

# Tuttle High School

## Concurrent Enrollment Policy & Contract

At the start of each semester, this contract, along with the college schedule must be submitted to the high school counselor before the high school schedule can be adjusted.

Printed Student Name \_\_\_\_\_ Date: \_\_\_\_\_

### Concurrent Enrollment of High School Students in College

Juniors & Seniors who meet the requirements may participate in concurrent enrollment at any college or university. Because the Oklahoma State Department of Education requires all students to be enrolled in a full schedule of classes, students who wish to take college level course work must combine high school and college courses equivalent to a full schedule. The following requirements must also be met:

1. The rigorous requirements for concurrent enrollment established by the Oklahoma State Regents for Higher Education must be met.
2. All high school graduation requirements must be fulfilled.
3. Permission from the parent and counselor are required.
4. Credit hours taken at the college level must not be in excess of that permitted by state law relative to the concurrent enrollment policy.

Each three (3) credit hour college course taken will replace one high school course. A student may enroll in a combined number of high school and college courses per semester, not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating workload, one high school unit is equivalent to three semester credit hours of college work. Concurrent enrollment courses will be recorded on the student's high school transcript, as either a core course or an elective course.

### Dual Enrollment Equivalency Chart

**Failure to pass dual enrollment courses could jeopardize graduation. A course will only receive a 5.0 weighted credit if it parallels a weighted course at Tuttle High School.**

**The following chart shows college level concurrent courses that can be taken to fulfill high school course requirements. The students will receive both high school and college credit.**

Required High School Course	Concurrent Enrollment	Credit Earned
U.S. Government	American Federal Government	1 unit
U.S History	US History 1877 to Present	1 unit
English IV English Literature	*English Composition I <b>AND</b> *English Composition II	1 unit
Math beyond Algebra II	See High School Counselor & College Admissions Counselor	1 unit per 3 credit hour math course
Humanities (Fine Arts Competencies)	Art Appreciation Music Appreciation	1 unit per 3 credit hour course

**Numerous other courses can be taken for elective credit. The 4.0 grading scale will apply for all concurrent elective courses.**

## Concurrent Enrollment Policies

If at any point the student who is concurrently enrolled in a course chooses to drop or withdraw from the course, the student is required to notify their high school counselor immediately. All students must maintain a full academic schedule, as required by the Oklahoma State Department of Education and Tuttle High School.

1. If the student drops or withdraws from the course prior to the college's withdrawal deadline, the student will be enrolled in a high school course for credit, and the concurrent course will not be transcribed.
2. If the student drops or withdraws after the college's deadline to withdraw, the student will have two options:
  - a. Enroll in another course by the end of the semester at any college institution.
  - b. The student will be enrolled in a high school course for no credit, and the concurrent course will be transcribed as a grade of NC (No Credit) on the high school transcript.

### By signing this contract, I understand the following:

- I must provide a copy of my concurrent enrollment schedule and contract to my counselor prior to having my concurrent courses added to my high school schedule. I am responsible for and will attend all of my high school classes until they are removed from my schedule and replaced with concurrent classes.
- All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA (as with any regular Tuttle HS course).
- Dropping a concurrent course is highly discouraged. I am responsible for notifying the college and the high school counselor if I drop or stop attending the concurrent course.
- I must submit a weekly grade report verifying eligibility. This report will go to the principal and allow students to participate in any OSSAA sanctioned activity.
- I must be enrolled in a minimum of 4 classes per semester in order to maintain a full time status.
- I am responsible for paying all fees billed to me by the college. Costs are dependent on the number of courses taken, as well as additional fees from the college chosen. (*See the financial aid office at the college for more information*)
- Failing or dropping a concurrent course may affect graduation status.
- Receiving below a 2.0 GPA will result in academic probation, and I will not be allowed to concurrently enroll the following semester.
- I understand that there is a possibility that future colleges may not accept my concurrent grades as transfer grades. Check with specific colleges for details on transfer of credits.
- When I am not on campus the full day, I may miss regular updates and announcements. Stay connected by following social media pages, as well as signing up for e-notes.

### Recent Addendums (8 week classes):

- I understand that I may be taking more classes than what is recommended within an eight-week term or within a semester. 12 credit hours per semester is considered a full time schedule for a full time college student. Students will be limited to no more than two courses (6 total credit hours) per eight-week term.
- While I may not be exceeding the workload for the semester, I may be exceeding what is recommended by my counselor for the eight-week term.
- I understand that the eight week courses are 16 week courses condensed into eight weeks. I realize that the curriculum of the eight-week course has not been reduced in any way, and that I am responsible for the full amount of work that generally is broken up into 16 weeks.
- I understand that my eight week courses may cause my schedule to be unbalanced. (For example, I may have an extremely heavy workload the first eight weeks, but the second eight weeks may be much less strenuous.) If my schedule has less than one class per eight weeks, I will be required to add an additional course during that term.
- I understand that my entire Fall or entire Spring schedule is due at the beginning of each semester, as it will affect the overall schedule.
- Grades must be submitted weekly to maintain eligibility.

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**Student Signature**

**Date**

**Parent Signature**

**Date**