Dual Enrollment at K12 Private Academy Student Handbook

I. Introduction

1. Mission of the Dual Enrollment at K12 Private Academy

It is K12 Private Academy's mission to offer higher education opportunities to high school students by providing dual enrollment courses.

2. Purpose of Dual Enrollment at K12 Private Academy

The purpose of the Dual Enrollment at K12 Private Academy is to allow students to experience online college-level courses and receive college credit while pursuing their high school diploma.

3. Definition of a Dual Enrollment Student

Dual enrollment students are defined as students seeking a high school diploma and concurrently enrolled in one or more online college-credit dual enrollment courses at two- or four-year colleges or universities.

II. Student Admission and Registration

1. Enrollment Eligibility for Dual Enrollment

Eligible dual enrollment students must meet the following criteria:

- The student must be in grades 11 or 12.
- Have an unweighted high school cumulative grade point average of 3.0 out of a 4.0 scale;
- Be enrolled in the K12 Private Academy as a full-time high school student; and

2. Enrollment Process for Dual Enrollment Courses

Eligible students who are interested in enrolling in Dual Enrollment at K12 Private Academy may enroll by completing the following:

- Contacting an Academic Success Coach (ASC) and/or Anmar Hale, College Career Counselor (ahale@k12.com) or 571.405.2118 to seek pre-approval to enroll;
- Paying the annual non-refundable Dual Enrollment Administrative fee of $500.00 at the time of enrollment;
- Having a student and a parent or guardian sign the Dual Enrollment Consent Form;
- Selecting a course from the Dual Enrollment Course Catalog; and

Obtaining and paying for all necessary books and materials required for the dual enrollment course, not included in the fee. Costs may vary by the two- or four-year college or university and course title.

There are no refunds on dual enrollment administrative fees. Refunds for dual enrollment books and materials are subject to the selected two- or four- year college or university's policies and refund terms.

Once the eligible student completes the enrollment process, they will receive an email from the two- or four- year college or university that will instruct the student on class meeting times.

3. **Student Resources and Supplies**

Students are responsible for obtaining all books and materials required by the course. For example, if a course requires a specific textbook or reading material, the student or parents are responsible for acquiring the textbook or reading material on their own, unless they are included in the course fees. All necessary materials such as paper, pens, pencils and a computer with internet access are the responsibility of the student and parent.

Students enrolling in one of the two- or four-year college or university's dual enrollment program may receive an additional level of support to help ensure success in college course(s). For detailed information, please contact Anmar Hale at ahale@k12.com or 571.405.2118.

4. **Timeline and Calendar**

Students will need to follow the academic calendar of the two- or four- year college or university. Students should contact their Academic Success Coach (ASC) or Anmar Hale to receive the academic calendar for the two- or four-year college or university. The academic calendar may not align with K12's academic calendar.

5. **Attendance**

Students are expected to attend every class to be successful in their dual enrollment courses. Students must comply with the two- or four-year colleges or universities attendance policies. It is the responsibility of the student and parent to ensure that the student is attending their classes.

6. **High School Credit for Dual Enrollment Courses**

Students enrolled in a dual enrollment course will also receive high school credit for their college-level course. For example, if a student enrolls in dual enrollment English, then the student will not be obligated to take an equivalent English course for their graduation requirements towards their high school diploma.

7. **Transferring Dual Enrollment Credits**

Students should be aware that dual enrollment credits will not always transfer or be accepted at other post-secondary institutions. Students should check the college or

university policies on transfer credits. The Dual Enrollment at K12 Private Academy cannot guarantee that the student's credits will be transferred or accepted at any other college or university.

8. **Withdraw from a Course.**

If a student wishes to withdraw from a dual enrollment course, then they need to contact their Academic Success Coach or Anmar Hale to withdraw from the course and notify the college or university.

9. **Course Substitution**

In the event that a student decides to withdraw from a dual enrollment course, the student will have the option to substitute the dual enrollment course for a private academy course. The non-refundable Dual Enrollment Administrative Fee will be applied to the cost of the substituted private academy course. Students should contact their Academic Success Coach (ASC) or Anmar Hale to substitute a course.

