DISTRICT OF COLUMBIA PUBLIC SCHOOLS

DCPS Student ID:

_____

DCPS DUAL ENROLLMENT PROGRAM: DUAL CREDIT COURSE REQUEST FORM

The DCPS Dual Enrollment Program, which includes DCPS Private, OSSE Consortium, & UDC-CARE is an opportunity for DCPS students to enroll in college level courses with the potential to earn college credit. All students enrolled in the DCPS Dual Enrollment Program will receive college credit from the university upon the successful completion of the course in which they are enrolled according to the university's standards.

Dual Credit is a component of Dual Enrollment that allows students to earn both high school and college credits. A Dual Enrollment course not taken for Dual Credit does not affect the student's high school GPA, and students will only earn college credit upon successful course completion. Students interested in earning both high school and college credits for their Dual Enrollment course are able to request Dual Credit. To request dual credit, a student must receive approval from their parent/legal guardian, school counselor, principal, and DCPS Central Office Dual Enrollment Coordinator via completion of this form before the deadline.

A select group of courses have been pre-approved for Dual Credit, listed on pages 3-7. If a course the student is interested in taking is NOT on the pre-approved list, students must complete page 2 of the Dual Credit Request Form and provide the course syllabus. The completed form and course syllabus must be submitted to the Dual Enrollment Coordinator (Emily Webster, Emily.Huey@k12.dc.gov) in order to complete the request. If the course syllabus is not provided, the Dual Enrollment course cannot be reviewed for Dual Credit approval.

When taking a college course for Dual Credit, students and families understand that grades earned will be reported on the official DCPS high school transcript regardless of the grade earned (A through F, including withdrawals) and that DCPS credit will only be awarded for approved courses which are completed and passed with a grade of C or better. This grade will be calculated with the weight of an AP course as a part of each student's GPA.

Should a student choose to withdraw their Dual Credit request, they must complete the Dual Credit Request Withdrawal Form *(located on pages 8 & 9)*, with signed approval from the parent/legal guardian, school counselor, and DCPS Central Office Dual Enrollment Coordinator within the specified deadlines (*see page 8)*.

NOTE: Policy updates implemented in SY22-23 allow students to request Dual Credit upon course completion within the timeframes specified below. This change is not retroactive and cannot be requested for courses previously completed before the Fall 2022 term.

Student Requirements:

1. Prior to submission of this form, the student must meet with their school counselor to discuss the dual credit request and determine if Dual Credit is an appropriate/approved option.
2. This form must be completed with signed permission from the principal, school counselor, parent/legal guardian, & student and must be submitted via email from the counselor to the DCPS Dual Enrollment Coordinator, Emily Webster (Emily.Huey@k12.dc.gov) in the Division of College and Career Programs by the deadlines outlined on page 2.

Counselor Requirements:

1. Submit the student's completed form to Emily Webster (Emily.Huey@k12.dc.gov)
2. Upon receipt of the signed approval form, the counselor will add the Dual Credit course to the student's schedule.
   a. **Note:** The form must include signatures from all parties listed.
3. At the end of the College semester, the counselor will receive a copy of grades directly from the DCPS Dual Enrollment Coordinator. Counselors will upload grades directly to the student's transcript.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

DCPS Student ID: _____

DCPS DUAL ENROLLMENT PROGRAM: DUAL CREDIT COURSE REQUEST FORM

NOTE: All signatures are required, or form will not be accepted or processed.
This form should be returned to Emily.Huey@k12.dc.gov by counselor.

