



DUAL ENROLLMENT PROGRAM APPROVAL FORM

(All fields must be completed and form submitted prior to acceptance.)

Part 1: Student Information

Student Name _____ GSCC ID (G#) _____ Entrance Term/Year _____
(Spring/Summer/Fall 20XX)

Name of High School _____

Student Date of Birth _____ Grade Level _____ Expected Date of H.S. Graduation _____

Part 2: Dual Enrollment Criteria

- Student must meet admissions requirements established by Gadsden State for dual enrollment.
- Student must have a minimum cumulative/unweighted high school grade point average of 2.5 on a 4.0 scale.
- Student must have written approval of the two designated parties indicated at the bottom of this form.
- Student must be in grades 10, 11, or 12 or have an exception granted.
- Student must take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.
- Student must take a state-approved college placement test, where minimum placement is required.

Part 3: Student Acknowledgement

- Dual students who *withdraw* or earn less than a grade of “C” in a GSCC course will be *suspended* for a minimum of one semester. The one-semester suspension may not be served during the summer term, and the student must reapply to the program before reentry.
- Student must make payment or have verified scholarship funds for tuition and fees by the established deadlines or risk automatic drop for non-payment.
- Seniors must complete all dual credit courses before graduation.
- Students with disabilities who may require special accommodations must file the appropriate documentation with the Disability Compliance Officer before accommodations may be made.
- Dual Enrollment for Dual Credit courses offered by the postsecondary institution will be of postsecondary/college level. Course curricula and subject matter will not be modified.
- Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, and the Student Code of Conduct. The institution reserves the right to refuse re-admission to any student who violates institutional policies.
- Earned course credit completed at Gadsden State Community College will appear on an official transcript only *after* dually-enrolled student has graduated from high school and an official high school transcript has been received. Courses may not be audited.
- Student must advise parent or legal guardian of participation in the dual enrollment program at Gadsden State Community College.

*Signature of Student _____ Date _____

*By signing, I acknowledge and understand all of the above, and I hereby authorize GSCC to release my academic and student related information to attending high school personnel. I understand that I am subject to the Federal Education Rights and Privacy Act of 1974 (FERPA), as outlined in the GSCC Catalog and Student Handbook.

Part 4: Criteria Verification and Approval – To be completed by High School Administrator(s)

- Student meets GPA requirement. Student’s GPA on 4.0 Scale (unweighted): _____
- Student demonstrates both academic readiness and social maturity.

Approval: _____ Date _____
Counselor Signature

Approval: _____ Date _____
Principal or Career/Technical Program Director Signature