



## Policies and Procedures

### SBHE Policies

[<< return](#)

**SUBJECT:** 400s: Academic Affairs

**EFFECTIVE:** February 22, 2002

**Section:** 402.1 Admission Policies- Beginning Freshmen Applicants- Cert. Progr., Diploma, and Associate Degree Progr

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1. A beginning freshman applicant who is a high school graduate may be admitted to any two-year campus. Campuses may establish program admission requirements that are in addition to the general admission requirement.

For admission evaluation purposes, a beginning freshman applicant is one who has not attended a postsecondary institution after high school graduation.

2. Tests of General Educational Development (GED) may be used to satisfy the high school graduation requirement after a prospective student's high school class has graduated.
3. For technical programs, high school graduation is recommended. However, applicants 17 years of age or older may be admitted if the applicant successfully meets program standards.
4. Applicants from Canada except those from the provinces of Newfoundland and Quebec, must have completed Grade XII and meet non-resident admission requirements to be eligible to enter two-year campuses as beginning freshmen. Applicants from the provinces of Newfoundland and Quebec shall be considered for admission on an individual basis.

**History:**

New Policy. SBHE Minutes, June 26-27, 1985, page 5381.

Amendment SBHE Minutes, January 31, 1991, page 6089.

Amendment SBHE Minutes, May 31, 1995, page 6560.

Amendment SBHE Minutes, February 21-22, 2002.

[ [Back to website](#) ]

## **CHAPTER 15.1-25 POSTSECONDARY ENROLLMENT**

41

### **15.1-25-01. Postsecondary enrollment options program.**

Any North Dakota student enrolled in grade ten, eleven, or twelve in a public high school is eligible to receive high school and postsecondary credit for the successful completion of an academic course offered by any postsecondary institution accredited by a regional accrediting organization or a career and technical education course offered by a postsecondary institution in a program accredited by a national or regional accrediting organization recognized by the United States department of education.

### **15.1-25-02. Permission to enroll - Notification - Credits.**

Before enrolling in a course for credit under this chapter, the student must obtain written permission from the student's school district superintendent. The student's school district superintendent shall determine the number of credits for which the student is eligible and shall include the number of credits on the document granting permission required by this section. For purposes of determining credit, a three-semester-hour course offered by a postsecondary institution is equivalent to a full semester high school course. Upon the student's successful completion of the course, the postsecondary institution shall notify the student's school district superintendent of that fact.

### **15.1-25-03. Costs of attendance - Responsibility of student.**

The student and the student's parent or legal guardian are responsible for all costs of attendance at a postsecondary institution under this chapter. For purposes of this section, "costs" includes tuition, fees, textbooks, materials, equipment, and other necessary charges related to the course in which the student has enrolled.

### **15.1-25-04. Transportation - Responsibility of student.**

The student and the student's parent or legal guardian are responsible for transportation arrangements and all costs of transportation associated with a student's attendance at a postsecondary institution under this chapter.

### **15.1-25-05. Per student payments - Extracurricular activities.**

A student attending a postsecondary institution under this chapter is deemed to be in attendance at the student's school district of residence for purposes of calculating per student payments and for purposes relating to the student's eligibility to participate in high school extracurricular activities.

### **15.1-25-06. Courses - Statutory and regulatory exemption.**

The courses for which dual high school and postsecondary credit are available under this chapter are postsecondary courses and are exempt from any statutory or regulatory provisions otherwise applicable to high school courses and to the individuals by whom high school courses are taught.



## Policies and Procedures

### NDUS Procedures

[<< return](#)

**SUBJECT:** 400s: Academic affairs

**EFFECTIVE:** September 2, 2009

**Section:** 402.3.2 Delivery of Dual-Credit College Courses

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**Preface:** Dual-credit college courses which can receive both high school and college credit are authorized according to the provisions of North Dakota Century Code chapter 15.1-25.

#### I. STUDENT ELIGIBILITY AND APPLICATION:

##### A. Eligibility:

Any high school student enrolled in grades ten, eleven or twelve who has received permission from the school administration is eligible for enrollment in a NDUS dual-credit course. However, high school counselors and teachers should advise students regarding their academic readiness to participate in dual-credit courses, and only those students who are academically ready should enroll in a dual-credit course.

