Dual Credit/Concurrent Enrollment Request and Approval Form

Please check all that apply:

☐Dual Credit Enrollment
☐Concurrent Enrollment
☐Academic Transfer Student
☐Workforce Education Student
☐Homeschool Student

Vernon College is very excited to offer dual credit/concurrent course opportunities to high school students based on the following criteria:

1. A high school student is eligible to enroll in dual credit courses in the ninth, tenth, eleventh or twelfth grade.

2. The high school student must be eligible and college ready for the courses in which they enroll as specified in the Vernon College-ISD Dual Credit Memorandum of Understanding (Dual Credit MOU).

3. Eligible high school students are able to enroll in courses approved by the local high school administration.

4. The determination of the course as dual credit or concurrent enrollment is a decision made at the local high school.

5. Students, not high school representatives such as counselors or parents, are individually responsible for absence notices, grade discrepancies, success in the class and communicating with the VC faculty or staff. Students are required to adhere to VC policies and procedures as published in the current VC General Catalog and the current VC Student Handbook.

6. High schools may request that the college provide the student's grade for any dual credit course. The grade transcribed for high school credit is the determination of the local high school. This grade may be different than the one that is on the official Vernon College transcript.

7. High School students requesting special accommodations while enrolled in dual credit courses must follow all VC procedures. All requests for special accommodations will be made to and coordinated by the VC PASS Department/Office for students with Disabilities (OSD).

8. The applicant understands that official transcripts of the work completed at Vernon College will not be released until a completed high school transcript, showing date of high school graduation, is on file at Vernon College**.** (Please note the term "graduation" represents a diploma, not a certificate of high school completion).

I _____ _____ am applying for admission to Vernon
Student's Name ***Student ID # or Social Security #***

College subject to the conditions stated above, with the understanding that all admissions requirements, including high school graduation, must be met before an official Vernon College transcript will be released.

_____
Student's Signature

_____
Parent's Signature

_____
High School Currently Attending

_____
Principal's Signature/Superintendent

_____
VC Dean of Admissions

_____
VC Dean of Instructional Services