

# DUAL ENROLLMENT (HIGH SCHOOL)

**POLICY NUMBER:** AAPC-DUALENROLLMENT-HS

**POLICY TYPE:** ACADEMIC & ADMISSIONS POLICY COMMITTEE

**RESPONSIBLE OFFICIAL TITLE:** VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** SCHOOL-BASED SCHOLARS/LEARNING PLUS

**EFFECTIVE DATE:** 2022–23 UNDERGRADUATE CATALOG

**APPROVAL DATE:** UPON PRESIDENTIAL APPROVAL – 01/31/2022

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 01/31/2026

**SUPERSEDES POLICY:** HIGH SCHOOL DUAL ENROLLMENT – 4/18/2019

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The School-Based Scholars (SBS) program offers eligible high school students the opportunity to take college classes with Northern Kentucky University (NKU) at their high school or at NKU-approved sites.

### Eligibility

Students are eligible for the SBS program if they meet the following requirements:

#### 1. High school juniors and seniors:

- Must have a high school unweighted GPA of 3.0 or higher
- Must meet any course prerequisites

#### 2. High school sophomores:

- Must have a high school unweighted GPA of 3.0 or higher
- Must meet any course prerequisites
- Must **only** take courses offered at their high school unless granted an exception as noted below

Students must complete an SBS application packet (online application, disclosure, transcript). Test scores (ACT, SAT, and/or AP) must be provided if required as a prerequisite to a course; however, some placement testing may be available. Completed SBS application packets do not guarantee admission into the program or eligibility for any specific course. All submitted applications will be reviewed by the SBS office for admission eligibility.

### Admission Exceptions

- All requirements in this policy are the requirements for participation in the SBS program. If a high school wishes to impose additional requirements (above and beyond those stated) for participation in dual-credit courses, those requirements will be enforced.
- Sophomore students will typically be limited to only taking classes offered at their high school:
  - If a high school sophomore wishes to take an online or on-campus course, the student must provide a letter of intent explaining which class they want to take and why they believe they should be permitted to take a class online or on-campus.

- Additionally, students must submit with their application a letter of recommendation from their high school's principal certifying approval for the student to participate and a letter of recommendation from a high school educator certifying belief in the applicant's academic and emotional capability to participate in college courses.
- Students must still meet any course prerequisites.
- Applications will then be reviewed for approval at NKU, and students/schools will be notified of the final admission decision.
- High school freshmen are unable to participate in the SBS program, unless the following conditions are met:
  - They provide a letter of intent explaining which class they want to take and why they believe they should be permitted to take a class in the SBS program.
  - Additionally, students must submit with their application a letter of recommendation from their high school's principal certifying approval for the student to participate and a letter of recommendation from a high school educator certifying belief in the applicant's academic and emotional capability to participate in college courses.
  - Students must still meet any course prerequisites.
  - Applications will then be reviewed for approval at NKU, and students/schools will be notified of the final admission decision.

## GRADE POLICY

### General Rule

Once a student has been admitted to the SBS program, they must earn a final grade of C or higher in each NKU class in order to continue taking classes prior to high school graduation.

Any student who receives a grade of C- or lower must sit out the following semester and then apply for reinstatement using the SBS Reinstatement Application. This waiting period is designed to give students the opportunity to improve their college readiness skills in the high school so they can be successful in future dual-credit classes. It is also aimed at preventing students from doing further harm to their college GPA.

### Appeal Options

If a student wishes to appeal the general rule, they have the following options available, which are consistent with the University's policies:

- **Grade Appeal:** Any student who believes their final course grade is inaccurate or based on factors that were not included in the grading policy may appeal the grade. To be considered, the grade appeal must meet one or more of the following conditions:
  - The method for determining the final course grade conflicts with the grading policy per the course syllabus or other announced grading policies.
  - There is an alleged mathematical error in calculating the final course grade.
  - There is evidence that the final course grade is based on something other than performance in the course.