##### B. Permission:

1. Before enrolling in a dual-credit college course, high school students must obtain permission from the school district superintendent and the superintendent's signature on the North Dakota University System Dual Credit Application form in Part II-Course Information. The host NDUS campus also gives permission for the student to enroll in a dual-credit course; permission is granted or denied after review of the student application for dual-credit and any other campus admissions documents requested by the host institution. Campuses may publish guidelines which describe criteria for student eligibility.
2. The superintendent shall determine the corresponding high school course and number of high school credits the student will be eligible to receive credit for by taking the dual-credit college course and indicate this number in Part II of the application form.

##### C. Enrollment Application:

Students wishing to take a college-level dual-credit course, documented through an official NDUS college grade transcript, shall complete the North Dakota University System Dual Credit Enrollment Application form and send it directly to the NDUS college or university offering the course; generally directed to the Admissions or Records Office.

1. The application form contains a student information section which must be completed and signed by the student and the student's parent/guardian.

2. According to the North Dakota Century Code regarding dual-credit courses, high school sophomores, juniors and seniors are eligible to receive high school and post secondary credit for the successful completion of an academic course offered by any postsecondary institution in a program accredited by a national or regional accrediting organization recognized by the United States department of education.
  - a. There is no statutory limit to the number of courses or credits received by students through the dual-credit delivery mode.
  - b. Individual campuses may place restrictions on the number of courses and credits which a student may receive via dual-credit during any given academic term or time period.
3. If the college semester course is taught at the high school for the entire academic year, registration for the course will occur at the beginning of the fall semester.
4. The grade for students enrolled in dual-credit college courses which are taught in a high school format that extends beyond the sixteen-week college semester will be left blank or have an I recorded at the end of the fall semester denoting "work in progress", the final course grade being submitted when the course is finished per standard NDUS reporting procedure.
5. Enrollment applications for dual credit must be submitted to the NDUS college/university offering the course within the first ten days of the beginning of the semester in which the dual credit course is offered. The NDUS Common Calendar should be used to reference semester starting dates.

**D. Tuition/Fee Payment:**

1. Dual-credit students shall pay the university/college application fee the first time they apply to take a dual enrollment course at each campus.
2. Unless an institution waives all or part of the tuition for dual credit courses, dual-credit students shall pay the current tuition rate per credit hour along with applicable fees similar to those charged by the host institution to other students.
  - a. Future tuition/fee amounts may change for each specific NDUS institution per legislative and State Board of Higher Education actions. Counselors at participating high schools will be informed annually of the current/tuition fee amounts charged by their service-area NDUS schools.
3. Tuition/fee payment must be made at the time of application with a check payable to the NDUS institution and should be attached to the application/enrollment form returned to the institution.
4. Refund of tuition because of withdrawal from the course will be pro-rated according to the system policy of the NDUS institution offering the dual-credit course.
5. Dual-credit students are not eligible for federal financial aid.

**II. COURSE CONTENT, INSTRUCTORS, AND CREDIT:**

- A. **Generally, dual-credit courses will be offered at participating high schools within the host institution's primary geographic service region or in the case of UND and NDSU that have state-wide missions, in those counties immediately adjacent to the host institution.**
- B. **Course Section Approval:**  
The course section is approved for dual-credit by 1) the NDUS institution offering the course, and 2) the high school Principal and district Superintendent.

1. The college course section taught in the high school must meet the content and academic standards of the NDUS course sections taught on campus. The dual-credit course taught in the high school is a college course which offers high school credit and not a high school course which receives college credit.

- a. In most cases, the course sections offered at a high school for dual-credit will be freshman/sophomore survey courses used for general education requirements that are being offered throughout the NDUS with common course numbers and in many cases, common course content.
- b. To ensure that college course standards are adhered to, the NDUS college/ university course syllabus will be provided to the instructor and be used as the criteria and model for all such dual-credit college courses taught in the high school.

In most cases, this will mean the use of the same (or equivalent) text materials and similar evaluation criteria to include institutional exams if need be.