Student Name: _____ School: _____

Grade: _____ Name of College/University: _____

Name of Proposed Dual Credit Course: _____ Course Number: _____

Anticipated Course Start Date: _____ Anticipated Course End Date: _____

Is the course listed below *(pages 3-7)* as a pre-approved Dual Credit Course? Y ☐ or *N ☐

**If no, the student must provide the course syllabus to complete the request.*

Guidelines for Dual Credit Courses:

- This form must be completed with signed permission from the principal, counselor, parent/legal guardian, & student and must be submitted via email from the counselor to the DCPS Dual Enrollment Coordinator, Emily Webster (Emily.Huey@k12.dc.gov) in the Division of College and Career Programs by:
  - Deadline to request Dual Credit for a Fall 2023 Dual Enrollment course: **January 26, 2024**
  - Deadline to request Dual Credit for a Spring 2024 Dual Enrollment course: **June 18, 2024**
  - Deadline to request Dual Credit for a Summer 2024 Dual Enrollment course: **November 4, 2024**

- Counselor must add the Dual Credit course to the student's schedule in Aspen once approval has been received by the Division of College & Career Programs.
- Students may not enroll in a Dual Credit course for credit if they are taking the same course in a DCPS class.
- Students will be graded on the same basis as traditional college students in the same courses.
- Grades and credits earned will be reported on both the student's official university transcript and the DCPS transcript.

By signing below, I acknowledge that I have read and understand the terms outlines on pages 1 & 2 of this document.

Signature	Date
Student:	
Parent/Legal Guardian:	
Counselor:	
Principal:	
DCPS DE Coordinator:	

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

American University

Pre-Approved Dual Credit Courses

American University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
DATA 412: Statistical Programming in R	YGQ	College Elective	Elective (OTH)

Bard College

Pre-Approved Dual Credit Courses

Bard College Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
American History (1960-present)	YGV	College World History	Elective (OTH)
Social Psychology	YGQ	College Elective	Elective (OTH)
Writing and Composition	YGA	College English Lit	ENG 3 or 4

Bay Atlantic University

Pre-Approved Dual Credit Courses

Bay Atlantic University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
MATH 103: College Mathematics	YGT	College Mathematics	ULM
POLS 121: Government and Politics of the US	YGE	College Political Science	US Gov (USG)

George Washington University

Pre-Approved Dual Credit Courses

George Washington University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
AMST/HIST 2020/ AMST/HIST 2020W: DC History, Culture, and Politics	YGC	College DC History	DCH
ASTR 1001: Stars, Planets, Life in the Universe	YGR	College Lab Science	LAB and SCI
BISC 1005: Biology of Nutrition Health/ BISC 1007: Food, Nutrition, and Service	YGG	College Biology	LAB and SCI
BISC 1006: The Ecology and Evolution of Organisms	YGR	College Lab Science	LAB and SCI
BISC 1111: Intro Biology: Cells and Molecules	YGH	College Biology	LAB and SCI
BISC 1112: Introductory Biology: The Biology of Organisms	YGH	College Biology	LAB and SCI
CHEM 1003/1004: Contemporary Science for Non-Sci Majors	YGJ	College Chemistry	LAB and SCI
CHEM 1111: General Chemistry I	YGJ	College Chemistry	LAB and SCI
ENGL 1330/1330W: Myths of Britain	YGA	College English Lit	ENG
ENGL 1320W: Literature of the Americas	YGB	College Humanities	ENG
ENGL 2510/2510W: Intro to American Literature I	YGB	College English Lit	ENG
ENGL 2511/2511W: Intro to American Literature II	YGB	College English Lit	ENG
ENGL 2410/2410W: Intro to English Literature I	YGB	College English Lit	ENG
ENGL 2411/2411W: Intro to English Literature II	YGB	College English Lit	ENG

