

Dual Enrollment: Courses are taken for college credit only.

Dual Credit: Courses taken for high school and college credit.

DUAL ENROLLMENT

To be eligible to take dual enrollment courses through RCC/NETC, students will be required to meet and maintain the following performance criteria:

- Students taking college transfer courses must maintain a minimum 2.8 unweighted high school GPA. (RCC only)
- Students must continue to make progress toward a high school diploma while taking dual enrollment courses.
- Eligibility for college courses may be revoked at any time based on performance, attendance, behavior, and/or school/district policy or procedure.

General information concerning college courses and enrollment:

- Students who take college courses while in high school are creating a college transcript that will follow them throughout life. For SC students, this becomes part of the student's LIFE GPA.
- All courses in which a student enrolls at RCC/NETC will be assigned final grades. Grades will be documented on the RCC/NETC transcript and factored in the calculation of grade point average for college. Therefore, all college courses taken will be held to the standards that RCC/NETC require.
- Students who struggle academically or face unforeseen challenges in their college courses are expected to show self-initiative in maintaining good academic standing by:
 - Seeking help from the college instructor
 - Scheduling a tutor through RCC/NETC
- Students taking online classes at RCC must log in to Moodle within the first two days in order to be counted as attending the class. Students are instructed to check their RCC email daily. Students taking online classes at NETC must log in to D2L within the first five days in order to be counted as attending the class. Students are instructed to check their NETC email daily.
- If students have problems logging in to their online course, they should contact the College Placement Counselor immediately.
- In case of failure in a dual enrollment course, students will replace/take that course during the next semester in which the course is offered and will only be allowed to take a maximum of two courses the following semester.
- Students may take as many classes for college credit as they would like.
- Students must request that their RCC/NETC transcripts to be sent with their college applications. This is done through RCC/NETC.



DUAL CREDIT

If a student chooses to take courses for Dual Credit, the student must do the following:

- The four dual enrollment courses with the highest grades for the student will be included on the high school transcript. If there are dual enrollment courses needed to satisfy a high school graduation credit, these courses will be included in the four courses. In other words, students will only be allowed to report four RCC/NETC courses on the Marlboro Academy transcript.
- Choose courses that will not replace Marlboro Academy courses without prior approval from the headmaster. All required courses for graduation must be taken at Marlboro Academy.
- Understand that courses for Dual Credit must be taken during the following three semesters: fall of junior year, spring of junior year, and fall of senior year. **Summer courses will not be taken for Dual Credit.**
- Once a course appears on a transcript that is mailed with a college application, it will not be removed. Parents and seniors will approve the transcript before it is mailed with college applications during the fall of the senior year.
- College courses that result in college transfer credit will have a calculated weight equal to an AP course on the student's high school transcript.

DUAL ENROLLMENT POLICY FOR 9th AND 10th GRADES:

Below are the requirements for 9th and 10th Graders to take RCC/NETC courses before their junior year. If a student wishes to take Dual Enrollment courses as a 9th or 10th Grader, the parent must email snewton@marlboroacademy.com so that the requirements may be checked. There are pros and cons to beginning a college career this early, so therefore, this must be a well thought out and personal educational decision for each student. In order to enroll in college classes during the 9th or 10th Grade year, a student must do the following:

- Earn a SC UGP GPA of 4.0 after 1st Semester of 9th Grade or after 1st Semester of 10th Grade
- Earn the following PSAT scores: at least ERW 460 and MSS 510
- Earn the following Stanford 10 scores: 92nd Percentile in Total Reading, Total Math, and Total Language
- Meet with the headmaster
- Complete the appropriate paperwork with the College Placement Counselor
- Students will take ACA 122 or the college readiness class equivalent as the first dual enrollment class
- Any questions regarding dual enrollment classes for 9th and 10th Graders should be directed to the headmaster.



PROCESS FOR REQUESTING TO DROP AN RCC/NETC COURSE:

- There is a drop period that will allow a student to be removed from a course, meaning it will be removed from the college and high school transcript.
 - The window for dropping a RCC course will be **5 days after the start of the semester.**
 - After the drop window, students will receive a grade of a “W” on his/her college transcript, **if approved by committee.** “W” grades do **not** negatively affect a student’s college GPA but **can** negatively affect future financial aid.
- Students that request the need to withdraw from a college course:
 - **MUST have an extenuating circumstance**
 - **MUST** obtain administrative approval from the high school administration.
 - **MUST** submit a Dual Enrollment Drop Form to the College Placement Counselor

RCC/NETC Proctored Exams:

- Students may be required to take proctored exams at RCC/NETC. Students are given ample time to schedule these exams outside of their MA schedule. Therefore, missing class at MA in order to take a proctored exam for RCC/NETC will not be considered an excused absence from MA

Students and parents will sign a **Dual Enrollment Agreement** prior to registering for college classes. Any requests for exceptions to this policy should be made in writing to the headmaster. Any exceptions will be made at the headmaster’s discretion after consultation with the board of directors.