- c. The teaching of the course in the high school will be monitored by the NDUS institution offering the dual-credit . The monitoring of the dual-credit course will include using the sponsoring college/university student evaluation document and procedure in order to solicit student feed-back.
  - d. The dual-credit course must meet the minimum number of clock-hours required for granting college credit in accordance with Carnegie standards. In most cases, high school periods meeting for 50 minutes, five days per week during a 16 week semester will exceed these requirements.
2. All students enrolled in a course that is available as a dual-credit college course taught within a high school will be expected to meet the academic requirements of the course irrespective of whether the student enrolls for college credit or not.
  3. Once approved for dual-credit at a high school, the college/university course (section) will be entered into the appropriate semester schedule and be assigned a course and section call number by the registrar's office thus being handled in the same manner as all other college course sections offered by the sponsoring NDUS school.
  4. The syllabus for the high school dual-credit course will be submitted to the appropriate office of the NDUS sponsoring institution and forwarded to academic departments where the syllabus will be kept on file.
  5. In accordance with state statutes governing dual-credit, high school students enrolled in a three-semester hour college course will be eligible to receive one-half (2) high school credit for a full semester course. The student's district superintendent will make the determination for the dual-high school credit to be awarded the student.
  6. Dual-credit courses taught in high schools will carry the same college credit as the similar course taught on the campus of the NDUS sponsoring institution and will not have a special designation on the transcript as a dual-credit course.
  7. All dual-credit courses will have equal transferability status within the NDUS in accordance with the General Education Requirement Transfer Agreement (GERTA) and other transfer agreements.

**C. Instructor Approval:**

As is the case with all adjunct instructors, the instructor offering the course

must be approved by the academic administrators using the same criteria and procedure that they would employ on campus. Approved high school instructors teaching dual-credit courses within the high school are considered to be adjunct instructors of the sponsoring NDUS college or university.

1. If the adjunct instructor is a high school teacher, the district Superintendent must first give written approval for their instructor to teach on behalf of NDUS sponsoring school.
2. Preference for teachers holding an MA degree in the content area will be only one criterion considered in the employment of adjunct instructors to teach dual-credit college courses.
3. Unless otherwise arranged, the sponsoring NDUS institution will directly pay the instructor teaching a dual-credit course in the high school for instructional services rendered to that institution in accordance with the host institution procedures and rate of payment. Payment for teaching a dual-credit course may be made through the school district or high school (upon the request of both the instructor and the school district).
4. Instructors (including a person already teaching in high school or college) who teach dual-credit college courses for an NDUS sponsoring institution must follow the standard procedure regarding the employment of adjunct instructors by that institution including filing required documents, e.g., official transcripts, employment forms, etc..
5. Instructors (including a person already teaching in high school or college) who teach dual-credit college courses must keep appropriate records and submit grade reports to the appropriate office at the sponsoring institution by the end of the semester.

### **III. DUAL-CREDIT COLLEGE COURSES TAUGHT IN THE HIGH SCHOOL BY FULL-TIME NDUS FACULTY MEMBERS:**

This model will have a full-time NDUS faculty member teach a college course section directly in the high school for which dual-credit (both high school and college) could be received. This course could be delivered by the college professor directly within the high school, or via interactive television if there is a link to the high school.

#### **A. Certification:**

1. In accordance with the provisions of the North Dakota Century Code, dual-credit courses are considered as post-secondary courses and are exempt from any statutory or regulatory provisions otherwise applicable to high school courses and to the persons by whom high school courses are taught. Therefore, college faculty may teach college courses in a high school for which high school credit is granted (per the district superintendent's approval) without having state secondary certification.

### **IV. USE OF NDUS RESOURCES:**

#### **A. Resource Use:**

1. High school students enrolled in dual-credit college courses and seeking NDUS college credit regardless of class location will be permitted to use the resources of the sponsoring college/university, i.e., computer labs, library, etc., as any part-time student would.

#### **B. Identification Card:**

1. A temporary identification card for the semester of enrollment will be issued to dual-credit students by the host institution upon completion of the application and course enrollment procedures that designates their status. This temporary identification card for dual-credit students does not allow access to benefits and events funded through special NDUS student fees.

### **FURTHER INFORMATION:**

For further information regarding dual-credit opportunities within the North Dakota University System, the following can be contacted:

The local high school counselor or principal.

The Registrar, Academic Affairs, or Admissions office of the nearest NDUS institution offering dual-credit opportunities.