HLWL 1114: Personal Health and Wellness	YGU	College Health	HPE (sub for P26 Health only)
GEOG 1002: Intro to Physical Geography	YGR	College Lab Science	LAB and SCI
GEOL 1001: Physical Geology	YGR	College Lab Science	LAB and SCI
HIST 1011: World History, 1500-Present*	YGC	College World History	HIS
HIST 1311: Introduction to American History Since 1877	YGD	College US History	USH
MATH 1007: Mathematics and Politics	YGT	College Mathematics	ULM
MATH 1009: Mathematical Ideas I	YGT	College Mathematics	ULM
MATH 1010: Mathematical Ideas II	YGT	College Mathematics	ULM
MATH 1051: Finite mathematics for the Social and Management Sciences	YGT	College Mathematics	ULM
MATH 1220: Calculus with Precalculus I	YGM	College Calculus A	ULM
MATH 1221: Calculus with Precalculus II	YGF	College Calculus B	ULM
MATH 1231: Single-Variable Calculus I	YGM	College Calculus A	ULM
MATH 1232: Single-Variable Calculus II	YGF	College Calculus B	ULM
MATH 1252- Calculus for the Social Science and Management Sciences	YGM	College Calculus A	ULM
MATH 2184: Linear Algebra I	YGT	College Linear Algebra	ULM
MATH 2185: Linear Algebra I for Math Majors	YGT	College Linear Algebra	ULM
MATH 2233: Multivariable Calculus	YGT	College Advanced Calculus	ULM
MATH 2971 (W) Introduction to Mathematical Reasoning	YGT	College Advanced Math	ULM
MUS 1101: Elements of Music Theory	YGP	College Music	MUS
MUS 1103: Music in the Western World	YGQ	College Elective	Elective (OTH)
PHYS 1011: General Physics I	YGK	College Physics	LAB and SCI
PHYS 1021: University Physics I	YGK	College Physics	Lab and SCI
PSC 1002: Introduction to American Politics and Government	YGE	College Political Science	USG
PSYC 1001: General Psychology	YGQ	College Elective	Elective (OTH)
UW1015: Writing Sem. Summer Scholars	YGN	College Writing 1	Elective (OTH)*
UW1020: University Writing	YGO	College Writing 2	Elective (OTH)
STAT 1051: Introduction to Business and Economic Statistics	YGT	College Mathematics	ULM
STAT 1053: Introduction to Statistics in Social Science	YGT	College Mathematics	ULM
STAT 1111: Business and Economic Statistics I	YGT	College Mathematics	ULM
All Language classes above the GWU AP equivalent are approved for weighted Dual Credit. Those below this level are approved for Dual Credit but won't be weighted.	YGS	College World Language	FLA
SPAN 4540: The Myth of Two Spains	YGS	College World Language	FLA

*Special permission from DCPS and GWECP needed to apply this course in the GWECP Program of Study.

Georgetown University

Pre-Approved Dual Credit Courses

Georgetown University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
ARTS 131: Intro to Digital Photography	YGL	College Fine Arts	ART
GOVT 1200: US Political Systems	YGE	College Political Science	US Government
WRIT 015: Writing by Design	YGA	College English Lit	ENG 3 or 4

