DUAL ENROLLMENT (HIGH SCHOOL)

POLICY NUMBER: AAPC-DUALENROLLMENT-HS
POLICY TYPE: ADMISSIONS & ACADEMIC POLICY COMMITTEE (AAPC)
RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
RESPONSIBLE OFFICE: SCHOOL-BASED SCHOLARS/LEARNING PLUS/YOUNG SCHOLARS ACADEMY
NEXT REVIEW DATE: PREVIOUS REVISION PLUS FOUR (4) YEARS – 5/10/2028
SUPERSEDES REVISION DATED: 1/31/2022
BOARD OF REGENTS REPORTING (CHECK ONE):

☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

A. ADMISSION

Students are eligible for dual enrollment/dual credit with an unweighted **high school GPA of 3.00 or higher**. Additionally, students must meet additional program-specific requirements as listed below.

SCHOOL-BASED SCHOLARS (SBS) REQUIREMENTS

High school sophomores, juniors, and seniors must meet any course prerequisites. Sophomores may **only** take courses offered at their high school unless granted an exception as follows. Freshmen or sophomores seeking to take an online/on-campus course may apply for an exception via the procedure outlined at the School-Based Scholars website.

Completed School-Based Scholars application packets do not guarantee admission into the program or eligibility for any specific course. All submitted applications will be reviewed by the School-Based Scholars office for admission eligibility. See the application procedures at the School-Based Scholars website for more information.

High schools may impose additional requirements (above and beyond those stated) for participation in dual-credit courses.

YOUNG SCHOLARS ACADEMY (YSA) REQUIREMENTS

Applicants must be a rising junior at a participating school. They must have an **ACT math score of 19+** or a **KYOTE college readiness score of 23+**. Students must also have a recommendation from a high school counselor or administrator.

ADDITIONAL REQUIREMENTS

YSA students wishing to switch to the SBS program at the end of the term, or vice versa, must meet all admission and grade criteria for the desired program. These students may be required to submit additional application materials (such as an updated transcript and disclosure form).

B. COURSE ENROLLMENT/WITHDRAWAL

Dual credit enrollment students may enroll in up to the maximum course load allowed for other NKU students. Students should work with their designated high school counselor/administrator and NKU advisor to determine an appropriate number of credit hours and courses for them.

Students may withdraw from a course by the deadlines outlined in the NKU academic calendar. Students must notify their designated high school counselor/administrator of their wish to withdraw.

C. ACADEMIC STANDING

The NKU Academic Standing policy applies to dual enrollment students. Additional requirements and procedures are as follows.

SCHOOL-BASED SCHOLARS (SBS)

Please see the School-Based Scholars website for procedures that initiate when a School-Based Scholar is placed on academic warning.

YOUNG SCHOLARS ACADEMY (YSA)

Please see the YSA Handbook on the Young Scholars Academy website for procedures that initiate when a Young Scholar is not in good standing.

D. DEGREE COMPLETION

Students cannot complete a degree from NKU while in the School-Based Scholars program. Some students may be eligible to earn an associate degree through the Young Scholars Academy.

II. ENTITIES AFFECTED

Admissions, College of Arts and Sciences, College of Health and Human Services, College of Education, College of Business, College of Informatics, Registrar, Financial Aid, First Year Student Success Hub, Learning PLUS, UCAP, School-Based Scholars, Young Scholars Academy, Steely Library, and Student Account Services.

III. AUTHORITY

Kentucky Council on Postsecondary Education Dual Credit Policy

IV. DEFINITIONS

"Dual credit" means a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study. (KRS 158.007: Definitions for Chapter.)

"Dual enrollment" means a college-level course of study developed in accordance with KRS 164.098 in which a student is enrolled in a high school and postsecondary institution simultaneously. (KRS 158.007: Definitions for Chapter.)

V. RESPONSIBILITIES

The School-Based Scholars program will promote, recruit, schedule classes, register students, and provide information to students, counselors, and administrators throughout the year. This office is the primary contact for the SBS program.

The Young Scholars Academy will promote, recruit, schedule classes, register students, and provide information to students, counselors, and administrators throughout the year. This office is the primary contact for YSA.

Admissions will process each dual-credit student's application materials and test scores.

Financial Aid will administer the KHEAA scholarships (Dual Credit Scholarship and Work Ready Dual Credit Scholarship) and confirm registrations.

Student Account Services will bill the students and apply the KHEAA scholarships.

The First Year Student Success Hub may offer advising to dual-credit students as appropriate.

VI. PROCEDURES

The School Based Scholars and Young Scholars Academy websites have procedures for new and current students, instructors, school counselors, and academic departments.

VII. EXCEPTIONS

Any exceptions are included in the policy statement in Section I above. Exceptions for special programs may be granted pending Provost approval.

VIII. COMMUNICATIONS

Admissions, College of Arts and Sciences, College of Health and Human Services, College of Education, College of Business, College of Informatics, Registrar, Financial Aid, First Year Student Success Hub, Learning PLUS, UCAP, School-Based Scholars, Young Scholars Academy, Steely Library, Student Account Services and partnering school districts.

IX. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

Academic Standing (Warning, Probation, and Suspension)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision (revised to cover both SBS & YSA)	May 10, 2024
Revision & name change	January 31, 2022
New policy: "High School Dual Enrollment"	April 18, 2019
Superseded: "School-Based Scholars NKU Grade Minimum"	February 7, 2012

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PRESIDENTIAL APPROVAL

President

Signature Cady Short-Thompson *Date* 5/10/24

Cady Short-Thompson

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

☐ This policy was forwarded to the Board of Regents on the ***Presidential Report (information only)***.
Date of Board of Regents meeting at which this policy was reported: _____/_____/_____.

☐ This policy was forwarded to the Board of Regents as a ***Presidential Recommendation (consent agenda/voting item)***.

- ☐ The Board of Regents approved this policy on _____/_____/_____.
  (Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- ☐ The Board of Regents rejected this policy on _____/_____/_____.
  (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

SECRETARY TO THE BOARD OF REGENTS

Signature *Date*

Tammy Knochelmann