The Department of Public Instruction  
600 E. Boulevard  
Bismarck, ND 58505-0440  
Phone: 701 328-2267

Board for Vocational and Technical Education  
600 East Boulevard Avenue, Dept. 270  
Bismarck, ND 58505-0610  
Phone: 701 328-3159

Vice Chancellor for Academic Affairs  
North Dakota University System  
600 E. Boulevard, 10th Floor  
Bismarck, ND 58505-0230  
Phone: 701 328-2965

**History:**

Chancellor's Cabinet Meeting, June 2001  
Chancellor's Cabinet Meeting, May 6, 2009  
Chancellor's Cabinet Meeting, September 2, 2009

[ [Back to website](#) ]



**DUAL CREDIT ENROLLMENT APPLICATION**  
**NORTH DAKOTA UNIVERSITY SYSTEM**  
 SFN 51295 (Rev. 5/2012)

**Note:** *This form must reflect only one semester of coursework. All fields on this application are required to be completed or the application will be returned. Refer to the instructions on the following pages for completing this application.*

**Part I – Student Information:** *To be completed by the student before the course begins. PLEASE TYPE or PRINT legibly*

Student's Legal Name (Last, First, Middle Initial) <i>Please print.</i>		Social Security Number* (REQUIRED)	
Mailing Address	E-Mail Address	Student Telephone Number	
City	State	ZIP Code	
Date of Birth (mm/dd/yyyy)	Gender (check one) <input type="checkbox"/> M <input type="checkbox"/> F	Year in School (grade when class is taken) <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
I agree to share the data on this application with the Bank of North Dakota for Dual Credit financial assistance. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parent/Guardian Name (Last, First, Middle Initial) <i>Please print.</i>			
Parent/Guardian Signature	Date	Student Signature	Date

**Part II – Course Information:** *To be completed by the student before the course begins. PLEASE TYPE or PRINT legibly.*

**Course 1**

High School Course Title			College Course Title		
High School State Course Code Number (MIS03)			College Course Number	College Sem. Hours (check one) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of Attending High School			Name of College/University Where Course is to be Credited		
Mailing Address					
City	State	ZIP Code	City	State	ZIP Code
School Semester Course is Taken (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			School Year Course is Taken (example: 2011-2012)		
This Course is Being Taught to Me (check one) <input type="checkbox"/> by a teacher at my high school <input type="checkbox"/> via distance learning (IVN-video network) <input type="checkbox"/> on the college campus <input type="checkbox"/> online/computer					

**Course 2**

High School Course Title			College Course Title		
High School State Course Code Number (MIS03)			College Course Number	College Sem. Hours (check one) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of Attending High School			Name of College/University Where Course is to be Credited		
Mailing Address					
City	State	ZIP Code	City	State	ZIP Code
School Semester Course is Taken (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			School Year Course is Taken (example: 2011-2012)		
This Course is Being Taught to Me (check one) <input type="checkbox"/> by a teacher at my high school <input type="checkbox"/> via distance learning (IVN-video network) <input type="checkbox"/> on the college campus <input type="checkbox"/> online/computer					



**Part II – Course Information (continued)****Course 3**

High School Course Title			College Course Title		
High School State Course Code Number (MIS03)			College Course Number	College Sem. Hours (check one) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of Attending High School			Name of College/University Where Course is to be Credited		
Mailing Address					
City	State	ZIP Code	City	State	ZIP Code
School Semester Course is Taken (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			School Year Course is Taken (example: 2011-2012)		
This Course is Being Taught to Me (check one) <input type="checkbox"/> by a teacher at my high school <input type="checkbox"/> via distance learning (IVN-video network) <input type="checkbox"/> on the college campus <input type="checkbox"/> online/computer					

**Part III – School Certification:** To be completed by the district superintendent or designee before the course begins. PLEASE TYPE or PRINT legibly.

