

### Concurrent Enrollment Procedures for Students and Parents

1. The parents/guardians and students will complete the permission form to apply to DCCC (see Approval to Apply to Delaware County Community College), which is approved by the high school principal or designee. Courses may be taken in the fall and/or spring semesters.
2. Criteria for approval to apply to the Concurrent Enrollment Program includes satisfactory academic, discipline, and attendance status which is defined as the following:
  - A grade point average (GPA) of 2.5 or higher during the 11<sup>th</sup> grade school year
  - Proven proficiency in reading and mathematics on the PSSA assessments or comparable nationally normed tests and/or local assessments
  - No more than minor discipline referrals during the second semester of the 11<sup>th</sup> grade school year. Minor disciplinary infractions are defined as infractions which do not result in a Saturday detention or suspension)
  - 95% or better daily attendance
  - High school senior status; i.e., at least 18 earned credits
  - Principal or designee recommendation
3. Upon receipt of approval for application to DCCC, the student will complete the DCCC application and the DCCC concurrent enrollment form signed by parent/guardian. These forms must be given to the registration secretary in the high school guidance department office by the last day of school for the fall semester or November 1st for the spring semester.
4. The registration secretary in the high school guidance department office will log the application and make a copy for the student's guidance counselor. The registration secretary will forward the application materials and student's transcripts to Ms. Pat Shannon at Delaware County Community College within ten business days of receipt.
5. DCCC will evaluate each student's academic credentials to determine admissibility for the concurrent enrollment program and send the student a written decision.
6. While the student will be responsible for completing the DCCC placement testing and application/enrollment procedures. DCCC will provide designated staff to assist the student with understanding this process. The DCCC placement testing will be offered at Avon Grove High School in the spring of 2008. Students with IEPs will be provided selected accommodations if this information is disclosed during the application process.

7. Upon acceptance to DCCC, Ms. Pat Shannon will inform the student and the registration secretary at Avon Grove High School who will in turn inform the student's guidance counselor. The guidance counselor will have the parent sign the release waiver to attend DCCC that outlines the stipulations for such release. A copy of this waiver will be given to the attendance secretary and the original will be placed in the student's cumulative record. Students will sign in and out for release with the attendance secretary in the main office on a daily basis. Once the student is released from mandatory attendance, he/she is to leave the school property within 15 minutes and will be permitted to return to the campus ten minutes prior to their next scheduled AGHS class or after school hours. Students will maintain the same schedule each day. In other words, even if a student is only taking a DCCC class two days per week, they are released all five days during the time in which the class would meet and are not to be on school property during this time. All students participating in the Concurrent Enrollment option will be entitled to return to AGHS for extra curricular activities. See the Parent/ Guardian Consent Form for Release to attend DCCC for further information.
8. The student can apply for a parking permit at AGHS as per the usual process. Priority will be given to students that have been accepted to DCCC. If a student withdraws from their DCCC course(s), the status of need/right to a parking permit will be reviewed by the principal or designee and the permit may be revoked.
9. Upon successful completion of the course(s), DCCC will send a copy of the official transcript to the guidance counselor. Students enrolled in the DCCC Concurrent Enrollment Program will still be required to complete all AGHS graduation requirements. No DCCC course will be permitted to take precedence over required AGHS courses (i.e. a student may not take a DCCC course if it is offered at the same time as a course which is essential for the student to meet the AGSD's graduation requirements). No DCCC course will be included in the student's GPA or class rank but will be recorded in their course history. The DCCC will provide the student with a transcript as well.
10. The Avon Grove High School staff will make reasonable accommodations to construct a student's schedule so he/she may attend DCCC; however, schedule changes will be made at the discretion of the principal or his designee based on feasibility.
11. It is critical that students and their parents enter into the DCCC/AGHS Concurrent Enrollment option after careful consideration and deliberation. It is the expectation of both DCCC and AGSD that the concurrently enrolled student will successfully complete all academic and attendance requirements.
12. The concurrently enrolled student must maintain a minimum grade point average of 2.0 in each concurrent enrollment course in which the student is enrolled, or the privilege to take additional courses will be revoked. Students will need to attend DCCC class(es) even when AGSH is closed. If a student fails to meet the

college's established attendance requirements, the student will be withdrawn at the discretion of the faculty member. A student who is withdrawn from the DCCC course must immediately make an appointment to meet with the AGHS guidance counselor to modify their AGHS schedule. Students withdrawing from a DCCC course will be placed in AGHS course(s) or study halls for the remainder of the school year.

13. Students are required to attend a DCCC orientation session at the start of their first DCCC course. Each student must also refer to the DCCC student handbook, course catalog and specific class syllabus to become aware of their responsibilities.
14. All payment for DCCC tuition, fees, and books will be the responsibility of the participating student and/or parent/guardian.
15. If a student meets the criteria for Concurrent Enrollment Grant funding, the AGSD will utilize the grant money to reimburse parents based on the amount of money available.