



BALTIMORE COUNTY PUBLIC SCHOOLS

Division of Curriculum and Instruction

Department of Academic Services



Early College Access Programs

Overview for Students and Parents

BALTIMORE COUNTY PUBLIC SCHOOLS

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Early College Access Programs Internal Manual

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Introduction

The Board of Education of Baltimore County (Board) believes that every student in the Baltimore County Public School (BCPS) system should receive an education that maximizes his/her potential to become a globally competitive graduate. The Board is committed to providing every student the highest quality, 21st century education in a safe, secure, and positive environment conducive to high levels of teaching, learning, and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.

According to *Blueprint 2.0* Goal 1: Academics: World-Class Teaching and Learning, every student in BCPS will experience high academic achievement and continuous growth by participating in a rigorous instructional program designed to raise the academic bar and close achievement gaps so that every student will become a globally competitive citizen in a culturally diverse world.

Early College Access programs have been developed in order to meet *Blueprint 2.0* Goals 1B and 1C:

- Goal 1B: Provide students equitable resources for and access to world-class first instruction and high-quality educational programs.
- Goal 1C: Ensure a learner centered, personalized, blended environment powered by digital learning and interactive curriculum access that is flexible anytime and anywhere.

In addition, the College and Career Readiness and College Completion Act of 2013 (CCR-CCA or the Act), Senate Bill 740, established a number of requirements designed to increase college readiness and degree completion in Maryland. In response, Baltimore County Public Schools has increased the number of dual enrollment programs available to students.

The purpose of this manual is to:

- Provide students, parents, and school-based personnel with information about the dual enrollment programs offered to Baltimore County Public School Students.
- Provide students, parents, and school-based personnel with the procedures to follow to ensure proper registration of students in dual enrollment programs.

Dual Enrollment Programs

“Dual Enrollment” refers to a series of programs in which a student is dually enrolled in a BCPS high school and a Maryland University System college or university. Below is a list of the different Dual Enrollment programs offered to BCPS students.

Senate Bill 740/Early College Access Program

BCPS high school students may take college courses at any Maryland University System college or university at a discounted rate. The University will provide students with a 25% discount on the price of the tuition. BCPS will also provide students with a 25% discount on the price of the tuition. The student’s family will be billed for the remaining 50% of the price of the tuition. Eligible students are responsible for paying for fees and the cost of books and supplies. Please reference [Senate Bill 740](#) for more information.

Parallel Enrollment Program

The [Parallel Enrollment Program](#) is an early college access program offered to BCPS high school students in partnership with the Community College of Baltimore County (CCBC). The CCBC Parallel Enrollment Program allows BCPS high school freshmen, sophomores, juniors and seniors to enroll in courses during the fall, winter, spring and/or summer semesters at a tuition discount determined from time to time by the CCBC Board of Trustees. The current discount is 50% of the tuition cost. Eligible students are responsible for paying for fees and the cost of books and supplies.

Tuition Free Program

The Tuition Free Program is an early college access program offered to eligible BCPS sophomores, juniors and seniors in partnership with CCBC. The Tuition Free Program enables BCPS sophomores, juniors and seniors who have an unweighted, cumulative grade point average (GPA) of 2.50 or higher, at the time of course registration, to take up to four college-level, credit-bearing courses and/or continuing education courses that lead to an industry certification tuition free at CCBC during the fall and spring semesters of their high school career. Eligible students are responsible for paying for fees and the cost of books and supplies unless they are approved for free and reduced meals (FARMS). Fees are waived for students who are approved for FARMS. Remediation and non-credit bearing courses that do not lead to an industry-recognized certification are not covered by the Tuition Free Program.

Dual Credit Program

The [Dual Credit Program](#) is an early college access program offered to BCPS high school students. Dual Credit courses are approved college courses that meet high school graduation requirements for Maryland and standards of rigor for BCPS. The Dual Credit Program in partnership with CCBC offers select, pre-approved college courses that provide both high school and college credit for BCPS students attending CCBC. Please visit the [Office of College and Career Readiness website](#) for a current list of CCBC/BCPS Dual Credit Courses.

Students who wish to take a college course for both college and high school credit at a college/university other than CCBC are required to submit a Request for Courses Taken Outside of BCPS for High School Credit form prior to registration. Please allow 60 days for processing this request. The Request for Courses Taken Outside of BCPS for High School Credit form can be found in your school's Office of School Counseling.