Student's Legal Name	Student's 10-Digit State Student ID Number	
Check Box to Certify Applicant is Eligible For Free or Reduced Price Lunch <input type="checkbox"/> Yes <input type="checkbox"/> No		
I have verified the high school course name(s) and course code(s) listed in Part II are correct. <input type="checkbox"/> Yes		
This student has been approved to take this dual credit course(s) and will be awarded high school credit on their transcript as indicated for each course: <b>Course 1:</b> <input type="checkbox"/> ¼ unit (2 semester hour college class) <input type="checkbox"/> ½ unit (3-4 semester hour college class) <input type="checkbox"/> 1 unit (5 semester hour college class) <b>Course 2:</b> <input type="checkbox"/> ¼ unit (2 semester hour college class) <input type="checkbox"/> ½ unit (3-4 semester hour college class) <input type="checkbox"/> 1 unit (5 semester hour college class) <b>Course 3:</b> <input type="checkbox"/> ¼ unit (2 semester hour college class) <input type="checkbox"/> ½ unit (3-4 semester hour college class) <input type="checkbox"/> 1 unit (5 semester hour college class)		
If the college course is a mathematics course, enter the student's score for one of the tests: (see Instructions for required scores) ACT Mathematics sub-test score: _____ PLAN Mathematics sub-test score: _____ SAT Critical Reading+Mathematics score: _____ COMPASS Algebra score: _____ ACCUPLACER Elementary Algebra score: _____		
If the college course is an English course, enter the student's score for one of the tests: (see Instructions for required scores) ACT English sub-test score: _____ PLAN English sub-test score: _____ SAT Writing score: _____ COMPASS Writing Skills score: _____ ACCUPLACER WritePlacer score: _____		
Superintendent or Designee Name (Please Print)	E-Mail Address	Telephone Number
Superintendent or Designee Signature		Date

**PART IV - North Dakota Department of Public Instruction Approval:** *To be completed by the NDDPI before the course begins.*

Please complete the indicated area(s) and resubmit to the NDDPI.

Not Approved

☐ Incomplete Application.☐ High school credit identified in Part III of the application exceeds the Dual Credit requirements. High school credit must be changed from \_\_\_\_\_ units of high school credit to \_\_\_\_\_ units of high school credit.☐ Other.

Reviewed By	E-Mail Address	Date	Telephone Number
Approved <input type="checkbox"/> Yes			
Signature and Title of Department Official		Date	Telephone Number

**Part V – Registrar Information:** *To be completed by the college/university registrar at the end of the course.*

Student's Legal Name	College Student ID Number (EMPLID)
<b>Course 1 Grade Earned</b> <input type="checkbox"/> A <input type="checkbox"/> S (Satisfactory) <input type="checkbox"/> Incomplete <input type="checkbox"/> B <input type="checkbox"/> U (Unsatisfactory) <input type="checkbox"/> Withdraw <input type="checkbox"/> C <input type="checkbox"/> P (Pass) <input type="checkbox"/> Dropped <input type="checkbox"/> D <input type="checkbox"/> F (Fail) <input type="checkbox"/> F	
<b>Course 2 Grade Earned</b> <input type="checkbox"/> A <input type="checkbox"/> S (Satisfactory) <input type="checkbox"/> Incomplete <input type="checkbox"/> B <input type="checkbox"/> U (Unsatisfactory) <input type="checkbox"/> Withdraw <input type="checkbox"/> C <input type="checkbox"/> P (Pass) <input type="checkbox"/> Dropped <input type="checkbox"/> D <input type="checkbox"/> F (Fail) <input type="checkbox"/> F	
<b>Course 3 Grade Earned</b> <input type="checkbox"/> A <input type="checkbox"/> S (Satisfactory) <input type="checkbox"/> Incomplete <input type="checkbox"/> B <input type="checkbox"/> U (Unsatisfactory) <input type="checkbox"/> Withdraw <input type="checkbox"/> C <input type="checkbox"/> P (Pass) <input type="checkbox"/> Dropped <input type="checkbox"/> D <input type="checkbox"/> F (Fail) <input type="checkbox"/> F	
College/University Registrar or Designee Signature	Date      Telephone Number

\* In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is voluntary and considered confidential. The individual's social security number is used by the Department of Public Instruction when processing the application for dual credit enrollment; the North Dakota University System uses it as an identification number for college registration; and the Bank of North Dakota uses it for processing dual credit assistance requests. Failure to provide a social security number may cause delays in administrative services such as financial aid processing, receiving federal tax information, and acceptance of dual credit enrollment.

