



**MIDDLESEX COMMUNITY COLLEGE LOWELL
HIGH SCHOOL**



DUAL ENROLLMENT STUDENT CONTRACT

Success in dual enrollment college classes is dependent upon academic readiness, social maturity, motivation, and appropriate support. Students who choose to enter dual enrollment classes are subject to the same rules and regulations as other college students. Students choosing to take college classes do so with the understanding that course content, materials, and performance expectations are intended for a mature, college-level student.

Advantages of Dual Enrollment

For the student who is eligible for the program, academically ready for college work, and willing to work diligently in college classes, dual enrollment can:

- experience a course at the collegiate level;
- accelerate achievement of education goals;
- eliminate duplication between high school and college course content;
- increase the challenge level of course offerings while in high school; and,
- provide college tuition and books that are free to students and families

With a variety of dual enrollment courses available, there is great potential to further engage students to pursue academically enriching courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school credit and college credit toward a career certificate, an associate degree, or a baccalaureate degree.

Important Notice to Parents/Guardians and Students

- Students taking dual enrollment courses are subject to the rules and regulations of both MCC and LHS, as established in the MCC Catalog, and both the MCC and LHS Student Handbooks. These are posted on each school's website:
 - MCC: <https://catalog.middlesex.mass.edu/>
 - LHS: <https://www.lowell.k12.ma.us/domain/797>
- While in college courses, students are introduced to a learning environment that promotes an open exchange of ideas. Class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Course materials/class discussions, while appropriate for collegiate study, may reflect topics not typically included in high school courses — this includes material that some parents/guardians may object to for “minors.” Courses will not be modified to accommodate variations in student age and/or maturity.

- Students should understand that dual enrollment courses are collegiate courses; the amount of work and challenge level of content in dual enrollment courses may be greater than high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the college grade point average.
- **Dropping and/or Withdrawals:** Students participating in LHS/MCC dual enrollment courses must follow the deadlines established by LHS for adding/dropping courses if they wish to drop or withdraw from a class. According to the LHS Handbook:

Parents and students must understand that once the program is set and the school year starts, a note from home does not authorize a change in the courses or schedule; nor does it give permission for dropping courses. Deadlines for course selections and changes will be established and widely publicized among the students. Requests for changes will be treated on an individual basis. No changes will be permitted after the established deadlines. The Head of School will have final authority on all of these matters.

Students enrolled in dual enrollment classes must contact their LHS guidance counselor for support, since a drop or withdrawal may impact the student's schedule and subsequent eligibility to take dual enrollment courses. Your guidance counselor will work with the College and Career Counselor/Liaison to MCC to process your request.

Attendance, Participation, and Grading:

- Active class participation is necessary to meet the goals of all dual enrollment courses. It is the student's responsibility to monitor the number of accumulated absences they may have.
- Dual enrollment courses allow for a maximum of 8 absences per semester; this maximum includes both excused and unexcused absences. In the event of extreme extenuating circumstances, a student may initiate an appeals process if s/he has accumulated more than eight absences in a semester. The appeals process requires the following:
 - Student will initiate the request for an appeal
 - Student will complete an Appeal Request Form
 - A panel consisting of the DE teacher, House Dean, guidance counselor, and the Department Chair, will review the case and make a determination of whether or not to excuse the absences.
- Because students in a dual enrollment are more apt to fall significantly behind if they are absent, students should not view the LHS absence policy as giving them a "bank" of absences use. Students who abuse the policy are unlikely to achieve a passing grade. Professors will further address the attendance requirements in their classes and the benefits of being in class every day.
- Students are responsible for accessing course materials (online or other) and completing any assignments. It is the student's responsibility to adhere to deadlines and access the high school and/or college libraries, or other resources, to complete assignments if Internet access is not an option at home.
- Students will be issued grades according to the Lowell High School grading timeline (including progress reports and marking period grades).
- The Lowell High School Second-Chance Learning Policy will be implemented in all dual enrollment courses.
- Assignment deadlines are firm. If an extenuating circumstance arises, it is the student's

responsibility to meet with the professor to discuss the issue outside of class time ahead of time, unless that is not possible.

- Any grade below a 73% (which is from the MCC grading system) in any dual enrollment course will remove the student from dual enrollment eligibility in the following full term (fall/spring). Extenuating circumstances should be discussed with the appropriate Department Chair at LHS.
- If a student's GPA for MCC falls below 2.0 he/she may no longer be eligible for the dual enrollment program. Students whose GPA falls below this minimum will be referred to the appropriate Department Chair.
- All dual enrollment grades are calculated in a student's GPA and will appear on a student's permanent transcript. All dual enrollment grades, including a W for withdrawal, become a part of the student's permanent transcript and may affect subsequent post-secondary admission.
- Students should consult the Lowell High School College and Career Counselor and her/his guidance counselor regarding the selection of courses to meet college degree requirements or for transfer to a specific course of study at another institution.
- Transfer of dual enrollment credit to out-of-state institutions may or may not be recognized. Please save a hard copy of all syllabi from dual enrollment courses, which may serve as evidence for transfer of credits if the syllabi align with similar courses in the college to which you are transferring credits.
- Students with 504 or Individualized Education Plans must contact the Office of Learning Accommodations at MCC. The Office of Learning Accommodations (hereinafter "OLA") at MCC will determine what accommodation(s) a student can and will receive during his/her participation in dual enrollment consistent with MCC's regulations around accommodations. Any disagreements with decisions made by the OLA must be addressed with MCC, as LHS and its staff are not responsible for OLA determination of accommodations. LHS and its staff also are not responsible for any legal or Office for Civil Rights-related issues that arise from OLA determination and implementation of said accommodations. Please note that consistent with MCC policy it is the student's responsibility to provide the Dual Enrollment teacher with a copy of the accommodation plan decided by the OLA. For more information, please contact OLA at MCC at (insert phone number).

I have read and understand the above expectations and understand that I am responsible to adhere to them, as well as other expectations outlined in both the LHS and MCC Student Handbooks. I understand that I also must adhere to separate course expectations that are identified in each course by the professor(s).

Student Signature

Date

Parent Signature

Date

Dual Enrollment Teacher

Date