Howard University

Pre-Approved Dual Credit Courses

Howard University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
ARCH-003: Environment and Architecture	YGW	College Engineering	Elective (OTH)
ARTH 161: Art Appreciation	YGL	College Fine Arts	ART
BIOL 101: General Biology I Lec/Lab	YGG	College Biology	LAB and SC
BIOL 102: General Biology II Lec/Lab	YGG	College Biology	LAB and SC
BIOL 200: Genetics Lec/Lab	YGG	College Biology	LAB and SC
BIOL 220: General Microbiology Lec/Lab	YGG	College Biology	LAB and SC
BIOL 801: Environmental Studies Lec/Lab	YGR	College Lab Science	LAB and SC
CHEM 001: General & Applied Chemistry	YGJ	College Chemistry	LAB and SCI
CHEM 003: General Chemistry I	YGJ	College Chemistry	LAB and SCI
CHEM 005: General Chemistry I Lab	YGJ	College Chemistry	LAB and SCI
CIEG – 207 – Intro to Environmental Engineering	YGW	College Engineering	Elective (OTH)
COMP 001: Life Sciences Lec/Lab	YGR	College Lab Science	LAB and SCI
COMP 002: Planetary Science Lec/Lab	YGR	College Lab Science	LAB and SCI
COMP 003: Physical Science Lec/Lab	YGR	College Lab Science	LAB and SCI
CSCI-135 – Computer Science 1	YGX	College Comp Science	Elective (OTH)
CSCI-453 - Intro to Cybersecurity	YGX	College Comp Science	Elective (OTH)
ENGW 101: Rhetoric, Inquiry & Critical Writing	YGA	College English Lit	ENG 3 or 4
ENGW 102: Expository Writing & Literacy Studies	YGA	College English Lit	ENG 3 or 4
ENGW 103: Persuasive Writing & Research	YGA	College English Lit	ENG 3 or 4
ENGW 104: Writing, Literacy & Discourse	YGA	College English Lit	ENG 3 or 4
ENGW 105: Reflective Writing Portfolio	YGA	College English Lit	ENG 3 or 4
ENGL 054: Afro American Lit to 1940	YGA	College English Lit	ENG
ENGL 055: Afro American Lit from 1940 to the Present	YGA	College English Lit	ENG
HIST 009: US History to 1877	YGQ	College Elective	Elective (OTH)
HIST 010: US History Since 1877	YGD	College US History	USH
HIST 101: World Geography	YGV	College World History	Elective (OTH)
MATH 009: Introduction to Statistics	YGT	College Mathematics	ULM
MATH 007: Pre-calculus	YGT	College Mathematics	ULM
MATH 012: Patterns in Math	YGT	College Mathematics	ULM
MATH 026: Applied Calculus	YGT	College Mathematics	ULM
Math 156: Calculus I	YGM	College Calculus A	ULM
Math 157: Calculus II Math 158: Calculus III	YGF	College Calculus B	ULM
Math 158: Calculus III	YGY	College Calculus C	ULM
Math 159: Differential Equation	YGT	College Math	ULM
Math 180: Introduction to Linear Algebra	YGT	College Linear Algebra	ULM
Math 195/220: Introduction to Analysis I	YGT	College Advanced Math	ULM
PHYS 001 : Gen Phys Lec-Rec-Lab	YGK	College Physics	LAB and SCI
POLS 001: Intro to Political Sci.	YGQ	College Elective	Elective (OTH)
PSYC 050: Intro to Psychology	YGQ	College Elective	Elective (OTH)
SOCI 001: Intro to Sociology	YGQ	College Elective	Elective (OTH)
ENGL 014: Intro to Humanities I CLAS 014: Intro to Humanities I SPAN 014: Intro to Humanities GERM 014: Intro to Humanities I FREN 014: Intro to Humanities I	YGB	College Humanitites	ENG 3 or 4
ENGL 015: Intro to Humanities II CLAS 015: Intro to Humanities II SPAN 015: Intro to Humanities II	YGB	College Humanities	ENG 3 or 4

GERM 015: Intro to Humanities II FREN 015: Intro to Humanities II			
All language courses above 002 are approved for Dual Credit and 001 and 002 are approved but not for weighted credit	YGS	College World Language	FLA

Marymount University

Pre-Approved Dual Credit Courses

Marymount University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
MATH 132: Statistical Analysis	YGT	College Mathematics	ULM
HI 103: The West & The World I	YGV	College World History	Elective (OTH)
IT 120: Cybersecurity Principles	YGQ	College Elective	Elective (OTH)
POL 104: American Government	YGE	College Political Science	US Government
PSY 101: General Psychology	YGQ	College Elective	Elective (OTH)

Montgomery College

Pre-Approved Dual Credit Courses

Montgomery College Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
ARTT/GDES 116: Digital Tools for the Visual Arts	YGL	College Fine Arts	ART
BIOL 101: General Biology	YGH	College Biology	Lab & Sci
BIOL 105: Environmental Biology	YGR	College Lab Science	Lab & Sci
CMAP 102: Intro to Computer Applications	YGQ	College Elective	Elective (OTH)
ENGL 101: Intro to College Writing	YGA	College English Lit	ENG 3 or 4
MATH 181: Calculus I	YGM	College Calculus A	ULM
PHIL 101: Intro to Philosophy	YGV	College World History	Elective (OTH)