## DUAL CREDIT PROGRAM

North Dakota Century Code 15.1-25-01 allows students in grades ten, eleven, and twelve in North Dakota high schools to enroll in postsecondary education courses and to receive both high school and college credit. The course must be offered through an accredited postsecondary institution.

### INSTRUCTIONS FOR COMPLETING THIS FORM

This form is designed to facilitate enrollment in courses approved for dual credit. If the course you wish to take is not already approved for dual credit by your district, work with your school counselor to have the course approved by the superintendent for dual credit.

**Note: This form must reflect only one semester of coursework. All fields on this application are required to be completed or the application will be returned.**

The student must complete the application and receive approval prior to enrolling in a college/university course for which you want dual credit.

#### **Part I – Student Information** *(instructions to the student):*

Complete all of Part I. You should discuss the process and requirements of dual credit enrollment with your high school counselor. The social security number must be indicated for financial and college entry purposes. Be sure to obtain the signature of your parent or guardian.

You may qualify for financial assistance to pay for up to two Dual Credit courses per school year if a school official certifies in Part III that you are eligible for Free or Reduced Price Lunch. Assistance will cover tuition, fees, and book. To request financial assistance, at the time of course enrollment you must submit a photocopy of this completed DPI approved form to:

- Bank of North Dakota, PO Box 5509, Bismarck, ND 58506-5509.

Applications will be considered by submission date as funding is limited. Contact Bank of North Dakota at 800-554-2717 for more information.

#### **Part II – Course Information** *(instructions to the student):*

Complete all of Part II in consultation with your high school counselor or principal, identify the high school course(s) approved for dual credit by the superintendent/school district and cooperating college or university; or request that specific courses be approved by the superintendent/school district for dual credit.

Complete the information for the high school course including the course title, state course code number assigned by the Department of Public Instruction (see PK-12 Course Codes and Descriptions at <http://www.dpi.state.nd.us/resource/corscode/index.shtm>.) Your high school principal or counselor may help you select the correct state course code number (MIS03). Identify the name of your attending high school and school mailing address.

Check which school semester of dual credit enrollment the college course is being taught. **Note: A college course cannot be taught over the length of a full school year. Each application represents one semester of coursework. A 3 or 4 semester hour college class can receive only ½ unit of high school credit and a 5 semester hour college class may receive 1 unit of high school credit.**

Check the location where the course will be taught. For example: if the course is taught by the instructor via IVN-video network, check the "via distance learning" box.

Complete the college/university course title, college course number, and credit semester hour information. This is available in the college catalog, in the college registration listing, or from your high school principal or counselor. Identify the college/university where the approved course is available for dual credit.

Once you receive an approved application from your superintendent or designee, present this form to the college registrar when you register for a college class. **If the college class is not taught in the high school, the form must be submitted to the college registrar prior to the first day of class. If the college class is taught in the high school, the form must be completed and approved by DPI and submitted to the college registrar according to the collaborative arrangement between the high school and college or university.** The college registrar will keep this form. If you need a copy for your own records, please make one before submitting it to the registrar.

**Part III – School Certification** *(instructions to the district superintendent or designee):*

Verify the accuracy of the information completed by the student in Parts I and II, that the student is in an approved dual credit course, and that the amount of high school credit that will be awarded on their high school transcript is accurate.

Provide the student's college entrance scores. Colleges use the ACT (preferred), SAT, COMPASS, or CollegeBoard Accuplacer scores for student dual credit placement. Scores for placement are:

**English 110 Required Scores**

ACT English sub test: 18  
 PLAN English sub test: 15  
 SAT Writing: 430  
 COMPASS Writing Skills: 77  
 ACCUPLACER WritePlacer: 5

**Mathematics Required Scores for Math 103 - 4 yr universities**

ACT Mathematics sub test: 22  
 PLAN Mathematics sub test: 19  
 SAT Critical Reading+Mathematics: 1030  
 COMPASS Algebra: 54  
 ACCUPLACER Elementary Algebra: 117

**Mathematics Required Scores for Math 103 - 2 yr colleges**

ACT Mathematics sub test: 21  
 PLAN Mathematics sub test: 19  
 SAT Critical Reading+Mathematics: 990  
 COMPASS Algebra: 52  
 ACCUPLACER Elementary Algebra: 116