10. **Student Conduct**

Students are expected to always behave in a professional manner. Whether in the virtual classroom or emailing a professor, students must use professional language and behave in a respectful manner. Students shall comply with the code of conduct, policies, and procedures of the two- or four-year college or university. Students enrolled in dual enrollment courses are still subject to the K12 Private Academy student handbook. A student who violates the K12 Private Academy student handbook may be subject to a disciplinary investigation or action by the K12 Private Academy, regardless if the behavior occurred at the K12 Private Academy or at the two- or four-year college or university.

III. **Student Rights and Responsibilities**

1. **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college or university beyond the high school level. Students to whom the rights have transferred are "eligible students."
Generally, K-12 schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
· School officials with legitimate educational interest;
· Other schools to which a student is transferring;
· Specified officials for audit or evaluation purposes;
· Appropriate parties in connection with financial aid to a student;
· Organizations conducting certain studies for or on behalf of the school;

· Accrediting organizations;
· To comply with a judicial order or lawfully issued subpoena;
· Appropriate officials in cases of health and safety emergencies; and
· State and local authorities, within a juvenile justice system, pursuant to specific
 State law.

K-12 schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, K-12 schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the K-12 school not disclose directory information about them. K-12 schools must notify parents and eligible students annually of their rights under FERPA.

For more information or to learn more about this Act, please visit the FERPA website at: www.ed.gov.

2. Title IX

Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX") prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. The K12 Dual Enrollment Program is dedicated to creating a safe learning environment that is devoid of sexual discrimination.

DUAL ENROLLMENT COURSE CATALOGUE
COURSE SELECTION

FRANKLIN UNIVERSITY

Course ID	Course Name
ACCT 215	Financial Accounting
ACCT 225	Managerial Accounting
ANTH 215	Cultural Anthropology
BSAD 110	Business Principles
BSAD 220	Business Law
CJAD 210	Intro to Criminal Justice Administration
CJAD 240	Introduction to Criminology
COMM 150	Interpersonal Communication
COMM 202	Introduction to Mass Media
COMM 241	Media Design
COMM 261	Video Production
COMP 111	Introduction to Computer Science & Object-Oriented Programming
COMP 121	Object-Oriented Data Structures & Algorithms I
COMP 215	Programming Language: Principles & Practice
COMP 281	Database Management Systems
ECON 210	Introduction to Microeconomics
ECON 220	Introduction to Macroeconomics
ENG 101	College Preparatory Writing
ENG 120	College Writing
ENG 205	Business & Professional Writing
ENG 220	Research Writing: Exploring Professional
EXS 125	Designing Exercise Programs
EXS 140	Foundations/Principles/History Sport
EXS 203	Sport and Society
EXS 204	Introduction to Sports and Exercise Psychology
EXS 252	Exercise Physiology

GRPH 210	Fundamentals of Graphic Design
HEA 152	Wellness
HEA 254	Nutrition and Fitness
HIM 210	Clinical Classification Systems I
HIM 215	Clinical Classification Systems II
HIM 250	Medical Reimbursement
HUMN 218	World Religions
HUMN 240	Popular Culture
HUMN 246	Film Appreciation
ITEC 136	Principles of Programming
ITEC 275	Computer Networks: Switching, Routing, & Wans
MATH 040	Re-Entry Mathematics
MATH 140	Introduction to Quantitative Reasoning
MATH 150	Fundamental Algebra
MATH 160	College Algebra
MATH 215	Statistical Concepts
MATH 280	Introduction to Probability & Statistics
MIS 200	Management Information Systems
POSC 204	American Government
POSC 206	State and Local Government
PSYC 110	General Psychology
PSYC 201	Biopsychology
PSYC 202	Social Psychology
PSYC 204	Principles of Motivation
PSYC 209	Adult Development and Aging
PUBH 201	Introduction to Public Health
PUBH 250	Health Behavior
RMI 210	Principle of Risk Management & Insurance
RMI 220	Interviewing Techniques for Insurance Investigations
SCIE 211	Introduction to Scientific Analysis & Reasoning
SCIE 244	Foundations of Anatomy & Physiology
SCIE 254	Health & Human Disease

SEMT 240	Disaster Planning & Response
SOCL 110	Introduction to Sociology
SOCL 210	Public Sociology
SPCH 100	Speech Communication
SPM 207	Principles of Sport Management
WEBD 236	Web Information Systems Programming