Northern VA Community College

Pre-Approved Dual Credit Courses

NOVA Community College Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
CSC 221: Intro to Problem Solving & Programming	YGQ	College Elective	Elective (OTH)
ENGL 111: College Composition I	YGA	College English Lit	ENG 3 or 4
GEO 220: World Regional Geography	YGV	College World History	Elective (OTH)

Trinity Washington University

Pre-Approved Dual Credit Courses

Trinity Washington University Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
BIOL 101: Intro to Biology	YGH	College Biology	Lab & Sci
ENGL 107: College Composition	YGA	College English Lit	ENG 3 or 4
POLS 101: Politics, Power, & You: Democracy at a Crossroads	YGE	College Political Science	US Government
MATH 102: College Algebra	YGT	College Mathematics	ULM
MATH 108: Finite Mathematics	YGT	College Mathematics	ULM
MATH 109: Foundations of Mathematics	YGT	College Mathematics	ULM
PSYC 101: Introductory Psychology	YGQ	College Elective	Elective (OTH)
COM 150/PHI 150: Critical Reasoning & Oral Argumentation	YGQ	College Elective	Elective (OTH)

University of the District of Columbia – Community College

Pre-Approved Dual Credit Courses

UDC-CC Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
AETC 101C: A/C: Arch Draw&Des I (Studio)	YGW	College Engineering	Elective (OTH)
BIOL 101C and BIOL 103C (lab): Biological Sciences I	YGH	College Biology	LAB and SCI
BIOL 102C and BIOL 104C (lab): Biological Sciences II	YGH	College Biology	LAB and SCI
BIOL 111C: Fund Hum Anat & Phys I BIOL 113C (lab): Fundamentals of Anatomy & Physiology I	YGR	College Lab Science	LAB and SCI
BIOL 112C: Fund Hum Anat & Phys II BIOL 114C (lab): Fundamentals of Anatomy & Physiology II	YGR	College Lab Science	LAB and SCI
BGMT 104: Introduction to Business	YGITB	College Elective	Elective (OTH)
ENGL 111C: English Composition I	YGN	College Writing 1	Elective (OTH)
ENGL 112C: English Composition II	YGO	College Writing 2	Elective (OTH)
ENSC 107: Integrated Science	YGR	College Lab Science	Lab & Sci
FINA 214: Economics of Personal Finance	YGQ	College Elective	Elective (OTH)
GEOG 105: World Cultural Geography	YGV	College World History	Elective (OTH)
HIST 101: US History to 1865	YGQ	College Elective	Elective (OTH)
HIST 102: US History Since 1865	YGD	College US History	US History
IGED 110: Foundations of Writing I	YGA	College English Lit	ENG 3 or 4
IGED 130: Foundations of Oral Communication	YGQ	College Elective	Elective (OTH)
IGED 250: Discovery Technology	YGQ	College Elective	Elective (OTH)
MATH 151C & 155C (Lab): Calculus I	YGM	College Calculus A	ULM
MATH 152C & 156C (Lab): Calculus II	YGF	College Calculus B	ULM
Math 113: Pre-calculus with Trigonometry	YGM	College Pre-Calculus	ULM
MATH 116C: Finite Mathematics	YGT	College Mathematics	ULM
MATH 215C: Calc/Bus, Soc & Life Sci	YGT	College Mathematics	ULM
PHIL 105C: Introduction to Logic (Intro to Philosophy)	YGQ	College Elective	Elective (OTH)
POLI 205: Intro to Political Science	YGV	College World History	Elective (OTH)
POLI 206: Intro to American Government	YGE	College Political Science	US Gov
PSYC 201C: Principles of Psychology I	YGQ	College Elective	Elective (OTH)
RSPT 170: Intro to Health Sciences	YGQ	College Elective	Elective (OTH)
SOCY 111: Intro to Sociology	YGQ	College Elective	Elective (OTH)

