



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Concurrent High School/College Enrollment (Dual Credit)
Procedure Number: 07-2004-0004
Board Policy Reference: IV.A.

Accountable Administrator: Executive Vice President
Position responsible for updating: Registrar
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Purpose/Principle/Definitions:

High school students who are enrolled concurrently in other public or private schools may enroll in college self-improvement, transfer, vocational, or adult basic education classes under the following conditions:

- The student has written permission from the high school administration and the parents approving his/her attendance in the class, or the local district has a contract with the college;
- The enrollment is acceptable to the instructor.

High school students may take college courses for credit at BMCC if they have met the conditions cited; however, the local district will determine whether or not the student may utilize credits earned at the college to complete requirements for the high school diploma. In addition, college courses taken in a high school setting for both college and high school credit ("dual credit") may or may not be transferable to another college. Accepting credits for transfer is always up to the discretion of the receiving institution. Not all credits may transfer. Students are advised to check with the institution they are interested in attending if they have questions.

Students who are enrolled concurrently in high school while taking college-level credits are not eligible for federal or state financial aid.

Guidelines:

Students wishing to take college courses while enrolled in high school for dual credit must work through the local high school order to facilitate enrollment, payment, and transcription of those credits. Students must enroll in dual credit classes before the beginning of the class. Under no circumstances will students be allowed to enroll or will credits be transcribed after the class has ended.

The college will register and produce transcripts for dual credit students using the same student information system as for other students. Pricing of classes will be determined by BMCC administration and communicated to the local school or ESD.

Special Forms:

Special registration forms are created for and obtained through the local high school or ESD.