Diploma to Degree Program (D2D)

The Diploma to Degree Program is an early college access program for high school students in partnership with CCBC. The D2D Program is designed for students who want to simultaneously earn an Associate's degree from CCBC and a high school diploma from BCPS. Students typically begin this program in tenth grade and are focused on academic rigor and preparation for the twenty-first century workforce. All early college access discounts apply.

Diploma to Career Program (D2C)

The Diploma to Career Program is an early college access program for high school students in partnership with CCBC. The D2C Program is designed for students who want to earn sought

after certificates in fields of study that will lead to greater job opportunities and enhanced hiring potential upon graduation from high school. This includes articulated credit for Career and Technology Education (CTE) completers. All early college access discounts apply. [Learn more information about CTE completer programs.](#)

On-Location Courses

On-location courses are CCBC college-level, credit-bearing and/or continuing education courses that lead to an industry certification offered at select high school sites during the school day and/or after school offered to BCPS high school students. These courses are taught by CCBC adjunct professors.

The Early College Magnet Program (ECP) at Woodlawn High School (WHS)

The Early College Program at Woodlawn High School is a BCPS magnet program. The ECP at WHS is designed to provide students with a college preparatory program that combines the high school and college experience in a supportive, yet rigorous educational environment. Through a partnership with the CCBC, students have the opportunity to simultaneously earn a high school diploma and an associate of arts degree or up to 60 credits toward a bachelor's degree. Students earn credits through course work completed at both the high school campus and at the community college campus. Adjunct professors from CCBC teach on-location for freshmen and sophomores. Juniors and seniors attend WHS half day and then travel to CCBC half day to take their college courses on campus. College credits, college books and all college fees are free to participating magnet students. Dual credits and articulated college credits may be earned from the Community College of Baltimore County. Please visit the [BCPS Magnet Programs Office's Website](#) for more information.

Dual Enrollment Program Guidelines

1. Dual Enrollment provides an opportunity for students to prepare for the rigors of college academics and college life while saving money and time. However, there are some guidelines in place to ensure all BCPS students stay on track to graduate high school on time with their cohort: Each school year begins in September and ends in July. Any Dual Enrollment courses taken over the summer will be applied to the student's transcript for the grade-level the student was in the previous June.
2. Students who wish to take Dual Enrollment courses must meet with their school counselor in order to complete the necessary paperwork and have the course(s) added to their high school schedule for the upcoming school year by August 15 of each school year. Students who wish to take college-level, credit-bearing courses must take and pass the college's/university's placement test on or before August 15.
****Students who score a 500 on the math and/or ELA sections of the SAT may be exempt from taking the college's/university's placement test.*
3. Students who test into credit-bearing, college-level courses after August 15 may not drop their scheduled year-long high school courses in order to enroll in dual credit courses.

4. Students who do not test into college-level, credit-bearing courses by August 15 of each school year must be enrolled in all high school courses required by BCPS to ensure the student remains on track to graduate high school on time with his/her cohort.
5. No senior may take a dual-credit course that is required for high school graduation in spring semester of his/her senior year.
6. Early release will not be granted for students to take non-credit-bearing, remedial courses in lieu of their high school graduation requirements.
7. Early release for non-credit-bearing courses that lead to industry certification may be awarded to students. The decision to release a high school student early to take non-credit-bearing courses that lead to industry certification rests with the administrators at the student's high school.
8. The decision to release a high school student early to take non-remedial, credit-bearing courses rests with the administrators at the student's high school.

Dual Enrollment Process for Students

Enrollment Process for Dual Enrollment Programs in Partnership with CCBC

Students who wish to enroll in the Parallel Enrollment, Tuition Free, Dual Credit, Diploma to Degree, and/or Diploma to Credential Program(s) through CCBC should follow the steps below:

1. Make an appointment with your school counselor to discuss program options, review the dual credit list, and determine your unweighted grade point average.
2. Complete the [CCBC](#) application for admission.
3. Submit the [Early College Access Program Consent Form](#), signed by you, your parent, and your school counselor, to the CCBC Admissions Office.
4. Meet with a CCBC Admissions Counselor at the college to discuss assessment and placement testing.
5. If required, take the [Accuplacer placement assessment](#).
6. Register and pay for classes.
7. Meet with your school counselor to provide proof of dual enrollment, request dual credit (if applicable), sign the school's Early College Access Consent Form, and adjust your schedule if necessary.

