

Administrative Regulation Instruction

AR 6146.12

Concurrent and Dual Credit Enrollment

Definitions

Concurrent Enrollment refers to a *full day* high school student also enrolled in college classes.

Concurrent Enrollment with Dual Credit refers to a *full day* high school student receiving both high school and college credit for the completion of college coursework.

Full Day Student status requires a minimum of six high school classes for students in grades 9-11 and a minimum of five high school classes for students in grade 12 at any CVUSD traditional high school. For students attending Century or Conejo Valley high school, a *full day* program is defined as a minimum of four classes per day.

Concurrent Enrollment

Students must receive written approval from the principal, or designee, before each semester of concurrent enrollment in college classes.

Approval criteria:

- Class not offered at the student's high school or
- Schedule will not permit student to take the course on their high school campus or
- Principal, or designee, determines that the course meets student's unique learning objectives

Students may register for a maximum of 6 college units per semester or equivalent.

College level courses must be offered by an approved and accredited college or university and may be offered on a high school campus, a college campus or via an online curriculum.

If college coursework is used to satisfy a high school course pre-requisite, the CVUSD reserves the right to administer a benchmark test in order to determine a student's readiness to move forward.

Dual Credit

Students may have the option to request dual credit, where the college course appears on the high school transcript as well as on the college transcript

Dual credit students must have completed at least four semesters of high school

Courses taken for dual credit must be taken in addition to the *full day* program at the student's high school

Semester length college courses earning three or more units will be granted 10 high school course credits. Full semester college courses with less than three units will be granted 5 credits.

Students may earn a maximum of 40 high school dual enrollment credits

The student will receive the same letter grade on the high school transcript that is granted by the college.

Once approved, dual credit status cannot be withdrawn unless the high school principal or designee determines that special circumstances exist.

Dual credit students are responsible for providing verification of the college course grade earned. This information must be submitted to the high school counseling/registrar office within one week of the close of the college semester. An unofficial transcript may be submitted, however, an official transcript needs to be received before a diploma is issued.

It is the student's responsibility to check with universities regarding acceptance of dual credit coursework for the satisfaction of college degree requirements.

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