Upon completion of Parts I, II, and III, the school superintendent or designee will submit this form to DPI for approval PRIOR to the start of the semester for which the student is applying for attendance or according to the collaborative arrangement between the high school and the college or university. This form can be submitted to DPI by:

E-Mail scanned document to: [charmsen@nd.gov](mailto:charmsen@nd.gov)  
 or  
 Fax: (701) 328-0201  
 or  
 Mail: Department of Public Instruction  
 Teacher School and Effectiveness  
 600 East Boulevard Ave., Dept. 201  
 Bismarck, ND 58505-0440

Personnel at DPI will ensure the completeness and accuracy of the information provided. If any part of the form is incomplete or contains erroneous information, the form will be returned to the student or school superintendent for correction. Once all information is complete and accurate, DPI will approve the application and return the form to the school superintendent or designee. The school superintendent or designee will return the application to the student and retain a copy of the application for their school records. *Note: If a student is applying to the Bank of North Dakota for financial assistance, please remind the student to mail a copy of this approval application to the Bank of North Dakota.*

**Part IV – North Dakota Department of Public Instruction** *(instructions to DPI):*

Personnel at DPI will ensure the completeness and accuracy of the information provided in Part I, II, and III of the application. If any part of the form is incomplete or contains erroneous information, the form will be "Not Approved." Reasons will be indicated for the Not Approved status and returned to the student or school superintendent or designee for correction. Once all information is complete and accurate, DPI will approve the application and return the form to the school superintendent or designee.

**Part V – Registrar Information** *(instructions to the college/university registrar):*

Upon receiving this form prior to or during registration, the college registrar will review the information completed in Part I, II, and III to verify its accuracy. If anything is incorrect, please notify the DPI staff identified in Part IV of the application immediately.

At the end of the semester of enrollment, indicate the grade earned, sign, and date the form. In addition to copies for your records, distribute one copy to each of the following:

- North Dakota University System, 600 East Boulevard Ave., Dept. 215, Bismarck, ND 58505-0230
- High School Superintendent (address given in Part II).

## DUAL CREDIT HEADCOUNT ENROLLMENTS BY AGE, RACE AND GENDER

### Fall 2011

INSTITUTION	TOTAL DUAL CREDIT ENROLLMENTS	AGE		RACE		GENDER	
		Under 18	Over 18	White	Other	Male	Female
BSC	481	423	58	459	22	167	314
DCB	100	90	10	83	17	41	59
DSU	294	258	36	281	13	106	188
LRSC	678	678	84	647	31	284	394
MASU	129	111	18	121	8	60	69
MISU	188	152	36	169	19	67	121
NDSCS	141	648	141	131	10	76	65
NDSU	0	0	0	0	0	0	0
UND	0	0	0	0	0	0	0
VCSU	41	37	4	40	1	13	28
WSC	273	250	23	254	16	114	159
<b>NDUS TOTAL</b>	<b>2,325</b>	<b>2,647</b>	<b>410</b>	<b>2,185</b>	<b>137</b>	<b>928</b>	<b>1,397</b>

## DUAL CREDIT HEADCOUNT ENROLLMENTS BY RACE\*

### Fall 2011

INSTITUTION	AMERICAN INDIAN	AFRICAN AMERICAN	ASIAN/ PACIFIC ISLANDER	HISPANIC	WHITE	OTHER	NO RESPONSE	TOTAL
BSC	5	1	1	2	459	12	1	481
DCB	0	1	1	0	83	2	13	100
DSU	1	1	0	1	281	4	6	294
LRSC	1	3	3	6	647	6	12	678
MASU	1	0	1	4	121	2	0	129
MISU	1	0	1	2	169	8	7	188
NDSCS	0	1	3	2	131	1	3	141
NDSU	0	0	0	0	0	0	0	0
UND	0	0	0	0	0	0	0	0
VCSU	0	1	0	0	40	0	0	41
WSC	5	1	2	1	254	7	3	273
<b>NDUS TOTAL</b>	<b>14</b>	<b>9</b>	<b>12</b>	<b>18</b>	<b>2,185</b>	<b>42</b>	<b>45</b>	<b>2,325</b>

\*All institutions' data are voluntarily self-reported by students.

Note: Information includes students in extended degree programs and students jointly enrolled through collaborative program arrangements.