

# Dual Enrollment: Admissions & Records Process

A formal written agreement between the student's local school board and Gadsden State is required before approval is granted for dual credit/dual enrollment admissions. To be eligible, the student must meet the following requirements:

1. Students must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the Chancellor and in accordance with Alabama Administrative Code 290-8-9.12, regarding gifted and talented students.
2. Students must have a 2.0 or higher GPA average (for approved programs only) unweighted on a 4.0 scale, as defined by the local board of education policy, in completed high school courses.
3. Students must have written approval of the appropriate principal or career/technical education program representative (if applicable) and counselor. Student success in dual credit/dual enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and counselor indicates that the student has demonstrated both. This approval is indicated on the dual program approval form as part of the admissions process.
4. Students must meet the entrance requirements established by the College for dual enrollment students.
5. Students are responsible for any transportation required to participate in dual enrollment.
6. Any dual student seeking to take college-level English or Math courses must take a state-approved college placement test, where minimum placement is required.
7. Students must meet all applicable prerequisites prior to enrolling in courses; developmental courses (numbered below 100) are not offered through dual enrollment.
8. All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts). Transcripts issued prior to a student's high school graduation will be labeled "Conditional Credit." Upon proof of high school graduation, this notation will be removed from the transcript.
9. Dual enrollment students who withdraw from a course or fail to earn a grade of "C" or better in attempted college courses will be suspended for a minimum of one term. The one-term suspension may not be served during the summer.