

**RUTHERFORD COUNTY ADMINISTRATIVE RULES, REGULATIONS,  
GUIDELINES AND PROCEDURES**

**SUBJECT: Dual Credit/Enrollment**

1. Student must be a junior/senior
2. Student must meet the dual credit/enrollment college admission and retention requirements.
3. Student is responsible for tuition, transportation, books and fees (tuition discount for Tennessee educators).
4. Student must complete a Rutherford County Schools Dual Credit/Enrollment Contract prior to enrolling in the college course if course is to be included on the high school transcript.
4. Student must meet all enrollment and fee payment deadlines.
5. Student will provide a copy of the receipt showing payment for classes; if receipt is not presented then student will enroll in a class at his/her zoned high school.
6. An official transcript from the university will be provided by the student to the counselor, prior to the end of the semester.

Each semester of a college or on-line college class shall be recorded as ½ high school credit, (i.e., College English 102 and 103 would be required to complete one full credit of high school English 4). The grade earned will be included in the high school GPA and on the transcript. The college course will be listed using the state's course code with which it best aligns.

**Rutherford County Schools Dual Credit/Enrollment Contract**

**Postsecondary Institution** \_\_\_\_\_

University Course #	University Course Title	University Credit Hrs	Equivalent High School Course	Equivalent High School Credit

I plan to enroll in a university course and will adhere to the dual credit/enrollment guidelines.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Director of Schools January 4, 2011