



SUBJECT:	Student Affairs		
POLICY:	310.1 High School Dual Enrollment		
PROCEDURE:			
EFFECTIVE:	June 2011	REVISED:	February 2025
REVIEWED:			

Introduction and Purpose

Great Falls College Montana State University (hereinafter “Great Falls College MSU” or “the college”) offers dual enrollment opportunities to eligible high school students to increase student postsecondary education engagement, readiness, persistence, and completion.

The purpose of this policy is to establish school, district, and student eligibility needed to participate in dual enrollment courses. Dual enrollment classes may provide college credit only, or both college and high school credit at the discretion of the participating school district. Dual enrollment courses may be delivered on the college campus, online, at the high school, or at alternative sites.

This policy aligns with the Montana University System’s Operations Guidelines for Dual Enrollment (available at <https://www.mus.edu/dualenroll/documents/MUS-DE-Guidelines.pdf>)

Policy

Requirements for Dual Enrollment Courses

1. Courses eligible for dual enrollment will be 100- or 200-level college courses included in the college’s catalog and have the same course prefix, number, title, credits and outcomes as outlined by the Montana University System. Courses below 100 level and 300 or 400 level courses are not eligible for dual enrollment.
2. The syllabus for a dual enrollment course must include the same content, outcomes and assessment of student achievement as other on campus sections of the college’s course, and it must follow the college’s standardized syllabus template.
3. Concurrent enrollment course requirements will be verified by college faculty in the discipline and/or the appropriate academic administrator through site visits and other measures to ensure the curriculum of concurrent enrollment courses reflect the pedagogical, theoretical and philosophical orientation of the college.
4. The college reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.
5. Dual enrollment students will not be waitlisted for a full course because this could misplace regularly enrolled college students.

Student Eligibility for Dual Enrollment

To be eligible for a dual enrollment course, the student must meet the following criteria:

1. Be enrolled in a Montana School District (home-schooled students may enroll through the school district in which they reside in order to participate in dual enrollment opportunities);
2. Be at least 16 years of age and no older than 19 years of age or a high school junior;
3. Meet the requirements for admission that college-only students must meet, other than the high school diploma (See BOR Policy 301);
4. Meet the same prerequisites as college-only students for courses that require specific placement tests, scores, or prerequisite courses. Students seeking placement in any college course must meet the requirements of Board of Regents Policy 301.17. The college must keep on file copies of official placement scores and/or prerequisite transcripts; and
5. Have approval signatures of a parent or guardian (if the student is not 18 years of age) and a designated high school official.

Students will be responsible for their own transportation unless the memorandum of understanding establishes other arrangements.

Students admitted under dual enrollment are considered non-degree-seeking college enrollees and do not qualify for federal financial aid for higher education. However, they may qualify for scholarships or privately funded financial assistance.

Although the majority of the college's coursework is available for dual enrollment, a participating district/school may wish to restrict the specific courses and delivery modalities in which their students may participate. The district/school will determine restrictions on courses and modalities and communicate such with the students and the college.

Note: Great Falls College may allow exceptions for students who do not meet the age/grade requirements. Interested students must complete an Age Waiver Approval form and provide accompanying documents for review by the Dual Enrollment Coordinator. Students will be notified of the exception decision.

District/School Participation in Concurrent Offerings

To offer concurrent course(s), a school/district must meet the following requirements:

- A. Have a current, signed Memorandum of Understanding (MOU) on file with the college prior to each academic year. The MOU outlines all expectations and responsibilities of the school/district and the college.
- B. Have each concurrent class be proposed, reviewed, and approved. High school faculty must complete a Request to Teach form each academic year. This form outlines the class, number of credits, and term(s) offered.

Dual Enrollment Faculty

1. All dual enrollment faculty must be approved by the college and must meet the minimum qualifications for faculty as established by the Board of Regents in BOR [Policy 730](#).

2. Faculty members teaching dual credit courses must possess a current K-12 licensure (Class 1, 2, 4 or 8) required by the Board of Public Education and approved by the Office of Public Instruction or the course will not be eligible for high school credit. Faculty licensure will be posted on the college's Dual Enrollment website.
3. Dual enrollment faculty members and affiliate faculty members are selected, oriented, supervised and evaluated. Affiliate faculty teaching concurrent enrollment courses for the college in a high school setting will be evaluated by the college.

Credits

Students enrolled in a dual enrollment course will earn college credits as referenced in the college's current catalog. The classes will be transcribed on the student's Great Falls College MSU transcript. For those courses considered dual credit by the participating district/school, the district/school will determine how much high school credit will be given. Typically one three (3) credit college course is equivalent to .5 credits for a semester class and 1 credit for a year-long course in high school.

Tuition and Payment

Students participating in dual enrollment courses will be responsible for paying tuition and fees as outlined in posted tuition and fee schedules specifically for dual enrollment students as approved by the Board of Regents. This schedule will be updated on a biennial basis. In some cases, students will be responsible for paying specific program/course fees. Students are also responsible for paying for their own books and supplies that are required for the class.

If a student withdraws from a dual enrollment course, a refund will be made according to college policies as stated in the catalog.

Additional Information

For more information on dual enrollment at Great Falls College MSU and in Montana, please visit the dual enrollment website: <https://gfcmsu.edu/home/admissions/dual-enrollment/>

Definitions

See the MUS Dual Enrollment Guidelines for definitions:

<https://www.mus.edu/dualenroll/documents/MUS-DE-Guidelines.pdf>