



June 1, 2020

Dear Parents and Students,

Suffolk Public Schools, in partnership with Paul D. Camp Community College (PDCCC), is pleased to offer Dual Enrollment (DE) courses as an opportunity for students to take college courses while attending high school. Prior to enrolling in the courses, students must be deemed eligible to participate in the program via a placement test and must formally apply to PDCCC. The following credit courses will be offered in cooperation with PDCCC for the **2020-2021** school year:

<b>Course Name</b>	<b>Location</b>	<b>District Enrollment</b>
<b>ENG 111-112</b> English Composition I and II 3 credits each	<b>ONLINE</b>	<b>30 students max</b>
<b>ENG 111-112</b> English Composition I and II 3 credits each	<b>LHS</b>	<b>30 students max</b>
<b>HIS 121-122</b> United States History I and II 3 credits each	<b>NRHS/LHS/KFHS</b>	<b>30 students per building</b>
<b>PLS 211-212</b> U.S. Government I and II 3 credits each	<b>ONLINE</b>	<b>30 students max</b>
<b>MTH 161-162</b> Pre-Calculus I and II 3 credits each	<b>NRHS</b>	<b>30 students max</b>
<b>MTH 161-162</b> Pre-Calculus I and II 3 credits each	<b>KFHS</b>	<b>15 students max</b>
<b>MTH 161-162</b> Pre-Calculus I and II 3 credits each	<b>LHS</b>	<b>25 students max</b>
<b>SDV 110/ EDU 100/190</b> Teacher Cadet I 3/2/1 credits each	<b>NRHS</b>	<b>10 students</b>
<b>EDU 198/EDU 199</b> Teacher Cadet II 3 credits each	<b>NRHS</b>	<b>10 students</b>

Registration for the dual enrollment courses listed above will be handled by the high school guidance department. **The price has not yet been set but may range between \$130 to \$300 a course.** Payment must be made prior to the start of the school year to ensure enrollment.

*In addition, courses may be offered for **dual credit** directly through the Paul D. Camp Community College campus. **These courses may be taken at a PDCCC campus or online and are subject to the college's regular academic schedule. Registration and tuition payment is completed through PDCCC directly, and tuition and fees charged will be determined by the college; textbooks are an additional charge.***

The student **will not be considered** for enrollment in dual enrollment courses at Suffolk Public Schools without a signed contract and fulfillment of contractual responsibilities. *Payment for first semester must be completed in full on or before **August 14, 2020** or the student will be dropped from the class. Second semester tuition payment must be completed before **January 8, 2021.***

For additional information about the specific courses offered, visit the PDCCC website or contact the dual enrollment coordinator at PDCCC, Judith Wachsmann, at 757-569-6081 or [jwachsmann@pdc.edu](mailto:jwachsmann@pdc.edu) or Dr. Maria Lawson-Davenport, Suffolk Public Schools' Supervisor of Advanced Instruction at 757-925-6750 or [marialawson-davenport@spsk12.net](mailto:marialawson-davenport@spsk12.net)

Sincerely,



Maria Lawson-Davenport, Ed.D.  
Supervisor of Advanced Instruction, K-12

## DUAL CREDIT: EXCEPTIONS FOR STUDENT ELIGIBILITY

According to the Virginia Plan for Dual Enrollment between High Schools and Community Colleges, all high school juniors and seniors are eligible to participate in the dual enrollment arrangement between the public school and the community college.

The Virginia Plan states that exceptions for student eligibility may be made on a case-by-case basis with the approval of the public school superintendent and the appropriate community college official.

Criteria for Special Consideration:

For those students who do not meet the minimum requirement for enrollment in a dual credit course yet possess the maturity and need the academic challenge, the community college will apply the following criteria.

