

Dual Enrollment

Dual Enrollment is a program for Massachusetts secondary school students. The program allows students to earn academic credit at both the secondary school and at Fitchburg State College simultaneously. Fitchburg State College is pleased to participate in the Dual Enrollment program established through the Massachusetts Department of Education. Dual Enrollment students enjoy the connection to their high school as well as the challenging and independent setting of the college.

ELIGIBILITY

- Students must be juniors or seniors;
- Students must have a minimum GPA of 3.0 (as recalculated per BHE standards*);
- Students must have the full consent of guidance counselor/school administrator **and** parent/guardian in order to participate;
- Students must receive an overall GPA of 3.0 to remain eligible for Dual Enrollment participation for the following semester.

APPLICATION REQUIREMENTS

- Fitchburg State College Dual Enrollment Application for Admission;
- Current transcript from the secondary institution and SAT/ACT test scores if taken;
- Recommendation from the student's guidance counselor
- Graduation Requirements sheet (completed and signed by guidance counselor)

PROCEDURES

Completed files will be reviewed by Fitchburg State College and applicants will be notified of the decision via mail. Accepted students will be asked to attend registration, which will include:

- **Placement testing:** Applicants must complete the college placement test in English, math and foreign language before being considered for any English, math or foreign language courses.
- **Students are not guaranteed placement into the program, or into any specific courses.** Fitchburg State College will work in conjunction with the high school to best serve the student. The high school reserves the right to sanction (or not) an applicant's participation in the program.

COST

The cost for Dual Enrollment students attending Fitchburg State College is \$100 per credit. **This amount must be paid in full at the time of registration.** The student is also responsible for transportation, instructional materials, and textbooks.

COURSE SELECTION

Once accepted students will register for classes through the Registrar's Office in August (for the Fall semester) and January (for the Spring semester). An academic advisor from our Advising Center will meet with students during registration in order to select suitable courses and schedules. Students will be allowed to register for up to four classes (up to 13 credits). If a student would like to enroll in more classes, the student must obtain special permission from the Dual Enrollment Coordinator at Fitchburg State College.

Students must select courses that satisfy high school graduation requirements in addition to courses that pertain to selected areas of interest.

TRANSCRIPTS

Credit earned at Fitchburg State College will be reflected on the student's high school academic transcript as well as their Fitchburg State College transcript.

Students participating in Dual Enrollment must agree to sign transcript release forms allowing Fitchburg State College to send copies of transcripts and schedules to the high school as needed.

* The College recalculates the GPA based on all college preparatory courses completed at the time of application and weights Honors and Advanced Placement courses.

Application for Admission Dual Enrollment Program

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

Social Security #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone #: () _____ Date of Birth: _____

Gender: Male _____ Female _____ Application for: Fall _____ Spring _____

Massachusetts Resident: Yes _____ No _____

High School currently attending: _____

In high school, I am currently a: Junior _____ Senior _____

Year of high school graduation: _____

Have you been approved by your Guidance Counselor to participate? Yes _____ No _____

Please check if you are a first-time or continuing Dual Enrollment Student: first time: _____
continuing: _____

Please indicate the number of courses you plan to take this semester : _____

I hereby give my approval for my son/daughter to make application to the Dual Enrollment Program at Fitchburg State College and, if accepted, to enroll in said program. We have discussed fully the benefits and requirements of Dual Enrollment with the appropriate guidance officer(s) and further understand that any variation from said requirements could jeopardize the above-named student's high school graduation.

Signature of parent or guardian: _____ Date: _____

I grant Fitchburg State College permission to release/copy all materials contained in my Fitchburg State College Dual Enrollment file to my school of record. This includes the application, transcript(s), references, test scores, and all other relevant documents. I understand that these materials will be used to reflect credits earned at Fitchburg State College and used toward graduation at my school of record. I hereby certify that Fitchburg State College is the only institution I am applying to, for this term, to participate in the dual enrollment program.

Signature of student: _____ Date: _____

