

Spartanburg Christian Academy

Dual Credit Approval Form

Date: ____/____/20____

Required to enroll in Dual Enrollment Courses

Semester: ☐ Fall ☐ Spring ☐ Summer ☐ Other _____ Term: ☐ Full ☐ 1 ☐ 2

☐ On Site (HS Campus) ☐ College Campus ☐ On-line

Student Name: _____
(Last) (First) (Middle)

Parent/Guardian Name and Email Address: _____

Phone #: Parent/Guardian #: _____ Student #: _____

In accordance with the SC Uniform Grading Policy, Dual Enrollment courses are those courses for which the student has been granted permission by his or her school to potentially earn both a high school unit of credit and college credit from the Institute of Higher Education (IHE). This form must be completed and maintained at the school as documentation of approval to take dual credit courses.

To Be Completed by High School: The following courses are approved to take as dual credit.

**Note: Only two dual enrollment courses of any combination, face-to-face, online, or on SCA's campus, are allowed to count towards a student's GPA.*

College Course(s)

Date: _____

Principal/School Counselor Signature

To Be Completed by Student:

As a Dual Enrollment Student, I understand and agree:

- I am responsible for adhering to all the IHE policies and procedures and insuring payment of all tuition and course fees.
- My performance in these courses will directly affect my high school records and graduation requirements.
- I understand I am building two transcripts for both high school and college. Additionally, SC Uniform Grading Policies will apply to my high school course grade(s) and credit(s) and the IHE policies will apply to my college course grade(s) and credit(s).
- I will be responsible for providing my college transcript to my high school.
- The college may release my educational records regarding courses taken for dual credit to my parent/guardian on request.
- If the course is not pre-approved by my high school, the course may only count as college credit.
- Only two dual enrollment courses are allowed to count towards a student's GPA.
- Dual enrollment courses are weighted as an AP course.
- The following conversion system will apply for letter grades provided by the sending institution: A=95; B=85; C=75; D=65
- Only the converted grades will be recorded on the high school transcript. Numerical grades provided by college instructors will not be recorded on the high school transcript.
- Second semester Math or Language Arts courses cannot be dropped.
- No refunds are available for dual enrollment courses taken in partnership with SCA.

Student Signature: _____ Date: _____

To Be Completed by Parent/Guardian

I understand the IHE (Institute of Higher Education) is an adult learning environment. Students in Dual Enrollment programs will be treated as college students and will be expected to take responsibility for their own learning in an adult environment. Progress reports throughout the course will not be issued to parents and/or the high school. I understand and have explained to my child his/her academic responsibility. Additionally, I have read and understand the above statements my student has agreed to and signed.

Parent Signature: _____ Date: _____