	<p style="text-align: center;"><b>BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148</b></p> <p><b>DEPARTMENT: CHIEF ACADEMIC OFFICER</b>  <b>OFFICE OF TEACHING AND LEARNING</b></p> <p><b>SUBJECT: Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools</b></p>
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**BOARD PRIORITY 1:** City Schools will have quality curricula and instruction that provide rigor, engage students, raise the bar and deliver targeted interventions to increase learning.

**I. PURPOSE:** To explain the dual enrollment component of the College and Career Readiness and College Completion Act of 2013, and to explain the school roles and responsibilities for meeting the dual enrollment component of this law.

**II. GUIDELINES:** In the 2013 Legislative session, the Maryland General Assembly passed the College and Career Readiness and College Completion Act of 2013, which aims to increase college and career readiness and improve college completion rates. The law has many components, one of which is to require that all LEAs provide dual enrollment opportunities for eligible high school students.


**A. Admission and Registration in Dual Enrollment Program**

The application process for Dual Enrollment should be open to all eligible high school students. To be eligible for the Dual Enrollment program, a student **must**:

1. attend a Baltimore City high school and be on track to graduate
2. have a minimum GPA of 2.5
3. meet city attendance requirement of 94%
4. have passed at least 3 of the required HSAs
5. obtain the minimum ACCUPLACER score (Appendix A) to qualify for placement in a college credit bearing course, or obtain a qualifying SAT score (Students participating in the Dual Enrollment Program through BCCC must take the College’s ACCUPLACER skills assessment test as part of the admissions process before registering for classes.
  - a. Students may be exempt from taking the ACCUPLACER if they scored at least 550 on all three sections of the SAT or at least 21 on both sections the ACT

**B. Dual Enrollment Coordinator (DEC):**

1. Each school must select a DEC; it is strongly recommended that the DEC be the school counselor. The DEC will be responsible for the identification and notification of eligible dual enrollment students.
2. The DEC will provide all eligible students with information about the Dual Enrollment program and facilitate the registration process.
3. The DEC will monitor student progress while attending BCCC (or designated College/University), including grades and attendance.
4. The DEC will assist students with securing their transcript at the end of each semester

	<p style="text-align: center;"><b>BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148</b></p> <p><b>DEPARTMENT: CHIEF ACADEMIC OFFICER</b>  <b>OFFICE OF TEACHING AND LEARNING</b></p> <p><b>SUBJECT: Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools</b></p>
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**C. Dual Enrollment Registration: Steps to register for the Dual Enrollment Program at BCCC:**

1. Students interested in Dual Enrollment must complete a dual enrollment application form with a parent/guardian signature and a counselor signature for recommendation
2. Counselor identifies whether the student is FARMs eligible. If the student is FARMs eligible, the counselor must attach documentation to the dual enrollment application.
3. Student will need to provide the following documentation to the dual enrollment coordinator at their high school by June 1, 2014 for Fall enrollment and Dec 15, 2014 for Spring enrollment:
  - a. BCCC admissions application; application fee of \$10 will be waived
  - b. State issued or school I.D. with appropriate proof of residency
  - c. Official high school transcript
  - d. ACT or SAT scores (may exempt students from ACCUPLACER placement test)
4. The Dual Enrollment Coordinator will submit the “batch” of dual enrollment applications to the Office of Recruitment, Admissions and Registration the semester before the student will take the courses to be processed.
5. Students will take the ACCUPLACER test within a week of having their application processed. BCCC will send out the notification of the test date, time, and location to all students.
6. If the student earns a passing score on their ACCUPLACER then a BCCC representative will contact the dual enrollment coordinator to register the student into the desired course(s).
7. A copy of the student’s BCCC schedule will be sent to the Dual Enrollment Coordinator.



**BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148**

**DEPARTMENT: CHIEF ACADEMIC OFFICER**

**OFFICE OF TEACHING AND LEARNING**

**SUBJECT: Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools**

**D. Structuring a Dual Enrollment Program**

Dual Enrollment courses could be offered during the school day, at the high school, or on campus in the late afternoon or evening.

1. **Option 1-** High School students will attend college courses on the college campus taught by a college professor. As long as the college class does not interfere with the student completing the necessary high school graduation requirements, students may attend college courses during the day, late afternoon, evening, or on the weekend.
2. **Option 2-** High School students will attend college courses at their high school campus taught by a college professor. Schools must have a minimum of 20 students enrolled in the same college course to qualify for the dual enrollment course to be taught at the high school site. The college course will be schedule during the school day.


**E. Attendance**

Student attendance will be maintained by the college and shared with the student's home school. In the case of dual enrollment courses taking place at the high school site, staff at the high school will be responsible for collecting attendance.

1. The high school shall mark students Present during the scheduling block that they are taking the dual enrollment course.
2. BCCC course instructors will provide the dual enrollment coordinator at each high school with bi-weekly attendance reports via e-mail.

**F. Transportation**

MTA bus tickets will be provided to students who attend dual enrollment classes at BCCC. It should be noted that the student bus ticket ends at 8:00 pm.

	<b>BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148</b>
	<b>DEPARTMENT: CHIEF ACADEMIC OFFICER</b> <b>OFFICE OF TEACHING AND LEARNING</b> <b>SUBJECT: Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools</b>

**G. Course Description**


1. Courses offered will be general academic courses that can be transferred to any 4-year college and students will earn college credit by passing the course. BCCC will annually update their articulation agreements with all 4-year colleges in the state of Maryland to ensure courses are transferable.
2. Once a student is approved for Dual Enrollment classes, the scheduler will schedule the student(s) in course #95004 Dual Enrollment; using the chart below to code the section number in SMS to reflect the College and Content.
3. *Example:* A student taking a Math class at Baltimore City Community College should be currently enrolled in SMS as: ***Dual Enrollment #95004 Section 21***

<b>First # in the section code indicates the college</b>	<b>College Name</b>
<b>2</b>	Baltimore City Community College (BCCC)
<b>Second # in the section code indicates the content area</b>	<b>Content Area</b>
<b>1</b>	Math
<b>2</b>	English
<b>3</b>	Social Sciences
<b>4</b>	Science
<b>9</b>	Other

4. A Dual Enrollment Course will also be listed on the City Schools transcript (work in progress) only as a place holder. Students taking college courses that are also aligned with City Schools courses will receive one HS credit from the aligned course. That course will be added to the HS transcript with a grade of P or F. The grade for the course **will not** have any effect on the student’s high school GPA. Students that are taking college courses that are not aligned with City Schools courses will simply receive the college credit after successful completion of the course. When the student applies to 4-year colleges, they will need to send **both** transcripts (BCCC and City Schools) to the admission office for which they are applying.
5. The Office of Teaching and Learning will continue to review and monitor College and University courses for City Schools course alignment. Once approved, the courses will be added to the approved HS alignment list. See current list below:

**Pre-Approved Alignment of College Courses at BCCC**

- BCCC PRE-100 = College Summit #19501
- BCCC RENG 92 = Strategic Reading I #08544
- BCCC Speech 101 = Speech I #08531
- BCCC English 101 = English I #08101
- BCCC MAT 107 Elementary Statistics = Probability & Statistics #11542

	<b>BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148</b>
	<b>DEPARTMENT: CHIEF ACADEMIC OFFICER</b> <b>OFFICE OF TEACHING AND LEARNING</b> <b>SUBJECT: Dual Enrollment and the College and Career</b> <b>Readiness and College Completion Act of 2013 – All High Schools</b>

**H. Payment of Tuition and Fees**

1. FARMs Students

Students that are eligible for free and reduced meals will not be charged for Dual Enrollment courses. City Schools will pay 75% of the cost of tuition for each course up to a maximum of 4 courses, and the amount of 90% of the cost of tuition for any courses in excess of 4. However, FARMs students will be responsible for additional BCCC fees, textbooks, and transportation.