BAKER COLLEGE

2021-2022 School Year

Course ID	Course Name
ACC 1010	Principles of Accounting I
ACC 1020	Principles of Accounting II
ACC 2010	Intermediate Accounting I
ACC 2210	Taxation I
ACC 2610A	Managerial Accounting
BIO 1210	Human Anatomy and Physiology I
BIO 1211	Human Anatomy and Physiology I Lab
BIO 1220	Human Anatomy and Physiology II
BIO 1221	Human Anatomy and Physiology II Lab
BIO 2150	Pathophysiology
BIO 2410	Microbiology
CIS 1110A	Computer Operating Systems and Maintenance
CIS 2210	Database Management and Design
CIS 2510	Systems Development Methods
CIS 2610	Visual Basic
COM 1010	Composition and Critical Thinking I
COM 1020	Composition and Critical Thinking II
COM 2050	Public Speaking
COM 2110	Group Dynamics
COM 2150	Advanced Professional Communications
CRJ 1010	Introduction to Criminal Justice
CRJ 1060	Introduction to Corrections
CRJ 1310	Diversity in Criminal Justice
CRJ 1410	Criminology
CRJ 1510	Legal Issues in Corrections
CRJ 1810	Community Corrections
CRJ 2010	Criminal Law

CRJ 2110	Interpersonal Communication and Conflict Management

2021-2022 School Year

CRJ 2210	Interviewing, Investigations and Report Writing
CRJ 2310	Principles of Policing I
CRJ 2320	Principles of Policing II
CRJ 2410	Juvenile Justice Concepts
CRJ 2510	Ethical Issues in Criminal Justice
CRJ 2610	Security Management
CS 1110	Introduction to Programming
CS 2010	Netcentric Computing
CS 2150	C++ Programming
CS 2410	Java Programming
CS 2420	Advanced Java Programming
ECN 2010	Principles of Macroeconomics
ECN 2110	Principles of Microeconomics
EN 2010	Introduction to Entrepreneurship
ENG 2050	Mass Media and Society
ENG 2310	Language and Culture
ENG 2410	Creative Writing
FIN 1010	Personal Finance
GEO 1010	Human Geography
GEO 1110	Physical Geography
HIS 1010	Introduction to History
HIT 1010	Healthcare Delivery Systems
HIT 1310	Legal and Ethical Issues
HIT 2010	Healthcare Data Analytics and Statistics
HSC 1010	Introduction to Health Professionals
HSC 1110	Introduction to Healthcare
HSC 1250	Introduction to Disease
ITS 1110	Introduction to Information Systems Security
ITS 2110	Introduction to Network Security
ITS 2210	VPN Firewall
ITS 2310	Linux I

ITS 2320	Linux II
ITS 2330	Linux III
LAW 2110	Business Law
LIT 2050	Introduction to Literature: World Masterpieces and Critical Approaches
MGT 1010	Introduction to Business
MGT 1110	Professional Management Behavior
MGT 2020	Organizational Behavior and Management
MGT	Human Resource Management
MGT 2210	Management Seminar
MGT 2310	Management Information Systems
MKT 1110	Principles of Marketing
MTH 1010	Quantitative Literacy
MTH 1070	Quantitative Reasoning
MTH 1110	College Algebra I
MTH 1120	College Algebra II
MTH 1210	Trigonometry
MTH 1310	Pre-Calculus
MTH 1410	Introduction to Discrete Mathematics
MTH 1510	Calculus I
MTH 2510	Calculus II
MTH 2750	Statistical Methods
NET 1010	Networking Essentials
NET 2110	Wireless Networking
NET 2210	Routers and Routing
PHY 2150	Integrated Physics
POL 1010	Introduction to Political Science
PSY 1110	General Psychology
PSY 2010	Cognitive Behavior Therapy
PSY 2050	Self and Society
PSY 2110	Psychology of Death and Dying
PSY 2150	Psychology as a Science and Profession
PSY 2210	Developmental Psychology

PSY 2250	Psychology of Drug Use and Addiction
PSY 2310	Industrial Organizational Psychology
PSY 2410	Theories of Counseling
PSY 2510	Cognitive Psychology
SCI 2710	Environmental Science
SOC 2010	Sociology
SOC 2210	Cultural Diversity
SPN 1010	Spanish I
SPN 1020	Spanish II
WEB 1110	Introduction to HTML
WEB 1210	World Wide Web Design
WEB 1310	Web Development I
WEB 1320	Web Development II
WEB 2110	Web Scripting
WEB 2210	Interactive Web Design