



DUAL ENROLLMENT REQUEST FOR COLLEGE CREDIT (PAGE 1)

If you are seeking college credit for courses you took while in high school, we must receive an official college transcript along with this form signed by the College issuing the transcript directly from the institution.

To be considered for credit, courses taken by high school students **must** meet all of the following conditions:

- The course was offered by a college whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA), regardless of delivery method.
- The course was **not** offered as part of a college-in-high-school program taught by secondary school teachers with enrollment limited to secondary school students.
- The course was taught by a regular member of the college faculty.
- The course was offered as part of the College's regular curriculum, is published in their catalog, and is also available to their regular college degree candidates.
- The course is worth at least three semester-hour credits or four quarter-hour credits.
- The course was comparable in nature and content to courses offered at Stonehill.
- The student received a grade of "C" or above in the course.

You must also provide the Stonehill Registrar's Office with a course description taken from the issuing college or university catalog.

To the Student

You should complete the section below. The Registrar of the college or university where you took the course(s) must complete page 2 of this form and send it to the Registrar's Office at Stonehill College along with your transcript. Stonehill requires that an official college transcript be sent before credit can be awarded.

Name: _____
Last First Middle

High School and location: _____

University or college attended: _____

Course(s) for which credit is sought:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____



DUAL ENROLLMENT REQUEST FOR COLLEGE CREDIT (PAGE 2)

To the Registrar

The student whose name appears on Page 1 of this form is seeking credit from Stonehill College for the courses completed at your institution before their graduation from high school. For each of the courses the student has identified, please verify which of the conditions listed below have been met and include an official transcript.

Note: All of the conditions listed on page 1 must be met for the student to receive credit. Please answer all of the questions below and include the seal of your institution on this form. We thank you for your time.

| Course | Taught at your institution | Taught by your regular College Faculty | Course is open to your own degree students |
|----------|----------------------------|--|--|
| 1. _____ | Yes or No | Yes or No | Yes or No |
| 2. _____ | Yes or No | Yes or No | Yes or No |
| 3. _____ | Yes or No | Yes or No | Yes or No |
| 4. _____ | Yes or No | Yes or No | Yes or No |
| 5. _____ | Yes or No | Yes or No | Yes or No |
| 6. _____ | Yes or No | Yes or No | Yes or No |

Signature of Registrar

Date

Institution

Please mail this form to: Registrar's Office
Stonehill College
320 Washington Street
Easton, MA 02357

[SEAL]