The student must initiate the appeal of the grade no later than fifteen (15) working days after the last date for faculty to submit grades. ***This appeal should be addressed to the faculty member teaching the course in question.***

- **Retaking Courses:** If a student receives a D+, D, or F in any SBS course, the SBS program can permit them to retake that specific course if it is being offered at the time of registration.
  - If a student chooses to retake the course in which they received the aforementioned grades, they will only be permitted to retake that course upon reentry into SBS. ***If a student chooses to retake the course, they will need to write an email to the SBS program ([nkusbs@nku.edu](mailto:nkusbs@nku.edu)).***
  - The email should address why the student believes they had academic difficulties in that course and why they believe they will be successful in the course this time around.
  - Once reviewed, the SBS program will notify the student and school counselor contact at the high school prior to the start of the following semester.
- **Repealing SBS Decisions on Program Removal:**
  - ***If a student wishes to contest their removal from the SBS program due to their grades not meeting SBS policy, they will need to write an email to the SBS program ([nkusbs@nku.edu](mailto:nkusbs@nku.edu)).***
  - The email should address why the student believes they had academic difficulties in that course, why they believe the decision to be removed from the program should be overturned, and why they believe they will be successful in the SBS program upon reinstatement.
  - Once reviewed, the SBS program will notify the student and school counselor contact at the high school prior to the start of the following semester.

## II. ENTITIES AFFECTED

Admissions, College of Arts and Sciences, College of Health Professions, College of Business, College of Informatics, College of Education and Human Services, Registrar, Undergraduate Academic Affairs (Advising, Learning PLUS, UCAP, School-Based Scholars, NKU Grant County), Steely Library, and Student Account Services.

## III. AUTHORITY

[KRS 158.007](#): Definitions for Chapter 158 Conduct of Schools – Special Programs

[KRS 164.098](#): Duties of Council on Postsecondary Education relating to advanced placement, dual enrollment, and dual credit programs

## IV. DEFINITIONS

**Dual-Credit:** Dual-credit courses are college-level courses that simultaneously earn both secondary and transcribed college credit that count toward a postsecondary degree or credential ([Kentucky CPE Dual-Credit Policy](#)).

**Dual-Enrollment:** Dual-enrollment programs require partnership between a school or district and a local institution of higher education. Students may or may not simultaneously earn high school credit, but their college performance is documented on a college transcript ([US Department of Education](#)).

**Credentialed High School Instructors:** Credentialed high school instructors are high school faculty who have meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) minimum requirements to teach credit-bearing courses in NKU's participating dual-credit high schools.

## V. RESPONSIBILITIES

The SBS program will promote, recruit, schedule classes, advise, and register dual-credit students for their classes at NKU.

Admissions will process each dual-credit student's application, transcript, disclosure form, and test scores.

Norse Advising will offer advising to dual-credit students, particularly those students taking classes at NKU Highland Heights or online.

## VI. PROCEDURES

More detailed procedures can be found on the [School-Based Scholars website](#).

## VII. EXCEPTIONS

Any exceptions are included in the policy statement in Section I above.

## VIII. COMMUNICATIONS

Admissions, College of Arts and Sciences, College of Health Professions, College of Business, College of Informatics, College of Education and Human Services, Registrar, Undergraduate Academic Affairs (Advising, Learning PLUS, UCAP, School-Based Scholars, NKU Grant County), Steely Library, Student Account Services, and partnering school districts

## IX. REFERENCES AND RELATED MATERIALS

### References

[Kentucky Council on Postsecondary Education \(CPE\) Dual Credit Policy](#)

[Kentucky Department of Education Dual Credit Program Information](#)

## REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision & Name Change	January 31, 2022
New Policy: "High School Dual Enrollment"	April 18, 2019
Supersedes: "School-Based Scholars NKU Grade Minimum"	February 7, 2012

# DUAL ENROLLMENT (HIGH SCHOOL)

## PRESIDENTIAL APPROVAL

President

Signature

Ashish K. Vaidya

Date

1/31/22

Ashish K. Vaidya

## 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: 3 / 16 / 2022.
- 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

Tammy Knochelmann

Date

3/28/2022

Tammy Knochelmann