**If a FARMs student drops out or fails a course, the school will be responsible for paying back the cost of the student’s tuition to the district office.**

2. Non-FARMs student

The local school board can charge up to 90% of the tuition fee to students that are not eligible for free and reduced meals. City Schools will pay the full amount of 75% of the cost of tuition, and then charge the parents 90% of the cost of tuition up to 4 courses. Students and families will be required to pay their portion of the tuition at the time of registration. **If a non-FARMs student drops out or fails a course, the school will be responsible for paying back the cost of the student’s tuition to the district office.**

Community College	FARM Status	FY 2014 Tuition for a 3-credit course	City Schools student 75% Tuition	District \$ Obligation	Additional Fees*	Family \$ Obligation
Baltimore City Community College	YES	\$264	\$198	\$198	\$67	\$67
	NO	\$264	\$198	\$19.80	\$67	\$245.20


\*Additional fees include consolidated fee of \$36, registration fee of \$20, facilities fee of \$11. Books would also be the family’s obligation and will vary depending on the course.

**I. Outreach/communication**

Students and parents should have easy access to information about the opportunities, costs, and resources available to pursue dual enrollment.

1. **District responsibility**

- a. Informing all high school Principals and Counselors of the program and requirements
- b. Provide schools with a list of eligible students
- c. Post information on City Schools website
- d. Communicate to families through publications, twitter, email blast from CEO
- e. Ch77 broadcast

	<p style="text-align: center;"><b>BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148</b></p> <p><b>DEPARTMENT: CHIEF ACADEMIC OFFICER</b>  <b>OFFICE OF TEACHING AND LEARNING</b></p> <p><b>SUBJECT: Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools</b></p>
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2. **School responsibility**-Each high school will identify a Dual Enrollment Coordinator that will be the primary point person and responsible for promoting the program at their school.
  - a. Holding information sessions for students and parents
  - b. Counseling one-on-one with students
  - c. Informing staff of the program and requirements
  - d. Asking for teacher recommendations

**III. GOVERNING POLICIES:**  
[College and Career Readiness and College Completion Act of 2013](#)

**CONTACT INFORMATION:**

**Name of Contact Person:** Deborah Gibson, Director, Office of School Counseling and Guidance  
Michael Thomas, Director, Office of Learning to Work

**Phone Number:** 443-642-3839

**Contact Email:** [DGibson@bcps.k12.md.us](mailto:DGibson@bcps.k12.md.us)  
[MDThomas@bcps.k12.md.us](mailto:MDThomas@bcps.k12.md.us)



**BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148**

**DEPARTMENT: CHIEF ACADEMIC OFFICER**

**OFFICE OF TEACHING AND LEARNING**

**SUBJECT: Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools**

**Appendix A**

Baltimore City Community College Academic Affairs in Conjunction with Student Affairs  
 ACCUPLACER (Computerized Placement Test)  
 Cut Score/Recommended Courses

<b>Reading Placement (ACCUPLACER Reading Comprehension)</b>	
<b>Raw Score</b>	<b>Recommended Courses</b>
0-49	ISP RDG 80
50-65	RDG 81
66-78	RDG 82
79 and higher	Exempt from Reading

<b>Writing Placement (ACCUPLACER Reading Comprehension)</b>	
<b>Raw Score</b>	<b>Recommended Courses</b>
0-49	ISP ENG 80
50-71	ENG 81
72-89	ENG 82
90 and higher	ENG 101 (college credit course)

<b>Math Placement (ACCUPLACER)</b>			
<b>Raw Score</b>			<b>Recommended Courses</b>
<b>Arithmetic</b>	<b>Elementary Algebra</b>	<b>College Math</b>	
<55	<35		MAT 80
>55	<35		MAT 81/MAT91
Any score	35-62		MAT 81/MAT91
	>63	<45	MAT 82/MAT92
		>45	MAT 107, 111, 115, 125 or MAT 128
		>63	See Department Chair

