



## Manheim Township High School Dual Enrollment Application (Part Time)

- This application should be completed for any MTHS student who is interested in taking college courses along with their MTHS courses, during the junior and/or senior year(s).
- This form must be completed, submitted, and approved before a student begins any dual enrollment coursework.
- The [student's graduation plan](#) must accompany this request.
- The district must host an approved dual enrollment agreement with the postsecondary institution for the course to be considered. The School Counseling Office can provide a current listing of all approved dual enrollment institutions.

Student Name (Print): \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Course Title/Number: \_\_\_\_\_ # of College Credits: \_\_\_\_\_  
(include course description with course credits included)

1-2 Credit College Courses = .5 MTHS Replacement Credit

3-4 Credit College Courses = 1 MTHS Replacement Credit

(School Counselor Verification) The student must fulfill or be “on track” to meet graduation requirements including but not limited to:

- Chapter 339 Artifacts (in coordination with the student’s counselor)
- Act 158 Graduation Pathway (list pathway) \_\_\_\_\_
- Completion of Civics Exam (Act 35) \_\_\_\_\_ (date of exam)

To apply for acceptance of college credits to supplant or supplement Manheim Township graduation requirements and to have them appear on their student transcript, a student must submit the following to the principal before beginning the college level course:

- This signed and completed form with all required documentation attached for each course the student is requesting be accepted (One form for EACH course).
- If this course is accepted for high school graduation credit, I understand that upon successful completion of the class, I must submit to my school counselor an official college transcript listing the grade and credits awarded. I understand this is required for the accepted course to show on my high school transcript and that it will appear as a P-Pass or NP - Not Pass.

I am requesting that this course be accepted:

- As ELECTIVE credit
- To REPLACE the following MTHS graduation requirement

\_\_\_\_\_  
(Name of MTHS course to be replaced)

- I understand that if I choose to withdraw from the above course I must notify my School Counselor within three days of the withdrawal. This withdrawal may result in an additional course being added to my schedule at MTHS.
- For college-bound student-athletes: I understand that in Pass/Not Pass grading situations, the NCAA Eligibility Center will assign the lowest passing grade (D/1.0) for a course in which you received a Pass grade and will award only one quality point towards eligibility.
- I understand that if this course is to replace Civics, I must take the Act 35 Civics assessment upon completion of the course.

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Student's Signature/Date

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Parent's Signature/Date

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School Counselor's Signature/Date

High School Principal (Signature and Date)	<ul style="list-style-type: none"> <li>● I support this plan</li> <li>● I do not support this plan</li> <li>● I could support this plan with the following additional information</li> </ul>
Director of Curriculum & Instruction (Signature and Date)	<ul style="list-style-type: none"> <li>● I support this plan</li> <li>● I do not support this plan</li> <li>● I could support this plan with the following additional information</li> </ul>
Assistant Superintendent (Signature and Date)	<ul style="list-style-type: none"> <li>● I support this plan</li> <li>● I do not support this plan</li> <li>● I could support this plan with the following additional information</li> </ul>

This form, student application, and supporting documentation will be returned to the student's school counselor upon review. The school counselor will communicate the status of this request with the student. A copy of the approved plan will be provided to the Office of Student Services.