

## DCPS DUAL ENROLLMENT PROGRAM: DUAL CREDIT COURSE REQUEST FORM

The DCPS Dual Enrollment Program is an opportunity for DCPS students to enroll in college level courses to gain college exposure and have 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 each course in which they are enrolled according to the university's standards regardless of whether the course is approved for Dual Credit.

A select group of courses at GW, Howard, and UDC-CC (which are listed at the end of this form) have been pre-approved for Dual Credit, if a student receives approval from their parent/guardian, school, and Central Office via this form. 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 W (Withdraw) 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.

Completion of this form and the steps outlined below are required for a course to be approved for Dual Credit.

### Student Requirements:

1. Prior to submission of this form, a student must meet with their counselor to determine whether Dual Credit is an appropriate option.
2. This **form must be completed with signed permission** from the principal, counselor, parent/guardian, student and must be submitted via email from the counselor to D'Shaun Vance (d'shaun.vance@k12.dc.gov) in the Division of College and Career Programs **by September 6, 2019 (Fall) or January 24, 2020 (Spring)**.
3. Students who wish to **drop a Dual Credit course** should complete the attached Drop/Withdrawal form by your University Add/Drop deadline or **September 6 (Fall)/January 24 (Spring)- whichever deadline comes first.**

### Counselor Requirements:

1. Submit completed form to Millissa Hare (d'shaun.vance@k12.dc.gov)
2. Upon receipt of the signed approval form, the counselor will add the Dual Credit course to the student's schedule. **Note: The form must include signatures from all listed parties.**
3. Counselors will remove students from dual enrollment courses upon receipt of the Add/Drop/Withdrawal form from the Specialist, Dual Enrollment & Early College Programs.
  - a. If a student "Drops" a course, no grade should be entered on the student's transcript.
  - b. If a student "Withdraws" from a course, a grade of "W" should be entered for the course.
4. At the end of the University semester, the counselor will receive a copy of grades directly from the university or from the College and Career Programs Division. Counselors will use information from the spreadsheet to add the grade to the student's transcript.



DCPS Student ID: \_\_\_\_\_

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**NOTE:** All signatures are required, or form will not be accepted or processed.

This form should be returned to [d'shaun.vance@k12.dc.gov](mailto:d'shaun.vance@k12.dc.gov) by counselor

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Dual Enrollment University: \_\_\_\_\_

Name of Proposed Dual Credit Course: \_\_\_\_\_ Course Number: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

**Guidelines for Dual Credit Courses:**

- This form must be completed with signed permission from the principal, counselor, parent/guardian and must be submitted via email from the counselor to D'Shaun Vance (d'shaun.vance@k12.dc.gov) in the Division of College and Career Programs no later than **September 6, 2019 (Fall) or January 24, 2020 (Spring)**.
- 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 as specified in 5-A DMR § 2403.1.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division of College and Career Programs Designee's Signature

\_\_\_\_\_  
Date

## DCPS DUAL ENROLLMENT PROGRAM: DUAL CREDIT COURSE REQUEST FORM

### Dual Credit Approved Courses

#### GW Courses (Updated 1.31.20)

(Restricted: Anacostia, CHEC, Coolidge, Duke Ellington, Eastern, Luke C. Moore, Phelps, SWW, Washington Met, Wilson, and Woodson)

GW Course	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
AMST/HIST 2020/ AMST/HIST 2020W: DC History, Culture, and Politics	YGC	DC History & Government	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 1115/BISC1125: Intro Biology: Cells and Molecules	YGG	College Biology	LAB and SCI
BISC 1116/BISC 1126: Introductory Biology: The Biology of Organisms	YGG	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 3 or 4
ENGL 1320/1320W: Literature of the Americas	YGB	College Humanities	ENG 3 or 4
ENGL 2510/2510W: Intro to American Literature I (Added 2/13/2015)	YGA	College English Lit	ENG 3 or 4
ENGL 2511/2511W: Intro to American Literature II	YGA	College English Lit	ENG 3 or 4
ENGL 2410/2410W: Intro to English Literature I	YGA	College English Lit	ENG 3 or 4
ENGL 2411/2411W: Intro to English Literature II	YGA	College English Lit	ENG 3 or 4
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*	YHV	College World History	WH II
HIST 1311: Intro to American History- 1876-present	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	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	YGM	College Calculus A	ULM

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Management			
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
*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 ( <a href="http://bulletin.gwu.edu/university-regulations/ap/">http://bulletin.gwu.edu/university-regulations/ap/</a> ) 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

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

### Howard Courses (Updated 1.31.20)

(Restricted: Ballou/Ballou Stay, Banneker, Cardozo, Dunbar, McKinley Tech, Ron Brown, Roosevelt/Roosevelt Stay)

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 BIOL 102: General Biology II Lec/Lab BIOL 200: Genetics Lec/Lab BIOL 220: General Microbiology Lec/Lab	YGG	College Biology	LAB and SCI
CHEM 001: General & Applied Chemistry CHEM 003: General Chemistry I 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 COMP 002: Planetary Science Lec/Lab COMP 003: Physical Science Lec/Lab	YGR	College Lab Science	LAB and SCI