Process for Requesting Dual Credit Courses through CCBC

Taking a college-level course for dual credit through CCBC is a student's choice. However, the following steps must be followed:

1. Confirm that the course you wish to take is on the approved [BCPS/CCBC Dual Credit list](#). Inform your school counselor that you wish to take the college course for both college and high school credit by August 15.
2. Sign, and have your parent sign the [Early College Access Consent Form](#), and submit it to your school counseling office.
3. Confirm that the school counselor has placed the BCPS "COLL" course number/name on your BCPS schedule. If you have a full high school schedule, the "COLL" course will be placed in the "COLL" meeting time.

Enrollment Process for Dual Enrollment Programs at Maryland University System Schools, Non-CCBC

Students who wish to enroll in credit-bearing college courses at Maryland University System Schools other than CCBC should follow the steps below:

1. Make an appointment with your school counselor to discuss program options and determine your unweighted grade point average.
2. Complete the school's application for admission.
3. Meet with an Admissions Counselor at the college/university to discuss assessment and placement testing.
4. Register and pay for classes.
5. Meet with your school counselor to provide proof of dual enrollment, sign the school's Early College Access Consent Form, and adjust your schedule if necessary.

Process for Requesting Dual Credit Courses through Maryland University System Schools, Non-CCBC

Taking a college-level course for dual credit through a Maryland University System School other than CCBC may be possible. To determine if the course you are interested in taking for Dual Credit at a Maryland University System School other than CCBC is possible, please complete the following steps:

1. Submit the Request for Courses Taken Outside of BCPS for High School Credit form in order to secure approval from the appropriate BCPS Curricular Office. The Request for Courses Taken Outside of BCPS for High School Credit form can be found in your school's Office of School Counseling. The form must be submitted 60 days prior to registration.
2. Inform your school counselor that you wish to take the college course for both college and high school credit by August 15.

3. Sign, and have your parent sign, the school’s Early College Access Consent Form
4. The school counselor will then place the BCPS “COLL” course number/name on your BCPS schedule. If you have a full high school schedule, the “COLL” course will be placed in the “COLL” meeting time.

Process for Dropping Dual Credit Courses

A student may request to withdraw from (drop a) dual credit course from his/her high school schedule prior to the college’s drop/add date. However, if a student requests to drop a dual credit course from his/her high school schedule after the colleges drop/add period, it will be permanently represented on the student’s high school transcript by a W (withdrawn).

Related Grading and Reporting Policies

- Students who take dual credit classes will earn the following quality points per grade:

Grade	Quality Points
A	6
B	5
C	4
D	1
F/E	0

- If a student chooses to repeat a high school class at a college for dual credit, only the highest grade and associated quality point earned will be used to calculate the student’s high school unweighted grade point average (GPA) and weighted quality point average (QPA).
- Both course attempts will always appear on the transcript, both will have the letter grade the student earned in the course. Only the attempt with the higher grade will have credits earned and be counted in the GPA/QPA. In the event the student earns the exact same grade, the college-level course would be counted in the GPA/QPA as it has a higher QPA value.

Billing Process

Billing Process for Students in Dual Enrollment at CCBC

Students will be billed for their CCBC Dual Enrollment classes by CCBC upon registration. Students who qualify for the Tuition Free Program will only be billed for fees. Students who qualify for FARMS will not be billed for fees. Students must pay their bill prior to the start date of their classes.

Refunds for Withdrawing from CCBC Courses

100% Refund	Students must withdraw from their class prior to the start date of the class.
50% Refund	Students must withdraw between the start of the class and the end of the third week of classes.
0% Refund	Student withdraws after the third week of class.

Please visit the [CCBC academic calendar](#) for official dates.

Billing Process for Students Participating in Dual Enrollment at College/Universities, Non-CCBC

Students who are dually enrolled at schools other than CCBC will be billed for 50% of the college's normal tuition by BCPS. Students who are approved for FARMS will not be billed for fees. Students must pay their bill prior to graduation.

Transferring CCBC College Credits to 4-year Colleges and Universities

The Articulation System for Maryland Colleges and Universities (ARTSYS) has been designed to provide students, who begin their college careers at a community college, with information about how to transfer their credits to Maryland four-year institutions of higher education. Please visit the [ARTSYS website](#) for more information.