University of the District of Columbia – Flagship Campus

Pre-Approved Dual Credit Courses

UDC-Flagship Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
BIOL 101: Biological Sciences I	YGH	College Biology	Lab & Sci
CRIM 232: Criminal Behavior	YGQ	College Elective	Elective (OTH)
DIGM 100: Communication Tools	YGQ	College Elective	Elective (OTH)
HIST 101: US History to 1865	YGQ	College Elective	Elective (OTH)
HIST 102: US History since 1865	YGD	College US Histroy	USH
HIST 279: History of DC	YGC	College DC History	DCH
IGED 110: Foundation Writing 1 w/ SI	YGA	College English Lit	ENG 3 or 4
IGED 250: Discovery Technology	YGQ	College Elective	Elective (OTH)
POLI 206: Intro to American Government	YGE	College Political Science	US Gov
PSYC 201: Principles of Psychology	YGQ	College Elective	Elective (OTH)
SOWK 105: Intro to Social Sciences	YGQ	College Elective	Elective (OTH)

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

DCPS Student ID: _____

DCPS DUAL ENROLLMENT PROGRAM: DUAL CREDIT REQUEST WITHDRAWAL FORM

Students who previously completed the Dual Credit Request Form are able to withdraw their request by completing this form within the following request deadlines:

- Deadline to withdraw a Dual Credit request for a Fall 2023 Dual Enrollment course: **January 26, 2024**
- Deadline to withdraw a Dual Credit request for a Spring 2024 Dual Enrollment course: **June 18, 2024**
- Deadline to withdraw a Dual Credit request for a Summer 2024 Dual Enrollment course: **November 4, 2024**

To withdraw your dual credit request, a student must receive approval from their parent/guardian, school counselor, principal, and DCPS Central Office Dual Enrollment Coordinator via completion of this form before the deadline specified above. By completing this form, your Dual Enrollment course grade will no longer be visible on the DCPS transcript or affect the student's high school GPA.

Note: This form does not drop or withdraw you from your dual enrollment course. Unless you have completed the college/university-specific drop or withdrawal process, you are still an active dual enrollment student. If you would like to drop or withdraw from your dual enrollment course, please reach out to the DCPS Dual Enrollment Coordinator, Emily Webster (Emily.Huey@k12.dc.gov) within the college/university specified drop or withdrawal period.

Dual Credit Request Withdrawal

Please fill in the required blanks and check the applicable box(s) below regarding your request withdrawal.

Student Name: _____ School: _____

Grade: _____ Name of College/University: _____

☐ I do not want my dual enrollment course grade visible on my high school transcript.
If yes, what grade did or are you expecting to receive in the course: _____

☐ I dropped or withdrew from my dual enrollment course.
If yes, did you inform the DCPS Dual Enrollment Coordinator, Emily Webster? *Circle:* ☐ *Y or N* ☐

☐ Other: _____

STUDENT, COUNSELOR, & PARENT/GUARDIAN SIGNATURE REQUIRED ON NEXT PAGE

Counselor Requirements:

1. Submit the student's completed dual credit request withdrawal form to Emily Webster (Emily.Huey@k12.dc.gov).
   a. **Note:** The form must include signatures from all parties listed.
2. Upon receipt of the signed dual credit request withdrawal form, the counselor will submit the completed form to the Dual Enrollment Coordinator and replace the Dual Credit course code on the student's schedule with the general Dual Enrollment course code.

By signing below, I acknowledge that I have read the terms on pages 8 & 9 of this Dual Credit Request Withdrawal document & approve the removal of this course from the student's DCPS high school transcript.

Signature	Date
Student:	
Parent/Guardian:	
Counselor:	
DCPS DE Coordinator:	

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