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CSCI-135 – Computer Science 1 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 ENGL 055: Afro American Lit from 1940 to the Present	YGA	College English Lit	ENG
HIST 010: US History Since 1877	YGD	College US History	USH
HIST 101: World Geography	YGV	College World History	Elective
MATH 009: Introduction to Statistics MATH 007: Pre-calculus MATH 012: Patterns in Math 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. PSYC 050: Intro to Psychology SOC 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 Humanities	ENG 3 or 4
ENGL 015: Intro to Humanities II CLAS 015: Intro to Humanities II SPAN 015: Intro to Humanities II GERM 015: Intro to Humanities II FREN 015: Intro to Humanities II	YGB	College Humanities	ENG 3 or 4
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

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**Approved UDC Courses (Updated 1.31.20)**

(Open to all DCPS High School Students)

UDC Course Code	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
UDC-CC – AETC 101C: A/C: Arch Draw&Des I (Studio)	YGW	College Engineering	Elective (OTH)
UDC-CC - BIOL 101C and BIOL 103C (lab): Biological Sciences I	YGH	College Biology	LAB and SCI
UDC-CC - BIOL 102C and BIOL 104C (lab): Biological Sciences II	YGH	College Biology	LAB and SCI
UDC-CC - BIOL 111C: Fund Hum Anat & Phys I UDC-CC- BIOL 113C (lab): Fundamentals of Anatomy & Physiology I	YGR	College Lab Science	LAB and SCI
UDC-CC - BIOL 112C: Fund Hum Anat & Phys II UDC-CC- BIOL 114C (lab): Fundamentals of Anatomy & Physiology II	YGR	College Lab Science	LAB and SCI
UDC-CC - ENGL 111C: English Composition I	YGN	College Writing 1	Elective (OTH)
UDC-CC - ENGL 112C: English Composition II	YGO	College Writing 2	Elective (OTH)
UDC-CC – HIST 102: US History Since 1865	YGD	College US History	US History
UDC-CC - MATH 151C & 155C (Lab): Calculus I	YGM	College Calculus A	ULM
UDC-CC - MATH 152C & 156C (Lab): Calculus II	YGF	College Calculus B	ULM
UDC-CC – Math 113: Pre-calculus with Trigonometry	YIM	College Pre-Calculus	ULM
UDC-CC - MATH 116C: Finite Mathematics	YGT	College Mathematics	ULM
UDC-CC - MATH 215C: Calc/Bus, Soc & Life Sci	YGT	College Mathematics	ULM
UDC-CC – PHIL 105C: Introduction to Logic (Intro to Philosophy)	YGQ	College Elective	Elective (OTH)
UDC-CC – PSYC 201C: Principles of Psychology I	YGQ	College Elective	Elective (OTH)

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**Approved Trinity Courses (Updated 1.31.20)**

(Open to all DCPS High School Students)

Trinity Course Code	DCPS Course Code	DCPS Course Title	DCPS HS Graduation Requirement Category
Trinity - Political Science 101—Politics, Power, and You: Democracy at a Crossroads	YGE	College Political Science	US Government
Trinity – Math 102: College Algebra	YGT	College Mathematics	ULM
Trinity - Math 108: Finite Mathematics	YGT	College Mathematics	ULM
Trinity – Math 109: Foundations of Mathematics	YGT	College Mathematics	ULM



DCPS Student ID: \_\_\_\_\_

**DCPS DUAL ENROLLMENT PROGRAM: DUAL CREDIT COURSE REQUEST FORM**  
**Approved Marymount Courses (Updated 1.31.20)**  
(Open to all DCPS High School Students)

<b>Marymount Course Code</b>	<b>DCPS Course Code</b>	<b>DCPS Course Title</b>	<b>DCPS HS Graduation Requirement Category</b>
Marymount - Political Science 104A: American Government	YGE	College Political Science	US Government
Marymount – Math 132A: Statistical Analysis	YGT	College Mathematics	ULM



DCPS Student ID: \_\_\_\_\_

**DCPS DUAL ENROLLMENT: DUAL CREDIT: DROP/WITHDRAWAL REQUEST FORM**

Student Name: \_\_\_\_\_  
First Name Last Name

University Student ID # \_\_\_\_\_ Email Address \_\_\_\_\_

**Instructions:**

- Students will not be permitted to remove this course from the DCPS schedule without first obtaining a signature from the University representative acknowledging the course status change.
- Students who “Drop” a course by the University Add/Drop period or **September 6, 2019 (Fall)/ January 24, 2020 (Spring), whichever comes first**, will not receive a grade on their transcript.
- Students who submit this form after the University Add/Drop period or **September 6, 2019 (Fall)/ January 24, 2020 (Spring), whichever comes first**, but before the University’s “Withdrawal” period, will receive a grade of a “W” on their transcript.
- Requests submitted after the University “Add/Drop” and “Withdrawal” period will not be accepted, and students will receive the letter grade assigned by the university.

**Action Codes:** D = Drop W= Withdrawal

**Status Change Reasons:** H= Health Reasons T= Transportation S= Scheduling Conflict  
C= Changed Mind O= Other Reason

Semester <i>Example: Fall 2019</i>	Action Code	Course Number/Title <i>Example: PSYC 050: Intro to Psychology</i>	Status Change Reason	University Rep Signature <i>(Signature acknowledges that student has formally Dropped or Withdrawn from the course)</i>

By signing below, I acknowledge that the student will be removed from the above dual credit course.

_____ Student’s Signature	_____ Date
_____ Guardian’s Signature	_____ Date
_____ Counselor’s Signature	_____ Date
_____ Principal’s Signature	_____ Date
_____ Division of College and Career Programs Designee’s Signature	_____ Date