



# POSTSECONDARY DUAL ENROLLMENT RULES AND REGULATIONS



- 1) Post secondary Dual Enrollment is open to 11<sup>th</sup> and 12<sup>th</sup> grade students who have not graduated.
- 2) Students must be enrolled in a combined total of six district and university/college courses in order to be eligible to participate in high school graduation exercises.
- 3) One (1) Boise District semester credit will be granted for each two (2) semester credit college or university course in which the student receives a passing grade. Additional credits may be prorated (e.g., .5 District credits for one college credit).
- 4) A postsecondary dual enrolled student will receive the same grade on his/her high school transcript as was achieved in the college or university course.
- 5) The Administrator of Instruction or designee will determine the appropriate credit to be granted, whether it be required or elective credit. A course description for each course to be taken must accompany this registration form. The form will be returned to the appropriate counselor prior to the beginning of the class for which the student has registered.
- 6) Completion of the form does not register the student for a college or university course. Registration for coursework must be done through the appropriate college or university.
- 7) The Boise School District will not pay for credits or other costs of postsecondary dual enrollment.

## POSTSECONDARY DUAL ENROLLMENT - REGISTRATION FORM

Student Name \_\_\_\_\_ School \_\_\_\_\_ Grade (circle one) 11 12

UNIVERSITY OR COLLEGE	DEPARTMENT/ NUMBER	COURSE NAME	COLLEGE CREDITS	BOISE DISTRICT CREDITS GRANTED
<i>EXAMPLE: BSU</i>	<i>ENGLISH 310</i>	<i>WESTERN LIT</i>	<i>2</i>	<i>FILLED IN BY DISTRICT</i>

### REQUIRED SIGNATURES

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

COUNSELOR \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

COORDINATOR/DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

### ***CUTOFF DATE FOR SUBMISSION OF REGISTRATION FORM***

**Fall Semester – August 15**  
**Spring Semester – December 1**  
**Summer Semester – May 1**

## **POSTSECONDARY DUAL ENROLLMENT PROCEDURE BOISE SCHOOL DISTRICT**

Following are procedures for processing postsecondary dual enrollment requests:

1. Upon PSDE request from a junior or senior student or his/her parent, provide a copy of the registration form and review the rules as delineated on the form. Remind the applicant that completion of this form does not enroll the student in university/college classes.
2. When the student/parent has completed the form and obtained the appropriate signatures, the form should be forwarded by the appropriate counselor to the Administrator of Instruction or designee.
3. The Administrator or designee will assign appropriate district course credit to the university/college courses to be taken, sign the form, and send a copy to the appropriate counselor.
4. The student should be registered for the high school course credit(s) for which he/she has been approved (English 12 2<sup>nd</sup> semester, for example), even if said student will not be in physical attendance at all at the high school.
5. A postsecondary dual-enrolled student should be marked as in attendance at the high school as follows:
  - a) 4 or more classes on-campus high school attendance = commensurate attendance (4/6, 5/6, or full time attendance)
  - b) Less than 4 classes on –campus high school attendance = 4/6 attendance (this includes students who are enrolled full time at a college/university and not in physical attendance for any classes at the high school)
6. Upon receipt of the college/university transcript, it is the responsibility of the student to forward a copy of the college/university transcript to the Administrator of Instruction. He/she will complete the PSDE form and forward it to the appropriate counselor. The grade earned for each college/university course shall be the grade assigned for the high school course.

Administrator of Instruction  
District Services Center  
8169 W. Victory Rd.  
Boise, ID 83709  
208-287-2106
7. Students must be enrolled in six total classes (college/university + district) in order to participate in graduation exercises. The high school principal may waive this requirement in extenuating circumstances.