- The student must have a minimum of ten (10) high school units prior to enrolling in a dual credit course. At least ***three*** of the following criteria must be met:
  - A recommendation from a high school instructor in the subject area in which the student is seeking to enroll for dual credit.
  - Achieve an acceptable score on the Virginia Placement Test, SAT, ACT, or PSAT taken within the past year. Depending on the subject area in which the student is seeking dual enrollment, a minimum score will be required for the mathematics section.
  - Grade Point Average (GPA) of 3.8 in the subject area in which the student is seeking dual credit. The student's cumulative GPA will also be considered. An official high school transcript must be included with the application.
  - Attendance at a summer program that exemplifies academic achievement well above age peers. The student must request that his/her school division submit documentation to verify participation in the program.

### Application Procedures for Special Considerations:

In order to be considered for enrollment in a dual credit course, those students who will not meet the age/grade level requirement as stated in the Virginia Plan for Dual Enrollment should follow the procedure listed below. The request must be submitted to the high school guidance counselor (Step 1) by May for consideration for enrollment in a dual credit course for the following school year.

1. The student must submit a request in writing for special consideration along with the required documentation to the high school guidance counselor. The guidance counselor will verify that the required paperwork is complete, attach an official copy of the student's copy of the student's transcript, and forward the request to the high school principal/designee.
2. The high school principal/designee will approve/disapprove and sign the request. If the request is approved, the documentation will be forwarded to the school superintendent; if not approved, the student will be notified in writing by the high school principal.
3. The superintendent will approve/disapprove and sign the request. If the request is approved, the documentation will be forwarded to the community college. If the request is not approved, the student will be notified in writing by the superintendent.
4. The president of the community college will approve/disapprove the request. The student and the superintendent will be notified in writing of the decision.

## DUAL ENROLLMENT CLASS CONTRACT

This agreement between the City of Suffolk School Board of the first party and \_\_\_\_\_, the second party: Witnesses, that the party of the second part, subject to authority, directions and instructions of the School Board or its authorized representative, agrees to pay an enrollment fee set by the Paul D. Camp Community College and Suffolk Public Schools.

Eligibility requirements are as follows:

- Student is at least 16 years of age;
- Student maintains at least a GPA average of a B or better;
- Student completes Paul D. Camp Community College Application;
- Student must successfully complete the Virginia Placement Test, SAT, ACT, or PSAT with an acceptable score.

Payment for first semester must be completed in full on or before **August 14, 2020** or student will be dropped from the class. Checks must be made payable to the respective high schools – King’s Fork, Lakeland, or Nansemond River.

Second semester tuition payment must be completed before **January 8, 2021**. Otherwise, the student will be automatically dropped from the class and receive no college or high school credit. Additionally, the student will be placed in a high school course for the remainder of the year to fulfill the credit requirement.

**The add/drop deadline date for Suffolk Public Schools is September 21, 2020** which is 10 days after the start of school. Withdrawal from the course before the add/drop date will result in a 50% reimbursement of fees with no grade penalty. Should the student withdraw or drop the class during the first semester after the add/drop date, no refund will be issued and no college and/or high school credit given. Withdrawal after 60% of the session will result in a grade of “F”.

**\*Please note: Paul D. Camp Community College’s drop/add period without academic penalty is October 23, 2020 and March 19, 2021. Students who withdraw after these dates may incur an academic penalty on their community college transcript for incomplete courses.\***

*All students will complete final examinations as required by the community college, regardless of high school examination exemption status.*

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*Date Signed*

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*Student’s Signature*

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*Parent’s/Guardian’s Signature*



## FERPA Waiver

The Family Educational Rights and Privacy Act (FERPA) specifies the rights of the students to privacy and confidentiality with respect to their education records. Paul D. Camp Community college uses this form for the students to grant permission to the college to disclose and discuss the student's education records with persons specified by the student's signature below.

**This form must be signed by the student ONLY. It will not be valid unless signed by the STUDENT.**

Student Name: \_\_\_\_\_

College (SIS) ID#: \_\_\_\_\_

High School: \_\_\_\_\_

I agree to allow the following person(s) to be given information about my progress in dual enrollment courses, including but not limited to grades, attendance, schedule, and payment balances.

(1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(3) Guidance Counselor's Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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