*Note: Test Center, Main Building Room 4B, Liberty Campus  
 A SAT score of 550 in Critical Reading, Writing and Mathematics or an ACT score of 21 in Reading, Writing and Mathematics may exempt you from placement testing.*



**BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148**

**DEPARTMENT: CHIEF ACADEMIC OFFICER**

**OFFICE OF TEACHING AND LEARNING**

**SUBJECT: Dual Enrollment and the College and Career  
Readiness and College Completion Act of 2013 – All High Schools**

**Appendix B  
BCCC Tuition and Fees**

Credit hours	Tuition per credit	Consolidated fees	Registration fee	Facilities capital fee	Total (tuition & fees)
1	\$88	\$12	\$20	\$11	\$131
2	\$176	\$24	\$20	\$11	\$231
3	\$264	\$36	\$20	\$11	\$331
4	\$352	\$48	\$20	\$11	\$431
5	\$440	\$60	\$20	\$11	\$531
6	\$528	\$72	\$20	\$11	\$631
7	\$616	\$84	\$20	\$11	\$731
8	\$704	\$96	\$20	\$11	\$831
9	\$792	\$108	\$20	\$11	\$931
10	\$880	\$120	\$20	\$11	\$1,031
11	\$968	\$132	\$20	\$11	\$1,131
12	\$1,056	\$144	\$20	\$11	\$1,231
13	\$1,144	\$156	\$20	\$11	\$1,331
14	\$1,232	\$168	\$20	\$11	\$1,431
15	\$1,320	\$180	\$20	\$11	\$1,531
16	\$1,408	\$192	\$20	\$11	\$1,631
17	\$1,496	\$204	\$20	\$11	\$1,731
18	\$1,584	\$216	\$20	\$11	\$1,831

**Tuition and Fees based on SB740**

\*City Schools will pay full amount of 75% of the cost of tuition for each course up to a maximum of 4 courses, and the amount of 90% of the cost of tuition for any courses in excess of 4, in accordance with SB740\*\*

Local board of education may charge a non-FARM student 90% of the tuition costs for the first four courses.

BCCC Tuition and fees			FARM student		Non-FARM student		
Credit hours	City Schools 75% Tuition per credit	BCCC fees	Family obligation	District obligation	Family obligation (90% of tuition)	Family obligation (90% of tuition cost + fees)	District obligation
1	\$66	\$43	\$43	\$66	\$59.40	\$102.40	\$6.60
2	\$132	\$55	\$55	\$132	\$118.80	\$173.80	\$13.20
3	<b>\$198</b>	<b>\$67</b>	<b>\$67</b>	<b>\$198</b>	<b>\$178.20</b>	<b>\$245.20</b>	<b>\$19.80</b>
4	\$264	\$79	\$79	\$264	\$237.60	\$316.60	\$26.40
5	\$330	\$91	\$91	\$330	\$297	\$388	\$33
6	<b>\$396</b>	<b>\$103</b>	<b>\$103</b>	<b>\$396</b>	<b>\$356.40</b>	<b>\$459.40</b>	<b>\$39.60</b>
7	\$462	\$115	\$115	\$462	\$415.80	\$530.80	\$46.20
8	\$528	\$127	\$127	\$528	\$475.20	\$602.20	\$52.80
9	<b>\$594</b>	<b>\$139</b>	<b>\$139</b>	<b>\$594</b>	<b>\$534.60</b>	<b>\$673.60</b>	<b>\$59.40</b>
10	\$660	\$151	\$151	\$660	\$594	\$745	\$66
11	\$726	\$163	\$163	\$726	\$653.40	\$816.40	\$72.60
12	<b>\$792</b>	<b>\$175</b>	<b>\$175</b>	<b>\$792</b>	<b>\$712.80</b>	<b>\$887.80</b>	<b>\$79.20</b>
Credit hours	City Schools 90% Tuition per credit	BCCC fees	Family obligation	District obligation	Family obligation (100% of tuition)	Family obligation (100% of tuition cost + fees)	District obligation
13	\$1,029.60	\$187	\$187	\$1,029.60	\$1,029.60	\$1,216.60	\$0
14	\$1,108.80	\$199	\$199	\$1,108.80	\$1,108.80	\$1,307.80	\$0
15	<b>\$1,188</b>	<b>\$211</b>	<b>\$211</b>	<b>\$1,188</b>	<b>\$1,188</b>	<b>\$1,399</b>	\$0
16	\$1,267.20	\$223	\$223	\$1,267.20	\$1,267.20	\$1,490.20	\$0
17	\$1,346.40	\$235	\$235	\$1,346.40	\$1,346.40	\$1,581.40	\$0
18	<b>\$1,425.60</b>	<b>\$247</b>	<b>\$247</b>	<b>\$1,425.60</b>	<b>\$1,425.60</b>	<b>\$1,672.60</b>	\$0





## BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS) 148

DEPARTMENT: CHIEF ACADEMIC OFFICER

OFFICE OF TEACHING AND LEARNING

SUBJECT: **Dual Enrollment and the College and Career Readiness and College Completion Act of 2013 – All High Schools**

### Appendix C

Below are descriptions of courses offered at BCCC as part of the Dual Enrollment program with City Schools. All courses require the student to receive an ACCUPLACER score of 79 or higher on the reading, 90 or higher on the Writing, and 45 or higher on the Math to be enrolled in these college credit classes.

#### **BIO 101: General Biology (3 credits)**

*Meets Category III General Education Requirements*

*45 lecture hours*

*Prerequisites: MAT 80 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This introductory survey course covers the chemistry of life, cells, membrane transport, cellular respiration, and photosynthesis as well as major organ systems in humans. This course is intended for students who need a basic course prior to taking a higher-level biology course.

#### **ENG 101: English Writing (3 credits)**

*Meets Category V General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course offers classroom instruction and practice in the skills necessary to write effective informative and persuasive essays, to understand the primary principles of scholarly inquiry and research, and to use the conventions of documentation. Students learn to use the conventions of standard written American English to establish a clear purpose in their writing, to develop their purpose with adequate and pertinent evidence, and to adapt their presentations to a range of audiences. The preparation of regularly scheduled essays is required, as is revision and editing of instructor-evaluated work.

#### **H 101: History of American Civilization I (3 credits)**

*Meets Category II General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The settlement of America and its people, from the Age of Exploration, to the conclusion of the Civil War, is surveyed. Major political, economic, and social trends are included in the survey.

#### **Mat 107: Modern Elementary Statistics (3 credits)**

*Meets Category IV General Education Requirements*

*45 lecture hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Modern statistical methods with applications to the social and natural sciences are studied. The course focuses on descriptive statistics, probability, probability distributions, and estimation of statistical parameters from samples, hypothesis testing, and experimental design. It provides necessary statistical background for people interested in such diverse fields as psychology, sociology, computers, business, engineering, mathematics, and science.

#### **PSY 101: Introductory Psychology (3 credits)**

*Meets Category II General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are introduced to the scientific study of behavior and a survey of the physiological, emotional, intellectual, and social forces that influence the development of human behavior.

#### **SOC 101: Introductory Sociology (3 credits)**

*Meets Category II General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The study of society is introduced with emphasis on sociological concepts, methods, and theories about social structures and processes. Included in this overview of sociology is analysis of social organization, culture, socialization, social inequality, and social change. (Students completing SOC 101 should not take the four credit introductory course, SOC 120)

#### **SP 101: Fundamentals of Speech Communication (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*