



**PEARL RIVER
COMMUNITY COLLEGE
Office of Dual Enrollment**

dualenrollment@prcc.edu | 601-403-1419

Dual Enrollment Memorandum of Agreement

This document serves as an articulation agreement between *Pearl River Community College* and

_____ *School District* for the academic year of _____.

1. The School District will inform parents and students of the option by including information in the high school student handbook and curriculum guide.
2. Students can indicate interest by selecting Dual Enrollment as an option during pre-registration. Parents will sign the choice sheet for students to indicate approval. It is the responsibility of the high school to provide proper advisement to the Dual Enrollment students.
3. To offer Dual Enrollment courses at the high school, the school district must submit a Dual Enrollment Course Request form to PRCC per school year.
4. Dual Enrollment student eligibility requirements:
 - Completed a minimum of 14 core high school units (exception: any student who has earned a minimum of 30 on the ACT and has the required GPA and recommendation as described below can participate even if 14 core units have not been earned)
 - Earned a 3.0 grade point average on a 4.0 scale or better, on all high school courses, as documented on an official high school transcript.
 - Obtained a completed recommendation form from the high school principal and/or high school counselor
 - Met the college course prerequisites for enrollment
5. The high school student is responsible for submitting all required paperwork to the high school counselor or principal.
6. Dual Enrollment students that need to withdraw from a Dual Enrollment college class must contact their high school counselor. The high school counselor must submit a completed Dual Enrollment withdrawal form to PRCC for processing.
7. Upon high school graduation, Dual Enrollment students can request a college transcript through the Pearl River Community College website and are responsible for any required fee for such service.
8. The grade earned through the institution will be the grade assigned for Dual Enrollment at the high school. For classes not taught at the high school, counselors must request final grades from PRCC Dual Enrollment by email. The grade shall become a part of the grade point average and affect class ranking.
9. All costs related to the college course (including textbooks, course fees, etc.) are the responsibility of the District, parent and/or student.
10. Pearl River Community College makes all teaching staff decisions for Dual Enrollment classes taught. Dual Enrollment classes must follow PRCC departmental syllabi and grading policy. The high school teachers are required to submit a final gradebook and final exam to PRCC Dual Enrollment each semester.
11. Grades and college credit earned by students admitted to the Dual Enrollment program shall be recorded on the college transcript. The transcript can only be released to another institution for use in meeting college requirements after the student has received a high school diploma.
12. Classes must meet for a total of 2,250 minutes in order to earn three (3) semester hours credit.

School District Official Signature

Date

PRCC Official Signature

Date