

# Calvary Christian Academy

## Dual Enrollment Approval Form



**Dual enrollment** is the term for the process of being enrolled in two separate, academically related institutions. At CCA students can dual enroll by taking courses online, at a community college or through part time attendance at a vocational school.

**Please submit this form with a course syllabus from the desired course if you intend to receive credit from a Non-CCA course.** Do not register or pay for a course without CCA approval.

**Students may not take a course to replace the following classes:**

- American Literature
- Political Science

All courses taken outside of CCA **must provide the student with a grade report** that utilizes either a letter or number grade system. Pass/Fail courses will not receive credit on a CCA transcript. All grades will be transferred in and filtered through CCA's GPA Scale. Courses taken at a community college will transfer in at the honors level and will receive honors level credit.

There is NO tuition discount for students that supplement their CCA education by taking courses through an online high school or through college classes. Students that enroll in a VoTech school will receive a limited discount due to the specialized nature of the VoTech program.

**Student Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Course at CCA that you would like this course to replace:**

\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Administrative Signature:** \_\_\_\_\_

**Dual Enrollment Policy (over)** 

## CCA'S DUAL ENROLLMENT POLICY

Students may choose to round out their educational experience by taking courses at a certified vocational/technical school, community college, university or online school. With CCA administrative pre-approval, students may take these courses and earn not only college credit, but earn credit toward high school graduation as well.

### General Guidelines:

- Students must be enrolled in at least 3 CCA classes.
- Students may only transfer in up to two classes per semester.
- Parents of students who take college classes or online classes are still required to pay full tuition at CCA.
- CCA will only accept college courses that are equivalent to 3 or 4 credit hours.
- CCA will only accept online, high school courses that are equivalent to a full-year course. Many only online, high school courses will provide a full-year course in two, separate, one-semester classes.
- Students interested in taking Dual-Enrollment classes must submit CCA's Dual Enrollment (with the syllabus of intended course) to the High School Office for Administrative approval. **Please do not pay for or enroll in a course that has NOT been approved by the Administration.**
- To receive a CCA HS Diploma, students must earn the required 26 credits between CCA and the dual enrolled institution.

### Grading Guidelines:

- CCA will only accept college courses that are awarded a grade. Pass/Fail courses will NOT be accepted by CCA for High School credit.
- All college/university courses will receive the weighted GPA points of a CCA honors-level course. Students cannot and will not receive the weighted GPA of an Advanced Placement course unless they are enrolled in a CollegeBoard approved Advanced Placement class. All CCA Advanced Placement classes are approved by the governing body of CollegeBoard.
- Grades awarded to students who complete college courses for high school credit will be equal to the equivalent letter grade on the CCA Honors GPA Scale. We will not modify the grade based upon a college professor's recommendation. We can only refer to the grade as it appears on the college transcript and provide the student with the equivalent letter or number grade on the CCA Grade Scale.

### Course Specific Guidelines:

- Students may not take a class to replace American Literature or Political Science. Both of these classes must be taken at CCA.
- Courses taken in place of a CCA course must cover the same curriculum as the CCA course as expressed in the Course Selection Guide (**CCA Administrative approval required**).
- Students who take a college course must receive an "A" in that class in order to earn a spot in the next sequential, honors-level, course (with the exception of Math classes). Students who take a college math course must not only receive an "A" in the course, but they must also take and earn a 93% on a course placement test to earn a spot in the next sequential, honors-level, course.