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## Option 1 Dual Enrollment Articulation Agreement Between the School District and Pearl River Community College

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This document serves as an articulation agreement between Pearl River Community College and \_\_\_\_\_ School District relative to students choosing to be dually enrolled.

1. \_\_\_\_\_ School District will inform parents and students of the option by including information in the student handbook and curriculum guide.
2. Students will indicate interest in the provided dual enrollment course(s) by selecting dual enrollment as an option during pre-registration. Parents will sign the choice sheet of students to indicate approval.
3. Students must have met the stated criteria for participation:
  - Completed a minimum of 14 core high school units (exception: any student who has earned a minimum of 30 on the ACT and has the required GPA and recommendation as described below can participate even if 14 core credits have not been earned)
  - Earned a 3.0 grade point average on a 4.0 scale or better, on all high school courses, as documented on an official high school transcript
  - Obtained an unconditional written recommendation from their high school principal and/or guidance counselor
  - Met the college course prerequisites for enrollment and receiving credit
4. The high school will provide written permission on the appropriate form prior to enrollment. The appropriate high school official will verify that the student has met the criteria stated in item three above prior to signing the form. The student must return the required signed forms to the designated high school official who will coordinate communication with the College.
5. Any student wishing to drop a college class must obtain an official dual enrollment drop form from the Extended Education web pages, have the form signed by the instructor and the high school administrator (principal or counselor), and submit a signed copy to the college. The college will not drop a student until this official form is received. This must be completed before the official College withdrawal date stated in the PRCC Catalog. The student will receive a "W" on his/her college transcript in reference to the class.
6. Option 1 grades are already in the possession of both the College and the high school. Permission for this transfer is stated in the signed Student/Parent Agreement form.
7. The grade earned through the institution will be the grade assigned for dual credit at the high school. The grade shall become a part of the grade point average and affect class ranking.
8. All costs related to the college course are the responsibility of the District, parent and/or student.
9. PRCC no longer rents textbooks. Textbook costs for the college course are the responsibility of the parent and/or student.
10. Pearl River Community College makes all teaching staff decisions for dual enrollment classes taught. Dual Enrollment classes must follow PRCC departmental syllabi and grading policy. The comprehensive final exam will be provided by PRCC.
11. Grades and college credit earned by students admitted to the dual enrollment program shall be recorded on the college transcript. Students dually enrolled must complete a college transcript request form and pay any required fee for such service upon completion of the course(s) before an official transcript can be mailed. The transcript can only be released to another institution for use in meeting college requirements after the student has received a high school diploma or has successfully completed the General Educational Development test.
12. Classes must meet for a total of 2,250 minutes in order to earn three (3) semester hours credit.

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School District Official Signature

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Date

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PRCC Signature

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Date