SCHOOL POLICY FOR DUAL ENROLLMENT AT INDIANA UNIVERSITY OF PENNSYLVANIA OR THE INDIANA
CAMPUS OF WESTMORELAND COUNTY COMMUNITY COLLEGE

Consideration will be given to a senior who wishes to take a class/classes at Indiana University of Pennsylvania (IUP) or the Indiana Campus of Westmoreland County Community College (WCCC). Each request will be considered on the basis of merit and subject to the following criteria.

- Students must possess a minimum of a 3.00 high school cumulative grade point average at the time of application/course registration for classes at IUP or WCCC.
- Students must have scored at the proficient or advanced level on the most recent Math and Reading PSSA tests or Keystone Algebra I and Literature tests.
- Students must possess/maintain an excellent attendance history.
- Students must possess/maintain an excellent disciplinary record.
- University courses must go beyond those offered by the senior high school and cannot replace a course that is presently offered by Indiana Area Senior High School.
- A minimum of four (4) courses must be scheduled at the high school during each semester when scheduling on-campus university courses; a minimum for six (6) courses must be scheduled at the high school when scheduling on-line university courses.
- One (1) high school elective credit will be awarded for each course successfully completed at IUP or WCCC as validated by a grade report/transcript from the Office of the Registrar at the university.
- Students must meet Indiana Area School District graduation requirements prior to or concurrent with attendance at IUP or WCCC.
- Applications for the Dual Enrollment program are available from the Indiana Area Senior High School Guidance Office. Students must return the completed applications as well as the attached checklist in accordance with the following deadlines: no later than June 1 for the Fall semester and no later than November 1 for the Spring semester.
- The university contact person for the Dual Enrollment Program is:
  Indiana University of Pennsylvania
  Office of Distance Learning and Continuing Education
  Suite 100, Keith Hall
  390 Pratt Drive
  Indiana, PA 15705
  724-357-2292

  Westmoreland County Community College
  Admissions Office
  WCCC
  Suite 100, Keith Hall
  390 Pratt Drive
  Youngwood, PA 15697-1898
  724-925-4064

- Verification of course registration must be presented to the Guidance Office.

- All tuition/fees/books/miscellaneous expenses are the responsibility of the student. Pennsylvania resident students enrolled in the Dual Enrollment program at IUP will receive a 75% tuition discount based upon the in-state tuition rate. Tuition information for WCCC is available in the school Guidance Office. A student may take a maximum of two (2) university courses per semester. Students eligible for the Dual Enrollment grant will have tuition/fees paid. A book allotment is also provided.

- Transportation to/from IUP or WCCC is the responsibility of the student.
MISCELLANEOUS INFORMATION
FOR
DUAL ENROLLMENT STUDENTS

Should you be accepted into the Dual Enrollment Program at Indiana University of Pennsylvania or the Indiana Campus of Westmoreland County Community College, the following are guidelines that provide information relative to a number of important matters.

Class Schedule
Every attempt should be made to schedule the course(s) at Indiana University of Pennsylvania (IUP) or Westmoreland County Community College (WCCC) either as the first or last “period” of the school day.

The high school counselor must be contacted as soon as a class(es) is scheduled at IUP or WCCC so that an appropriate high school schedule can also be prepared.

Attendance
Students must phone the Attendance Office of the senior high school on days of absence from school.

Students must sign in/out at the Attendance Office on days attending the university.

Students are required to follow the class schedules of both Indiana Area Senior High School and the university. On days when the university is in session but classes at Indiana Area Senior High School are cancelled, students are expected to attend scheduled university classes. Likewise, in the event that the university is “on break” but classes at Indiana Area Senior High School are in session, students are expected to attend their scheduled high school classes.

Student Parking
Students will be permitted to park on Indiana Area Senior High School grounds while attending classes at IUP or WCCC. Students must apply for a parking permit from the high school office. The parking permit must be prominently displayed on the student’s car.
STUDENT CHECKLIST FOR DUAL ENROLLMENT

__________________________________             ____________                                ________________
Student Name  1st Period Room  Date

The following checklist/authorization must be completed and returned to the High School Guidance Office with the application for admission to the Dual Enrollment Program from Indiana University of Pennsylvania or Westmoreland County Community College.

“I wish to register at _____ IUP or _____ WCCC [check one] for the following course(s) ____________________________ ____________________________. I have read and am willing to abide by the attached policies/procedures of both Indiana Area Senior High School and of Indiana University of Pennsylvania or Westmoreland County Community College. (Tear off and retain the attached “School Policy for Dual Enrollment ...” guidelines.) I acknowledge that the Indiana Area School District shall bear no responsibility for me once I leave the senior high school grounds.”

_________________________  ____________  ____________________________
Student Signature  Parent Signature

SCHOOL VALIDATION

“This student has a minimum of a 3.00 cumulative grade point average.”

Most recent PSSA/Keystone results:

PSSA Math Level ____________  Keystone Algebra I Level ____________
PSSA Reading Level __________  Keystone Literature Level __________

Keystone Biology Level __________

“The selected university course(s) does not replicate any course(s) offered at the senior high school.”

__________________________  F  R
School Counselor Signature  Attendance record:

Previous school year:
absences  tardies

Present school year:
absences  tardies

__________________________  Attendance Officer Signature

“Assistant Principal Signature

“This student has an excellent disciplinary record.”

__________________________  Assistant Principal Signature

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Approved  Disapproved  Date  Principal Signature